



NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

The College of Missionary Aviation admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

COLLEGE OF MISSIONARY AVIATION, INC. [the College] COMMUNITY COVENANT

The College of Missionary Aviation is a Christ-centered community of students, dedicated to “training and education for the purpose of carrying the gospel to the world”. Since we have committed to walk in a manner worthy of our calling (Eph. 4:1), we as a community press on in the journey of conforming to the image of Christ (Rom. 8:29, II Cor. 3:18). We recognize that there are emotional, moral, social, physical, and intellectual components to this task and desire spiritual formation in each and understand that this process is essential to our mission and purpose.

To fulfill this commitment I agree that:

1. The command to love God and love each other is primary (Matt. 22:37-40).
2. Love for one another requires that we walk with and serve each other desiring God’s best for each other (Phil. 2:3-4).
3. The process of loving each other as Christ loves the church requires commitment to growth and maturation in our spiritual lives (Eph. 4:11-16).
4. The commitment to spiritual formation by definition happens with the participation of each member of the community: The College Board, Administration, Faculty, Staff and Students.

Therefore, as a member of this learning community, I will commit to walk with others in a manner that is respectful of and sensitive to each person’s spiritual journey, to hold myself and others to the high standards of truth found in God’s Word, to extend grace and forgiveness when we fall, and to speak the truth in love with the goal of restoration understanding that some failures require discipline (James 5:19-20).

OUR IDENTITY

The College of Missionary Aviation, an independent, nonprofit educational institution, trains men and women to serve as pilots for many evangelical and Bible-believing Mission groups. The college functions under a Board of Directors that sets policy and an administration and faculty that implement the policy.

As a new Christian institution, we focus on students who are dedicated to Christ and aspire toward academic excellence in preparing to invest their lives in aviation, serving globally. The College currently has a single focus, preparing godly missionary pilots and mechanics.

HISTORY

Beginning in 2011, Captain Timothy Huggins led an aviation camp at Lake Swan Camp. This camp has grown each year and has helped to identify the critical need for missionary aviators, trained and financially free. Through 2014 God brought together the resources and leaders to begin the College in January 2015.

MISSION STATEMENT

To provide high school graduates or equivalent with streamlined, professional and economical education and training that meets or exceeds the requirements of the FAA and mission organizations in a Christian environment with a balanced focus on safety, professional standards and mission orientation.

MISSION DISTINCTIVES

The college is an educational institution, a character-building enterprise, and a spiritually maturing community, all integrated into a unique way of life. Its primary purpose is to glorify God through offering residential programs that prepare men and women for lives of personal fulfillment and Christian servant leadership to the church and the world.

MISSION GOALS

1. Spiritual: to orient, motivate, and lead students to emotional maturity, Christian commitment, and spiritual depth
2. Academic: to provide an understanding of the Bible as the basis for Christian life and thought within the context of the college statement of faith
3. Intellectual: to stimulate students to develop inquisitive and creative minds that possess tools for critical analysis, and to motivate them to excellence in flight.
4. Moral: to provide the atmosphere, motivation, and support system for developing Biblically based lifestyles of wholesome attitudes and ethical principles
5. Professional: to produce graduates competent for Christian service to humanity specifically through missionary aviation.

VISION STATEMENT

The College of Missionary Aviation will be known as a “World Class” premier Christian college that uniquely integrates biblical truth, academic excellence, and high quality aviation training.

STATEMENT OF FAITH

The Board of Directors and faculty subscribe to the following statement of biblical doctrines and identifies with the evangelical movement within Christianity. The Statement of Faith is traditional and we are committed to teach and defend the historic and basic doctrines of evangelical Christianity:

- The verbal inspiration of the Holy Scriptures as originally given
- The existence and manifestation of one God in three persons—Father, Son, and Holy Spirit
- The incarnation and virgin birth of the Son of God
- The redemption of man by the vicarious death of Christ on the cross
- The bodily resurrection from the grave
- The fact that all men have sinned and consequently must be regenerated by the working of God’s grace
- The fact of justification by faith
- The sanctifying work of the Holy Spirit in the believer producing holiness of life and power for service
- Practical faith in the sufficiency of Christ for spiritual, temporal, and physical needs
- The purifying hope of the Lord’s imminent return
- The urgency of preaching the gospel to all mankind that men may be saved from eternal Judgment

COMMUNITY STANDARDS

The College is a private, Christian professional institution that seeks to create and encourage the kind of atmosphere in which quality Christian education can flourish. It is believed that the college should provide the student with precept and example from which a student can develop personal values within a biblical framework.

The college expects its faculty, staff, and students to maintain personal conduct which is spiritually and morally constructive—thus glorifying the Lord in all things.

The student should understand that attendance at the College of Missionary Aviation is a privilege granted only to those who desire to work together in the carrying out and attaining of the aims of this Institution. When a student is accepted, there is implied an agreement to be diligent in studies and employment and to obey the student handbook regulations. It is expected that the conduct of each student will give evidence of Christian standards of honesty, morality, and courtesy. A student could forfeit his/her right to pursue an education at the College of Missionary Aviation by demonstrating a lack of respect for the community standards.

The policy of the college in promoting spiritual growth and the pursuit of learning is best summed up in these words: Be diligent to present yourself approved to God as a workman, who does not need to be ashamed, handling accurately the word of truth (2 Timothy 2:15, NASB).

The leaders of The College of Missionary Aviation believe that the application of biblical principles in the lives of the faculty and the students will result in personal love and commitment to Christ, wholesome consideration for others, and a well-disciplined life.

