Covenant College
Office of Student Development
"In all things, Christ preeminent." Colossians 1:18



The Student Handbook
2001 - 2002

For use of the electronic Student Handbook:

- For easy use, please use the "Find" utility in the "Edit" pull-down window or use the Table of Contents. Click on the page number at the right for quick access to the information you desire.

- The College maintains the "official" **Student Handbook** in the Student Development Office. It is a word-for-word original of this document. If copies are made of this and revised or edited to be different than the original, the original **Student Handbook** will maintain jurisdiction.

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The College Hymn

"ALL FOR JESUS"

All for Jesus! All for Jesus!
All my being's ransomed powers;
All my thoughts and words and doings
All my days and all my hours.

Let my hands perform His bidding;
Let my feet run in His ways;
Let my eyes see Jesus only;
Let my lips speak forth His praise.

Worldlings prize their gems of beauty,
Cling to gilded toys of dust;
Boast of wealth and fame and pleasure --
Only Jesus will I trust.

Since mine eyes were fixed on Jesus,
I've lost sight of all beside,
So enchained my spirit's vision,
Looking at the Crucified

Oh what wonder! How amazing!
Jesus, glorious King of Kings,
Deigns to call me His beloved.
Lets me rest beneath His wings.

Amen.

Words by: Mary D. James
Tune by: John Steiner

Covenant College Purpose Statement

Covenant College is a Christ-centered institution of higher education, emphasizing liberal arts, and operated by a Board of Trustees elected by the General Assembly of the Presbyterian Church in America, and it exists to provide educational services to that denomination and the wider public. The college offers Bachelor of Arts, Bachelor of Music, Bachelor of Science, and Associate of Arts degrees and a number of pre-professional programs.

The board of trustees shall serve in accordance with the bylaws of Covenant College. The board of trustees is the legal body responsible for Covenant College and for policy-making. The board meets two times each year and acts as a body of the whole in policy-making decisions in conformity with the bylaws of the college and the "Operational Statement of Purpose." In addition to establishing broad institutional policies, the board is responsible for securing financial resources to support adequately Covenant's goals. The board selects the president of the college. The executive committee of the board acts as the finance committee of the board, but the entire board receives financial reports at each regularly scheduled meeting. The board protects the administration from undue pressure from external bodies. The board of trustees is responsible for approving plans and policies to be implemented by the faculty and administration. The board will concern itself primarily with plans and policies of the entire college rather than only one department of the college. Once a plan has been adopted, it may be modified by the administration so long as the original intent is not substantially altered. Board policies appear in the form of The Student Handbook, The Faculty Manual, the minutes of the Board of Trustees, the Operational Statement of Purpose, the Board of Trustees Standing Rules, the Covenant College Five-Year Plan, and the Master Plan. The college is committed to the Bible as the Word of God written, and accepts as its most adequate and comprehensive interpretation the summary contained in the Westminster Confession of Faith and Catechisms.

The focus of Covenant College is found in its motto, based on Colossians 1:18: "In all Things...Christ Pre-eminent." Acknowledging Christ pre-eminent as the creator of all things, as the redeemer of people fallen into sin, as the touchstone of all truth, and as the sovereign ruler over all areas of life, the college strives to discern and to unfold the implications of His pre-eminence in all things. To serve this end we seek to appropriate the mind of Christ as the biblical perspective from which we characterize and respond to reality. In attempting to make such a biblically grounded frame of reference explicit and operative, we are committed to excellence in academic inquiry, and we seek to define all areas of the college's structure and program according to this understanding of our purpose.

We seek to implement our purpose in view of our belief that all human beings are created in the image of God and are, therefore, spiritual, moral, social beings who think, act, value, and exercise dominion. Because we are called to reflect in finite ways what God is infinitely, we attempt to institute programs designed to offer all students the opportunity to discover and give expression to their potential in each fact of their redeemed humanness.

With these commitments in mind we seek to work together as a college community, responsibly striving, corporately and personally, to accomplish the following general aims in every area of life:

(1) to see creation as the handiwork of God and to study it with wonder and respect;

(2) to acknowledge the fallen nature of ourselves and of the rest of creation and to respond, in view of the renewal that begins with Christ's redemption, by seeking to bring every thought and act into obedience to Him;

(3) to reclaim the creation for God and redirect it to the service of God and humankind, receiving the many valuable insights into the structure of reality provided by the good hand of God through thinkers in every age, and seeking to interpret and re-form such insights according to the Scriptures;

(4) to see learning as a continuous process and vocation; and

(5) to endeavor to think scripturally about culture so as to glorify God and promote true human advancement.

As an educational institution, Covenant College specifically seeks to provide educational services from a Christian perspective to the students who enroll. While the traditional undergraduate, on-campus programs remain the primary focus of the college, we recognize that the college also has a significant role to fulfill in the education of students in non-traditional categories.

A. Students in traditional on-campus programs are expected to become active participants in fulfilling the general aims just outlined. It is the college's purpose to help these students make significant progress toward maturity in the following areas:

Identity in Christ.

A Covenant student should be a person who is united with Christ and committed to Him. This union and commitment should lead to an understanding both of one's sin and of one's significance as a person redeemed

by Christ, resulting in a growing awareness of purpose. This awareness of purpose should facilitate the development of goals, priorities, and practices that foster spiritual effectiveness and well being, including the emotional, social, physical, and intellectual aspects of the individual student.

Biblical frame of reference.

Students should be acquiring the ability to orient their whole lives by a perspective based on scriptural revelation. For realization of this goal the following are important:

(a) Scriptural knowledge. Students should be acquiring a working knowledge of the Scriptures, rejoicing in their promises and allowing them to direct their thoughts and actions in every area of life.

(b) Academic inquiry. Students should be acquiring a broad appreciation of the various aspects of creation, becoming familiar with valid methods of inquiry into each area of study. Each student should be acquiring some depth in one or two academic disciplines.

(c) Analytical skills. Students should be acquiring the capacity for incisive, critical and logical thinking.

(d) Communication skills. Students should be acquiring the ability to communicate ideas clearly in both speaking and writing.

Service that is Christ-like.

(a) Students should be assuming responsibilities within a local congregation as well as in the community of all believers. This implies demonstrating a positive influence on others while at the same time accepting their loving concern.

(b) Students should be assuming responsibilities in society as servants of God. This involves a total life-calling to fulfill one's covenantal responsibilities as succinctly summarized in Genesis 1:28 and Matthew 28:18-20, including not only the student's specific vocation, but all other activities as well.

B. Students participating in external or other non-traditional programs display a wide variety of backgrounds, purposes, and needs. Non-traditional programs are designed to meet the many diverse situations encountered; but, because God calls us to proclaim Christian perspective on reality in the marketplace of society, such programs are seen as a significant part of our educational mission.

Although students in non-traditional programs may not be able to participate fully in accomplishing the general aims outlined earlier in this statement, faculty members in such programs will teach from the Christian educational perspective of the college.

Student Development Purpose and Philosophy

For the Student Development Purpose Statement, see Appendix I.

The Student Development Mission – the Operational Statement of Purpose

"Although all college employees work to assure that students make progress toward maturity, the student development department will bear the special responsibility of fostering an environment that enables students to develop as responsive learners in the academic environment, as responsible social participants in and out of the classroom, and as Christians whose worldview is consonant with the Scriptures[1]."

Covenant emphasizes a total educational program including a co-curricular program that recognizes that students learn in a variety of ways and settings. For students in traditional programs, Covenant will have a resident life program, chapel, intercollegiate and intramural athletics, health care, counseling, career counseling, publications, student government, clubs, and other activities.

Uniquely Reformed in Thought and Service

Student Development, at Covenant College, is theologically unique reflecting the College's purpose, therefore unlike other Student Development offices, in belief and practice. Student Development faculty and staff are guided by the Scriptures to understand our God, His world, and His church. We view these seven principles as essential to our work:

1. Reformed theology emphasizes **God more than human activity**.
2. It emphasizes **God's sovereign rule over all creation and his delight in it**.
3. It emphasizes the **validity and goodness of creation** as well as the **fallen distortions created by sin**.
4. It declares that **all of human nature and activity is infected by sin**.
5. God's activity in his fallen creation is one of **redemption**.
6. Redemption is of **grace**, and all human activity is a response to that grace—one way or another. For those who are redeemed, their justification, sanctification, and glorification are solely by God's grace.
7. The human calling in life is to **glorify God and enjoy Him forever**.

[1] Adopted by the President's Council on September 2, 1993

The Scriptures also guide us to understand one another within the body of Christ and redeemed by His blood. Students, made in His image and redeemed by the precious blood of our Lord Jesus Christ, are new creatures. Therefore we seek to build our programs and services emphasizing the student's regeneration and his or her being "likeness of Christ." We view students as follows:

Created (In the image of God)

- Designed to glorify God and enjoy God forever [i]
- Reasonable[ii]
- Made after God's image[iii]

Fallen (In the image of Adam)

- A sinner[iv]
- Effected by sin[v] [vi]

Redeemed (In the likeness of His Son)

- Possessing redemption, with all other benefits of the covenant of grace.[vii]
- The work of God the Holy Ghost.[viii]
- Purchased [ix]
- Members of the invisible church[x]
- In union with Christ[xi]
- Under the effectual call[xii]
- Partaking of the virtue of his mediation,[xiii]
- Pardoned[xiv]
- Accepted and accounts their persons righteous in his sight[xv]
- Requiring nothing of them for their justification but faith[xvi]
- Adopted[xvii]
- Renewed in their whole man after the image of God[xviii]
- Grieves for and hates sin[xix]
- Remnants of sin abiding in every part of them[xx]
- Their best works are imperfect and defiled in the sight of God[xxi]
- Kept by the power of God[xxii]
- Infallibly assured that they are in the estate of grace[xxiii]
- Imperfection of sanctification in believers[xxiv]
- Persevere unto salvation[xxv]
- Perfected at the resurrection and day of judgment[xxvi]
- Firstfruits of glory with Christ[xxvii]
- The duty of obedience to his revealed will[xxviii] [xxix]
- Believe in Christ, be delivered from the moral law as a covenant of works, so as thereby they are neither justified nor condemned[xxx]
- Growing in understanding, will, affections, and all other powers of the soul; as well as words, works, and gestures[xxxi]
- Our duty to God is, to love the Lord our God with all our heart, and with all our soul, and with all our strength, and with all our mind[xxxii]

It is within this framework that we offer following services to promote and enhance learning.

Student Development

Scott Raymond, Dean of Students
Barb Schreur, Associate Dean of Students
Susan Green, Administrative Assistant
Suzi Entrekin, Practical Service Assistant
First Floor South Carter Hall, Room 138
Extension 1107

The office of student development is in the north end of Carter Hall, the last office on the right before you reach the career development center. We want you to come in and see us.

Student development, under the supervision of the Dean of Students, is responsible for coordinating all co-curricular experiences of students on campus as well as regulation of student conduct. Under the student development umbrella are several offices for student assistance: the career development center, the chapel program, health and counseling services, residence life programs and facilities, intercollegiate and intramural activities, practical service, and student senate (clubs and organizations).

In addition, you may find the following information helpful over the course of the year.

Commercial Enterprises on Campus

All commercial enterprises, sales of items in the residence halls, (including student solicitors) are required to have the approval of the student development office and the business office prior to any activity, including advertising, on campus. Students approached by any national or local firms should refer such solicitation to the student development office.

Insurance

The college **strongly recommends** that all students be covered by adequate health insurance. Health insurance **is required** for all international students and all students participating in intercollegiate athletics. Although the college does not require insurance coverage for enrollment of all students, we really want to encourage you to purchase coverage. A brochure for an affordable insurance option for students may be picked in the student development office. The coverage is purchased directly from the insurance company, so it cannot be placed on your account at the school. Coverage will not be effective until

the insurance company receives a check for the premium. Coverage is available for dependents of full-time students as well. The cost for these options is listed in the brochures available in the student development office.

If you are covered by an insurance plan, you should know the specifics about your insurance policy and benefits before you come to college. An emergency situation is not the best time to find out the procedures and requirements of your insurance coverage. If you are covered through a family plan, you should talk with your parents and make sure that you are aware of what you are required to do in the event of a medical problem or emergency. You should keep an insurance card with you for health insurance identification.

Because insurance is something that you are going to have to deal with for the rest of your adult life, beginning to understand the procedures now will be to your benefit. Many insurance companies require medical attention be received from specific doctors or hospitals. Some require that you receive treatment within your home state. Coverage can be denied or greatly reduced if the requirements of your insurance carrier are not followed.

We hope you leave the college never having to receive any medical attention. But in the event that isn't the case, you need to be aware that a**ll students are responsible for filing their own insurance claims**. You will need to follow the guidelines required by your insurance company in order to file a claim. In all cases, you should do this in a timely manner.

If you purchase the voluntary plan offered by the school, you should follow the claim procedure listed in the insurance brochure. If you are covered under the policy for international students or intercollegiate athletics, insurance claim forms may be picked up in the student development office. Mrs. Green is available as a resource to help students understand claim procedures for the insurance plans offered through the college.

Lost and Found

The Student Development Office is responsible for lost and found articles. Lost items should be reported and items found should be taken to that office. Every reasonable attempt will be made to locate the owner of the lost article. Articles left for more than thirty days are subject to being given away to charity or sold. It is recommended that all books, notebooks, backpacks, etc. be marked with permanent marker so that owners can be quickly notified.

Lost Residence Hall Room Keys

If you lose your room key, you will need to purchase a replacement key. The replacement cost is $5.00.

Off-Campus Housing

All single students, with the exception of seniors, are required to live on campus. Application forms are available in the student development office, and must be filled out each year requesting permission for off-campus housing. Those students living off campus are required to abide by the Standards of Conduct. Failure to maintain the Students' Standard of Conduct, as stated in this Student Handbook, may result in the student being required to move back on campus immediately or within a specific frame of time. Part-time students may receive permission to live in the residence halls from the Associate Dean of Students.

Practical Service

Our Savior taught us that to be an effective leader, one must first be a willing servant. Thus, we at Covenant believe that Christianity establishes the dignity of labor, and the Reformed faith, in particular, emphasizes our duty to serve God by serving others in a variety of callings. To this end Covenant implemented a student servanthood program.

Covenant's "Practical Service Program" is intended to serve a three-fold purpose: 1) to help those participating in it to develop an attitude of servanthood and responsibility; 2) to allow those participating in it to experience working with Christian role models who reflect a Christian work ethic, 3) to assist the College in holding down operating costs by assigning students to assist faculty and staff in support positions that would otherwise have to be filled by paid employees.

Full-time students, excluding seniors and married students, are required to participate in the “Practical Service Program” as part of their graduation requirement. All freshmen are assigned to B.E.S.T. (housekeeping) for their service area. Sophomores request a service area assisting a faculty or staff member in departments such as athletics, academics, or staff offices, maintenance shops, etc. Juniors either request assignment to a service area within the college community or an off-campus college-based ministry area. (Listings of service areas are available in the student development office, Carter 138.)
Freshmen are expected to engage in not more than 30 hours per semester (avg. 2/hrs. per week), while sophomores and juniors are expected to engage in not more than 45 hours per semester (avg. 3/hrs. per week). Actual hour obligations will be communicated to the student during the registration process. Students who do not fulfill their "Practical Service Program" obligation will be subject to disciplinary procedures up to and including suspension.

Covenant's "Practical Service Program" is administered through the student development office. Complete policies and procedures regarding Covenant's

"Practical Service Program" are listed in the *Student Work Programs Handbook*, which is made available to students during the registration process.

Career Development

Mr. Jerry King, Director of the CDC (Faculty)
Mrs. Shari Griggs, Assistant Director of the CDC
First Floor South Carter Hall, Room 143
Extension 1156

Mr. King and Mrs. Griggs direct the Career Development Center (CDC) by providing career services to Covenant College students (and alumni). The two-fold aim of the programs and services offered is to assist students in:

1) Career exploration - exploring their personality, values, interests, and abilities within the context of a biblical framework while expanding their awareness of the world of work; and in
2) Job placement - pursuing meaningful post-college callings (occupations or programs of further study) that most effectively utilize their God-given motivated abilities to the glory of God.

Career guidance is available to students through five primary programs and services: individual career counseling, workshops, testing, the career library, assistance with internships and other practical experience opportunities. There are also two career fairs conducted each year which include the Horizons Career Internship Fair (February) in Chattanooga, and the Career Opportunities Fair (November) in Atlanta. The services are designed to help students with self-assessment, career research, decision-making, and experiencing and evaluating fields of interest. The students then pursue

a) graduate school selection
application process
entrance examination registration and preparation, or
b) placement activities formulating a job search strategy
industry/company/position research
resume writing
interview skills acquisition
building a network

When students take advantage of the programs and services offered through the CDC they can develop an awareness of self and the marketplace. In addition, they gather information and contacts necessary to develop a distinct advantage in locating and securing a satisfying position that will facilitate the

start of a successful career, or in gaining admission to the graduate program that is right for them.

The Career Development Center, located at the north end of the first floor of Carter Hall, is open from 9:00 a.m. to 12 noon and from 1:00 to 4:30 p.m. weekdays, except during chapel. Appointments may be arranged with the director or assistant director at other hours as well. Seminar and workshop times are noted in annual brochure available in the CDC and posted to the college webpage, www.covenant.edu/career-development.

Off –Campus Employment

1) Assistance in locating off-campus employment during the school year and summer months is available through the career development center.
2) Two bulletin boards, located in the hallways outside the center, are used to notify students and spouses of married students, of part-time, full-time and summer job opportunities.
3) This information is also posted electronically. The part-time and summer "job" boards can be accessed through e-mail accounts. Look in the Career Development folder under "Public Folders". The full-time job bank, along with "JOBTRAK", is accessible via the career development webpage.

Helpful Hints: Generally, on-going part-time work during the school year is more available at the beginning of each semester. Many short-term and sporadic part-time job opportunities are available throughout the academic year. Summer positions (both full and part-time) are advertised from late January through May.

Priesthill Center

Health Services

Mrs. Barb Michal, R. N.
Mrs. Ruth Lothers, R. N.
Carter Hall Second floor (Stairwell beside the Blink), Room 230
Extension 1275

Why the name Priesthill?

The name **Priesthill** has its origins in Scottish history and was long associated as a haven of spiritual encouragement and refreshment for harried Covenanters during the latter days of the Stewart persecution[2]. At Covenant College this name has been chosen to reflect the spirit with which the staff of

[2] as cited by Bill Higgins

Health and Counseling Services offer themselves to those in need of physical, emotional and spiritual strengthening[3].

Mrs. Barb Michal has administered health services at Covenant for 18 years. Mrs. Michal, assisted part-time by Mrs. Lothers, serve under the direction of a physician on contract with the college.

Seeing a Doctor or a nurse

General health problems and consultations are handled by the nurse during regular office hours, with phone consultations or referral to a physician as needed. A physician is on campus once a week to see ill students. Arrangements to see the physician are made through the Health Service Office. Other medical care is arranged by appointment with private physicians in the local area. Allergy desensitization injections are made by arrangements with the nurse.

Office hours Monday through Friday:

8:00 a.m. - 12:00 p.m.
1:00 p.m. - 4:30 p.m.

Communicating to faculty about your illness

If a student is ill and the nurse suggests the student not attend classes, a notice will be sent to the student's professors and to the Student Development Office. This notice will notify that the student was ill but does not excuse the student from classes or from chapel. The student should work with his/her professors to arrange to make up work and chapel absences are provided to students to be used for illness or other personal needs such as doctor visits.

Self-care Center

The **Health Service Department** also houses the Self-Care Center for Cuts, Colds, & Stomach Pain. The Center is utilized by students, faculty, & staff.

Emergency situations

In emergency situations, when the nurse cannot be located during regular office hours, contact the Switchboard, Student Development Office, or Resident Directors. For medical problems or accidents that occur after regular office hours and on weekends, resident students should contact the in-duty R.A. first.

[3] as stated by Steve McIlvaine, counselor

Contacting an RD in the event of emergency - In-duty lists are posted:

- in Carter Hall at the switchboard, on each residence hall and on the bulletin board outside the RD's apartment
- in Founder's Center in the Lobby on the RD office window.
- in Maclellan on the RD/RA office door

If the in-duty R.A. is not available, the R.A. of the individual(s) involved or the Resident Director should be contacted.

Counseling Services

Mr. Steve McIlvaine
Mrs. Pauline McLemore
Mrs. Petie Corell
Second floor Carter Hall (Stairwell beside the Blink), Room 256
Extension 1473

Counselors, contracted through Chattanooga Bible Institute, provide free and confidential counseling services Monday through Friday. The counseling office is located in room 256 on the second floor of Carter Hall. Personal counseling, premarital, marital and family counseling is available. Also personality, vocation, career and temperament assessments are available in conjunction with the Career Development Office. Skill Building workshops, residence hall presentations and subject-specific discussion groups are offered throughout the year.

Students, faculty and staff (in this order of priority) may call ext. 1473 or go by the office to schedule a free, confidential appointment to see one of the counselors.

Counseling Services available at Covenant College

The five major areas of service to the college community are:

1. Provide professional counseling from a biblical perspective to assist students, faculty and staff.

2. Provide testing and evaluations of students.

3. Provide out-patient referrals for psychiatric and mental health care.

4. Consult with Resident Advisors on resident mental health concerns.

5. Provide opportunities for small group interaction on various topics related to emotional, mental, physical, and spiritual issues.

Counseling Issues addressed at Covenant College

Areas and issues of concern among those presenting for counseling services include:

Depression Eating Disorders/Issues Migraines Insomnia
Stress/Anxiety Roommate Conflict Homosexuality
Suicidality
Panic Attacks Alcohol & Drug Use Time Management
Self-Mutilation
Psychotic Break Conflict Resolution Grief & Loss
Smoking
Sexual Activity Sexual Abuse Study Skills
Financial Stress
ADD (LD) Family Dysfunction Self-Worth Loneliness
Dyslexia (LD) Decision Making Codependency
Psychosomatic
Spiritual Struggles Relationship Issues Premarital
Anger/Rage
Divorce Recovery Forgiveness Homesickness Sonship
Retention Issues Spiritual Formation Academic
Probation

Students, faculty and staff (in this order of priority) may call ext. 1474 or go by the office to schedule a free, confidential appointment to see one of the counselors.

