



PENSACOLA CHRISTIAN COLLEGE
and Related Ministries

Graduate Assistant Handbook

2025-2026

Pensacola Christian College, Inc. (PCC), Abeka Academy, Inc. (ABA), and Youth Outreach Ministry, Inc. (YOM), outsource all employee service functions to Abeka Services, Inc. (ABS). These functions are performed under the direction of PCC, ABA, and YOM as stipulated by written agreement with ABS and as required by all applicable local, state, and federal statutes.

Abeka Services Employee Services functions include, but are not limited to

- A. Hiring services: including processing résumés, applications, interviews, background checks, I-9 verifications, employment contracts, etc.
- B. Personnel services: employee performance reviews, evaluations, and development; handbooks; position descriptions; employment verifications; personnel files; housing services; etc.
- C. Compensation services: health and life plans, dental and vision plans, COBRA administration, retirement benefits, payroll services, etc.

Employee forms and communications are available at the employee website, Employee Services, found at www.employeeservices.me.

Email: serve@abekaservices.com

Address: P.O. Box 17023, Pensacola, FL 32522

On-Campus Location: AE-9

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A Word from Our President

Since its inception decades ago, Pensacola Christian College and Affiliates has been united by a mission—to evangelize, educate, and edify through Christian education. Along this journey of service, we celebrate milestones that mark God’s blessings and renew our commitment to His calling. I extend my sincere gratitude to each of you for joining the team. It is a true privilege to serve alongside you in this exciting endeavor.

In support of the mission, each of us has a unique role and we share a common vision:

Our ministry will be distinguished as a growing multifaceted educational organization committed to academic distinction, guided by the biblical worldview, demonstrated through service excellence, supported by innovation and resourcefulness, resulting in thoroughly equipped Christians.

I encourage you to dedicate yourselves fully to bringing this vision to life. As we collaborate and propel this ministry forward, we will empower the next generation to influence the world for Christ.

Sincerely,

Troy A. Shoemaker, Ed.D.

President





Handbook Description

Description

This Graduate Assistant Handbook outlines general graduate student information along with basic personnel policies, practices, and procedures of Pensacola Christian College and Affiliates. It contains generally applicable statements about policies and procedures for all employed personnel and should not be read as forming an expressed or implied employment contract.

This document may not be comprehensive to fit every unique situation, and policies and procedures may be added, modified, revoked, or adapted as deemed necessary. Collective terms referring to the employer, such as “ministry” and “institution,” are assumed to refer to any of the institutionally affiliated corporations and partnerships.

Websites

The websites listed below will provide information regarding your employment and college responsibilities.

- **Employee Services**—www.employeeservices.me

You will also find references to Workday, the secure software used to manage employee information such as pay, benefits, time worked, and absences.

- **Eagle’s Nest**—See link on Employee Services website.
 - o The college website designed for general student use.
 - o Eagle’s Nest provides information about your
 - academic checksheet (plan of study),
 - class attendance information,
 - class grades,
 - grade reports,
 - your schedule, and
 - information about graduation.

You can access [Employee Services](http://www.employeeservices.me) either at work, from home, or on your mobile device.



Who We Are

In 1954, God led Dr. and Mrs. Arlin Horton to begin Pensacola Christian Grade School. The Lord blessed their ministry, and in 1974, Pensacola Christian College was established. Over the years, a number of affiliated ministries were formed, and our present-day campus was miraculously built, all for the glory of God.

Today, the ministries of Pensacola Christian College, Pensacola Theological Seminary, Pensacola Christian Academy, and Abeka Academy are instrumental in training thousands of students each year. Other ministries, like Youth Outreach Ministry (Camps), *Rejoice Radio*, *Rejoice in the Lord* TV, Campus Church, Abeka, and *Joyful Life*, spread the good news of the gospel and promote the cause of Christ to children and adults alike.

God has greatly expanded the scope of this ministry from 35 students in the local Pensacola area to a global influence with the potential to reach countless souls for Christ worldwide.

Mission

Our mission is to promote the cause of Christ by providing distinctively Christian-traditional higher education that develops students spiritually, intellectually, morally, culturally, and socially.

Purpose

Our purpose in both undergraduate and graduate programs is to produce Christian leaders who are knowledgeable, articulate, moral, dedicated to excellence, and committed to serving Jesus Christ as they learn to influence the world by applying biblical principles in their chosen field and daily life.

Articles of Faith

(from the Articles of Incorporation of Pensacola Christian College)

We believe that the Bible is the verbally inspired and infallible, authoritative Word of God and that God gave the words of Scripture by inspiration without error in the original autographs (*2 Tim. 3:16–17; 2 Peter 1:21*). God promises that He will preserve His Word; Jesus said, “*My words shall not pass away*” (*Matt. 24:35*). We believe that God has kept that promise by preserving His infallible Word in the traditional Hebrew and Greek manuscripts and that the Authorized Version (KJV) is an accurate English translation of the preserved Word of God.

We believe that there is one triune God, eternally existent in the persons of Father, Son (Jesus Christ), and Holy Spirit; these three are one in essence, but distinct in person and function (*Matt. 28:19; 1 John 5:7–8*).

We believe that Jesus Christ, the Second Person of the Trinity, became for mankind the physical manifestation of the Godhead (*John 1:14, 14:9; Col. 1:19*). The earthly genealogy of Jesus may be traced through Joseph’s line to Abraham (*Matt. 1:1–16*) and through Mary’s line to Adam (*Luke 3:23–38*). We believe in His virgin birth, sinless life, miracles, vicarious and atoning death through His shed blood, His bodily resurrection, and His ascension into Heaven (*Mark 16:6, 19; 1 Cor. 15:1–4*).

We affirm that the Holy Spirit is the Third Person of the Trinity, the Agent of conviction, regeneration, indwelling, baptism, sanctification, and illumination of all who are born into God’s family through Jesus Christ (*John 3:5–6; Eph. 1:13–14*).

We are opposed to the charismatic movement and its sign manifestations, such as speaking in tongues.

We believe that God created the heavens and the earth in six literal days, and that God created all life (*Gen. 1*). We reject the man-made theory of evolution occurring over millions of years and believe that the earth is approximately 6,000 years old (*Gen. 5, 11*).

We believe that God created man in His own image, but man chose to sin. Hence, all persons inherit a depraved nature and are lost sinners in need of salvation (*Rom. 3:10, 23*).

We believe that God created man and woman in His image and instituted marriage between one who is genetically male and one who is genetically

female (*Gen. 2:18–24*). Marriage is a sacred, exclusive union between a man and a woman and serves as a picture of Christ's relationship with the church (*Matt. 19:3–12; Eph. 5:22–33*). We believe that God has commanded that sexual activity be exclusively reserved to a man and a woman who are legally married to each other, and that Scripture forbids any form of sexual immorality, including adultery, fornication, homosexuality, bestiality, incest, and use of pornography (*Matt. 5:27–28, 15:18–20; 1 Cor. 6:9–11 & 18, 7:1–5; Heb. 13:4*).

We believe that Christ's blood, shed on Calvary, is the only Atonement for man's sin (*John 14:6; 1 Peter 1:18–19; 1 John 1:9*). We believe that salvation is a free gift of God for "whosoever will"; it is by grace, through faith, plus nothing, and believers are eternally secure (*John 10:27–28; Eph. 2:8–10*). Salvation is received only by personal faith in the Lord Jesus Christ and His finished work. "Whosoever will" may come to Christ; God does not pre-elect persons to heaven or hell (*Rom. 10:13; Rev. 22:17*).

We believe in the spiritual unity of the body of Christ, called the Church. It is composed of all born-again believers who have by faith accepted Jesus Christ as Savior (*Eph. 2:8–22, 3:1–21, 4:4–16, 5:23–32*). God has ordained the local church for the perpetuation of His truth and work in the world (*1 Tim. 3:15*). The two ordinances of the local church are baptism by immersion and a regular observance of the Lord's Supper by believers (*Matt. 28:19; 1 Cor. 11:23–28*).

We believe the Scripture regarding Satan, who rebelled against God and was cast out of heaven with a host of angels who followed him (*Isa. 14:13–15*). He introduced sin to Adam and Eve in the garden of Eden (*Gen. 3:1–13*). He continues to turn people from truth and against God (*1 Pet. 5:8*). Eternal hell was created for Satan, his demons, and people who do not believe in the Lord Jesus Christ for salvation (*Matt. 25:41; John 3:16; Rev. 20:15*).

We believe that the believer is called to a life of consecration which requires increasing in the knowledge of Christ and growing in grace (*John 15:4–5; Col. 1:10; 2 Pet. 3:18*).

We believe that the will of God for all believers is to give evidence of sanctification through being honorable in all relations with others (*Rom. 12:1–2; 1 Thess. 4:3; James 1:27*).

We believe in the resurrection of both the saved and the lost: those that are saved unto the resurrection of eternal life in heaven, and those that

are lost unto the resurrection of eternal damnation in a literal lake of fire (*John 5:28–29; 1 Cor. 15:12–20, 35–58; Rev. 20:10, 15*).

We believe in the imminent, pre-Tribulation return of Jesus Christ for all believers (*1 Thess. 4:13–17*). The Rapture of the saints will be followed by a seven-year Tribulation, after which Christ will return in glory to judge the world and set up His millennial reign on earth (*Rev. 20:1–3, 21:1–5*).

These Articles of Faith do not exhaust the extent of beliefs or practices of Pensacola Christian College. The Bible, as the inspired and infallible Word of God, is the final authority of all that we believe concerning truth, morality, and the proper conduct of mankind. For the purposes of the College's doctrine, practice, policy, and discipline, the Board of Directors is ultimately responsible for interpreting the meaning and application of Scripture.

Philosophy of Education

Pensacola Christian College maintains a Christian-traditional philosophy of education in contrast to humanistic, progressive systems of education. This philosophy is based on the Word of God and is rooted in objective reality and absolutes, as opposed to relativism. The Christian-traditional philosophy provides students the programs and methods of studies that impart Christian character development, communication skills, and subject matter in harmony with the inspired Word of God, which is *“profitable for doctrine, for reproof, for correction, for instruction in righteousness: That the man of God may be perfect, thoroughly furnished unto all good works”* (*2 Tim. 3:16–17*).

We believe that the content of Christian education must be in harmony with *“whatsoever things are true, . . . honest, . . . just, . . . pure, [and] . . . lovely [and of good report]”* (*Phil. 4:8*). We believe that classroom methods should be faculty-directed (*Deut. 6:7*), with content building from known to unknown (*Isa. 28:10*) and with the student acquiring knowledge through studying (*2 Tim. 2:15; Prov. 2:3–5*), researching (*Prov. 25:2*), reasoning (*Rom. 12:2; 1 Thess. 5:21; 1 John 4:1*), explaining, and relating.

A Christian-traditional philosophy of education reflects the true view of God and man provided in Scripture. God is an orderly Personality (*1 Cor. 14:40*). He created man and the universe and is the Author of order, reason, and reality that are reflected in the universe (*John 1:3; Rom. 1:19–20*). All truth is God's truth (*Dan. 2:21; Ps. 119:104–105; Col. 2:3*).

Christian education must deal with the social and the spiritual, as well as the academic, dimensions of the student. Academic programs of Pensacola Christian College are only a part of the educational process of college life. The essence of a disciple of Christ is self-denial (*Titus 2:12*) and self-discipline. The chapel platform and Campus Church pulpit are vital in the Christian training program. Classroom instruction supports and reinforces that training. Students are taught the Christian philosophy of life so that they are armed “lest any man spoil [them] through philosophy and vain deceit” (*Col. 2:8*).

Through Christian education, the student must be brought to “unity of the faith, and of the knowledge of the Son of God, unto a perfect man, unto the measure of the stature of the fulness of Christ” (*Eph. 4:13*). The graduate is then able to be an effective witness for Christ and is academically equipped in a free society to manifest the fruit of the Spirit in daily life.

Values and Standards

Pensacola Christian College is committed to excellence as a Christian educational institution which glorifies Christ as the source of all wisdom and knowledge, and which educates students based on biblical values. The administration, faculty, and staff are dedicated to empowering Christian leaders to influence the world for Christ.

Having a sense of the need for an environment conducive to spiritual growth has led Pensacola Christian College to adopt standards consistent with values that promote the spiritual welfare of all students. Each member of the College community must conduct himself according to moral and ethical principles found in Scripture.

Ministry Positions

Spiritual Qualifications

The mission and purpose of PCC and Affiliates are founded upon and guided by the Word of God. Therefore, to ensure agreement and alignment, this ministry must require that all employees be born-again Christians who subscribe to the Articles of Faith in this Employee Handbook. The inability of an employee to do so or who is not a born-again Christian will require immediate resignation. This policy is necessary to enable this ministry to fulfill its spiritual mission.

Charismatic Movement

Pensacola Christian College and Affiliates are non-charismatic in theology. We do not embrace the belief that all the spiritual gifts in 1 Corinthians 12–14 are available today. This list would include speaking in tongues, exercising the gifts of prophecy and the word of knowledge which were temporary, intended by God only for the first-century church. The temporary nature of revelation from these sign gifts has been superseded by complete revelation in Scripture. Thus, we adopt a non-charismatic position.

We recognize that many Christians who love the Lord believe that these gifts exist today. However, while not desiring to be unfriendly or unkind, this belief will not align with this ministry.

Hyper-Calvinism

We believe that “*whosoever will*” may come to Christ and do not believe that God pre-elects persons to heaven or hell. This ministry does not take this hyper-Calvinistic position; therefore, it is not permissible for any employee to instruct or encourage students to adopt it.

Pre-Millennialism

This ministry stands firmly on the Bible teaching of a pre-millennial, pre-tribulation Rapture. This organization does not permit the promotion of amillennialism, post-millennialism, or a pre-wrath Rapture.

