

CFNI Student Handbook 2009-2010

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CHRIST FOR THE NATIONS

MISSION STATEMENT:

Christ For The Nations is an international, interdenominational organization that exists to train and equip men and women with the Word of God in the power of the Holy Spirit and with a lifestyle of worship to reach the nations with the Gospel of Jesus Christ. We seek to expand the Kingdom of God worldwide by providing resources for the completion of church buildings, caring for orphans, supporting the nation of Israel, humanitarian relief efforts, establishing and strengthening international Bible schools and distributing Christian literature.

VISION STATEMENT:

The vision of Christ For The Nations is to fulfill the Great Commission by:

- Training and equipping men and women in the Word of God to be effective leaders who will transform nations for the glory of God with godly character and in the power of the Holy Spirit.
- Conducting annual, short-term, international mission outreaches.
- Investing in the next generation by training and equipping Holy Spirit-empowered children's ministers.
- Producing an annual worship recording.
- Conducting an annual evangelistic youth outreach program through Youth For The Nations.
- Hosting annual conferences for women, worship and the CFN Fellowship of Ministers and Churches to grow and nurture the body of Christ.
- Providing resources through our Native Church Program to assist indigenous pastors and church leaders in completing their church buildings.
- Providing resources for the care of orphans.
- Supporting Israel and the furtherance of the Gospel among the people of that nation.
- Providing resources to needy people around the world through humanitarian relief efforts.
- Establishing and strengthening international Bible schools through the CFN Association of Bible Schools.
- Providing resources through the Literature For The Nations Program for the distribution of Christian literature.
- Providing resources for the furtherance of missionary endeavors worldwide.
- Reconnecting the earth's history with the death, burial and resurrection of Jesus Christ through affirming the biblical view of creation.

CORE VALUES:

These core values serve as our guiding principles and foundational commitments:

- Exalting the person and work of Jesus Christ.
- Upholding the Word of God as our standard for life and ministry.
- Training and ministering in the power of the Holy Spirit.
- Teaching and encouraging apostolic ministry worldwide.
- Commitment to passionate worship.
- Commitment to prayer and spiritual warfare.
- Providing an atmosphere for the development of increased faith.
- Fostering a lifestyle of giving.
- Commitment to evangelism and world missions.
- Commitment to strengthening the local church by encouraging graduates to return to and actively serve in their home church.
- Affirming the biblical view of creation.
- Fostering biblical character, integrity and faithfulness.
- Emphasizing a life of holiness and sanctification.
- Commitment to the priority of family relationships.
- Upholding the sanctity of life and valuing each child as a gift from God.
- Compassionate outreach to the needy.
- Supporting the nation of Israel as a vital part of God's eternal plan.
- Releasing women as equal partners in ministry.
- Interdenominational in fellowship.
- International in outreach.

I. INTRODUCTION

A. POLICIES

1. No Discrimination Policy

The policies of Christ For The Nations Institute (CFNI) are in compliance with Title VI of the Civil Rights Act of 1964 (PL 88-353), and all regulations adopted pursuant to such Title VI to the end that no person shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity of CFNI.

2. Privacy Policy

The institute is permitted by the Family Educational Rights and Privacy Act of 1974 (FERPA) to release the following directory information without the consent of the student:

- a. Student name, address, telephone number, and date and place of birth;
- b. Full-time or part-time enrollment status;

- c. Dates of attendance;
- d. Major field of study; degrees and/or awards received;
- e. Participation in activities, sports and sports-related height/weight information.

Students enrolled at CFNI must file a non-disclosure form with the registrar's office within the first week of the semester if they wish directory information to be withheld. The non-disclosure notice will remain in effect for the school year. A new non-disclosure form must be filed each fall.

B. THE CFNI CONCEPT OF SPIRITUAL TRAINING

CFNI is a place of learning with balanced emphases on the ways of the Spirit and academic training. The vision of its founders, Gordon and Freda Lindsay, has brought over 30,000 students to a school where the focus is on their spiritual well-being.

The faculty at CFNI believes the Holy Spirit wants to work through yielded people everywhere, not just through professionally trained ministers. The institute offers an environment of Christian love where disciples of the Lord Jesus can live, learn and grow together—as they develop a deeper, more productive spiritual life.

The training program at CFNI includes the 8 following elements:

1. Prayer, worship and staying yielded enables the student to learn directly from the Holy Spirit and experience His marvelous gifts.
2. Concentrated courses of study in the Bible taught by seasoned and anointed faculty enables the student to become grounded in truth.
3. Unparalleled opportunity to learn firsthand from renowned guest teachers enables the student to see how God uses others.
4. Practical experience in Christian service enables the student to apply what is being studied.

C. THE OBJECTIVES OF CFNI

1. Balanced Training

CFNI provides courses for Christians at various levels of need. The broad curriculum encourages balance in the student's life.

2. Demonstration and Example

The student will see the gifts of the Holy Spirit in operation, stimulating a belief in the supernatural and helping to establish steadfast faith. The faculty and guest teachers share their experiences as examples and encouragement to each student to develop the gifts God gives.

3. Spiritual Unity

The institute promotes unity in the Spirit, the love and compassion of God and oneness among believers.

4. Conformity to the Spirit

Because CFNI is both interdenominational and international in scope, students arrive from many walks of life with widely varying beliefs, values and attitudes. The staff works individually and as a team under the guidance of the Holy Spirit to help each student maintain consistency in his/her Christian walk. Students are expected to be tolerant and loving toward other dedicated believers, even though their opinions about extraneous issues may differ.

5. Growth in Fellowship

The training each student receives through CFNI's well-balanced curriculum of academics and practicum is only of value if it is transferred from the intellect to the heart. CFNI believes the way to affect changes from self-centered values to walking in love is through Spirit-directed community. Without community fellowship, we only coexist. CFNI desires to foster a Christian environment in which love is the perfect bond.

6. Practical Personal Learning

CFNI seeks to help every student in these specific areas of learning:

- a. To understand the Bible, with an emphasis on developing consistent study habits and the capacity to memorize Scripture.
- b. To witness, both verbally and through a godly lifestyle.
- c. To live a disciplined and consistent Christian life according to biblical precepts.
- d. To walk in faith, empowered by the Holy Spirit.
- e. To be an instrument of the Holy Spirit, willing and able to demonstrate in daily life both the fruit and the gifts of the Spirit for the edification of the Church.
- f. To teach others by instruction and example.

D. STANDARDS OF CFNI

In this day of disappearing moral absolutes, it is imperative for all Christians to be reminded that the Bible is the revelation of God's truth, and it must determine not only our doctrinal beliefs, but also our lifestyle. In an ever-changing world, the Christian has an unchanging standard—the Word of God. CFNI's standards of conduct are based upon the teachings and principles of Scripture. CFNI seeks to develop personal holiness and discipline which is exemplified in a lifestyle that is glorifying to God.

CFNI provides biblical training for Christian discipleship and leadership with its traditions springing primarily from Pentecostal, charismatic and evangelical roots. Since spiritual education involves intensive Bible study, practical ministry experience and development of sound discipline, the institute requires that each student agree to adhere to the following standards while at CFNI:

- 1.** To become familiar with and to abide by the requirements set forth in the CFNI Student Handbook and any amendments.
- 2.** To adhere to the standards of personal behavior set by the institute and supported by Scripture, whether or not the student agrees that they relate to a consecrated Christian life. These standards prohibit, but are not limited to, specific acts such as:
 - a.** Lying, stealing, cheating, slanderous or profane language;
 - b.** Violence, assault (verbal or physical);
 - c.** Occult practices;
 - d.** Immoral behavior including, but not limited to: abortion, adultery, fornication, any form of extramarital sexual activity, cohabitation, homosexuality, lesbianism and use or possession of any form of pornographic material;
 - e.** In addition, ungodly habits such as use or possession of alcoholic beverages, tobacco, non-medical narcotics or hallucinogenic drugs, including marijuana, are strictly prohibited;
- 3.** To endeavor to help others abide by the institute's objectives and standards:
 - a.** Neither inciting or helping another to violate the institute's standards;
 - b.** Encouraging adherence to the institute's standards by word and example;
 - c.** Talking privately with someone observed in a fault in the biblical manner. The person observed then has a responsibility to correct his behavior. (See Gal. 6:1, 2; Jas. 5:19, 20.) If he/ she persists in disregarding the CFNI standards, it then becomes the moral obligation of the student or faculty member to report the violation(s) to the appropriate authorities (see Lev. 5:1; Matt. 18:15-17);
 - d.** To refrain from any kind of academic dishonesty, including cheating on exams or assignments and plagiarizing.
- 4.** Students must maintain appropriate standards of health and hygiene, such as proper use of medication, rest and nutrition.

Student involvement in any prohibited activity at any time during the school year or during breaks, whether on campus or elsewhere, is grounds for immediate disciplinary action up to and including dismissal.

E. STATEMENT OF EQUITABLE AND CONSISTENT TREATMENT

CFNI is committed to equitable and consistent treatment for all students. Students are given the ability to file grievances or appeals based on academic, disciplinary or student life issues.

For academic grievances or appeals, students may file a grievance or request an appeal through the director of academic affairs. If warranted, the Academic Affairs Committee will provide a hearing for the student. Grievances must be initiated within 30 days of the academic issue, and appeals must be initiated within 24 hours of the academic action.

For student life grievances, a student may request an appeal before the Student Affairs Committee if he or she feels that their student rights, as outlined in the CFNI Student Handbook, have been violated. Requests must be submitted to the dean of students' office. The following criteria must be met before the dean of students will review a grievance or request for an appeal.

1. The student must have met with their respective dean and have pursued all reasonable means to bring resolution to the matter as specified by the dean.
2. The student must submit written documentation outlining their grievance and the steps they have taken to resolve the issue. The written request must clearly reveal a violation of the student's rights.
3. If a grievance or appeal is warranted, the dean of students will meet with the student to bring resolution or will set a hearing date with the Student Affairs Committee. All decisions by the dean of students and/or the Student Affairs Committee are final. Grievances and requests for appeals must be presented in writing to the dean of students no more than 14 days after the event which prompted the grievance.

For appeals related to disciplinary action, please refer to campus discipline policies.

F. GUIDE TO CFNI ADMINISTRATION

1. Office Location Abbreviations:

CC	Christian Center
COP	Courts of Praise
FL	Freda Lindsay World Missions Center
GC	Gospel Courts
GLT	Gordon Lindsay Tower

HQ-N	Headquarters, North Entrance
HQ-S	Headquarters, South Entrance
IB	Institute Building
LC	Library/Chapel
MB	Music Building
MN	Maintenance Building
SC	Student Center
SOWTA	School of Worship and Tech. Arts
WMA	Wayne Myers Auditorium

2. Personnel/Office Directory

Accounting.....	HQ-N
Admissions–Domestic.....	SC
Advanced Admissions-Int'l.....	SC
Advanced Schools of Ministry:	
Advanced Leadership and Pastoral Studies Director	LC
Advanced School of Children’s and Family Ministries Director....	HQ-S
Advanced School of Global Missions Director.....	FL
Advanced School of Worship and Technical Arts Director.....	SOWTA
Advanced School of Youth Ministries Director.....	FL
Alumni	CC
Attendance.....	IB
Bookstore.....	CC
Business Affairs.....	HQ-N
Chairman of the Board.....	HQ-N
Children’s Ministries.....	HQ-S
CFN Music.....	IB
Dean/Asst. Dean of Families.....	SC
Dean/Asst. Dean of Men.....	LT
Dean of Off-campus Students.....	IB
Dean/Asst. Dean of Women.....	LC
Dean of Students.....	SC
Dining Hall.....	CC
Director of Academic Affairs.....	LC
Director of Institute.....	LC
Director of Placement.....	CC
Director of Student Services.....	SC
Director of Youth Ministries.....	FL
Distribution.....	HQ-N
Donor Receipts.....	HQ-N
Drama-The Remnant.....	SC
Editorial.....	HQ-N
Employment Office (Student).....	SC
Food Services Manager.....	CC
Gym, Pool, Exercise and Weight Room.....	SC
Headquarters Operations.....	HQ-N
Hospitality Coordinator.....	HQ-N
Housing Director.....	SC
Human Resources Manager.....	HQ-N
Institute Finance Office.....	SC
International Student Advisor/Vice President.....	HQ-N

Librarian.....	LC
Literature Coordinator.....	HQ-N
Maintenance Manager.....	MN
Missions Director.....	FL
Music Education Director.....	MB
Native Church Coordinator.....	HQ-N
Nursery.....	WMA
Hallway Placement.....	CC
President & CEO.....	HQ-N
Provost/Vice President.....	HQ
Records Office.....	SC
Recruitment.....	SC
Registrar.....	SC
School of Evening and Weekend Studies.....	LC
Security.....	GLT
Spanish School.....	FL
Student Council Office.....	SC
Student Informer.....	IB
Student Ministries.....	IB
Student Records.....	SC
Summer Outreach Director.....	LC
Veteran's Officer.....	SC
Worship Leader.....	MB
Yearbook Office.....	HQ-N
Youth For the Nations Director.....	FL
Youth For the Nations Director (Spanish).....	FL

3. Where do I go for ...

Apartment Maintenance Need.....	Maintenance Department
Appeals (attendance, disciplinary, etc.).....	Dean of Students
Auditions (special music/singing groups/worship teams)	Worship Department
Course Changes.....	Records Office
Classroom Reservations.....	Director of Academic Affairs
Curfew Passes, Overnight Passes.....	Respective Dean's Office
Employment (off-campus).....	Student Employment Office
Employment (on-campus).....	Human Resources Manager
Family/Roommate Concerns.....	Respective RA, Asst. Dean or Dean
Homeschooling.....	Dean of Families
International Student Work Assignments.....	Human Resources Manager
Lost and Found.....	Attendance Office
Ministry Opportunities.....	http://www.cfni.org/placement.php
Music Lessons.....	Music Education
Department Personal Ministry.....	RA, Asst. Dean or Dean
Recruitment Credit Program.....	Finance Officer
Textbooks.....	Christ For The Nations Bookstore
Transfer Credit(s).....	Director Academic Affairs
Veteran's Benefits	Veterans Officer

II. STUDENT ACADEMICS

A. CURRICULUM

1. CERTIFICATE OF BIBLICAL STUDIES:

A **Certificate of Biblical Studies** is presented to international students who comply with all components of the following academic standard:

- a. Successfully complete two semesters and one summer term (See page 18.)
- b. Credit Hours—34 credit hours are required to graduate with this certificate.
- c. Successfully complete eight of the ten required courses.