Students requesting additional time for testing

Students who have on file in the office of records a current psychological evaluation that recommends extended time for testing shall be granted that accommodation on a case-by-case basis at the recommendation of the dean of records. Typically, extended time will entail 1.5 times the normal test period. The dean of records can make recommendation for additional accommodations on a case-by-case basis. If the professor cannot make arrangements to provide the additional proctoring, the dean of faculty should be contacted for assistance. Despite the accommodation regarding the administration of tests, all other assignments will be due according to the announced dates.

Counseling Services office hours:

Monday	8:00 a.m. – 4:00 p.m.
Tuesday	8:30 a.m. – 3:30 p.m.

Wednesday	10:30 a.m. – 4:30 p.m.
Thursday	8:00 a.m. – 5:00 p.m.
Friday	8:00a.m. – 1:00 p.m.

Chaplain

Dr. Donovan Graham, chaplain (Faculty)
First floor Carter Hall (on right by the Tuck Shoppe), Room 109
Extension 1411

Dr. Graham is a member of the faculty and provides chaplain services for the college community. The Chapel Committee assists the chaplain. The Chapel Committee will consist of three faculty members, three students (one of whom is the director of student ministries), a staff representative and the dean of students. The Chaplain will chair the Chapel Committee. Chapel is to provide an opportunity for the entire Covenant community to come together for the purpose of worship, exhortation, education or fellowship; but above all chapel must help students realize in a variety of ways that in all things Christ is pre-eminent.

Chapel Program

The purpose of the Covenant College chapel program is to encourage the college community to learn and worship together. In a Christian college learning and worship should be experienced so that they compliment and stimulate one another. Because God calls to Himself a people, not just individuals, it is significant that learning and worship occur in a manner which involves and affects the community as a whole. Therefore, the college sets aside time to gather together to be encouraged and challenged in our learning and to offer the fruits of that learning up to God in worship.

Covenant College is by definition a faith-learning community dedicated to the pre-eminence of Christ in all things.[4] Worship in this context is the gathering together of the college community in order to glorify God by offering Him what He is due: to honor our Creator as the source of all truth and good that can be known, to acknowledge our sin and our dependence on the grace of Christ and

[4] We explicitly deny that we are a particular, corporate church; nor are we a family, although we are certainly participating members of these groups whose worship is biblically defined and governed. But we are not, on the other hand, a mere conglomerate of disconnected individuals. The precedents for worship and corporate life provided by the family and church enter significantly into our expectations, practices, and regulations as a college, but do not suffice to define or exhaust them.

Because the college is not a particular church, our worship will properly exclude administration of the sacraments and ordinarily the collection of alms. The college by no means sees our worship as supplanting that of any particular church. Although we do worship here as a faith-learning community, yet it is the more imperative that all members of the community also seek out a local church body to administer the sacraments and to hold them accountable for discipline and spiritual nurture.

We believe that God alone can tell us how He wants to be worshipped, and that we are bound to seek biblical precedent for all that we offer Him. The Reformed tradition of our college and the standards by which we understand the system of doctrine taught in Scripture serve to guide us and should be respected. We observe, however, in the balanced view of the Westminster Confession, that "there are some circumstances concerning the worship of God...common to human actions and societies, which are to be ordered by the light of nature and Christian prudence, according to the general rules of the word, which are always to be observed." (Westminster Confession of Faith, I.vi.)

on the Holy Spirit to suit us for that truth, to seek His will to transform our thinking about all of life, and to grow in our knowledge of and commitment to Him. Faith must give meaning and direction to our learning or our knowledge is vain. In our learning we grow in faith, honor God, and equip ourselves to be more pleasing to Him and useful for His purposes.

Community worship

Our community worship should include the following:

1. The Word of God, which should be central, illuminating the activity of our faith-learning community, rooting us in the wisdom of God, and calling us to reach outside our immediate physical boundaries, to take the fruit of our labor into the broader culture;

2. Prayer, which should be focused on the work and needs of our immediate faith-learning community and the world we are called to minister to beyond our community;

3. Praise, adoration and thanksgiving, which should be offered for the discoveries and conclusions drawn in our work and for God's activity in our pursuit of truth.

Our community learning may include the following:

1. Lecture and discussion of issues and perspectives relevant to our calling as a liberal arts college;

2. Aesthetic experiences, presented and experienced according to the highest standards;

3. Addresses by speakers and performers within and outside the community;

4. Points of view not necessarily held by the majority here but which serve to stimulate our responsible thought as believers, including where necessary an informed and conscientious response by members of the faculty.

What is the "typical weekly format" for chapel?

Monday *Stories of God's Faithfulness* All meet together to hear stories and testimonies of God's faithfulness to faculty, staff, students, and people from the community. Time will then be spent in prayers of thanksgiving, praise, and petition on behalf of those who have spoken to us.

Tuesday Small Groups Groups will be formed much as before—around topics, concerns, prayer, etc., with a faculty or staff person a part of the group. Freshmen will again be assigned to a group with their core class instructor for the fall semester.

Wednesday Learning from the Word Speakers from both within and outside the college will be asked to bring the Word of God to enlighten us concerning issues relevant to our life in Christ as a faith-learning community.

Thursday Prayer Day Thursday will provide a number of options intended to make possible a concentrated time of prayer for the community. One will be for the Tuesday small groups to meet again, a second will be for a larger group meeting in the chapel auditorium to pray for persecuted Christians, outreach ministries, and other concerns. (This particular meeting will be designed and led by the Director of Student Ministries.) We also will re-institute the combined faculty/staff prayer time.

Friday A Celebration of Praise The whole community will be asked to gather to offer praise and thanksgiving to God. A variety of student groups will orchestrate these meetings—some emphasizing contemporary, some traditional, some blended musical styles. This will be a continued attempt to encourage us all to stretch a bit and praise God <u>together</u> in our <u>diversity</u>. The format will involve Scripture, special music, and lots of singing on our part.

What is a "Special emphasis week" in chapel?

Approximately one week per month we will set aside the typical pattern of events to be addressed by a special speaker brought to campus to challenge us in regard to issues we face as Christians in our culture. The speaker will be given three times to address the whole community on Monday and Tuesday. On Wednesday and Thursday members of the college community will engage in a response to the speaker. Friday will then again be a time of praise and thanksgiving. The faculty CAB committee will be selecting the speakers and orchestrating the events surrounding their coming.

It is my hope and prayer that you will all pray for chapel and engage in it to meet God, whether we are focused on the worship or the learning dimensions of the program.

Attendance Policies

Attendance at daily chapel services is required of all students enrolled in 12 hours or more of classes. Each student is allowed fifteen (15) absences per semester. Absence from more than fifteen in a given semester will result in disciplinary action**. Absences are to be used for illness or other personal**

reasons. For example, if a student sees the nurse and is confined to bed, the student is still expected to use an absence for that illness.

Chapel attendance is a graduation requirement. Students should consider chapel attendance in the same way as attendance in academic classes. Therefore, students should schedule all other activities as secondary to required academic classes and chapels. Work-study, Practical Service assignments, or other extra-curricular activities must be scheduled so as not to conflict with these requirements. If a situation arises that you believe requires you to be excused from chapel on a continuing basis, you must pick up a form in the Student Development Office. After completing the form, please see one of the following people for further explanation and to authorize your request.

Workstudy programs: Ramona Moore
Off-campus employment and residency: Scott Raymond
Class Requirements or Student Teaching: Scott Raymond

Request forms must be submitted within the first two weeks of classes, appropriately signed, including a copy of your class schedule from the Office of Records. Students completing and returning forms after the first two weeks of classes will be excused beginning with the date the form is received in the Student Development Office. Absences occurring prior to that date will stand as unexcused absences. If you do not receive a response concerning your request from the Student Development Office within one week of making your request, please notify Mrs. Green to make sure that the form was received.

Students living off campus are required to attend chapel every day they are enrolled in a morning class. Off-campus students who are not enrolled in a class on Monday through Friday before 12:00 noon may apply to be excused from chapel for those days.

Attendance Record

Attendance records are compiled and kept in the student development office.

Attendance is taken each day upon entering the chapel building. A student enters the chapel building through designated doors by last name and gives his/her name to a chapel attendant. It is the responsibility of the student to make sure that his/her name is marked upon entering the chapel.

Students should arrive and be seated before 11:00 a.m. so that chapel may begin promptly at 11:00 a.m. When the chapel program begins, the doors will be closed. Anyone arriving after the doors are closed will need to be seated in the balcony. A student arriving after the chapel doors have been closed should make every effort not to be a distraction to others, and go to the balcony to check in. A chapel attendant in one of the front rows of the balcony

will have a clip board for students to sign in for late arrival. The attendant is authorized to let students sign until 11:10 a.m. Students arriving after 11:10 a.m. will be counted absent for the day.

Each late absence is one-fourth of an absence. Four late arrivals would then be counted as one absence.

Absences are entered into a computer database and absence totals will be posted on Friday afternoons on the chapel attendance bulletin board outside the Student Development Office. Each student is responsible to check his/her absences on a weekly basis and notify Mrs. Green in the student development office if there is a problem in the total reflected on the board. It is recommended that each student keep a personal calendar, marking dates and reasons for chapel absences.

At any time, should a student go over the allotted absences per semester, the student will be scheduled to meet with the Chapel Disciplinary Committee. It is recommended that each student:

- keep a personal calendar,
- mark dates and reasons for absences,
- bring the calendar with you to the meeting,
- mark clearly if a faculty member or student teaching/internships created the absence,
- mark clearly your illnesses confirmed by the nurse.

Failure to respond to a Chapel Disciplinary summons will result in further disciplinary action.

Timeliness and Unity of Purpose

Please make every effort to be timely in attendance. The intent should be that we are all ready to listen and worship corporately; therefore you should seek to be seated before the time scheduled for the start of chapel and stay until the chapel program is completed. Students leaving chapel before the end of any chapel program may be subject to disciplinary action. Keep in mind the purpose of gathering together, whether during times of assembly or worship, and do your part to promote an atmosphere of unity and purposefulness by being on time.

Attendance in chapel should be viewed similarly to attendance in an academic class. Just as a student has to be timely to class and stay through that entire class to be shown present, each student should arrive in time for chapel to begin and stay through until the end.

Chapel Discipline

Attendance at chapel is a vital part of the whole at Covenant College. The presence of each student and faculty and staff member at these meetings positively contributes to the faith-learning enterprise that defines the College, and absence of any one individual somehow diminishes the whole. Consistent attendance strengthens us; frequent, habitual absence or tardiness weakens both the individual and the community. This harm will not be overlooked in a community that commits itself to the pre-eminence of Christ in all things.

Discipline will be enacted when a student has been absent more than fifteen times and consists of two stages:

Stage 1 -

The Chapel Disciplinary Committee will review all necessary attendance information.

An important piece of this consideration is your own personal record of meetings attended and missed, with notes of explanation. Obviously if you do not keep such a record it will tend to count against you. The normal consequence of excessive absence is suspension, subject to the judgment of the committee; therefore you should be prepared to argue in your own behalf on the basis of specific information that only you can provide. The Disciplinary Committee will decide the next course of action to restore you to good standing with the college. Any disciplinary action may be appealed to the Joint Judiciary Committee of the Student Senate and then to the President of the College or his designee.

Stage 2-

In the event that a student persists and consistently violates the required attendance policy, he or she will be required to meet with a student dean pending possible suspension from the college community. A student dean will enforce any decision initiated by the Chapel Disciplinary Committee, Joint Judicial Committee, or the President of the College. If necessary, a student dean will enact the following proceedings:

A student dean then will issue the final disciplinary statement informing the student that further absences will result in immediate suspension from the college, inability to re-enroll for the following semester, and/or the holding of transcripts.

Day of Prayer

Once each semester classes are suspended for a college-wide Day of Prayer. Various sessions and meetings are organized by the Chaplain and the student Spiritual Affairs Committee, concentrating on personal, community and world-wide prayer matters. This day, while not intended to be elevated above regular personal prayer and the time given to prayer each Lord's Day, is a special gift and opportunity to meet the Lord in special ways. Each member of the community is expected to enter into the Day of Prayer open to the ministry of the Holy Spirit in his/her personal life and the life of the community.

Church Membership

We strongly encourage every student to become a member of a local church while enrolled at Covenant College. The Sabbath is a day of rest and the campus environment must reflect and encourage the pleasures of our Lord's day. Students should plan their week respecting the Sabbath as a day of rest, set aside for worship and rest. Students should make every effort to restrain from noise on the Sabbath that might interrupt or discourage others from private worship and/or rest. For a partial listing of local churches most frequented by students, please see the Student Handbook section, PCA and local churches.

Spiritual Vitality

The College's Statement of Purpose says, "A Covenant student should be a person who is united with Christ and committed to Him. This union and commitment should lead to an understanding both of one's sin and of one's significance as a person redeemed by Christ, resulting in a growing awareness of purpose. This awareness of purpose should facilitate the development of goals, priorities, and practices that foster spiritual effectiveness and well being, including the emotional, social, physical, and intellectual aspects of the individual student."

The sole reason for spiritual growth on our campus is our Lord Jesus' Spirit that is working on this campus.

The Westminster Confession of Faith:

Question 75: What is sanctification? Answer: Sanctification is a work of God's grace, whereby they whom God has, before the foundation of the world, chosen to be holy, are in time, through the powerful operation of his Spirit applying the death and resurrection of Christ unto them, renewed in their whole man after the image of God; having the seeds of repentance unto life, and all other saving graces, put into their hearts, and those graces so stirred up, increased, and strengthened, as that they more and more die unto sin, and rise unto newness of life.

Why is there so much sin on campus?

The more you live on campus, the more you will see the sin that is here within us. The fact that we are a "Christian College" leads some to believe that sin does not happen here. The more and more you come to know your friends, faculty and staff, you will see the horrible remnants of sin. The closer you grow to God, the more you will see your own sin. We are not a sinless campus. Truth be known, we are a campus of sinners. We are however, a campus of redeemed sinners, confessing and reconciling our sin in obedience to God's word and His grace shed abroad in our hearts. The **Westminster Confession of Faith** states, "Question 78: Whence arises the imperfection of sanctification in believers? Answer: The imperfection of sanctification in believers arises from the remnants of sin abiding in every part of them, and the perpetual lustings of the flesh against the spirit; whereby they are often foiled with temptations, and fall into many sins, are hindered in all their spiritual services, and their best works are imperfect and defiled in the sight of God."

We look to see the Spirit's work in your life

But grace leads us to obedience. Spiritual vitality is the Spirit's sanctifying work within us that calls us to bring every thought, affection, work and word captive to the obedience of Christ. Question 99: What rules are to be observed for the right understanding of the ten commandments? Answer: For the right understanding of the ten commandments, these rules are to be observed: That the law is perfect, and binds everyone to full conformity in the whole man unto the righteousness thereof, and unto entire obedience forever; so as to require the utmost perfection of every duty, and to forbid the least degree of every sin. That it is spiritual, and so reaches the understanding, will, affections, and all other powers of the soul; as well as words, works, and gestures

God's Spirit is moving on this campus.

Part of that movement, only part, is seen in the following types of activities that we provide for one another as we grow in His grace and obedience. But a word of importance, our community's spiritual vitality is a work of grace within each individual. Grace and obedience are indeed inseparable. Here are some illustrations of events, activities, opportunities or practices that are seen on Covenant's campus evidencing His Spirit's work on this campus over the past year.

The individual student, faculty, and staff personal and private commitment

1. Individual attention to the Word of God
2. Individual time for private and corporate prayer
3. Individual membership within a local Church
4. Individual commitment to the surrounding community

5. Individual confession and reconciliation
6. Individuals developing personal accountability partnerships to promote godliness and obedience
7. Individuals committed to the call to learn and work within a community of scholars and students

Board Related Activities and Events

1. Personal prayer for the college
2. Personal obedience to the Word of God
3. Solicitation of prayer among the Presbyteries
4. Individual accountability relationships with students
5. Leading chapel in worship
6. Ensuring Policy and Faculty appointments of godly men and women

Faculty and staff initiated activities and opportunities

1. Admission's application, testimony, Christian commitment to church and ministry, pastoral reference
2. Bible/doctrine classes
3. Chapel (Chapel committee, faculty, staff and students)
   - regular worship chapels
   - praise chapels
   - small group chapels
   - Day of Prayer
4. Instruction, instruction, instruction…Integration of faith and life – reformed world and life--view in all classes
5. Faculty prayer and devotions to begin classes
6. Faculty sharing personal testimonies during classes
7. Faculty office hours for personal counseling and mentoring
8. Faculty meeting with students in the Great Hall
9. Faculty prayer times with student (individually and collectively)
10. Faculty prayer for students
11. Faculty inviting students into their homes and families
12. Mentored International and "at-risk" students
13. New Student Orientation
14. Times of prayer in staff meetings for students
15. Hall prayer times and Bible studies
16. Break on Impact (Credit-bearing)
17. Internships, extern-ships, student teaching—faculty mentoring and advising
18. Sonship Classes
19. Practical Service
20. Chaplain's ministry addressing student needs (acute or chronic)
21. Coaching staff commitment

22. Financial Planning counseling and advising according to Biblical principles
23. Vocational Counseling (Calling and Purpose)
24. 18 ordained faculty – Pastoral counseling and church membership issues
25. Numerous staff members as deacons and deaconesses
26. Personal Counseling (Christian counselors – faith-based counseling)
27. Health Services education, counseling and advising according to Biblical principles
28. Mentoring and discipleship making one-on-one meetings with one another and students
29. The Standards of Conduct (Our rules and the way we communicate them)
    - Discernment, walking by the spirit, purpose, call, gifts, body of Christ.
    - Keeping many things closed on Sunday
    - Expected, encouraged and accountable church attendance
    - Disciplinary process committed to redemptive restoration and reconciliation

Church initiated / related opportunities

1. Prayer in the local churches for the students and the college
2. Elders of local PCA churches working as faculty and staff at Covenant College
3. Area pastors leading small groups
4. Pastors meeting with students on campus and for lunches
5. Pastors involved in college discipline
6. Adopt-a-student by a local church
7. Women in the Church on-campus ministries

Student Initiated / related programs and services

1. R.A. Hall individual student ministry, service, leadership, reconciliation
2. Hall prayer times and Bible studies
3. Accountability partners (prayer, study and accountability)
4. Scripture verses posted on halls
5. On-campus ministries
   - Oasis
   - Accountability groups
6. Off-campus Ministries (coordinated with local churches) to community
7. Hall prayer, education, missions, praise and worship time.
   - Carter Hall Prayer and Praise
   - Student Apartment Bible Study
   - Maclellan Praise Time
8. Founders Praise Time – Koinonia

Residence Life

Ms. Barb Schreur, Associate Dean of Students (Faculty)
First Floor South Carter Hall 137
Extension 1108

Associate Dean of Students

Dean Schreur administers the residence life program of Covenant College. Detailed information concerning residence halls and apartments can be found in two separate booklets, the Residence Hall Manual and the Apartment Manual.

Residence Halls and Residence Directors

Covenant College has a variety of residential options. Each Residence Hall is uniquely designed and offers services and residential floor plans different than other on-campus halls. The Residence Hall staff and student leadership includes:

Resident Directors (R.D.s)

The Resident Directors are full-time professionals whose responsibility is the overall administration and direction of the residence halls. They work at developing and maintaining a community that is conducive to learning and consistent with Christian values. In a supervisory role, they act as leaders and facilitators for the Resident Advisors, and with their staff, they are available for any counseling, advising, or administrative needs you may have concerning residence hall living.

Resident Advisors (R.A.'s)

Our Resident Advisors are students who are selected because of their leadership skills and Christian maturity. They have demonstrated a willingness to serve other students, have been trained in "helping" skills, and will assist the Resident Directors in the development of a residence hall community characterized by Christian concern. They are responsible for enforcing policies in order to maintain an atmosphere conducive to study and consistent with Biblical values. The R.A.'s are actively available to be helpful to you and to provide necessary information and encouragement. Expect them to seek you out, but please make an effort to get to know them as well.

Residence Hall Council

The Residence Hall Council is a body of students responsible for programming in the halls to meet students' needs personally, socially, physically, and

spiritually. The Council, based on the Resident Director's discretion, may also handle minor disciplinary infractions.

Carter Hall Resident Director

Mr. Jonathan Entrekin (wife - Suzi), Resident Director
Second Floor Carter Hall (Stairwell by the Blink)
Extension 1277

Founders Hall Resident Director

Mr. Jeremy Jones (wife - Christina), Resident Director
Basement of Founders (Immediately outside the elevator)
Extension 1370

Maclellan-Rymer Hall Resident Director

Mr. John David Bower (wife - Vicki), Resident Director
First floor Maclellan Hall
Extension 4101

Student Apartments Resident Director

Mr. Jason Wood (wife - Erin), Resident Director
Student Apartments, Apartment #9
Extension 1516 and/or 820-4250

Residents and Fire Alarm Procedures

INADVERTENTLY SETTING OFF AN ALARM: If your actions cause, unintentionally, a smoke detector, heat-sensor, pull station, or other device to send the building's safety system into alarm, causing evacuation, minimum discipline will include (but not necessarily be limited to):

1. a written, signed apology delivered by the RAs to student residents of the building within 36 hours.
2. a verbal, face-to-face apology to all staff present in the building at the time of alarm within 48 hours.
3. a written, signed apology, delivered personally to the highest ranking fire department official responding to the alarm, with the request that (s)he communicate it to the rest of the department.

PROXIMATELY (INDIRECTLY) SETTING OFF AN ALARM: If your actions are proximate or direct cause of setting off the alarm system (lighting candles, burning toast, kicking a soccer ball in halls, etc.) you will be held responsible

for the actions and for the resultant evacuation. Even if you did not intend to set off the alarm, if the RD and fire department personnel believe there was a reasonable expectation that your actions would cause the system to go into alarm, the degree of forseeability holds you to a higher level of discipline. The minimum discipline will include (but not necessarily be limited to):

1. all of the stipulations listed above;
2. a written, signed apology to be posted for public viewing in the building where the alarm occurred;
3. appropriate discipline for any other residence hall or college rules violated as a part of your actions (sports in hallways, open flame in rooms, visitation violations, etc.):;
4. 5 hours of community service work for a college department or community agency to be approved by the RD;
5. a monetary fine of up to 50 dollars (normally it is not able to be worked off in lieu of paying)..