Preservation of Scripture

Pensacola Christian College and its affiliate ministries believe that God gave the words of the Scripture by inspiration without error in the original autographs. God promises He will preserve His Word; Jesus said, “*But my words shall not pass away*” (*Matt. 24:35*). We believe that God has kept that promise by preserving His Word without error in the traditional Hebrew and Greek manuscripts and that the Authorized Version (KJV) is an accurate translation of the preserved Word of God in the English language. It is our practice to use only the Authorized Version (KJV) in the pulpit, in classroom instruction, and in work area postings and presentations. We believe the Textus Receptus is a superior text, and it is used for Greek instruction. We hold it with confidence believing that it accurately reflects the inspired words of the Greek.

Sunday Activities

Sunday is considered a day of rest and distinction—set aside to honor God (*Exod. 20:8, 16:23, 31:13; Deut. 5:12*). Our first and foremost responsibility is to worship Him in His house when the church assembles (*Heb. 10:25*). We also recognize that this rest day was made for man, not man for the day (*Mark 2:27*). So, we encourage you to use personal discretion by avoiding activities that could result in not offering Him your best in attendance or participation in worship each Sunday.



How We Are Organized

Board of Directors

The board of directors is responsible for giving general direction to the institution through the President. The board and the President reserve the right to make changes which seem necessary for the general welfare of this ministry.

President

When the board is not in session, the President is chief executive officer and is therefore responsible for the operational policies of the institution. In the absence of the President, designated official(s) will assume charge of activities.

Administrators/Supervisors

Administrators are directly responsible to the President and are primarily concerned with the supervision and coordination of the activities in their areas in relation to the overall program. Supervisors are appointed in staff areas to see that responsibilities are carried out properly, efficiently, and effectively.

Faculty/Staff

Faculty are teaching personnel; they are responsible to their area administrator, who is the President's representative in academic and disciplinary matters. Staff are non-teaching personnel and are responsible to appointed supervisors. Personnel are expected to treat each other with professionalism and to show appropriate respect for individuals in leadership positions.

Graduate Assistants (GAs)

GAs are students employed at PCC while pursuing a graduate degree from PCC or PTS.



Pay and Benefits

Compensation

GAs clock for all hours worked and are paid biweekly based upon the number of hours worked during the reporting period. GAs are eligible for overtime when working over 40 hours in a week.

Payday and Reporting Periods

Pay will be automatically deposited into your bank account on payday. When payday falls on a Saturday, the deposit will be on the preceding Friday. When it falls on a Sunday, the deposit will be on the following Monday. Pay slips are accessible in Workday on payday. The schedule for paydays and [reporting periods](#) is available on Workday.

GA Appreciation Banquet

Each year, the ministry shows appreciation for GAs through hosting a special meal. Since this is the only event of this type throughout the year, GAs are expected to attend.

Leave Days

Time Off/Class Cuts

GAs may request approval to take up to a total of two full unpaid days off each semester. Submit an Absence Request in Workday including work hours missed and classes needing to be excused. Contact the GA Coordinator if you have questions about time off.

Vacations

GAs are required to take their Christmas vacation during standard vacation time, December 20–January 4 this year. GAs are expected to remain on campus through 5:30 p.m., December 19, and be ready to work as early as 7 a.m. on January 5.

Jury Service

Please notify your supervisor as soon as you get a jury duty summons. You will not be penalized because of the nature or length of jury duty service, but jury duty is unpaid.

Bereavement

In the event of a death in an employee's family, the following bereavement leave is given:

Up to three days' unpaid leave will be given to the employee after the loss of an immediate family member or spouse's immediate family member.

Immediate family members include:

- spouse
- child
- mother
- father
- brother/sister
- son-in-law/daughter-in-law

One unpaid leave day will be given to the employee after the loss of the following:

- a grandparent
- a spouse's grandparent
- grandchild
- brother-in-law/sister-in-law
- a miscarriage

Complete an Absence Request in Workday, including the classes needing to be excused to request bereavement leave. If additional time is needed, time off may be requested. You may request time off to attend a local funeral.

Insurance

Group Health

GAs become eligible for group health coverage only if averaging over 30 hours of work per week for PCC in the past 12 months.

Workers' Compensation

Workers' compensation insurance is funded by PCC and pays benefits to employees who sustain a job-related injury.

Wellness

Participation in the Fit to Serve employee wellness program will encourage you to take action in support of your health and wellness. Being good stewards of our physical health gives us the optimal ability to accomplish the work God has called each of us to do. Through the employee online Fit to Serve platform, you will enjoy challenges and activities that offer a fun, rewarding, and private solution to support your wellness journey. Find more Information on Employee Services at [Fit to Serve—Employee Services](#).

Social Security

The ministry also matches the amount paid by the employee to the Social Security program through FICA/MQFE withholding taxes.

Nursery Availability

Child care is available at the Nursery for children between the ages of six weeks and three years while the employee is at work. Families who will be using the Nursery should notify the [Nursery Director](#) six months in advance of the anticipated due date so that staff can be scheduled. Please let the Nursery Director know the expected due date, length of maternity leave, and number of hours the mother will be working when she returns to work. Please contact the Nursery Director for tuition costs. Other information about the Nursery is available in the [Nursery Handbook](#) on the Employee Services website.

Convenient facilities are available at the Nursery for nursing mothers. Arrangements should be made with supervisors regarding times, etc. Time off work for nursing is unpaid but can be made up within the same work week.

Meals

During the fall and spring semesters, you have three dining options for meals—Four Winds, Varsity, or Grab N Go. Summer meals are provided in Four Winds. Menus and meal times are on Eagle's Nest. You may choose one dining option for each meal. Because employer-provided meals are taxable, outside of the M–F lunch (totally free), meals are taxed (usually less than 40 cents per meal), and the tax is deducted from your paycheck.

Choose to eat Four Winds or Varsity then tap your Employee ID when you enter the dining area or the Grab N Go line. Menus are posted online at [Menus and nutritional information](#) on Employee Services.

The southwest alcove in the Four Winds is reserved for personnel. If you would like to have lunch with undergraduate students, please sit with them in a non-reserved area. If your non-employed spouse or children join you at lunch, they would need to purchase their meal (unless 2 years old and under) and sit with you in a non-reserved area.



Employment Policies & Professional Ethics

Anti-Discrimination

Pensacola Christian College and Affiliates prohibit discrimination in accordance with the Civil Rights Act of 1964 and are generally exempt from provisions which make discrimination in employment based on religion illegal. Therefore, we retain the right to give preference in hiring to persons who are Christian, adhere to our Articles of Faith, and are in good standing with this organization.

Beyond this religious exception, however, it is our employment practice to tolerate no discrimination in hiring, compensating, promoting, or terminating employees on the basis of an individual's race, color, sex (except as seminary faculty needs may require), national origin, marital status, age, disability, past or present membership in the Uniformed Services or Florida National Guard, or any other basis prohibited by local, state, or federal laws.

Anti-Harassment

Each employee is expected to accomplish his/her work in a professional and businesslike manner. This ministry is committed in all areas to providing a work environment that is free from any form of sexual, racial, or ethnic harassment including, but not limited to, engaging in or threatening acts of workplace violence; unsolicited remarks, gestures, or physical contact; display or circulation of electronic or written materials or pictures derogatory to either gender or to racial, ethnic, or religious groups; or basing personnel decisions on an employee's response to sexually oriented requests. Harassment of anyone, regardless of relationship (including coworkers, visitors, customers, students, or supervisors), is prohibited and will result in disciplinary action that could result in termination of employment.

Any employee who is harassed, is aware of any student or staff member harassment, or feels that his work environment has become hostile or offensive must immediately (within 10 days of the incident) bring the matter to his department supervisor or administrator's attention. If the matter involves the department supervisor or administrator, the complaint may be brought to the Vice President for Employee Services, the Director of Office Services, or the President. Complaints received after 10 days will still be investigated, although it may be difficult to verify information after a length of time. Please be assured your concerns will be investigated promptly by the ministry and that the complaint and the person accused of harassment will be kept strictly confidential and only be communicated to others on a "need-to-know" basis. Reporting individuals will remain free from retaliation or retribution for making a report. It is very important to us that all claims of harassment be thoroughly reviewed and investigated so that appropriate steps may be taken.

Communication Systems Ethics

Employees are to use ministry communication tools responsibly, following the guidelines provided, to conduct business.

Ministry communication tools include but not limited to mail, electronic mail (email), Fax, telephone systems, personal computers, networks, online services, internet connections, intranets, computer files, video and audio equipment and storage systems, cell phones, voicemail, bulletin boards, and websites.

All ministry communications services and equipment, including messages transmitted by them and stored by them, are ministry property. Accordingly, ministry administrators may access and monitor employee communication and files as they consider appropriate to ensure responsible usage. Online services and the internet may be provided to specifically authorized employees to use in the course of accomplishing assigned work-related duties. Do not share passwords with anyone as this is strictly prohibited. All users are responsible for any actions taken using their network username and password, therefore they must take all necessary measures to protect their personal credentials.

Since employees represent the ministry in their communications, care must be taken to avoid any statements that would damage or create liability

for the ministry. Personal use of ministry communications equipment should be infrequent and generally limited to emergency or unavoidable situations.

Employees are required to read, sign, and agree to follow the ministry [Information Use and Security Policy](#). Attempts to violate provisions of this policy may result in disciplinary action, which may include temporary or permanent revocation of a user's access. More serious or repeated violations may result in employment suspension or termination.

Besides using ministry communication tools responsibly, honor the Lord with the stewardship of your time and others' time at work by not unnecessarily burdening the communications systems with non-business matters.

All outgoing messages, whether by mail, Fax, email, internet, or any other means, should be accurate, appropriate, and work related. Employees may not use the ministry's address for receiving personal mail or use ministry stationery or postage for personal letters.

Confidential Information

It is unethical for an employee to use any information gathered as part of their job responsibilities for personal benefit or to distribute such information to others for unauthorized use. This includes any personal information contained in databases, directories, financial data, health information, or other confidential details that an employee may have access to during their job.

Equipment Use

Office or work area equipment and tools are provided for work use only and are not intended for personal or any other use.

Those who need equipment or tools for personal use should rent or purchase the equipment. It is not appropriate to come back into the work area at night or on weekends to do personal or volunteer work using ministry equipment.

If you feel it is necessary to work on a personal project at work or on work time, send your request for authorization to the Vice President for Employee Services. Furniture and equipment should not be moved without

authorization, and tools and other ministry equipment are not to be loaned out or carried home for personal use. The fax machine in the Business Office and the copiers in the library are available for a small fee.

Employees may not take, remove, or repurpose ministry property—including parts, surplus, or discarded items—without prior written approval from the Assistant to the President for Business Affairs. The ministry may occasionally offer employees old or unused items through the Employee Services website [Classifieds](#) or periodic yard sales.

Grievances

It is the ministry's sincere intent to be fair and reasonable with all employees at all times; however, problems may sometimes develop. It is critical that the proper people be informed to allow satisfactory solutions to be found.

Pensacola Christian College and Affiliates have established a formal employee grievance procedure to enable employees to properly communicate grievances. In regard to the grievance procedure, the term "employee" includes all paid workers except student workers. A grievance is defined as any situation or action that personally affects the individual in the workplace and is caused by management or administration's violating a specific provision of an employee contract, policy, rule, or regulation of this ministry. A grievance procedure is not applicable to cases where the ministry does not choose to extend employment beyond the previously established term, when the elimination of a position is due to a workforce reduction, or when a department or program is eliminated. Problems with pay, benefits, or behavior of employee children in the Nursery, the Academy, the College, camps, or Campus Church events would not be addressed through the grievance procedure.

Most matters can be resolved informally and would not result in a formal grievance being filed. It would not be appropriate to file a grievance for matters that can be handled through the usual means of communication. An employee is expected to first discuss the problem with his supervisor and then give the supervisor a reasonable opportunity to take care of the problem. The employee then is to go to the administrator over his immediate supervisor and give the administrator a reasonable opportunity to take care of the problem. After the employee has taken those actions without satisfactory results, it would be appropriate to proceed with the formal grievance procedure. An employee may obtain a grievance report and assistance in preparing the report from Employee Services.

Media Communications

Guarding our ministry's reputation is of utmost importance, especially in dealings with the media. The Chief Communications Officer is responsible for handling all press inquiries. If contacted by any media representative, direct the caller to ext. 2861, even if he requests an interview with a specific employee or student. The Chief Communications Officer or his designee is the official spokesperson during a crisis situation and in all matters concerning policy, procedure, students, and employees, and is responsible for arranging interviews with media representatives. After hours, the Chief Communications Officer may be reached via the Information Desk or Safety and Security.

News media are to make arrangements prior to coming to campus and must be escorted while on college property. If you notice reporters on campus without an escort, please call the Chief Communications Officer immediately.

Employees are not to make public postings that could cause individual opinions to be viewed as institutional positions, including "editorial opinions" and blog or Internet postings.

Moonlighting and Ministry Expectations

Full-time, part-time, or seasonal employment with another employer in addition to regular employment in this ministry is not permitted during the term of the employment contract. This policy helps to limit distraction and overexertion and allows employees to remain focused on the job responsibilities they have with this ministry. Each employee is expected to avoid personal work, services, or volunteer activities that infringe on his ability to wholeheartedly fulfill his job responsibilities.

It is considered a conflict of interest to use your employment position to promote commercial or personal activities or to benefit in any way from PCC's relationship with students, vendors, or service providers. Participation in activities that oppose or compete with Pensacola Christian College and its affiliates is prohibited.

