

STUDENT HANDBOOK

2023-2024



Nations College
2023-2024
Version 1

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A Message From our Founder & President



Since 1987, Christ for all Nations has counted over 83-million registered decisions for Christ in Africa and around the world. This is surely one of the greatest seasons, if not the single greatest season, of harvest in the history of the world.

What I believe the Lord showed me is that, as amazing as our past results have been, this next season would be even greater. In fact, we would literally double the harvest in the next decade. In other words, we will see as many people saved over the next 10-years as we saw in the first 30-years combined – bringing that number of new converts to well over 150 million – a Decade of Double Harvest!

Throughout the history of CfaN, we have trained men and women through many programs. The results have been amazing! Many of these students are now working with Christ for all Nations in our teams as evangelists and leaders. But there is much more work to be done. And many, many more people need to be equipped, trained, and mobilized for the work of the ministry.

This is the time for Nations College.

Together in the Harvest,

Daniel Kolenda
Founder & President

Accreditation, Affiliations and Articulation Agreements

Nations College has relationship with accredited institutions such as: Oral Roberts University, Southeastern University, The King's University, Elim Bible Institute and College, SUM Bible College and Theological Seminary, and many more. We are in the process of submitting the required documents to each of these institutions to establish articulation agreements with them. An articulation agreement makes it possible for our students to transfer credits earned at Nations College. More information on transferring Nations College credits will be available soon.

Nations College offers courses that are taught by academically qualified, Holy Spirit-anointed experts in their respective fields. Please be advised that Nations College is currently non-accredited.

Nations College meets the criteria of Section 1005.06 (1)(e), Florida Statutes, holding a status of not requiring licensure from the Florida Commission for Independent Education.

SECTION 1: STUDENT LIFE

OUR PURPOSE

Purpose of the Handbook

Welcome to Nations College! We trust that your course of studies here will help form you for service in the Kingdom of God. As you endeavor to maximize your preparation time here, this Student Handbook will serve as your primary social advisor. The Dean of Students will discuss and explain the Student Handbook as well.

A floorplan of the buildings of the Nations College Campus (consisting of the CfaN Harvest Home and Ministry Center) can be found in this Handbook, right before Appendix A.

God bless you and welcome to the Nations College family!

Mission Statement

The mission of Nations College is to equip biblically balanced, Spirit-empowered servant-leaders for global ministry.

Vision Statement

Our vision is to advance the evangelistic mission of Jesus Christ through the power of the Holy Spirit, and to impact the nations with the gospel of Jesus Christ.

Core Values

1. **Community Life:** We are committed to building a community of Christian staff and students that are committed to serving each other with integrity.
2. **Worship and Prayer:** We are committed to a life of expressive worship and prayer.
3. **God's Word:** We are committed to providing a setting where intensive Bible study takes place.
4. **Revival:** We are committed to pursuing a fresh outpouring of the Holy Spirit, and believe it is God's will for each generation to experience revival.
5. **Missions:** We are committed to preparing students for taking the Gospel to all the world, with signs and wonders following.
6. **Character:** We are committed to hating what is evil and embracing what is good (Romans 12:9).
7. **Honor:** We are committed to honoring Jesus in everything and considering others above ourselves (Romans 12:10).
8. **Unity:** We are committed to unity in doctrinal essentials, liberty in non-essentials, and in everything, having God's love.
9. **Academic Excellence:** We are committed to weaving together Bible study with high academic standards, producing excellence which honors God.
10. **Practical Ministry:** We are committed to equipping our students with practical skills to be able to minister effectively.

Articles of Faith

1. We believe the Holy Bible to be the inspired and only infallible, authoritative Word of God (2 Timothy 3:16,17).
2. We believe that there is one God, eternally existent in three Persons: Father, Son and Holy Spirit (Isaiah 44:8; II Corinthians 13:14).
 - **The Father** — Whose glory is so exceedingly bright that mortal man cannot look upon His face and live. But Whose heart was so filled with love and pity for His lost and sin-benighted children, that He freely gave His only begotten Son to redeem and reconcile them unto Himself (Exodus 33:20; John 3:16).
 - **The Son** — Co-existent and co-eternal with the Father, Who, conceived of the Holy Spirit and born of the Virgin Mary, took upon Himself the form of man, bore our sins, and carried our sorrows. By the shedding of His precious blood upon the cross of Calvary, purchased redemption for all that would believe upon Him: then, bursting the bonds of death and hell, rose from the grave and ascended on high. He then led captivity captive, that as the great Mediator between God and man, He might stand at the right hand of the Father making intercession for those whom He laid down His life (John 1:1-3; Job 38:4-7; Matthew 1:23; Ephesians 2:18).
 - **The Holy Spirit** — The third Person of the Godhead, the Spirit of the Father shed abroad; omnipotent, omnipresent, performing an inexpressibly important mission upon earth, convicting of sin, of righteousness, and of judgment, drawing sinners to the Savior, rebuking, pleading, searching, comforting, quickening, teaching, glorifying, baptizing and empowering from on high, those who yield to His tender ministrations, preparing them for the great day of the Lord's appearing (1 John 5:7; John 15:26; Also, 2 Corinthians 13:14; Matthew 28:19; Romans 8:11; John 16:7-14).
3. We believe in the deity of Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious death and atonement through His shed blood; in His bodily resurrection, in His ascension to the right hand of the Father, and in His present priestly ministry (1 Timothy 3:16; Romans 3:25,26).
4. We believe in evangelistic and missionary fervor and endeavor (Acts 1:8; Mark 16:15-18).
5. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. We further believe in the keeping power of God (Hebrews 9:22; Jude 24,25).
6. We believe that sanctification, holiness and the overcoming life is God's design for the Church, which is the Bride of Christ (Ephesians 5:25-27).
7. We believe that sexual purity is a necessary expression for all of God's children, and requires abstinence from adultery, fornication, incest, homosexuality, or other sexual relationships or practices forbidden by Scripture (Hebrews 13:4, 1 Corinthians 6:18; Leviticus 18:1-30).
8. We believe that God created mankind as two distinct sexes: male and female, and that each person affirms God's infinite wisdom by living in alignment with their birth sex (Genesis 1:26-28; Matthew 19:4-5).
9. We believe that marriage is the uniting of one man and one woman in covenant commitment for a lifetime, and is a sacred institution established by God (Matthew 19:4-6).
10. We believe that since mankind is created in God's image, human life is of inestimable worth and significance in all its dimensions, from conception to the grave (Genesis 1:27; Psalm

139:13-14).

11. We believe that water baptism is for believers in the Lord Jesus Christ, and is to be administered by immersion, thus bearing witness to the gospel of Christ's death, burial and resurrection for us, and our own new life in Him (Matthew 28:19; Romans 6:4).
12. We believe that Communion, when shared by believers, witnesses to the saving power of the gospel, to Christ's presence in His church, and looks forward to His victorious return (1 Corinthians 11:23-26).
13. We believe in the Baptism in the Holy Spirit as on the day of Pentecost, and in the continuing ministry of the Holy Spirit as evidenced in charismatic gifts and ministries, and in the fruit of the Holy Spirit in the life of the believer (Acts 2:4; Acts 10:46; Acts 19:6; Ephesians 4:11; 1 Corinthians 12:8-11; Galatians 5:22,23).
14. We believe that divine healing is obtained on the basis of the Atonement (1 Peter 2:24; Matthew 8:17).
15. We believe in Christ's imminent, personal return in power and great glory, and in His present and everlasting dominion (Acts 1:8; Revelation 1:7; Daniel 7:14).
16. We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of eternal life, and they that are lost unto the resurrection of eternal punishment (John 5:28,29; Revelation 20:15).

Goals and Objectives

1. **Biblical Scholarship:**
 - a) Demonstrate a measurable increase of biblical knowledge.
 - b) Exhibit an increasing comprehension of the historical setting of the Bible.
2. **Spiritual Vitality and Formation:**
 - a) Define a measurable increase in personal spiritual formation.
 - b) Provide opportunities for students to embrace our Pentecostal heritage and learn to exercise charismatic gifts and experience the presence of God in chapels, classes, and other events.
3. **Relevance in Culture:**
 - a) Demonstrate knowledge of the principles used to understand various cultures and communities.
 - b) Display the ability to form effective strategies for relevant ministry in any culture or community.
4. **Discipleship and Servant Leadership:**
 - a) Exhibit a Christ-like leadership style of influence on other people.
 - b) Exemplify a biblical work ethic.

Code of Conduct

1. **Honor Jesus in everything.** (Romans 14:7–8)
2. **Honor others above yourself.** (Philippians 2:5-11; Romans 15:1–3)
3. **Live above reproach—hate what is evil, embrace what is good.** (Romans 12:9; 1 Thessalonians 5:22)
4. **Whatever you do, do it with all of your heart unto the Lord, not men.** (Colossians 3:23)
5. **Serve others.** (Philippians 2:4)

SPIRITUAL LIFE GUIDELINES

Nations College's commitment to training men and women for worldwide ministry begins with an emphasis on the spiritual health and development of each student. The following are some of the ways in which this development is encouraged:

1. Personal Devotions

Students are encouraged to have a time of daily communion with the Lord. Developing a devotional lifestyle is vital to the development and maintenance of sound spiritual health.

2. Chapel Services

Chapel is an integral part of the Nations College experience. All students are required to attend our two weekly chapel services. Nations College chapels offer a widely diversified spiritual experience that emphasizes worship, missions, teaching, and the gifts of the Holy Spirit. Chapels provide an excellent setting for students to learn about the moving of the Holy Spirit, and how to follow His leading.

Chapel attendance will be tracked by the Dean of Students Office. Three or more unexcused chapel absences will result in the student needing to meet with the Dean of Students. Any further unexcused chapel absences will result in four hours of community service, and/or assigned writing projects given by the Dean of Students Office. Permission to miss chapel must be authorized by the Dean of Students.

3. Church Attendance

Students are required to regularly attend a weekly church service, when not in conflict with ministry assignments. We encourage the student body to attend Nations Church, as it is the local church expression of Christ for all Nations.

However, we understand that some students may already be attending a church in the Orlando area. If this applies to you, we encourage you to continue to attend your home church. Students who wish to choose a church to attend (other than Nations Church), are given three weeks during the first semester of each school year to visit different churches in the area. After the third week, the student must commit to one local church. Students are to arrive on time and attend the complete service.

4. Special Days of Prayer and Spiritual Emphasis

Nations College recognizes the importance and strength of gathering as one body for prayer and spiritual growth. Times of prayer are set apart during the school year for students and staff to spend time together in prayer. Students will be notified in advance of when times of prayer are being held.

5. Conferences and Seminars

Annual conferences and seminars provide valuable exposure to the excellent ministries of guest missionaries and ministers. Attendance will be required at some of these events and is optional at others. Students will be notified in advance of the attendance requirements.

STUDENT COUNCIL

To facilitate the objectives of the school, the Student Council¹ functions as a liaison between the student body and the administration.

The Nations College Student Government consists of two councils, each representing their respective freshmen and sophomore classes. Each council is comprised of a student-nominated and elected President and Vice-President that represents and serves their class under the direction of an appointed Faculty/Staff member. The President and Vice-President will choose the rest of the council, which includes a Male and Female Representative, Secretary, Treasurer, under the guidance of their appointed class advisor. The Student Council has direct input into the administration of the school through the Dean of Students Office. Each council meets weekly with their advisor to pray for their class, and to discuss academic and social issues that impact the student body at large. Once a semester the two councils join for a united meeting with the Dean of Students.

Each council appoints spiritual and social sub-committees that are responsible for organizing social events and planning student chapels. The freshmen council adopts a social project in the fall semester of each school year. This gives the class an opportunity to invest prayer and finances into a project in an area of need that is off campus. Some examples of projects are evangelistic mass crusades in Africa, water projects for third world countries, orphanages, and local missions that provide food, shelter, as well as spiritual aid for homeless men, women, and families. The sophomore council raises money to enable them to give a gift to Nations College. The gift is presented to the President at the year-end commencement service.

Qualifications for Student Council Leadership

The available Student Council offices are the following: President, CAO, Secretary, Treasurer, Male Representative, Female Representative and Student Family Representative.

Spiritual Qualifications

Each member of the Student Council should be modeling and growing in Nations College's core values of expressive worship, prayer, simplicity, integrity, holiness, and servant-leadership. Each member should demonstrate the ability for developing a strong relationship with their class, the leadership of the school, and their appointed class advisors. Each member of the council must have and maintain good social standing with the Dean of Students Office. Violations of the Student Handbook requiring discipline may result in the suspension of the student from their elected office.

Academic Qualifications

Each member of the Student Council must be in good academic standing and maintain at least a 2.5 GPA. Dropping below this minimum requirement may result in the temporary suspension of responsibilities until the council member has met the necessary academic requirements.

¹ The Student Council will begin during the second year of Nations College.