Fall Semester:

Old Testament Survey
Creation Science
Real Christianity
Prayer and Intercession or Holy Spirit

Spring Semester:

New Testament Survey
Life and Teachings of Christ
Personal Discipleship
Evangelism or Basic Christian Doctrine

2. DIPLOMA IN PRACTICAL THEOLOGY:

A **Diploma in Practical Theology** is presented to any student who complies with all components of the following academic standard:

- a. Credit Hours—64 credit hours are required to graduate with a two-year diploma.
 - (1) Full-time = 15 credit hours per semester
 - (2) Four full-time semesters plus one summer term (See page 18.)
- b. Successfully completes all eight required courses during first year of study:

Fall Semester:

Old Testament Survey

Creation Science
Real Christianity
Prayer and Intercession or Holy Spirit

Spring Semester

New Testament Survey
Life and Teachings of Christ
Personal Discipleship
Evangelism or Basic Christian Doctrine

During the second year of studies, the student will choose electives within one specific track:

Leadership and Pastoral
Children's and Family
Missions
Youth
Worship and Technical Arts.

- c. Exceptions based on previous college credits must be approved by the Director of Academic Affairs.
- d. **Students in the program cannot fail more than five credit hours in non-required (elective) courses.** (This does not include extra-cost electives).
- e. Failure to comply with any component of the academic standard could prevent a student from graduating in the Diploma in Practical Theology program.
- f. Students are responsible for monitoring their own academic progress using grade reports issued after the end of each semester. Appeals should be directed to the office of academic affairs.
- g. To complete the music minor within three years, students will choose required courses within the Worship and Technical Arts track during the second year. Additional private or group lessons (extra-cost electives), as well as student ministry electives in music or creative arts, are also required. Students who complete the music minor will receive a certificate in addition to the Diploma in Practical Theology. Specific information is available from the Music Education Department.

3. ADVANCED DIPLOMA IN PRACTICAL MINISTRY:

The Advanced Diploma in Practical Ministry is a three-year program and is awarded upon completion of 94 credit hours. Full-time students will accumulate these credits by attending three fall terms, three spring terms and one summer term. The first year focuses on laying a foundation of godly character and on the student's personal relationship with God. The second year, students will continue building on this foundation, choosing a ministry track of study. Each track has its own required and elective courses. One summer term is required of all students.

During the third year, students will enter the Advanced School of Ministry that corresponds with their chosen track of study. The Advanced Schools of Ministry offer intense, practical training in the student's chosen ministry track. Students will spend their third year learning about the specifics of their ministry calling and gaining valuable hands-on ministry experience. Upon completion of these requirements, including accruing 32 credit hours in the program, students will earn an Advanced Diploma in Practical Ministry, specializing in one of the five areas:

The Advanced School of Children's and Family Ministry

The Advanced School of Global Missions

The Advanced Leadership and Pastoral School

The Advanced School of Worship and Technical Arts

The Advanced School of Youth Ministry

- a. Credit Hours — 94 credit hours are required to graduate with a three-year diploma.
 - (1) Full-time = 15 credit hours per semester
 - (2) Six (6) full-time semesters, plus one summer term. (See page 18.)
- b. Successfully completes all eight required courses during first year of study.
- c. During the third year, students will enter one of five Advanced Schools of Ministry based upon their chosen track of study.
- d. Exceptions based on previous college credits must be approved by the Director of Academic Affairs.
- e. Failure to comply with any component of the academic standard could prevent a student from graduating in the Advanced Diploma in Practical Ministry program.

4. ADVANCED SCHOOLS OF MINISTRY:

Students interested in broadening their education at CFNI may choose to enroll directly into one of the advanced schools of ministry. (Please note prerequisites listed below). These schools are also offered as the third year of the Advanced Diploma in Practical Ministry Program.

a. Advanced School of Children's and Family Ministry:

The Advanced School of Children's and Family Ministry will prepare students with practical training. Counseling families and children, the developmental cycle of children, master planning and godly parenting are some of the areas the school will cover. Students will also have direct ministry opportunities to practice what they are learning.

b. Advanced School of Global Missions:

The Advanced School of Missions will prepare students with practical training. Perspectives in missions, modern missions and cross-cultural adaptation are some of the areas that will be covered. Students will also have direct ministry opportunities to practice and experience what they are learning.

c. Advanced Leadership and Pastoral School:

The Advanced Leadership and Pastoral School will prepare students with practical training. Christian counseling, mentoring, discipleship and administrative management are some of the areas that will be covered. Students will also have direct ministry opportunities to practice and experience what they are learning.

d. Advanced School of Worship and Technical Arts:

The Advanced School of Worship and the Technical Arts will prepare students with practical training. Worship theology, songwriting, recording and multi-media ministry are some of the areas that will be covered. Students will also have direct ministry opportunities to practice and experience what they are learning.

e. Advanced School of Youth:

The Advanced School of Youth Ministry will prepare students with practical training. The mechanics of youth ministry, relational ministry and emerging youth ministry are some of the areas that will be covered. Students will also have direct ministry opportunities to practice and experience what they are learning.

f. Advanced Schools of Ministry Prerequisites:

To qualify to make application to one of the School's of Ministry at Christ For The Nations Institute, a prospective student must satisfy at least one of the following prerequisites:

- a. Have completed the first and second year programs at CFNI.
- b. If an international student, have completed the one-year Leadership Certificate program.
- c. Have completed a minimum of two years of qualifying ministry.
- d. Have completed two years of Bible College.
- e. Have earned a bachelor's degree from a post-secondary institution.
- f. The spouse of an approved School of Ministry applicant*.

* Please note: a spouse of an applicant who meets one of the above prerequisites may also apply for the same Advanced School of Ministry, (with concurrent enrollment).

5. COMMENCEMENT:

Commencement ceremonies are held every December (for fall graduates), and every May (for spring and summer graduates). To participate in commencement, students must satisfy all academic requirements for the program in which they are enrolled. As well, students must have their school bill paid in full, and be enrolled as a student during the semester in which they desire to participate in commencement. Students must apply to graduate at which time a fee will be charged.

6. GRADUATE LIST POSTING:

The graduate list will be posted for ten (10) class days in the IB Fellowship Hall, Library and Student Center Lobby. The student may check for correct spelling of their name, correct diploma and certificate, or if their name is absent from the list. There will not be changes, corrections or additions to the list after the last day the list was posted. Changes must be made at the Registrar's office.

B. TRANSFER OF CREDITS

CFNI will accept in transfer credit hours from other qualified Bible colleges and institutions worldwide for course work in Bible, Theology and ministry curriculum.

Credit hours transferred may only be applied towards the Diploma in Practical Theology and Advanced Diploma in Practical Ministry programs. No credit transfer is permitted towards one-year certificate programs. The credit hours awarded will not exceed the credits offered for the comparable CFNI courses. Credit hours from previous studies can only be transferred if the grade received is a "C" or higher.

Number of maximum credit hours transferable:

- No credits are transferable toward one-year, 34 credit hour programs.

- Up to 30 credit hours may be transferred toward the two-year, 64-credit hour Diploma in Practical Theology program.
- Up to 64 credit hours may be transferred toward the three-year, 94-credit hour Advanced Diploma in Practical Ministry program

To transfer credits, students must forward an official transcript from the college or institution attended previously to the Director of Academic Affairs for evaluation.

C. ACADEMIC INTEGRITY AND CLASSROOM CONDUCT

CFNI adheres to the highest academic standards and will not tolerate any form of academic dishonesty. This includes cheating, plagiarism or collusion. Students participating in such behaviors will receive an automatic “F” on the assignment/exam, and will be subject to academic probation or dismissal from school.

Students are not allowed to use iPods, mp3 players, or any other audio/visual device in class with the exception of a language translation device.

Students are prohibited from using their computers in any class except to take notes or for other activities relevant to the teachers’ instructions. Students must also refrain from using their cell phones in class to include: making phone calls, text messaging, taking/viewing pictures or movies, going on the internet or playing games.

Students are expected to demonstrate and encourage a mature, higher education learning environment. Accordingly, behavior such as sleeping, talking between students, late arrivals, and early departures are unacceptable. Additionally, students are required to respect individual teacher’s classroom etiquette and procedures.

D. GRADING SYSTEM

1. The grading system is as follows:

A — Excellent	94 - 100	4 grade points
B — Good	85 - 93	3 grade points
C — Average	76 - 84	2 grade points
D — Passing	70 - 75	1 grade point
F — Failing	0 - 69	0 grade points
W — Withdrawal Passing		not counted
X — Withdrawal Failing/Dismissal/Loss of Credit		0 grade points

S — Satisfactory	equal to student's GPA
U — Unsatisfactory	0 grade points
— Incomplete	
* — Audit	not counted

2. Students who need to complete course work or dispute a grade must do so with the respective faculty member within 60 days of the end of the semester. **No grades will be changed after 60 days.**
3. Each student must maintain a cumulative GPA of 2.0 on a 4.0 scale at all times. After any term, if the student's cumulative GPA falls below 2.0, the student is placed on academic probation for the next semester. After the probationary term, if the student's cumulative GPA is still below 2.0, the student will be suspended. To re-enroll, a student must sit out **one** semester and be re-evaluated by the Academic Affairs Committee.
4. Students are responsible for monitoring their own academic progress. Grades and transcripts may be viewed via CAMS student portal. If a student has a question regarding a grade, they are required to contact their faculty member.

E. ADD/DROP POLICY:

The add/drop period is the Thursday and Friday during the first week of class in the fall and spring semesters, and Wednesday and Thursday of the first week of class in the summer term. The dates are published in the academic calendar. Students may add, drop or make changes to their schedule during the designated dates. There is an add/drop fee for each dropped course, which will be charged to the student's financial ledger and due the following payment date.

The entry of the dropped course(s) will not appear on any permanent academic record, and full tuition is refunded for course(s) dropped. Failure to properly drop a course may result in the recording of "F" grades. No course or student ministry changes will be made after the first week of class.

F. MAKE-UP WORK:

If a student is absent, it is his/her responsibility to check with the instructor regarding missed work/exams. Students are not allowed to take exams early in order to begin holidays and vacations. All exams are to be taken on the designated days only.

Purchased airline tickets would not be considered a valid excuse for taking the exams late.

G. SCHEDULED CLASSES AND ACTIVITIES (fall & spring semester):

The following represents the schedule of the Diploma in Practical Theology Program:

1. Chapel

With the exception of Wednesday morning student ministry meetings each week and one Tuesday morning sectional meeting per month, each weekday morning begins at 8:00 a.m. with exhilarating praise and meaningful worship. Students who wish to participate with the worship team must be approved through an audition process. Information is available at the music orientation meeting or by calling the music education department office. On occasion, visiting ministers will be given an opportunity to share with the students during chapel.

2. Classes

Each weekday morning includes two, one-hour class periods for all students. Faculty members teach the classes offered during the first two periods. Details of subjects offered—required or elective—are listed in the current course schedule. The schedule requires a full-time student to be in attendance each weekday morning period (8:00 a.m. until 12:00 noon) and on Tuesday evenings from 7:00 p.m. until the service closes. This includes student ministry and sectional meetings.

a. Lectures in Contemporary Theology (LCT—AM)

LCT-AM session is taught Monday—Thursday at 11:00 a.m. by a guest teacher. The LCT session on Friday is reserved for special events. Students are not permitted to exit the main auditorium during the LCT-AM lectures until noon. During the summer term, there are no united sessions.

b. Lectures in Contemporary Theology (LCT—PM)

Attendance is required at CFNI's Tuesday evening service. Students are encouraged to invite relatives, friends and acquaintances to attend CFNI Tuesday evening and other public services.

3. Supplementary Studies

Afternoon extra-cost electives are also offered, in addition to the basic subjects taught in the morning classes. Lessons in voice, piano, guitar and various instruments are offered by the Music Education Department as group classes or private lessons.

H. SUMMER TERM CREDITS:

In order for students to receive a Leadership Certificate or Diploma in Practical Theology or an Advanced Diploma in Practical Ministry, each student must successfully complete one summer term as part of their course of study. Students are not permitted to fulfill their summer term requirements through any means other than the following two options:

- 1. Participating in a CFNI summer outreach OR**
- 2. Participating in one of the CFNI internship programs:**
 - a. Youth For The Nations**
 - b. Spanish Youth For The Nations**

- c. Kids For The Nations
- d. The Healing Place
- e. Preschool
- f. Audio/Video

I. SUMMER OUTREACH PROGRAM:

Each summer, faculty and staff members lead outreaches to various countries including the U.S. Students are given cross-cultural experiences that will enable them to share the Gospel of Jesus Christ with different people groups using various methods and teaching tools. Students participating in a summer outreach can receive summer term credit by paying the required fees and fulfilling special requirements.

The Summer Outreaches are announced each year in October and again in January. Students must observe all the behavior guidelines outlines for participation in the summer outreaches.

1. Participants must be current CFNI students or alumni in good standing with the institute and must be approved by the outreach leader.
2. Students on academic disciplinary, attendance or financial probation may not participate in any activity beyond the core curriculum requirements, which means they may not participate in any work activity or prayer meetings preparing for the outreaches.
3. Students on full work scholarship are not eligible to participate.

J. SCHOOL OF EVENING & WEEKEND STUDIES:

1. The School of Evening & Weekend Studies was originally created to serve off-campus students who are unable to enroll in the daytime courses. Questions regarding courses offered may be directed to the School of Evening & Weekend Studies office. A student in the daytime program may enroll in one evening & weekend course per term. To enroll in more than one course, a student must receive prior approval from the Director of Academic Affairs.

- a. Evening & Weekend terms are 10 weeks long, so they may not coincide with the daytime semester calendars.
- b. Each evening & Weekend course is worth three credit hours.
- c. Classes take place on Monday evenings, Thursday evenings and Saturday mornings. Different courses are available each of those days.
- d. Students may enroll in the The School of Evening & Weekend Studies language courses (Hebrew, Greek, Spanish and Sign

Language) as supplementary studies or extra-cost electives.