It is unethical to sell items, promote services, distribute books, or pitch multi-level marketing to students or other employees at work without prior written permission from Employee Services. Using or sharing any ministry-provided contact information (employees, students, parents, vendors, etc.) or using ministry equipment or resources for any of the

above activities or for any other outside activity, organization, or interest is strictly prohibited.

Orderliness and Safety

All employees are expected to comply with ministry safety and security regulations and practices and to conduct themselves in a manner that will contribute to an orderly and safe working environment for themselves and others. Possessing firearms or other weapons on campus; fighting, assaulting, or threatening a coworker or guest; and participating in demonstrations or protests are prohibited.

Privacy Expectations

In compliance with privacy laws, it is important you know that employees have no expectations of privacy when using institutional property in the course of employment. For example, desks, files, computers, phones, etc., as employer property, are open to employer inspection and monitoring at any time.

Property Rights

Any and all materials, documents, works of authorship, artwork, musical arrangements, dramatic productions, plans, or projects created by personnel in the course of employment for use by or at Pensacola Christian College or any of its affiliates, or produced using its staff or resources, are works-for-hire; and all intellectual property rights are owned by and vested in Pensacola Christian College or any of its affiliates. These shall include, but are not limited to, books, articles, papers, presentations, research, notes, teaching outlines, lecture notes, tests and examinations, answer keys to tests and examinations, photographs, videos, recordings, original compositions, software programs, artwork, schematics, processes, inventions, etc. Such works may not be transferred or distributed without prior written administrative approval.

Published Works and Portfolios

Secure permission from the Academic Vice President or the President before publishing a journal article, a book, music, or other electronic or printed materials for use outside this ministry. Additionally, authorization must be secured from your area director before showcasing portions of your completed work projects by posting or publishing them for portfolio purposes.



Work Policies

Absences

Supervisor Notification

If you must be absent from work for any reason, notify your area administrator/supervisors immediately, in advance of the workday's start if possible. Employees with responsibilities in multiple work areas are responsible to notify each area of their absence.

Surgery Arrangements

If possible, before making arrangements for elective or non-emergency surgery, please meet with your supervisor to find a time suitable for the department and complete the [FMLA Request Form](#) on the Employee Services website.

If your surgery may cause you to miss more than three workdays, your doctor will need to complete the [FMLA Physician Certification](#) form on the Employee Services website. (See "FMLA" on next page.)

Maternity

An employee expecting a baby should let Employee Services and the GA Coordinator know at least six months before the expected delivery date (if possible) so that arrangements can be made to fill her position during her absence. If there is a situation requiring special consideration (such as bed rest), the employee should inform Employee Services as soon as possible. The employee may be entitled to up to twelve weeks of FMLA leave.

Family and Medical Leave Act

Employees with at least 12 months of service who have worked at least 1,250 hours in the 12 months preceding the first day of the leave may take advantage of family and medical leave. Additional eligibility and qualifications are available on [Family and Medical Leave Act](#) page on the Employee Services website.

Absence without Leave

Absence without leave is an unapproved absence from work. An employee who is absent without leave for three consecutive workdays is considered as having abandoned his position, and his separation shall be classified as a voluntary termination.

Communications

Email

Each employee is assigned a specific ministry email address. Employees need to check their ministry email and the Employee Services website daily while at work for important announcements and updated campus information.

Most cybersecurity attacks begin with a phishing email to an unsuspecting victim, so employees must be alert to protect the ministry. Phishing attacks can trick employees into opening malicious attachments, clicking on links, or sharing sensitive data such as personally identifiable information, login credentials, or financial details. Employees are to report suspected phishing emails to the [Cybersecurity](#) team and only open email attachments when expecting them and knowing what they contain, even when the email is from someone the employee knows.

Mail

On-Campus Mail

All GAs need to check their on-campus mail daily. Do not send any personal mail (including packages, shower invitations, announcements of any kind, thank-you notes, etc.) through the on-campus mail system. When you send on-campus mail, be sure to include the recipient's first and last name and mailing location in legible writing.

When sending mail, envelopes or packages must be small enough to easily fit in a student mailbox and cannot contain perishable contents. Mail sent in interoffice envelopes to students will not be boxed.

U.S. Mail

Employees living on campus will be given a mailing address, and all personal mail must be delivered to that address. Personnel who do not live on campus must have all personal mail delivered to their home address.

For your convenience, the Commons Post Office provides a U.S. mail drop box and UPS services. Postage stamps are also available for purchase.

Workplace Etiquette

To protect the work environment, the following policies are in place:

Addressing Coworkers

Show respect for individuals in leadership positions by addressing them by their titles (Dr., Mr., Mrs., Miss) at work, rather than by their first names.

Attire

Part of proper workplace etiquette is dressing appropriately. Work attire will vary based on work area; see page 36.

In all positions, the goal is to set an example for students in how to dress appropriately and professionally. Always err on the side of conservatism, appropriateness, neatness, and cleanliness.

Guests

To keep the work environment businesslike, husbands, wives, children, or other guests should not come into office or working areas. Personal matters should be handled before or after work. Uninvited guests occasionally enter a work area. It is appropriate to demonstrate a welcoming spirit when the interaction can be safe and professional.

Gum

As a matter of professionalism, do not chew gum while at work, in academic buildings, or in any auditoriums.

Work-Area Social Events

Work-area social events (e.g., Christmas parties) are to take place outside normal work hours. Campus facilities may be reserved for these events through the Interiors Office; see [Facilities Reservations](#) on the Employee Services website for more information.

Personal Information Changes

It is important you notify Employee Services in a timely manner any time there is a change or addition to your personal information. Submit changes on Workday on the Personal Information app. This information is used to determine benefit eligibility and to update benefit providers. It also allows Employee Services to pay and report taxes properly, notify you of campus emergencies, and provide other similar services.

Address/Telephone Changes

If your address or phone number changes, notify Employee Services by submitting the changes on [Workday](#).

Dependent Changes

When a dependent is added or removed, contact Employee Services. You may also need to revise your W-4 on [Workday](#).

Name Change

When your name changes (e.g., because of marriage), complete a “legal name” change on [Workday](#). You will be required to attach a digital copy of your new Social Security card. Also, update your marital status in [Workday](#).

Responsibilities

Meeting Attendance

All GAs are expected to attend All Personnel Meetings, generally held in the Dale Horton Auditorium on the Monday evenings designated in the [personnel calendar](#). Exceptions to miss the meeting should be obtained in advance through the GA Coordinator.

Child care is provided for children through sixth grade. Unless otherwise announced, the meetings are not open to visitors, including spouses of employees. GAs will need to tap their Employee ID in order to be appropriately compensated.

Position Descriptions

Each job in the ministry has a position description containing the following:

- Position summary
- Essential functions
- Performance factors
- Supervision
- Education and experience
- Physical requirements and skills
- FLSA (hourly vs. salary)

The list of the position’s essential functions is considered representative of the job’s duties. You may be asked to perform duties outside of those printed in the position description.

Employees in critical jobs may be required to remain on campus during an emergency like a hurricane. The [Critical Work Status](#) is defined in Workday as a “yes” or “no”.

The supervisor and job holder should continually update any handbooks or procedure manuals to include all essential position responsibilities.

Evaluations

Formal

In a formal performance appraisal, you and your supervisor review annual achievements, set goals for the future, and review position descriptions. These appraisals are completed either by the direct supervisor or area manager at least once a year.

The formal evaluation’s purpose is to promote good communication between you and your supervisor and to provide constructive, objective, and honest feedback regarding job performance.

Informal

Informal evaluations, an important part of training and learning, can take place as a matter of routine observation and communication between employee and supervisor. Examples are supervisor providing feedback, verbal or written correction, or extra instruction (which is not considered in itself a poor evaluation).

Facilities and Equipment Care

Building Maintenance

Be mindful of how you can help keep campus buildings in good repair. Shutting doors forcefully, tracking dirt into buildings, not disposing of trash properly, brushing against walls or door frames, etc., can be damaging, especially over time.

Equipment

Be sure to take proper care of work equipment and keep shared equipment stored in the correct place. Cleaning and maintenance should be done as necessary to keep the equipment in working order.

Maintenance Requests

If you see something that needs repair in your work area or around campus, you should submit a maintenance request to the Maintenance Help Desk at ext. 1042 or via email to MTHelpDesk@pcci.edu.

Workspace Organization

The condition of your workspace can affect your work. To contribute to a professional environment and efficient job performance, keep your area clean and organized.

Handling Problems

Employment at Pensacola Christian and its Affiliates is a mutual agreement built on trust and clear communication. A strong working relationship depends on open dialogue between employees and supervisors. If a problem arises, promptly discuss it with your immediate supervisor or an administrator to seek resolution.

Avoid criticizing ministry policies—whether publicly or privately—with individuals who are not in a position to address the issue. Sharing complaints with students, parents, or coworkers can damage unity, foster negativity, and create discontent. Topics such as salary, business, or school operations should never be discussed with students or their parents.

Concerns should be addressed directly with your supervisor. Spouses should not be involved in resolving work-related issues, which are strictly matters between the employee and employer.

Employees are encouraged to speak directly with the President if they have concerns about a department's direction. No department operates independently but functions as part of the larger ministry.

If an employee's practices cannot be supported by administration, their continued employment may be at risk.

Reporting Crimes/Unethical Conduct

Employees are expected to uphold high standards of ethical and lawful conduct in alignment with ministry policies. If you witness or suspect illegal, unethical, or inappropriate behavior, you are required to report it promptly.

- Criminal activity on campus should be reported to Safety and Security.
- Policy violations or unethical conduct should be reported to your department head, Employee Services, or the President.
- Financial misconduct must be reported to the President.
- Concerns involving the President should be reported to the Chairman of the Board.

Employees who report in good faith are protected from retaliation. Retaliation for reporting concerns or participating in investigations is strictly prohibited and will be investigated thoroughly. Corrective action will be taken if retaliation is confirmed.

All reports will be handled confidentially and with respect for all individuals involved. If uncertain whether a situation violates policy, employees are encouraged to seek guidance from a supervisor, Employee Services, or the President.

Ministry-Vehicle Use

GAs needing to drive a ministry vehicle as a part of their work responsibilities will be required to read the [Vehicle Safety Handbook](#) found on the Employee Services website. GAs will also be road tested by their supervisor under the same conditions in which they will be driving, and will fill out a form required for insurance purposes.

Printing and Copying

Printing and copying must be kept to a minimum; anytime a work-related document can be distributed electronically, do so. A Requisition for Duplicating Services form should be approved by your supervisor and sent to Clerical Support Services. Requests for more than one hundred copies will be sent to the Print Shop. Please allow one week for requests to be printed. College and Academy GAs should see their faculty manual for faculty printing procedures.

Safety

Alerts and Critical Information

Since we use an external alert system to promptly deliver messages in an emergency, employees are asked to update their personal information on the Employee Services website at the start of each school year and whenever the information changes. If local weather or another serious incident could have a significant impact on roads or infrastructure, alerts will be issued to announce campus-wide closures, including work changes. Schedule changes will also be posted on [EmployeeServices.me](#).

Heed these decisions; they are made for your safety. Employees who do not live near campus are responsible to evaluate safe routes.

If classes are dismissed or PCA is closed due to inclement weather conditions, faculty may be asked to work. GAs will work unless a change is announced. The academic calendar may need to be adjusted to make up for lost days; if this happens, personal days, holidays, or vacation days may be changed or canceled.

In the event of a hurricane, we highly recommend that all faculty and staff remain in the Pensacola area. If you do not wish to remain in your home during a major hurricane, the College provides secure shelter in campus buildings for all faculty and staff families. If you evacuate this area and are not available when operations resume, you will not receive pay until you are back at work. If typical operations close down for a day, plan to come to work the next day; we expect to be back to normal by then. Once employees are informed to report to work, those failing to report may forfeit any pay that might be offered for nonworking shutdown days. Information related to preparing for a hurricane is available at [What to Do: Hurricane or Tropical Storm](#) on the [Emergency Management](#) website.

Emergencies at Work

When someone is unconscious or nonresponsive, has excessive bleeding, or needs emergency care After you call 911 and 555, dispatchers will send help to you immediately and direct emergency vehicles to you.	Call 911 then Call 555
When you do not know what to do Campus dispatchers will help you over the phone or send someone to help you.	Call 555

Injuries at Work

Call the Safety and Security Office (ext. 4357) for assistance with getting treatment and going through the workers' compensation process. Treatment for job-related injuries is provided only at the facility chosen by the employer. In order to qualify for workers' compensation, your injury needs to be reported within 30 days. Follow-up doctor's appointments for job-related injuries follow the same procedures as other medical appointments. An [FMLA Request Form](#) must be completed on the Employee Services website if you are absent from work for more than three consecutive days for medical treatment or recovery from surgery.

Reporting Accidents

Any accident, whether it involves injury to yourself, damage to a vehicle, or damage to property, must be reported to your supervisor and will be reviewed by the Safety Committee. If an employee is found to be at fault in an accident involving vehicles or property, the employee may be held responsible for a portion of the cost of repairs for ministry-owned vehicles or property.

Safety Manual

The first two sections of the [PCC Safety Manual](#) must be read and signed annually by all employees. Before beginning work, a new assignment, a special work detail, or a known high-risk assignment, employees should review applicable safety code and procedures. Questions regarding safety should be directed to your immediate supervisor or the Director of Campus Safety.

Reporting Time

Hourly employees will report time through Workday either from their work computer or mobile device. Area supervisors will direct which clocking method is authorized for each job.

Employees are required to clock in at their assigned start time and designated work station and must clock out before leaving for lunch or going off duty. Remember to clock out before leaving the work site for any reason other than assigned responsibilities. Personnel may not work off the clock.

Employees may clock in to work up to 7 minutes before their start time and may clock out from work up to 7 minutes after their finish time. Always be honest when clocking. For example, if a job requires clocking through the mobile app, do not remain on the clock while walking or driving to lunch. Individuals who clock in before arriving in their workplace or clock out early are subject to clocking violations.