MOTTO

“training men and women to take the **G**ospel to the **W**orld”

SPIRITUAL LIFE

The spiritual life is based on a personal decision to draw closer to God, to live in obedience to His Word, and to submit to the work of His Spirit. While such spiritual commitment cannot and should not be forced or manipulated, the college is intentional about providing experiences and activities that will encourage spiritual formation and equip students to grow in their faith.

PERSONAL SPIRITUAL FORMATION

Personal Devotional Time – Students are encouraged to make time each day for personal prayer, worship and discipleship.

COMMUNITY/CORPORATE SPIRITUAL FORMATION

Although a relationship with God is established at a personal level, that relationship is lived out in a community. We grow spiritually through personal relationship with God but we also grow through our interaction with other believers who provide mentoring, teaching, training, discipleship, support, encouragement, and accountability. These opportunities and experiences are planned and encouraged so that students reap the benefits of corporate spirituality.

Because we believe that corporate worship and the ministry of the Word are foundational elements in spiritual formation, we require students to attend and be involved in a local church. Since church involvement is an integral part of one’s spiritual formation process, the College of Missionary Aviation

expects faculty, staff and students to attend and to be involved in a church on a weekly basis. That might be a home church or a local church. Early in the school year, students will be asked to state their church affiliation and to indicate their commitment to that church body.

MINISTERIAL/MISSIONAL SPIRITUAL FORMATION

The Bible clearly tells us that spiritual maturation comes through ministry service (Eph. 4:11- 16). As we involve ourselves in the Great Commandment to love God and others (Matt. 22:34- 40) and the Great Commission to make disciples (Matt. 28:16-20), we experience victories and challenges that contribute to our own spiritual growth. Therefore, at we not only encourage involvement in ministry, evangelism and missions, we require participation in mentored Student Ministry experiences. The purpose of the Student Ministry program is to challenge students toward spiritual and moral growth by involving them in practical Christian ministry. It also provides opportunities for students to learn and gain experience outside of the classroom setting. Students are to learn how to serve the church and all humanity through practical ministry experience. Students must complete three quarters of Student Ministry during their two years of education. Students should remember that they are representatives of the Lord Jesus Christ and of the College as they perform their ministries. Students should be careful to bring honor to the Lord and respect for the College in appearance, actions, and words.

Mission Trips—Each student will be required to have a missions experience taking at least one mission trip during their time in college.

SOCIAL LIFE

LIFESTYLE STANDARDS 2 Timothy 3:16

As a Christian institution, the College of Missionary Aviation has sought to establish the standards and policies based on scriptural, moral, and ethical principles. As a learning community, everyone accepts responsibility for his/her actions. The college also recognizes that, when necessary, discipline must be carried out in love, grace and with a Godly attitude.

The College of Missionary Aviation seeks to encourage and assist students in maintaining high social standards. In commitment to the highest standards of, students agree to the following while enrolled at the college, including all breaks: 1. Refrain from the use or possession of alcoholic beverages, illegal drugs, and all forms of tobacco (see POLICY ON ALCOHOL AND OTHER DRUGS) 2. Sexual morality (see DATING RELATIONSHIPS) 3. Appropriate use of internet services (see COMPUTER & INTERNET SERVICES) 4. Refrain from immoral and illegal behavior (cheating, gambling, stealing, lying, hazing, and profanity)

Any violation of the above could result in dismissal from the college.

POLICY ON ALCOHOL AND OTHER DRUGS

The use of alcohol and the use of controlled substances by the members of the College of Missionary Aviation are incompatible with the Christian environment of the institution. In order to further the College's commitment to provide a healthy, productive, and spiritual educational environment, and in compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226); 49 Code of Federal Regulations, Part 40: Procedures for Workplace Drug and Alcohol Testing; 49 Code of Federal Regulations, Part 382: Controlled Substances and Alcohol Use and Testing, the College has established the following policy on alcohol and other drugs:

Alcohol and Drugs

The College of Missionary Aviation prohibits the use, possession, and distribution of alcoholic beverages and/or controlled substances on or off campus. Any full or part-time student or student employee found to be in violation of this policy is subject to disciplinary action in accordance with the policies of the college, and the laws of the city, the county, the state and the federal government. Students are also responsible for the actions of their guests. The college reserves the right to use all legal means necessary to enforce its regulations and applicable laws. These means may include breath tests, drug testing, and involving local and state law enforcement in searches.

The use of alcohol and/or use of controlled substances can result in potentially life-threatening emergencies. Students who display intoxicated or unusual behavior apparently resulting from the use of alcohol or controlled substances may be required to be evaluated by a licensed medical professional. The Student Life Department will determine decisions regarding the need for medical evaluation. Refusal to be evaluated and/or tested by a licensed medical professional will result in prompt eviction from college housing and/or possible suspension from the college. Controlled substances include, but are not limited to: marijuana, cocaine, cocaine derivatives, heroin, barbiturates, amphetamines, LSD, PCP, tranquilizers and inhalants.

Students and employees are to be aware that the illegal manufacture, possession, use, distribution or dispensing of controlled substances may subject individuals to criminal prosecution.

Health Risks

Alcohol use can lead to various health problems. Alcoholism, left untreated, shortens life expectancy by 10 to 15 years. A substantial number of alcohol users begin to drink due to the relaxing effect of this drug, but they can become dependent on it and create more problems for themselves, friends, and family. Alcohol is the leading abused drug, is addictive for many people and has many side effects. Alcohol is a depressant. A psychological dependence occurs long before there is a physical dependence. Alcohol is a psychoactive or mind-altering drug. Therefore, its effect can lead to unhealthy choices.

Marijuana is a harmful drug. Its potency has increased 400 percent during the last 15 years. There are more cancer-causing agents in marijuana smoke than in cigarette smoke. Marijuana interferes with the body's immune response to various infections and diseases. Small doses can impair memory function, distort perception, hamper judgment and diminish motor skills.