2. **Certificate of Biblical Studies** is presented to a domestic student who complies with all components of the following academic standard:
 - a. All credits must be earned in The School of Evening & Weekend Studies. Credits may not be transferred in from other schools or programs.
 - b. Credit Hours—34 credit hours are required to graduate with this certificate.
 - c. Successfully complete at least four of The School of Evening & Weekend Studies required courses (see The School of Evening & Weekend Studies Office for current courses).
 - d. Failure to comply with any component of the academic standard could prevent a student from graduating with the Certificate of Biblical Studies.
 - e. Students are responsible for monitoring their own academic progress. An individualized graduation plan may be requested from the office of The School of Evening & Weekend Studies. Grades and transcripts may be viewed via CAMS student portal. If a student has a question regarding a grade, they are required to contact their faculty.

3. A **Diploma of Practical Theology** is presented to any student who complies with all components of the following academic standard:
 - a. Credit Hours—64 credit hours are required to graduate with a two-year diploma.
 - b. Successfully complete all eight required courses (see The School of Evening & Weekend Studies Office for current courses).
 - c. Exceptions based on previous college credits must be approved by the Director of Academic Affairs.
 - d. **Students in the program cannot fail more than five credit hours in non-required (elective) courses.** (This does not include extra-cost electives).
 - e. Failure to comply with any component of the academic standard could prevent a student from graduating in the Diploma of Practical Theology program.
 - f. Students are responsible for monitoring their own academic progress. Grades and transcripts may be viewed via CAMS student portal. If a student has a question regarding a grade, they are required to contact their faculty

K. STUDENT MINISTRIES PROGRAM

For one unit of credit, there is a minimum average requirement of two hours of ministry per week for each semester. This ministry time is exclusive of any associated time spent in student ministry meetings and travel time involved in getting to the place of ministry. Although most students will exceed the minimum time requirement because of the demands and criteria of the specific student ministry, only one academic credit hour can be earned.

All of the minimum hours must be obtained with a CFNI student ministry group, except in special circumstances approved by the director of student ministries. Each student will choose one ministry at registration. Students may change student ministries during the designated add/drop days. There will be a fee for each change. Changes are not permitted during the summer term.

Students who are required to change student ministries by the institute administration will not be charged an add/drop fee.

The student ministries available are subject to change without notice. Students must choose one of the following student ministries:

1. Children's Ministries

A variety of ministry opportunities are available to students of this ministry. Students may choose to minister in the Tuesday evening children's church services—Breakthrough 567 (a ministry club for preteens), Neighborhood Impact (an outreach ministry to the un-churched children of our community), R.E.A.C.H. (a mentoring program for children), Kids Alive (a children's worship team) or the nursery and preschool ministry. Students gain valuable, hands-on learning experience while serving on these ministry teams. Students do not have to be enrolled in the children's ministry classes to participate in this valuable ministry.

2. The Remnant*

The Remnant is a dynamic worship and performing arts traveling ministry team. They specialize in producing and performing creative, issue-driven dramas, human videos and dances that connect with audiences of all ages. This ministry is designed to train students in the performing arts and develop their skills for hands-on ministry. Classes rehearse up to two times a week with the opportunity to minister at various campus events and local churches throughout the semester. Enrollment in this student ministry must be approved by the recruitment department. Information is available at registration or by calling the recruitment department at 214-302-6235.

3. English Tutors*

As an English Tutor you will be in close contact with students from many nations. You will first be their friend and pray for their needs. That friendship will open the door to help them grow in their English skills through activities such as group conversations in ESL lab time and homework help. You can also volunteer to be a teacher's assistant in the classroom each Monday night. You are required to serve 3 hours each week.

4. Evangelism

Under this ministry, several opportunities are offered each semester—from the Salvation Army (once a week) to Deep Ellum and West End Marketplace (downtown) to Oak Cliff (local 10-mile radius), where a team of students goes every weekend to hand out tracts and share the Gospel in the streets.

5. Hospitality Ministry

Participants assist the hospitality coordinator in planning and preparing for special events (such as receptions, banquets, picnics and parties) held on campus throughout the year. Students assist by greeting guests, providing transportation and information during various seminars, Campus Days and other special events held at CFNI. Students involved also assist special guests of CFN by providing them with hospitality baskets, complimentary food items, literature and more.

6. IEP (Intensive English Program) Student Minister

As an IEP Student Minister you will have the opportunity to help new international students who have just arrived and have minimal English fluency. These students will be in the IEP instead of the mainstream programs and will need your help as they prepare and train for going to Bible classes. You will help them to adjust to the culture by sharing U.S. culture with them in conversations (1-on-1 and in groups), assisting them with their homework, taking part in ministry outreaches during the semester, and most importantly sharing the love of Christ. You are required to serve 3 hours each week.

7. International Helps

This ministry provides practical, cross-cultural experience. Participants assist newly arriving international students in adjusting to their new home on campus. Students prepare internationals' apartments with basic food items and dishes and help provide transportation for them to various stores and arrange fellowship opportunities.

8. Interpreter (English to Spanish)

Students have the opportunity to translate the lectures and special services into Spanish for non-English speaking students.

9. Jail/Juvenile Detention Center

By holding weekly services in several local correctional institutions, the students minister in song and the Word, and have opportunities to minister to residents individually.

10. Local Church Internship

This ministry provides on-the-job church leadership training in many areas, including pastor, associate pastor, youth pastor, music and worship leader, Sunday school teacher, children's church worker, personal ministry, jail ministry, rest home ministry and other church related ministries.

Members may also choose to be involved in first-class missions mobilizing events such as CFNI's Missions Week, which is held each spring semester.

Off-campus students are encouraged to enroll in the local church internship ministry. The grade is based on active local church ministry. The student ministry leader will communicate the requirements and assign the grades. Exceptions to enrollment in local church internship ministry may be granted with the approval of the student's pastor and/or the dean of off-campus students. If such a change is approved after a student has completed registration, there will be a \$25.00 add/drop fee assessed. The only exception is if the institute administration requires the change.

11. Moral Issues

This ministry is designed for those interested in addressing present-day moral issues facing our society: prayer and freedom of religious expression in the schools, legalized abortion, secular humanism, homosexual rights and more. Street witnessing at local abortion clinics, presentations of the facts of humanism to churches and schools and promotion of letter-writing campaigns are some of the activities of this ministry. New issues that arise are dealt with as opportunity provides. Participants also provide CFNI residents with information on elections and candidates opinions concerning moral issues, which encourages voter registration and participation in elections.

12. Music (Spanish School)*

Participants apply spiritual and practical principles of music ministry in a church or group setting. Outreach is through organized music groups, other campus ministries and local church involvement. Enrollment in Spanish music ministry must be approved by the Spanish Worship Dept.

13. Prayer and Intercession

Participants are taught the principles of prayer and practice them within organized prayer groups of the ministry of prayer and intercession. There are many meetings, each carrying a different focus, from the Muslim world to incoming needs. Participation in this ministry will help develop the student's understanding of his/her relationship with God, one another and the lost; will add depth to personal prayer life; will prepare them for their cooperative ministry within the local church, the citywide church and to the national/international church.

14. Resident Assistant (RA)*

As a ministry of the deans' department, the RA's primary function is to assist students in their spiritual and social adjustments to a Bible school environment. RA's must be available to give information, help, instruction, discipline and ministry on a daily basis. (Prior approval must be obtained from the dean of women, dean of men or dean of families respectively.)

15. Student Ambassadors*

Student ambassadors represent CFNI to visitors and prospective students by accompanying visitors to classes, hosting prospective students in their dorm or apartment during overnight visits and giving campus tours. Student

ambassadors promote CFNI by representing the school at conferences and other promotional opportunities.

16. Student Council*

A limited amount of student council positions are available at the beginning of each semester to students in good standing who apply and are approved by the Student Affairs Committee. Student council serves the faculty and students in social, interpersonal and leadership capacities.

17. Technical Arts

This ministry is comprised primarily of students who are fully trained in audio, video, media, sound, lighting and production techniques. Students are required to help provide audio, video, media, sound or lighting reinforcement for events, including classes, lectures, nights of worship and conferences.

18. Technical Arts (Spanish School)

This ministry is comprised primarily of students who are fully trained in audio, video, media, sound, lighting and production techniques. Students are required to help provide audio, video, media, sound or lighting reinforcement for events, including classes, lectures, nights of worship and conferences.

19. Translation (Spanish School)

The translation ministry at CFNI serves those students who study at the Spanish School and do not speak English by providing translation of the 11:00 a.m. united sessions, Tuesday night services and special events, which are in English only.

20. Urban Leadership Development

This ministry focuses on a wholistic leadership development in the inner city. Students who have a desire to work within the inner city areas of the world will develop hands-on leadership skills as they plan and conduct opportunities to assess, renew and develop under-resourced communities through the use of tutoring, mentoring and various neighborhood ministry projects.

21. Usher

This ministry receives the offerings, seats guests, provides distribution of handouts and communion elements. In the event of altar calls, the ushers direct people to the right areas for ministry.

22. World Missions Student Ministry

The world mission's student ministry is an exciting program designed to give team members hands-on experience in reaching people from other cultures with the Gospel of Jesus Christ. Members choose a cultural group in the Dallas area and develop a strategy to actively begin reaching out to them through friendship evangelism.

23. Worship and Arts Ensemble*

This student ministry includes all those students who participate in CFNI's worship teams and choir. Students will receive weekly training and impartation from our various faculty worship leaders and occasional guests. Enrollment in worship and arts ensemble must be approved by the Worship

Department. Information is available at registration or by calling the Worship Department office.

24. Yearbook*

CFNI's yearbook provides students with opportunities to use their talents and abilities in producing a publication that records academics, activities, student ministries, outreaches and God's move during the school year. Opportunities for ministry include photography, caption writing, page design and editing, activity coverage and general office tasks.

25. Youth For The Nations (YFN)*

Youth For The Nations (YFN) offers full summer credit to students who go through training to assist the youth department with exciting summer camps for teenagers.

26. Youth For The Nations (Spanish YFN)*

Spanish Youth For The Nations (Spanish YFN) offers full summer credit to students who go through training to assist the youth department with an exciting Spanish summer camp for teenagers.

*** These ministries require prior approval from the individual Department Supervisor.**

L. OFF-CAMPUS STUDENT PROGRAM

1. Program Requirements

a. Registration

All off-campus students are to register each semester at the off-campus desk. An off-campus student information form must be updated with changes—address, telephone, home church—and submitted to the dean of students.

b. Veterans

Some of the above considerations and requirements are different for the off-campus students in the VA program. Check with CFNI's VA office in the Student Center for specifics.

c. Childcare

Childcare for children (13 months through four years of age) of off-campus students is provided with the following considerations:

- Children must be 13 months through four years of age.
- Children must have had the first course of immunizations and a written physician's statement clearing the child for group care.
- At least one parent must be a fulltime CFNI student.

d. Facilities

All CFNI activities and facilities are available to off-campus students. (See page 29.)****

M. EXTRACURRICULAR ACTIVITIES

1. **Physical fitness** is very important for all students. Aerobic and fitness activities available at CFNI include a complete weight and fitness center, a basketball and volleyball court, a full-size indoor pool, two tracks for walking and jogging, and outdoor fields for student-led sports. Athletic facilities are available for use by CFNI students, staff, faculty and alumni. Please see the Athletic Dept. for policies and procedures. A current CFNI ID badge must be presented to use the facilities.
2. **The use of classrooms** for school-related activities and prayer/ministry meetings must be submitted to the office of the director of academic affairs. Approval of the dean of students may be required.
 - All requests regarding the athletic facilities must be submitted to the dean of students' office.
 - Music Building reservation requests must be submitted to the Music Education Department Secretary.
 - Christian Conference Center reservation requests must be submitted to the Food Services Manager.

Room reservations are not carried over from semester to semester. New reservations must be secured at the beginning of each term. Classrooms must be left clean and in order after each use—with chalkboards erased, lights and equipment turned off and all furniture in place. No food or drinks (with the exception of bottled water) are allowed on carpeted areas in any building. Any equipment, which a staff or faculty member authorizes a student to move, must be returned to its appropriate place.

The use of equipment and/or audio personnel must be arranged and approved through the audio department in advance.

N. FIELD TRIP CREDIT POLICY

A number of programs and student ministries arrange field trips that will enable students to travel away from campus for ministry purposes. In some cases, field trips may require students to miss class time. Attendance points are waived for approved trips.

1. Requirements:
 - a. Field trips must be initiated and sponsored by a CFNI faculty member.
 - b. There is a maximum of two field trips per month permitted for any student.
 - c. Any field trip requiring students to miss class time must be lead/accompanied by a CFNI faculty member.
 - d. To participate, the student must be in good standing with the finance department.
 - e. To participate, students are required to sign a release of liability form prior to departure.

- f. Field trips are not permitted the first two weeks or last week of the semester, or during exams.
- g. A student may not participate if they are on disciplinary, attendance, financial or academic probation.

2. Procedures:

- a. The faculty sponsor must submit a request for approval to the dean of students at least two weeks prior to the field trip.
- b. The faculty sponsor must provide a complete list of names to the dean of students at least three working days prior to the field trip.
- c. The dean of families and dean of students must approve group activities involving campus children or teens. A list of those participating in each event must be submitted to the dean of families and the dean of students in advance of the event.

O. LIBRARY

CFNI students are encouraged to make full use of the library facilities. Various media formats are available including books, DVDs, CDs, audio and videocassettes, long play records, periodicals, microfiche and computers. Computers are available for data processing, laser printing and Internet use by both students and staff. The library also has audio cassette players, a record player, a television, video/DVD player and a copier available.

- 1. The library is for use by students, staff, faculty members and their families. Alumni and members of the community may also have access to the library and may borrow materials after purchasing a library card.
 - a. Students must present a current ID/ Access card when borrowing materials or using the computer lab.
 - b. Family members of students must present the registered student's ID/ Access card to borrow materials.
 - c. Staff members must have a card on file in the library with current contact information in order to borrow any materials.
 - d. Students currently enrolled at SAGU may use the library free of charge, but must have a current address on file in the library.
 - e. Current CFNI students may also use the library at SAGU at no charge.
 - f. Children under 12 years of age are permitted in the library only with adult supervision. This includes the computer lab.
 - g. Parents will be held responsible for books checked out by their children.

2. Library Hours:

Monday and Wednesday—Friday..... Noon-10:00 p.m.
 Tuesday..... Noon-5:00 p.m.
 Saturday..... 1:00-5:00 p.m.
 Vacation and holiday hours will be posted.