CODE OF CONDUCT²

Purpose

Nations College derives its purpose from its Mission Statement. The campus comprises a community of believers who have joined together for the purpose of spiritual growth, personal discipleship, and academic progress. We seek to uphold unity in our community life that is based on the Lordship of Jesus Christ; as well as guided by our core guidelines, which are rooted in biblical principles.

Nations College acknowledges that it is unlikely to create a “perfect” community, with expectations and guidelines that are ideally suited to every single member. Nevertheless, we recognize that we are living in a community where we are dependent upon and accountable to one another. Living daily in fellowship with other Christians is a privilege. In recognition of this privilege, we place great value on the quality of relationships in our community. We also set forth the following biblical principles as “a norm” for corporate life and individual behavior:

- Love (agape) should be the motivating principle in a Christian's relationship with others. This love will vary in its expression but will always seek God's best for the welfare of the recipient.
- While Christians must ultimately decide what behavior is appropriate for them individually, attaining common goals and ensuring orderly community life will necessitate the limiting of some individual liberties (Romans 14:1-13; Colossians 3:1-17).
- Certain actions are expressly prohibited in Scripture and are therefore wrong. Similarly, Scripture commends some actions that are upright and pleasing to the Lord. There are other actions that are matters of individual conscience, and in these areas, care must be exercised so as not to judge one another, or cause another to stumble (Romans 14:19-21; 1 Corinthians 8:9-13).

Based on these principles, Nations College sets forth certain standards of behavior to which members of the Nations College community voluntarily submit. Because of the importance of trust, common courtesy, and mutual responsibility, violations of the following standards are regarded as a serious breach of integrity within the community, and will be addressed by Nations College's leadership.

Standards of Behavior

Nations College believes that human sexuality is a gift of God. We choose to affirm its goodness, and to exercise it within the guidelines set by God in the scriptures. Nations College reserves the right to counsel and, in some cases, take disciplinary action against students who overstep these scriptural guidelines.

Nations College has adopted a position on sexuality that is higher than what the Affirmative Consent and Responsible Employees Laws require regarding premarital sexual engagement. Nations College believes God has reserved the most intimate of sexual relationships for the

² Conduct Policy

marriage union between a man and a woman. It is, therefore, not only a violation of our social policy but also of God's law to engage in such behavior outside of the marriage covenant.

Men and women are not permitted to visit the personal living area of the opposite sex except with special permission granted by Nations College leadership.

We recognize the danger to one's physical and psychological well-being in the non-medical or recreational use of certain substances. Therefore, members of the community are to abstain from the following:

1. Tobacco in any form (including any battery-powered devices which simulate tobacco smoking, such as: electronic cigarettes, personal vaporizers or electronic nicotine delivery systems).
2. Abuse of alcoholic beverages (Galatians 5:21).
3. Controlled substances, marijuana, hallucinogens, depressants, stimulants, and narcotics (unless prescribed by a physician).
 - The above items are not to be personally used, possessed, sold, or distributed on or away from the campus.
4. Gambling is considered poor stewardship of our God-given resources, and therefore we discourage such activities.
5. Any type of demeaning gesture (verbal or non-verbal), threat of violence, or personal attack toward another person will not be tolerated.
 - The scriptures tell us that "life and death are in the power of the tongue" (Proverbs 18:21), and the Apostle Paul exhorts us with the following words: "Don't use foul or abusive language. Let everything you say be good and helpful, so that your words will be an encouragement to those who hear them" (Ephesians 4:29). On the foundation of these scriptures, it is requested that all students refrain from language that would fall into any of the following categories: crude, vulgar, obscene, swearing, lewd, or abusive. As a campus community, we should seek to honor Christ and edify one another in all of our communication.
6. Because the pornography industry exploits people and the use of its products are immoral, pornographic materials are not to be viewed, used, possessed, or distributed on or off campus.

Members of the community are expected to recognize their responsibility to God and one another, by carefully using time to engage in activities that will contribute to spiritual, moral, intellectual, and physical well-being. Moral discretion is therefore required in the choice of television programs, music, movies, and electronic media. If any person present is uncomfortable with the content of digital entertainment (such as in movies, videos, or games), all persons present must respect that person and refrain from viewing or listening to the material.

Nations College expects each student to adopt the "Code of Conduct" as a personal lifestyle commitment, to be followed for the entirety of the student's Nations College program. The guidelines apply during the school term, during holidays, all breaks, as well as during the summer.

Honor Code

Nations College's Honor Code is based upon the principle that individual freedom is founded upon responsibility, and that ultimate responsibility for abiding by behavioral expectations lies with the individual student. If a student violates a principle of the Honor Code at any time, the student is honor-bound to self-report to the Dean of Students. Likewise, if a student is aware that a fellow student has violated an honor principle, that student is honor-bound to confront the violator according to the principles of Matthew 18 [see below]. Confronting and/or providing accountability should not be considered negative qualities. These principles describe a person of honor. Accountability simply means that each student is a guardian and steward of the Honor Code.

Nations College students are asked to subscribe to the following **Honor Code**:

"As a student of Nations College, I hereby dedicate myself to the values summarized in the five core guidelines:

- 1. To honor Jesus in everything.*
- 2. To honor others above myself.*
- 3. To live above reproach – Hating what is evil, embracing what is good.*
- 4. To do everything in my life as unto the Lord, not men.*
- 5. To serve others.*

"I pledge myself to honor the Lord and others by embracing principles of honesty, integrity, responsibility, and stewardship in all aspects of my life. I will be accountable for all that I say, write, and do. By God's grace, I resolve to live a godly life, realizing that my words and actions impact others' perception of Christ and this institution. I will participate actively in pursuit of God's call on my life, and the efforts of Nations College to fulfill its mission."

The Honor Code is designed to give students the opportunity to earn the trust of the spiritual leadership placed over them. It also enables Nations College's leadership to express a love that "rejoices in the truth," as students seek to "live a life worthy of the Lord" and to "please Him in every way" (I Corinthians 13:6/Colossians 1:10).

The Circle of Reconciliation

The Circle of Reconciliation contains the practical steps taken to uphold the Honor Code; and provides an application of Christ's counsel given in Matthew 18:15-18. The following five, sequential steps provide for the implementation of the circle:

1. If a student becomes aware that another student has violated the principles of the Honor Code, they are responsible to address the issue in a spirit of love.
4. If the student is unwilling to respond, the matter will be brought to the Dean of Students. The discipline sanctions provide a proper balance between freedom and accountability, providing students with the opportunity of building strong bridges of trust; and to demonstrate spiritual and ethical growth after a failure.

5. However, if a student is fearful for his/her safety, or the student who has violated the honor code, he/she should not approach the student but report the information to the Dean of Students.

Discipline at Nations College will always be applied according to the following three principles:

1. Discipline and appropriate sanctions are instrumental in the training and preparation of Christian leaders.
2. Discipline and appropriate sanctions are instrumental in the harmonious administration of a Christian community.
3. Discipline must always be applied in a spirit of love as part of a redemptive/reconciliation process.

Violations of the Code of Conduct will result in disciplinary action or possible dismissal from the College.

Dress Code

One of the primary goals of community life at Nations College is to glorify Christ in all areas. In the area of personal dress and appearance, Nations College recognizes that students come from diverse backgrounds and have experienced many styles of dress standards. We acknowledge that it is impossible to create a community with expectations that completely satisfy each member. Nonetheless, the demands of community life require mutual understanding expressed in reasonable expectations. In keeping with Nations College's goal of training leaders, it is expected that students will always dress with the following three core standards in mind:

- *Modesty*: This standard describes an outward appearance that is not excessive or pretentious. It means dressing in a way that reflects honor to Jesus, as well as communicating respect to all members of the community. As an example, see-through clothes or exposed underclothing would be unacceptable for both men and women. As would be very short shorts (or skirts for women). Also, exposing female cleavage and skin below the waist, to the hips (in males and females) does not promote modesty, honor, or respect.
- *Neatness*: This standard describes clothing that is tidy and in good condition.
- *Cleanliness*: This standard describes clothing that is recently laundered and fresh. Clothing should reflect a student's personal commitment to a high standard of daily personal hygiene. Students must also maintain acceptable standards of personal grooming.

Specific Applications of the Core Standards

- **Classes and chapels**: neat and clean shirts, T-shirts, slacks, capris, jeans (with no rips), skirts, dresses, and modest-fitting, longer shorts are all examples of acceptable dress for classes and chapel. Footwear is required. Notice: head coverings [hats, sweatbands, bandannas, etc.] may not be worn in classes and chapels. A T-shirt cannot display a message that is contrary to Biblical principles and Nations College's values. Leggings, Sweatpants, and joggers (which look like sweatpants) should not be worn.

- **Campus life:** While attending Nations College, the campus is the student's home. Outside of classes and chapels, the student's dress can reflect a more relaxed atmosphere.
- **Dress for local church services:** Because students are considered to be leaders in training, it is expected that Sunday dress will conform to the model set by leadership in that particular local church.
- **Special events and designated times:** Part of leadership training is acquiring the wisdom that certain occasions call for "dressing up." For example, while jeans may be acceptable for a class or a normal church service, they would be inappropriate attire at most weddings and funerals. Certain occasions require that we communicate honor and respect with our outward attire. To teach this important principle, the Nations College leadership on certain special days and occasions—such as Graduation—will ask the student body to dress up. These times will be announced in advance. Men will be expected on these special days to dress in a suit or jacket and dress slacks, dress shirt, tie, and dress shoes. Women are expected to be attired in dresses/skirts/dress pants and dress shoes.
- **Tattoos and piercings:** Nations College recognize the reality that many students will come to school with existing tattoos and piercings. All students will be embraced in a spirit of love and acceptance, recognizing that these expressions are part of our contemporary culture. It is requested, however, that all freshmen will refrain from any new tattoos or piercings throughout the 16 weeks of their first semester. Facial piercings are required to be subtle, i.e., not excessive. Also, it is requested that a student not wear a tongue piercing while enrolled at Nations College. The definition of "excessive" will be a discretionary assessment made by the Nations College leadership.

In summary, we seek to embrace the counsel of the Apostle Paul in Colossians 3:16,17: "Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns, and spiritual songs with gratitude in your hearts to God. And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him."

Faculty and Staff Respect

Part of the student's leadership training at Nations College involves learning how to properly relate to those in authority (Romans 13). Faculty and staff members should be addressed with due respect by the title desired by each member. Use of the terms Professor, Dean, Reverend, Sir, Pastor, Brother, Sister, Doctor, Mr., Mrs., or Miss will assist in this wholesome attitude.

Social Events

Class-sponsored social events, fundraising events, etc., are held throughout the year for the entire Nations College family. Students may also participate in holiday socials, school picnics, and overnight class events. For the smooth operation of activities put on by classes or students, all social events must be approved by the Dean of Students.

Student Due Process

Violations of the Code of Conduct will result in disciplinary action or possible suspension. A student may receive a suspension from Nations College after the following procedural steps³:

1. Receive a written warning specifying the nature of the issue and the conditions of continual enrollment.
2. If the violation is repeated, the students will be asked to attend a live hearing held by persons designated by the President's Cabinet. The student's behavior and the file will be reviewed with the student present at this meeting.
3. The President's Cabinet will make the decision. Since the President is a part of the Cabinet, its decision is final.
4. A designated Cabinet member will give the student a written letter, which will communicate the Cabinet's decision.

Please note: A violation of the Nations College's Statement of Faith may result in an immediate suspension without prior written warning or an "Administrative Hearing."

CAMPUS SAFETY

Nations College Security

Guidelines for campus security and proper conduct will be shared during the student orientation session. Please note that each student is required to honor Nations College by ensuring that your words and actions aid in maintaining the safety of other Nations College students, as well as the staff at Nations College.

While in the CfaN Harvest Home or Ministry Center facility, in the event you notice suspicious activity of any kind (i.e., someone wandering around the halls, a person loitering outside the building) or you have any concerns, please report it to a Nations College Host⁴. A Nations College Host will be present during each day of classes (throughout the duration of Nations College).

Student ID Cards

Student ID cards are distributed during the student orientation session (replacement for a lost Student ID costs \$20). Please keep your student ID cards with you while you are on the CfaN premises, as well as during CfaN-sponsored events (e.g., outreaches).

Your student IDs are required to "scan in" for attendance. They help to differentiate between Nations College students and anyone else in the building (e.g., vendors), or on an outreach. The student ID card also helps to ensure the safety of Nations College students, as well as the Nations College staff.

Second Floor Access to the CfaN Harvest Home/International Headquarters

³ Student Due Process policy

⁴ The Nations College Host will be assigned to that duty by the Nations College leadership.

We realize that you take an avid interest in how CfaN operates from its international headquarters here in Orlando, FL. In view of this, all Nations College students will be taken on a tour of the CfaN Harvest Home and Ministry Center facilities during orientation.