Work Hours

Supervisors are not authorized to make exceptions in work schedules for GAs to be excused from work, to be granted early leave, or to exchange time at work. GAs may not work in a building outside normal work hours without proper authorization.

GAs may only work extra time or overtime with authorization from the area supervisor. Supervisors will pre-approve non-emergency overtime authorizations through Employee Services.

Miscellaneous

Staff Accounts

All faculty and staff have an employee account managed by the PCC Cashier's Office. Any miscellaneous charge (housing repairs, maintenance, parking citations, etc.) is due on the 1st of the following month and is late if not paid by the 10th of the month. A monthly \$20 late fee will be charged to all delinquent accounts. Staff accounts can be paid at the Cashier's Office or on the Employee Services [website](#). All questions regarding staff accounts can be emailed to CashiersOffice@pcci.edu.

PCA and Nursery Accounts

Faculty and staff with dependents at PCA or the Nursery will have an Academy account, which is managed through the Academy billing system. Payments should be made at the PCA payments desk or on the Pensacola Christian Academy [online payment system](#). All questions regarding PCA and Nursery accounts can be emailed to PCAOffice@pensacolachristianacademy.com.

College Accounts

Employees taking college classes will have a separate college account for class-related charges. College accounts are managed by the PCC Business Office. All questions regarding college accounts can be emailed to BusinessOffice@pcci.edu.

Employee ID (Card or Mobile)

Your Employee ID allows for the following:

1. Tapping to enter dining facilities
2. Access to campus and to certain buildings and facilities (e.g., gates, Sports Center, West Campus, Camp o' the Pines)
3. Making purchases on campus (e.g., at vending machines, copiers, Campus Store, The Palms, Sports Center, Common Grounds)
4. Checking out library books
5. Admission to Eagles games and the Sports Center
6. Recording attendance at events (e.g., All Personnel Meetings)
7. Backup method for clocking in and out of work

You can add money to your Employee ID using one of the add-value machines around campus or [manage funds](#) online at Employee Services. More [information](#) on the benefits and how to care for your Employee ID is also available on the Employee Services website. Replacement cards require a \$10 prepaid charge at Card Services (credit card) or the Cashier's Office (cash). After office hours, payment may be made at the Information Desk.

Employee ID may only be used by the person whose name appears on it. Storing your card with your cell phone or near a wireless charger may damage the electronic chip inside the card.

Counseling Students

GAs are not to counsel college students; this responsibility is reserved for PCC Care representatives, deans, and appointed faculty or staff. Refer all financial matters involving students to the Business Office or the Student Accounts Officer.

Recommendation Letters

If you are asked to complete a recommendation form or letter regarding work performance of a former or current staff or student employee, please forward the request to Employee Services to respond. Faculty who receive a recommendation request should follow the [Faculty Manual](#) instructions.

Suggestions

We greatly appreciate suggestions or ideas that will improve job performances or make for better stewardship in the Lord's work. Please use the Employee Services website to let us know your [suggestions](#).

Summer Work Requests

GAs may request summer work through the Employee Services website in February. Employee Services will let you know in April if your request has been approved.

Work Keys

An important part of maintaining a secure campus is keeping track of keys. The Cashier's Office issues and collects campus keys. Keys not issued on a permanent basis must be returned when due.

All keys must be returned at the conclusion of employment or when transferring to another department. Campus keys may not be loaned or duplicated. The replacement charge for a lost key is \$5.



Responsibilities and Rights

Biblical Principles

The Bible is the final authority for all things and the means by which God provides principles for living in a way that protects from harmful thinking and behavior.

Scripture clearly teaches how Christians are to live. In light of the wonderful gift of salvation, we are to live our lives in active pursuit of a lifestyle that keeps us pure and clean before God with careful attention to avoiding anything that detracts from our relationship with Christ.

For the grace of God that bringeth salvation hath appeared to all men, teaching us that, denying ungodliness and worldly lusts, we should live soberly, righteously, and godly, in this present world; looking for that blessed hope, and the glorious appearing of the great God and our Savior Jesus Christ; who gave himself for us, that he might redeem us from all iniquity, and purify unto himself a peculiar people, zealous of good works. —Titus 2:11–14

I beseech you therefore, brethren, by the mercies of God, that ye present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service. And be not conformed to this world: but be ye transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect, will of God. —Romans 12:1–2

Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things. —Philippians 4:8

In light of biblical principles, the ministry has adopted standards to create a workplace culture that promotes spiritual growth, supports the overall mission and purpose of this ministry, and serves as an example to the students we train. Where the Bible directly addresses a matter, standards are set accordingly. However, since God's Word may not directly address an issue, biblical principles are followed and conservative expectations have been established to encourage right Christian living.

Encouraged Behaviors

As a community of Christians, personnel should encourage and support others to live in a manner that pleases God. The following characteristics are representative of scriptural standards that should be emulated by ministry personnel.

Love for God's Word

There is no greater source for direction and encouragement than the Bible. This ministry places God's Word in the highest regard, and personnel are urged to spend personal time in it regularly (*Josh. 1:8; Ps. 19:10, 119:97, 119:127, 119:165; Col. 3:16*).

Respect for God, Other People, and Property

God deserves reverence and respect, and our lifestyle and worship should reflect the honor we owe Him. We are also commanded to show respect to those God has given to be in authority. Further, each person should be mindful about how they treat other people and their property (*1 Pet. 2:17; Prov. 9:10; Eccl. 12:13; Rom. 13:7; Phil. 2:3; Rom. 12:16–18; Eph. 6:5–9*).

Kindness and Consideration for Others

Personnel are to actively seek opportunities to show kindness to others. Common courtesy and politeness are qualities to be developed (*Eph. 4:32; Matt. 7:12; Luke 6:31; Phil. 2:4; 1 Thess. 5:15*).

Compassion and Christian Love

God's great love for us is reflected when we act with genuine care and concern for others. The Bible teaches that this is the hallmark of a true disciple (*Eph. 5:2; Luke 10:25–37; Jude 22; 1 John 4:7–8; John 13:34–35*).

Honesty and Integrity

It is necessary that personnel deal truthfully with others and maintain a reputation for choosing to do what is right. Without these traits, it is not possible to properly interact with other people or with God (*Ps. 25:21, 15:1–2; Prov. 12:22; 2 Cor. 8:21; Phil. 4:8; Prov. 11:3; Rom. 12:17–21; 2 Cor. 4:2; Matt. 5:37*).

Discipline and Self-Control

Exercise control over emotions and desires so that behavior is appropriate and right. This is accomplished as the Holy Spirit is allowed to guide every decision and direct each action (*Gal. 5:16–26; Rom. 6:12–13; 1 Cor. 9:24–27*).

Modesty and Purity

Maintain the highest moral standards as a reflection of God's holiness and as a protection against the effects of sin. While much of today's culture has abandoned these precepts, the biblical principles for behavior and dress are essential (*Ps. 51:9–10; 1 Tim. 2:9; 1 Cor. 6:19–20; 1 Pet. 3:3–4; Ps. 24:3–5; 1 Tim. 4:12*).

Diligence

The ability to work hard is important for professional life and is a characteristic that the Bible encourages. Being available and willing to work with intelligent effort are necessary to further gospel endeavors and contribute as a citizen (*Prov. 13:4; Deut. 6:17; Prov. 22:29; Col. 3:23*).

Responsibility

The Bible teaches that each person must give account for his actions; taking personal responsibility for one's life is the beginning of real stewardship. Making it your duty to be reliable, so that others can depend upon you, is a mark of true maturity (*Matt. 12:37; 2 Cor. 5:10; 1 Cor. 4:2–4; Gal. 6:4–5*).

Thankfulness

Beyond a polite gesture of gratitude, thankfulness displays a spirit of contentment along with the realization that God is the ultimate source of all good things and that He often uses people as the instruments of His blessing (*1 Thess. 5:18; Eph. 5:20; Col. 2:7*).

Etiquette and Manners

As mature and educated individuals, speak and act in an expected way according to what is appropriate for the setting (*1 Cor. 15:33; Col. 4:5–6; Prov. 23:31; 1 Cor. 14:40*).

Prohibited Activities

It is expected that each member of this ministry act in accordance with biblical standards. For this reason, refrain from actions that would be detrimental to spiritual growth or that would be a poor testimony; therefore, avoid venues (e.g., concerts, shows, casinos) or events (e.g., Mardi Gras, festivals, parties) that sponsor or encourage activities such as dancing, drinking, gambling, immodesty, wrong music, etc. This standard of conduct requires that the following activities are strictly prohibited. Those who participate in the following activities may jeopardize their position in this ministry.

Drugs, Alcohol, and Tobacco

As a protection against their harmful effects and controlling nature, the use of, possession of, or association with alcohol, illicit drugs and/or narcotics, marijuana products, tobacco and related products such as e-cigarettes and vaporizers, and the misuse or abuse of a legal drug, substance, or chemical is unacceptable. The unlawful sale, use, or possession of drugs or alcohol will be reported to state or federal authorities (*Prov. 23:31; Rom. 12:1; Prov. 20:1; 1 Cor. 6:19–20*).

Pornography or Sexual Immorality

The Bible indicates that all sexual activity is only intended to be within a monogamous, heterosexual marriage. Sexual activity outside of marriage, possession of sexually related products, or involvement in pornography or sexual communications (including jokes), whether verbal, written, or electronic, is prohibited (*1 Cor. 6:9–10, 18–20; Matt. 5:28; Heb. 13:4; Rom. 1:26–27; Ps. 119:37; 1 John 2:16; Prov. 14:9*).

Transgender Identification

God created each individual in His image with distinct attributes. For this reason, rejecting or changing biological gender/identity through alternate means such as medication, surgery, appearance, dress, personal pronouns, etc., is not permissible (*Ps. 139:13–14; Gen. 1:26–27; Matt. 19:4*).

Profanity or Obscenity

The Bible instructs believers to edify one another. To avoid offense, inappropriate behavior or communication, whether verbal, written, or electronic, is forbidden (*Eph. 4:29; Col. 3:8; James 5:12*).

Lying

God instructs us to speak truth in all things. Repeated or egregious dishonesty or deception will not be tolerated (*Prov. 19:9; Prov. 12:22; Eph. 4:25*).

Harassment, Abuse, and Discrimination

Any behavior (even in jest) that places the health and safety of anyone in jeopardy including hazing, bullying, or doxing will not be tolerated (*Col. 3:8; Col. 4:6; Eph. 4:29–32*).

Gambling

Christians are called to be good stewards of that which God has given; therefore, risking the loss of money or items through betting or by chance (including playing the lottery) is not allowed (*Prov. 13:11, 28:22*).

Stealing

The Bible clearly teaches that stealing is wrong as well as harmful to yourself and others; therefore, taking, possessing, or using someone else's things without the owner's consent is unacceptable (*Eph. 4:28; Rom. 13: 8–10; Ex. 20:15*).

Occult

Christians enjoy a personal relationship with God and are exhorted to meditate on Him and His Word. For this reason, witchcraft, seances, astrology, mysticism, transcendental meditation, or any satanic beliefs and practices (including possession of related items) must be avoided (*Gal. 5:19–21; Ps. 1:2; Josh. 1:8; Ex. 28:4–5*).

Clothing & Appearance

The following guidelines have been formulated to give direction in matters that require discernment. While not trying to be unkind to those who hold different standards, these expectations have been adopted in an effort to align with the spirit and intention of biblical principles and to reflect conservative values.

Children of faculty and staff should abide by these standards beginning in the sixth grade.

General Guidelines for All Employees

Employees are asked to follow the principles of modesty (conservative fashions that are not revealing or tight-fitting), distinction (visible difference between sexes), and appropriateness (clothing befitting the activity and setting).

Part of proper workplace etiquette is dressing in a manner befitting a professional setting. Apparel will vary based on work area. Professional positions require business casual attire, a higher level of attire than manual positions, where dress clothes are not practical. Ask your area manager for any specific dress requirements (i.e., steel-toe shoes, uniform). Hair should be neat and professional. When traveling for business purposes, it is expected that employees wear business casual attire.

Clothing may not have writing or pictures that are offensive, divisive, inappropriate, suggestive, or contrary to biblical principles. Clothing should be well-kept without tears or holes and must be loose-fitting enough to allow for the gathering of an inch of fabric on either side without stretching the material so as not to cling or conform to the body. For ladies, dresses/skirts and shorts should be no shorter than the top of the kneecap.

At all times, care must be taken to avoid association with companies, lifestyles, and trends that oppose biblical principles. Extreme dress or hair styles, unnatural hair colors (e.g., pink, green, blue, etc.), and body piercings are not permitted. Employees are not permitted to get a tattoo (permanent or temporary) or body brand while employed and may be asked to keep existing tattoos or brands covered.

Whether at work or elsewhere, all employees have influence as an example for students in how to dress appropriately. Always err on the side of conservatism, appropriateness, neatness, and cleanliness.

When out of town or on vacation, both men and ladies should filter clothing choices through the principles of modesty, distinction, and appropriateness and generally abide by these dress standards.

Women's Appearance

Extreme dress/makeup styles and masculine hairstyles (i.e., shaved/close-cropped) are not acceptable. Three ear piercings may be worn, but no ear cuffs, wraps, plugs/gauges, or industrial bars.

Women's Clothing

Suitable dress is related to the setting and event.