Cocaine is one of the most powerfully addictive drugs, and it can kill. Cocaine is a very strong stimulant to the central nervous system. The drug produces an accelerated heart rate, while at the same time constricting blood vessels. These physical changes may be accompanied by seizures, cardiac arrest, respiratory arrest or stroke.

PCP is a hallucinogenic drug. It alters sensation, mood and consciousness and may distort hearing, touch, smell or taste, as well as vision. PCP induces a profound departure from reality, which leaves the user capable of bizarre behavior and severe disorientation. Psychotic behavior may continue for as long as two weeks after a single dose.

Hallucinogens include LSD, mescaline and mushrooms. These drugs affect perception, sensation, thinking and emotion. The user may have difficulty distinguishing between fact and fantasy and may hallucinate. The effects of these drugs may be different in each person with each administration.

In accordance with the Federal Educational Rights and Privacy Act, the College can contact parents when a student under age 21 violates the College alcohol or drug policies or laws.

Drug and Alcohol Abuse Programs

The College encourages students with alcohol or drug-related problems to seek assistance. The college maintains no drug or alcohol rehabilitation facility or organized program on campus; limited institutional resources do not permit it. But to the degree possible, affected individuals may be referred to appropriate community agencies and organizations.

APPEARANCE STANDARD:

Our appearance and actions directly affect those in our community. Just as Paul challenged Timothy to live according to a heavenly standard, The College of Missionary Aviation encourages its students to live according to a standard that honors God in both inward and outward appearance.

We recognize that varying standards mixed with different backgrounds and cultures lead to diverse definitions of that standard. Therefore, guidelines have been established to aid in this process. However, they are an attempt to:

- Avoid extremes that some might find distracting or offensive
- Reflect the culture and values of the institution
- Achieve a sense of community for the campus

We realize that some of these guidelines reflect community preferences and we in no way attempt to equate them with measures of spirituality.

Clothes should reflect the principles of the College of Missionary Aviation community and showing respect for self, fellow students, staff, and faculty. It is expected that members of the community will hold the students accountable to appropriate dress and educate them regarding to what is acceptable. We ask our students to carefully abide by the following dress and appearance standard items. A continued violation concerning dress by any student will result in disciplinary action.

DRESS STANDARD:

The following are general guidelines.

All students:

1. All clothes should be clean and in good condition.
2. Pants should not have rips or tears above mid-thigh including patches.
3. Messages or images on apparel should be consistent with the culture of the college.
4. Footwear is required in public buildings.
5. Pajama pants are inappropriate for public areas at any time.
6. Shorts must be no shorter than 2" above the knee for class (Bermuda length) and mid-thigh when in public areas.
7. No visible undergarments in public areas.
8. Shirts: a. Men: Men are to wear shirts in public places at all times, with the exception of swimming or some work scenarios Necklines on all women's tops and dresses must be modest at all times.
9. Tattooing and Piercing: Please be advised that certain jobs or ministries may require you to remove piercings or cover tattoos.
10. Specific to women:
 1. Shorts for class, dresses and skirt hemlines should be no shorter than 2" above the knee at all times. This includes when wearing tights. .
 2. Midriffs should not be seen in public.
 3. All bathing suits should also be chosen based on modesty. Tankinis are permitted.
 4. Formal wear: Dresses must follow 2" hemlines, no plunging neckline, back of dress must not be lower than mid-back, and strapless is permitted.

The college reserves the right to announce certain dress requirements for events, activities, or socials that may not be included in this handbook.

DANCE POLICY

The College recognizes that in scripture God is praised through music and dance. It is believed that some forms of dance when used to praise our God are certainly appropriate. The college also accepts some forms of dance to be cultural and would not be in violation with the principles the College would want to maintain:

1. Acceptable forms of dance may include folk dancing, square dancing, clogging, line dancing, ballet, ethnic games and other forms of non-erotic or suggestive dancing where couples are not holding each other in compromising positions.
2. The use of choreography in drama and athletic events, and dance in musical productions are acceptable at college sponsored events with the prior approval of the Office of Student Life.
3. The college leaves lifestyle choices to the families involved in good faith that Christ- likeness will not be compromised when it comes to dancing at weddings, family celebrations, and anniversaries.
4. Unacceptable forms of dancing would include night clubbing and dancing that is sexually suggestive or promotes excessive physical contact.
5. Students are to avoid places of entertainment in which the music promotes values inconsistent with Christ-likeness.

SOCIAL STANDARDS AND RELATIONSHIPS

It is the desire of the College that every relationship established exemplify high standards in public and in private. Students are expected to develop a lifestyle that is marked by excellence in character, leadership and faith. It is the desire of the college that student relationships reflect behavior that is in harmony with biblical standards, reflects the love and spirit of Christ, and is uncompromising in its commitment to bringing out the best in others.

DATING RELATIONSHIPS

While expressions of affection and love are normal and God given, it is expected that students reflect the high biblical standards in their relationships. The specific standards are these:

- A commitment to abstinence and purity before marriage (e.g. sexual contact)
- A commitment to awareness of the reflection on character that public displays of affection can have (e.g. prolonged intimate hugging and kissing)
- A commitment to personal integrity and purity in relationship that avoids temptation and invites accountability (e.g. spending the night together)
- A commitment to respect and esteem each other, putting their good above your own (Phil 2:3)

Because of the high standards God holds us to in the area of sexuality, Student Life will ask students to enter into accountability relationships when the expectations listed in this area are not met. Continued violations of these standards will result in disciplinary action. There is confidential help available for relationship issues from counselors. There is also premarital and marital counseling available for students and their spouses.