Please be advised that, during Nations College hours, the CfaN staff are working in offices located in the Harvest Home facility. Also, Nations Church and Bootcamp staff are working in the Ministry Center. To honor working conditions, we ask that you refrain from visiting the 2nd floor (of the CfaN Harvest Home) during the Nations College classes. Please also remain in designated Nations College spaces while in the CfaN Ministry Center. The class schedule runs from 8:30 AM to 4:00 PM, Tuesday through Thursday.

The only exception for a student to access the second floor of the CfaN Harvest Home facility during Nations College hours is if Nations College is holding classes in this facility; and the restrooms on the first floor are fully occupied. In this case (when it is absolutely necessary), after a student uses a restroom on the second floor of the CfaN headquarters/Harvest Home, please return promptly to the first floor. Furthermore, please note that those students who are assigned to work on the second floor of the Harvest Home, or on the main floor of the Ministry Center, will only have access to their place of ministry during the designated time on their work schedule.

Bill of Rights⁵

All students have the right to:

1. Make a report to local law enforcement and/or state police.
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously.
3. Decide about whether to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process, free from pressure by the institution.
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard.
5. Be treated with dignity and to receive from Nations College courteous, fair, and respectful health care and counseling services, where available.
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations.
7. Describe the incident to as few institution representatives as practicable, and not be required to unnecessarily repeat a description of the incident.
8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family, and acquaintances, within the jurisdiction of Nations College.
9. Access to at least one level of appeal of a determination.
10. Be accompanied by an advisor of choice, who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process; including during all meetings and hearings related to such process.

⁵ Students' Bill of Rights policy

11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

Sexual Harassment

Sexual harassment is contrary to a Christian lifestyle, as well as to federal and state laws, which prohibits any form of sexual harassment. Including, but not limited to, vulgar language or other conduct creating a sexually hostile environment; unwelcome sexual advances; or any connection between any sexual advances and employment, financial aid, academic or professional performance. Nations College will, therefore, not tolerate any such behavior which, in addition to violating federal and state laws, is contrary to our goal of encouraging behavior that respects each person's dignity. Students who believe they are being subjected to sexual harassment should report the matter confidentially to the Dean of Students.

Sexual Assault

In cases where sexual assault occurs, under the [Campus Sexual Assault Victim's Bill of Rights Act of 1991](#), Nations College has developed a protocol to assist students who are sexually assaulted on campus. All students will have the support of Nations College's leadership in notifying the proper authorities and obtaining evidence. Nations College leadership will support the victim with whatever decision is made regarding formal charges.

Alcohol and/or Drug Use Amnesty

The health and safety of every student at Nations College is of utmost importance. Nations College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs, may be hesitant to report such incidents due to fear of potential consequences for their own conduct.

Nations College strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith, or a reporting individual acting in good faith, that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to Nations College's officials or law enforcement, will not be subject to Nations College's code of conduct action for violations (of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault).

Firearms

Students are not allowed to bring or discharge firearms, fireworks, or explosive devices at the campus. BB, pellet, air, and/or paint guns are considered firearms and are not to be brought or used on campus. Bow-and-arrows and blowguns are also not permitted to be used on campus.

VEHICLE AND BICYCLE USE ON CAMPUS

All vehicles, including motorcycles and trailers, must be registered with Nations College. Students obtain vehicle registration forms and parking permits through the Admissions Office at

the beginning of each semester, or on the first business day after the vehicle is brought to the campus.

The on-campus speed limit is 10 m.p.h. All traffic and parking signs are to be obeyed. Parking violations may result in fines and/or towing. Repeat violations will result in the loss of on-campus parking privileges.

Extensive car repairs are not permitted on CfaN property. If prior arrangements are made, vehicles may be stored on campus while away on a ministry trip.

All owners of motor vehicles who desire to park on the property of Nations College must register and pay for their vehicles with the Admissions Office and display a current Nations College parking permit. There is a fee for parking on campus (For more info, see Fee Descriptions in the Academic Catalog for details). Parking permits are valid for one school year. Vehicles must display current license plates and registration and have active insurance coverage that meets Florida State minimums. Student vehicles must be maintained in operating condition. If during the term of its parking permit a vehicle is replaced with another, the student must register the new vehicle with the Admissions Office and pay for a replacement permit.

Student parking is assigned and limited to the student parking area. Any other campus lots are restricted and not for student parking. Vehicles parked in unauthorized lots, reserved areas, fire lanes, on the lawn, or in areas other than their permits allow, will be ticketed.

Students can bring a bicycle to campus. Nations College is not responsible for any loss, theft, or damage to bikes parked or stored on campus. Bicycles that are unidentified and/or unclaimed will become the property of Nations College after 30 days.

HOUSING ACCOMODATIONS

Nations College is a commuter campus, with its main campus located in Orlando, Florida. Students are responsible for arranging their own housing while attending Nations College. Our Admissions team has researched several locations, along with their monthly costs⁶, which is provided below.

For additional assistance in finding (or sharing) housing with other students while you attend Nations College, please contact a member of our Admission team at admissions@nationscollege.org.

Apartments.com

Visit the website at <https://www.apartments.com/orlando-fl/student-housing/>

The Courtney at Universal Boulevard

<https://www.thecourtneyatuniversalboulevard.com/>

Beautiful amenities and location with pool and gymnasium.

9703 Avellino Ave, Orlando, FL 32819

Drive time to CfaN: 10-15 minutes

1 Bedroom price: \$1500 + utilities (Can be split by up to 2 students)

2 Bedroom price: \$2000 + utilities (Can be split by up to 4 students)

3 Bedroom price: \$2700 + utilities (Can be split by up to 6 students)

Central Park Apartments

https://www.livecentralparkapts.com/?utm_source=gmb&utm_medium=organic

Includes pool and fitness center.

Address: 525 One Center Blvd, Altamonte Springs, FL

Drive time to CfaN: 25-40 minutes

1 Bedroom price: \$1442 + utilities (Can be split by up to 2 students)

2 bedroom price: \$1723 + utilities (Can be split by up to 4 students)

3 Bedroom price: Call for \$2424 + utilities (Can be split by up to 6 students)

Lantower Grande Flats

lantower.com

Beautiful amenities and location with pool and gymnasium

3512 Grande Reserve Way Orlando, FL 32837

Drive time to CfaN: 15-20 minutes

1 Bedroom price: \$1753 + utilities (Can be split by up to 2 students)

2 Bedroom price: \$2316 + utilities (Can be split by up to 4 students)

3 Bedroom price: \$2684 + utilities (Can be split by up to 6 students)

Park Central Condominiums

<https://liveparkcentral.com/>

Includes pool and a gymnasium.

⁶ Monthly cost should be confirmed by the student, as costs can fluctuate due to market demand.

Address: 5009 Park Central Dr., Orlando

Drive time to CFaN: 8 minutes

1 Bedroom price: \$1636 + utilities (Can be split by up to 2 students)

2 Bedroom price: \$1957 + utilities (Can be split by up to 4 students)

3 Bedroom price: \$2,875 + utilities (Can be split by up to 6 students)

Integra Cove Apartments

<https://www.integracove.com/>

Beautiful amenities and location with pool and gymnasium

6801 Integra Cove Blvd.

Orlando, FL 32821

Drive time to CfaN: 20-25 minutes

1 Bedroom price: \$1746 + utilities (Can be split by up to 2 students)

2 Bedroom price: \$2262 + utilities (Can be split by up to 4 students)

3 Bedroom price: Call for price (Can be split by up to 6 students)

Villages at Lake Pointe

<https://www.villagesatlakepointe.rentals/>

A great economical option if you are on a budget.

Apartments are not brand new but are in a gated complex with a small pool.

Address: 5975 Lake Pointe Village Orlando, FL 32822

Drive time to CfaN: 20-30 minutes

1 Bedroom price: \$1330 + utilities (Can be split by up to 2 students)

2 Bedroom price: \$1435 + utilities (Can be split by up to 4 students)

3 Bedroom price: Call for price (Can be split by up to 6 students)

Roommate Agreement Form

Some students will share housing accommodations with one or more roommates (of the same gender). This provides an opportunity for developing new friendships that become a vital part of personal growth and character development. To facilitate a harmonious transition between roommates, each student is expected to discuss, fill out, and sign the roommate agreement form, which highlights many practical issues that can potentially create conflict. These agreements are to be signed, with one copy submitted to the Dean of Students by the end of the second week of classes. If an unresolved conflict arises between roommates, the Dean of Students will act as arbiter, to bring peaceful resolution using the signed agreement as a guide.

STUDENT ON-CAMPUS SERVICES (SOS)

Student on Campus Services (SOS) is a discipleship program that provides opportunities for students to serve in various capacities. Just as members of a family share the “chores” around the house, SOS assists students in developing responsibility and character while maintaining daily cleanliness of our shared facilities. This is a family responsibility and requires the participation of the whole community. Each student will contribute 28 hours of service during the fall semester, as well as 30 hours of service during the spring semester.

At the end of each semester, the **Dean of Students** will verify with supervisors that all SOS hours have been completed by the student. Students who have not completed their SOS hours will be required to pay a fee per hour for every outstanding unexcused hour. This fee will be minimum wage rounded up to the nearest dollar. This fee will be added to the student’s bill and reflected in Populi.

Campus Days

Campus Days involve campus beautification and fulfill partial SOS requirements.

Student Employment

Students must submit their work schedule to the Dean of Students Office. All students must receive special permission from the Dean of Students Office to work over 25 hours per week.

Scheduled Breaks

Scheduled Breaks include:

- Fall Break
- Thanksgiving (entire week)
- Christmas
- Winter Break
- Easter

Nations College staff is not responsible for arranging or providing transportation to or from public terminals. Students are responsible to arrange in advance for all individual transportation needs to and from public transportation terminals. If advance plans are not made, it is expected that the student will engage the services of a Taxi service.

Weekends Away

Students are allowed to take free weekends away from the campus according to the following schedule:

Students should not plan visits away from campus when they conflict with Nations College events. These include times of prayer, conferences, graduation in May, required seminars, and student ministry assignments.

Students may not miss a class to go on a free weekend. They are free to leave after their last class of the week or after chapel, should they have classes in the morning only. Students must return before their first class or chapel of the following week. Exceptions must be cleared in advance by each teacher with whom the student has a class.

The destination and contact information must be submitted to the Dean of Students before they leave for the weekend. It is required that the Dean of Students knows their whereabouts in case of an emergency.

Students having work scholarship or student ministry responsibilities must follow the appropriate procedures for securing replacements before leaving for the weekend.

Prayer Room

The prayer room in the Ministry Center is available to all students.

First Semester Students

First semester students come to Nations College with a wide diversity of perspectives on what it means to be a college student. Nations College leadership considers the first 16 weeks as a time to build relationships, establish trust, and immerse each new student in the values of Nations College culture and campus life. This orientation takes more than a few days. To achieve this important goal, each new student will be required to take a course entitled “**Foundations for Life**” during the orientation session.

This course is built around Nations College’s five core guidelines (see **Honor Code**), showing the value behind each principle, and ultimately how each value is rooted in the very character and nature of God. This course is theological, but intensely practical, dealing with the “whys” behind different handbook expectations. “Foundations for Life” begins with teaching centered on the Lordship of Christ and personal integrity, and focuses throughout on practical issues like dress code, study habits, and time management.

To ensure that each new student becomes rooted in the values of Nations College culture and campus life, the following two guidelines are required for new students in the first 16 weeks:

1. New students are not allowed to develop an exclusive relationship with a member of the opposite sex.
2. No dating privileges are extended during the first 16 weeks.

New students are required to observe study time Monday through Thursday. The study time for these nights is 7:00-9:00 PM. It is expected that new students will be studying in their housing.

Discipline Sanctions⁷

Students who violate the Nations College Code of Conduct and/or consistently break community life guidelines and standards (as described in the Student Handbook) may receive Discipline Sanctions. They also will be required to meet regularly with the Dean of Students until the conclusion of the Discipline Sanction period. Other consequences may be:

⁷ Discipline Sanctions policy

1. Social privileges (to an individual or group) may be forfeited for a specified period, such as:
 - Not able to participate on the worship team or represent the school in any leadership capacity
 - Not able to participate in extra-curricular activities (if they exist)
 - No dating
 - No mixed group outings or free weekends
2. Community Service (On Campus Work)
A student may also be assigned a specific number of hours to work in an assigned campus department.
 - Work is to be completed within two weeks of when the assignment is given.
 - The Dean of Students Office and the appropriate supervisor will monitor work hours.
 - Additional time may be added for failure to complete work within the time allotted.
 - Community service is not deducted from SOS hours.
3. Restitution
 - The student is required to make restitution for damage to, or misappropriation of property. Restitution may take the form of appropriate service to repair or compensate for damages.

Off-Campus Mixed Group Activities

Students are encouraged to participate in mixed group activities. The purpose of the mixed group is to allow each student the opportunity of social interaction with the opposite sex in the context of fellowship and friendship.