INTENTIONALLY SETTING OFF AN ALARM: If the intent of your actions is to set off an alarm, or if you do so deliberately, you will be considered in violation of both college and municipal laws. In addition to discipline by the college you will be remanded over to civil authorities for possible civil discipline. The college discipline shall include (but not necessarily be limited to) :

1. all of the stipulations listed above;
2. one week's suspension;
3. notification of parent or guardian if legally dependent upon them;
4. one semester's probation;
5. an additional fine of up to 500 dollars.

Please refer to page number 51 in the Student Handbook for assistance with the appeals process.

Guests

Guests and visitors are expected to observe all regulations of the College. The host or hostess is responsible for the behavior of his/her guest(s). The college will take civil and/or legal action against non-student visitors who violate college policy while visiting our campus.

Laundry Facilities

Coin operated washers and dryers are available for the use of all students, and are owned and maintained by an outside vending company. These machines are located in the service area of Carter Hall, in Founders Center, Maclellan Hall, and in the laundry building behind Apartment 16. Any service problems

with the machines should be reported to the B.E.s.T. office in the basement of Carter Hall.

Pool Use

The pool is available for student use, provided that all posted rules are followed. There is no lifeguard service provided: all students swim at their own risk. If students engage in behavior that is dangerous or offensive to others, they may be prohibited from using the pool. Because the pool is close to Carter hall, and because noise carries over water, any evening, nighttime, or early morning pool use must be done quietly. The swimming pool is closed on Sunday.

Athletics

Dr. Brian Crossman, Athletic Director
Ms. Tami Smialek, Assistant Athletic Director
Second Floor Barnes Gymnasium
Extension for Dr. Brian Crossman, 1513 and Ms. Tami Smialek, 1514

Dr. Crossman and Ms. Smialek administer the intercollegiate and intramural athletic programs at Covenant College.

Intercollegiate Athletics

The intercollegiate athletic program at Covenant College exists to enhance the academic program by providing opportunities for development outside the classroom environment. For participants it offers opportunity for learning leadership, self-discipline and control, and the assumption of extra responsibilities under intensified situations where there is a high level of visibility. For spectators it offers the opportunity for healthy relaxation from academic rigors, learning lessons of Christian sportsmanship, the excitement of sharing in the athletic talents of their friends, and the chance to be a part of a strong morale-building activity. It can, when properly approached and executed, provide a very positive unifying feature for the entire college community.

Covenant College is affiliated with the NAIA and offers seven sports.

Women's Sports
Soccer, Mark Duble, Coach
Basketball, Ms. Tami Smialek, Coach
Cross Country, Mr. David Taylor
Volleyball, Mr. Will Stern

Men's Sports
Soccer, Dr. Brian Crossman, Coach
Basketball, Dr. Bill Dennison, Coach
Cross Country, Mr. David Taylor

Intramural Athletics

Ms. Tami Smialek, Assistant Athletic Director
Mr. Jason Wood, Intramural Coordinator
Ashe Activity Center, Room 12
Extension 1516

The intramural program at Covenant College exists to enhance the academic program by providing opportunities for development outside the classroom environment. Intramural and club sports are important parts of the program. They serve many of the same functions as the intercollegiate athletic program for those students who do not have the talent or inclination to engage in the more demanding levels of preparation and competition. All programs should provide opportunity for the development and maintenance of sound physical health.

For more information, please see the Athletic Manual

Campus Offices and Services

Accounting Office
First floor South of Carter Hall, Room 147
Office Hours 8:00 a.m. – 4:30 p.m.

Where can I cash a check or learn about my account?

Payments on semester charges, telephone, parking fines and any other financial obligation are made in the accounting office. The office will cash checks, for a maximum of $30 per day Monday through Friday. Students expecting to need regular check cashing services should open an account with a local bank.

Audio Visual Services
Second Floor of the Kresge Library, Room 205
Office hours are posted. Ext 1406

Where can I access audio-visual resources?

AV Services is the college department that handles most college needs pertaining to audiovisuals. The following is a list of services and equipment available, as well as information for obtaining service.

Service/Equipment Available

- Overhead projectors for classroom use, chapel, etc. Overhead projectors are located in each classroom
- Slide projectors
- Cassette recorders
- VCR/TV's are available for group viewing in the following locations:
  - L-215
  - Library (individual viewing only)
  - all regular classrooms when class is not in session
- VCRs and TV's are not available for use in student rooms or commons through AV Services
- Audio recording and copying of audio tapes (non-copyrighted)
- Thermofax machine for transparencies, located in the education office, L-205, and available Monday - Friday, 9:00 a .m- 4:30 p.m..; transparencies may be purchased in the Tuck Shoppe
- Dry Mount Press, available for use in L-215
- Wizard laminator, available for use in L-215; purchaes available from Tuck Shoppe; or laminating available from AV Services for a fee.
- Ellison Lettering Machine, available for use in L-215. Inquire about the Ellison Lettering Machine in L-205.
- Record players
- PA systems for concerts, club events, residence hall parties, etc.; requires AV request form and staffing by AV student assistants; request at least 1 week in advance.
- Lighting/PA systems for drama performances; requires AV request form and staffing by AV student assistants; request at least 1 month in advance.
- Chapel services are recorded and audio tapes are available for $1.50 per tape; payment due with request

How can I use these resources?

Complete an AV Request Form are available in L-205, the Carter Hall student mailbox area, Sanderson second floor lobby by the elevator, and in Mills Hall all floors by elevator, access the college web page under Information - audio-visual services – order form, as well, you may e-mail at avservices@covenant.edu or call x 1406.

Requests for routine events should be made at least 48 working hours in advance. Requests for PA services for concerts, recitals, residence hall parties, etc. should be made well in advance of the event (1-2 weeks).

Availability of Equipment

AV work study assistants will handle most requests for audiovisual services.

Users are responsible for care of equipment (responsible for repair) which has been checked out and which does not involve AV personnel.

Mrs. Rebecca Dodson is the director of AV Services, x 1406.

Computing

The Technology Services department maintains four computer labs and three computer clusters. These labs are open to students, faculty, and staff, except when a class is scheduled in the lab. The hours of operation are 7:45 a.m. to 12:00 midnight, Monday through Thursday, 7:45 a.m. to 6:00 p.m. Friday and 10:00 a.m. to 12:00 Midnight on Saturday. At times the hours may vary due to scheduled course labs and slack use periods. The Help Desk Assistants are available to help with problems (see the Help Desk Handbook for more information). Documentation for much of the hardware and software is available upon request from the Help Desk Assistants.

Lab Locations

Mills Hall 150 & 160
Sanderson Hall 101
Maclellan 104
Kresege Library 212
Clusters in each residence hall – Carter, Founders, Maclellan

Scheduled Lab closures

Fall 2000

September 20 (Day of Prayer)	Labs will be closed until 4:30 p.m. in accordance with Day of Prayer policies
October 14–17 (Fall Break)	Labs will close at 4:30 p.m. Friday, October 13 and Open at 8:00 a.m. Wednesday, October 18
November 22-26 (Thanksgiving Break)	Labs will close at 4:30 p.m. Tuesday, November 21 and open at 8:00 a.m. Monday, November 27
December 15–January 8 (Christmas Break)	Labs will close at 4:30 p.m. Thursday, December 14 and open at 8:00 a.m. Tuesday, January 9

Spring 2001

January 31 (Day of Prayer)	Labs will be closed until 4:30 p.m. in accordance with Day of Prayer policies

March 10-19 (Spring Break)	Labs will close at 4:30 p.m. Friday, March 9 and open at 8:00 a.m. Tuesday, March 20
April 13 (Good Friday)	Labs will be closed and will open at 8:00 a.m. Saturday, April 14
May 11	Labs will close at 4:30 p.m. and will open on the first day of classes in Fall 2001 semester

Conference and Special Events Office – Carter 103

How do I Schedule Rooms/Facilities

The Covenant College master calendar is maintained by the conference and special events office. The Schedule and Facility Use Request Form must be completed to schedule any college function. These forms are available from the conference and special events office. The completed form must be personally returned to the conference and special events office with approval from the appropriate individuals before placing any function on the master calendar or reserving any college facility. If proper procedures are not followed, the college (or any individual department) is not responsible for any scheduling conflicts that may arise.

Experiential Education – Carter 51

At Covenant we are committed to multicultural education that is rooted in the best of reformed and evangelical traditions. We are creating an environment in which everyone can live, study, and work cooperatively and where multiple cultures and ethnic backgrounds are valued and differences are respected. It is the goal of Covenant to help our students become global Christians by becoming a truly multicultural, multiracial Christian institution.

It is our goal at Covenant to educate all students regardless of their culture or ethnic background in such a way that they will possess the skills, knowledge and values that will enable them to live responsibly and serve effectively in a rapidly changing pluralistic world.

To provide an atmosphere where multicultural learning experience can occur both on and off campus is a challenging task that is vitally important to our college community.

A core requirement for graduation is that each student participate in a cross-cultural experience. Students experiencing a culture first-hand gain a much broader knowledge and appreciation of cultural diversity. Some students may choose to participate in study abroad programs. Another key program in

helping students learn and appreciate cultural diversity is Break on Impact, a program where students may choose to spend their Spring Break working within another culture inside or outside the U.S.

On the basis of a common faith commitment, we believe we can succeed in achieving cultural diversity where secular colleges have failed. Some of the chapel programs and classes offered are designed as tools to encourage us to examine ourselves. We can only grow as we are pruned and sometimes that pruning process is discomforting. As we learn to love our neighbor as ourselves and appreciate the differences we all have as those created in the image of Christ, we can break down barriers and change culture. So we encourage our student body to participate in many of the opportunities that are made available to them both on and off campus.

Financial Planning Assistance

The student financial planning office administers financial assistance for students. Students may, and are encouraged to, seek out financial counseling concerning their college financial assistance as well as personal financial matters.

Financial aid is divided into the categories of federal, state and Covenant-funded aid. A Covenant College Application For Aid must be submitted to receive any financial assistance. To be considered for federal grants, work study or loans, a student must also complete the Free Application for Federal Student Aid (FAFSA). The original should be sent to the Department of Education and a photocopy must be given to the Student Financial Planning Office or the original may be given to Covenant to submit electronically.

The deadline for presidential, merit and diversity scholarship applications is February 1. The deadline for submitting the Covenant Application for Aid and the photocopy of the FAFSA is March 1. The forms must be received by 4:00 p.m. of the deadline day.

Financial aid packages are sent to the students at the end of March. The student has three weeks to accept the award. Financial aid files must be completed by June 1 or there is no guarantee that the aid will be applied before registration.

If you have questions or need assistance completing forms please come to Carter Hall 150 or call extension 1126.

Food Service

What is the blink?

Covenant's heritage from the Scottish Covenanters is somewhat whimsically reflected in the name chosen for the snack shop. During the time the Covenanters were under persecution by the authorities, there was a brief period of freedom from pressure when the dragoons of King Charles II were sent home. The Covenanters called that period the "blink." Hence, our "Blink" is a place of relaxation where refreshments may be enjoyed in an informal atmosphere.

What meal plans are available?

The food service at Covenant College is provided through ARAMARK, a private food service company. In order to eat, each student must present a valid meal card (Scots card), with meals assigned, as they enter the dining hall. All in-residence students must choose one of the following board plans (which incorporate vegetarian meal options):

Full Board Plan	21 meals/week
Lunch and Dinner Plan	14 meals/week
Off-campus students	5 meals/week *Not to be used for Sunday lunch or for special dinner nights

What are the meal Times?

Monday - Friday	
Breakfast	7:00 a.m. - 9:00 a.m.
Lunch	11:30 a.m. - 2:00 p.m.
Dinner	5:00 p.m. - 7:00 p.m.
Saturday	
Breakfast	8:00 a.m. - 9:00 p.m.
Lunch	12:00 p.m. - 1:00 p.m.
Dinner	5:00 p.m. - 6:30 p.m.
Sunday	
Breakfast	8:00 a.m. - 9:00 a.m.
Lunch	12:45 p.m. - 2:15 p.m.
Dinner	5:00 p.m. - 6:30 p.m.

A student must remain on the board plan purchased at the beginning of the semester. In establishing meal rates, consideration has been given to expected absenteeism. Therefore, meals are not transferable to other persons. In addition, should meals be missed by the student, no refunds for individual meals will be made during the semester.

All students are required to have a valid meal card and must present it upon entering the Great Hall for meals. Every effort should be made to take care of the meal card. Students will not be allowed to eat without a valid meal card. If a card is lost, a new card must be purchased. Students must go to the Student

Development Office to have a new card printed and laminated. Cost for replacing a card is $10. If you enter the Great Hall without your valid card, you will be expected to pay for your meal.

If it is necessary for a student to be off campus for a regular work or service assignment through the meal hour, the student must notify the Director of Food Services and the food service will provide a meal to go. Classes and organizations requesting this service must make their requests one week in advance to the Director of Food Services in order to give food service ample time in ordering supplies.

In order to provide a channel for students to express themselves concerning the food service and to make suggestions for improvement, a Food Service Committee, composed of students, representatives of the Student Development Office, Business Office, and officials of the food service company, meets regularly. This committee aids in the communication of comments and policy changes between the student body and ARAMARK.

A student who needs to be excused from the meal plan **must complete** an **APPLICATION** from the Health Services Office. This form must be returned by August 1 for the fall semester and by December 1 for the spring semester. If a student is interested in not participating in the college's food service for this reason, it is suggested that consideration be given to living in the student apartments or in off-campus housing (if a senior).

The Scots Card Advantage

You are now able to put money on your Scots Card (college ID/meal card), and use it as a debit card. Simply depositt a minimum of $25 down, and you will be able to use your Scots Card to make purchases in the Blink, Tuck Shoppe, or the Craig Lyon Great Hall and not have the worry of carrying cash. The total amount deposited on a Scots Card is up to the individual. However, a person should remember to deposit only the amount for desired spending in a semester/year since **no refunds** will be issued. Deposits to Scots cards are made in the accounting office.

Food Service Committee

In order to provide a channel for students to express themselves concerning the food service and to make suggestions for improvement, a Food Service Committee, composed of students, representatives of the Student Development Office, Business Office, and officials of the food service company, meets regularly. This committee aids in the communication of comments and policy changes between the student body and ARAMARK.

ID/Meal Cards

All students are required to have a valid ID/meal card and must present it upon entering the Great Hall for meals. Students will not be allowed to eat without a valid meal card. If a card is lost, a temporary card must be obtained from the office of ARAMARK. The temporary card is valid for up to five days. After five days a new card must be purchased. Every effort should be made to take care of the meal card as replacement cost of the card is $10.00.

If it is necessary for a student to be off campus for a regular work or service assignment through the meal hour, the student must notify the Director of Food Services and the food service will provide a bag meal. Classes and organizations requesting this service must make their requests one week in advance to the Director of Food Services in order to give food service ample time in ordering supplies.

Meal-Plan Excuse

A student who needs to be excused from the meal plan must complete an APPLICATION from the Health Services Office. This form must be returned by August 1 for the fall semester and by December 1 for the spring semester. If a student is interested in not participating in the college's food service for this reason, it is suggested that consideration be given to living in the student apartments or in off-campus housing (if a senior).

Library

Regular hours for use of the library are:

8:00 a.m. - 12:00 midnight Monday through Thursday
8:00 a.m. - 10:00 p.m. Friday
9:30 a.m. - 10:00 p.m. Saturday

The library is closed on Sundays, and its hours are restricted on the Day of Prayer and some holidays (see postings on library doors for special hours). Further information regarding library resources, personnel, policies and procedures is available through the LIBRARY INFORMATION button on the library's web page (on campus use site http://tyndale/polpac/active_client/, off campus use httpt://www.covenant.edu/library/default.asp, or ask at the library circulation desk.

Multicultural Services

At Covenant we are committed to multicultural education that is rooted in the best of reformed and evangelical traditions. We are creating an environment in which everyone can live, study, and work

cooperatively and where multiple cultures and ethnic backgrounds are valued and differences are respected. It is the goal of Covenant to help our students become global Christians by becoming a truly multicultural, multiracial Christian institution.

It is our goal at Covenant to educate all students regardless of their culture or ethnic background in such a way that they will possess the skills, knowledge and values that will enable them to live responsibly and serve effectively in a rapidly changing pluralistic world.

To provide an atmosphere where multicultural learning experience can occur both on and off campus is a challenging task that is vitally important to our college community.

Exposing our students to multicultural Christian leaders through our chapel program is one way that this atmosphere is nurtured on campus.

During Black History month focus is given to the historical and cultural achievements and contributions of African-Americans.

A core requirement for graduation is that each student participate in a cross-cultural experience. Students experiencing a culture first-hand gain a much broader knowledge and appreciation of cultural diversity. Some students may choose to participate in study abroad programs. Another key program in helping students learn and appreciate cultural diversity is Break on Impact, a program where students may choose to spend their Spring Break working within another culture inside or outside the U.S.

On the basis of a common faith commitment, we believe we can succeed in achieving cultural diversity where secular colleges have failed. Some of the chapel programs and classes offered are designed as tools to encourage us to examine ourselves. We can only grow as we are pruned and sometimes that pruning process is discomforting. As we learn to love our neighbor as ourselves and appreciate the differences we all have as those created in the image of Christ, we can break down barriers and change culture. So we encourage our student body to participate in many of the opportunities that are made available to them both on and off campus.

Office of Planning

Scheduling Rooms/Facilities

The Covenant College master calendar is maintained by the office of planning. The Schedule and Facility Use Request Form must be completed to schedule any college function. These forms are available from the office of planning (C121). The completed form must be personally returned to the office of planning with approval from the appropriate individuals before placing any function on the master calendar or reserving any college facility. If proper procedures are not followed, the college (or any individual department) is not responsible for any scheduling conflicts that may arise.

Office of Records

Freshmen and Transfer Students

As a new student to Covenant College, you will receive the name of your faculty advisor in your registration package when you arrive on campus. Your first class schedule will be determined by your declared major and the registrar. When pre-registering for the next semester, you will meet with your advisor concerning your selection of courses, necessary prerequisite courses and policies that affect your four year curricular development. In addition, your faculty advisor will be available to you each week during the semester. To see when your advisor is available, please check their "in-office" hours posted on their office doors. It is your responsibility to pursue your faculty advisor during the school year for advising.

Returning and Re-Entering Students

Unless you have been notified of an official change stating that you have been assigned a new faculty advisor, you will work with the same faculty advisor as last year. All advisors have posted "in-office" hours on their office doors so take it as your responsibility to pursue your faculty advisor. You should develop a personal academic file that includes copies of all advisement concerning your course selection, course assignment, curricular development, academic policy changes and career advisement. In some situations, a different advisor may be more beneficial to you in your academic matters. If you plan to change advisors, pick up a Declaration of a Major form from the office of records before meeting with your current advisor to discuss this change and obtain their signature.

Student Record Retention

The college has established a policy regarding the retention and disposal of all student records in order to be certain that information collected, stored and disseminated is consistent with fair information practices. A copy of this policy is available in the office of records.

The Academic Bulletin Board

The bulletin board on the first floor of Carter Hall across from the elevators is designated as the Academic Bulletin Board. This will be the location for all announcements from the office of records or other appropriate departments or individuals pertaining to the academic program such as cancellation of classes and department announcements. These announcements will also be posted on the Campus Electronic Bulletin Board – All Campus Announcements. Nothing is to be posted on this board without permission from the office of records.

Mailroom – Carter Hall Basement

Where can I buy stamps, FAX or mail items?

The mailroom is available as a post office and for photocopying services. Postage stamps are available in books or singles. Express mail, Priority mail, and UPS shipping and receiving services are available as well. A fax machine is available to send (for a charge) and receive (no charge) faxes.

Mailroom hours are Monday – Friday, 8:00 – 4:30. Package pick-up and window service is available only during these hours.

Mail is distributed on campus to all faculty, staff and students. On campus mail slots are located beneath student mailboxes in Carter Hall. Mail to on campus students should be sent through the "Student Inter-Office" slot and must have box numbers on each piece. Mail to Faculty or Staff should be sent through "Faculty-Staff Inter-Office" slots.

How do I get a Mailbox?

All students are assigned a mailbox at the beginning of the academic year. To pick up mail, each student must bring his/her mail key. Mailroom staff cannot open your mailbox for you. Should you lose your key, you must contact the mailroom to get a replacement. Replacement fee for a lost key is $3.00.

Physical Plant

Personal Vehicles

How do I register my car and receive a parking sticker

All students who use the college roadways and parking lots are to have their vehicles (including motorcycles and bicycles) registered by the use of an appropriate college-parking sticker. These **stickers are $30.00 per year for cars, $5.00 per year for motorcycles, bicycles are free.** Stickers are issued

in the registration line each semester or at the physical plant office and are good through the fall registration of the next year.

What are the parking regulations/violations

Each person registering a vehicle will receive a copy of the parking and traffic regulations, and will be responsible for knowing and obeying them. Violations on campus are penalized by fines and towing which are payable at the accounting office. Students my appeal parking fines by contacting the Physical Plant Department. The vehicles of repeat offenders, including those with no registration sticker, may be towed and stored (in Chattanooga) at the owner's expense. The minimum charge for towing is $50.00, with each day's storage fee incurring an additional expense.

Parking in handicapped spaces is $50 for the first offense, $100 for the second offense, and $200 to $500 for the third offense. (This is consistent with Georgia law.)

If you live on campus and own a vehicle, you may retain your home state driver's license and license plates. You will need to make sure that your license and plates do not expire while you are away at college. Vehicles with expired licenses may be towed off campus.

If you live off campus, Georgia/Tennessee state law requires you to get a Georgia/Tennessee driver's license. If you are the legal owner of your car, you are also required to get Georgia/Tennessee state license plates. If you live in the city of Lookout Mountain, you are required to purchase the annual sticker.