- Hemlines for skirts or shorts are to reach the top-of-knee level at all times.
- Tops are to cover the shoulder, back, midriff, and cleavage; undergarments should not be seen. Sheer material alone is not considered adequate for coverage.
- Dresses or skirts/tops are to be worn on campus to classes, church, and for any college event or function unless otherwise designated.
- Denim skirts/dresses are not acceptable for church, classroom, or office attire.
- Shorts or pants must hang loose in a relaxed fit so as not to cling or conform to the body. They may be worn when off campus, as well as on campus after regular work hours (M–F after 4:45 p.m.) and on Saturday and Sunday outside of services.
- Flip-flop style shoes should not be worn at work or church.

Formal

Required for formal events and Fine Arts performances.

Guidelines

- Traditional formalwear or best dress
- Dress shoes

Notes

- General guidelines for length, fit, and coverage apply.

Professional/Church

Required for Sunday services, Bible Conference services, and evening Opening Convocation services.

Guidelines

- Dress or skirt/ coordinating top
- Dress shoes/sandals

Notes

- No denim skirts or dresses

Smart Casual (also Business Casual)

Required on and off campus weekdays until 4:45 p.m. and for work, business travel, concerts, recitals, forums, seminars, and Wednesday evening services.

Guidelines

- Relaxed, semiprofessional dress or skirt/ coordinating top
- Semiprofessional shoes

Notes

- Denim jackets or tops are appropriate.
- No denim skirts or dresses
- Other than pocket-sized logos, clothing may not have pictures or writing.

Casual

Appropriate when off campus and when on campus after regular work hours (M–F, 8 a.m. to 4:45 p.m.) and all day Saturday and all day Sunday outside of services.

Guidelines

- Knee-length shorts
- Athletic pants (wind pants, sweats), loose-fitting slacks, jeans, or capris
- T-shirts, hoodies, pullover sweatshirts
- Ball caps
- Athletic shoes/flip-flops

Women's Recreational Attire

Appropriate attire for specific recreational events and locations is listed below and under specific [facilities tabs](#) on the Employee Services website.

- A conservative swimsuit that covers the midriff may be worn at the beach, pool, sun deck, and water park. (T-shirt must be worn in the water park; casual attire must be worn to and from these locations.)
- Shorts are not permitted when using the rock climbing wall.
- Casual attire is required for all activities at West Campus and Camp o' the Pines.

Men's Appearance

Hair must be neatly combed and tapered (i.e., blended/faded or styled without obvious lines) and may not come over the ears, eyebrows, or collar; sideburns may not extend beyond the bottom of the ear. Men may choose to be clean-shaven or maintain neatly trimmed facial hair.

All facial hair must be groomed to remain defined and of uniform length at all points of growth. Mustaches, goatees, and beards must be fully grown in (between 1/4 and 1/2 inch in length) with clean lines and trimmed an inch above the Adam's apple. Mustaches may not extend below the upper lip or below the corners of the mouth. Goatees and beards should be fully grown in under the bottom lip, symmetrical on both sides, and connected to an appropriately grown mustache. If you plan to start growing facial hair, it should be done only during Christmas or summer vacations.

Fads and drastic styles are not acceptable, including artwork shaven into the hair, beads, ponytails, mullets, shelf cuts, buns, braids, and cuts such as thin lines along the cheekbones and around the chin or lip. Any hairstyle (including high tops) should be neatly combed and managed and may not exceed 1½" above the scalp. Avoid braids, buns/ponytails, patches, stubble, or undefined facial hair (scruffy, unkempt, patchy, or thin). [Examples of appropriately groomed facial hair.](#)

Earrings and necklaces (except for chains or leather cords inside the shirt) should not be worn.

Men's Clothing

Appropriateness in dress is related to the setting and activity.

- Pants must be at least ankle-length.
- Shorts (longer lengths—avoid mid-length or short styles) may be worn when off campus as well as on campus after regular work hours (M–F after 4:45 p.m.) and on Saturday.
- Shorts are also appropriate when attending and participating in on-campus recreational activities.

Formal

Required for formal events and Fine Arts performances.

Guidelines

- Traditional formalwear or best suit
- Tucked-in dress shirt
- Tie
- Belt or suspenders
- Dress shoes and dress socks

Avoid

- Cartoon or themed ties
- Bolo ties
- Turtlenecks
- Athletic shoes, tennis shoes, sandals, slides, flip-flops, Crocs, and slippers

Professional/Church

Required for Sunday services, Bible Conference services, and evening Opening Convocation services.

Guidelines

- Suit or sport coat
- Tucked-in dress shirt
- Tie
- Dress pants
- Belt or suspenders
- Corresponding dress shoes and socks

Notes

- The top button of the shirt must be fastened, and the tie pulled tight.

Avoid

- Cartoon or themed ties
- Bolo ties
- Turtlenecks
- Athletic shoes, tennis shoes, sandals, slides, flip-flops, Crocs, and slippers

Smart Casual (also Business Casual)

Required on and off campus weekdays until 4:45 p.m. and for work, business travel, concerts, recitals, forums, seminars, and Wednesday evening services.

Guidelines

- Casual pants with belt or suspenders
- Collared shirt (tucked in)
- Turtleneck
- Lifestyle/dress shoes and socks

Notes

- Pants may not be cargo-style, denim, drawstring, or athletic material.
- Other than pocket-sized logos, clothing may not have pictures or writing.

Avoid

- Athletic shoes, tennis shoes, sandals, slides, flip-flops, Crocs, and slippers

Casual

Appropriate both on and off campus on weekdays after 4:45 p.m., all day Saturday, and all day Sunday outside of services.

Guidelines

- Jeans
- Athletic pants
- Knee-length shorts
- T-shirts (may be untucked)
- Hoodies/pullover sweatshirts
- Ball caps
- Athletic shoes/flip flops

Men's Recreational Attire

Appropriate attire for specific recreational events and locations is listed below and under specific [facilities tabs](#) on the Employee Services website:

- Swim trunks for beach, water park, and Swim Center. Tank tops, muscle shirts, and runner-style shorts are to be worn only in the Field House and on East Field. (Casual attire must be worn to and from all the above-listed locations.)
- Shorts are not permitted when using the rock climbing wall.
- Casual attire (or swim trunks with t-shirt) is required for all activities at West Campus and Camp o' the Pines.

Casual Friday Attire (Interterm and Summers)

Employees may use this alternate dress guide when participating on designated Interterm and summer dates wearing Casual Friday attire.

- Jean skirts (women), jeans (men), appropriate T-shirts, and athletic shoes are acceptable.
- Employees in work areas or with responsibilities that require a uniform should still wear their uniform and safety equipment (e.g., Dining Services, Security, Maintenance, nurses).
- Employees who work directly with the public (e.g., Information Desk, Admissions, etc.), should wear typical business casual/professional work attire.
- Faculty and students in summer sessions should follow the dress guidelines published in the Faculty Manual and Graduate Student Handbook.

In all cases, be sure to check with your supervisor if you have any questions about appropriate Casual Friday attire.

Entertainment

Music

Music has the potential to influence thoughts and emotions, and it reflects values and philosophies. While there is a wide range of musical styles and artists, finding appropriate music requires discernment. In accordance with Philippians 4:8, acceptable music focuses on what is true, honest, just, pure, lovely, of good report, virtuous, and praiseworthy. Certain types of music that are typically not associated with sensual or inappropriate themes and are generally acceptable include classical and semi-classical, traditional and patriotic, concert and marching band, and hymns and choruses. Such music builds an appreciation for beauty, does not desensitize to worldly living, and can be capable of turning hearts toward the things of Christ.

Any music that promotes worldly values or associations in its lyrics or style should be avoided. Whether or not the lyrics are Christian, music in the style of contemporary Christian, country, jazz, rock, rap, R & B, or pop is prohibited and may not be listened to on or off campus.

Consideration for Others

Students are encouraged to use discernment when listening to or playing music so that it is not a distraction to others. *Plan to play music/instruments in designated practice areas—practice studios, residence hall rooms where others aren't studying or working on assignments, or outside with the exception of in front of academic buildings and the Crowne Centre. Remember to control volume as appropriate to the setting when indoors, outdoors, or in vehicles. You may also consider using headphones/earbuds as permitted.*

To maintain a social environment, headphones/earbuds may be used only in the following locations—not when walking across campus. They must be kept out of the ears and off the head until an approved location is reached.

- Residence Halls
- Library
- Workout Rooms in the Sports Center and Field House
- Athletic Fields/Field House (except for games open to all students)
- Computer Labs
- Practice Studios/Rehearsal Spaces
- VPA Labs/Education Labs (when class is not in session)
- Off Campus

Dancing

The seductive nature and worldly music of most modern forms of dancing are contrary to biblical principles. Avoid any form of dance that may be interpreted as sexually provocative, makes use of worldly behavior or music, or is contrary to PCC's [Code of Conduct](#).

Movies, TV & Video Games

To provide an atmosphere free from distraction of prevalent worldly influences and to encourage academic focus, the College has established the following entertainment standards.

Any media or form of entertainment (regardless of rating) which contains violence, sensual or demonic themes, suggestive dress, profanity, or rock music is not permitted on or off campus.

When choosing entertainment, remember that apps and computer/video games rated T or PEGI 12 and below may be used; however, first-person shooter games are not permitted. Students may watch movies rated G or PG; but ratings of PG-13, R, or X are unacceptable. Discretion also needs to be used in watching television, as programs labeled TV-14 or TV-MA are not acceptable. Movies and television shows may only be viewed in residence halls or off campus; however, students may not go to movie theaters.

Social Media

Social media use may not conflict with the standards and spirit of the College. Students are expected to protect their testimonies and avoid any wrong or questionable associations regarding their social media use/posts.

General Responsibilities

Testimony

PCC represents Christ as a Christian ministry, and the conduct of its students should always glorify the Lord. To help maintain this testimony within the community, college standards should always be upheld, even when students are off campus with guests. PCC students may not go to bars, clubs, casinos, movie theaters, or other locations that may harm one's personal testimony.

Students are expected to use recreational facilities on the PCC campus and should not go to other college campuses to use their facilities or equipment.

Church and Chapel Attendance

Church and chapel services reflect the heart of PCC and show respect for God and His Word. These services also build camaraderie among the student body as each one shares in the collective spirit of worship.

Campus Church

Students attend [Campus Church](#) meetings including Sun. morning, Sun. evening, and Wed. evening services. Students also attend any of the Campus Church adult [Bible Study Groups](#).

Students who have already been established in a local church may request an exception through the Dean of Graduate Students.

Seminary students desiring to work in a local church should contact the Church Ministries Coordinator, ext. 2575. Students who did not do their undergraduate study at Pensacola Christian College are required to attend Campus Church for their first year of Seminary studies.

College Chapel

Graduate students are invited, but not required to attend chapel Mon., Tues., Thurs., and Fri. at 10:05 a.m. in the Crowne Centre. *Ushers will direct you to guest seating.* Seminary students are required to attend Seminary Chapel each Wednesday as noted on the Eagle's Nest calendar.

Respectful Interaction

Faculty, staff, and students who are serving in an official capacity (Safety and Security, Residence Assistants, desk attendants, chaperones, etc.) are authorized to give direction and enforce policies. Students are to treat those in positions of authority with proper respect and follow reasonable directions willingly. Students must present proper identification if asked; refusal to show identification or providing false information is considered a serious offense.

Prompt response to communication and attendance at scheduled appointments is expected. Correspondence with staff and faculty should be professional and respectful.

Students should address faculty and staff by their titles (Dr., Dean, Mr., Mrs., or Miss); the use of first names is not appropriate.

Behavior & Decorum

Classroom proceedings, meetings, sporting events, official college activities, and church services must be free from distraction and disruption. Disruption of any campus event will result in a serious disciplinary response. The following deportment should be observed:

- During special performances or events on campus, specific guidelines will be given regarding applause and audience participation.
- *Be seated at least five minutes prior to church services, performances, and other events.*
- *Stay until the class, service, or event has been dismissed. Do not leave except for a legitimate emergency or sudden illness. If you have a work conflict, you should speak to your immediate supervisor.*
- Booning or other public forms of negative, derogatory, or demeaning response is not acceptable in any setting and will be met with strong disciplinary measures.
- Beverages may be brought into buildings in a sealable container; however, food may not be brought into academic buildings or auditoriums.
- During formal events, flowers may be brought into auditoriums, but gifts and other belongings should be left in the coat rooms.
- Cell phones must be kept on silent (not vibrate) and out of use during all church services and official college activities.
- Gum should not be chewed in academic buildings or auditoriums.
- College programs and classroom lectures may not be recorded.
- Students are not permitted to participate in petitions, demonstrations, protests, or riots of any kind.

Dating

Guidelines have been established to help protect the reputation of our single graduate students. Conduct between men and women must always leave their testimonies above question.

- It is not appropriate for graduate students to date students they teach or supervise. Otherwise, couples may date at all on-campus activities or off campus in accordance with the current applicable policies in the Student Handbook.
- Graduate students may date faculty/staff, provided the faculty/staff member is not the student's teacher or supervisor.

- We ask that dating couples refrain from physical contact in public.
- Classroom buildings are not considered appropriate places for dating.
- Graduate students are not permitted to date in their on-campus residence.
- Dating off campus in a private home is permitted as long as a third person is present, and the date is to end by 11 p.m. It is never appropriate for a dating couple to leave the living room and go into a bedroom to visit, just as it is inappropriate to go to a hotel room together.
- Graduate students should not be out dating alone past midnight.

Stewardship

The following guidelines are intended to help preserve and maintain what the Lord has given PCC. Students are individually responsible for any damage to or loss of college property, whether the damage is intentional or accidental.

- Umbrellas should be left in the racks at each building entrance and should not be taken into buildings.
- *Do not litter.* Trash cans are available around campus.
- *Stay off the grass except on the campus athletic fields.*
- *To protect furniture, do not put feet on couches or chairs.*
- Hammocks may not be used on campus outside the residence halls.