As a rule, a mixed group consists of three or more people, with a proportionate ratio of men and women. Mixed group activities are never to be used as a way of bypassing the dating guidelines, by using the group as an opportunity for exclusive "pairing off." Any couple that is a part of mixed group activity is expected to remain with the group, for the entire time away from campus. Any group of four comprised of two couples is not considered a mixed group, but a double date.

Dating Philosophy and Guidelines⁸

At Nations College, we seek to assist students in discovering the Lordship of Christ in their dating relationships. To this end, Nations College encourages students to develop healthy relationships that are based upon biblical principles, pastoral care, accountability, and community support.

As such, Nations College has established the following dating non-negotiables and healthy guidelines to help counsel and support students who are entering into dating relationships:

⁸ Conduct Policy

Dating Non-negotiables*

- New students are asked to refrain from developing a dating relationship within their first 16 weeks.
- Students should take the first semester to cultivate a wide variety of friendships with the student body, staff, and faculty. Social times should be invested in many relationships, not just a “special someone.” For this reason, Nations College requires that first semester freshmen not pursue exclusive relationships. First semester freshmen coed activities are understood as group activities (mixed group of three or more.) Freshmen coming to Nations College in an already established and recognized relationship may be granted certain privileges after meeting with the Dean of Students. These guidelines may be adjusted as maturity dictates.
- Students who are interested in starting a dating relationship are asked to make an appointment with a member of the Dean’s department. The heart of this meeting is to provide care, counsel, and support. It is not intended to be an approval meeting.
- Dating relationships should not distract students from their primary purpose for coming to Nations College -- including spiritual formation, community, and academics (Hebrews 12:1).
- Do not engage in sexual activity outside of marriage (2 Timothy 2:22; 1 Corinthians 6:18).
- In accordance with biblical standards, as reflected in Nations College’s Statement of Faith, “marriage is the uniting of one man and one woman.” Therefore, it is Nations College’s policy that dating relationships are to be between a male and female.
- Accountability is vital - every dating couple is asked to seek out a local leader or couple that will speak into their relationship on a regular basis.

These guidelines apply to all students.

Relationship Guidelines

1. Healthy physical and emotional connections should appropriately match the commitment level of the relationship over time.
2. Healthy balance of exclusive time together and time with community.
3. Use wisdom and discernment in determining the appropriateness of physical displays of affection in common areas on campus, based upon the biblical principles of *living beyond reproach*, and *honoring others above oneself*. (Ephesians 5:15; Hebrews 13:4)

Engagement & Marriage

Marriage is one of God’s most precious and sacred gifts, and one of the most important decisions a person will ever make. Therefore, Nations College encourages students to make any such decision with their pastoral covering and counsel. Because marriage is so significant, the Dean of Student’s department encourages student couples who are considering marriage to seek counsel prior to engagement. The purpose of this counsel is to discuss parental and pastoral support, as well as timing for marriage.

Students are recommended not to marry during their first two semesters at Nations College; but rather, to focus on their studies and God's will in their lives. Students who get married during this time may be asked to take up to a year off from enrollment at Nations College to focus on their new life together.

BUILDING USE GUIDELINES

The Nations College's main campus is the Christ for all Nations International Headquarters and Ministry Center, which is equipped with smoke alarms and fire extinguishers.

Break Room

The following guidelines relate to the use of the Break Room:

- No dishware, utensils, or equipment may be removed from the break room in the CfaN Harvest Home and/or Ministry Center.
- Lunches are available and served in the break room area.
- Your personal student I.D. card must be presented to the dining room monitor during each meal. Report lost Student I.D. cards to the Campus Life Office immediately and make arrangements for a replacement. You will have 48 hours to obtain a new card.
- All students are required to clear their own tables and to pick up any trash in their respective areas.

Break Room Atmosphere

The following guidelines are suggested to maintain a considerate family atmosphere at lunch time:

- Be courteous to Nations College guests by inviting them to go to the head of the meal line.
- Do not cut into the food line unless you have a scheduled school or staff function to attend. Be courteous about it if you absolutely do need to break into the line.
- Limit your table conversation to pleasant subjects that include everyone at the table.
- Be restrained in your laughter and the loudness of your talking at the table.
- Do not take extra food or drinks out of the break room.

Student Lounge/Break Room

- Any furniture or cushions that are rearranged must be returned to their original places/positions prior to the user's departure.
- All trash must be placed inside proper receptacles, which are located throughout the area.
- Personal belongings brought into the student lounge area/break room must be taken when leaving. Items left behind will be discarded after one week.
- Break room hours are posted.

On-Campus Socializing Locations

The following locations are available for student use, i.e., studying, socializing, and relaxing.

- **CfaN Harvest Home:** In the main classroom (when not in use), the café area (main lobby), and in the outside, rear parking lot (picnic tables are available).

- **CfaN Ministry Center:** In the main classroom (when not in use), the prayer chapel (when not in use), the break room (when not being used by CfaN or Nations Church staff), and outside in the designated seating area(s).

On-Campus Meeting Locations

The following locations are available for student group use by reservation only (i.e., meetings, classes, etc.). To make arrangements for use of any of these facilities, go through the Dean of Students Office:

- The main classroom/boardroom
- Conference Room
- Studio

Online Postings

Students are reminded that pictures and information posted on the Internet via sites such as Facebook, Twitter, Instagram, YouTube, etc., are all considered public information. Pictures or information from these sources that describe, document, or imply behavior that is inappropriate or in violation of Student Handbook Policy will be subject to further investigation, verification, and appropriate discipline. Students are encouraged to live a life “above reproach” and to portray an image that honors God.

STUDENT FAMILY COMMUNITY LIFE

While attending Nations College, there will be many opportunities for adjustment and flexibility. All these opportunities will add up to a significant part of one's development for life and leadership in the Kingdom of God!

Campus Life Guidelines

As a student, you are expected to abide by the student dress code as listed under the **Code of Conduct**. Spouses and children (when on campus) are to reflect appropriate attire as well.

Weekends and Events

There are no restrictions for student families taking free weekends. Student families are expected to attend as many of the following events as they are able: Week of Prayer (when announced) and Graduation in May.

Visitors

Visitors are to comply with Nations College's campus guidelines pertaining to dress and conduct.

Student Employment

Typically, a student with a family finds it necessary for one or both spouses to work during all or part of their time while attending Nations College. Employment will at times conflict with Nations College requirements. It is expected that a high priority will be placed on each Nations College requirement, and that every effort will be made by the student to meet these requirements. The Dean of Students Office must approve any departure from normal Nations

College requirements in advance. (This also applies to single students who are employed while attending Nations College).

Break Room

Guests of students are welcome to eat in the break room with their family member(s). You and your family member(s) are invited to come any time to share fellowship and a meal with the other students.

Social Life Guidelines

For married students, should any of your older children become involved with a Nations College student, the **dating guidelines** as explained above will be observed.

Guidelines for Children

Please read, discuss, and implement the following guidelines with your children:

- You are responsible for the conduct of your children. Property damaged by your children must be repaired or replaced immediately.
- No children are allowed in the main classroom without adult supervision. Also, no children are allowed to participate in student activities without permission from the Dean of Students Office.
- It is unlawful to discharge firearms, fireworks, or explosive devices on CfaN property.

Chapels

Married and single-parent students are expected to attend our regularly scheduled two chapel services each week. The Dean of Students must approve exceptions. For more information, see the **Spiritual Life Guidelines** of this handbook.

STUDENT SERVICES

Health Care

Nations College will care for the health needs of its students by providing proper training for the Dean of Students Office as to how to respond to medical emergencies. The Dean of Students provides instruction on how to use the first aid kits, respond to medical emergencies (911) and communicate with staff leadership during a medical emergency. Also received are some basic emergency care procedures through informal training by a registered nurse.

When students have non-emergency medical needs, the Dean of Students will refer students to appropriate health care centers. This will include local Urgent Care Centers in Orlando, as well as hospitals that accept patients with *no medical insurance*. The **Medical Referral** Form will also include information on mental health providers, women's health services, and primary care physicians. For all emergencies call 911. The Dean of Students will distribute the referral information during the first week of the semester. This information will also be posted in the Admissions Office throughout the academic year.

Throughout the semester, nutritional seminars and physical fitness classes may be offered to encourage healthy eating and physical fitness.

Printing

Printers are located at the Dean of Students Office, and needed printing can be requested and sent to campuslife@nationscollege.org. Scans may be saved to a USB device or can be e-mailed to your e-mail address per request. See the Dean of Students Office and the Fee Schedule in the Academic Catalog for any applicable fees.

Wireless Internet Access

Public wireless internet access is provided on campus and available to the students.

Academic Advising

The Registrar and Program Chair advise students in their academic program and course registration. Additionally, the Academic Office assigns a faculty advisor to each student. Students are encouraged to consult with faculty and/or advisors regarding any academic or vocational questions. Although advisors are available to assist students, all students must accept full responsibility for identifying and completing requirements as they are listed in the catalog.

Career Counseling

Nations College offers guidance in making career decisions in various ways:

- For students who desire to continue getting more education, the Academic Office provides information about articulation agreements with other colleges.
- Free Resume Review Service at the Academic Office – each student may get advice on how to prepare a resume; how to submit a resume and receive feedback and recommendations; plus, view sample resumes.
- Ministry Job posting board – available via the Nations College website. This website allows Nations College students and various churches/ministries to connect with each other regarding their respective job interests.
- Chapel guest speakers – each academic year a few ministry leaders are invited to speak at Nations College's chapel. After chapel, the speaker may be available (schedule permitting) to our students during lunch. Interested students have an opportunity to ask questions and find out how to get involved in that ministry.

Learning Assistance

Nations College is committed to providing qualified students with physical or learning disabilities an opportunity to take full advantage of the programs, activities, services, and facilities. Examples of reasonable accommodations include special classroom seating, note-taking assistance, extended time for tests, recording of lectures, and special housing arrangements. Students who are eligible for learning assistance, determined through the admissions process, can contact the Dean of Students Office at admissions@nationscollege.org or call 407-850-3350. For more details, refer to the **ADA policy**.

MISCELLANEOUS INFORMATION

Copyright Infringement⁹

Policy Statement:

Any unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing is not allowed at Nations College, and may subject students to civil and criminal liabilities.

Penalties for violating federal copyright laws includes:

- Fines (anywhere between \$200 and \$150,000)
- Jail time
- Illegal works impounded
- Injunction issued

Procedure:

Copyright Infringement¹⁰

One may use and distribute copyrighted or proprietary material only with written consent of the copyright holder. Unless otherwise indicated by the author, one should assume that any books, programs, songs, movies, applications, etc. they did not create (but was created by someone else) is copyrighted.

Copyright Laws and Licenses

- Users must not violate copyright law and must respect licenses to copyrighted materials. For the avoidance of doubt, unlawful file-sharing using the Nations College's information resources is a violation of this policy.
- Users must not make or use illegal copies of copyrighted software, store such copies on Nations College systems, or transmit them over Nations College networks.

Computer Use Guidelines¹¹

Policy Statement:

The Nations College IT Department strives to offer and maintain a working network environment for both staff and students that is secure and reliable. If you are experiencing any issues, even with your personal computer, please contact the Academic Department through email at academicoffice@nationscollege.org.

Procedure:

Unauthorized Use of Resources

- You may not use false identification or misleading information to gain access to computing resources, nor use computing resources for which you are not authorized. This includes:

⁹ Copyright Infringement policy

¹⁰ 34 CFR 668.14(b) and FSA Handbook 2-155

¹¹ Computer Use policy

- Using a computer account that you are not authorized to use. For example, you may not sell access to your user-id or perform work for profit with Nations College resources in a manner not authorized by Nations College.

Modification of Nations College Equipment

- You are not allowed to repair, upgrade, modify hardware, remove components, or software of equipment, including:
 - Firmware, updates, or drivers
- If any of the above is needed, please contact the IT Department.

Restrictions While Using Nations College's Systems and/or Networks

- Access to Nations College network or Wi-Fi should be available for all campus members. Please refrain from disabling or crashing systems, playing games at inappropriate times, sending mass emails, or engaging in other disruptive activities.
- All Nations College departments which use computers, network systems, and servers, are expected to maintain an acceptable level of performance, and must assure that frivolous, excessive, or inappropriate use of the resources by one person or a few people does not degrade performance for others. The campus network resources are shared widely and are limited, requiring that resources be utilized with consideration for others who also use them. Therefore, the use of any automated processes to gain technical advantage over others in the Nations College community is explicitly forbidden.
 - Users must not physically or electrically attach any foreign network device including, but not limited to routers, hubs, or wireless access points to the Nations College System.
 - Individuals are not allowed to set up a network server at Nations College.

Security, VPN Restriction, Malware, Viruses, Hacking, Etc.