3. Lending Policy

a. Loan Periods

Two (2) weeks for books, language tapes, DVDs, CDs, audio and video cassettes, college catalogs and periodicals. One (1) day for reserve textbooks.

b. Renewals

Materials may be renewed. Renewal may be refused due to high demand for the item.

4. Fines

- a. The overdue charge for all two week items is 25¢ per day per item. Maximum overdue fine for any one item is the cost of the item.
- b. Fines begin accruing at 1:00 p.m. the day after the stamped due date.
- c. The charge for an overdue reserve book is 10¢ per hour for those hours the library is open. The fine period begins at 1:00 p.m. the day after the due date.
- d. A lost book or tape should be reported immediately to prevent fines from continuing to increase. The charge for a lost item is the replacement cost of the item plus \$3.00 processing fee. All lost items must be paid for by the end of the semester. If an item is found after being paid for, a refund will be made, less 25¢ per day late charge, if applicable.
- e. Materials borrowed must be returned and fines paid before more items can be borrowed or before grades or diplomas will be issued.

5. Library Rules

- a. Food and drink are not permitted in the library. This includes the video room and the computer lab.
- b. A student may borrow a maximum of only 10 items (books & non-print materials) at a time. These must be returned before borrowing more.
- c. All library service needs (copying, computer/printing and checking out materials) must be completed 15 minutes BEFORE the library closes.

III. STUDENT DISCIPLINES

A. ATTENDANCE POLICIES

1. Class Stewardship

Classroom attendance is an integral part of the CFNI discipleship program. The Institute believes that faithful attendance habits are a necessary quality for success in life and ministry. Students are therefore expected to attend all their registered classes and required services while enrolled at CFNI.

2. Classroom Etiquette

Students are expected to maintain a strong level of commitment and discipline within the classroom and to the instruction being given. Each student must give proper attention to the material being presented and take personal notes pertaining to the instruction being presented. The use of cellular phones is strictly prohibited during classes. All electronic devices, except those used for classroom participation (laptop computers or PDAs for classwork only) must be turned off

and put away. No refreshments (food or drinks) should be taken into the classroom, with the exception of bottled water.

B. REQUIRED CLASS TIME DEFINED

1. A full-time enrolled student must attend each weekday morning period (8:00 a.m.-noon) and Tuesday evening from 7:00 p.m. until the service ends. Each weekday morning begins with required attendance at 8:00 a.m.
2. **Students are required to be in their seats and ready for class at the precise time class, chapel or service is scheduled to begin.**
3. Attendance is required for all sectional meetings scheduled throughout the Semester to disseminate important information to the students.
4. Occasionally, special sessions such as the Women's Conference and the Worship Conference are held during the school year. Attendance requirements are announced prior to or at the beginning of each special session.
5. Students are permitted to invite guests to attend chapels and LCT-PM. However, guests (including non-registered spouses) are not permitted to attend core and elective classes unless they have been registered with the admissions department located in the Student Center.
6. Students are not permitted to allow their children to accompany them to classes, apart from chapels and LCT-AM and LCT-PM.
7. Students will not be permitted to go to their dormitories while clocked in. If a student returns to the dormitory during break times, they must be clocked out or they will be considered defrauding.

C. ID SCANNING PROCEDURES

1. Students are required to record their class attendance each day by scanning their ID/Access before 8:00 a.m.. Students must scan their ID/Access card immediately following the 11:00 a.m. session or any other time they are leaving class to record their departure.
2. Students who arrive late must scan their ID/Access card before going to class. Students who leave class early must scan their ID/Access card immediately upon leaving the class. The only exception is if a dean or faculty member has given permission for a required meeting.
3. Any observable malfunction in the use of a student's ID/Access card needs to be reported immediately to the attendance office to prevent loss of attendance points.
4. Single scans count as a full absence.
 - a. A "single scan" occurs when a student:
 - (1) Scans their ID/Access card to record their arrival, but does not scan their ID/Access card upon their departure. (or vice versa), or

(2) Does not scan correctly.

- b. Scanning in before 6:30 a.m. or scanning out after 12:30 p.m. will be recorded as a single scan and therefore as an absence.
- c. Students must notify the attendance office and provide approved documentation of class attendance in order to receive credit for attendance during a day when a “single scan” occurred.

(1) The attendance office is not obligated to remove points for single scans that have been reported past 14 days of the occurrence.

(2) Attendance points will not be restored during the final week of school. All attendance issues must be addressed by meeting with the attendance office before the final week in any semester.

5. Part-time students do not scan in or out for class.

6. Students are not to scan in and out for extra-cost elective classes.

D. DAY/POINT VALUES

CFNI accounts for absences using a point value system. Monday through Friday core classes (8:00 a.m.—noon) and Tuesday evening sessions have been assigned point values. To emphasize punctuality and remaining in class until dismissal, the first and last 10 minutes of every full day have weighted point values.

1. During the fall and spring semesters, one full day, 8:00 a.m.-noon, is equal to 30 points. (During the summer semester, one full day is equal to 27 points.) The following makes the maximum point value for daily class time to equal 30 points:
 - a. The first 10 minutes of each day equal four (4) points.
 - b. Each 10 minutes thereafter equal one (1) point.
 - c. The last 10 minutes of each day equal four (4) points.
2. Tuesday evening lectures equal eight (8) points.

E. POINTS POLICY DEFINED

1. Attendance is required for all classes and mandatory student activities Monday through Friday. A student may accumulate up to 11 days of absence or 330 points during the fall and spring semesters and 94 points during the summer semester for sickness or other emergencies. If a student accumulates more than 330 points or 94 points during the summer, he/she will lose all academic credit for the semester.
2. CFNI’s attendance system places the responsibility on the students and depends on their integrity. Students should keep track of their own absences. A report showing each student’s attendance is available in the attendance area and is updated weekly.

F. ABSENTEEISM

An absence is defined as **any** time a student is not in his/her registered class (unless the student is on an approved field trip). A **late arrival** is counted as an absence until the time the student scans in. An **early departure** is counted as an absence from the time the student scans out. Instructors may, at their discretion, include additional attendance standards for their individual classes as part of their grading procedure.

G. ATTENDANCE DISCIPLINARY POLICIES

1. Excessive Absences

If, **for any reason**, a student exceeds the total number of points permitted in a semester he/she automatically loses all academic credit for the semester and faces possible dismissal from school. Any student who loses credit will be placed on attendance probation.

Students who have exceeded or expect to exceed their allowable attendance points due to major extenuating circumstances should contact their respective dean as soon as possible.

2. Defrauding the Attendance System

Defrauding the attendance system in any way is a serious offense. The honor system requires that a student who witnesses another student defrauding the attendance system report it to the appropriate dean. In addition to excessive absences, the following are grounds for disciplinary action, including the possibility of immediate dismissal:

- a.** Scanning in or out for any other student (including spouse;)
- b.** Being out of class while scanned in or attending classes other than those for which the student is registered;
- c. Tardiness**
If a student is tardy for a class while scanned in their ID/Access card may be retrieved by a faculty or staff member and taken to the attendance office. The student may lose credit for attendance during that class. The student will be required to meet with the attendance officer to regain possession of their ID/Access card;
- d.** Leaving the main auditorium before being officially dismissed by the guest speaker and not immediately scanning out;
- e.** Scanning in and then:

- (1)** Leaving the Institute Building. Leaving the IB to attend the Wednesday morning student ministry meetings and one (1) Tuesday a month for the sectional meeting are the exceptions to this rule.
- (2)** Delivering children to childcare in other buildings. (The nursery is open 15 minutes before each session begins.)
- (3)** Re-parking the car.
- (4)** Returning to their dorm or apartment for any reason and not being clocked out.

3. Appeal Process

Any student who has lost credit or is facing dismissal because of attendance may request an appeal before the Student Affairs Committee. The appeal is to be in writing and submitted to the dean of students within 24 hours of dismissal/loss of credit. When making a request for an appeal, students are to present written, **detailed documentation** verifying their **extenuating circumstances**.

H. OFF-CAMPUS STUDENT ATTENDANCE POLICY

1. Attendance is required during weekdays in accordance with regular school schedule (8:00 a.m.-noon, Monday-Friday and Tuesday evenings). This includes attending sectional meetings.
2. Off-campus students are required to attend any special conferences/seminars that may be scheduled during the semester. Attendance requirements will be published in advance and will be the same as those for on-campus students.
3. If an off-campus student leaves his/her ID/Access card at home, the student may sign-in up to three (3) times per semester in the attendance office.

I. FINANCIAL POLICIES

1. Settlement of Accounts

All accounts are due and payable at the beginning of a term or upon arrival. Realizing the need for some students to budget the cost of their semester, there is a contract of payment available for full-time students only. Part-time and international students must pay each term in advance.

2. Contract of Payment Plan

Students who wish to budget their payment for the semester must sign a legally binding contract with CFNI according to the following payment schedule:

- a. One-quarter (minimum) of total semester costs payable at registration;
- b. Balance equally divided into three (3) monthly payments;
- c. If changes occur in a student's account due to add/drop, it is the student's responsibility to contact the finance office to renegotiate the payment contract. If the contract is not renegotiated, the student will be responsible to fulfill the payment contract agreement, as well as pay any additional charges to his/her account. If payment has not been made to the finance office by the close of business on the due date, a \$25.00 late fee will be assessed;
- d. Appeal for late payment exception is permitted due to extenuating circumstances only. A late payment extension form must be picked up at the finance office and returned for approval **before** payment day;
- e. Contact the finance office for additional terms of the contract of payment plan.

3. Delinquent Accounts

CFNI will not carry accounts beyond the due date. When a payment is five (5) days late, the student can be denied the privilege of classroom attendance and

other campus activities. Further delinquency constitutes grounds for dismissal from school.

Any student with two (2) late payments in one semester will be placed on financial probation for the following semester. Financial probation requires the student to pay 50 percent of the total semester costs, in addition to the stipulations listed in the campus discipline policies on pages 35 and 36. Although the finance office accepts personal checks for payments throughout the semester, the final payment of the semester if payment is received after final due date, must be made with guaranteed funds. Guaranteed funds are cash, money order, cashier's check, traveler's check, debit or credit card.

4. Returned Checks

Responsibility for returned checks belongs solely to the student. Such checks must be covered immediately. A \$25.00 charge will be assessed for each check returned for insufficient funds. If more than one check written by a student is returned for insufficient funds, we will no longer accept a personal check from that student. Thereafter, payments must be made by cash, money order, cashier's check, debit or credit card.

5. Elective Course Fees

All fees for private and class elective courses will be paid at the finance office, not to individual teachers.

6. Re-enrollment

Students with an outstanding account of any amount will not be readmitted into school until their bill is paid in full.

7. Withdrawal

a. Students may withdraw from an Extra Cost Elective (E.C.E.) course without academic penalty through the last day of class before the final exam week. Course withdrawal forms are available in the registrar's office. A grade of "W" will be recorded on the student's permanent record. There is no refund for an E.C.E. course withdrawal, except during add/drop. Withdrawal from music/arts E.C.E. courses must be initiated by the Music Education Office.

b. The following is the proper procedure to officially withdraw from the institute:

(1) Procure a withdrawal form from the respective dean's office;

(2) Speak with the finance office.

(3) Failure to continuously attend class does not constitute withdrawal from school.

(4) Failure to properly withdraw from school can result in dismissal.

Please note:

- c. For students whose accounts are paid in full, refunds are calculated based upon the date the withdrawal application is received in the registrar's office.
- d. For students who owe a balance on their school bill, a credit is calculated based upon the date the withdrawal application is received in the registrar's office. Upon complying with the above stated procedure, the student is entitled to a refund in compliance with their financial contract based on the following schedule:

(1) For the fall or spring semesters:

- First week of school ... 100%
- Second week of school ... 75%
- Third week of school ... 50%
- Fourth week of school ... 25%
- Fifth and following ... no refund

(2) For the summer term:

- First week of school ... 100%
- Second and following ... no refund

(3) For the School of Evening and Weekend Studies:

- First week of school ... 100%
- Second and following ... no refund

- e. Weeks are calculated from the first day of class. Fees, **including extra cost electives**, are non-refundable. In the event of withdrawal or dismissal from CFNI, the student is fully responsible for any unpaid portion of his/her payment contract. Failure to complete this process will be deemed as improper withdrawal and will result in forfeiture of the room deposit or any refund.
- f. Students are required to complete all proper check-out procedures.

8. Dismissal

- a. Dismissed students are not eligible to receive a refund. The student is fully responsible for any unpaid balance of his/her payment contract.
- b. A grade of "X" will be recorded into the student's permanent record affecting the semester of his/her dismissal.

9. Change of Program

A student will be charged for the full semester for all registered courses unless an official add/drop form is filed with the records officer. Requests for refunds or other adjustments to a student's account resulting from changes in the academic program must be made within the first two (2) weeks of a semester.

10. Fines

Fines for parking or apartment violations must be paid to the finance office within two (2) weeks of the violation or a late fee will be assessed.

11. Check Cashing

Each student should open a bank account for check-cashing purposes as soon as possible after arriving for school. Allow 10 working days for an out-of-state check to clear through a local bank before funds are released. Full-time students can cash their personal checks from outside of the Dallas metroplex at the institute's finance office for up to \$50.00 per day during office hours, providing their account is in good standing, and the finance office has funds available.

12. Educational Tax Credit

CFNI is not an eligible educational institution for the Hope Credit or the Life Time learning credit at this time. CFNI recommends that students and parents not apply for either of these tax credits when filing their taxes. For information, you may go to the IRS website at www.irs.gov and look at publication 970 Tax Benefits for Higher Education in the section that defines eligible educational institutions. CFNI is not recognized as an accredited school by the Department of Education at this time and therefore does not qualify for Title IV benefits.

13. Recruitment Credit Program

CFNI offers credit on a student's total school bill when the student is directly responsible for recruiting another student. A recruitment credit of \$200.00 is given for full-time fall or spring semester recruits and \$100.00 credit is given for full-time summer term recruits. Additionally, \$100.00 is given for full-time (nine or more hours) School of Evening and Weekend Studies student recruits and \$50.00 is given for part-time School of Evening and Weekend Studies recruits. Recruitment credit forms are available from the finance office. To receive credit, the recruitment credit form must be filed in the finance office **no later than one day before registration**. Recruitment credit will be applied to the student's account no sooner than six (6) weeks after the semester begins.

14. Outreach Payments

Those approved to participate in an outreach may make outreach payments at the finance office.