RECREATIONAL ACTIVITIES

Those jogging in the evening or early morning are required to wear clothing that can be seen in the dark. The college assumes no responsibility for accidents that may happen to students who violate hiking, swimming, and jogging regulations.

SOLICITATION

No one can make collections or campaigns for funds among students for any purpose except by permission of the Office of Student Life. Those wanting to sell any kind of merchandise, solicit subscriptions, or engage in any kind of commercial activity at the facilities of the College will need to contact the Office of Student Life for approval.

STUDENT MEANS OF EXPRESSION

This is an educational institution; it is not a vehicle for political or social action. It appreciates and endorses the fundamental right of expression, and fully protects and encourages the fair and reasonable exercise of this right by individuals. Because the right of expression is subject to abuse, the administration publishes this statement to make clear policy concerning such abuse:

Individuals associated with this institution represent a wide variety of viewpoints and attitudes: the college fosters free expression and interchange of differing views through oral and written discourse and logical persuasion. Demonstrations, marches, sit-ins, or noisy protests are not acceptable means to express one's viewpoint or attitude at the College. However, approved petitions are an appropriate way to peacefully and respectfully express opinion.

The college expects administrators, faculty, other employees, and students to abide by these standards of conduct in promoting their views. Persons who are not so inclined should not attend or become associated with the institution, nor continue to be associated with it. Academic and administrative procedures protect individuals in their right of free expression, and provide for prompt and appropriate disciplinary action against those who abuse such rights.

The classroom is the domain of the professor, and the professor determines how to maintain free expression. With this authority comes the right to dismiss from the class any student who abuses the privilege of expression.

The Office of Student Life provides each student the opportunity to have a voice in the rules and regulations of the college. Students have the opportunity to make recommendations for changes using the "Issues of Concern" form. This form is available to any student through the Office of Student Life. The student may present to Student Life rules or regulations the student feels are in need of review through this form. The Office of Student Life endeavors to respond to each concern or refer the matter to the appropriate department.

Students should be aware that they have the right to address any policy and have it brought to the administration for review through the Student Life Office.

COLLEGE AND COMMUNITY RELATIONS

Students in attendance at the College of Missionary Aviation are subject to all local, state, and federal laws and statutes. When a student is allegedly in violation of any civil laws, the college has the authority to investigate and determine if the college shall take any disciplinary action. The college may recommend discipline before the conviction of civil laws.

If there are announcements, articles or general news items to be communicated to the public regarding the college and college activities, the Student Life Office must be notified prior to any publication. The responsibility of this office is to have knowledge of any communication representing the college, and to be of assistance when needed.

LIVING OFF-CAMPUS

The College of Missionary Aviation is proud to be able to provide housing. This community environment is central to a student's educational experience. Living and learning within your peer community offers opportunities for growth and development that simply do not exist on commuter campuses. To this end, the College encourages all non-married students to reside in campus housing. The College allows students to live in non-college housing for any of the following reasons:

- Your parent's residence is located within commuting distance of the college and you plan to reside there on a full-time basis
- You are married
- You are 23 years of age by the end of the quarter in question
- You are an approved caregiver
- You are living with a staff or faculty member or someone that is affiliated with the college (subject to Student Life approval)
- You are living with an approved family member

Students are strongly advised not to enter into lease agreements until they have received official written notification of their approval by the Office of Student Life. Students must reapply to live off-campus each new academic year.

Again, students must submit all petitions before the end of the previous regular quarter. Students over 24 years of age must apply to live in the residence halls through the Office of Student Life.

Students living off campus are responsible for the activities that take place in their residences. Students that desire to have someone of the opposite sex visit their residence must have an accountable third party present.

RESIDENCE LIFE

"Behold, how good and how pleasant it is for brothers to dwell together in unity." Psalm 133:1 Residence Life partners with students to enhance their academic experience by cultivating spiritual maturity and personal development while promoting a Christ-centered community. Living in the college housing is a vital element in the experience. It is within the college residence that students find a safe and encouraging environment to grow academically, socially, and spiritually. Both formal and informal activities encourage students to make friends and to challenge one another to grow in their relationship with Jesus Christ. Our residences are staffed with caring Resident Directors to promote the building of healthy, Christ-centered communities within each residence.

RESIDENCE LIFE STAFF

It is the desire of the Residence Life Staff to build meaningful relationships with students and to see them excel academically, socially, morally, and spiritually during their time at the College of Missionary Aviation. Students are always welcomed to share life and express concerns to any member of the staff. The Office of Student Life is available to each student who has concerns.

RESIDENCE LIVING COVENANT

All resident students are required to sign the Residence Living Covenant as an indication of their sincerity in joining the residence community of the College of Missionary Aviation.

Living in community offers many opportunities and responsibilities. As a member of the College residential community we ask that you take time to fully comprehend the values and standards of this document and be able to integrate these into personal life choices. While not a comprehensive list of residence policies, this covenant clarifies some of the most important commitments we ask each student to make. Policy is crucial and helps define who we are as a Christian college. The Residence Living Covenant seeks to highlight the “spirit of the law” that exists within the policy. This “spirit” goes beyond the mere external adherence to rules. It is an expression of integrity and virtue springing from within and manifesting itself in the actions of honorable men and women through the work of the Holy Spirit in our lives. Please consider the significance of this commitment and sign at the bottom to indicate your willingness to covenant as a fully engaged member of our community.