- The Nations College system has several security mechanisms in place to protect your information. Any attempt to circumvent data-protection schemes, or to uncover security loopholes, is prohibited.
 - This includes using hardware or software (such as VPNs) to bypass or circumvent the restrictions that are in place.
- On the Nations College network and/or computing systems, do not use tools that are normally used to assess security or to attack computer systems or networks (e.g., password "crackers," vulnerability scanners, network sniffers, etc.) This includes, but is not limited to:
 - Engagement in any activity that is intended to harm systems; or any information stored thereon, including creating or propagating malware, such as: viruses, worms, or "Trojan horse" programs; disrupting services; damaging files; or making unauthorized modifications to Nations College data.

Harassment

- You may not harass others, or send obscene, defamatory, or threatening messages at Nations College. This includes messages spoken, phoned, or sent via the computer.

Violation and Disciplinary Action

- If you violate any of the above policies:
 - Disciplinary action may be taken based on the Florida State Computer Crime Statute (Chapter 815) which covers a number of very specific punishable crimes involving computers (see, <https://www.flsenate.gov/Laws/Statutes/2011/Chapter815/All>).

Personal Populi Account Credentials

- These credentials must not be shared with anyone for any reason. Populi account credentials must not be shared with anyone who is not a staff member and part of that department. If someone needs access to a Populi account that is not a staff member of that department, then a staff member of that department will need to enter the credentials for the non-staff member. Personal and Populi accounts, and any computer login credentials, must all use different credentials.

Health Form Policy¹²

All new students must submit a health form to the Admissions Department prior to the student's arrival on the Nations College campus. The health form contains the following:

- A physician's statement detailing immunization history.
- A personal health history to be completed by the student.

Any student who has not complied with Nations College's health form policy within the first 12 days of the semester will be dismissed from school until the health forms are received. Students dismissed because of non-compliance with health form policy will not be entitled to a tuition refund. For further details, see **Immunization Policy** (Policy Manual).

Photo & Media Release

Unless a student specifically revokes his/her permission (by signing a Photo & Multimedia Non-Release Form at the beginning of each semester), it is understood that the student grants permission to Nations College to use his/her name, photograph, story and video/audio in Nations College publications without the student's prior inspection or approval. This may include, but is not limited to brochures, newsletters and magazines; electronic versions of the same publication or on the Nations College website, or other electronic forms of media; and to offer the photographs for use or distribution in other non-college publications, electronic or otherwise, without notifying the student.

Yearbook Photos

Individual student ID photos will be organized & displayed in class sections (freshman, sophomore or senior), using the following criteria:

- Full-time regular students — by social class standing (e.g., freshman, senior, etc.)
- Full-time mid-term students — by social class standing in the spring semester

The special Graduates Section will highlight the students who are on track to graduate with the Associate of Arts in Practical Ministry Degree that spring.

¹² Health Form policy

Class group photos will be open to all students according to their social class standing.

E-mail Correspondence

The Nations College assigned e-mail account shall be an official means of electronic communication within the Nations College community. Students are responsible for all information sent to them via their assigned e-mail account from faculty, administrative offices, and academic departments. Students should check their Nations College email daily.

Class Dues

Class dues are collected at registration each semester. Dues are applied toward the cost of class social activities. Dues are not optional. Non-payment of class dues are treated in the same manner as unpaid bills; and grades will be withheld until full payment is received.

SECTION 2: MINISTRY

Internships

Internships are a significant part of the overall training experience at Nations College. This experience tempers the students' academic development by allowing them to minister in real-life settings while they are training for ministry. Students should register for internships at the regular fall or spring registration.

Practical Field Ministry

Nations College offers a variety of ministry opportunities to engage students in the local community. In addition to serving weekly in a local church, student teams will regularly travel to various ministry locations in the greater Orlando area. These ministries range from prison ministry, youth ministry, and college ministry to soup kitchen outreach and evangelism. Students may also work with adults with developmental disabilities, pregnancy centers, and with victims of sex trafficking. Additionally, students may participate in worship ministry, as musicians, singers, or sound and video technicians. Student ministries allow[s] students to implement what they are learning while at Nations College, which furthers their learning experience.

For more information on practical field ministry, please refer to the *Academic Catalog: Practical Field Ministry*.

SECTION 3: ACADEMIC INFORMATION

Course Registration

Students earn credits at Nations College for every course for which they are properly registered. For more information, refer to the Credits section of the Academic Catalog.

Course registration occurs according to a specific schedule (found in the Academic Calendar section of the Academic Catalog) and must be completed according to that schedule. Students must finalize their registration by the scheduled day and time. Failure to complete registration by that specified time will result in a late charge.

Privacy of Educational Records

Nations College is committed to protecting the privacy of all students and their education records. This complies with federal and state regulations regarding information security for all students. Therefore, Nations College abides by the Family Education Rights and Privacy Act (FERPA). The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. For more information, refer to the Privacy of Educational Records section of the Academic Catalog.

Resolving Conflicts/Filing a Complaint

When possible, disagreements between a student and a faculty member should be resolved informally. When necessary (e.g., when involving issues of academic integrity), a faculty member shall follow the relevant policies and procedures to resolve the issue.

Academic Grievances – Academic grievances may originate with such student complaints as: a perceived violation, misinterpretation, or inequitable application of course or program requirements; unfair or inequitable treatment by a faculty member; unjustified accusations concerning academic integrity; unfair or inequitable application of grading policies, and the like.

Grade Appeal – Grade appeals originate when a student believes she/he has been graded unfairly. Students may submit a [Grade Appeal Form](#) if the disagreement cannot be resolved informally. In the case where a final grade has been given and the course is locked, the student may appeal to the Chief Academic Officer (CAO) for resolution by submitting the [Final Grade Appeal Form](#) and supporting documents.

Student Complaint Process – A complaint may be initiated by a student when he/she believes they have been treated unjustly. Nations College provides a way for students to address personal grievances and file any complaints regarding Nations College, or its staff and faculty, through the **Student Complaint Form**.

For more information, please see the “Resolving Conflicts/Filing a Complaint” section of the Academic Catalog, or the corresponding policies.

LIBRARY

Library Hours

See the Library Homepage on Populi for current Library hours.

Resources Available

Students at Nations College have access to an extensive list of resources via the online Library. Most of the online Library resources can be accessed without the use of a password.

Students will be issued online login credentials for sites that require a password (e.g., EBSCO Host, Proquest).

Internet

Wireless internet access is available in the CfaN Harvest Home and Ministry Center facilities. Students will be advised as to the login credentials during the orientation session.

Copies and Scanning

A copy machine and scanner are available, and payments are to be made to the Admissions Department. Failure to pay will result in the Admissions personnel holding your document(s) until the payment is made. See Fee Schedule in the Academic Catalog for applicable fees. Scans may be saved to a USB device or can be e-mailed to your e-mail address per request.

History of Christ for all Nations

Resources and memorabilia containing the history of Christ for all Nations can be seen on display on walls throughout the CfaN International Headquarters (Harvest Home). Patrons are invited to view these resources. To schedule a tour of the facility, please contact the Campus Life Department.

Library Regulations

There is to be an atmosphere conducive to study always maintained in the library. Due to the various functions, the library necessarily must provide group tables, individual cubicles, the Fiction Room, and a "quiet zone." Each are available to serve those different needs. In Recognizing that group work requires a level of verbal communication, the library staff requests (out of respect for others) all groups should use the large tables and the designated area when working together. Disruptive behavior cannot be tolerated; therefore, please use earbuds for listening to music or watching videos, and maintain a hushed tone when working together. There should also be respect for library property. Furniture should not be moved, or windows opened, without permission from the librarian.

SECTION 4: A CAMPUS TOUR

About Christ for all Nations

Christ for all Nations is an evangelistic ministry founded by Reinhard and Anni Bonnke in 1974. The founding purpose of CfaN is to fulfill the Great Commission of Jesus Christ by taking the message of salvation to all peoples of the world. CfaN offices worldwide meet our founding purposes with many different endeavors including, but not limited to: evangelistic crusades, publications (e.g., books, flyers, etc.), multimedia (e.g., films, television, internet websites, etc.), ministries to partners of CfaN, etc.

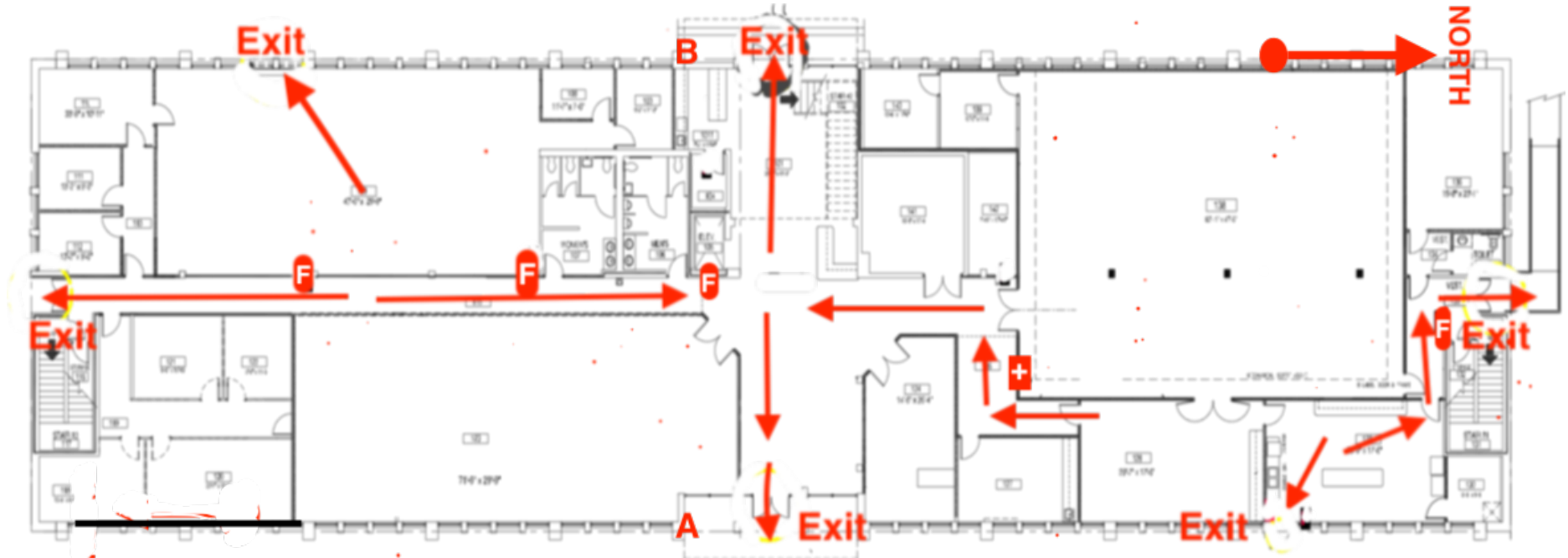
CfaN is a religious organization, primarily known for its evangelistic crusades in Africa and other developing nations worldwide. In addition to mass evangelism, CfaN seeks to actively inspire and equip the body of Christ for evangelism through conferences, literature, videos, and television. CfaN has a well-known motto: “Hell empty and Heaven full!” Today, the president/CEO of CfaN, Evangelist Daniel Kolenda, is forwarding the vision of Founder Evangelist Reinhard Bonnke-- to ensure that the harvest continues for generations to come!

Tour of the Christ for all Nations Harvest Home/International Headquarters

During the orientation, students will be given a tour of the CfaN “Harvest Home”/International Headquarters. All students are encouraged to attend this historic and inspiring tour.