J. CAMPUS DISCIPLINE POLICIES

The deans' department oversees all disciplinary issues related to students. The Student Affairs Committee oversees disciplinary policy and procedure and hears student appeals related to dismissal or loss of credit. It consists of the following: director of the institute, ex-officio; dean of students, chairperson; dean of men; dean of women; dean of families; dean of off-campus students; registrar and director of student services.

1. Discipline Procedures

Every student should be familiar with the Student Handbook, which outlines personal accountability. If a student violates a standard of the institute and fails to respond to correction and/or guidance from the deans' department, he or she will be required to submit to one or more of the following disciplinary consequences:

a. Work Detail

The student's respective dean's office may issue a specific number of hours of uncompensated work for the institute as discipline.

b. Restoration Program

The restoration program is a process initiated by the dean's office to restore a student to a right relationship with God and the institute through confession, repentance, restitution and accountability.

c. Probation/Dismissal

Each respective dean's office makes recommendations on probations and/or dismissals to the dean of students who will determine the appropriate discipline. If a student is placed on probation, he/she must fulfill all requirements related to their probation before they will be removed from probationary status.

- (1) In-house probation: Students who are placed on in-house probation by the dean's department may not participate in the RA student ministry, any campus leadership or student council. They may participate in any other student ministry, but will be restricted from leadership within that particular ministry. He/she may go on field trips or outreaches. The ministry leaders should oversee his/her involvement.
- (2) Disciplinary probation: (includes attendance, academic and financial probations) Students who are placed on disciplinary probation may not participate in public ministry from the platform, music ministry, outreaches, student council, student ministry leadership, RA ministry, or any extracurricular activity. This also includes public ministry in the Spanish School and the advanced schools of ministry, as well as ministry trips with faculty members. Students will not be permitted to be involved in any CFNI recording projects, including CFNI's annual recordings, any advanced schools of ministry projects or any extra cost electives related to recording projects.
- (3) Dismissal: If, in the opinion of the dean of students, any student proves unfit to continue his/her studies, for spiritual, moral, psychological or other reasons, CFNI reserves the right to dismiss that student at any time. Any student placed on two (2) or more semester-long probations may be subject to dismissal from school.

d. Appeal Process

A student may request a hearing before the Student Affairs Committee to appeal a disciplinary dismissal by submitting a written request to the dean of students within 24 hours following the dismissal. When making a request for an appeal, the student is to present written, detailed documentation verifying their extenuating circumstances to the dean of students. The dean of students will determine if the documentation presented by the student warrants a hearing before the Student Affairs Committee. If the hearing is granted, the dean of students will schedule the meeting. The Student Affairs Committee will hear the appeal and determine the requirements for re-enrollment when applicable. If the student is reinstated, he/she must carefully abide by all stipulations provided by the Student Affairs Committee and the deans' department. If

the dismissal is upheld, the student must adhere to the responsibilities/stipulations listed below and all other instructions provided by the Student Affairs Committee and deans' department before re-enrollment will be considered.

e. Responsibilities of the Student

Upon Dismissal:

- (1) **ID/Access card:** The ID/Access card is the property of CFNI and is an official document issued by the school for students in good standing. Upon dismissal, the ID/Access card must be returned to the appropriate dean's office.
- (2) **Parking Sticker:** The parking sticker indicates that you are a current student at CFNI. Therefore, it is necessary that the sticker is removed and returned to the security department.
- (3) **Financial Obligations:** The student is fully responsible for any unpaid portion of the payment contract with CFNI.
- (4) **Housing:** Upon dismissal, student housing must be vacated with all items removed within 72 hours of the original dismissal. Check-out procedures must be completed through the appropriate housing manager and the housing director in the Student Center. After dismissal, it is not permissible to store items or reside with others on the CFNI campus.
- (5) **Visits to Campus:** Approval must be obtained from the appropriate dean's office prior to visiting the CFNI campus or attending any of its functions. The security department has the right to remove any person who has not obtained permission to be on campus.

f. Stipulations for Re-enrollment

- (1) A new application may be submitted to CFNI one year after the date of dismissal through the admissions department.
- (2) The outlined requirements must be satisfactorily completed.
- (3) A new pastor's recommendation must be completed and signed by your current pastor.
- (4) A separate letter from your local pastor must document that the dismissal issue has been addressed and corrected.
- (5) An interview with the dean of students and/or the registrar may be required.
- (6) All financial obligations to CFNI must be paid before re-enrollment will be considered.
- (7) The dean of students and the registrar will provide the final decision on re-enrollment after a dismissal.

IV. STUDENT LIFE

A. IDENTIFICATION/ACCESS CARDS (ID/Access)

1. The CFNI security department issues electronic picture ID/Access cards to staff and students for the purpose of identification, student attendance and building access to CFN. Alumni residents may purchase an ID/Access card to gain access to CFN facilities. Students, staff and alumni may purchase an ID/Access card for their dependents 12 years or older.
2. New students will be issued an ID/Access card during student registration.
3. The ID/Access card is intended to last the duration of the student's academic stay at CFNI. Each new semester, returning students must bring their ID/Access card to registration for revalidation. Non-validated ID/Access cards expire after the registration week and will no longer provide building access. A separate ID/Access card is issued for students in the advanced schools of ministry.
4. ID/Access cards should be worn with the picture in plain sight at all times while on campus.
5. The ID/Access card is an official document, issued by the school for sole use by the identified student.
6. Upon withdrawal from CFNI, the ID/Access card must be returned to CFNI.
7. Holders must treat the ID/Access card the same way as a key. To prevent unauthorized use, **notify CFN security** at 214-302-6200 or the attendance department **immediately** if your ID/Access card is lost or stolen.
8. Some ID/Access cards wear out with normal use. If there are any problems or issues with the ID/Access cards, bring the card to the security office at the southwest corner of the GLT.
9. Holders are responsible for proper care as follows:
 - a. Do not use for any other purpose than for access, identification and attendance;
 - b. Do not attach to key rings or chains;
 - c. Do not leave in direct sunlight or expose to extreme heat;
 - d. Do not machine wash or place in a clothes dryer;
 - e. Do not crimp, bend, twist, bite or punch holes in the card;
 - f. Clean with a soft, non-scratching cloth and water;
 - g. Do not use any kind of cleanser, solvent or alcohol on the card.
10. Students are entitled to one ID/Access card each semester at no cost (non-accruing).

Students are not permitted to possess more than one card at a time. A \$15.00 fee will be added to the student's account for any additional cards issued during a semester. A \$15.00 fee will be added to the student account for each ID/Access card issued to a non-student spouse or dependent.

B. CFNI CAMPUS HOUSING

1. Housing Communication

All students must notify the housing office of their housing plans at the end of each semester. This communication needs to be completed prior to two (2) weeks before the end of the spring and fall semesters. The required information can be gathered at the housing office, at a sectional meeting or through the student portal.

- a. If a student is not current with finances, they may not be granted dorm and roommate preferences, but they are still required to fill out this information.
- b. A fee of \$100.00 will be assessed if the housing office does not have this information before the final two (2) weeks of the semester.
- c. Students in good financial standing may make a room request with a \$300 deposit. This deposit will go toward their next semester's student bill. If a student decides not to attend classes that semester and also does not notify the housing office before the start of new student check-in, they will forfeit their \$300 deposit.

2. Check In/Out Procedure

a. Check In

- (1) The student will receive a housing assignment upon arrival determined by the housing director during the registration process. Family housing may be arranged prior to arrival through the housing director. Residents of Family housing will be assessed a \$500.00 deposit. Residents of single housing will be assessed a 100.00 deposit.
- (2) All students will proceed to the housing department in the Student Center where necessary keys will be issued to the new resident.

b. Check Out (Final Inspection)

- (1) Before the student can check out of his/her apartment/room, the apartment/room must pass the dean's department inspection. A final inspection checklist will be given to each resident to inform the student of what the inspection will cover. Check-out procedure MUST include the following:
 - Dean's department inspection: this inspection occurs before a student checks out and is primarily based on the cleanliness of the apartment/room.

- Maintenance manager's inspection: this inspection is done after the student checks out and is primarily for the condition of the apartment/room.
- Signing the Check-in/Checkout sheet at the housing office (Families) or with Dean's office (Singles).
- Returning all keys to the housing office or other designated place.

(2) If a student does not follow proper check-out procedures, he/she will forfeit his/her security deposit.

c. Housing During the Breaks

Students who desire to live on campus during school breaks must register to do so with the housing director. Failure to follow the registration process could jeopardize one's status as a student. To remain living on campus for the summer period and not attend summer school, students must have previously completed their summer school credit or must apply for summer deferment through the registrar's office.

d. Transfer

- (1) The final inspection and checkout procedures must be followed when transferring from one apartment to another.
- (2) During a semester, a transfer fee of \$35.00 for single student's housing or \$150.00 for married students' housing will be charged when the transfer is initiated by the student. Transfers are permitted with the dean's approval and availability is determined by the housing department. Transfer requests will only be considered during the fifth and sixth weeks of each semester. See transfer policy.
- (3) See the respective dean to initiate transfer.
- e. Students must vacate their apartment/room within two (2) days of completing their studies or upon graduation, whichever comes last. **Extensions may be provided if housing is available and the need is documented. Applications for extensions can be picked up at the housing office. Housing extensions will only be provided for student's who are current on their student bill, and additional days must be paid for in advance.**

2. Campus Housing Requirements

- a. All full-time students, single and married, are required to live on campus unless they can provide documentation related to at least one of the off campus exceptions listed below. These exceptions must be approved by the dean of students prior to registration:

- (1) The student is able to document residency in the Dallas/Ft. Worth area for at least six (6) consecutive months prior to initial application.
 - (2) The student is planning to live with a parent or legal guardian in the Dallas/Ft. Worth area.
- b. No student is permitted to move from campus housing to reside in a private home or apartment without the permission of the dean of students and meeting the criteria for off-campus housing.
 - c. Living in family housing requires that either the husband or wife be a full-time student in the day program.
 - d. Upon graduation, there is limited alumni housing available.
 - e. CFNI reserves the right to consolidate room assignments within two weeks of registration.

3. Apartment/Room Inspections

Student apartments and dormitory inspections are conducted by the RAs. These are scheduled once a week for single students and once a month for families as determined by the deans' department. Failure to pass scheduled room inspections will result in disciplinary action which may include fines, work-details, probations and even dismissal.

4. Maintenance

a. Repair

- (1) Requests for maintenance services must be made through CAMS portal or on the maintenance work order forms provided in the laundry rooms and other designated areas. A detailed explanation of how the student should complete and process the form is posted next to the form holder. Except in rare emergencies, students should not give verbal requests for maintenance services. Emergency maintenance is available for after-hour emergencies from 5:00 p.m. to 8:00 a.m., and Saturdays and Sundays, 24 hours a day. Emergency maintenance personnel can be reached at 214-727-6119. An after-hour emergency is any situation which is life threatening, can lead to substantial loss to CFNI, or which would create a breach of security. During the regular work hours, 8:00 a.m. to 5:00 p.m., Monday through Friday, maintenance can be reached at 214-302-6379. For security-related emergencies, call the CFN security office, 24 hours a day, at 214-302-6200.
- (2) Students are responsible for damage to their apartment or furnishings while they are in residence. Damage costs will be assessed by the maintenance department and will be added to the student's school bill through the finance office.
- (3) Students are responsible to ensure dormitory and apartment smoke detectors are functioning. When a smoke alarm battery begins to intermittently "beep," it is a signal the battery is getting low. Students are required to write out a work order IMMEDIATELY, submitting it to the

maintenance department, so the battery can be changed. If a smoke detector is discovered to be non-functioning and has not been reported to the maintenance department or has been disconnected by the tenants, a \$15.00 fine per student will be assessed.

b. Alterations

- (1) Students are not allowed to make any changes to an apartment/room or remodel it in any way. This includes, but is not limited to: adding door locks, installing peep holes, removing light fixtures, painting, installing draperies or items to partition rooms or block hallways. Appliances and floor coverings may be replaced with prior approval from the maintenance department. These must meet the criteria and approval of the maintenance supervisor.
- (2) Furniture is assigned to certain apartments. Furniture may not be moved from one apartment to another.

5. Apartment Care

a. Garbage

CFNI requires that all garbage be placed in plastic bags, closed with a tie and removed from the apartment every day. The garbage must be put into the dumpster. The driver of the garbage collection truck will not pick up garbage left on the ground. If the dumpster nearest the apartment is too full, the resident is responsible to find another dumpster on campus in which to place the garbage bags. Bagged trash must not be left sitting outside of apartment/dormitory doors, on campus grounds or in laundry room trash containers. All empty pasteboard and/or cardboard boxes or containers must be broken down (flat) before placing them into the dumpster.

b. Garbage disposals

Grease, fat, bones, corncobs, fruit peelings, rice and fibrous materials should **not** be placed in sink drains or disposals. To operate disposal, start running water before turning on and continue to run while using disposal.

c. Toilets

Flush only toilet paper—not disposable diapers, sanitary napkins, tampons or deodorizers.

d. Floors

Use a self-stripping wax when waxing floors. All wax must be removed from floors before the CFNI apartment is vacated.

e. Dishwashers

CFNI no longer supplies nor maintains dishwashers in campus housing. For those apartments that do have a functioning dishwasher, only the proper automatic dishwasher detergents are to be used in the machine.

f. Utilities

Turn off all lights—with the exception of a low-watt nightlight—air conditioning or heat when room/apartment is not in use or unoccupied. Keep windows closed when heating or cooling system is on. Save on excessive use of hot water by limiting showers to five minutes or less. By

keeping the thermostat between 68-74° Fahrenheit (20-24° Celsius), students can greatly help CFNI reduce the high monthly cost of utilities. GLT residents should keep heat/air in normal mode and on 5-6 on the dial. Violators of utility policy are subject to a \$15.00 fine per violation.

g. Vacuum cleaners

CFNI provides vacuum cleaners for residents' use. Students are requested to carry the vacuum cleaners to their apartment/room to minimize damage caused by wheeling the vacuum over concrete and wooden walkways. Children are not allowed to handle vacuum cleaners outside their apartments. Return the vacuum cleaner to the storage area immediately following use.

h. No bumper stickers, signs, notices or advertising should be on doors or in windows of the apartments.

i. Laundry

- (1) Coin-operated washers and dryers are available Monday through Saturday from 8:00 a.m. to 10:00 p.m. and Sundays from 12:00 p.m. to 10:00 p.m.
- (2) Notices, posters or signs to be placed on laundry room bulletin boards must be initialed and dated by the housing director.
- (3) Laundry rooms should be kept clean and neat. Notify maintenance of any equipment problems immediately by filling out a work order, noting the problem and identifying the machine.
- (4) Students are to use the laundry room in their assigned apartment or dormitory.
- (5) The respective apartment facility manager opens and CFN security locks each laundry room as scheduled. Residents should ensure laundry is removed prior to 10:00 p.m. daily. Security will not normally unlock a laundry room for residents to retrieve forgotten clothes. Doing so is a misuse of limited security resources. A \$15.00 fee will be assessed to residents when CFN security department opens the laundry room to retrieve clothing.