As a student in the College of Missionary Aviation residence community, I voluntarily submit myself to all the guidelines and policies of the College of Missionary Aviation Student Handbook and agree to uphold them with integrity and honesty. On top of this I commit to live by the following standards:

- I will be considerate of my roommates and neighbors in regards to noise, cleanliness, and shared use of space.
- I will seek peace in working through any conflicts that arise with my roommates and all other students. I will do this in a direct manner with those involved.
- I will confront, according to the Matthew 18 principle, fellow students who choose to violate the Student Handbook, Residence Life policy, and/or laws of the state of Florida.
- I will choose to build up, respect, and encourage all members of the community.
- I will strive to be a person of integrity and self-control, truthful in speech, honest in conduct, and morally pure in both thought and action.

CHECK-IN AND CHECKOUT PROCEDURES

All students must secure their room assignments and keys from the Residence Life staff upon arrival. Students are responsible to inspect their rooms at check-in and report any pre-existing damages or missing furniture. Students will be held financially responsible for any damages to the residence room and its furnishings beyond that of normal wear and tear.

Students must arrange a checkout time with their Resident Director before moving out of the residence. The student must be present for this checkout, sign the Check-in/Check-out Form, and return the room key to the Resident Director before leaving. Students who leave without properly checking out with the RD will be fined \$50. Likewise, if a student selects a checkout time and fails to show or is not completed by the checkout time indicated, a \$25 fine will ensue.

Residence keys remain the property of the college and may not be copied. The College charges students \$25.00 for each lost key.

FURNITURE AND EQUIPMENT

Additional furniture added by students, such as sofas or bookshelves, must be approved by the Resident Director. Students may be asked to remove furniture that is unsanitary or in disrepair. Students must furnish their own linens, pillows, blankets, and towels. Due to Fire Code regulations, certain types of electrical appliances are not permitted in Residence Hall rooms. These include: toasters, grills, microwaves, space heaters, and hot plates. Small refrigerators and coffee pots are permitted, as well as game systems (Xbox, Playstation, etc.) and DVD players. Fire regulations also prohibit the presence of

any open flame or device that emits smoke, such as burning incense, candles, oil lamps, or kerosene lanterns. These interfere with the smoke detection devices. The College is not responsible for any personal items left in Residence rooms. Students should use reasonable caution in monitoring their personal belongings. Items found on campus should be turned in to the Resident Director.

MAINTENANCE

As soon as a maintenance concern becomes apparent in your room or community space, the RD should be notified immediately. This notification should take place in e-mail or written form. The RD will then report the issue to maintenance. If you don't witness follow-up to your request within three business days, please re-submit request to your RD again.

ROOM DECOR

Students are given considerable latitude in decorating their rooms. However, they may not use wallpaper, borders, paint, or tape on the walls, doors, ceilings, or windows. Items may be hung on doors and walls using white sticky tack only (no thumbtacks, nails, or any other item similar in use). Ceiling lights should not be covered. All decorations (posters, pictures, etc.) should adhere to the philosophy and values of the College.

CURFEW

Campus curfew is 12:00 AM Sunday through Thursday and 1:00 AM on Friday and Saturday. All resident students must be in their respective residences and all non-resident students are required to be off campus by curfew. Exceptions to curfew may be approved by your Resident Director. Because we are a community that cares, please notify your RD when leaving for the weekend or staying overnight off-campus. Repeated violations of curfew expectations will result in disciplinary action.

COLLEGE BREAKS

The residence halls will remain open to students who are not able to leave campus breaks. All campus residences close during Christmas break.

DISTURBANCE POLICY

It is important to be mindful of the rights of others in a residence hall environment. The college therefore seeks to provide an environment that is conducive to study, sleep and fellowship. The RD establishes the policies for their respective areas to meet the needs of their students.

RESIDENCE HALL GUESTS

Students are welcome to host friends in their rooms according to specific residence policies. All guests must have prior approval by the RD. The college prohibits members of the opposite gender from visiting rooms at any time except when there is an open dorm event. Exceptions may be granted by a RD for moving days. All guests must comply with residence hall policies. Children under the age of 14 may not spend the night in student residences.

PETS

Except for fish in a small fishbowl, pets are not permitted in the residence. Large aquariums will not be allowed in student housing. Violations of this policy may result in fines and cleaning charges.

MARRIED STUDENTS

At present there is no available housing for married students.

CAMPUS LIFE

ACADEMIC FACILITIES

Regular office hours for all campus facilities are 8:30 a.m. to 5:00 p.m. unless otherwise specified.

Library

The College has begun to develop a library – but it is limited at this time. It is housed in the classroom at Friendship Bible Church and hours of operation will be listed. There is a public Library available.

DINING FACILITIES

Two meals a day (breakfast and supper) will be provided in the residence at times to be determined by the RD in consultation with the residents. Some bag meals may be prepared in the residence to be carried by the student.

MAIL and PHONE

The mailing address for the College of Missionary Aviation is PO Box 1033, Keystone Heights, FL 32656. The residence is located at 6572 Immokalee Drive, Keystone Heights, FL 32656. The phone number for the College is 352-235-4510.

Transportation and Motor Vehicles

For those establishing residency in FL, new residents in the state must register their automobile within 30 days. Out of State students are not required to register their vehicles with the State of Florida as long as you are a full time student and maintain your home address with your Parents or Legal guardian. If you desire, you can obtain registration and license plates in the Tax Commissioners Office in Keystone Heights. Students must bring proof of liability insurance and title or registration card from out of state to register a car. Students can obtain a booklet of rules from the Department of Motor Vehicles in Keystone Heights. Students may have a car for transportation.

STUDENT DISCIPLINE

PURPOSE OF STUDENT DISCIPLINE

The disciplinary process at the College exists as a means to show the love of Jesus Christ through correction, restoration, and redemption. God has called Christians to pursue lives of truth and integrity. Scripture teaches that the Lord disciplines those He loves (Proverbs 3:10-11). Discipline is the process of shaping and developing an individual, whether it is self-imposed or directed by another. The discipline process at the College utilizes consequences and directive steps to aid in the spiritual, social, and ethical development of the student. While the primary goal of the discipline process is the development of the student, the welfare of others and the institution are also considered.