The minimum liability coverage required for most vehicles is $25,000 bodily injury liability per person, $50,000 bodily injury liability per accident, and $25,000 property damage liability (15/30/10). The minimum uninsured motorist coverage has also increased from 15/30/10 to 25/50/25.

Fines for college traffic violations may be appealed within ten days, in writing, in the physical plant office. The student must start the process with the physical plant personnel.

College Vehicles

School vehicles are available for official college functions and college business. **VEHICLES ARE NOT AUTHORIZED FOR PERSONAL USE**.

How do I get approved to drive a college car?

Due to the college's insurance policy, all drivers of college vehicles must fill out an application and take a driving test before they will be allowed to drive.

Applications may be obtained in the Physical Plant Office and tests will be scheduled on a first-come-first-served basis.

How do I schedule a college vehicle?

Vehicles should be scheduled in advance with the Physical Plant Office. Please tell the clerk how long the vehicle will be gone when you reserve it. Vehicles should be returned to campus as soon as you have completed your business. Keys should be returned to the Physical Plant Office immediately. Keys may be placed in inter-office mail after hours.

Security

Pursuant to the provisions of the "Crime Awareness and Security Act" (Title II of Public Law 101-542) signed into law on November 8, 1990, Covenant College makes campus crime rates and statistics, as well as security policies and procedures, available to interested persons. If you wish to receive or review a copy of this information, please contact the physical plant office.

Room Use After Hours

In order for a student to stay in a secured area after hours, the student should seek permission from his/her professor. That professor should then contact, preferrably by e-mail, Doug Dalrymple, Physical Plant Assistant Director, who will notify the security guard that the student has permission to be in secured area after hours.

Work Requests

Requests for work to be done in the areas of your personal residence hall room, the building or grounds may be made by filling out a work request form (called a "white card"), available on the pillar nearest the Physical Plant Office (in the basement of Carter Hall). Routine request cards should be left in the box as indicated. Emergency requests should be taken or called in to the physical plant office.

Student Development

The office of student development is in the north end of Carter Hall, the last office on the right before you reach the career development center. We want you to come in and see us.

The purpose and philosophy of the student development office, along with services provided, can be found beginning on page 10 of this handbook.

Student Work Programs Office

Work Study

Work Study (WS) is awarded by the student financial planning office as part of a student's financial aid package. All students interested in WS must complete a Covenant College Application for Aid (CCAFA) and a Free Application for Federal Student Aid (FAFSA). A Student Work Programs Work Study Placement Information Sheet is included with the CCAFA, for those who want WS, to list their previous job experiences and skills, as well as to make request for WS assignment preferences. Students with federal eligibility, as determined by the FAFSA, are given priority for WS positions.

Covenant's Work Study Program is administered through the student work programs (SWP) office. The SWP Coordinator informs eligible students of their actual work assignments through a summer mailing. Information on hours, pay, departmental supervisor, required Government forms, etc., as well as information about the WS Program in particular, is provided in this mailing. A complete listing of the policies and procedures regarding Covenant's Work Study Program is listed in the *Student Work Programs Handbook*, which is made available to students when they start working.

Telephones

The college, as part of the residence hall charges, provides voice mail for each student living on campus. Upon request, a telephone will be issued for each residence hall room. In addition to local calling,
1-800, 1-877, and 1-888 toll free calls may be made at no charge to the student. There is however, a charge for each directory assistance call made.

Students may make long distance calls by using a calling card or credit card, which they are responsible for providing, or they may have long distance charges billed to a private account, by using a personal account code supplied by the college.

When using a college-issued account code, monthly bills over the amount of $2.00 must be paid on or by the date shown on the bill (usually the 15th of each month), or the account code will be deactivated. Should a deactivated account need to be reactivated, there is a $5.00 reactivation fee. To prevent

unauthorized use account codes should be considered confidential. Payments on your telephone bill are made in the accounting office.

Tuck Shoppe

The Tuck Shoppe, the book store, is operated by Follett College Stores, the nation's largest college bookstore company. The Tuck Shoppe derives its name from Scottish history. Often, in cities in Scotland, a small shop offering a diverse assortment of novelties was tucked in between two larger stores; some of these stores can still be seen today.

In Covenant's Tuck Shoppe, the diverse assortment begins with textbooks for all courses and a wide selection of books of interest, many of which have been selected to reflect the spiritual distinctive of the college. Besides books, students will find toiletry items, stationery supplies, gift items and other merchandise planned to meet the daily needs of college life. In addition, computer software can be ordered at educational discount. The book store will special order books at any time. Hours are 9:00 - 4:30, Monday through Friday.

What are the Tuck Shoppe Textbook Purchasing Policies

Textbooks may be purchased in the Tuck Shoppe or ordered online to be shipped, held, or reserved. To order online the URL is www.tuckshoppe.bkstr.com or it can be accessed through www.eFollett.com.

When should I buy my books?

Have your registration form that the Office of Records prepares with you. This will show the information you need to locate your books, such as course number and professor.

How do I get help to locate my textbooks?

Using your registration form, locate the shelf tags in the text section that correspond to your schedule (watch for varying sections by professor – not all use the same books!). Textbooks for each class are listed on the shelf tag and are located on the shelf **above** the shelf tag. We try to get as many used textbooks as we can, so if there are no clearly marked used books for any class on the shelf they are either sold out or were not available.

How do I pay for textbooks?

We accept cash, check and credit card (MasterCard, Visa, American Express, and Discover). We **do not** bill to your account. You may wish to check with the accounting office regarding obtaining some of your aid monies prior to coming to purchase your textbooks.

How do I return textbooks?

Textbooks may be returned within **two weeks from the first day of classes** (two business days from purchase date the rest of the year). Books purchased **NEW must have** no writing, no scars, binding firm in order to receive new book credit – otherwise you'll only receive used price credit. **YOU MUST HAVE YOUR RECEIPT IN ORDER TO RETURN TEXTBOOKS!** So keep up with your receipts.

How do I sell back textbooks?

After you have finished using your textbooks you may wish to sell them back for cash. Maximum we will pay is 50% of your purchase price; many factors control the amount we can offer, including why sometimes we can't offer anything. You do not need your receipt to sell books back to us.

Great Scots Pictures

Access the Covenant College web page, www.covenant.edu, and click on Student Development. By paging down, you will find the Great Scots hypertext that leads you to pictures of every member of this community. Access to this SECURE web page is forbidden to any outsider and cannot be viewed unless a personal account is maintained by technical Services.

The Standards of Conduct

A "Hebrews 12" State Of Mind

WHAT DO YOU GET WHEN YOU BRING HUNDREDS OF STUDENTS FROM ACROSS THE COUNTRY AND AROUND THE WORLD AND PUT THEM TOGETHER INTO COLLEGE HOUSING? Very simply, you either get chaos or community! It is an amazing opportunity to have over six hundred unique individuals with unique expectations come together and attempt to live without problems and knock-down-drag-out fights. To initiate a living and learning atmosphere so that Christian students may grow personally, socially, academically and vocationally (all of which are areas of spiritual growth), the Board of Trustees has established the Standards of Conduct. The Goals of the Standard of Conduct are:

1. To communicate community expectations of appropriate conduct.
2. To restore brothers or sisters who are in violation of this conduct.

At this point, you may be thinking, "Six hundred believers living together -- all Christians -- all 'studying to show themselves approved' -- all working toward a ministry for God -- nothing could be better this side of Heaven!" Well ideally this may be true, but practically, it is not. Living and receiving instruction with other saved sinners reminds us of our own imperfections and how we must balance personal needs with the needs of others; or for that matter, the needs of the institution.

WHAT DO YOU GET WHEN YOU HAVE HUNDREDS OF CHRISTIAN STUDENTS CLAIMING OR DEMANDING THEIR "PERSONAL NEEDS?" Christian freedom is a work of grace not to be denied, but let's remember what Paul said about "not turning our freedom (liberty) into an opportunity for the flesh" (Gal. 5:13). The balance of Christian freedom is Christian responsibility, and each of us must choose to build a habit of life that "captures every thought to the obedience of Christ" and "considers the interests of others as more important than our own." Community takes patience, giving, growing, sharing and loving, so be patient with one another. This time is unique for all of us in our growth in the Body of Christ.

There is no better place to learn about community life than in college housing. Under God's calling, godly men and women have spent decades forging out Standards of Conduct that have attracted you or your parents. The Standards of Conduct have major components. These components are:

1. Living According to Biblical Teachings
2. Observing the Interests of the Larger College Community
3. Living According to Campus Rules

The Standards of Conduct are a product of the rich heritage of Covenant College and the review of the 1991-1993 Student Senates. During that two year period, the Student Senates worked in conjunction with the Board of Trustees, the Student Association, the President's Council and the Office of Student Development to re-write and clarify required and expected student behaviors. In the March of 1993, Student Senate gained approval from the Board of Trustees and the President's Council to replace the old Standards of Conduct with the following:

Biblical Teachings

AS A STUDENT AT COVENANT COLLEGE,
YOU ARE TO PROMOTE AND ENHANCE COMMUNITY LIVING
AND ACADEMIC INQUIRY
BY LIVING ACCORDING TO BIBLICAL TEACHINGS.

Students must conduct themselves in a way which reflects a commitment to holy living: doing what the Bible requires, abstaining from what the Bible forbids, and carefully discerning the will of God in every area of life.

- Students at Covenant are to practice all the virtues taught in the Scriptures such as: self-discipline, modesty, patience and honesty and are expected to worship in a local church regularly.
- Students are also required to abstain from all activities which violate Biblical teachings such as: theft, drunkenness, slanderous or profane language, all forms of dishonesty including cheating, and sexual sins (such as premarital sex, adultery, homosexual behavior and the use or possession of obscene or pornographic material). Students must reject all sinful attitudes such as greed, jealousy, pride, lust and prejudice against those of a different race, gender, socio-economic status, etc.
- Additionally, students are to use wisdom and Christ-like discretion in the application of Biblical principles to decisions regarding all areas of life such as: the involvement with various forms of media, all non-college organizations, social interaction (including dance) and the physical expression of intimacy in relationships. When students are off campus, they should select places of business, organizations, or events that would promote and support the Standards of Conduct. Students are expected to use discretion by avoiding events that are not primarily for Christ-like edification and social interaction. Students should avoid, and encourage one another to avoid, dancing in places of business, events or organizations that primarily exist to serve alcohol, encourage lewd behavior or inappropriate physical intimacy and/or sexual behavior.
- The Scriptures call us to obey the authorities that have been placed over us in the civil government. All students are required to uphold local, state and federal law except on the rare occasions when compliance with the civil authority may be in conflict with the Scriptures. Students violating any civil law such as: possession of illegal substances, underage drinking, illegal possession of firearms, physical or verbal harassment, gambling, copyright violations, illegal entry, the possession, sale and use of fireworks, etc., may be referred to the civil authorities for prosecution, and may also be subject to disciplinary action by the college.
- Students found not living according to the Biblical teachings will receive disciplinary action from the college. The college recognizes that some breeches of the Biblical teachings are best handled through punitive discipline, some by extended counseling or involvement with an outside agency or church and others by informal admonishment. The college reserves the right to handle each situation in the manner which it deems to be most effective for the correction and development of the individual(s) involved, as well as in the best interest of the college community.

Larger College Community

AS A STUDENT AT COVENANT COLLEGE,
YOU ARE TO PROMOTE AND ENHANCE COMMUNITY LIVING
AND ACADEMIC INQUIRY BY
OBSERVING THE INTERESTS OF THE LARGER COLLEGE COMMUNITY.

The college believes that there are some practices which, though they may not necessarily go against specific biblical teachings, are not in the best interest of others in our community.

- Students are prohibited at all times -- whether they are on or off the campus -- from the possession and use of alcohol and/or tobacco.
- The college does, however, recognize certain situations in which a student or the college may choose to exercise discretion regarding the use of alcohol or tobacco. These situations are outlined in the section entitled "Situation Where Discretion May Be Exercised."

Campus Rules

AS A STUDENT AT COVENANT COLLEGE,
YOU ARE TO PROMOTE AND ENHANCE
COMMUNITY LIVING AND ACADEMIC INQUIRY BY
LIVING ACCORDING TO CAMPUS RULES.
The college campus must be orderly, safe and conducive to living and working.

The college has established rules and guidelines with which all students are required to comply whenever they are on campus. Most of these are outlined in the Residence Hall Manual which includes guidelines for quiet study hours in the residence halls and safety guidelines such as no weapons and/or open flames on campus. Students are also required to obey rules set by other various departments, like the library, and must comply with all safety guidelines outlined by the Physical Plant.

Situations where discretion may be exercised

ALL STUDENTS
ARE TO EXERCISE DISCRETION REGARDING PARTICIPATION IN THE USE OF ALCOHOL AND TOBACCO WHENEVER:

THEY ARE AWAY FROM THE COLLEGE COMMUNITY FOR OFFICIAL BREAKS.

- ***Students who do not live in college-owned housing during college breaks (Fall Break, Thanksgiving Break, Christmas Break, Spring Break, and Summer Break)*** are not required to abstain from tobacco or alcohol. However, even over breaks the college does not permit students to

violate biblical directives or civil authorities by getting drunk or by drinking/smoking under the legal age. Students who violate these rules may still be subject to discipline by the college.

THEY ARE UNDER THE AUTHORITY OF THEIR PARENTS OR OF THEIR CHURCH.

- **They are under the authority of their parents or of their church.** Restrictions regarding the use of alcohol and tobacco will not apply to students who are participating in a sponsored, approved and supervised activity of a local church with which they are affiliated or when students are accompanied by their parents in an off-campus setting. Parents do not have the authority, though, to allow students to violate a biblical directive by getting drunk or to violate civil laws pertaining to underage use of controlled substances. Also, students may not come to campus exhibiting any discernible signs of alcohol or tobacco use, even if this use occurred in the presence of the students' parents or church.

MARRIED OR INDEPENDENT COMMUTERS
ARE TO EXERCISE DISCRETION REGARDING THE USE OF ALCOHOL AND TOBACCO:

- Students who meet all three of the following qualifications will be expected to exercise discretion regarding the use of tobacco and alcohol off campus. The student must be: A) Of legal age; B) Living off campus; and C) Either married OR financially independent from his/her legal guardians (as defined by federal guidelines).

- These students may not possess alcohol or tobacco on campus, may not come on campus while exhibiting any discernible signs of alcohol use, and may not use or possess alcohol or tobacco in the presence of students who are still under the college's restrictions.

STUDENTS ON COLLEGE-SPONSORED TRIPS TO SOME FOREIGN CULTURES
MAY BE ALLOWED, AT THE COLLEGE'S DISCRETION, TO USE ALCOHOL IN CERTAIN DESIGNATED SITUATIONS.

Because societal attitudes and expectations regarding the use of alcohol varies greatly from country to country, and because foreign visits often involve ceremonial partaking of alcohol, the college does not wish to insist that students abstain from alcohol on all college sponsored trips to foreign cultures. Rather, prior to each trip, the faculty leader will decide whether or not consumption will be permitted and under which circumstances. If it is to be allowed, letters of consent will be collected from the parents or legal guardians of each participant who intends to drink.

Disciplinary policies governing disciplinary decisions

1. The "suggested responses" may be increased or decreased according to the following criteria:

   - was the act intentional or unintentional?
   - was the act a first time offense or a repeat offense?
   - is the student currently involved in other disciplinary actions?
   - did the act itself bear disciplinary consequence?
   - to what extent did the act influence the Covenant or surrounding community?
   - what degree of repentance and reconciliation has been evidenced by works?
   - is the student holding a position of leadership?

2. The term "probation" is the highest level of discipline prior to suspension. "Probation" prohibits a person from activities that may reduce the emphasis on academic concentration. Probation includes the following "loss of privileges".

   Minimum: intramural activity, co-curricular clubs or organizations, student leadership positions. Depending upon the financial aid qualifications for individual scholarships, probation may include the loss of scholarship awards.

   Students on probation may not run for election to the Student Senate while on probation. Students elected to the Student Senate hold office during the semester in which they are elected. Students on probation may not live off campus.

3. All disciplinary actions are personal concerns of the individual student involved, not for public knowledge. It is to be understood that a "check and balance" system of supervision by the College President and the Board of Trustees oversees all disciplinary decisions of the student deans. This procedure stresses consistency while addressing the needs of the individual student involved.

Discipline is for five major reasons:

1. to stop the behavior;
2. to assist the student in reconciliation and change of the behavior;
3. to deter other students from committing the same violation;
4. to remove members of the community who are unwilling to abide by the Standards of Conduct, and:

5. to avoid God's judgment on the individual and/or Covenant Community.

While some leeway does exist in dealing with violations, there is a set of normal responses suggested as disciplinary action for the violation of the Standards of Conduct or residential rules.

Suggested disciplinary actions

The following are the Senate suggested, Board-approved disciplinary actions for violations of the Standards of Conduct:

General Violations for first-time possession or use of alcohol and/or tobacco

- First Offense: Minimum: probation; suggested: one week suspension.
- Second Offense: Minimum: probation; suggested: suspension for the remainder of the semester.

Intentional or unintentional Act to host an event that encourage or enables others to violate the Standards of Conduct

- First Offense: Minimum: suspension for the remainder of the semester.

Incidental damage to College owned property:

- Minimum: action of restitution.

Intentional acts of vandalism:

- First Offense: Minimum: probation plus restitution.
- Second Offense while on probation: Suggested: one week suspension.

Intentional threat or act of harm to any member of Covenant College:

- First Offense: Minimum: probation, suggested: suspension for the remainder of the semester, $500.00 fine and possible civil action. (Examples of a "threat or act of harm" may include but are not limited to: activating a fire alarm through a primary or secondary cause or the act of disabling or tampering with the campus provided safety devices (fire detectors, fire extinguishers, elevators, or public phones). Fireworks and/or open flames are prohibited and will be viewed as a primary or secondary cause threatening the Covenant Community. Weapons prohibited on campus. See page 20 for details (as defined by the Georgia code).

Disciplinary procedures

Scripture clearly states that we are responsible for the actions of one another (Matthew 18). The contemporary idea of everyone minding his or her own business is foreign to the body of Christ.

In handling disciplinary situations, Student Development has been charged by the Board of Trustees to be the final authority for the admonishment, confrontation and restoration of any and all individual member(s) involved in a violation of the Standards of Conduct. Student Development encourages and follows the Matthew 18 principle of one-on-one confrontation and discipline with appeals as necessary. The one-on-one process of discipline allows for the most complete and sensitive understanding of the situation so that the student isn't harmed by an unnecessarily rigid or impersonal system.

Most discipline should be handled on a peer-to-peer basis. If peer confrontation does not stop and change the behavior, then Matthew 18 provides guidelines of sequential inclusion of higher levels of authority until the inappropriate behavior is discontinued.

Privacy during individual discipline allows the student to be addressed personally and with sensitivity toward delicate personal matters the student may wish only to reveal in the presence of one or two, not eight or nine members of a committee. One-on-one, or two-on-one discipline also assists the student in understanding and owning the full responsibility for the consequences of his or her actions because of an intentional control of peer pressure.

The following is a list of sanctions, one or more of which may be imposed on students judged guilty of violating the Standards of Conduct or any other college regulation. The disciplinary bodies are free to modify, qualify or create new and different sanctions in accordance with the individual circumstances and needs of the student. Generally speaking, there is a "ladder" of increasing discipline as a consequence for repeated or serious actions.

1. ***No action:*** Information comes to the attention of the student deans may, quite frankly, require no action.
2. ***Reprimand:*** A written documentation sent to a student regarding inappropriate behavior.
3. ***Restitution:*** Assessment of charges to repair or repay losses incurred by a student's actions.
4. ***Loss of Privileges:*** Removal of leadership responsibilities, intramural activities, club or organization participation, intercollegiate athletic or other co-curricular opportunities.*
5. ***Monetary Fine:*** A monetary discipline assessed to the student that is to be paid by the student, not put on the bill.

6. ***Holds:*** Registration holds or transcript holds may occur if a student leaves campus without completing the disciplinary responsibility.*
7. ***Counseling:*** Personal or assessment counseling.*
8. ***Campusing:*** Students may be confined to their room during an appeal or as an act of discipline if their potential behavior may disrupt the personal, academic or spiritual nature of the college or if it is in the best interest of the student. Students will be free to attend church, classes, chapel, practical service or work study, and meals as scheduled.
9. ***Probation:*** Students will be placed on a disciplinary probation for a first time violation of the Standards of Conduct. Probation will usually involve a "Loss of Privileges." *
10. ***Suspension:*** Students may be suspended from campus in the event of a serious violation(s) of the Standards of Conduct. Students are not to return to campus while on suspension unless permission is granted from one of the student deans.*
11. ***Discontinuation of enrollment:*** The college may choose not to allow a student to re-enroll for a coming semester.*
12. ***Immediate Suspension without Appeal:*** A student who is viewed as an emergency health or safety threat to the Covenant College community, or disruptive to the academic and/or spiritual atmosphere of the college, may be suspended outside the standard process of appeal by power of the President, the Academic Dean, and the Dean of Students (or a designee of each of these offices.)
13. ***Personal and Public Reconciliation and Confession:*** Every member of this community is encouraged to make private confessions of his or her sins to God. If a student offends a brother or sister or a group or whole of this body, public confession to those offended is encouraged and may also be required.

The Disciplinary Process

In most cases, when the process of confrontation comes to the attention of the Student Development Offices, students accused of infractions of the Standards of Conduct are confronted in the following manner:

Students violating the Standards of Conduct will undergo the following process of discipline. The Dean of Students will initiate the disciplinary meetings assisted by the Associate Dean of Students. The student may request a faculty, staff, or student to be present at the disciplinary meetings. Based upon the nature of the disciplinary action, the disciplinary history of the student(s) involved and/or the timing of the violation, the student deans may elect to involve participation of other members of the residence hall staff, college staff or faculty. Once the student deans have determined the necessary people to be involved in the initial disciplinary committee, the "*committee*" will follow this suggested process:

The initial disciplinary decision: The *Disciplinary Committee*

A Disciplinary information meeting will be called to inform the student(s) of the accusation of the violation(s). The student will then discuss the circumstances giving rise to the accusation with the members of the disciplinary committee. If there is more than one student involved, the students may be asked to meet with the disciplinary committee both individually and/or collectively. Each student will be informed of his or her option to appeal the impending disciplinary decision. The informational meeting will then adjourn.