6. Guests

To facilitate security, students on campus who invite guests (either relatives or friends) to stay overnight must get permission from the appropriate dean. The request should be made 24 hours in advance, and guests are limited to three (3) days. (The dean of students must approve exceptions for extended stays.)

- a. Guests staying for more than three (3) days will be assessed a charge by the housing department.
- b. Students should instruct their guests to park only in unassigned spaces or on the street.

- c. All overnight guests staying three (3) or more nights with vehicles must obtain a temporary parking permit at security.
- d. Guests are not allowed to use or possess alcoholic beverages, tobacco, narcotics or hallucinatory drugs on school property.
- e. Subleasing campus housing is not permitted. Students are not allowed to have guests stay in their apartment when they are absent. The housing director must clear any extenuating circumstances.
- f. Guest housing is not available for friends or families outside of the student's own apartment or dorm.

7. Insurance

Christ For The Nations is not responsible for insuring any personal items belonging to staff or students, nor is CFN liable for the loss of personal properties of anyone on campus. We strongly recommend that each tenant secure insurance for personal property protection against fire, theft or liability immediately following his or her arrival on campus. Items such as musical instruments and vehicles not belonging to CFNI are the total responsibility of the owner.

8. Possessions and Storage

- a. Waterbeds are not permitted;
- b. Bicycles, heavy-duty machinery or commercial operations are not permitted in apartments. All bicycles must be locked and stored in the racks provided for them in the complexes. If there is inadequate rack space available for storage in your area, contact maintenance;
- c. The only pets permitted in family housing are aquarium fish, parakeets (small birds) or hamsters. Students living in single housing are permitted to have aquarium fish only;
- d. Articles such as towels, rugs, mops, flowerpots, door stickers, plaques and welcome mats are not allowed outside apartments. Nothing should be draped over the railings, fences, balconies or dorm windows. (Cornerstone and Courts of Praise complexes are permitted to have welcome mats);
- e. Most apartment complexes are equipped with one natural gas or propane BBQ grill for use by the residents of the complex. Users should keep in mind the length of their use in consideration of others that may desire to use the grill. DO NOT use charcoal briquettes in the grills. The grills are not to be used for burning trash. When the grill is not in use, the gas valve must be shut off. After each use, all surfaces of the grill should be cleaned thoroughly. The use of privately owned grills is permitted only in marked, designated areas. Grills may never be used on balconies, in apartments or in walk-ways. This position is taken in compliance with city ordinances with respect to campus facilities such as CFNI.

9. Apartment Use/Courtesy

- a. Apartments cannot be used for commercial or business purposes. Baby-sitting on campus is limited to the children of students, staff, faculty or

- resident alumni. Home occupations are permitted only with the approval of the director of student services;
- b. Do not remove screens to obtain emergency entry to your apartment. Please go to the housing office during regular business hours to gain entrance into your apartment when locked out. After business hours, you may call security, and a \$5.00 lockout fee will be billed to your account;
 - c. For the benefit of all residents, noise must be curtailed in the courtyards after dark and in the apartments/rooms after 10:00 p.m.;
 - d. There is to be no prolonged socializing through open doors or windows.
 - e. Ongoing or advertised prayer meetings and Bible studies in campus housing must be approved by the Deans. To obtain policies and procedures for receiving approval, please see your respective dean's department.
 - f. No literature, flyers, announcements or signs are to be left on doors or in the door jams;
 - g. CFNI provides a campus wide telephone and high-speed Internet system through a fiber optic network. The CFN telecommunications department also serves as the phone carrier for local and long distance calling service. Please refer to the CFN telephone and Internet policies, terms, and conditions for full policies. The telecommunications office is located in the Student Center;
 - h. Running is not permitted at any time on the complex walkways or stairs;
 - i. Do not serve food or meals on complex walkways or through open doors and windows of apartments;
 - j. Families are responsible for keeping their automobiles and apartments locked and for keeping a stick in all sliding glass doors;
 - k. Children are not to run, roller skate, roller blade, skateboard, play ball or ride any type of vehicle on the balconies, stairways or walkways in front of the apartment doors within the complexes. Children are not to run, play or ride any type of vehicles in parking lot areas, except in the parking lot behind the Library Chapel or along the southernmost driveway adjacent to the Cornerstone complex. They are to play only in designated play areas. Play equipment has been strategically placed on campus to be convenient for campus children.

10. Mail

Students must use their own street address and apartment number for mailing address, and not the CFN box number or general delivery. When changing apartments or leaving CFNI, postal regulations require that correspondents be notified of the change of address immediately. A change of address card must be filed with the Post Office and the housing office notified of your forwarding address.

- a. In January, students who plan to leave school in May should notify the publishers of their second, third and fourth-class mail (magazines, brochures, church programs, etc.) of the new address they will have in May. December graduates should notify publishers in September. Students who do not know where they will be after leaving school should use parents' address or another permanent address.

- b. Thirty (30) days before school is out, students should notify all their first class correspondence of the address they will be using when they leave.
- c. Change-of-address cards are available at the CFNI housing department.
- d. For students, the CFN address is only temporary and is not to be used as a business address or placed on permanent stationery. A student needing a permanent address should rent a postal box.
- e. All mail will be returned to the sender if these rules are not followed.

11. Pool Rules For Student Complexes

Hours:

Daily—10:00 a.m. to 10:00 p.m. (adults)

Daily—10:00 a.m. to 9:00 p.m. (children under 18)

Tuesday—10:00 a.m. to 6:30 p.m. (adults and children)

Sunday—12:00 p.m. to 10:00 p.m. (adults) (children until 9:00 p.m.)

All campus pools are closed on Sunday until 12:00 p.m. and after 6:30 p.m. on Tuesdays when school is in session.

CAUTION: NO LIFEGUARD ON DUTY— SWIM AT YOUR RISK.

a. Pool Rules Are Posted

- (1) A modest one-piece or a modest tankini is acceptable. The mid-section of the body must be completely covered for females. Strapless suits are not allowed. Low-necked suits and high-cut legs are unacceptable. Males are not allowed to wear racing suits. Please do not wear denim shorts or street clothes in the pool.
- (2) Children under 12 years must be accompanied by an adult 18 years or older. **Guests must be accompanied at all times by adult residents 18 years or older.**
- (3) Use consideration when using floats, air mattresses or plastic donuts in pools. Children who cannot swim well must wear “floaties” on their arms or a life vest. Children who are not toilet trained must wear a diaper and rubber pants when in the pool.
- (4) Games or activities involving running, diving or rough play are not permitted.
- (5) Please enter the pool area through the gate. **Do not climb over the fence.**
- (6) Pools are available for residents of the complex and their guests. Students living in Cornerstone and COP may swim in the Gospel Courts pool.
- (7) Pool maintenance is of the utmost necessity. Hairpins and barrettes may not be worn while in pool. Please do not enter the pool after tanning oils

have been applied. Pool filters can be ruined by oil in the water.
Waterproof sunblock lotion 15 SPF or above is permissible.

(8) City Ordinances:

- (a) No glass containers or food allowed in pool area. Plastic containers are acceptable.
- (b) No person having an open cut or communicable disease is allowed in the pool.
- (c) All Pool furniture must be kept at least 4 ft. away from the pool.

C. CAMPUS MAILING ADDRESSES

Christ For The Nations, Inc. and
Christ For The Nations Institute
P.O. Box 769000
Dallas, TX 75376-9000
(Phone 214/376-1711)

Please **DO NOT** use this address for personal mail.

Buildings and Offices

Zip code for campus residences is 75224.

CFN Headquarters Building (HQ)

3404 Conway St.

Christian Center (CC) and Christ For the Nations Bookstore

350 W. Kiest Blvd.

Freda Lindsay World Missions Center (FL)

444B Fawn Ridge Dr.

Gordon Lindsay Tower (GLT)

321 W. Kiest Blvd.

Institute Building (IB)

3315 Conway St.

Library/Chapel (LC)

504 Fawn Ridge Dr.

Music Building (MB)

3333 Tribune Dr.

School of Worship Bldg. (SOWTA)

3314 Marvin D Love Fwy.

Student Center (SC)

444 Fawn Ridge Dr.

Apartment Complexes:

Agape House

3522 Conway St.

Bethel House

635 Fawn Ridge Dr.

Cornerstone

3430 Marvin D. Love Frwy.

Courts of Praise*

749-767 Bow & Arrow Dr.

3507-3727 Fawn Valley Dr.

Dayspring House*

3320-3328 Marvin D. Love Frwy.

Gordon Lindsay Tower

321 W. Kiest, Box # (assigned by the GLT manager)

Gospel Courts:

Matthew House (Apts. 100-199)

3340 Tribune Dr.

Mark House (Apts. 200-299)

3350 Tribune Dr.

Luke House (Apts. 300-399)

3414 Tribune Dr.

John House (Apts. 400-499)

3434 Tribune Dr.

King's House

3535 Tribune Dr.

Maranatha House

545 Fawn Ridge Dr.

Mary/Martha House

3434 Conway St.

Morningstar House*

3330-3338 Marvin D. Love Fwy.

Viking House

441 Fawn Ridge Dr.

*See housing office for the exact address.

NOTE: Please include apartment number on correspondence for proper handling.

D. GENERAL RULES FOR CAMPUS LIVING

1. Item Sale, Collection or Distribution

- a. There is to be no distribution of handout literature on campus without first obtaining permission from the director of student services or the dean of students.

b. Poster Policy

- (1) All posters/signs must have the proper signature from the director of student services or the dean of students. The housing director can sign posters to be placed in the laundry rooms.
 - (2) All posters may be placed in designated areas only. Designated areas include the laundry room bulletin boards, the GLT bulletin board and Student Center bulletin board. No posters are to be placed on **any** door or glass area.
 - (3) For posters to be hung in the IB, they must be delivered to the attendance officer. The attendance officer will place signs in the appropriate locations in the IB. Only signs advertising activities sponsored by the institute will be permitted in the IB.
 - (4) Advertisements sent in Power Point format may be e-mailed to the assistant to the director of the Institute for approval. If approved, these advertisements will be displayed on overhead screens prior to the 11:00 a.m. united sessions in the IB.
 - (5) Any advertisements outside of those listed above must be approved through the office of the director of the institute.
- c. Solicitation of funds or offerings on campus is not allowed. In other words, no written or vocal appeals may be made for funds. Rare exceptions will be granted with written authorization from both the director of the institute and the director of student services.
 - d. Items available in Christ For The Nations Bookstore may not be sold on campus.
 - e. Door to door solicitation is not permitted.

2. Lawn

Students and residents are expected to use sidewalks unless they are in specially designated play/walking areas. This will help maintain a good level of ground cover. The grass is especially vulnerable when it is dormant in the winter months and during the hot summer months.

3. Curfew

Students living in single housing must obtain a work pass from their appropriate dean if they expect to be out past curfew. New passes are required each semester.

4. CFNI Offices

- a. Students should not be in any CFNI office at any time unless they have specific business there.
- b. CFNI office telephones are not for student use. Please use courtesy phones.
- c. CFNI equipment cannot be used without first obtaining permission from those in authority.

5. Fasting

Before a student fasts for longer than a three-day period, he/she must discuss the matter with, and gain approval from, the appropriate dean.

6. Food, Drinks and Gum

Food, drinks (except bottled water) and gum are not allowed in the classrooms, carpeted areas or auditoriums.

7. Local Church Attendance

Students are expected to be actively involved in a local church of their choice.

8. Video Games

Games that explicitly contradict biblical values or portray violence, murder/death or indecency should not be possessed or played on campus. The deans' department reserves the right to restrict video games as deemed necessary.

9. Music

It is not permissible to possess or listen to music that portrays a message contrary to biblical morals or values.

10. Concerts

Students are not permitted to attend secular concerts. Students should not attend any concert where alcohol is present.

11. Night Clubs and Dancing

Attending nightclubs is strictly prohibited and may result in dismissal. Because of the diverse values represented at CFNI, students are expected to refrain from social dancing while a student.

12. Computer Usage/Internet

CFNI prohibits the use of file sharing programs (also known as Peer to Peer or torrent software) on the campus network. Each student will be expected to use their own personal username to access the internet on campus. Students are expected to refrain from accessing, viewing, or purchasing any pornographic material or content exposing the student to sexual imagery. This includes summer and all breaks.

13. Movies

CFNI policy prohibits students from watching movies rated "X", "R", "NC17" and "NR" at any time and encourages them to show discretion in watching all other movies and media. For additional information related to single students, please see page 51.

14. Bicycles, Scooters and Skateboards

Pedestrians always have the right-of-way on sidewalks. Those riding bicycles, scooters and skateboards must yield to pedestrians when riding on the sidewalks. Bicycles, scooters and skateboards are not to be ridden in apartment walkways. A city of Dallas ordinance requires all bicyclists to wear a helmet.

15. Additional Policies

Students are expected to read and abide by the additional policies provided by the Deans' department.

E. STUDENT HEALTHCARE POLICY

Each student is fully responsible for his/her own medical expenses and for those of any family members. The student activity fee provides minimal emergency and accident insurance.

1. Campus Insurance Program

CFNI cannot assume any financial responsibility for any health services rendered to CFNI students by local hospitals or physicians. It is strongly urged that all students with dependents be fully covered by health insurance.

2. Claim Procedure and Benefits

- a. For details regarding benefits and claims procedures, please go to www.uhcsr.com/cfni.
- b. Campus medical insurance coverage is only included for full-time students. Family members of full-time students may purchase this coverage by contacting the insurance company directly. Increased benefits may also be purchased. Please go to www.uhcsr.com/cfni or call 1.800.767.0700 for more information.