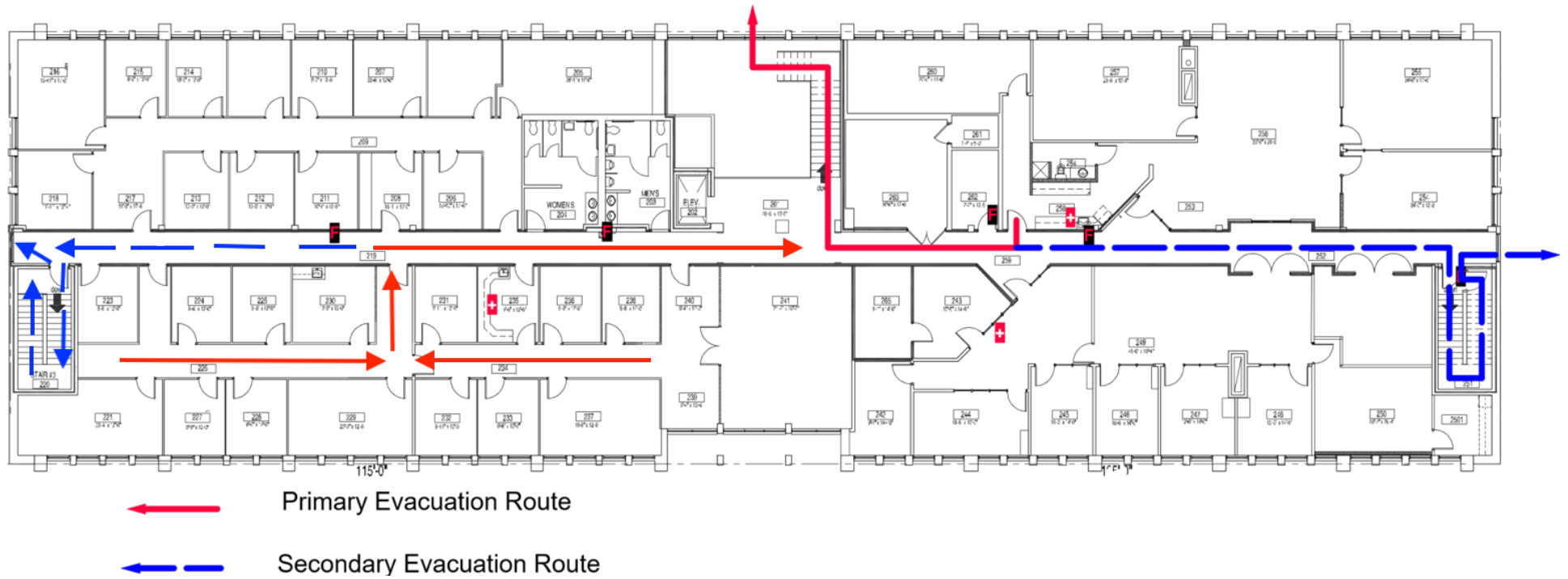
CfaN Harvest Home

1st Floor Emergency Exits and Fire Extinguishers



CfaN Harvest Home

2nd Floor Evacuation Routes



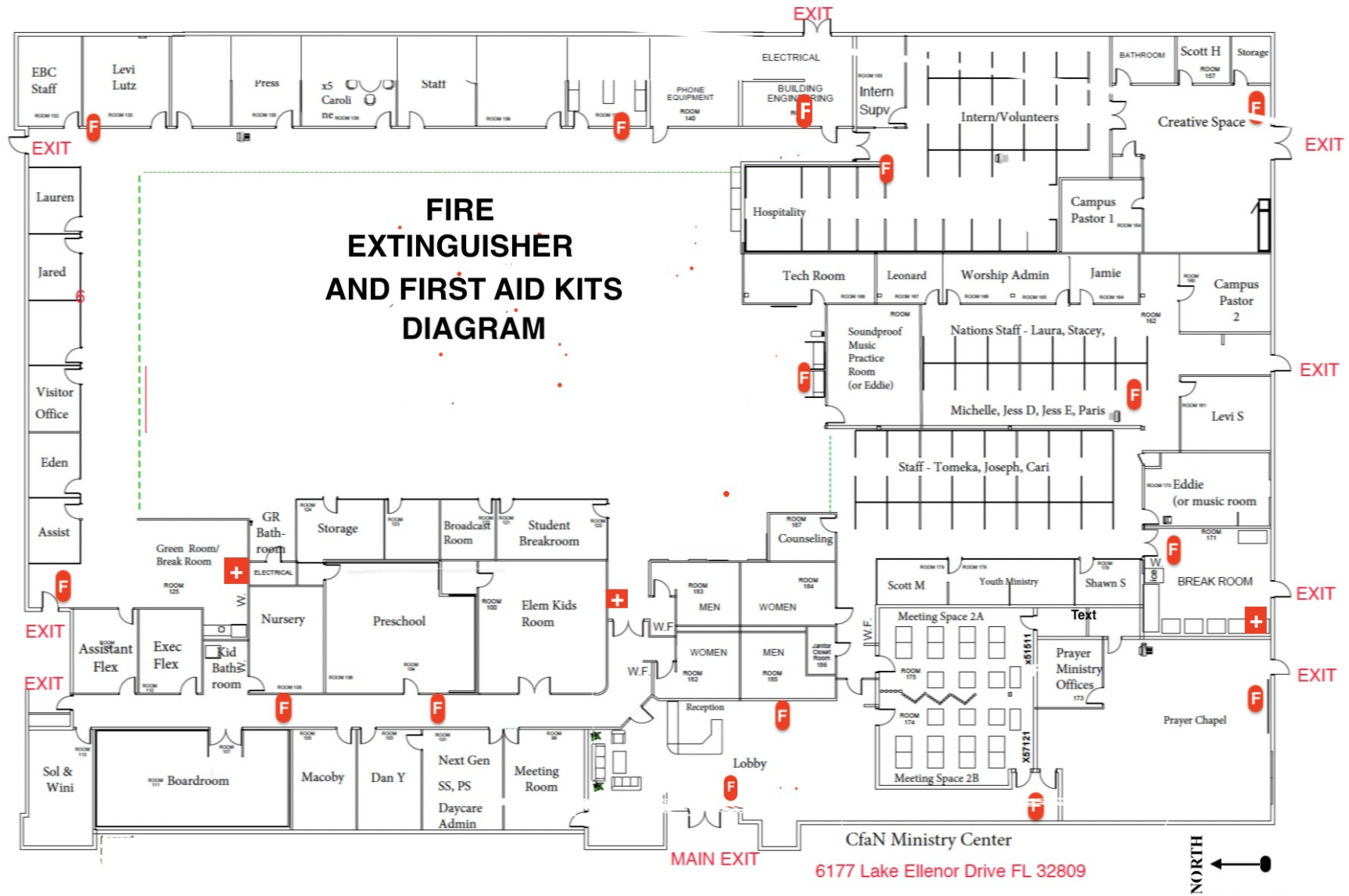
CfaN Harvest Home

Outside Evacuation Routes



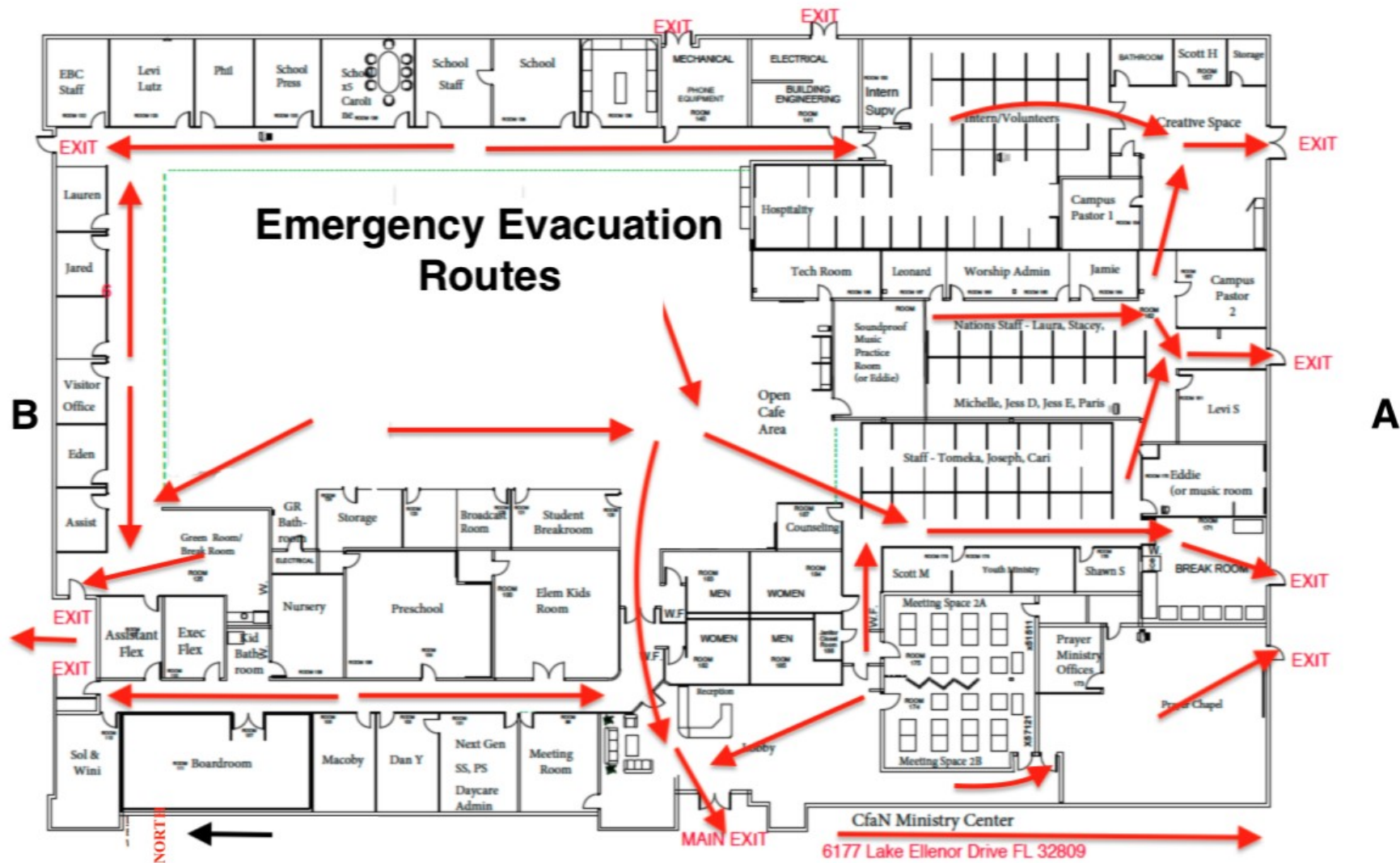
CfaN Ministry Training Center

Fire Extinguishers and First Aid Kits



CfaN Ministry Training Center

Evacuation Routes



CfaN Ministry Training Center

Outside Evacuation Routes



APPENDIX A

BIAS-RELATED CRIME PREVENTION

Applies to:	Students	Overseer:	Campus Safety Officer
Published in:	Policy Manual Student Handbook	Reviewers:	
Created on:	03-09-2022	By:	Phil Gauthier
Revised on:		By:	

Policy Statement:

2012 Florida Statutes Title XLVI – Crimes Chapter 775 - Definitions; General Penalties; Registration of Criminals 775.085

In compliance with the 2012 Florida Statutes Title XLVI – Crimes Chapter 775, Nations College is committed to protecting all members of the Nations College community by preventing and prosecuting bias or hate crimes occurring on campus. Hate/bias crimes have received renewed attention in recent years, particularly since the passage of the Federal Hate/Bias Crime Reporting Act of 1990 and the 2012 Florida Statutes Title XLVI – Crimes Chapter 775.

A hate/bias-related crime is committed when a person intentionally selects another person against whom a specified offense is committed or intended to be committed because of a belief or perception regarding such other person's race, color, national origin, ancestry, gender, age, disability, religion or religious practice, or sexual orientation; regardless of whether the belief or perception is correct. A hate/bias-related crime is also committed when a person intentionally engages in a specified offense such as: murder, assault, kidnapping, stalking, harassment, arson, robbery, vandalism, or other crimes against another person, due to a belief or perception regarding: another person's race, color, national origin, ancestry, gender, age, disability, religion or religious practice, or sexual orientation (regardless of whether the belief or perception is correct).

Penalties for hate/bias-related crimes are very serious. They range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, or the use of violence or previous convictions of the offender. Hate/bias crime incidents that rise to a felony level are reported to the local law enforcement authorities. Sanctions imposed by the College may include, but are not limited to disciplinary probation, suspension, expulsion, criminal prosecution, and civil prosecution depending on the severity of the crime.

Procedure:

A student who believes that she/he has been a target of a bias-related crime is encouraged to immediately report an incident to the Dean of Students. The incident, with the assistance

of Nations College's Dean of Students Office, will be reviewed, investigated, and a determination made as to how the allegation will be handled. Counseling and personal support is available to victims of hate/biased-related crime through the Dean of Students Office. Students are informed about crime prevention measures through the **Student Orientation Program** and the Student Handbook.

PROHIBITION OF THE MARKETING OF CREDIT CARDS

Applies to:	Students	Overseer:	Finance Department
Published in:	Policy Manual Student Handbook	Reviewers:	
Created on:	03-09-2022	By:	Phil Gauthier
Revised on:		By:	

Policy Statement:

Pursuant to 2017 Florida Statutes - Title XXXIII – Chapter 501 – Section 501.011, Nations College prohibits the advertising, marketing, or merchandising of credit cards on the college campus to students. Credit card marketers are prohibited from offering gifts to a student in exchange for completing a credit card application on Nations College’s premises.

Procedure:

Students are informed about good credit management practices through the new student orientation, as well as other programs. These may include workshops, seminars, or discussion groups.

ACCESS TO FACILITIES AND EQUIPMENT FOR THE DISABLED

Applies to:	All disabled Nations College Employees, Students, Volunteers, Contractors and Vendors	Overseer:	Admissions
Published in:	Policy Manual	Reviewers:	
Created on:	03-09-2022	By:	Phil Gauthier

Policy Statement:

Nations College will be sensitive to the needs of persons with disabilities. We currently have designated parking and wheelchair accessibility for both the CfaN Harvest Home and Ministry Center. Nations College will take positive and proactive steps to make sure that persons with disabilities have adequate and easy access to facilities and equipment. This is to ensure that they are equipped with what is needed to accomplish their goals, duties, and responsibilities at Nations College. This is also to ensure that their ability to have social interaction with others is not hindered.