CONFRONTATION PROCESS

The College believes that all members of this community must hold themselves and others to the high standards of truth found in God's Word. The Scriptures do not describe a precise model for discipline. They do speak to how we are to treat one another and confront one another. 's model has been adopted from Matthew 18:12-17. This model suggests a redemptive attitude and a progression for levels of confrontation.

Members of the College of Missionary Aviation community are expected to apply these Biblical principles in holding one another accountable. assumes that most students will conduct themselves appropriately by implementing the highest form of discipline, that of self-discipline. If that fails, then friends, RD's, staff, faculty, and administration should assume the responsibility to confront anyone falling short of community standards.

SELF-REPORTING

Each student should be aware of his/her own behavior and the positive or negative effects that behavior can have on the community. If a student knows their behavior is outside the limits established by the College and sincerely wishes to get assistance in order to change that behavior prior to the College discovering the inappropriate behavior, the student may take the initiative to discuss this with a RD, or any other member of the Student Life staff without the threat of disciplinary action. This kind of issue is defined as a "personal issue," and the staff member will seek to work with the student toward the goal of restoration. Exceptions to this approach may occur where behavior is repetitive, self-destructive, hazardous to others or self, or involves a significant legal issue.

OTHERS REPORTING

If a student is having difficulty with an issue, whether it be in violation of the Student Handbook or not, he is strongly encouraged to seek help from members of the campus community. When students come forward seeking help for a friend, every effort will be made by the college to bring healing, wholeness, and reconciliation. Instructors, counselors, medical staff, RD's, and members of the Office of Student Life are eager to listen and help students through difficulties. There may be restrictions and boundaries placed on the reported individual to benefit their growth and development. However, the college will seek to find ways to work with them through our accountability process.

FORMAL JUDICIAL PROCESS

Upon learning of behavior that violates biblical principles and/or policies of the college, a member of the Student Life staff will contact the involved student and conduct an investigation into the behavior. Other students, staff, and faculty members may be questioned as part of the overall investigation. The student will have an opportunity to discuss, defend, or deny any allegations regarding the behavior. Following the discussion and investigation, a measure of discipline may be rendered and delivered to the student in writing.

It is important for the student to know they have an avenue for any grievance and are encouraged to pursue this process when they believe there is due cause. Students may appeal any disciplinary decision to no more than two administrative levels. The desire to appeal must be communicated to the staff member who dispensed the discipline in writing within twenty-four hours of the discipline notification. The conditions defined in the discipline shall be in effect throughout the appeal process. The administrative structure for appeals is (in order from top to bottom): 1. Resident Director 2. Student Life Director 3. President's Cabinet

When a student is appealing a decision, they can use the above structure to guide them through the process beginning with the position where the discipline started. After two levels of appeal, the decision is recognized as final.

STUDENT LIFE AND PRESIDENT'S CABINET

The Student Life Judiciary Committee serves as an appeals committee to the decisions made by the Vice President for Student Life and/or his staff. The committee will be composed of one faculty and a staff member appointed by the Director of Student Life, and a student selected and approved by the Director of Student Life. The Director of Student Life will select the chairman of the committee from one of the faculty or staff members.

Upon notification that a student intends to appeal to the Student Life Judiciary Committee, the Director of Student Life shall arrange a meeting of the committee, the student(s) involved, the appropriate Student Life staff, and any other individuals that may have relevant information. The Chairman of the meeting shall call the meeting to order. The Director of Student Life and/or Student Life staff shall present charges, discuss pertinent information, and then leave the meeting. The student shall then enter the meeting and have an opportunity to present his/her appeal. The committee reserves the right to consider cases jointly or separately when there are incidents of misconduct involving more than one student. Only committee members and those designated by the chairman have the right to be present during Committee deliberations and decision-making. The Chairman may ask the Director for Student Life, the appropriate Student Life staff, and the student to remain available for questioning throughout deliberation process. The deliberation process shall be at the discretion of the chairman. At the end of deliberations, the committee must decide the case by vote. All members of the committee, including the chairman, have a vote. The decision of the committee will be shared immediately with the Director of Student Life. The Director of Student Life will report the decision in writing to the student within 24 hours. After notification, the student has 24 hours to make an additional appeal if that option exists.

Appeals to the President's Cabinet shall be conducted in a manner that fits the discretion of the President. As a result, the student charged with misconduct may or may not have the privilege of meeting with the cabinet. The Vice President for Student Life will report the decision in writing to the student within 24 hours. The decision of the President's Cabinet is final.

DISCIPLINARY ASSIGNMENTS

Disciplinary action at the College of Missionary Aviation can result in one or more of the following:

1. Personal Confrontation—Students who are in violation of a college standard may receive a verbal warning about inappropriate behaviors without a formal record of contact.
2. Letter of Warning-written documentation of inappropriate behaviors or attitudes with a record kept in a student's file.
3. Accountability/Discipleship-The student is mandated to meet with a Student Life member regularly. A faculty or staff member may be appointed by the Student Life office to act as an accountability partner. The purpose of these meetings is to work on some of the issues the student is dealing with. Also, this time will be used to encourage and challenge the student to consider how behaviors, actions, and decisions impact our walk with Christ and the community.
4. Community Service—Students complete work for the college or the community under the direction of the Office of Student Life within the time frame provided.
5. Fines—Fines will be apportioned to students to compensate for damage or losses to college property. They also may be levied for fire code violations, parking violations and uncompleted community service.
6. Loss of privileges—Students may lose their college- sponsored activities, ministries, socials, or other privileges as determined by the Office of Student Life.
7. Counseling—The College requires the student to meet with a professional counselor.