Solicitation

Students may not participate in selling products or solicitation on campus, including chain letters, petitions, or pyramid schemes. This does not include selling personal items or PCA boarding students selling candy for the PCA candy sale. Students who choose to sell items on sites such as Facebook Marketplace may not meet buyers or sellers on campus, unless both the buyer and seller are related to the PCC ministry. Students may not sell licensed, commercial, or bulk products on PCC campus.

Room sale signs must be taken to the Residence Manager for stamped approval, and then may be posted on residence hall bulletin boards only. Room sales should remain in the room and not extend to the hallways or dayroom.

Accountability

By virtue of enrollment at Pensacola Christian College and Pensacola Theological Seminary, each student commits to honor the [Code of Conduct](#). In addition to personally upholding these guidelines, students should support and encourage each other to act according to biblical principles. Any student who becomes aware of a serious offense should report it to the Dean of Graduate Students. A student's vehicle or room may be searched (with an occupant present) if there is reason to believe that college standards have been violated. All searches must be approved by the Dean of Graduate Students. If needed, the goal of corrective measures is to encourage the student to make necessary changes in behavior, limit future misconduct, and/or protect other students.

It is common among colleges and universities to impose sanctions in response to violations of policy/procedure and misconduct. At PCC, the Dean of Graduate Students is authorized to employ one or more of the following responses to support and enforce expectations.

Notices—verbal or written communication to the student related to specific actions that are inappropriate and must be corrected.

Charges—fines given for failure to fulfill responsibilities or for violation of regulations, or restitution for damage, loss, theft, or vandalism of personal or college property.

- Traffic/vehicle violation
- Damage, theft, vandalism
- Miscellaneous fees

Separation—suspension or dismissal from all college functions and college-owned property. Conditions for readmission or continued academic work may be indicated. The Dean of Graduate Students will attempt to address minor infractions with minimal disciplinary actions; however, repeated misconduct and serious offenses will require an increased level of response that may ultimately impact the student's enrollment status. Consideration will be given to the seriousness of the misconduct, any previous discipline problems, the level of responsibility and cooperation shown, and potential effects on the safety and well-being of others.

Process

Notification

Any time an infraction or misconduct occurs, the student will be notified of the alleged violation. Major offenses will be addressed directly with the student by the Dean of Graduate Students.

Judicial Review Committee

Involvement in prohibited activities and extreme violations of the [Code of Conduct](#) can affect a student's enrollment status. To make a determination in such cases, a Judicial Review Committee, consisting of staff and administrative members from various departments, will review the student's behavior. The student may choose to meet with the committee and give an explanation for his conduct. The decision of the Judicial Review Committee is final.

Student Rights

The following rights are those privileges afforded to all PCC students who are actively enrolled, whether on campus or through online learning. These rights do not supersede any responsibility of each student to abide by the laws and regulations applicable to any other citizen. Any action or conduct that meets the definition of a crime under any state, federal, or local law is prohibited.

Health and Safety

Students have the right to expect the College to take reasonable care to provide services that contribute to their health and safety. It is the responsibility of students to make themselves familiar with those services and to utilize them as needed, including the Graf Clinic and Safety and Security services; to make nutrition choices based on health as well as preferences; to contribute to a residence hall environment that is conducive to relaxed enjoyment, study, and rest; and to actively protect the College community through awareness and communication regarding safety matters.

Spiritual Development

Students have the right to expect the College to provide reasonable opportunity for spiritual growth and well-being. Students are responsible for personal engagement in individual devotional life, chapel, and church services.

Co-Curricular Opportunities

Students have the right to expect reasonable opportunities for growth and development in social, athletic, and fine arts settings. It is the responsibility of students to participate in opportunities for social engagement, to consider participating in athletics where there may be opportunity at the student's level of ability, to personally practice and encourage in others good sportsmanship, and to participate in or attend events which may stimulate growth and encourage appreciation of the arts.

Academic Anti-Harassment

Students have the right to be treated with dignity, free from harassment in any form. Students are responsible to demonstrate Christian kindness and charity in all their relationships. It is the responsibility of any student who believes that he has been the subject of legitimate harassment (not frivolous or groundless allegations) to report the incident immediately to the Dean of Graduate Students, who will follow the College's due process in the investigation of the alleged harassment. Any student responsible for harassment will be subject to disciplinary action.

Academic Anti-Discrimination

Students have the right to access PCC educational programs and activities without discrimination, based upon the College discrimination policy as follows:

Pensacola Christian College offers access to its educational programs and activities based upon biblical standards and applicable laws that permit its right to act in furtherance of its religious objective. The College does not discriminate on the basis of race, color, sex, or national origin in administration of its educational policies, admission policies, and scholarship or loan programs.

Should a student feel that discrimination has taken place in violation of this policy, it is the student's responsibility to report the matter immediately to the PCC Care Office.

Appeals and Grievances

Students have the right to expect the College to uphold its policies and to administer them accurately and equitably. If a student wishes to contest an academic or disciplinary decision, he may file an appeal or grievance without fear of retaliation or recrimination.

Academic Appeal

Students may request that a decision affecting their academic standing be reconsidered by submitting a written appeal of the decision to their division dean, their department chair, or the Registrar. Decisions that may be appealed include issues affecting program status, application of academic policy, the determination of a grade, and allegations of cheating or plagiarism.

An Academic Appeal Committee consisting of division deans, department chairs, and the Academic Vice President will review the facts related to the case and determine whether the decision in question should stand. The decision of the Academic Appeal Committee is final.

Disciplinary Appeal

Students may request that a decision affecting their disciplinary record be considered by submitting a written appeal of the decision to the Dean of Graduate Students. The written request must be submitted within two weeks of the disciplinary decision.

An Appeal Committee consisting of a graduate student representative, a faculty member, and the Dean of Graduate Students will meet, hear the appeal, and determine if the penalties are warranted. The decision of the Appeal Committee is final.

Grievances

A non-work grievance may be filed regarding any situation or action personally affecting the student that was caused by the violation, mishandling, or misapplication of a specific provision of a policy, rule, statute, or regulation of the College. Requests for reconsideration of

decisions that affect a student's status in keeping with standing policies are not grievances and should be handled through the appeals process.

Grievances should be resolved at the lowest level possible. Most matters of student concern can be resolved informally and would not result in a formal grievance being filed. A student is expected to first discuss the problem with the direct supervisor of the given area and allow a reasonable opportunity for the problem to be resolved. Having done that without satisfactory results, it would then be appropriate to proceed with the grievance report procedure, if the student desires, without fear of retribution.

The student may obtain a Student Grievance Report from the PCC Care Office. The student will return the form explaining the problem to the PCC Care Office within two weeks of the occurrence in question. Failure by the student to comply with this time limit will constitute a waiver of the grievance. The committee will meet with the student, and a response will be given within two weeks of the grievance being submitted, with the exception of winter and summer breaks. The PCC Care Office maintains all records regarding grievances.

Inquiries regarding compliance with accreditation policies and standards may be directed to TRACS [15935 Forest Road, Forest, VA 24551; telephone: 434-525-9539; email: info@tracs.org].

Work grievance procedures are provided on page 18.

FERPA

Although Pensacola Christian College does not accept state or federal financial aid, the institution voluntarily abides by the general guidelines of the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) as they apply to educational records. This privacy policy is extended to all enrolled students, whether taking courses on-site or through online learning.



Campus Life

Worship

Church

Campus Church provides a church home for you to worship and serve the Lord. Students are required to attend all Campus Church services (see [Campus Church website](#) for current service times). Permanent residents of the Pensacola area who have already been established in another church prior to enrollment may request an exemption through the Dean of Graduate Students.

Seminary students desiring to work in a local church should contact the Church Ministries Coordinator, ext. 2575. Students who did not do their undergraduate study at Pensacola Christian College are required to attend Campus Church for their first year of Seminary studies.

Each month a church attendance email will be sent to your student email. Please respond by completing the attendance form.

During interterm and the summer months, unless away from Pensacola or as a pre-approved local church intern, plan to attend all of the services of the Campus Church.

Chapel

Fall/Spring

All students are invited, but not required, to attend college chapel.

Seminary students are required to attend Seminary Chapel each Wednesday as noted on the Eagle's Nest [calendar](#).

Summer

Chapel attendance is required of all students taking summer classes. Chapel will meet at 9:30 a.m. on Tuesdays and Fridays.

Opening Convocation

Opening Convocation helps the student body, faculty, and staff establish a strong spiritual focus at the beginning of each semester, all graduate students are required to attend.

Fall

Sun., Aug. 24, at 6 p.m.

Mon., Aug. 25, at 7 p.m.

Wed., Aug. 27, at 7 p.m.

Spring

Sun., Jan. 18, at 6 p.m.

Wed., Jan. 21, at 7 p.m.

Bible Conference

Three days each spring semester are set aside for Bible Conference, a special time of spiritual encouragement and refreshment when guest speakers come to campus, and no classes are held. All graduate students are required to attend all three evenings of Bible Conference. Those without a regularly scheduled work conflict are to attend all daytime services. Those who work mainly in one area (e.g., Abeka) should attend daytime services as scheduled by their supervisor.

Rejoice Radio/Rejoice TV

Rejoice Radio and *Rejoice in the Lord* TV broadcasts reach our campus, community, nation, and world for the Lord, but they are for your enjoyment, too.

You can listen to *Rejoice Radio* on WPCS (89.5 FM), online at Rejoice.org, or on the app available on the App Store or Google Play. While online, be sure to check out our other [Rejoice Radio Streams](#): *Timeless Praise*, *Still Waters*, *Old Country Church*, *Sonshine Kids*, *Seasons*, *Rejoice Pulpit*, and *Mountain Air*. You can also listen on Google TV, Roku TV, Apple TV, and Fire TV.

Rejoice in the Lord TV can be watched at RejoiceTV.org or on WPMI (channel 15), Cox digital (channel 17), or WDPM (18.1).

These ministries would appreciate your prayer and support.



Academics

Academic Integrity

God calls His people to lives of integrity (*Prov. 11:3; Eph. 4:24; Phil. 2:15*). The essence of collegiate learning is based upon the fundamental principles of honesty and independent study in the fulfillment of all coursework. Students at PCC must honor these principles without exception.

Any student who cheats in any way, gains an unfair advantage in coursework, submits work which is not his own, plagiarizes, falsifies academic records or grades, or who commits other acts of academic dishonesty will receive academic penalty appropriate to the level and type of dishonesty and may be subject to suspension or dismissal. Definitions of terms related to academic integrity and details regarding the process for handling academic dishonesty are provided on [Eagle's Nest](#).

In the Classroom

Classes at PCC are designed to encourage engagement and foster college-level learning. Students gain the most benefit from their studies through active participation in the classroom experience.

Active participation is expected and includes

- Regular classroom attendance
- Attention to learning activities
- Engagement (questions, observations, thoughtful interaction, and note-taking)

Students are expected to follow classroom policies as directed by each instructor on the course syllabus. Laptops and tablets may be used for note-taking if they are charged on battery power; however, other than taking notes, technology should not be in use without faculty permission.

To maintain an optimal learning environment, we ask that students refrain from personal conversations, studying for other classes, misusing personal technology, or leaving the room (unless it is a legitimate emergency or sudden illness).

Students with vision or hearing problems can notify faculty to arrange suitable seating or other accommodations.

Attendance

Attendance Policy

Academic goals are best achieved by attending each class and any required academic forums and seminars. Specific classroom attendance policies will be provided by the instructor in each course syllabus. Eagle's Nest and the myPCC app will be helpful as you keep track of your individual class attendance.

If you miss class for a legitimate reason, notify your instructor by submitting a [Class Absence Notification Form](#) as soon as reasonably possible. The instructor may decide to allow students to make up the missed material or assign appropriate substitute material so that the absence can be "excused."

Unexcused Absences/Tardies

The following will be recorded as absences:

- Missing 25 or more minutes of a class period **or**
- Leaving class and not returning (regardless of how much time was missed)
- Accumulating 3 tardies in the same class

The following will be recorded as tardies:

- Arriving after the class hour begins
- Missing less than 25 minutes of any part of the class period

All projects and papers are due by the date assigned and may be subject to late penalties if an unexcused absence or tardy is recorded on the due date. Missing a quiz, presentation, or performance for an unexcused absence or tardy will result in a zero on that graded item. The grade for tests missed because of an unexcused absence will be lowered by 10 percent.

Extenuating Circumstances

Classes missed because of the following extenuating circumstances will always be excused. Faculty will work with students to make up any missed assignments, projects, and tests when they return.

- Surgery/hospital stay
- Military duty
- Funeral leave (up to three weekdays)
- Court subpoena/jury duty
- College-required activity

Students who will be absent for an extended period due to extenuating circumstances may be permitted to view recorded lectures if course content supports offering this option. Requests must be approved through the [Registrar](#) and may be granted for a maximum of two weeks.

Attendance Corrections

If you are incorrectly marked as absent or tardy, speak to your instructor to correct the record. If the issue cannot be resolved, or if you believe an excused absence has not been properly granted, you may appeal the matter to your department chair. Discrepancies must be reported within two weeks after attendance has been recorded.

Accumulated Absences

Accumulation of absences may affect grades or ability to remain enrolled in the course. A course withdrawal may affect residency status based on the number of credits taken, and the final grade may be recorded as Withdrawn Passing or Withdrawn Failing based on grades earned at time of the withdrawal.

Class Cuts

Class cuts are designed for students who would like to be away for special occasions, such as family events. For students in good academic standing (2.0 cumulative GPA or higher), two days of class cuts are permitted per semester.

On-campus work students must receive approval from their work supervisor before submitting a request for class cuts.

Because students must be present for significant academic requirements and campus events, class cuts may not be taken during finals. Contact your instructors before taking class cuts to determine if any quizzes, tests, or assignments must be submitted before leaving.