Parking:

The designated parking spaces are marked in the rear parking lot of the CfaN Harvest Home. Designated parking for the CfaN Ministry Center is on the right side of the facility.

Elevators:

There is an elevator in the lobby area in the CfaN Harvest Home.

Restrooms:

There are accessible restrooms on both floors of the CfaN Harvest Home, as well as in the CfaN Ministry Center.

AMERICANS WITH DISABILITIES ACT (ADA)

Applies to:	Students	Overseer:	Admissions
Published in:	Policy Manual Student Handbook	Reviewers:	
Created on:	03-09-2022	By:	Phil Gauthier

Policy Statement:

Nations College is committed to providing an equal educational opportunity for all qualified students. We welcome students with disabilities into our community and programs. We believe the needs of each student with a disability are unique. We therefore provide services on an individual basis.

The following guidelines indicate standard policies related to academic support services to students with disabilities. Nations College recognizes and supports the standards set forth in [Section 504 of the Rehabilitation Act of 1973](#) and the [Americans with Disabilities Act](#) (ADA) of 1990, as amended. Also supported are similar state laws (hereinafter "applicable law" or "law[s]"), which are designed to eliminate discrimination against qualified individuals with disabilities. The ADA 2008 amendment states: *no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of services, programs, or activities of a public entity, or be subjected to discrimination by any such public entity.*

Nations College is committed to making reasonable accommodations for qualifying students with disabilities as required by applicable laws. Nations College cannot make accommodations that are unreasonable, unduly burdensome, or that fundamentally alter the nature of the college's programs.

While responsibility for the accommodation of students with qualifying disabilities must be assumed and shared by all members of the college community, Nations College has established a process that is designed to facilitate the reasonable accommodation of students with disabilities.

Procedure:

Role of the Student

Nations College neither imposes accommodations on its students nor pre-empts their responsibilities (as legal and social adults), to identify their special needs and to ensure that these needs are being met.

The Admissions Department will receive notification of the students that have self-identified on the Admissions application as having a disability. It is the student's responsibility to inform Nations College about his/her need at least one week before the semester begins.

Documentation from a medical professional is required, depending on the degree of learning assistance needed.

Certification and Accommodation

Nations College endeavors to make reasonable accommodations to promote the accessibility of its programs for students with qualifying disabilities:

- **Learning Disability/Special Needs**

- By the end of the first week, or beginning of the second week of the semester, the Admissions Department will create a list of students with special needs, and subsequently meet with the Chief Academic Officer (CAO) to form a plan for each student. The CAO will address the faculty, so all the teachers are aware of the existing needs.
- The Registrar will assign an Admissions Counselor as an advisor to all students with special needs.
- Faculty will also be asked to remind students of this service in the beginning of the semester and direct them to the designated Admissions Counselor.
- The designated Admissions Counselor will follow up with both the students and the applicable faculty to ensure that the system is in place, and report to the CAO. He/she shall also upload to Populi a list of special needs students, along with their approved accommodations, and place it in the "For Faculty" folder.
- At the end of a semester the services will be assessed, and an assessment report will be submitted to the CAO.

- **Physical Disability**

For students with physical disability:

- The SNC will inform Dean of Students office of the student's needs.
- The Dean of Students, in communication with the student, will formulate a proposed course of action that would constitute a reasonable accommodation of the student's disability, in view of the nature and extent of the disability.

Role of the Faculty

The ADA essentially requires that:

- All otherwise qualified students are provided with equal access to the essential course content.
- Also, that the impact of the disability on the student's learning and/or academic performance is mitigated **without compromising course or program integrity**.
- Accommodations may involve modifications of the ways in which material is presented or learning is evaluated; however, **accommodations that compromise the essential integrity of a course shall not be required of faculty at Nations College**.
- Faculty also have the right to receive a status report of a student accommodation request, as well as clarification of recommended accommodations. Also, they may suggest alternative accommodations they think more appropriate, considering the nature of the course or program. Alternative accommodations must be as appropriate and as effective in mitigating the effects of a disability.

- Accommodations normally should be implemented as soon as reasonably possible after the faculty member has received the accommodation recommendation. Undue delays in the implementation of accommodations should be avoided, as they may undermine a student's ability to fairly access the content of a course.
- If a student approaches a faculty member directly to request an accommodation related to a physical or mental impairment, the faculty member must explain the certification/accommodation process of Nations College. A faculty member is not individually authorized to agree to provide a student with a requested accommodation.

Documentation

Nations College requires appropriately current documentation of any or all disabilities for which accommodation is requested. This will be provided at the expense of the student requesting accommodation, prior to determining what services and accommodations may be undertaken for students with qualifying disabilities. Documentation of disability furnished by the student will be kept confidential. It will be shared only with college personnel involved with the coordination and facilitation of services and accommodations (including faculty), except as is otherwise required by law or is a health or safety issue. Since insufficient information may jeopardize the accommodations process, Nations College reserves the right to request additional documentation considered necessary to the formulation of a reasonable and appropriate accommodation plan. The cost of obtaining any such additional documentation shall be borne by the student.

Generally, documentation verifying the disability must:

- Be prepared by an objective professional qualified in the diagnoses of such conditions.
- Include information regarding the testing procedures followed, the instruments used to assess the disability, the test results, and a written interpretation of these results as they pertain to an educational environment and/or participation in Nations College's programs.
- Reflect the individual's present level of functioning in the areas related to the accommodations being sought.
- Be appropriately recent.

Appeals Process

A student may appeal a decision by submitting a request for reconsideration to the CAO. Appeals may be based on a decision not to provide a particular accommodation or issues regarding documentation of disabilities. The CAO may approve or deny the request, as his/her decision is final.

Services

Academic Accommodations for Students with Special Needs

Nations College offers the following areas of assistance for students with special needs:

- **Tutoring** – All full-time faculty need to be available for up to 1 hour per week to address the needs of students with disabilities.
- **Notetaking** – The faculty will offer to all qualifying special needs students the services of a good note-taking student in their class. Some faculty members may upload their notes

or PowerPoint presentation directly to Populi and make it available to all students, or just make it available to the student with special needs.

- **Extended Times on Tests and Quizzes** – The student with special needs is to receive 150% of time for the test/quiz. If there isn't sufficient time in the context of the classroom for that extended time to be offered, the test/quiz may need to be rescheduled. The Academic office will work with the faculty to ensure that these arrangements are being made. This service is only provided for those with a recognized and documented disability.
- **Recording a Lecture** – Students with disabilities can record each lecture with their own recording device after they have submitted an [Audio Recording Request Form](#).

Campus Life Accommodations for Students with Special Needs

Service Animals

Service animals apply to animals individually trained to perform tasks for the benefit of a student with a disability. A student who wants to bring a service animal to campus must have the appropriate, professionally issued diagnosis. It must also comply with the institution's ESA policy (also see Florida ESA policy, [click here](#)).

Classroom Access for Students with Disabilities

Nations College is responsible for ensuring that programs and activities are accessible to qualifying students with disabilities, as long as it is not unreasonable or unduly burdensome for the college. Some courses might have to be taken via Virtual Live Mode.

Handicapped Parking

Handicapped spaces are available for students who display their handicapped tag on their rearview mirror.

ADVISORY COMMITTEE

Applies to:	Advisory Committee on Campus Security	Overseer:	Dean of Students
Published in:	Policy Manual Student Handbook	Reviewers:	
Created on:	08-09-2022	By:	Phil Gauthier

Policy Statement:

An Advisory Committee on Campus Safety will be appointed each academic year. It will consist of six members: students, staff, and faculty, at least half of whom are female.

- Two students - appointed by the student governance organization (Senior Council)
- Two faculty members - appointed by faculty.
- Two staff members selected by the President or CAO.

Procedure:

This committee shall:

- Review current campus security policies and procedures and make recommendations for their improvement.
- During student orientation, make the student body aware of this committee and its role.
 - Also: to educate the campus community about personal safety and crime prevention.
- Report in writing to the college President or Chief Academic Officer (CAO) on its findings and recommendations, at least once each academic year.
 - The President or CAO will work with this "Safety Committee" to inform students and prospective students of the existence of the campus crime statistics on an annual basis, and other campus safety policies and procedures of the school.
- Provide the campus crime statistics report. This information is always available at www.nationscollege.org.
 - The Advisory Committee on Campus Safety will provide (upon request) all campus crime statistics reported to the United States Department of Education under <http://ope.ed.gov/security/>. The Advisory Committee Chair is authorized to provide the Campus Crime Statistics Report and can be reached at (407) 850-3350. The chair is responsible for providing a hard copy, mailed to an individual within ten days of their request.

SEXUAL ASSAULT PREVENTION INFORMATION

Applies to:	Everyone on Nations College Campus	Overseer:	Dean of Students
Published in:	Policy Manual Student Handbook	Reviewers:	
Created on:	03-08-2022	By:	Phil Gauthier

Policy Statement:

Each college shall inform incoming students about sexual assault, domestic violence and stalking prevention measures through programs which may include workshops, seminars, discussion groups, and film presentations. The purpose being is to disseminate information, promote discussion, encourage reporting, and facilitate prevention of sexual assault, domestic violence and stalking.

Such information shall include, but not be limited to the:

- Applicable laws, ordinances, and regulations relating to such offenses.
- Penalties for the commission of a sex offense, a domestic violence incident and a stalking offense.
- Procedures in effect at our college for dealing with such offenses.
- Availability of counseling and other support services for the victims of such offenses.
- Nature of and common circumstances relating to sex offenses, incidents of domestic violence and stalking offenses on college campuses.
- Methods that our college employs to advise and to update students about security procedures.

Procedure:

The following website to Florida States Law is provided for users' convenience. It contains definitions of specific sex offenses and is the official site for the State of Florida laws.

http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0700-0799/0794/Sections/0794.011.html

In case of questions, readers are advised to refer to the Florida State Legislature site, <http://www.leg.state.fl.us/Welcome/index.cfm>. For the menu of Florida State Consolidated laws visit, <http://www.leg.state.fl.us/statutes/>

The guidelines, penalties, and procedures dealing with such offenses are described in:

- The policy for Bias-Related Crime Prevention
- Student Handbook: Community Life Guidelines & Dorm Life Guidelines

FIRE SAFETY STANDARDS AND MEASURES

Applies to:	Students	Overseer:	Campus Safety Director
Published in:	Policy Manual Student Handbook	Reviewers:	
Created on:	08-09-2022	By:	Phil Gauthier

Policy Statement:

Nations College shall provide written notification to students regarding a description of the CfaN Harvest Home and Ministry Center's fire safety system; including whether they are or are not equipped with a sprinkler system. Nations College shall also indicate, within such written notification, how to access the Campus Fire Safety Report regarding the facilities. For the purposes of this section, "sprinkler system" shall mean: a system of piping and appurtenances designed and installed in accordance with generally accepted standards, so that heat from a fire will automatically cause water to be discharged over the fire area, to extinguish it or prevent its further spread.

Procedure:

Nations College has two buildings that are used for classes: our Harvest Home and our Ministry Center. Both are equipped with smoke alarms and extinguishers. While the Harvest Home is not equipped with a sprinkler system, the Ministry Center is equipped with a "sprinkler system." The Campus Fire Safety Report can be found on our website, www.nationscollege.org.

Fire Alarm Activation Log

The Safety Director maintains the records of all alarm activations and fires that occur on campus. The log contains the following information: date and time of alarm or fire; also, the location, type of alarm and the cause/reason. The "Fire Safety Team" is an extension of the Safety Committee. A member of the Fire Safety Team who holds the "safety phone" will respond and record the incident on the accessible alarm log online. The Safety Director will review the log to maintain its accuracy.

Fire Drills

Fire drills are conducted in both the CfaN Harvest Home and Ministry Center buildings four times per calendar year. One drill must be conducted within the first two weeks of the semester; one drill must be conducted after dusk. All drills are overseen by the Fire Safety Team.

Reporting a Fire

Per Federal Law, Nations College is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Therefore, if a student finds evidence of an extinguished fire, or hears about such a fire and is unsure whether the Fire Safety Team has been made aware of it, they can contact the following non-emergency number:

Nations College's Safety Director at (407) 850-3350.

When calling, please provide as much information as possible about the location, date, time, and cause of the fire.

Activating an Alarm

Pulling the handle of a manual pull station activates the building fire alarm system in the event of an emergency. The pull station should only be used if there is an active fire or a smell of smoke, and the automatic fire alarm system has not yet been activated. Pull stations are located at every egress door in buildings that have an automatic fire alarm system.

Fire Safety Education and Training:

The Safety Director also does a fire safety training in the first month of each semester prior to doing scheduled fire drills. As aforementioned, supervised fire drills are conducted in each facility four times a year (twice per semester). And as previously stated, all drills are supervised by **the Fire Safety Team**. These procedures should be followed in the case of a fire:

- Find the closest exit and go to your designated meeting location

Everyone in the CfaN Harvest Home building would meet in the front parking lot. The CfaN Ministry Center building will meet in the parking lot, in the front of the facility.