Sufficient time will be given to identify or confirm any information shared or requested on which the initial disciplinary decision of will be based. Any person having information necessary to confirm or deny the surrounding circumstances may be contacted.

The disciplinary committee will then meet to determine the disciplinary action for the student or students involved in the violation and appoint a member of the committee to personally communicate the decision to the student(s) involved. Each student involved will receive a written Disciplinary Memorandum containing the specific violations of which the student is accused, the disciplinary decision and the process to follow for appeal of the disciplinary action.

The Disciplinary Appeal

After the student deans or any official designees communicate the disciplinary decision to the student, the student is informed and encouraged TO APPEAL DISCIPLINARY DECISIONS WITH WHICH THEY DISAGREE. THE DISCIPLINARY DECISION OF ANY AUTHORITY ON CAMPUS CAN BE APPEALED. THE APPEALS PROCESS IS AS FOLLOWS:

1. A R.A.'s discipline can be appealed to the R.D.s.
2. A R.D.'s discipline can be appealed to the Associate Dean of Students.
3. The Associate Dean's discipline can be appealed to the Dean of Students.
4. The Dean of Students' and Associate Dean of Students' discipline can be appealed to the Joint Judicial Committee in the event of a formal disciplinary action.
5. The Joint Judicial committee can be appealed to the President of the college whose decision is final.

The Joint Judicial Committee Selection and Process

When the disciplinary committee renders a decision, the student may then choose to appeal to the Joint Judicial Committee, which serves as a Board of Appeals. The Joint Judicial Committee is comprised of:

1. The Student Senate Vice-president (Chair)
2. Two students (1 male and 1 female)
3. Two Resident Advisors (Selected by the Senate Vice-president (1 male and 1 female)
4. Two Faculty members (Selected by the Senate Vice-president)
5. Two Resident Directors
6. The Dean of Students (non-voting member)
7. The Student Senate Secretary (non-voting member)

The Student Senate annually approves the composition of this committee. The Joint Judicial Committee may increase, maintain or decrease the disciplinary action made by the Disciplinary Committee. The Joint Judicial Committee's decision may be appealed to the President of the College (or designee). The President of the College is the final court of appeal.

The appeals system: The *Joint Judicial*

Each student receiving discipline has the option to appeal the decision to the Joint Judicial Committee.

The Joint Judicial Committee is comprised of students, faculty, and resident directors. The Vice-president of Student Senate chairs the committee. The Joint Judicial Committee will meet with the accused student(s) and a representative of the Committee that made the initial disciplinary decision. The Joint Judicial Committee may lessen, maintain or strengthen the initial disciplinary decision.

When a student chooses to appeal a disciplinary decision to the Joint Judicial Committee:

- Such an appeal must be submitted in writing within two (2) working days of notice of the decision to the Administrative Assistant in Student Development.
- The Student Development Administrative Assistant will forward the appeal directly to the Student Senate Vice-president.
- The College reserves the right to "campus" a student during the waiting period for any and all of the appeals process.
- The Joint Judicial Committee should hear the case within ten (10) working days of the notice. The student may request a five (5) working day postponement of the hearing, and the judgment of a student dean and the Joint Judicial Committee chairperson shall determine whether the request is for good cause.
- The disciplinary decision may be lessened, maintained or strengthened by the Joint Judicial Committee.

- If the student is not willing to accept the action of the Joint Judicial Committee, the student may make a final request to have the decision reviewed by the President.
- The student must make the request to the Joint Judicial Committee Chairperson in writing within two (2) working days of the end of the Joint Judicial Committee meeting.
- The President of the College (or designee) may refuse to hear this appeal, at which time the decision of the Joint Judicial Committee will be final.

During the appeals process:

- The student has the responsibility to provide evidence and/or two (2) witnesses.
- The student may also ask another student or faculty member to be present for advice or counsel during the Joint Judicial hearing. This student or faculty member is present at the hearing for the support of the student, and may address the appeals board only after obtaining permission from the chairperson of the Joint Judicial Committee.
- A student dean will determine who may attend the meetings involved in any and all judicial actions on a meeting-by-meeting basis. Therefore, a tape recording of the hearing and legal or parental representation is prohibited, due to the goal of the meeting being a hearing to find out truth rather than a legal trial.
- Written minutes will be kept of the meeting and placed in the student's file in the student development office until graduation. After graduation, the records of the meeting will be destroyed.

The final appeal: The *College President*

Students may appeal the Joint Judicial Committee's decision to the College President (or designee). The College President may deny the option to appeal. In the event that the President denies appeal, the Joint Judicial Committee's decision will be final.

The Standards of Conduct and Cyberspace

Internet, E-Mail, (Electronic Mail), ISP and the Use of Cyberspace Networks

Each year, Technology Services and Instructional Technology posts *a Technology Policy and Procedures Manual* which outlines all services and policies of the Covenant College computing network.

Technological advances in the field of computer science afford students access to a truly global network resulting in unlimited academic resources and convenience. At the same time, the possible misuse of the cyberspace network for personal or academic wrongful gain is abundant. The Standards of

Conduct apply to the use and care of the Internet, E-mail and all electronic networks available to our community.

In the event that a member of this community misuses the computer network, disciplinary actions will be determined by a combined effort of the offices of academic affairs and student development.

"Students must conduct themselves in a way which reflects a commitment to holy living: doing what the Bible requires, abstaining from what the Bible forbids, and carefully discerning the will of God in every area of life."

Internet must not be used to access media, clubs or organizations that violate the Biblical directives. The Standards of Conduct state:

> "Students are also required to abstain from all activities which violate Biblical teachings such as, *theft*, drunkenness, *slanderous or profane language, all forms of dishonesty including cheating*, and sexual sins (*such as premarital sex, adultery, homosexual behavior and the use or possession of obscene or pornographic material).* Students must reject all sinful attitudes such as greed, jealousy, pride, lust and prejudice against those of a different race, gender, socio-economic status, etc."

Additionally, students are to use wisdom and Christ-like discretion in the application of Biblical principles to decisions regarding all areas of life such as:

the involvement with various forms of media, all non-college organizations and the physical expression of intimacy in relationships.

Violations of the Standards of Conduct through the use of computer communications will result in disciplinary action from the offices of Academic Affairs and Student Development.

Students found not living according to the Biblical teachings will receive disciplinary action from the college. The college recognizes that some breeches of the Biblical teachings are best handled through punitive discipline, some by extended counseling or involvement with an outside agency or church and others by informal admonishment. The college reserves the right to handle each situation in the manner which it deems to be most effective for the correction and development of the individual(s) involved, as well as in the best interest of the college community.

Student grievance procedure with peers, faculty, staff and administration

Students may become involved in situations that result in a conflict with a member of the faculty, staff, or administration. As a learning community, it is our desire to learn to respond to and resolve conflict in a biblical manner. Made in the likeness of Christ, we are to faithfully discharge our call to the "ministry of reconciliation."

> "Therefore, if anyone is in Christ, he is a new creation; the old has gone, the new has come! All this is from God, who reconciled us to himself through Christ and gave us the ministry of reconciliation: that God was reconciling the world to himself in Christ, not counting men's sins against them. And he has committed to us the message of reconciliation. We are therefore Christ's ambassadors, as though God were making his appeal through us. We implore you on Christ's behalf: Be reconciled to God. God made him who had no sin to be sin for us, so that in him we might become the righteousness of God." 2 Corinthians 5:17-21

Following the spirit of Matthew 18, the following steps should be taken. If the student is unsatisfied with the result of the confrontation, the student should proceed to the next suggested step until the problem is resolved. If the student is satisfied with the resolution, then the grievance process should come to an end.

Step one: Speak to the individual privately to correct the wrong. Go with a desire to glorify God and depend on His wisdom, power, and love. Be prepared to "get the log out of your own eye" and walk humbly with our Lord.

Step two: If the grievance is not corrected from a one-on-one meeting, the student should ask that a follow-up meeting with the individual involved in the conflict with a third party present. In the event that the person being confronted is an employee of the college, consideration may be given to inviting the employee's immediate supervisor.

Step three: If the grievance is not corrected at this point, the student should follow the normal organizational chain of command until the problem is resolved.

If the organizational "chain" is not evident, then a student may seek assistance from the Director of Human Resources, the academic dean, the dean of faculty, a student dean or the president of the college to clarify the process of reconciliation and confrontation.

"By God's grace, we will apply these principles as a matter of stewardship, realizing conflict is an assignment, not an accident. We will remember that

success, in God's eyes, is not a matter of specific results but f faithful, dependent obedience.[5]"

Trespassing in College-Owned Secured Areas

- First Offense: Minimum: probation; suggested: $75.00 fine, restitution and possible civil action.
- Second Offense while on probation: Suggested: one week suspension.

Sexual Harassment

Covenant College will not allow any form of sexual harassment or any such conduct that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work or classroom environment.

Covenant College considers a position against sexual harassment to be thoroughly consistent with the overall mission of the College and its long-standing commitment to traditional Christian values as presented in the Holy Scriptures. Sexual harassment transgresses holy law and in addition, is a form of illegal discrimination that is abhorrent to the College. Consequently, it is the obligation of each member of the Covenant College community--administrators, faculty, staff, and students--to adhere to this anti-harassment policy.

Sexual harassment is defined to include, but not limited to, any unwelcome sexual advance, either verbal or physical, where submission to the advance is either an explicit or implicit term or condition of employment or enrollment, submission to or rejection of the advance is used as the basis for making employment or enrollment decisions, or such conduct as interferes with an individual's work performance or creates an intimidating, hostile or offensive work or classroom environment. Examples of sexual harassment are: explicit or implicit promise of career advancement, training, awards, lax time-keeping, or acceptance of lower standards of performance in return for sexual favors; explicit or implicit threats that if sexual conduct is rejected, the employee or student will not be promoted, will receive a poor employment evaluation or grade, or will be assigned to a less desirable position/location; or deliberate, repeated, unsolicited verbal comments, gestures, or physical actions of a sexual nature (e.g., hostile or offensive) thus creating an intimidating working or classroom atmosphere for the employee or student. Sexual harassment as defined in this policy also includes visual forms of a sexual nature (e.g., signs, posters and the like) unless part of the curriculum. Sexual harassment of any

[5] The Peacemaker's Pledge

employee or student, whether in a supervisory or pedagogical relationship or not, is prohibited.

Such conduct, when experienced or observed, should be reported to the employee's immediate supervisor, the Director of Human Resources or a senior administrator for faculty or staff. An investigation will be promptly initiated, and the findings will be reported to the senior administrator of the complainant. The College will do its utmost to respect the privacy of all parties involved in the investigation, while taking such steps as are necessary to investigate and resolve the complaint.

Any sexual harassment is considered to be a major violation of College policy and will be dealt with accordingly by corrective counseling and/or suspension or termination depending upon the severity of the violation.

On-campus alleged sexual assault assistance

In the event of a sexual assault:

- The student should ***immediately see a resident director or student dean*** to determine the notification options for law enforcement authorities (including local police) and the option to be assisted by campus authorities:
- The ***student should immediately go to the hospital*** for care or the collection of evidence if necessary. A student dean will be more than willing to help and accompany the student(s) to the hospital.
- The ***student dean will assist the student in determining the existing campus and community counseling***, mental health or student services available for student victims of sexual assault.
- The ***student dean will assist the student regarding the options*** for, and available assistance in, changing academic and living arrangements precipitated by the offense if requested by the victim and if these changes are reasonably available;
- The ***accuser and the accused are entitled to the same opportunities*** to have others present during campus disciplinary proceedings.
- Both the ***accuser and the accused shall be informed*** of the outcome of any campus disciplinary proceedings brought alleging sexual assault.

Hazing

First and foremost, the Scriptures call us to live in a way that is edifying to one another. Hazing is generally construed to mean any act at an educational institution in which the purpose is to ridicule some for the enjoyment of others. The act of finding enjoyment in the displeasure, shame or embarrassment of another is clearly against the love of our God.

Simply said, hazing, according to *Webster's Collegiate Dictionary*, *Ninth Edition*, is defined as follows: "To harass by exacting unnecessary or disagreeable work; to harass by banter, ridicule or criticism; to haze by way of initiation."

According to the Civil Law of Georgia Prohibiting Hazing (Code 1 98 1, Section 16-5-61, enacted by Georgia Legislature in 1988):

- "Hazing" means to subject a student to an activity that endangers or is likely to endanger the physical health of the student, regardless of a student's willingness to participate in such activity.
- "School" means school, college, or university in this state.
- "School organization" means any club, society, fraternity, sorority, or group living together which has students as its principal members.
- "Student" means any person enrolled in a school in this state.

The college extends this definition. Hazing, defined here as any act whose purpose is to embarrass some for the enjoyment of others, (regardless of the willingness of the participants to be involved), is forbidden. No college or residence hall policy may be broken as part of an initiation activity.

Georgia code clearly states that it is unlawful for any person to haze any other person in connection with or as a condition or precondition in gaining acceptance, membership, office, or other status in a school organization. Any person who initiates or participates in hazing activities will be disciplined with an eye to the Scriptures, the College's Standards of Conduct and the Georgia Code (Hazing is a misdemeanor punishable by a fine not to exceed $500).

Drug Free Workplace

Use or possession of a controlled substance by employees of Covenant College is strictly prohibited. Employees also may not manufacture, distribute, dispense, or possess a controlled substance anywhere on the College campus. An employee found to have, use or sell such substances can be immediately terminated from the College's employ.

Any employee convicted of possession, manufacturing, distributing, or dispensing a controlled substance must notify the College within five days of such a conviction. Appropriate personnel action, including termination or required participation in a drug abuse rehabilitation program, will be taken by the College within 30 days of notification of the conviction.

Drug-free Schools and Communities Act

In compliance with the Drug-Free Schools and Communities Act Amendment to the Higher Education Act of 1965 (PL 101-226; 20 U.S.C. 1145g), all students are to be aware of the following information.

A person is guilty of a misdemeanor of the third degree if he/she being under the age of 21 years, knowingly and falsely represents himself/herself to be 21 years of age to any licensed dealer or other person, for the purpose of procuring or having furnished any intoxicating liquors. Maximum penalties: $1,000 fine and/or 1 year in jail.

A person is guilty of a summary offense if he/she being less than 21 years of age, attempts to purchase, purchases, consumes, transports any alcohol, liquor, or malt or brewed beverages. Any fine under this section shall be decreed to be paid to the local government in which the offense was committed for the use of such local government. Maximum penalties: $1,000 fine and /or 1 year in jail.

Any conviction for public drunkenness will result in $300 fine (1st offense), $500 fine (2nd offense). Maximum penalties $1,000 fine and/or 1 year in jail.

A person is guilty of a misdemeanor of the third degree if he/she knowingly, willfully and falsely represents to any licensed dealer or other person, any minor to be of full age, for the person to sell or furnish any intoxicating liquors to the minor. Maximum penalties: $1,000 fine and/or 1 year in jail.

The State Liquor Control Board operates under State Laws. Under these laws it is a misdemeanor to transfer (unlawfully) a registration card for the purpose of falsifying age or to falsify age to secure malt or alcoholic beverages. Also, it is a misdemeanor for any person to sell, furnish, or give to any minor under twenty-one years of age any malt or alcoholic liquor. Penalty: on conviction, $1,000 fine and/or 1 year in jail.

Any conviction for driving under the influence (DUI) will result in:

First Offense - $385 to $1,200 fine and/or 1 year in jail.
Second Offense - $735 to $1,200 fine and/or 1 year in jail.
Third Offense - $1,200 fine and/or 1 year in jail.

Campus Security

Pursuant to the provisions of the "Crime Awareness and Campus Security Act" (Title II of Public Law 101-542) signed into law on November 8, 1990, Covenant College makes campus crime rates and statistics, as well as security policies and procedures, available to interested persons. A copy of this information is available from the Physical Plant or Human Resources Department. Also, the Security Manual is on file in the Physical Plant Department for review by employees.

Covenant College has an open campus. While this affords freedom of movement for the campus community, it also means that access to campus facilities is not limited to members of the campus community. It is essential that all employees and students take precautions to avoid unfortunate incidents with unwelcome campus visitors. Students and staff are urged to keep watch on each other's vehicles and personal possessions, and to help control access to their residence halls by securing doors and taking notice of strangers in the resident areas.

College maintenance workers wear uniforms while working, making them identifiable to students and employees. All college personnel are expected to announce themselves prior to entering the residence areas of the other gender. Non-college staff (outside contractors, for example) are ordinarily accompanied by College personnel when they enter residence facilities.

Crimes or Acts of Violence

Criminal offenses or acts of violence on campus include (but not limited to):

1. murder,
2. rape (forcible and non-forcible sex offenses),
3. robbery,
4. aggravated assaults,
5. burglary,
6. theft,
7. possession of fire arms without permission,
8. threats,
9. or any other exercise of physical force or threatening or intimidating behavior.

Reporting Crimes or Acts of Violence

Employees and students are to report all crimes or violent acts to their person or property on campus to the Dade County Sheriff or to the Physical Plant Department. Also, any observed crime or violent act or behavior should be reported to the Physical Plant Department.

An Emergency Management/Response Team is responsible for determining whether College employees will be notified of violent crimes which have been reported to the law enforcement authorities. If notification is made to employees the Team will disseminate such information in ways appropriate given the particular circumstances of each incident. See "*Information Management in Crisis Situation*" contained in Section 9.0 Appendix-A of the Safety Manual.

Discipline

Covenant College will not tolerate any employee or student acting in a violent or criminal manner. Such conduct, when experienced or observed, should be reported to the Physical Plant Office. An investigation will be promptly initiated. The Director of Physical Plant and the Emergency Management/Response Team will do its utmost to respect the privacy of all parties involved in the investigation, while taking such steps as are necessary to investigate and resolve the complaint.

Any violent or criminal act is considered to be a major violation of College policy and will be dealt with accordingly by corrective counseling, suspension, or termination depending upon the severity of the violation.

Violation of Privacy and Georgia Legal Code

Living in the age of technology, we are confronted with new opportunities to communicate that could be misused. want to apply the biblical values of honor and dignity to one another as we live in community. With the on-set of e-mail, over-the-counter availability of digital video and audio recording technology, the possibility of violating the privacy of one another increases proportionally. As a community of believers, the Scriptures call us to protect one another's honor and dignity by the diligent preservation of our own and one another's purity in body, mind, affections, words, and behavior.

Georgia law clearly states the following acts to be illegal:

Wiretapping

- Georgia law makes it illegal to intentionally and secretly intercept, by use of a device, the contents of a message transmitted by telephone or "any other means of private communication." Interception is not illegal, however, if you are a party to the communication or if one of the parties has given prior consent.

Eavesdropping

- It is also illegal to intentionally and "in a clandestine manner" overhear, transmit or record (or attempt to overhear, transmit or record) the private conversations of others that "originate in any private place." A "private place" is defined as "a place where one is entitled reasonably to expect to be safe from casual or hostile intrusion or surveillance." Georgia courts have interpreted the statute to allow a party to the conversation to record or divulge it. It is also illegal to enter a private place or "the premises of another" to eavesdrop on others or secretly observe their activities.

Surveillance and video recording

- Georgia law requires the consent of all parties for photographing, video recording or covert observation in a private place.
- Another section of the law specifically prohibits being a "Peeping Tom."

Penalties

Eavesdropping, wiretapping and surveillance are felonies, punishable by one to five years in prison or a $10,000 fine or both. The exception is intercepting a cellular telephone conversation, which is a misdemeanor punishable by up to a year in prison and a $5,000 fine.

Weapons Policy

In accordance with Georgia Code 16-11-127.1, a “safety zone” exists on all school property and extending 1,000 feet beyond it in all directions and no weapons (as defined by Section A Paragraph 2) are permitted within this radius.

Although the Code allows for Faculty and Staff to bring weapons within the safety zone if the weapons are kept in a locked container, Covenant College has extended the weapons restriction to prohibit faculty and staff bringing weapons within the zone, even if such weapons are correctly stored.

Covenant College has also made a blanket exception for kitchen utensils and blades used for work purposes. For more information, please see the Microsoft Outlook Public Folder Safety Manual for the entire Code Section 16-11-127.1.

Sections of the code which inform college policy are as follows:

"School safety zone" means in, on, or within 1,000 feet of the campus of any public or private technical school, vocational school, college, university, or institution of postsecondary education.

"Weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at

least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined in subsection (a) of Code Section 16-11-106. This paragraph excludes any of these instruments used for classroom work authorized by the teacher.

Please understand that these are felony issues and punishable by the civil courts by potential fines of not more than $10,000.00, by imprisonment for not less than two nor more than ten years, or both. A juvenile who violates this subsection shall be subject to the provisions of Code Section 15-11-37.

The Family Educational Rights and Privacy Act of 1972

The college intends to uphold the letter and the spirit of the Family Educational Rights and Privacy Act of 1972 (commonly called the Buckley Amendment). Among other things, the Buckley Amendment requires that disciplinary processes and decisions remain confidential.

Generally speaking, parents and/or other students are not informed of disciplinary action taken toward a student. There may, however, be exceptions. Even though each student is legally and morally responsible for his or her own conduct, the college also recognizes the concern of legal guardians for the welfare of their sons and daughters. Thus, the college reserves the right to notify a parent in the following conditions:

- Discontinuation of enrollment or extended absence from the college.
- Medical treatment or psychiatric examination required to meet emergencies or to maintain one's status as a student.
- Misconduct which is of such a nature that the student is in danger of suspension or expulsion.

In addition, a 1990 amendment of the Buckley Amendment stipulates that the college ***may select to communicate*** the results of any disciplinary proceeding it conducts against an alleged perpetrator of a violent crime (examples being, but not limited to, murder, aggravated assault, robbery, burglary) to the alleged victim(s) of that crime. The college is not obligated to do so but may communicate if deemed necessary. Also, a 1991 amendment requires notification of outcome of any disciplinary proceeding to the accuser and the accused in any case of alleged sexual assault.