Cuts

Students completing a graduate degree may take two class days during their final year to meet with potential employers, or to complete pre-employment screening/testing. Absences for these cuts will be excused.

To apply for employment cuts, send a confirmation letter or email from the organization, confirming your meeting to the Dean of Graduate Students. If additional cut days are needed, contact the Dean of Graduate Students before making any arrangements. Because students must be present for significant academic requirements and campus events, cuts may not be taken during major-specific events or during finals.

Contact your instructors before making your cuts pass to determine if any quizzes, tests, or assignments must be submitted before leaving.

Missed Tests/Exams

Missed tests must be taken one of the following two Saturdays in the [Testing Center](#). The Testing Center is closed during final exams. Contact your instructor immediately if you miss a final exam.

Testing Center Fee

Tests carry a \$12.50 Testing Center Fee, added to the student's college account. This fee is intended to cover the cost of offering this service. A fee will not be charged for tests missed due to extenuating circumstances.

Grading

Grading System

The following [grading scale](#) is used in every class.

A+ = 98—100	C+ = 77—79
A = 93—97	C = 73—76
A- = 90—92	C- = 70—72
B+ = 87—89	D+ = 67—69
B = 83—86	D = 60—66
B- = 80—82	F = 0—59

Grade Reports

Running grades are shown on [Eagle's Nest](#), and an official grade report is issued after semester final exams. If there appears to be a discrepancy on your final grade report, write a letter to the [Registrar](#) within 60 days after the end of the semester.

Library

The [Rebekah Horton Library](#) provides study space and a wide variety of resources for academic research. If the Library does not have the resource you need, an [Interlibrary Loan Request](#) form is available on Eagle's Nest. You can also view the [Library Handbook](#) on Eagle's Nest.

A student's spouse is welcome to use the Library and check out books using the student's PCC Card.

Seminary and graduate students have access to the Pensacola State College and University of West Florida libraries through presenting their PCC Cards; however, the PSC and UWF libraries do not allow non-Florida residents to check out books.

Coursework & Assistance

Students are expected to attend in-person classes. Permission to take a class online may be granted upon the occurrence of an extenuating circumstance. If you find yourself in a situation that you believe may require your enrollment in an online class rather than an in-person class, contact your Plan of Study Advisor.

Copyright

Students are responsible for adhering to local, state, federal, copyright, and international laws. Under United States copyright laws, no person may duplicate or distribute a work without the express permission of the author(s). Downloading copyrighted material such as music, software, or textbooks without paying for it is a violation of copyright laws.

Intellectual Property

Pensacola Christian College retains ownership of all intellectual property created by students using college facilities, equipment, or funds. Intellectual property includes, but is not limited to, articles, photographs, videos, software programs, artwork, music, schematics, inventions, etc., and may not be transferred or distributed without the written consent of the College.

Students are required to follow all copyright laws and licensing agreements related to intellectual property. Copyrighted works—including text, images, music, videos, software, brands, or logos—may not be used, copied, shared, modified, or distributed without proper licensing or written permission. Use of registered trademarks, including those owned by PCC or other entities (e.g., names, logos, symbols), is prohibited without written permission from the owner.

To seek approval, contact the copyright or trademark owner directly or work through corresponding college departments (e.g., Student Activities or Academics) for guidance on securing appropriate licenses or permissions.

Violations may result in disciplinary action and legal consequences.

Faculty

Your faculty are committed to your success and are available outside class hours to answer any questions regarding the classes they teach. You may meet with faculty during their office hours or by appointment, except during final exam week.

Writing Support Services

Free writing assistance is provided by [appointment](#) through Writing Support Services.

Chairs and Deans

If you need help beyond what a faculty member can provide, your academic chair and dean are also available to assist. Students can make an [appointment](#) through the chair's or dean's office.

Dropping or Adding a Course

Students must be registered for a course to be eligible to earn credit for it. After finalizing registration each semester, students may make scheduling adjustments through online Drop/Add or in person at AC-3 until the end of the first week of classes.

To add or drop a class, first receive approval from the Graduate Plan of Study Advisor. Due to missing vital course content, students may not add a course after the first week of classes.

- Courses dropped by the end of week 9 will show a grade of “W” (Withdrawn).
- Courses dropped during weeks 10–15 will show a grade of “WP” (Withdrawn Passing) or “WF” (Withdrawn Failing) based on the work completed prior to withdrawing from the course. Grades of “W” and “WF” do not affect GPA; grade of “WF” counts as an “F” in GPA calculation.
- Courses may not be dropped after week 15.

A Drop/Add/Change of Course Fee will be charged for any change after registration.

The student will be responsible for the cost of any class that is dropped after drop add when/if he signs up to take it in the future. The GA is responsible for the cost of any class that is repeated.

Accreditation

Pensacola Christian College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, Virginia 24551; telephone: 434-525-9539; email: info@tracs.org] having been awarded Reaffirmation I of its Accredited Status as a Category IV Institution by the TRACS Accreditation Commission on April 24, 2018. This status is effective for a period of ten years. TRACS is recognized by the United States Department of Education (USDOE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE). Inquiries regarding compliance with accreditation policies and standards may be directed to TRACS.

The baccalaureate and master's degrees in nursing at Pensacola Christian College are accredited by the Commission on Collegiate Nursing Education (ccneaccreditation.org).



Safety & Security

Campus Security

The security of our campus is of utmost importance. Pensacola Christian College encourages all members of the campus community to maintain awareness and to report safety concerns or illegal/unethical conduct. *Should you ever be concerned about your safety, please contact campus Safety and Security immediately.*

- For emergencies, call ext. 555
- Red emergency phones are located in the Field House, on East Campus, and in the parking garage.
- For non-emergencies, call HELP (ext. 4357).
- From off campus, call 850-479-6595.
- A link to contact Security is available on the myPCC app.

Charging Electric Vehicles

Designated charging locations for electric vehicles are not currently available on campus, and on-campus electrical outlets are not for charging personal vehicles.

Safety

On-Campus Safety

To protect public safety, no student is permitted to possess fireworks, explosives, firearms, or other weapons on campus. Any questions regarding weapons are to be directed to the Dean of Graduate Students.

Pedestrian Safety

Skateboards, hoverboards, longboards, scooters, electric scooters, and inline skates are not permitted for use on campus.

Unmanned Aircraft Systems

Pensacola Christian College is committed to providing a safe and secure environment for all students, staff, and guests. To mitigate risks to individuals and organizations potentially affected by Unmanned Aircraft Systems (UAS), and to provide a reasonable expectation of privacy, the use of drones and other UAS for recreational purposes is prohibited on the campus of PCC. Anyone who seeks to operate UAS on campus or at any college-sponsored event or activity for college purposes must receive advanced approval in accordance with this policy and comply with all restrictions.

Off-Campus Safety

- When walking west toward PCA, use Brent Lane or St. John Street, abide by all railroad signals, and only cross the tracks at the designated railroad crossing.
- Do not walk, run, or bike under the Brent Lane overpass or on the dirt road by the railroad tracks.
- It is recommended that students go off campus in groups of two or more and do not walk or run off campus after dark.

Emergencies

Emergency Alerts

In the event of an emergency (shelter in place/lockdown), PCC uses an alert system to deliver prompt messages to students through multiple communication channels. At the start of each school year, students are asked to update personal contact numbers and subscribe cell phone numbers for alerts. This system keeps students informed as necessary should an emergency occur. For further information, visit <https://eaglesnest.pcci.edu/SafetyFirst>.

Fire Evacuation

- If the fire alarm sounds, exit the building immediately using the nearest stairway. Do not use the elevators.
- The fire evacuation route is posted on the back of your room door, near the door of each classroom, and in each room that does not have a direct exit.
- If you discover smoke or fire in any facility, remain calm, pull the closest alarm, and evacuate the building.
- Never attempt to fight a fire yourself.
- Fire drills are conducted in the residence halls each semester.

Residence Hall Safety & Security

Pensacola Christian College encourages all members of the campus community to report illegal or unethical conduct. The following guidelines will help ensure the security of you and your belongings.

Access

- To enter your residence hall, show your PCC Card to the lobby attendant or use the card scanner when the building is locked. Your PCC Card also gives you access to your residence hall room. Authorized college personnel also have access to the room.
- Men may not be in women's residence halls, and women may not be in men's residence halls.
- Guests (including commuter students) must sign in at the residence hall desk and be escorted by the student they are visiting. Guests should sign out and leave when the building closes. Babysitting in residence halls is not allowed. Children 6 years or older should not be taken into residence halls of the opposite gender.
- The campus gate locks at 11 p.m. (11:45 p.m. on Friday and Saturday). After hours, scan your PCC Card to open the gate or use the call box at the front gate to have Safety and Security open a gate for you. Inform a roommate, a neighbor, or the Residence Manager if you will be gone overnight.
- If you are locked out of your room, contact roommates/suitemates or the Residence Manager. You may also contact Safety and Security at 4357 (HELP) to unlock the room (\$5 charge to your account).
- Do not prop open doors or alter lock mechanisms.

Fire Prevention

- To reduce risk of fire and conserve electricity, turn off lights, fans, hot pots, hair-care items, and irons when no one is in the room.
- Appliances with a heating element (e.g., traditional coffee maker, toaster oven, hot plate, grill, induction cookware, candle warmer) or items with an open flame are not permitted.
- Power strips that connect to the outlet by an electrical cord are permitted; however, electrical outlet multipliers that plug directly into the outlet are not.
- Furniture cannot impede entering or exiting the room. Because of limited space, rooms cannot accommodate sofas or large chairs/tables.

Prohibited Items

- Weapons: Guns (including paintball and airsoft), Tasers, stun guns, swords, knives (3" or smaller pocketknives allowed)
- Hazardous items: Combustible fluids, matches, lighters, candles, candle or wax warmers, incense, fireworks
- Items with divisive symbols
- Pets (including fish)
- Appliances with open/external heating elements
- Hoverboards
- Dumbbells or weights
- Chin-up bars

Student Relations

Dating

Guidelines have been established to help protect the reputation of our single graduate assistants. Conduct between men and women must always leave their testimonies above question.

- It is not appropriate for graduate students to date students they teach or supervise. Otherwise, couples may date at all on-campus activities or off campus in accordance with the current applicable policies in the Student Handbook.
- Graduate assistants may date faculty/staff, provided the faculty/staff member is not the student's teacher or supervisor.
- We ask that dating couples refrain from physical contact in public.
- Classroom buildings are not considered appropriate places for dating.
- GAs may eat any meal they are entitled to in the student section of the Four Winds or Varsity with the student they are dating.
- GAs may go with a student they are dating to the Sports Center during student hours; however, GAs may not take a student date to the Sports Center during faculty/staff hours. GAs may not use the Sports Center as a group during student hours.
- Mixed groups are not permitted in a GA's residence.
- Dating in a private home is permitted as long as a third person is present, and the date is to end by 11 p.m. It is never appropriate for a dating couple to leave the living room and go into a bedroom to visit, just as it is inappropriate to go to a hotel room together.

- Graduate assistants should not be out dating alone past midnight.
- During Interterm, holidays, and summer, the guidelines for GAs dating undergraduate students remain unchanged, and college students are still under college guidelines.

Marriage

Notification of Marriage

If you are planning to get married, please let the [Housing Coordinator](#) know your housing needs in writing as far in advance as possible.

Non-student/Staff Spouses

Your spouse is welcome to watch campus sporting events, go to the Sports Center or West Campus, eat at The Palms, etc. As a part of our PCC family, spouses are expected to follow student standards regarding modest and appropriate dress.

Spouses not employed by this ministry either full time or part time are not to approach or recruit ministry personnel or students. Since employees may not moonlight, it would be inconsistent to permit spouses to recruit personnel or students.

Solicitation

There is to be no collection of money for any reason.

Graduate assistants may not participate in selling products or in soliciting on campus, including chain letters or pyramid schemes. This does not include selling personal items.

Students who choose to sell items on sites such as Craigslist may not meet buyers or sellers on campus unless the buyer or seller is related to the PCC ministry.

Vehicle Registration

All employees must register vehicles, including motorcycles and bicycles, within one week of beginning employment. When entering license plate information, ensure it is accurate and free of spaces or dashes. License plates must remain clean and unobstructed at all times. Online [registration](#) is located on the Employee Services website.

Parking stickers will be issued to you for each vehicle you register, and serve as permits for access to campus (front sticker) and authorized parking locations on campus (rear sticker). Specific sticker placement instructions are printed on the envelope containing the parking sticker.

Vehicles may only be parked in areas that correspond to their respective parking sticker. A [parking map](#) is available on the Employee Services website. If you are driving an unregistered vehicle on campus for one week or less, contact Safety and Security (ext. 6595) to obtain a temporary parking hang-tag permit.

If you obtain a new vehicle, register it immediately even if a license tag has not been received. If you no longer own a registered vehicle, please remove both PCC parking stickers and delete the [vehicle registration](#) on Employee Services.

Bicycles

Bicycles must be registered, and parking on campus should only be in designated bike racks. Bicycles should be secured with a lock. Do not bring a bicycle into any of the buildings (including after school or on holidays).

Parking

Because of limited parking space, it is important to follow parking guidelines so that the available space can be managed efficiently. When parking guidelines change at certain peak times of the year, you will be notified by email and are expected to make the necessary parking adjustments.

Students who already have spots assigned on campus or at the Campus House should not park their cars in faculty/staff parking on campus during the workday. Unique challenges should be discussed with the Dean of Graduate Students.

The most recent parking guide will always be posted under [Parking](#) on the Employee Services website.

Safety Precautions

Be sure all gates lock behind you when coming to/leaving from campus during night hours.

As a protection for you, do not allow students to borrow your car, and do not borrow a student's car.