- Let the Admissions Counselor that is present know if someone from your cadre is not present. Also:
 - a) Report any information you may have about the cause of the alarm, and any discharged fire equipment, to an Admissions Counselor.
 - b) Await further instructions from the Admissions Counselor, Fire Department and/or Safety Committee.
- Do not re-enter the building until they direct you to do so. Silencing of the alarm does not imply the emergency is over.

Fire Safety Policies

Do not cover, or in any way tamper with smoke detectors, carbon monoxide detectors, pull stations, horn/strobe devices, sprinkler heads or pipes, or fire extinguishers. There is a \$500 fine for tampering with any fire/life safety equipment.

- Smoking in any form, and open flames of any kind, are strictly prohibited in both CfaN facilities.

Fire Safety Fines

- Refer to the False Alarm Policy

Fire Safety Systems in the CFAN Facilities

Facility	Fire Extinguishers	Sprinkler System	Smoke/Heat Detectors	Manual Pull Stations	Fire Alarm Audio/Visual	Alarm Monitoring by Safety Committee	Fire Alarm Monitoring System	Fire Drills 2023 - 2024
Harvest Home	Yes	No	Yes	Yes	Yes	Yes	Yes	
Ministry Center	Yes	Yes	Yes	Yes	Yes	Yes	Yes	

DRUG AND ALCOHOL ABUSE PREVENTION

Applies to:	Employees/Students	Overseer	Financial Aid Officer
Published in:	Policy Manual Student Handbook	Reviewers:	
Created on:	08-09-2022	By:	Phil Gauthier

Policy Statement:

Nations College recognizes the danger to one's physical and psychological well-being in the non-medical or recreational use of certain substances. Therefore, members of the community are to abstain from the following:

- Abuse of alcoholic beverages (Galatians 5:21);
- Controlled substances, marijuana, hallucinogens, depressants, stimulants, and narcotics, unless prescribed by a physician.

The above is not to be personally used, possessed, sold, or distributed on (or away from) the CfaN campus.

Procedure:

At the beginning of every academic year—no later than the end of September—the Financial Aid Officer will distribute an email with the information contained in this policy to all enrolled students. Newly enrolled students will be sent this email in January, as well.

This policy will also be distributed to each new employee and emailed/distributed annually to all staff by the Administration Director.

Sanctions for Violations of the Standards of Conduct

Nations College will impose sanctions on students and employees for violations of this standard of conduct.

Student sanctions may include a disciplinary warning, disciplinary probation, community service hours, suspension, or dismissal. Participation in a rehabilitation program outside of Nations College may be required. Whenever a student is in violation of a local, state, or federal ordinance(s), or has committed a crime related to alcohol and/or drugs, they are additionally subject to law enforcement, as well. More information on sanctions can be found in the Student Handbook under “Discipline Sanctions.”

Employee sanctions are listed in the Employee Handbook under “Standards of Personal Conduct,” and they include, in ascending order of severity: warning, reprimand, probation, suspension [with or without pay], and termination of employment. Participation in a rehabilitation program outside of Nations College may be required. Whenever an employee has violated one of these standards, Nations College will consider (as with our students) referral of the matter to law enforcement officials for prosecution.

Employees must notify the Administrative Assistant to the CEO/CAO of any criminal drug-statute conviction for a violation occurring in the workplace, no later than five days after such conviction.

Government Sanctions

For information on the sanctions under local, state, and federal law for unlawful use, distribution or possession of illicit drugs and alcohol, click on the links below:

- Local and State Alcohol Laws
http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0500-0599/0562/0562.html
- Local and State Drug Laws (click on PEN Penal Law then Article 220)
http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0800-0899/0893/Sections/0893.13.html
- Federal Laws
 - o <https://www.dea.gov/drug-information>

Local government sanctions subscribe to the same standards as the Florida State sanctions.

Illicit Drugs and Alcohol Health Risks

- Alcohol affects every organ in the drinker's body and can damage a developing fetus. Intoxication can impair brain function and motor skills; heavy use can increase risk of certain cancers, stroke, and liver disease.
- Risks of harm may occur from the use of prescription drugs in ways other than prescribed.
- Drugs taken by injection can increase the risk of infection (e.g., HIV, hepatitis, etc.) through needle contamination.

For more information, and a complete list of health risks, visit the drug abuse website: <https://www.drugabuse.gov/drug-topics>

Drug and Alcohol Education Program

Alcoholics Anonymous® is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership.

Local AA Groups/Resources:

See <https://alcoholicsanonymous.com/aa-meetings/florida/orlando/>

Provided upon Request

The Campus Safety Chair will upon request, make the Drug and Alcohol Abuse Prevention Policy available to the U.S. Department of Education and to the public. He/she will also make available the results of a biennial review of the school's program that:

- Determines the effectiveness of the program and implements needed changes.
- Determines the number of drug and alcohol-related violations and fatalities that occur on the school's campus, or as part of the school's activities, and are reported to campus officials.
- Determines the number and type of sanctions that are imposed.
- Ensures that sanctions are consistently enforced.

INVESTIGATION OF VIOLENT FELONY OFFENCES

Applies to:	Employees/Students	Overseer:	Campus Safety Director
Published in:	Policy Manual Student Handbook	Reviewers:	
Created on:	08-09-2022	By:	Phil Gauthier

Policy Statement:

In compliance with the [2021 Florida Statutes, Title XLVI, Chapter 775](#), Nations College has adopted and implemented a plan providing for the investigation of any violent felony offenses occurring on campus, and providing for the investigation of resident missing persons. Such plans provide for the coordination of the investigation of such crimes and reports with the [Florida Department of Law Enforcement](#) and/or appropriate local law enforcement agencies. Such plans shall include, but not be limited to, written agreements with such law enforcement agencies providing for the prompt investigation of such crimes and reports.

As used in this section, the following terms shall have the following meanings:

- "Local law enforcement agencies" means any agency or agencies employing peace officers or police officers for the enforcement of the laws of the state; and which has or have jurisdiction under provisions of the criminal procedure law over offenses occurring at or on the grounds of any institution subject to the provisions of this section.
- "Missing student" means any student of an Institution subject to the provisions of this section, who resides in a facility owned or operated by such Institution and who is reported to such Institution as missing from his or her residence.
- "Violent felony offense" means a violent felony offense as defined in subdivision one of section 70.02 of the penal law.

Procedure:

These crimes will be immediately reported to the Florida [Bureau of Criminal Investigation and Intelligence \(BCII\)](#) and/or appropriate local law enforcement agencies by the Nations College Dean of Students Office. A joint initial investigation will be conducted and then a follow-up investigation will be conducted by the appropriate law enforcement agencies. The Nations College administration and community will be kept informed and will be updated on developments.

MAINTENANCE OF PUBLIC ORDER ON CAMPUS

Applies to:	Employees/Students	Overseer:	Campus Safety Director
Published in:	Policy Manual Student Handbook	Reviewers:	
Created on:	08-09-2022	By:	Phil Gauthier

Policy Statement:

The policy for the maintenance of public order on college campus prohibits any action or situation which recklessly or intentionally endangers mental or physical health; or involves the forced consumption of liquor or drugs for the purpose of initiation into/or affiliation with any organization. Such rules shall govern the conduct of students, faculty, and other staff, as well as visitors and other licensees and invitees on such campuses and property. The penalties for violations of such rules shall be clearly set forth therein. They shall include provisions for the ejection of a violator from such campus and property, and in the case of a student or faculty violator, his or her suspension, expulsion, or other appropriate disciplinary action. And in the case of an organization which authorizes such conduct, there will be rescission of permission for that organization to operate on campus property. Such penalties shall be in addition to any penalty pursuant to the penal law, or any other law to which a violator or organization may be subject.

Procedure:

Guidelines:

- In recognition of the rights of freedom of speech and assembly, peaceful protest, or demonstration by any member of the Nations College community, in or on Nations College property, is permitted.
- The following activities which infringe upon the rights of individuals shall not be permitted and shall be considered violations of Nations College rules:
 - Use or threat of force or violence against any person, or the damaging of property.
 - Prevention of the normal use or occupancy of any Nations College building or facility, or disruption of any normal Nations College function, through use of force or threat of force; physical obstruction, or noise.
 - Physical obstruction of/or the use of/or threat of force or violence to interfere with the passage of any person about the Nations College campus; or through the entrance or exits of any Nations College building or facility, or the corridors thereof.
 - Entering of any private office or private room without the consent of the rightful occupant.
 - Engaging in the practice of hazing. This includes, but is not limited to, any action or situation which recklessly or intentionally endangers mental or physical health; or involves the forced consumption of liquor or drugs for the purpose of initiation

into/or affiliation with any organization; whether occurring on or off Nations College's Campus, and regardless of an individual's willingness to participate.

- Presence in or use of any Nations College building or facility during the hours when such building or facility is officially closed, unless permission is secured from the President (or his designee) prior to such presence or use.
- The use of Nations College buildings, facilities, and grounds is restricted to members of the Nations College community. Nations College reserves the right to require evidence of any individual's qualification to use or be in or on any Nations College building, facility, or grounds; and to deny use thereof to anyone who is not a member of the Nations College community; or to eject anyone there from who is not complying with these rules.
- These rules shall apply to any student, faculty member, staff member, or visitor (including, but not limited to, invitees and licensees) in or on Nations College property.
- Detailed guidelines affecting the Nations College community, and the smooth operation of community life in the dormitories, are described in the Student Handbook: Student Life.

Enforcement

Enforcement shall be consistent with approved Nations College procedures and binding contractual agreements of Nations College. Any student, faculty member, officer of administration, or non-faculty member may charge any person with a violation by filing a written statement of the acts allegedly constituting the violations with the President's or CEO's Office.

- Alleged violations of these rules by students shall be referred to the Dean of Students Office.
- Alleged violations of these rules by faculty shall be referred to the Chief Academic Officer (CAO).
- Alleged violations of these rules by officers of administration or other non-faculty employees shall be referred to the President.
- Alleged violations of these rules by the President shall be referred to the Chairman of the Board.
- Pending such a hearing, the President and/or CEO of Nations College shall have the right to restrict the campus activities of any such member of the student body or staff if he/she determines that it is necessary to prevent further violations of these rules.

Penalties

With due regard for civil liberties and professional rights, any individual who is found to have violated these rules may be subject to immediate ejection from Nations College property. In addition, any member of the Nations College community who is found to have violated these rules may be subject to suspension, expulsion, or other such appropriate disciplinary action. This shall be determined upon a prompt hearing before the designated committee. Disciplinary action against a member of the faculty shall be subject to the review of the Board of Directors.

All additional discipline sanctions, as well as the right to appeal is described in detail in the Student Handbook.

APPENDIX B

Emergency Action Plan

- **Step One:** Assess the type of emergency (e.g., an intruder, fire, explosion, etc.)
- **Step Two:** If appropriate, call 911
- **Step Three:** Call the Emergency Phone Line: (407) 850-3350

In case of an emergency, a staff member will send an emergency text message using Populi's Emergency Notification System to all students, faculty, and staff. When the emergency has been resolved you will receive another text from the Notification System giving the go-ahead to resume normal activities.

In the Case of a Fire or Explosion:

- **Step One:** Activate any fire alarms in the vicinity.
- **Step Two:** Use a fire extinguisher before evacuating, only if it is possible to do so without risking personal injury; and the fire is small or just beginning.
- **Step Three:** Leave the building and assemble outside.
- **Step Four:** Call the Emergency Phone Line and communicate the details to the staff member on duty: **(407) 850-3350**
- **Step Five:** Determine if everyone is out of the building by assembling in cadres and contacting those who are not accounted for.

In the case of an Intruder:

- **Step One:** Immediately call 911
- **Step Two:** Call the Emergency Phone Line and communicate your assessment to the staff member on duty: **(407) 850-3350**. The staff member will utilize the Emergency Notification System, which will send a text message to everyone's phone with specific instructions as to what to do. These instructions will be one of the following: **Lockdown, Lockout, or Shelter in Place.**

Lockdown – is the response to the worst-case scenario, which is when the intruder is in the building:

- Gather everyone into classrooms or offices. Lock the doors, sit on the floor, and stay out of sight.
- No one leaves or enters under any circumstance! Do not communicate through the locked door.

Lockout – is the response to an actual or potential threat from outside the building:

- Lock all exterior doors and windows and cease all outside activities.
- Entry to the building may be gained only on a one-on-one basis, and only through a locked and monitored door.

Shelter in Place – is the response to a bomb threat or a weather-related situation:

- Bomb Threat: The Safety Team will be instructed to find an internal location to move the school population to. They will scan and clear the location; route and then move those in the affected area to the established and cleared location.
- Weather-Related Situation: Proceed to a hallway or a room without windows and sit on the floor.



Student Handbook **2023-2024**

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