Campus Sales Policy (Commercial Enterprises on Campus)

Covenant College is a private educational institution. All of its property, facilities and resources are considered to be under the stewardship and authority of the board of trustees and administration. In keeping with the

mission of the College, its authority to exercise its rights as a private institution and a belief in exercising good stewardship, Covenant College is not an open marketplace, readily available to commercial and business enterprises.

The College intentionally distinguishes between commercial or business activities and personal services, products or skills. Therefore, this policy shall not be construed to include the occasional activities such as: haircuts, typing, portraits, photography or the sale of personal items such as used books, music (tapes & CD's), stereos, refrigerators, bicycles, cars, etc. that may be posted on the appropriate bulletin boards.

No business or commercial interest shall seek to advertise, solicit, demonstrate or sell any product, goods or service without prior approval of the Dean of Students, VP for Administration and Finance and/or Director of Auxiliary Services.

E-Mail Access

The College's e-mail system is the property of Covenant College, and the student or employee does not have personal privacy rights in any matter created, received, or sent from the e-mail system. The College reserves the right to monitor the e-mail system for purposes of mail system administration or forwarding of messages.

Plagiarism

Plagiarism is inconsistent with good scholarship. Covenant College considers plagiarism a moral matter as well as a legal matter. It does this on the assumption that the function of a Christian college is not only to impart knowledge but also to nurture moral character.

1. Plagiarism is a deception -- of the instructor, obviously, but no less of the student writer. Cheating hides individuals from the encounter with who they really are, what they really can do, or what they can be.

2. Plagiarism is a theft -- of the materials themselves, but no less of the right of the cheater's fellow students to equal consideration, for in effect the plagiarized paper throws all other papers in competition with work that likely has already been judged superior.

3. Plagiarism breeds a moral atmosphere which denies all students the dignity and freedom due them as human beings. Inevitably, one cheater throws the taint of suspicion upon all, the entire climate is poisoned, and mutual respect is endangered.

4. Plagiarism perverts the values of humane education when the instructor is forced to give extraordinary attention to the integrity of the grade and can no longer assume the integrity of the student.

5. Plagiarism is a sin, a violation of the Eighth Commandment. It is inimical to the values and ideas of a Christian educational institution.

Definition: Plagiarism in student papers and assignments involves quoting, paraphrasing or in other ways using sources without proper acknowledgment. Proper acknowledgment includes identifying the author and source of a quoted or paraphrased passage or other medium, and indicating clearly (by the appropriate use or omission of quotation marks) whether the passage is a quotation or merely a paraphrase.

1. You plagiarize if you submit as your own work, without appropriate documentation or quotation marks:

a. part or all of a written or spoken assignment copied from another person's manuscript;

b. part of all of an assignment copied or paraphrased from a source, such as books, magazines, pamphlets, charts, maps, graphs, music scores or computer programs;

c. the sequence of ideas, arrangement of material and pattern of thought of someone else, even though you express them in your own words.

2. You are an accomplice in plagiarism and are equally guilty if:

a. you allow your paper, in outline or finished form, to be copied and submitted as the work of another;

b. you prepare a written assignment for another student and allow him/her to submit it as his/her work;

c. you keep or contribute to a file of papers or speeches with the intent that these papers or speeches be copied and submitted as the work of someone other than the author.

To Avoid Plagiarism

1. Any quotation must be enclosed in quotation marks, or, if lengthy, indented. Acknowledgment must be given to the correct author and source.

2. In any paraphrase the wording must be distinctly different from the original source. If the writer of the paper maintains any word order, distinctive phrasing and/or grammatical structure original with the author of the source, the student will have plagiarized unless he/she uses quotation marks. Also, acknowledgment must be given to the correct author and source when paraphrasing.

Penalties for Plagiarism

Covenant College assumes the honor and integrity of its students. If some should abuse this confidence, it is prepared to act as follows:

1. An instructor who finds proof of plagiarism will first of all discuss with the student the nature of the case, including its moral implications and its academic ramifications. Plagiarism normally results in a mark of zero for the plagiarized work. Instructors also have the right to fail the student in the course. They may, at their discretion, end the matter with their own action or pass the case on to their own department and/or to the department of the student's major.

2. The department may report flagrant violations to the administration with the recommendation for expulsion.

3. Students have the right to appeal their case before the Academic Standards Committee and then, if they wish, before the Academic Dean.

The definition and discussion above are based on and quoted from the "English Department Policy on Plagiarism" published by Calvin College (not dated) and the "Note on Plagiarism" in the 1963 edition of the Memorandum to Instructors in Freshman English published by the Department of English at the University of Minnesota.

Institutional Records Policy

Retention and Disposal

The records committee governs the retention and disposal of all student records in order to be certain that the information collected, stored, and disseminated is consistent with fair information practices. The committee is charged with monitoring all systems which contain personally identifiable information in order that each individual's right to privacy is protected, that the information collected is used only for the purpose for which it was intended, and that every safeguard to protect that privacy has been made by each office which has access to such information.

Membership of the records committee shall include a representative from the office of records, the student financial planning office, the admissions office, the office of graduate studies, the student development office, the business office and the office of institutional research. This committee will be charged with periodically reviewing retention policies as to the minimum retention period for specific documents.

The following schedules identify the majority of identifiable information and the minimum retention period:

Retention Schedule A

Admission Data/Documents for Applicants Who Do Not Enter Whether Accepted or Rejected: 3 years

The IRS requires that, for tax-exempt status for private institutions, the records of
applicants who apply and do not enter are retained for three years.

Retention Schedule B

Admissions Data/Document for Applicants Who Enter Covenant:

- Acceptance Letters — 10 years after graduation or last date of attendance.
- Admission Application — Permanent.
- Autobiography — 10 years after graduation or last date of attendance.
- High School/College Transcripts — Permanent.
- Personal Reference Letters — See Note 1.
- Recruitment Material — After enrollment.
- Test Scores — 10 years after graduation or last date of attendance.

1. Letters of recommendation not accompanied by waivers and retained beyond their intended use may be viewed by the student. As consequence, these letters should be destroyed after admission of the student.

Retention Schedule C

Registration and Records Data/Documents:

- Academic Action Authorization — 10 years after graduation or last date of attendance.
- Academic Record — Permanent.
- Analysis of Graduation — 10 years after graduation or last date of attendance.

Requirement	
❑ Change of Grade Forms	Permanent.
❑ Class lists	Permanent.
❑ Correspondence Course Grades	Permanent.
❑ Correspondence, relevant	10 years after graduation or last date of attendance.
❑ Curriculum Change	10 years after graduation or last date of attendance.
Authorization	
❑ Academic Disciplinary Documents	Permanent. See Note 2.
❑ Financial Aid Documents	7 years after graduation or last date of attendance.
❑ Foreign Student Forms (I-20)	10 years after graduation or last date of attendance.
❑ General Information Forms	After graduation or last date of attendance.
❑ Graduation Lists	Permanent.
❑ Hold or Encumbrance	Until released.
❑ Name Change Authorization	Until released.
❑ Placement Exam Results	10 years after graduation or last date of attendance.
❑ Transcript Request by Student	1 year after graduation or last date of attendance.
❑ Transfer Credit Evaluation	10 years after graduation or last date of attendance.
❑ Verification of Enrollment	1 year after graduation or last date of attendance.
❑ Veterans Administration	3 years after graduation or last date of attendance.
❑ Withdrawal Authorization	10 years after graduation or last date of attendance.

2. Academic disciplinary documentation will be maintained in the student's file. Student disciplinary documentation will be maintained by the student development office according to their retention policies.

Retention Schedule D

Certification Data/Documents

Enrollment Verification	1 year after verification
Teacher Certification	1 year after certification

Retention Schedule E

Publications, Statistical Data/Documents, and Institutional Reports

Catalogs	Permanent.
Commencement Programs	Permanent.
Degree Statistics	Permanent.
Enrollment Statistics	Permanent.
Grade Statistics	Permanent.

Racial/Ethnic Statistics	Permanent.
Schedule of Classes	Permanent.

Each of the retention periods above are minimum periods and offices may have a need to maintain certain records for longer periods. The custodian of each record while the student is enrolled will remain the custodian upon archiving unless it becomes necessary to centralize the record storage.

Each office should modify these recommendations based on federal, state, program, or institutional requirements. The medium for maintaining records will need to be addressed by each office. Academic records will be either microfilmed or backed up electronically for storage of a backup copy. Both media are stored and secured in an off-site location. All records are secured in locked areas. Other permanent records will be stored in a fireproof file cabinet.

These retention policies have been developed with the assistance of a publication called Retention of Records: A Guide for Retention and Disposal of Student Records, produced by the American Association of Collegiate Registrars and Admissions Officers, 1987.

The Office of Student Development Policy on the Retention and Disposal of Student Records

The Office of Student Development maintains records on all students enrolled or in the process of degree completion. The college intends to uphold the spirit of the Family Educational Rights and Privacy Act of 1972 (FERPA) while at the same time upholding Biblical relationships and responsibilities of the family and legal guardians.

The following policies are access guidelines to the retention and disposal of student records for the office of Student Development.

1. Students have the opportunity to inspect their official file. Corrections or challenges to records may be presented in writing by the student and placed in the file.

2. Covenant College personnel who need particular information in order to perform their assigned duties may have access to these files after permission of a student dean.

3. Disclosure of information contained in student files to other persons or agencies is prohibited, with the following exceptions:

3.1. Information from a student file will be released to a third party upon written request of the student.

3.2. Directory information (name, home address, local address, class, year, major, and verification of enrollment) may be released to anyone upon request. Standard procedures will be to refer all inquiries to the Office of Records for the distribution of Directory Information.

3.3. The office of Student Development must release official records upon subpoena or court order. A student dean will attempt to notify the student that the records are being released.

3.4. Auditors inspecting the operations of Covenant College may inspect student files after permission of a student dean.

3.5. Information from student files may be released to parents or legal guardians who financially support a student (under IRS regulations in effect at the time of the request).

3.6. Information for a student file may be released to persons or organizations providing financial aid for a student upon written request from the student, for evaluation of a student's eligibility for financial aid. A student dean will attempt to notify the student that the records are being released.

3.7. Information from a student's file may be released in the event of a serious health or safety threat.

Information Included in Student Records in The Office of Student Development

Main Office (Carter Hall 107): Generally speaking, student files in the office of Student Development may include chapel disciplinary records, disciplinary documentation, leadership applications, official communication from the college to the student and communication from the student and/or legal guardians to the college. All records are maintained by a minimum of two locked entrances. All disciplinary files are maintained in hard copy on-campus in the Dean of Student's office and backup copy off campus. Disciplinary documentation will be destroyed after graduation unless deemed otherwise necessary by the office of Student Development.

Health Services (Carter Hall 227): Student health records consist of a Health History and Immunization Record for each student as well as a record of each visit the student has made to the Health Services Office for illness or injury. Each student file is maintained in a locked area when the Health Service Office is unattended. The file is maintained for seven years after the student leaves the institution. Shredding all documentation then destroys the file. All Health Records are confidential and are property of the Covenant College Health

Services Department. Transfer of any health records will be completed upon receipt of a signed request from the student.

Counseling Services (Carter Hall 256): The counseling services provided at Covenant College are independently contracted through the CBI Christian Resource and Counseling Center. All records are confidential and maintained under lock and key as possession of the Chattanooga Bible Institute not Covenant College. The Counseling Services maintain a policy of confidentiality.

Career Services (Carter Hall 143): Student career exploration and placement information is maintained in individual student files in the Career Development Center. All information in the file is the possession of the student and maintained under lock and key in the Career Development Center. The file is maintained for seven years after the student leaves the institution. Shredding all documentation then destroys the file. Transfer of any career records will be completed upon receipt of a signed request from the student.

For further information, contact the office of Student Development.

Why doesn't student development make the information more public?

Due to the complicated dynamics of geography, time, and unknown information, the college does not and cannot function with the same authority and precision in discipline, as does a church. A church may often deal with whole families and extended relatives and be able to control reactions within the family unit. The College cannot do so unless assisted by the church. In an emergency situation, the College may involve a local or home congregation to assist in the disciplinary process.

All things being equal, discipline is a very personal and delicate matter. Matthew 18 suggests that the process of discipline should involve as few as people necessary to bring about results.

Discipline is a very complicated and individual matter. Often times, if a large number of people know the name of the student and the violation that occurred, the student being disciplined may not have an atmosphere of forgiveness and grace in which to grow. Embarrassment may be overwhelming and non-redemptive.

Often times, a violation of the Standards of Conduct is not the actual problem but a "living out" of a problem that resides in the attitudinal and/or emotional development of a person. To deal effectively with the real issues in a person's life, Student Development approaches discipline from a redemptive counseling model. This process, which has proven very effective, allows a person to talk one-on-one or one-on-two with Student Development professionals who have

been trained to handle these matters rather than a panel or committee of people that may not address the personal issues of the situation.

Those people not involved in the discipline are also faced with a difficult decision. Anyone outside the process, that is, those people not involved in the situation, nor a disciplinary agent, nor on the Joint Judicial Appeals Committee, nor involved in the final appeals process, need to trust the students elected by the Student Association and the Administration appointed by the Board of Trustees. The student deans, the Joint Judicial Committee and the President are under constant accountability to higher levels of authority.

As a community, we acknowledge that thoughts, words and acts may have public consequences. Privacy is not an excuse to ignore a person's responsibility to reconcile with offended parties. Discipline may require personal or public confession. Public confession is an orderly event. In all disciplinary situations students violating the Standards of Conduct will be asked/required to reconcile with the offended parties. The Disciplinary Committee will determine to what degree a student will need to personally or publicly confess their sin and ask for personal or public forgiveness.

The authorities that God has placed above Student Development, above the Appeals Committee and ending in the President hold all disciplinary agents accountable for reasonable and just actions. Below is a detailed explanation of the "checks and balances" that are provided to insure our college of just and reasonable discipline.

Administrative Summons

Any student who fails to respond within 24 hours to a summons by any administrator may be subject to disciplinary action.

Sabbath Policy

Since its inception, Covenant College has operated as a residential college, so our policies regarding the Sabbath are very old. We take seriously the fourth commandment. Because we desire to honor the Sabbath, the following facilities are closed on Sundays:

- Ashe and Barnes Athletic Facilities
- The swimming pool
- The volleyball court immediately outside Carter Hall
- The Chapel
- All major academic campus facilities (Mills Hall, The Library, The Art Barn, Chalmers Center, and Sanderson Hall)
- All offices

We only offer what we consider to be "works of necessity" (Question 117 of the *Larger Catechism*): food service, fire protection, and, as required, housekeeping or maintenance services.

Works of Necessity

The college heartily affirms the sanctity of the Lord's Day and that only works of necessity and mercy are to be done on the Sabbath. The college also affirms that utilization of its facilities by Christian groups (mostly youth) when the college is not in session is good stewardship of the magnificent setting and facilities God has provided. The board instructs the administration to do all it can to minimize Sabbath work, recognizing that a few Sunday changeovers are inherent in making the college attractive to summer conferences. The board further instructs the administration to carefully explain to prospective employees the extent of Sabbath work required and to schedule work hours so that the employee has opportunity to worship at a local evangelical church. As long as the college can find enough employees to fulfill the need, students with scruples regarding Sabbath work may be hired if those scruples are made clear prior to hiring. Once hired, all other employees will be expected to work on the Sabbath as required by the college.

Academic Life and Standard Policies

The Christian student must seriously consider his or her stewardship of time and effort in the academic area. Students are encouraged to make use of the available study facilities in the Kresge Memorial Library and to respect the needs of fellow students by maintaining quiet in the residence halls.

Class Absence and Tardiness

Regular attendance in all classes is expected of all students. Prolonging a holiday or vacation recess is not consistent with a commitment to the educational process as a part of the Lord's service. Each instructor is free and responsible to determine and enforce any policy he/she wishes concerning excessive absences in his/her course, and will inform students of such policy at the beginning of each semester. This policy will include provision for making up missed work. It is the student's responsibility to contact the instructor about such work, and the instructor will exercise his/her judgment as to whether a penalty will be assessed or whether the work may be made up at all. Students should inform their instructors in advance of any school trips which will necessitate their absence from class.

Papers and Examinations

To receive full credit for any class requirements, the student must present work at the time it is due. Incompletes are granted at the discretion of the

instructor. Each instructor is responsible to determine any stipulations concerning the format and materials to be used for examinations and papers.

A student is not allowed to take final examinations at other than the scheduled hours. Exceptions will be considered only if (1) an instructor has a course with more than one section, and it is more convenient for a student to take the final examination at the time scheduled for a section of that course other than his or her own; (2) a student has three examinations in a row; or (3) a student is ill, has car trouble or has a death in the family. In the case of (1) and (2) above, a student will take the examination during the regular examination schedule. In case of (3) a student may have to postpone the examination until a time later than the regular examination schedule, until which time a grade of "INC" will be recorded. For regulations regarding incompletes, see the college catalog.

Plagiarism

Plagiarism is inconsistent with good scholarship. Covenant College considers plagiarism a moral matter as well as a legal matter. It does this on the assumption that the function of a Christian college is not only to impart knowledge but also to nurture moral character.

6. Plagiarism is a deception -- of the instructor, obviously, but no less of the student writer. Cheating hides individuals from the encounter with who they really are, what they really can do, or what they can be.

7. Plagiarism is a theft -- of the materials themselves, but no less of the right of the cheater's fellow students to equal consideration, for in effect the plagiarized paper throws all other papers in competition with work that likely has already been judged superior.

8. Plagiarism breeds a moral atmosphere which denies all students the dignity and freedom due them as human beings. Inevitably, one cheater throws the taint of suspicion upon all, the entire climate is poisoned, and mutual respect is endangered.

9. Plagiarism perverts the values of humane education when the instructor is forced to give extraordinary attention to the integrity of the grade and can no longer assume the integrity of the student.

10. Plagiarism is a sin, a violation of the Eighth Commandment. It is inimical to the values and ideas of a Christian educational institution.

Definition: Plagiarism in student papers and assignments involves quoting, paraphrasing or in other ways using sources without proper acknowledgment. Proper acknowledgment includes identifying the author and source of a quoted or paraphrased passage or other medium, and indicating clearly (by the

appropriate use or omission of quotation marks) whether the passage is a quotation or merely a paraphrase.

1. You plagiarize if you submit as your own work, without appropriate documentation or quotation marks:

d. part or all of a written or spoken assignment copied from another person's manuscript;

e. part of all of an assignment copied or paraphrased from a source, such as books, magazines, pamphlets, charts, maps, graphs, music scores or computer programs;

f. the sequence of ideas, arrangement of material and pattern of thought of someone else, even though you express them in your own words.

2. You are an accomplice in plagiarism and are equally guilty if:

d. you allow your paper, in outline or finished form, to be copied and submitted as the work of another;

e. you prepare a written assignment for another student and allow him/her to submit it as his/her work;

f. you keep or contribute to a file of papers or speeches with the intent that these papers or speeches be copied and submitted as the work of someone other than the author.

To Avoid Plagiarism

1. Any quotation must be enclosed in quotation marks, or, if lengthy, indented. Acknowledgment must be given to the correct author and source.

2. In any paraphrase the wording must be distinctly different from the original source. If the writer of the paper maintains any word order, distinctive phrasing and/or grammatical structure original with the author of the source, the student will have plagiarized unless he/she uses quotation marks. Also, acknowledgment must be given to the correct author and source when paraphrasing.

Penalties for Plagiarism

Covenant College assumes the honor and integrity of its students. If some should abuse this confidence, it is prepared to act as follows:

4. An instructor who finds proof of plagiarism will first of all discuss with the student the nature of the case, including its moral implications and its academic ramifications. Plagiarism normally results in a mark of zero for the plagiarized work. Instructors also have the right to fail the student in the course. They may, at their discretion, end the matter with their own action or pass the case on to their own department and/or to the department of the student's major.

5. The department may report flagrant violations to the administration with the recommendation for expulsion.

6. Students have the right to appeal their case before the Academic Standards Committee and then, if they wish, before the Academic Dean.

The definition and discussion above are based on and quoted from the "English Department Policy on Plagiarism" published by Calvin College (not dated) and the "Note on Plagiarism" in the 1963 edition of the Memorandum to Instructors in Freshman English published by the Department of English at the University of Minnesota.

Student Involvement in Institutional Decision Making

Board Policies regarding Student Involvement in Institutional Policy Decision Making

The Covenant College Board of Trustees Standing Policies and Procedures intentionally involve students in institutional decision making process. The Standing Policies and Procedures of the Board state, “Student representatives, keeping in mind academic priorities, should attend all committee and full board meetings, be prepared to represent and voice concerns of the student association of Covenant College (SACC), be *sensitive* to written or oral information that should remain within the committee and complete administrative tasks as assigned.”
Covenant College provides the following opportunities for interaction and involvement. (the number of students involved are placed in a parenthesis.)

College Department Advisory Boards

By appointment of the Career Development Center and the Health Services Department. The role of a student on a student development department committee is to attend all meetings, voice student concern specific to the student service provided by the department, complete administrative tasks as assigned, provide guidance on matters as to specific policy and procedure of each committee and assist in the assessment of the work of the department.

Career Development Center Focus Group (12)

Health Services Advisory Committee (3)

Residence Hall Administration

The role of a student in the administration of residence halls is to help shape policies and procedures of college housing. Student involvement includes the Resident Advisors and the Hall Councils.

Resident Advisors

The role of a student as a resident advisor is to assist the resident director in enhancing that academic experience for the students, encouraging student learning and personal development and enforcing policies ensuring a safe and healthy environment.

- Carter Hall Resident Advisor Staff (11) (hired by student development)
- Founders Center Resident Advisor Staff (10) (hired by student development)
- Maclellan/Rymer Hall Resident Advisors (8) (hired by student development)
- Apartment Resident Advisor Staff (2) (hired by student development)

Hall Councils

The role of a student on a hall council is to attend all meetings, voice resident concern, maintain and improve the residence hall environment, complete administrative tasks as assigned, and vote on matters as to specific policy and procedure of each residence hall.