Traffic Citations

You should familiarize yourself with all [Vehicle Guidelines](#) and heed instructions from Safety and Security personnel.

Traffic citations may be issued by campus Safety and Security for infractions such as improper parking, speeding, reckless driving, or other safety and procedural violations.

Housing

The College maintains housing rental units on and near campus. Most single and married GAs are expected to live in ministry housing as specified in the employee work agreement. See the [Housing Handbook](#) on the Employee Services website for more information.

Housing Change Requests

GAs can submit a [Housing Request](#) (i.e., new roommate, new apartment) on the Employee Services website in February and March.

If you change housing, you will need to update your address on the personal information page on Workday.

Dining Services

Below are guidelines for using Dining Services facilities.

- Tables may not be moved.
- Study materials may not be brought into dining facilities at lunch or dinner.
- No outside food may be taken into dining facilities, and only ice cream cones may be taken out.
- After guests have registered at the Information Desk in the Administration Building, they can present their guest badge and purchase a meal ticket.
- Dining facilities close 20 minutes prior to campus-wide activities.

Technology

PCC supplies a number of technology resources that provide students with information and communications ability. Information about how to set up personal user accounts and logins will be received at Check-In, and user guides are available on [Eagle's Nest](#).

Username and Passwords

Keep usernames, passwords, and other personal identification secure and do not give it to anyone else under any circumstance. Students are responsible for all activity, calls, interactions, and content associated with their user accounts.

Student Email

Check email daily as faculty or staff may need to communicate with you. It is the student's responsibility to be aware of information and announcements distributed through their email.

Personal Electronics

Content of all files and media must be in keeping with the PCC Code of Conduct. *Accordingly, only access appropriate content and protect the use of your devices by others.*

PCC reserves the right to check any electronic device if it is reported or suspected that email messages, files, or media may be in violation of the policies and standards of the College.

Students may bring up to one standard screen (monitor/TV not larger than 32"). The PCC Wi-Fi is unable to support connecting game consoles or devices such as Amazon Echo, Google Home, Apple HomePod, etc.

Internet and Social Media

PCC maintains a filtered wireless system that provides safe internet access for all students. Residence halls, classrooms, the Commons, the Library, and the Sports Center are equipped with wireless access points. *If an inappropriate site is inadvertently accessed, report the site to the system administrator at admin@students.pcci.edu.*

PCC's internet access is filtered to prevent access to websites that generally

- have a reputation for inappropriate photos, videos, language, or content;
- are categorized by search engines as obscene or vulgar;
- promote sharing without accountability; and
- take extensive bandwidth, causing a slower campus connection for others.

If a website is blocked, students may request that it be reviewed and opened using the link provided on the page.

The use of social media is permitted as long as it does not conflict with the standards and spirit of the College. Students are expected to protect their testimonies and avoid any wrong or questionable associations.

Appropriate and Ethical Use

Misuse of technology is a serious infraction and can result in revocation of access as well as disciplinary action. Users must never attempt to access inappropriate material (such as pornography); make efforts to bypass, modify, or disable filters or restraints established by network or account administrators; attempt to gain a higher level of access to the system than authorized; or access or modify another individual's account.

It is considered a misuse of PCC communication platforms to send messages, chain letters, or group mailings for business endeavors, personal agendas, or political reasons.

PCC reserves the right to monitor all activity, incoming or outgoing, on the College network and accounts and on all internally linked devices.

Copyright laws and licensing agreements govern the computer software on the resources at PCC. (Commercial software vendors do not generally grant permission to duplicate their products; however, there are two categories of software that do allow copying and distribution of the product: public domain software and shareware.) PCC supports these laws and agreements.

Students with access to PCC computer resources must adhere to copyright laws and licensing agreements as well as to the following:

- It is unlawful for any student to make copies of computer software owned by the College.
- Any program designated by the author(s) as shareware may be freely copied and distributed according to the express permission of the author(s). If a student continues to use a program, the student is expected to register that program with the author(s) by paying a fee. Students continuing to use unregistered shareware products may be in violation of United States copyright law.

Convenience Services

Shuttle Service

Off-campus shuttle service is provided to Cordova Mall, Walmart (on Creighton), and the University Town Plaza on Saturdays. Times and sign-up are available on [Eagle's Nest](#).

Printing

Printing services are provided at printing kiosk stations in the Commons, Library, and residence halls. Students can print from personal devices to these stations or use computer labs for printing. See Eagle's Nest for [printing limits and prices](#).

Faxing

Stateside Faxes can be sent using your telephone authorization code at the Library for the cost of the phone call. You can also send and receive Faxes at the Business Office. International Faxes can be sent only through the Business Office. For [information about charges](#), see Eagle's Nest.

To receive a Fax, request that senders use 850-479-6577 and ask them to include your complete name to identify you as the recipient.

Shipping

The Commons Post Office (C-PO) offers UPS shipping services. Packages with prepaid/preprinted labels can be taken to the C-PO as a drop-off point for UPS, USPS, and FedEx. International shipping is also available.

Due to UPS and USPS regulations, the Commons Post Office cannot ship to P.O. Boxes or handle return-to-sender packages.

Lost and Found

Lost items may be claimed at the Commons Post Office for \$2 per item. After two weeks, held items will be considered abandoned and discarded or donated to charity. Money and valuables (e.g., jewelry) will be held for a year.

Food Delivery

The Palms offers online ordering for pickup and delivery to residence hall rooms, Campus House, and Waveland apartments. A convenience charge will be incurred for delivery orders, but tipping is not needed. To help keep campus secure, delivery of food from off-campus vendors is not allowed.

Laundry (Campus House GAs)

\$2.50 per week is allotted to your card to help with laundry. This amount will not accumulate and must be used during that week.

Notaries

The Records Office can provide notary services or direct you to available notaries. If you need something notarized, please bring the document and a government-issued photo ID to the Records Office.

Medical Services

The Graf Clinic is independently operated and staffed by Baptist Health Care of Pensacola and conveniently located on campus between Coberly Hall and Bradley Tower. A doctor or Advanced Practice Provider is available by appointment to provide primary outpatient medical care for all currently enrolled students.

The cost of lab draws, prescriptions, over-the-counter medications, and other medically related expenses will be applied to the student's college account.

For after-hours medical needs, students may choose to go to an off-campus medical facility. Major facilities in the area include Baptist Hospital of Pensacola, Ascension Sacred Heart Hospital, or HCA Florida West Hospital.

Off-Campus Medical Appointments

The Clinic can assist you in scheduling off-campus appointments and recommend area specialists. You are responsible for the cost of these appointments either through your healthcare insurance or out of pocket. Transportation is your responsibility, but the Clinic can assist with transportation on weekdays with 24 hours' notice at no additional cost to you.

PCC does not accept financial responsibility or provide insurance for students needing emergency medical care or hospitalization. Students are responsible to provide their own health insurance coverage or to pay the cost themselves.

Fees

All graduate students are charged \$25 per visit.

The Clinic may ask you to return later in the day or the next day to see a medical professional; if you agree to return but miss your appointment, you may be charged \$20.

The cost of lab draws, prescriptions, over-the-counter medications, and other medical-related expenses will be discussed at your visit and applied to your college account.

Support Offices

Offices on campus provide services during daytime hours, and many offer services available anytime. Hours for these areas and a [campus map](#) are posted on Eagle's Nest.

Seminary-Graduate Studies Office

The Seminary-Graduate Studies Office (Academic Center 3rd floor) assists seminary and graduate students with registration and general academic matters.

Dean of Graduate Students Office

The Dean of Graduate Students Office (Academic Center 3rd floor) provides guidance and assistance for residence hall life and social development. This office is also responsible for dealing with students on matters related to the Code of Conduct.

PCC Care Office

The PCC Care Office (Academic Center 1st floor) provides support and biblical guidance for spiritual, financial, and academic concerns. In addition, the PCC Care Office provides the necessary paperwork for filing a nonwork grievance and works with other departments to help students find answers to their questions. (For information on work grievances, see page 52.)

The PCC Care Office is also available to facilitate academic and housing accommodations for students with documented disabilities.

Academic Offices

Academic offices are overseen by the academic dean or chair, who can answer questions about academic programs. Appointments may be scheduled with office assistants, or questions may be submitted with an [Academic Information Request](#) form on Eagle's Nest.

Administration Building First-Floor Offices

Business Office

The Business Office can help with account information and take payments.

Records Office

Transcript requests, forms, and assistance with graduation requirements are available in the Records Office.

Information Desk

The Info Desk answers questions and provides general help throughout the day and when other offices are closed, including evenings and weekends.

Career Services (Academic Center 1st floor)

Career Services assists students with finding internship opportunities and after graduation. This is done through hosting Educator Recruitment and Career Fair in the spring. Appointments can also be made to meet with a Career Services advisor for résumé review and interview preparation. The [Career Services](#) website allows students and alumni to connect with organizations regarding their respective job interests.



Activities and Opportunities

Campus-Wide Activities

Students wanting to organize campus-wide activities—whether by word of mouth or through social media—must first get permission from the Dean of Graduate Students.

Collegians

Graduate assistants are not collegian members and should not be involved with collegian activities unless serving as an appointed chaperone.

Service

Volunteer opportunities are available in various [Christian Service](#) ministries, including nursing homes, children's church, Bible clubs, Sunday school, personal evangelism, jail ministries, and Master Clubs.

Performance (Fall/Spring)

Many performance opportunities are available during the semesters:

Fine Arts Series

These dramatic or musical productions are presented by PCC faculty and students or guest artists. Recent productions have included *H.M.S. Pinafore*, *The Comedy of Errors*, *A Christmas Carol*, *La bohème*, and *The Sound of Music*.

Dramatic Productions

Students in the Dramatic Productions class learn how to produce a play, and any student may try out for a part. These popular productions have included *The Mousetrap* and *Cheaper by the Dozen*.

College Musical Groups

You may also audition to join various choirs, PCCymphony Orchestra, Symphonic Band, Handbell Choir, or instrumental groups.

Student Musical Groups

Use your talents for the Lord by performing in chapel or Bible study class with a student-organized music group.

Music Check Procedures

Keep the following in mind when organizing your music group:

- All music must be approved before it can be performed on or off campus.
- Music groups singing in Bible study class may be as large as twelve.
- Groups may not use any of PCC's recording studios for rehearsals or recording.
- All group members must return to their respective Bible study classes after performing on Sunday morning.

Facility Rental

For a nominal fee, many college facilities are available for GAs to rent for private use or for weddings, showers, etc. These include meeting rooms, chapels, and reception areas; see [Facilities Reservations](#) on the Employee Services website for details.

Public Events

Academy Basketball/Volleyball Games

Academy regular season home basketball games are free for PCA GA/faculty/staff who present their PCA ID. Men may attend academy volleyball games only if they are fathers of athletes.

College Games

Those with a PCC ID are admitted to Eagles soccer and basketball games and Lady Eagles basketball games without charge. Women may also attend Lady Eagles volleyball games. Men may attend some volleyball games; if a game is women only, you will see that notation below the game on the Employee Services website's [calendar](#).

Guests and children 7th grade and above purchase tickets at the door. See [Athletic Schedules](#) on the PCC Eagle's website.

Collegian Games

All GAs are welcome to watch collegian games on campus proper and on Grant Field. Collegian games on East Field and Rawson Field should be attended by men only.

Fine Arts Series

Graduate assistants can attend Fine Arts Series performances for free. Speech and music GAs are required to attend all Fine Arts Series performances. Before each performance, you will receive a ticket-procedure memo that may be returned by mail to get tickets. Tickets given at no charge to GAs cannot be used by friends or relatives unless they make proper payment. Children under six years old may not attend. Since these are formal events, formal dress is recommended.

Miscellaneous

End-of-Semester Procedures

GAs are expected to remain on campus until all responsibilities are completed and should not plan to leave before 5:30 p.m. (Dec. 19/May 22) (Please do not request special permission to be excused from work early at the end of the semester.)

GAs not completing their program will be assigned a full day's work on Commencement day. Those who have a relative graduating may request permission to attend Commencement from the GA Coordinator no later than April 1. Since not all requests can be granted, do not make plans until you receive confirmation. Unfortunately, we are not able to accommodate requests to attend Commencement for nonrelatives or time off beyond Commencement day.

During odd terms (Pre, Inter, Post), you will be assigned 40 hours of work per week. Do not make plans for weekends or evenings during odd terms (Pre, Inter, Post) until you have received your work assignments. Because of the 40-hour work week, switching of responsibilities is not permitted.

Stewardship

To help preserve and maintain what the Lord has given us, follow these campus guidelines:

- Do not chew gum in academic buildings or auditoriums.
- When entering all buildings on rainy days, please leave your umbrella in one of the racks positioned near each building entrance.
- Since the Florida tropical climate necessitates preventative measures to combat insects inside buildings, be aware that you may see white insect tablets. It is important that these be left in place.
- Food or beverages should not be brought into the library, Crowne Centre, Dale Horton Auditorium, Mullenix Chapel, or any classroom buildings. Sealable bottled water is permissible in the Library and classrooms (except for labs) at instructor's discretion. (Exception: Food and drinks are permitted in classrooms during summer sessions.)

Students are individually responsible for any damage to or loss of college property, whether the damage is intentional or accidental.

Voting

All GAs are encouraged to be good citizens who vote for the public officials of their choice. This helps elect proper officials. Volunteers will be requested before election times to encourage all to become registered and vote.



Job or Ministry

A job is at your choice;

A ministry is at God's will.

In a job, you expect to receive;

In a ministry, you expect to give.

In a job, you give something to get something;

In a ministry, you return something
that has already been given you.

A job depends on your abilities;

A ministry depends on your availability to God.

A job well done brings you praise;

A ministry done well brings honor to Christ.