F. DRESS AND GROOMING CODE

The following rules apply at all times to CFNI students and to groups on tour representing CFNI. They are applicable to both single and married students and their spouses and teenage dependents. The purpose of a dress code is not to deprive individuals of personal prerogatives, but rather to provide a unified representation of the objectives. Dress and hairstyles must conform to standards of good taste. Any CFNI faculty member has the authority to address students whose clothing or accessories are unsuitable for any occasion while enrolled at CFNI.

1. Women's Dress Code

Modesty, discretion and professionalism are the guiding principles for women's dress at CFNI. Extreme styles, including gothic or anything similar, which do not reflect the standards of the institute, are prohibited, along with clothing or accessories that glorify any ungodly practice or lifestyle. No tight-fitting clothing may be worn. This includes all shirts, skirts, dresses and pants.

a. Attire for Classes, Services and Official Functions

(1) Dresses and Skirts

- Dresses and skirts must be no higher than the top of the knee.
- No slits (front, back or sides) may be higher than the top of the knee.
- Dresses with straps for sleeves or sleeves that do not extend to the shoulder must be worn with a shirt or sweater underneath or over it.
- Strapless dresses are not permitted on or off campus.
- Low cut dresses (front, back or sides) are not permitted.

(2) Blouses and Shirts

- All blouses and shirts must have a modest neckline. **NO CLEAVAGE!**
- Blouses worn in class which do not extend to the shoulder must be worn with a shirt or sweater underneath or over the blouse or dress.
- Sheer shirts or blouses must be worn with an appropriate shirt underneath.
- Shirts or blouses with numbers, letters or logos are not acceptable to wear in the classroom with the exception of small logos, such as Polo.
- No spandex shirts.
- Shirts that resemble lingerie may not be worn to class as an outer garment.
- Cropped sweaters with one-button closures may be worn, but the button must be left undone.
- Athletic jerseys, sweatshirts or T-shirts of any kind or style, including graphic tees, are not permitted during class times.

If a dress or shirt appears tight-fitting around the chest, a sweater or jacket must be worn over it.

(3) Pants and Capris:

Dress slacks, khakis and corduroy are acceptable to be worn in class.
Unacceptable pants include:

- Denim jeans (including colored jeans) or pants that look like jean material
- Spandex
- Low-rise fitting pants

- Cargo
- Camouflage
- Sweat pants
- Overalls (bibs)
- Capri/cropped pants.
- Skinny pants/jeans

Pants must not be tight-fitting around the thighs, legs, hips or rear-end. If pants appear tight, they must be covered with a sweater or suit jacket.

(4) Footwear

Dress heels, dress flats, dress boots, dress sandals with at least a one-inch heel and closed-toed casual footwear may be worn during class.

- Flip flops with flat bottoms including foam, rubber or wood are not permitted during class time.
- Clogs are not permitted during class time.
- Shoes must be worn at all times outside the complex courtyard (this includes parking lot areas). The dean's department reserves the right to restrict any shoe that seems inappropriate.

(5) Tuesday Night (LCT-PM)

All students may wear jeans instead of standard dress code pants. The rest of the dress code, however, remains constant. (For information on dress for platform ministry, see guidelines provided by the music education department.)

b. Casual Campus Wear

Except for regularly scheduled CFNI functions, women's modest, conservative shorts, jeans, capris, sweatshirts and T-shirts are acceptable on campus.

- Shorts should not be higher than four (4) inches above the knee.
- Spandex **may not** be worn without regulation length shorts over them.
- Shorts are not permitted in any part of Headquarters Building, Student Center offices, Library Chapel or Music Building.

- Shorts may be worn in the dining hall for breakfast and dinner and all day on Saturday. Please refrain from wearing shorts during lunch on Sunday.
- Shorts or pants with writing on the rear may not be worn outside of apartment complexes.
- Tank tops **may not** be worn outside of your apartment.
- Tube tops or any other strapless shirts are not permitted on or off campus.

c. For Pool, Gym and Exercise Room

- A modest one-piece or a modest tankini is acceptable. The midsection of the body must be completely covered.
- Strapless suits are not allowed.
- Low-necked suits and high-cut legs are unacceptable.
- A cover up must be worn over the swimsuit to and from the pool.
- Tank tops may not be worn in the gymnasium or exercise room.
- Athletic shoes and socks are required in the gym and exercise room.
- Please do not wear denim shorts or street clothes in the pool.

d. Hair, Jewelry and Tattoos

Rules pertaining to hairstyles and jewelry apply at all times while you are a CFNI student. These rules apply on or off campus, at work or away from school during breaks.

- Haircuts and styles are to be MODEST as determined by the dean's department.
- Hair may be highlighted or dyed only in natural colors that look modest.
- Women are permitted to wear one or two earrings in their ears, however, no other jewelry piercing may be worn. Studs or earrings in eyebrows, nose, tongue or any other part of the body are not allowed.
- Students are not permitted to gauge existing piercings.
- Retainers for piercings are not permitted to be left in while attending CFNI.
- Students are not permitted to receive a tattoo or any body piercing while enrolled as a student at CFNI. This includes summer and all breaks!

2. Men's Dress Code

The guiding principle for men at CFNI is to be well groomed, clean and neat in appearance.

a. Attire for Classes, Services and Official Functions

(1) Men are required to wear neatly pressed slacks or pants such as Dockers or khakis.

- Carpenter pants, camouflage and cargo pants are not acceptable.
- Denim jeans or pants that look like jean material may not be worn.

(2) Belts must be worn. No studded belts.

(3) All shirts must have a winged, fold-down collar. Polo or golf shirts are acceptable. Sweaters and vests may be worn if a fold-down collar is worn and visible. Full turtleneck shirts may be worn without any other shirt during the winter season only.

- Shirts may be worn un-tucked as long as they are neat in appearance.
- Athletic jerseys, sweatshirts or T-shirts of any kind or style are not permitted.
- Sweat-jackets or "hoodies" may not be worn during classes.

(4) Socks and shoes must be worn. No opened-toed shoes or sandals.

(5) International students may wear formal dress attire from their nation if it is approved by the dean's department.

(6) The Tuesday Night required session (LCT-PM) allows all students to wear jeans instead of standard dress code pants. The rest of the dress code, however, remains constant.

b. Casual Campus Wear

(1) Jeans, T-shirts, and sweatshirts may be worn as casual wear. Spaghetti strap shirts are not acceptable on campus.

(2) Modest shorts are acceptable outside, at the gym and in the dormitories **ONLY**.

- Shorts are not acceptable in the Headquarters Building, Institute Building, Library Chapel, music buildings or in any administrative offices.

- Shorts may be worn in the dining hall during breakfast and dinner. Only on Saturday may shorts be worn during lunch.
- (3) No baseball caps or hats of any kind are allowed in the dining hall, classrooms or functions.
- (4) Men may go without shoes and shirts only in their dorm rooms/ apartments and at the pool.
- (5) A modest swimsuit is acceptable dress for swimming and must be worn together with an appropriate shirt in transit between the dormitory/apartment and the gym.
- (6) Gym shorts worn with a T-shirt or a modest tank top are acceptable gymnasium attire and may be worn in transit. Sweat-suits are also acceptable. No tank tops are allowed at the girls' dorm.
- (7) Gym shoes and socks are required in the gym. Dress shoes, flip flops or running shoes that mark the gym floor cannot be used to participate in activities in the gym.

c. Hair Styles And Jewelry

- (1) Rules pertaining to hairstyles and jewelry apply at all times while you are a CFNI student. These rules apply on or off campus, at work or away from school during breaks.
- (2) Men must shave daily!
 - Beards and mustaches must remain neatly trimmed at all times.
 - Beards may not be started after a school semester begins.
 - No half-shaven styles are allowed.
- (3) Haircuts are to be **moderate and modest** as determined by the dean's department.
 - Hair must not extend past the bottom of the collar, past the middle of the ears or be worn over the eyes.
 - Side burns may be worn only to the bottom of the ears.
 - Hair may be highlighted or dyed only in natural hair colors that look modest.
 - Multiple-colored hair dyes are not permitted.
 - No half-shaven hairstyles are allowed.

- (4) No earrings or body piercing may be worn by male students or male children. Any trendy jewelry considered unacceptable will be addressed by the dean's department.
- (5) Students are not permitted to receive a tattoo while enrolled as a student at CFNI. This includes summer breaks!
- (6) Nail polish may not be worn by males of CFNI.

3. School of Evening and Weekend Studies Student Dress Code

Students should make provision for proper classroom attire. If a student has a work uniform on that is in line with CFNI dress code, it is acceptable. Otherwise, the student should take an extra shirt, pants, dress or other appropriate clothing to change into before attending class.

G. SOCIAL RULES FOR SINGLES

1. Single students may not possess or view televisions, movies, videos/DVDs, or downloaded media on campus except for the following provisions:
 - a. Students may watch videos/DVDs in The Café coffee shop on the lower level of the Christian Center. Ladies may obtain permission through the dean of women to watch movies in "The Room," located in the Mary/Martha complex. Students are expected to show mature Christian judgment regarding all movies watched. Only "G" and "PG" rated movies are permitted for viewing on campus.
 - b. Videos of some CFNI speakers may be viewed in the library.
 - c. Short, downloaded news clips may be viewed on the Internet.
2. It is not permissible to possess or listen to music that portrays a message contrary to biblical morals or values. Stereos must be kept on a low volume.
3. Single students: A single man is not allowed in a single woman's apartment and vice versa. An exception, such as a special event, is only granted with advance permission of the dean's department. This includes alumni and staff housing.
4. Courtyards: Men may visit the single women's courtyard on Monday, Wednesday, and Thursday from 6:00 p.m. to 10:30 p.m.; Friday and Saturday from 6:00 p.m. to 11:30 p.m.; and anytime within curfew hours on Sunday. Men may not be in the single women's courtyard until after service on Tuesday nights between 9:30 p.m. and 10:30 p.m. Ladies are allowed on the first floor of GLT anytime, but not beyond the elevators. Single students may visit alumni courtyards from 1:00 p.m. to 10:30 p.m., Monday through Thursday; 1:00 p.m. to 11:30 p.m. on Friday; Saturday until 11:30 p.m.; and Sunday until 10:30 p.m. Quiet must prevail after dark in all housing courtyards.

5. Displays of Romantic Affection:

Unmarried students are expected to refrain from all displays of romantic affection on campus. Public displays of affection include holding hands, prolonged embraces or any manner of kissing. This applies to both on-campus and off-campus students. When single students are off campus, the public display of affection is limited to holding hands only. Out of respect for fellow students, married couples should use discretion in their public display of affection.

6. Resident students under 18 years of age are here on special privilege and are expected to follow certain stipulations to stay at CFNI. They must sign a list of guidelines, along with their parents, which include the following:
 - a. No dating is allowed;
 - b. No curfew extensions are allowed, except with special permission from the dean's department;
 - c. Weekend extensions are permitted with the family only;
 - d. Overnight/weekend passes are only granted with parents' approval.
7. Overnight leave for single students may be obtained by making arrangements 24 hours in advance with the appropriate dean's department. (Students on probation must meet their probationary stipulations.) Additional stipulations will apply if traveling with members of the opposite sex.
8. Curfew for single students is 11:00 p.m. on school nights (where school is in session the next day) and 1:00 a.m. on non-school nights. The student must be in his/her own quarters at curfew. On days where the weather threatens to cancel school on the following day, students should still follow normal curfew as if school were still in session. Curfew is not affected by Daylight Saving Time.
9. The following are areas that students are expected to respect, not only during school semester, but during all breaks and holidays as well: restrictions with movies, music, concerts, dancing, alcohol, tobacco, un-prescribed drugs, pornography/sexual content and physical contact with the opposite gender.

H. ENGAGEMENT AND MARRIAGE POLICY

All persons contemplating engagement or marriage during their time at CFNI must adhere to the following procedure:

1. Engagement

Christ For The Nations recognizes an engagement that is approved by the students' parents and/or pastor; therefore, respective deans must be contacted and the following guidelines adhered to prior to an engagement announcement:

- a. Prior to acknowledgment, the couple must be interviewed by the dean of men and then by the dean of women. The dean of families interviews single parents.
- b. The dean of students will meet with the engaged couple after they interview with their respective deans. All interviews must be completed two weeks prior to the end of the semester.
- c. Engaged couples are expected to receive pre-marital counseling through their home church/pastor.

- d. At the conclusion of every semester, a special prayer service is held for those couples whose engagement has been acknowledged by the dean's department.

2. Marriage

- a. Student marriage ceremonies may take place between semesters. Students who become engaged and marry without acknowledgment of the deans' department are subject to dismissal and must have the approval of dean of students before reenrolling.
- b. CFNI has two locations which may be available for weddings and wedding receptions for a small rental charge: the Chapel and the Pavilion of Glory (gazebo). For details regarding reserving these facilities, contact the office of the director of academic affairs.
- c. An international student on work scholarship who marries while at CFNI will automatically forfeit his/her work scholarship.

I. STUDENT FAMILIES POLICY

Children are a blessing to the family. God has given parents the privilege and responsibility for training them. Parents must be cautious not to become too busy working and studying that they neglect the training of their children.

1. During evening services, classes or functions, children and teens not attending their respective meetings need to be supervised. This encourages family unity and prevents the children from roaming the buildings or campus during services.
2. Children five (5) years of age or younger must be attended by a person 12 years of age or older while playing outdoors.
3. Children 12 years or older may be left alone in the apartments while parents are out of the complex; however, they are NOT to congregate in apartments when the parents are not present. "Look in" arrangements with neighbors or friends are not permissible for children under 12 years.
4. For the safety of campus children, they must be in their apartments by the following times, unless accompanied by parents:

10 years and younger ... sunset
11-14 years ... 9:00 p.m.
15 and older ... 10:00 p.m.

NOTE: For the benefit of all residents, noise must be curtailed in courtyards and park areas after dark and in the apartments after 10:00 p.m.

5. To avoid the wrong appearance, a married person may not have a guest of the opposite sex in his/her apartment when his/her spouse is not present, unless another adult or teenage child is present.
6. Students and their children may face disciplinary actions or restrictions of privileges through the dean's department if they fail to adhere to student family policy.