- Carter Hall Council (11) (elected by hall)
- Founders Council (10) (elected by hall)
- Maclellan Council (4) (Elected by the hall)

Student Senate

Student Senate: (10) By election of the Student Association of Covenant College.

The Student Senate derives its governing authority from, and is accountable to, the Board of Trustees of Covenant College, and is therefore also responsible to the appointed administrators of the Board of Trustees. As elected officials, each senator derives his/her representative authority from, and is responsible to, the Student Association. The Student Association derives its authority of election, petition, and impeachment from the Board of Trustees. (Article III,

Section 2 of the Constitution of the Student Association of Covenant College, Lookout Mountain, Georgia.)

The Student Association Constitution states: Article IV: Student Senate Section 1; Purpose: To insure that students have an active voice in campus issues, problems and student rights. The Senate shall provide leadership and direction in the planning and implementation of activities which promote spiritual, social, emotional, physical and intellectual growth. In all of its functions, Student Senate will strive to recognize Christ's pre-eminence.

Section 4; Advisors: The Dean of Students, or a representative appointed by the Dean of Students, and one faculty member appointed by the Student Senate shall function as advisors to the Senate.

Student Membership on Institutional Committees

Representatives of the Student Association of Covenant College (SACC) are actively involved in the institutional decision-making process. Institutional policy reserves student membership on the following committees:

Board of Trustees

The role of a student on a sub-committee of the Board of Trustees is to work with the administrative liaison to develop the committee agenda, attend all meetings, voice student concern, complete administrative tasks as assigned, and vote on matters as to specific policy and procedure of each committee. Student Senate is invited to the biannual full Board meetings and students in general may attend meetings of the full Board on a space available basis approved by the Board of Trustees.

Institutional Effectiveness Committee – appointed by the Student Senate (1)
Marketing Committee – appointed by the Student Senate (1)
Physical Properties Committee – appointed by the Student Senate (1)
Student Life and Enrollment Management President and vice-president of SACC (2)

Due to sensitive personnel and/or financial matters, students do not have representation on the Executive Committee, Academic Affairs Committee, Endowment and Investment Committee or Trustee Affairs Committee.

College Administration

The role of a student on an administrative committee is to attend all meetings, suggest issues for the agenda, voice student concern, complete administrative tasks as assigned, and vote on matters as to specific policy and procedure of each committee.

President's Council – President of the SACC (1)
Campus Activities Board – CAB Director elected by SACC (1)
Chapel Committee – Appointed by the Student Senate (3)
Athletic Committee – Appointed by Student Senate (2)

Due to sensitive personnel and/or financial matters, students do not have representation on the Administrative Council.

Academic Affairs Administration

The role of a student on a faculty committee is to attend all meetings, voice student concern, complete administrative tasks as assigned, and vote on matters as to specific policy and procedure of each committee.

Academic Standards – Appointed by the Student Senate (1)
Admissions Committee – Appointed by the Student Senate (1)
Curriculum Committee – Appointed by the Student Senate (1)
Maclellan Scholars Committee – Appointed by the Student Senate (1)
Multicultural Enhancement Committee – Appointed by the Student Senate (1)
Student Financial Planning Committee – Appointed by the Student Senate (1)

Due to sensitive personnel and/or financial matters or social events of the faculty, students do not currently have representation on the Academic Computing Committee, Faculty Status Committee, Graduate Council, Library Committee, Faculty Assembly Steering Committee, or Social Committee.

Student Senate Standing Committees

Students constitute the majority of each of these committees. The students' role on these committees is to chair, appoint and approve student membership to the committee, develop the committee's agenda, administrate the responsibility of each committee and represent the SACC voice as to disciplinary appeals, student leadership election, student publications and the college contracted service of ARAMARK.

Joint Judicial Committee – Appointed by the Student Senate (5)
Elections Committee – Appointed by the Student Senate (4)
Publications Committee – Appointed by the Student Senate (8)

Food Service Committee – Appointed by the Student Senate (5)

Student Involvement in Fostering a Learning Environment

The College's Statement of Purpose calls us to "work together as a college community, responsibly striving, corporately and personally, to accomplish the college's general aims in every area of life." It is the College's responsibility to help students make "significant progress toward maturity" in their "identity in Christ, Biblical frame of reference and service which is Christ-like." It is the students' responsibility to become "active participants" seeking their identity in Christ, Biblical frame of reference and service which is Christ-like.

A "co-curricular environment" enables students to develop as "responsive learners in the academic environment, as responsible social participants in and out of the classroom, and as Christians whose world and life view is consonant with the scriptures." All experiences provided by the college are viewed as "vehicles to facilitate balanced development of the total person in an educational environment (Physically, intellectually, personally, socially and vocationally; all of which are spiritual growth)."

The College's Statement of Purpose clarifies that Student Development is responsible to "foster" a co-curricular environment enabling students to "orient their whole lives" seeking and applying Scriptural knowledge, academic inquiry, analytical skills, and communication skills. The office of Student Development includes the structure and programs of Residence Life, Career Development, Health Services, Counseling Services, chapel, athletics, intramurals, and Student Senate. Equally, this structure must identify, confront, and reconcile all trends and actions that stand philosophically opposed to us as working together as a "college community." As an example, the Constitution of the Student Association of Covenant College (SACC) calls student officers to "provide leadership and direction in the planning and implementation of activities which promote spiritual, social, emotional, physical, and intellectual growth. In all of its functions, Student Senate will strive to recognize Christ's pre-eminence."

Therefore, endeavoring to create a co-curricular environment, all student development officers must make every effort:

- **to facilitate balanced development of the total person** in a learning environment (Physically, intellectually, personally, socially and vocationally; all of which are spiritual growth).
- **to create conditions that motivate and inspire** students to devote time and energy to educationally-purposeful activities, both in and outside the classroom.
- **to encourage students to use institutional resources** (e.g., libraries, student organizations, laboratories, studios), to employ effective

learning strategies (e.g., study time, peer tutors), and to participate in community governance and other educationally-purposeful activities, student learn more."

- **to form partnerships with students, faculty, academic administrators**, and others to help all students attain high levels of learning and personal development."
- **to illustrate how inextricably intertwined and inseparable the relationship is between "academic affairs" (learning, curriculum, classrooms, cognitive development) and "student affairs"** (co-curriculum, student activities, residential life, affective or personal development).
- **to take seriously our responsibility for fostering learning and personal development** that is congruent with our mission.
- **to periodically audit institutional environments** to reinforce those factors that enhance, and eliminate those that inhibit, student involvement in educationally-purposeful activities.[6]

Student Government

2001 - 2002 Student Senate

President	Benji Swinburnson
Vice President	Will Bragdon
Secretary	David Phillips
Treasurer	Bethany LoPiccolo
Campus Activities Director	Emmaline Newman
Director of Campus Ministries	Bill Maclellan
Senior Class President	Mary Alice Hamby
Junior Class President	Laura Bode
Sophomore Class President	Ellis Chaplin
Freshmen Class President	To Be Announced

The Student Association of Covenant College (SACC)

This is the organization that includes all of the currently enrolled traditional students of Covenant College. All members of this body have the right to petition the Student Senate on any issue, which they feel needs to be addressed, or can speak directly to the college administration, should the Senate fail to consider the petition.

Student Senate

[6] The Student Learning Imperative: Implications For Student Affairs The Learning-Oriented Student Affairs Division.

The Student Senate is the governmental body of the Student Association. It consists of one senator elected annually by each class, four executive committee members elected annually by the whole student body, the chairperson of the Campus Activities Board, and the Director of Campus Ministries. Some functions of the Student Senate are to: represent students' views on various matters to the administration, faculty and staff, appoint students to committees that have students on them, approve chairpersons for the three committees of the Campus Activities Board (Film Committee, Academic and Cultural Affairs Committee, and Social Committee), and budget money from students (obtained through the student activities fee) to itself, the Campus Activities Board, and organized clubs. More details about the structure and responsibility of the Student Senate are given in the Constitution of the Student Association that is available in the Student Development Office, phone extension 1107.

Campus Activities Board

The Campus Activities Board has responsibility for the cultural, social, and (non-political) informational activities on campus. Responsibility and authority of the Campus Activities Board is also described in the Constitution and By-Laws of the Student Senate.

Academic and Cultural Affairs Committee

The Academic and Cultural Affairs Committee functions to provide entertainment and culturally stimulating programs for students and the community.

The Campus Activities Board president appoints the chairperson; he or she then appoints a committee.

Film Committee

The Film Committee brings films to campus for the purpose of entertainment, instruction, and to encourage thought and dialogue on contemporary issues of concern. The president of the Campus Activities Board appoints the chairperson.

Social Committee

The president of the Campus Activities Board appoints the Chairperson of the Social Committee. Members of the Social Committee are nominated by the committee chairperson and are approved by the Campus Activities Board. The committee is in charge of all student social functions.

Student Life Committee

The Director of Student Ministries, elected by the student body, along with two students whom he or she appoints, attempts to evaluate the climate of student relations and morale and to seek to understand the cause. Through on-campus ministry, outreach ministry and student chapel planning this team encourages student spiritual growth and development through: worship in local churches, worship as a Covenant community, group Bible study and prayer, personal Bible study and prayer, corporate Covenant community prayer, preparation for and participation in outreach, integration of faith and learning, confronting contemporary issues, and developing working relationships with other organizations having similar interests.

The Student Life Committee encourages the Covenant community to personal growth and to involvement in both on and off campus ministries. Attempts are made to plan chapels and bring onto campus chapel speakers who will address the needs of students in a way that is complementary to the total teaching ministry of the college.

SACC Clubs and Organizations

Begin a club now…

Over the past years, Student Senate has funded such clubs and organizations as the Ski Club, Outdoors Club, Tennis Club, Basketball Club, Golf Club (no pun intended), Drama Club and Pro-Life Club. If you represent a group of students that would like to form a club for the Covenant College community, pick up an application from the Student Senate President or the Chairperson of the Campus Activities Board.

Club policy has been determined by the Constitution of the Student Association. Please pay attention to the following regulations as you create your club and submit your budget request for each semester.

Section 1: Requirements

A. The club must have a faculty/administrative advisor who is active in the business of the club.
B. The club must present a set of objectives, including a budget, to the Senate.
C. The club must be open to the entire student body.
D. The club must have a representative who will be responsible to the Senate.

Section 2: Obtaining recognition by the Student Senate

A. A club representative must present a proposal to the Student Senate President demonstrating that the above criteria have been met.

B. The Student Senate President shall determine when the club's proposal will be presented to the Student Senate by a club officer.
C. Proposals shall be considered by the Student Senate and appropriate committee assignments will be determined. This committee will be the channel for further proposals requiring Student Senate approval, e.g., monetary need or club objective alterations.
D. Once a club is recognized and approved, it may continue as long as the club meets the requirements. There will be a periodic review of each club.

Remember, the ball is in your court. If you want to make your dreams come true; it is up to you. So have fun. Be creative. Work hard to come up with the best club this college has ever seen.

Overnight Club or Group Activities

All large-scale group activities (i.e., class or organization functions) held off campus, or any group activity involving an overnight stay off campus, must be supervised.

Current Clubs:

Part of the Student Involvement Philosophy at Covenant College is that all student clubs, organizations and publications are founded, funded and maintained by the students. Students have initiated academic clubs connected with the major, developed ministries, established varsity sports and established student interaction. If you want to create a club or organization, contact any student senate member within the first week of residency. A list of the 1999 – 2000 SACC clubs and organizations follows:

1. Alathea
2. Backpacking
3. The Bagpipe – the Student Newspaper
4. Ballroom Dancing
5. The “C” Team
6. Climbing
7. The Clothes Closet
8. Commissioned
9. The Dance Team
10. The Education Club
11. Evangelism
12. The Film Club
13. The Founder’s Council
14. The French Club
15. The Freshmen Class
16. GLAD
17. The Gospel Club

18. The Homeless Ministry
19. International Students
20. The Junior Class
21. The Martial Arts Club
22. The Mine Shaft Players (Drama)
23. The Mountain Bike
24. The Music Club
25. Mu Kappa
26. The Nursing Home Ministries
27. OASIS
28. The Philosophy Club
29. The Ping Pong Club
30. The Pottery Club
31. Pre-Professional Science
32. The Professional Women's Club
33. The Pre-Law Club
34. The Psalms Club
35. Psi Chi (Psychology)
36. Publication (Photography)
37. The Rafting People
38. Rotoract (The Business Club)
39. The Sophomore Class
40. The Senior Class
41. Sigma Tau Delta (English Honor Society)
42. The Stoplight Café
43. Student Venture
44. Student Venture – Dade
45. The Swing Club
46. The Tartan (The Student Yearbook)
47. The Thorn (The Student Literary Magazine)
48. Urban Young Life
49. Vicious Circle (Discussion)
50. Young Life
51. Young Maoists (History Club)
52. Widow's Ministries

Organizations

The formation of organizations in keeping with the objectives of the college is encouraged. In order to be recognized as a campus organization, there are certain procedures you must follow. This is to insure that the organization will enhance student life at Covenant. Because official recognition brings with it certain privileges, students with common interests are encouraged to form groups providing support and encouragement in areas of these mutual interests.

"C" Team

The C team is a soccer club. We are a group of 15 to 20 guys or girls who scrimmage the men's "B" team and other teams in the area of Chattanooga.

Chattanooga's Children Ministries

Chattanooga Children's Ministry's purpose is to present the Gospel to inner-city children and to love them in Christ by ministering to the spiritual, physical and academic needs of the children and their families.

Education Club

The purpose of the Education Club is to foster an environment wherein those students interested in the multiple topics dealing with the education of students may learn about and discuss said topics in an informal atmosphere. Furthermore, the Education Club is committed to presenting such topics as are not normally covered within the education classes at Covenant College.

Evangelism Club

The Evangelism Club seeks to fulfill the directives of the Great Commission by passionately communicating God's love to the men, women, and children living in our community. We strive to reflect God's love in three branches: door to door evangelism, discipleship of new believers, and outreach to children, supporting these ministries with prayer.

French Club

The French Club meets regularly to create opportunities for students to speak in French and enjoy food and fellowship with other proficient speakers.

Glad Tutoring

To develop mentoring relationships with children in the Glenwood community and to love them in Christ by ministering to their spiritual and academic needs

International Students Organization

This organization is made up of all international students and helps to address needs specific to international student concerns.

Intramural Athletics

Intramural programs are directed by the Athletic Department. Members of each class are encouraged to participate in at least one sport each semester.

Intramural sports may include tennis, flag football, basketball, table tennis, volleyball, softball, and soccer.

Martial Arts Club

To participate in and the study of the physical aspects of martial arts primarily focusing on self-defense, self-discipline and self betterment

The MineShaft Players

The MineShaft Players are a student directed drama team.

Mu Kappa

This organization is made up of all students whose parents served as missionaries. This group formed to help students make a smooth transition to college life and addresses needs specific to missionary children.

Nursing Home Ministry

The purpose of the Nursing Home Ministry is to minister to the residents of St. Barnabas Nursing Home with visitation and the singing of hymns.

> To fulfill God's command of Leviticus 19:32:
> *"Rise in the presence of the aged, show respect for the elderly and revere your God. I am the LORD."*
>
> To Follow Christ's example as in Matthew 25:34, 40:
> *"...I was sick and you looked after me... I tell you the truth, whatever you did for one of the least of these brothers of mine, you did for me."*
>
> Recognize the place of the elderly in the kingdom of God as described in Psalm 92:12, 14, 15
> *"The righteous will flourish like a palm tree...They will still bear fruit in old age, the will stay fresh and green, proclaiming, 'The Lord is upright; he is my Rock...'"*

Outdoor Club

The purpose of the Outdoor Club is to provide an opportunity for students to break away from the campus and enjoy the beauty of God's creation in outdoor settings. We'll be going on several Saturday day hikes, and most likely end by enjoying each other's company over supper off the mountain. Other trips will include overnight backpack and canoe trips.

The Photo Publications

The purpose of Photo Publications is to provide an accurate documentation of the activities and events that go on at Covenant and to provide news photography for the *Bagpipe*.

The Pre-Law Club

The purpose of the Pre-Law club is to bring members of the Covenant College community together to glorify God as prospective law students. As an academic club we seek to provide educational conferences, study materials, and other services that will facilitate Covenant's prospective law students in their pursuit of graduate education.

Psi Chi

Psi Chi is the National Honor Society in Psychology. It was founded for the purposes of encouraging, stimulating, and maintaining excellence in scholarship, and advancing the science of psychology.

Publications

Editors of publications are approved by a committee of Student Senate. Students interested in publications should contact editors of the publications.

Bagpipe - the campus newspaper - Editor, Aaron Mesh
Tartan - the campus yearbook - Editor, Emily Jordan and Nick Smith
Thorn - student literary magazine - contact John Ottinger
Wittenburg Door – A physical Door for posted letters to the college community.
E-Wittenburg Door – A virtual Door used for posting letters to the community.

Roller Hockey Club

The purpose of the roller hockey club is to get students to play the cool sport of roller hockey in a semi-competitive setting with hopefully as little blood as possible. I am just kidding, we are not that rough. But hockey on inline skates is really fun.

The Rotaract Club

Rotaract is the official business club of Covenant College and seeks to provide students with educational, hands-on experiences outside of the classroom to compliment their academic training. It is the aim of the club to help students think through some of the issues facing Christians in the marketplace as well

as provide them with opportunities to network and interact with members of the local business community. This club is not only for business majors. Everyone is encouraged to take advantage of this valuable resource! See the "Rotaract Business Club" folder under "Club Messages" for more info.

Servio Musica - "to serve through music"

Why do you listen to music? What end does it serve? These questions are for all of us to answer, not just those who study the in's and out's of theory and form. Music is the servant of everyone created in God's image and is to be used for His glory and our enjoyment.
We would like to provide the entire community a forum for learning and discussion concerning this issue and the realization of it in our lives.

Sigma Tau Delta

The purpose of Sigma Tau Delta is "to confer distinction for high achievement in English language and literature", "to promote interest in literature and the English language on local campus", and "to foster the discipline of English in all its aspects, including creative and critical writing."

Stoplight Cafe

The Stoplight Café is an on campus coffeehouse that features student, as well as outside, musicians and artists . The Campus Activities Board Director appoints a student to schedule and advertise artist appearances. Location varies with the event. Watch for announcements on the CAB bulletin board in Carter Hall.

Varsity sports

Men	Women
Basketball	Basketball
Cross Country	Cross Country
Soccer	Soccer
	Volleyball

The Vicious Circle

The purpose of Vicious Circle: we are about the reading and discussion of works of literature that challenge us to THINK and ask QUESTIONS, that don't necessarily have answers.

White Water Rafting Club

The purpose of the White Water Rafting Club is to brave the dangerous elements of nature and worship God in the increased awareness of His sovereign creation.

Music

Vocal

The COLLEGE CHORALE represents the college locally and appears in one national tour each year. Membership is by audition.

The MADRIGAL SINGERS, whose membership is by audition, represent the college in special programs and take part in the annual Madrigal Christmas Dinner.

Instrumental

The BRASS ENSEMBLE is open to all members of the student body by audition. The choir plays various engagements throughout the year.

The SYMPHONETTE plays several concerts each year. Membership is by audition.

The WIND SYMPHONY, whose membership is by audition, presents two programs annually.

Current Off-Campus Ministries:

Commissioned

Students meet together to pray for needs around the world

Evangelism Ministry

Students involved in this ministry share their faith in area housing projects of the inner city.

Homeless Ministries

Students involved in this ministry work with shelters for men and women in the Chattanooga area. Volunteers can serve in a variety of ways: collecting clothing and Bibles for the homeless community, helping with chapel services, cleaning, cooking and serving meals, volunteering with after-school programs for children, or spending the night at a shelter as a help to staff .

Inner City Ministries

Students involved in this ministry work in connection with New City Fellowship providing help with Bible clubs, outings and some after school tutoring with inner city youth.

Nursing Home

Students in the Nursing Home Ministry visit the elderly on a once a week basis, in order to encourage and uplift. This ministry is for students who would like to visit the elderly on Sunday afternoons to brighten their lives by sharing with them, singing hymns, listening, and loving them. Transportation is provided.

Prison Ministries

This is a ministry to men and women who are in prison. There are several areas that you can get involved with in the Prison Ministry. There are opportunities to write to prisoners, and there are also opportunities to participate in Bible studies held with the prisoners. Additional and exciting opportunities are available at Dismas House. Located 1/2 hour from the college, in the Highland Park section of Chattanooga, Dismas is a ministry serving the needs of recently released ex-offenders. You can become involved by leading Bible studies, cooking meals, or even applying for one of the work study clerical or residential positions of the house.

Widows Ministries

Students can help inner-city widows by doing special projects and meeting specific needs. Usually students work in a group on a specified day (like Saturday) to help out a widow. This ministry also assists the widows emotionally, putting them in contact with others who have suffered the same loss and can be a support.

Young Life

Students involved in Young Life reach out to high-school students in area high schools. Covenant students can participate in leadership training, visit kids in an informal setting to get to know them during the week, and then meet one night a week for songs, sharing, skits, games, Bible study, and fellowship.

Youth ministry in area churches

There are many opportunities to work with high school (or junior high) youth in nearby churches. Youth groups generally meet once a week and Covenant students may become involved in area church get-togethers, socials, and ministries for youth.

Local Church Directory

One of your first responsibilities in your transition to college life should be searching for a local church and becoming actively involved with a body of believers. Following is a listing of area PCA churches and some of the churches that are located on or near Lookout Mountain. For a more complete list of area churches, please see the telephone directory.

PCA and local area churches

Brainerd Hills Presbyterian Church
- 6388 E. Brainerd Road, Chattanooga
- (423) 892-5308
- Sunday School at 9:45 a.m.
- Sunday Worship Services at 11:00 a.m. and 6:30 p.m.
- Wednesday prayer meeting at 7:00 p.m.

Chattanooga Valley Presbyterian Church
- Route 1, Chattanooga Valley Road, Flintstone, GA
- (706) 820-2833
- Sunday School at 9:45 a.m.
- Sunday Worship Services are 11:00 a.m. and 6:00 p.m.
- Wednesday prayer meeting at 7:00 p.m.