8. Probation- The most serious status for a student before he/she is dismissed. Students who are placed on probation will receive an official notification of suspension as the next step of discipline. This is always accompanied by terms of probation, which may include disciplinary assignments such as community service, loss of privileges and/or accountability/discipleship. Notification should also include a length of time of probation.

9. Suspension—This refers to an involuntary, complete separation from the college for a specified amount of time such as the current semester and/or a following semester. The college will follow the policies outlined in the catalog concerning refunds on withdrawal and academic standing when it dismisses a student. Suspension could result in loss of financial aid eligibility for ensuing attendance at this or further institutions.

10. Dismissal-The College will not allow the student to continue in school on a permanent basis and the student is prohibited from being on campus. The college will follow the policies outlined in the catalog concerning refunds on withdrawal and academic standing when it dismisses a student. Dismissal could result in loss of financial aid eligibility for ensuing attendance at further institutions.

ADDITIONAL POLICIES

PSYCHOLOGICAL WITHDRAWAL POLICY AND PROCEDURES

A student is subject to behavioral or psychological withdrawal from the college if it is determined (by the counselors and/or Student Life staff) that the student exhibits behavior that warrants such action by:

- a) Posing a significant danger or threat of physical harm to themselves or the person or property of others, or
- b) causing interference with the rights of other members of the college community or to the activities or functions of the college or its employees, or
- c) The student's inability to meet the requirements of the college for continuing admission and enrollment, as defined in the Student handbook and/or the college catalog.

The staff of Student Life may invoke disciplinary measures as outlined above, or may refer the student for external evaluation at the discretion of the Vice President of Student Life. The procedure for outside evaluation is as follows:

- 1) The Vice President refers the student to a psychiatrist or psychologist of the Vice President's choosing at student expense.
- 2) The Vice President for Student Life informs the student referred for evaluation in writing in accordance with this section. Students must complete the evaluation at the earliest date available to the evaluator after the receipt of the referral letter.
- 3) Any pending disciplinary action may be withheld or postponed until the results of the evaluation are reviewed, or at the discretion of the Vice President.
- 4) Failure to comply with the requirements of the referral, may result in withdrawal, referral for disciplinary action, or both.
- 5) The Vice President will provide the healthcare evaluator with information concerning the student. The student will sign a release of information for Division of Student Life to allow the Vice President access to the findings of the evaluator.
- 6) The Vice President will determine appropriate action based on information gathered, and will inform the student in writing of the action taken.
- 7) The student may appeal the decision of the Vice President of Student Life to the Faculty committee of Student Life within 24 hours of receipt of notification of actions taken.

INVOLUNTARY WITHDRAWAL POLICY

The College of Missionary Aviation reserves the right to withdraw a student involuntarily from the college. Such an involuntary withdrawal is termed an “administrative withdrawal.” Reasons for this action may include, but are not limited to, the behavior of a student who:

1. Demonstrates an apparent threat of harm to self or to others.
2. Engages in activity that leads to significant property damage.
3. Fails, after due notice, to satisfy financial obligations to the college.
4. Neglects to satisfy health regulations, such as required immunizations.
5. Is not attending classes on a regular basis, indicating an attitude of apathy.
6. Violates standards of conduct that call for dismissal as set forth in the Student handbook.

As a result of administrative withdrawal, the student will be removed from classes, receive failing grades for that school term, and lose his or her status as a student of the College of Missionary Aviation . The student will also lose the privilege of living in college-owned residences. Before an administrative withdrawal is put into effect, the student will be given opportunity to appeal the decision or withdraw voluntarily. Involuntary withdrawal based upon matters related to Student Life may be appealed by means of the process described in the Student handbook. Involuntary withdrawal based upon academic issues may be appealed to the Academic Discipline Committee as described under the heading “Academic Discipline Appeals” in the academic information section of the college catalog.

An administrative withdrawal renders the student ineligible for any refund of institutional charges. Such a withdrawal could also incur additional financial responsibility for the student. Any amount of federal funds provided the student that would have to be returned to the government, depending on the time of the withdrawal, would become the responsibility of the student to repay the college. The student will not be allowed to apply for re-admittance for any subsequent term until the reasons for withdrawal have been resolved.

SEXUAL HARASSMENT POLICY

Sexual harassment is an illegal form of discrimination under Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. Sexual harassment occurs in two forms:

1. Quid Pro Quo Harassment: When a person in power seeks to pressure someone to meet his or her sexual demands.
2. Hostile Environment Harassment: An environment becomes unpleasant due to repeated offensive behavior or comments made that threaten someone from receiving their education. This may involve sexual comments (even by phone, email, or instant messenger) or inappropriate touching even if on a one-time basis.
3. Students who are harassed in the above manner in any way should contact the Office of Student Life that serves as the Affirmative Action Office. The office records and takes action on any report received. This report must be in writing. Students also have the right to report incidents to local authorities and pursue appropriate legal action.

DRUG-FREE WORK PLACE POLICY

In compliance with the drug-free work place requirements of the Drug Free Schools and Communities Act, the following policy is in effect for :

1. The college provides a drug-free work place for its students and employees.
2. The standards of the College clearly prohibit the use, unlawful possession, or distribution of illegal drugs and alcohol by students and employees of the college.

BYSTANDER POLICY

This policy is to assist the college in making appropriate decisions regarding troubled students who may need help. It is an intervention policy, which will serve the college in identifying students who may have the potential to either hurt themselves or others. If a student, faculty or staff member is a witness to a comment or action that is made which could lead to a violent act, either against themselves, others or the college, a report should be made at once to the Office of Student Life.

The “Bystander” should contact the Vice President for Student Life within 24 hours and submit a confidential report of what they witnessed.

The name of the “Bystander” will be held in strictest confidence. The staff of the Student Life Office would interview the party who has been identified as being a possible risk. This would enable the college to give the assistance deemed necessary in preventing harm to themselves or others.

HUMAN SEXUALITY POLICY*

Human sexuality is an integral part of personhood, and is a gift from God. At the College of Missionary Aviation, we desire to respect, honor, and protect the gift of human sexuality provided by the Creator. As an institution desiring to be a Christian community, we seek to live life together under the authority of Christ, following His teaching and His life of compassion. The college affirms the biblical teaching that sexual intimacies are to be shared as God’s gift within the context of a committed marriage relationship between a man and a woman, and to do otherwise is to distort the holiness and beauty that God intended. As members of a Christian community, we are admonished to avoid certain sexual activities held to be incompatible with God’s will for our sexual integrity, including, but not limited to, fornication, sexual promiscuity, adultery, homosexual acts, homosexual behavior, public expression and/or promotion of a homosexual lifestyle, and viewing/participating in pornography.

At the College of Missionary Aviation, we strongly believe that Christian conduct is a lifestyle. However, we acknowledge that anyone can make decisions that bring about serious consequences. In the event that an unmarried student should become pregnant, the College will support her spiritual, emotional and physical well-being. As for enrollment, no student will be dismissed from strictly due to pregnancy, but will be held to the behavioral standards outlined in the Student Handbook and subject to the base line Levels of Disciplinary Response. If the student is currently living in an on campus residence area, she may be required to move off-campus or be reassigned to another residence area on campus. The College will assist the student and ensure proper confidentiality in accordance with policy.

POLICY ON ACCEPTABLE NETWORK AND INTERNET USAGE

The College provides network and Internet service to all students through wireless network connections, academic labs, and library. The college provides this service primarily for academic pursuits and research. The purpose of this policy on Acceptable Network and Internet Usage is to outline students' responsibilities in the legal, ethical, and appropriate use of college network and Internet services. This is done to provide quality educational usage while protecting data, computers, networks, and the rights of third party software vendors.

Guidelines

The college established these guidelines to protect both the college and the network user. Failure to comply with these guidelines may jeopardize student Internet account and usage of the network. The college promotes sharing information; however, there is an obligation on the part of each network user to respect the rights of others using these facilities. Students are responsible for using the computer network in an ethical manner that preserves the rights, goals, and objectives of the College. The college owns all network resources and user accounts. Students must use these resources for legitimate instructional, research, administrative, or other approved purposes.

Although the college allows recreational use of the Internet, the primary purpose of the Internet service is for academic pursuits. E-mail, web pages, newsgroups, and other electronic resources are for college-related activities. Students must not use them for fraudulent purposes. Students may not store or send harassing and slanderous messages and/or material. Students should not use E-mail for advertising, broadcasting unsolicited messages or annoying other users. Obscene, pornographic, sexually explicit, or offensive material may not be viewed, sent to, or stored on campus resources. Students are not allowed to degrade the performance of any of the campus computers systems by using large amounts of bandwidth for personal use.

The college reserves the right to have authorized staff monitor the Internet activity of its students, staff, and faculty, including the listing of sites visited. It also may limit or restrict access to objectionable material on the Internet.

Responsibilities

Students are limited to using only authorized computers, data, and software. The college prohibits students from accessing others' data or software with the intent to read, browse, modify, copy, or delete files and software. Students are prohibited from copying commercial software on or off campus.

The college also prohibits using campus computers or networks to compromise other computers, networks, or to commit crimes or other unethical acts.

Students are not allowed to obtain personal copies of copyrighted materials. This includes but is not limited to copyrighted text, graphics, music, movies, and videos. The college prohibits students from accessing and obtaining questionable material from the Internet. Examples include but are not limited to sexually explicit material, adult entertainment, drugs, racism, and hate groups. Students should keep computer accounts and passwords confidential. Failure to do so could compromise their accounts. Students should not leave a computer without logging out.

Students should report any violations of the stated guidelines and responsibilities regarding computer access and security to the Information Technologies Department immediately. All faculty, staff, and students are responsible for the legal and ethical usage of campus computers and user accounts. Violations of this policy could result in disciplinary action.

CAMPUS PARKING & TRAFFIC REGULATIONS

It is the student's responsibility to become familiar with the vehicle regulations. Lack of understanding will not be a valid argument for dismissing a citation. We have adopted these rules and enforced these laws to protect everyone who uses our facilities.

The purpose of these regulations is to facilitate safe operation of vehicles on the college campus and to provide parking facilities within the space available. All people operating any motorized vehicle on any part of the college campus are required to obey these regulations as a condition for parking or operating vehicles. The college does not accept any responsibility for loss or damage to any vehicle parked or operated on campus.

VEHICLE REGISTRATION

1. The College maintains the right to make and enforce policies that affect the well-being of the entire college community. It is because of the concern for the safety of the student body that we feel we must limit the vehicles that enter our campus, or use any part of it, to those vehicles that are covered by insurance and have a valid license plate displayed. This should include, but not be limited to: mopeds, mini bikes, mini motorcycles, motorized scooters, golf carts, four wheelers, ATV's, or anything that is motor driven. The college does maintain the right to use certain vehicles that are prohibited under this provision for official school use.
2. All motorized vehicles, including motorcycles, which are operated on property, must have a current vehicle identification permit.
3. The person who registers the vehicle is responsible for the vehicle and all the citations issued to it.