Covenant Presbyterian Church
- 8451 East Brainerd Road, Chattanooga
- (423) 899-5377
- Sunday Worship Services at 9:30 a.m. and 6:00 p.m.
- Sunday School at 11:00 a.m.
- Wednesday Worship Service at 7:00 p.m.

East Ridge Presbyterian Church
- 4919 Court Drive, Chattanooga
- (423) 867-7295
- Sunday School at 9:30 a.m.
- Sunday Worship Services at 10:45 a.m. and 6:00 p.m.
- Wednesday fellowship dinner at 6:00; adult Bible study, youth at 7:00 p.m.

First Presbyterian Church
- 546 McCallie Avenue, Chattanooga
- (423) 267-1206
- Sunday Worship Services at 8:45 & 11:00 a.m. & 6:30 p.m.
- Sunday Youth Service at 6:15 p.m.
- Wednesday dinner and prayer at 5:45, Bible study at 7:00 p.m.

First Presbyterian Church of Ft. Oglethorpe
- Corner of Lafayette and Harker Roads, Ft. Oglethorpe, GA
- (706) 866-2521
- Sunday School at 9:45 a.m.
- Sunday Worship Services are 11:00 a.m. and 6:00 p.m.
- Wednesday Worship Service at 7:00 p.m., potluck supper begins 6:00 p.m.

Grace Presbyterian Church
- 2107 E. Dug Gap Mtn. Road , Dalton, GA
- (706) 226-6344
- Sunday School at 9:45 a.m.
- Sunday Worship at 11:00, care groups at various homes for evening service
- Wednesday Prayer Meeting at 7:00 p.m., supper at 6:00 p.m., children and youth programs at 6:45 p.m.

Highlands Presbyterian Church
- 1211 West North Main Street, Lafayette, GA
- (706) 638-8940
- Sunday School at 9:45
- Sunday Worship Service at 11:00 a.m.
- Wednesday Night Service at 7:00 p.m.

Hixson Presbyterian Church
- 1005 Gadd Road, Hixson, TN
- (423) 875-0616
- Sunday School at 9:30 a.m.
- Sunday Worship Services 10:50 a.m. and 6:15 p.m.
- Wednesday Worship Service at 6:30 p.m.

Lookout Mountain Presbyterian Church
- 316 North Bragg, Lookout Mountain
- 821-4528
- Sunday School at 9:30 a.m or 11:00 a.m.
- Sunday Coffee and Fellowship Time at 10:30 a.m.
- Sunday Worship Services are 8:10, 9:30, or 11:00 a.m and 6:00 p.m.
- Wednesday Family Supper at 5:45 p.m. followed by Prayer and Bible Study at 6:30 p.m.

Mountain View Presbyterian Church
- 3111 Kelly's Ferry Road, Chattanooga, TN
- (423) 821-6000
- Sunday School Services at 9:45 a.m.
- Sunday Worship Services at 11:00 a.m. and 6:00 p.m.

New City Fellowship at Westminster
- 2424 E. Third St., Chattanooga, TN

- (423) 629-1421
- Sunday School at 10:15 a.m.
- Sunday Worship Services are 8:55 a.m. or 11:10 a.m. and 6:00 p.m.
- Wednesday Prayer Meeting at 7:00 p.m.

Red Bank Presbyterian Church
- 4320 Dayton Boulevard, Chattanooga, TN
- (423) 877-3414
- Sunday School at 9:45 a.m
- Sunday Worship Services are 11:00 a.m. and 6:30 p.m.
- Wednesday night supper at 6:00 p.m., Bible study at 6:50 p.m.

Reformed Presbyterian Church
- South of Covenant College (walking distance)
- (706) 820-9770
- Sunday Worship Services are 8:30 a.m. or 11:00 a.m. and 6:00 p.m.
- Sunday School at 10:00 a.m.
- Wednesday Worship Service at 7:00 p.m.

Saint Elmo Presbyterian Church
- 4400 Saint Elmo Avenue, Chattanooga, TN
- (423) 821-1424
- Sunday School at 9:30 a.m.
- Sunday Worship Services are 11:00 a.m. and 6:30 p.m.
- Wednesday Fellowship and Prayer Time at Various Members' Homes

Wayside Presbyterian Church
- 2502 Fairmount Pike, Signal Mountain, TN
- (423) 886-1181
- Sunday School Service at 9:45 a.m.
- Sunday Worship Services at 11:00 a.m. and 6:00 p.m.

Chattanooga Valley Baptist Church
- 900 Nickajack Lane, Flintstone, GA
- 820-1911
- Sunday School Service at 9:45 a.m.
- Sunday Worship Services are 11:00 a.m. & 6:00 p.m.

Church of the Good Shepherd Episcopal
- 211 Franklin Road, Lookout Mountain
- (706) 821-1583
- Sunday School Service at 9:50 a.m.
- Sunday Worship Services are 7:45, 9:00 and 11:00 a.m.
- Tuessday Service at 10:30 a.m.
- Thursday Service at 5:00 p.m.

Flintstone Baptist Church
- Mountain View Circle, Flintstone, GA
- (706) 820-1837
- Sunday School Service at 9:45 a.m.
- Sunday Worship Services at 11:00 a.m. and 7:00 p.m.
Wednesday Worship Service at 7:00 p.m.

Lookout Mountain Baptist Church
- 901 Scenic Highway, Lookout Mountain
- (706) 821-6922
- Sunday School at 10:00 a.m.
- Sunday Worship Service at 11:00 a.m.
- Wednesday Worship Service at 6:00 p.m.

Our Lady of the Mount Catholic Church
- 1227 Scenic Highway, Lookout Mountain
- 820-0680
- Monday-Friday Mass at 9:00 a.m.
- Saturday Mass at 5:30 p.m.
- Sunday Mass at 8:30 a.m. and 10:00 a.m.

First Baptist Church of Lookout Mountain
- 205 N. Bragg Avenue, Lookout Mountain
- 821-0373

Office and Service Quick List Directory

A

Academic credit	Rodney Miller	C-134	1134
Accounts	Phyllis Crooks	C-103	1105
Advisors	Rodney Miller	C-134	1133
Athletics	Brian Crossman	Gym	1513
Auditing courses	Rodney Miller	C-134	1133
Authorized Driver Approval	Eric Leonard	C-016	1216

B

Bagpipe (student newspaper)	Bagpipe Office	C-43	1602
B.E.S.T. (housekeeping)	Artie Green	C-022	1222

Board fees 1105	Phyllis Crooks	C-103	
C			
Calendar reservations 1255	Tracy Blea	C-103	
Car registration 1216	Eric Leonard	C-016	
Career Development 1156	Jerry King	C-143	
Chapel attendance 1107	Susan Green	C-138	
Chaplain/Chapel program/plans 1411	Don Graham	C-108	
Check cashing	Accounting	C-147	1103
Copying	Eileen Auel	C-55	1225
Counseling Services 1473	Steve McIlvaine, Pauline	C-224	
1474	McLemore, Petie Corell	C-224	
Cross Country	David Taylor	Gym	1581
D			
Dining Hall	Eric Heller	Kitchen	1101
Discipline 1109	Scott Raymond	C-138	
E			
Employment, work study 1119	Ramona Moore	C-149	
Employment, off campus 1156	Shari Griggs	C-143	
Exams 1133	Rodney Miller	C-134	
Experiential Education	Mike Hardie	C-51	1606
Extracurricular Activities 1109	Scott Raymond	C-138	
Eligibility 1134	Rodney Miller (FAR)	C-134	
F			

Faculty, Dean of	Jeff Hall	C-115	
1412			
Financial Aid	Rebecca Morton	C-151	
1150			
Food Services	Eric Heller	Kitchen	
1101			
Fund raising	Charlie Phillips	P-302	1601

G

Grades	Rodney Miller	C-134	
1133			
Graduation requirements	Rodney Miller	C-134	
1133			

H

Health Services	Barb Michal	C-227	1275

I

ID Cards	Susan Green	C-138	
1107			
Insurance, health	Susan Green	C-138	
1107			
International Students	Daphne Haddad	L-206	
1441			
Intramurals	Jason Wood	Apt. 9	820-4250

K

Keys, office		C-016	1216
Keys, student room	Susan Green	C-138	
1107			

L

Library	Gary Huisman	L-111	1432
Lost and Found	Susan Green	C-138	
1107			

M

Mail room	Eileen Auel	C-55	1225
Meal tickets or card replacement	Susan Green	C-138	
1107			

Meeting room reservations	Tracy Blea	C-103	1255
Men's Basketball	Bill Dennison	Gym	1512 or 1418
Men's Soccer	Brian Crossman	Gym	1513
Movie Tickets	Susan Green	C-138	1107

O

Off Campus Ministries	Nathan Maphet	Off Campus	265-8175
Open houses, residence halls	Barb Schreur	C-138	1108
Organizations, student	Scott Raymond	C-138	1109
Orientation	Barb Schreur	C-138	1108

P

Pass/fail options	Rodney Miller	C-134	1133
Paychecks	Ramona Moore	C-149	1119
Post office	Eileen Auel	C-55	1225
Practical Service Program	Suzy Entrekin	C-138	1106
Privacy rights of students	Rodney Miller	C-134	1133
Probation:			
Academic	Rodney Miller	C-134	1133
Disciplinary	Scott Raymond	C-138	1109
Purchasing	Dot Hunter	C-011	1220

R

Registration	Rodney Miller	C-134	1133
Residence Halls	Barb Schreur	C-138	1108
Carter Hall	Jonathan Entrekin	C-227	1277
Founders Center	Jeremy Jones	B-10	1370
Maclellan Hall	John David Bower	MC-4101	4101

S

Sack lunches	Eric Heller	Kitchen	1101
Sales, campus policy	Herb Politano	C-115	1115
Schedule changes	Rodney Miller	C-134	1133
Storage, residence halls	Susan Green	C-138	1107
Student activities	Scott Raymond	C-138	1109
Student addresses, info.	Cindy Williamson	C-133	1134
Student government	Allison Harbert	M-410	4410
Student Publications	Mike Hardie	C-51	1606
Study Abroad	Mike Hardie	C-250	1606

T

Tartan (yearbook)	Tartan Office	C-43	1375
Testing, vocational	Shari Griggs	C-146	1156
Transcripts	Suzy Bakke	C-133	1131
Transfer credits	Rodney Miller	C-134	1133

V

Veterans' benefits	Rebecca Morton	C-150	1126

W

Withdrawal from college	Scott Raymond	C-138	1109
Women's Basketball	Tami Smialek	Gym	1514
Women's Soccer	Mark Duble	Gym	1508
Women's Volleyball	Will Stern	Gym	1514
Writing Center	Pat Ralston	M-363	1620

Emergency Procedures and Numbers

911 is dialed directly, no need to dial 9 to get an outside line

Fire Department	911
Medical Emergency (first contact RA, if possible)	911
Dade County Sheriff Department	911 or 9-398-3570
Campus Security Guard	697-9040

***Tell dispatcher you are calling from Covenant College and give the exact location where there is a problem on campus. The message will be transmitted immediately to the Security Guard via his two-way radio.

Building housekeeping and grounds emergency

- during office hours Ext. 1216
  call extension 1216 or the switchboard operator to report emergency.
- after office hours
  contact a resident advisor, resident director, switchboard for emergency notification.

Fire Procedures

Fire drills will be held at unexpected times, day or night. The fire alarm is a constant sounding horn; when the alarm sounds, walk to the nearest exit and follow the instructions listed below:

If the alarm is in the following:	*Go to:*
Carter Hall Founders Center Library Maclellan Hall Mills Hall Sanderson Hall Ashe Activity Center or Gym Art Barn	Chapel Auditorium -- Chapel will be unlocked as soon as possible
Chapel	Great Hall (in Carter Hall) and be seated

In case of fire alarm Dade County Fire Department is in authority. They must be listened to and obeyed. Failure to cooperate or refusal to evacuate the building is considered a serious disciplinary violation. Pulling a fire alarm when no fire exists is a felony under Georgia law, and is punishable as such

Appendix I. The Student Development Statement of Purpose

Covenant College's **Statement of Purpose** carries with it the direct charge of our responsibility to assist students in making significant progress towards Christian maturity. Much of this progress needs to be accomplished by tasks designed to integrate the curricular program with the co-curricular lifestyle.

The **Operational Statement of Purpose** reads:

> "Although all college employees work to assure that students make progress toward maturity, the student development office, administered by members of the faculty, bears the special responsibility of fostering a co-curricular environment that enables students to develop as responsive learners in the academic environment, as responsible social participants in and out of the classroom, and as Christians whose world and life view is consonant with the scriptures."

It is right, therefore, that one of the major divisions of the college be designated as the "Student Development Office" and that responsibility for coordinating and/or structuring all co-curricular efforts in that direction be assigned there. All aspects of the curricular and co-curricular experiences are viewed as a vehicles to facilitate balanced development of the total person in an educational environment (Physically, intellectually, personally, socially and vocationally; all of which are spiritual growth).

The following responsibilities for the Student Development Office are in keeping with the purpose statement.

1. To **Administer Resources** necessary to attain each of the below goals (5.5.2.).

2. To provide **Personal Counseling** for the psychological needs of our students (5.5.3.1).

3. To establish and maintain **Career Planning and Placement Services** in order to assist students in vocational choice exploration, and in identity clarification (5.5.3.1.).

4. To provide immediate and continuing **Orientation** for all new students (5.5.3.1.).

5. To provide and oversee the **Student Government, Student Activities and Student Publications** (5.5.3.2.).

6. To continue developing and refining the Biblically-based Standards of Conduct outlining expected **Student Behavior** (5.5.3.3.).

7. To develop and maintain **Residence Hall Programs and Facilities** conducive to living and learning in an academic community (5.5.3.5.).

8. To provide **Health Services** to students in order to minimize or prevent interference with students' studies through accident or illness (5.5.3.7.).

9. To provide a wide range of **Intramural activities** (5.5.3.8.).

10. To provide **Intercollegiate Athletics** to facilitate student participants and spectators in their holistic development at the college (5.6.).

Appendix II. The Student Constitution

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[i] Man's chief and highest end is to glorify God, and fully to enjoy him forever.

[ii] After God had made all other creatures, he created man male and female; formed the body of the man of the dust of the ground, and the woman of the rib of the man, endued them with living, reasonable, and immortal souls; made them after his own image, in knowledge, righteousness, and holiness; having the law of God written in their hearts, and power to fulfil it, and dominion over the creatures; yet subject to fall.

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[iv] a blindness of mind, a reprobate sense, strong delusions, hardness of heart, horror of conscience, and vile affections; or, as the curse of God upon the creatures for our sakes, and all other evils that befall us in our bodies, names, estates, relations, and employments; together with death itself.

[v] Sin is any want of conformity unto, or transgression of, any law of God, given as a rule to the reasonable creature.

[vi] The sinfulness of that estate whereinto man fell, consists in the guilt of Adam's first sin, the want of that righteousness wherein he was created, and the corruption of his nature, whereby he is utterly indisposed, disabled, and made opposite unto all that is spiritually good, and wholly inclined to all evil, and that continually; which is commonly called original sin, and from which do proceed all actual transgressions.

[vii] The covenant of grace was made with Christ as the second Adam, and in him with all the elect as his seed. The grace of God is manifested in the second covenant, in that he freely provides and offers to sinners a Mediator, and life and salvation by him; and requiring faith as the condition to interest them in him, promises and gives his Holy Spirit to all his elect, to work in them that faith, with all other saving graces; and to enable them unto all holy obedience, as the evidence of the truth of their faith and thankfulness to God, and as the way which he has appointed them to salvation. Under the New Testament, when Christ the substance was exhibited, the same covenant of grace was and still is to be administered in the preaching of the Word, and the administration of the sacraments of Baptism and the Lord's Supper;
in which grace and salvation are held forth in more fullness, evidence, and efficacy, to all nations.

[viii] Redemption is certainly applied, and effectually communicated, to all those for whom Christ has purchased it; who are in time by the Holy Ghost enabled to believe in Christ according to the gospel.

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[x] by Christ so they enjoy union and communion with him in grace and glory.

[xi] the work of God's grace--whereby they are spiritually and mystically, yet really and inseparably, joined to Christ as their head and husband; which is done in their effectual calling.

[xii] the work of God's almighty power and grace, whereby (out of his free and special love to his elect, and from nothing in them moving him thereunto) he does, in his accepted time, invite and draw them to Jesus Christ, by his Word and Spirit; savingly enlightening their minds, renewing and powerfully determining their wills, so as they (although in themselves dead in sin) are hereby made willing and able freely to answer his call, and to accept and embrace the grace offered and conveyed therein.

[xiii] in their justification, adoption, sanctification, and: Whatever else, in this life, manifests their union with him.

[xiv] Although sanctification be inseparably joined with justification, yet they differ, in that God in justification imputes the righteousness of Christ; in sanctification his Spirit infuses grace, and enables to the exercise thereof; in the former, sin is pardoned; in the other, it is subdued: the one does equally free all believers from the revenging wrath of God, and that perfectly in this life, that they never fall into condemnation; the other is neither equal in all, nor in this life perfect in any, but growing up to perfection.

[xv] Justification is an act of God's free grace unto sinners, in which he pardons all their sins, accepts and accounts their persons righteous in his sight; not for any thing wrought in them, or done by them, but only for the perfect obedience and full satisfaction of Christ, by God imputed to them, and received by faith alone.

[xvi] Although Christ, by his obedience and death, did make a proper, real, and full satisfaction to God's justice in the behalf of them that are justified; yet inasmuch as God accepts the satisfaction from a surety, which he might have demanded of them, and did provide this surety, his own only Son, imputing his righteousness to them, and requiring nothing of them for their justification but faith, which also is his gift, their justification is to them of free grace.

[xvii] whereby all those that are justified are received into the number of his children, have his name put upon them, the Spirit of his Son given to them, are under his fatherly care and dispensations, admitted to all the liberties and privileges of the sons of God, made heirs of all the promises, and fellow heirs with Christ in glory.

[xviii] Sanctification is a work of God's grace, whereby they whom God has, before the foundation of the world, chosen to be holy, are in time, through the powerful operation of his Spirit applying the death and resurrection of Christ unto them, renewed in their whole man after the image of God; having the seeds of repentance unto life, and all other saving graces, put into their hearts, and those graces so stirred up, increased, and strengthened, as that they more and more die unto sin, and rise unto newness of life.

[xix] Repentance unto life is a saving grace, wrought in the heart of a sinner by the Spirit and Word of God, whereby, out of the sight and sense, not only of the danger, but also of the filthiness and odiousness of his sins, and upon the apprehension of God's mercy in Christ to such as are penitent, he so grieves for and hates his sins, as that he turns from them all to God, purposing and endeavoring constantly to walk with him in all the ways of new obedience.

[xx] The imperfection of sanctification in believers arises from the remnants of sin abiding in every part of them, and the perpetual lustings of the flesh against the spirit; whereby they are often foiled with temptations, and fall into many sins, are hindered in all their spiritual services, and their best works are imperfect and defiled in the sight of God.

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[xxii] True believers, by reason of the unchangeable love of God, and his decree and covenant to give them perseverance, their inseparable union with Christ, his continual intercession for them, and the Spirit and seed of God abiding in them, can neither totally nor finally fall away from the state of grace, but are kept by the power of God through faith unto salvation.

[xxiii] Such as truly believe in Christ, and endeavor to walk in all good conscience before him, may, without extraordinary revelation, by faith grounded upon the truth of God's promises, and by the Spirit enabling them to discern in themselves those graces to which the promises of life are made, and bearing witness with their spirits that they are the children of God, be infallibly assured that they are in the estate of grace, and shall persevere therein unto salvation.

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[xxvi] The communion in glory which the members of the invisible church have with Christ, is in this life, immediately after death, and at last perfected at the resurrection and day of judgment.
[xxvii] enjoy the sense of God's love, peace of conscience, joy in the Holy Ghost, and hope of glory.
[xxviii] The duty which God requires of man, is obedience to his revealed will.
[xxix] It is required of those that hear the Word preached, that they attend upon it with diligence, preparation, and prayer; examine: What they hear by the Scriptures; receive the truth with faith, love, meekness, and readiness of mind, as the Word of God; meditate, and confer of it; hide it in their hearts, and bring forth the fruit of it In their lives.
[xxx] Although they that are regenerate, and believe in Christ, be delivered from the moral law as a covenant of works, so as thereby they are neither justified nor condemned; yet, besides the general uses thereof common to them with all men, it is of special use, to show them: How much they are bound to Christ for his fulfilling it, and enduring the curse thereof in their stead, and for their good; and thereby to provoke them to more thankfulness, and to express the same in their greater care to conform themselves thereunto as the rule of their obedience.
[xxxi] For the right understanding of the ten commandments, these rules are to be observed: That the law is perfect, and binds everyone to full conformity in the whole man unto the righteousness thereof, and unto entire obedience forever; so as to require the utmost perfection of every duty, and to forbid the least degree of every sin. That it is spiritual, and so reaches the understanding, will, affections, and all other powers of the soul; as well as words, works, and gestures. That one and the same thing, in divers respects, is required or forbidden in several commandments. That as, where a duty is commanded, the contrary sin is forbidden; and, where a sin is forbidden, the contrary duty is commanded: so, where a promise is annexed, the contrary threatening is included; and, where a threatening is annexed, the contrary promise is included. That: What God forbids, is at no time to be done; What he commands, is always our duty; and yet every particular duty is not to be done at all times. That under one sin or duty, all of the same kind are forbidden or commanded; together with all the causes, means, occasions, and appearances thereof, and provocations thereunto. That: What is forbidden or commanded to ourselves, we are bound, according to our places, to endeavor that it may be avoided or performed by others, according to the duty of their places. That in: What is commanded to others, we are bound, according to our places and callings, to be helpful to them; and to take heed of partaking with others in: What is forbidden them.
[xxxii] The sum of the four commandments containing our duty to God is, to love the Lord our God with all our heart, and with all our soul, and with all our strength, and with all our mind.
A view to a Reformed student