7. Family Park Playground Rules

a. General

- (1) The use of this facility is for students, staff, resident alumni and their immediate family. Students are not to use this facility to host church groups or other outside organizations.
- (2) Children five (5) and under must be accompanied by and under the direct supervision of a person 12 years of age or older. Proper social conduct is expected at all times.
- (3) Students and/or their children may face disciplinary actions or restrictions of privileges through the dean's department if they fail to adhere to family park playground rules.
- (4) Skateboards are not permitted in the area.
- (5) Please check area for trash upon leaving and place in trash receptacles.
- (6) A limited selection of sports equipment may be checked out from the gym and used in the family park. Extra trashcan liners may also be obtained from the gym.
- (7) Equipment and tables may not be removed from the park area.

b. Track

- (1) All bikers, scooters and roller blades must use the outside (right) lane.
- (2) All walkers, joggers or strollers are to use the inside (left) lane.
- (3) Please be cautious for other bikers. Bikers may only be in the walking lane to pass.
- (4) Yield to oncoming bikers and joggers when entering the playground area.

c. Playground

- (1) No throwing or removing ground covering.
- (2) No skateboards, roller blades, bikes or scooters in or on the playground equipment.

d. Picnic Area

- (1) Please remove all ash from BBQ grill and place in labeled trash can.

(2) Tables may be moved around to fit your needs, but must remain under the shade structure.

9. Bicycles, skateboards, roller blades, scooters and any other wheeled toy may be ridden in the designated areas. Please see the families' department handbook.
10. In preference to one another, student families with two vehicles are asked to park one vehicle away from the apartment complexes.

J. SINGLE FAMILIES POLICY

We respect the need for developing relationships; however, to avoid the appearance of evil, a single parent must inform either their RA or lead RA before entertaining an unrelated member of the opposite sex, except when another adult, teenager or child(ren) are present. During the visit, the curtains must be kept open and guests must remain in the front rooms.

K. CAMPUS CHILDREN

CFN's Preschool:

The highlight of the CFN Preschool program is the unique spiritual training with praise and worship, Bible teaching and memory verses, prayer and personal ministry. Children also benefit from the outstanding academic program and enjoy crafts, games, special events, outdoor play and nutritious snacks.

1. Preschool Policies (13 months [and walking] through four [4] years old):

A child will be placed in the Preschool according to his/her age on September first.

- a. CFNI provides ministry to children through the CFN Preschool while parents attend classes. In order to qualify for the CFN Preschool, one parent must be a full-time student at CFNI. Enrollment in the CFN Preschool is limited and will be on a first come/first serve basis.
- b. Parents must provide proof of first course of immunizations for enrollment.
- c. Only parents or legal guardians can bring children to or pick them up from the Preschool. Those who are babysitting may not put children in the Preschool while they attend CFNI services or classes.
- d. Current CFN Preschool fees are available through the student finance office. Fees apply to children of both students and staff/faculty and include class materials and snacks. A supply list of needed items is given to the parents at the beginning of each semester. Parents are expected to bring the items on this list.
- e. **CFN Preschool Hours:**
Monday-Friday.....7:45 a.m.-noon
Tuesday nights.....6:40 p.m.-9:00 p.m.

Note: Please pick up your child promptly at the close of each service. If there is personal ministry at the end of the service, please pick up your child first and then return to the auditorium for ministry.

2. Tuesday Night Children's Ministry

Christ For The Nations offers an exciting ministry program for children each Tuesday evening. Our goal is to allow every child to experience a life-changing encounter with the living God. Terrific Tuesdays provide the opportunity for such an encounter.

a. Preschool

Ministry for children ages 13 months through age five (5) is provided in the CFN Preschool while parents are attending the CFNI Tuesday evening service. Parents are required to attend the adult service in order for their children to attend the Preschool Ministry on Tuesday evenings.

b. Children's Church

This is for children ages six (6) through fourth (4th) grade. The first Tuesday night of every month is designated as "Family Night." There is no children's church on this night so children may have an opportunity to worship with their families in IB 100.

c. BREAKTHROUGH 567

Breakthrough 567 is for preteens in grades 5-6-7 (at least 10 years old). The first Tuesday night of every month is designated as "Family Night." There is no Breakthrough 567 on this night, so the children may have an opportunity to worship with their family in IB 100.

L. SECURITY DEPARTMENT

1. Purpose of the Security Department

The purpose of the Christ For The Nations security department is to provide for the personal security of CFNI students, staff, residents and visitors, for the physical security of CFNI buildings and property and to assist in compliance with CFNI rules and policies.

- a.** The CFN security 24-hour telephone number is 214-302-6200.
- b.** The department and all uniformed officers are licensed under the Texas Private Security Bureau.
- c.** All on-duty officers are in uniform and wear a visible picture identification badge.
- d.** Security officers represent Christ For The Nations, Inc. while performing their duties. When required, CFN security will contact the appropriate law enforcement agency for assistance. Lawful direction given by a security officer in the line of duty must be obeyed. Disobeying, intimidating, interfering with or ignoring a security officer is a violation that may result in disciplinary action.
- e.** Any questions, concerns or personal issues with a CFN security officer's conduct should be addressed immediately to the shift supervisor on patrol or directly to the security manager, located in the security office in the southwest area of GLT.
- f.** For unresolved grievances, see page 9.

2. Contacting Security

All students are asked to be watchmen, reporting suspicious persons or activities on campus immediately to the security department. Campus security can be contacted

at anytime (24 hours a day, seven [7] days a week) by calling **214-302-6200**. If you have any security-related questions or concerns, please call security. Should you get a busy signal or be routed to voicemail, please call back, as all phone lines to security may be busy at the time; no calls are knowingly ignored. **If you have a very serious or life threatening emergency, call 911 before calling security.** If calling from an administrative or a courtesy phone, you must dial "9" before you place a telephone call.

3. Student Safety

- a. All students are encouraged to program their cell phones with **CFN security–214-302-6200** to facilitate rapidly calling CFN security if you ever feel threatened or to report suspicious activity.
- b. Students should avoid walking or jogging alone and should jog only within the confines of the campus. Women are discouraged from going to local shopping areas by themselves.
- c. Students should be cautious when outdoors after dark and should remain in well-lit areas, even while in groups. After dark, it is important that students escort one another on campus. If women are unable to find a friend to accompany them, they may request an escort from security.
- d. Do not invite strangers onto the CFNI campus. Invitations to strangers should be limited to public meetings. Students are not to give out their own or anyone else's address or phone number. All strangers soliciting money on campus should be referred to security. Security will direct them to appropriate benevolence organizations that have the ability to offer assistance.
- e. All apartment/dorm doors and windows are to remain closed and locked when not being physically used. Doors are not to be left open while residents are running to the laundry or to their cars. Window shades are to be closed to prevent observation from outside during hours of darkness. Residents are accountable for their apartment key. Residents should contact the housing department if they are locked out of their apartment during business hours. After-hour lockout assistance may be obtained by calling CFN security. A lock-out fee of \$5.00 will be added to your student account.
- f. Vehicles must have windows rolled up and the doors locked when unattended. Do not leave any valuables, including purses, book bags, computers, packages or other items in your unoccupied vehicle as it may tempt criminals to break your window to steal them.
- g. It should be clearly understood that the streets through and around CFNI are not campus roads; they are public streets and CFNI has no jurisdiction over them. Therefore, whenever crossing these streets on and around CFNI, realize that LOCAL TRAFFIC DOES NOT STOP for pedestrians.

4. Vehicles, Bikes and Trailers

a. Vehicle Registration

All vehicles used on campus and/or parking in CFNI parking lots, with the exception of visitors of less than three (3) days, must be properly

licensed and have a CFNI vehicle registration sticker or temporary permit. There is no fee for vehicle registration. Vehicles on campus for more than three (3) business days without a registration sticker or a temporary permit are subject to fines and may be towed. The recovery of the vehicle, as well as all applicable charges associated with the tow will be the responsibility of the owner of the vehicle. To register a vehicle, students may submit their vehicle information to the security department by visiting the security office by phone or by e-mail.

- Office location: southwest corner of GLT building
- Phone: 214-302-6200
- E-mail: security@cfni.org

- (1) Registration of vehicles requires that the following information be given to the security department: the current vehicle's license plate number, the make, model and color of the vehicle, proof of insurance and the owner's personal information.
- (2) A serialized parking permit sticker will be provided at the same time the vehicle is registered. This sticker must be placed on the lower right hand corner (outside) of the vehicle's rear window or on the right side of vehicle's rear bumper.
- (3) At no time are the registration stickers to be transferred from one vehicle to another. Each new vehicle must receive a new sticker or a fine will be assessed. The seller must notify security and remove the registration sticker upon the sale of a vehicle to prevent receiving fines from violations incurred by the new owner. Students will be fined \$30.00 for violating this regulation.
- (4) A temporary parking permit, valid for up to two (2) weeks, may be issued to students waiting for registration, plates or insurance on a recently acquired vehicle. Also, guests of students on campus that will be staying for more than three (3) days must acquire a temporary permit, which will be good for the duration of their stay. Temporary parking permits must be placed on the rear-view mirror of the vehicle to which they are issued. Expired permits are subject to a \$30.00 fine, assessed to either the owner (if a resident) or resident to whom the visitor is a guest.
- (5) It is the responsibility of the vehicle owner/resident to notify CFN security department when any vehicle registration or personal information changes, including changes of the vehicle's license plate, personal telephone number or owner/resident address. Accurate vehicle information is essential for owner/resident notification in case of issues with their vehicle. Failure to maintain accurate vehicle information with CFN security could result in fines.

b. Vehicle Repairs

Campus residents are not permitted to do major vehicle repair work or fluid changes (oil, transmission, etc.) on campus. Minor repairs such

as tire or battery changes may be done, but there are no designated areas for these repairs. At no time should vehicles that are jacked up be left unattended. Violation of this policy will result in a \$30.00 fine and/or vehicle being towed from campus. Call CFN security before you begin if you have any questions concerning authorized, on-campus vehicle maintenance.

c. Inoperable Vehicles

Vehicles that are not operational may not be permanently parked anywhere on campus. If your vehicle is temporarily inoperable, you must contact the security department on the day it becomes inoperable for instructions. Permanently inoperable vehicles must be removed from campus, or they will be subject to a \$30.00 fine and/or being towed.

d. Bicycles

All bicycles should be registered with the security department. This will enable easy identification of the bicycle in case of theft.

Registering bicycles is highly recommended, but not mandatory.

e. Trailers and Campers:

All trailers and campers must be registered with the security department. Trailers and campers may not be parked in normal vehicle parking areas. Contact security to find out where to park trailers and campers on campus.

5. Parking Lots

- a. All vehicles in dormitories, apartments and marked spaces (such as 30-minute spaces, staff, private and guest) must be parked facing forward except in the IB and Bookstore parking areas. This is to allow visibility of vehicle registration sticker. Violators of this policy are subject to a \$30.00 fine.
- b. All reserved spaces in residential/dormitory areas must be observed at all times. In all other areas, students may park in reserved spaces after 5:00 p.m., provided the vehicle is moved before 7:30 a.m. the following morning. Violators of this policy may be fined or have their vehicle towed at their expense.
- c. Students may not park in security parking spaces at any time.
- d. When the offices are open, students may not park in guest, private, reserved staff, staff or maintenance parking spaces.
- e. Parking in fire lanes (as marked by a red line) is also prohibited. The city of Dallas defines a vehicle as parked if no one is in the driver's seat. Violators will be fined \$30.00 by security, and may be fined up to \$300.00 by the city of Dallas or the Dallas Fire department and may be towed without notice at the owner's expense. You will also be fined \$30.00 for parking in a handicap parking space.
- f. The 30-minute parking spaces directly north of the Student Center are intended for short-term visitors to visit the offices in the Student Center. The 30-minute restriction does not apply after 5:00 p.m. or when the offices are closed.
- g. The speed limit on campus is five (5) mph unless otherwise posted. You will be fined \$30.00 for violating the speed limit.

6. Weapons

Weapons, fireworks or explosives of any kind are not permitted on campus.

- a. According to the Texas Penal Code PC 46.03a (page 119), a person commits an offense if he or she goes on the physical premises of a school or educational institution while in possession of firearms, illegal knives (blade over 5.5 inches long), clubs or prohibited weapons of any kind. This offense is classified as a third degree felony and is punishable by imprisonment of two (2) to 10 years and a fine of \$10,000.00.
- b. According to Texas Penal Code PC 46.05a (page 121), prohibited weapons include, but are not limited to any explosive devices, switchblade knives and chemical dispensing devices.

M. STUDENT COUNCIL

1. The student council is comprised of servant leaders who act as liaisons between the students and the institute administration. The dean of students is the student council advisor and will consider policy recommendations.

2. Student Council Responsibilities

- a. Provide leadership at public events as directed by the dean of students;
- b. Communicate student concerns to the institute administration through the dean of students;
- c. Administrate graduation banquets and various student projects and events;
- d. Provide assistance to guest speakers during their stay at CFNI.

V. CAMPUS HELPS

A. CAMPUS MAP (see page 80)

B. CAMPUS MEDICAL PERSONNEL

1. In an emergency first dial 911.
2. Campus medical personnel are available to render first aid by calling 214-228-8726 or 214-228-9665.
3. In the event of a serious illness, a dean should be contacted to work with campus medical personnel and direct the student to area medical facilities.
4. Campus medical personnel are not covered by insurance to perform any medical services, other than first aid as noted above.

C. MEDIA RESOURCE DEPARTMENT

You may purchase any of the latest Christ For The Nations music, classes held in the Institute Building or Wayne Meyers Auditorium, lecture speakers, conference or Tuesday Night Experience teaching sessions at a discounted price at the CFN Music office.

- Office location: IB 130;
- Office hours: 8:30 a.m. - 5:00 p.m.;
- Website: www.CFNMusic.com

D. STUDENT EMPLOYMENT

The student employment office exists for the purpose of assisting students or their spouses in securing temporary or permanent employment. The student employment officer is located in the Student Center and is available from 8:30 a.m. to 5:00 p.m. each weekday to discuss employment opportunities that are currently available. Employment opportunities may also be viewed on the CFN website and the Job Bulletin Board which is located in the Student Center lobby.

E. CFNI STUDENT INFORMER

The Student Informer is the official publication used by CFNI to communicate important information to the student body. It is located on the Internet at **informer.cfni.org**. Students will be held responsible to know the information provided through the Student Informer. Students may submit announcements for posting in the student Informer at the attendance office. Only approved announcements will be posted. The deadline for submitting announcements to the attendance office is noon on the Wednesday before publication.

F. MUSIC EDUCATION DEPARTMENT

1. Music Building Hours

Students may use their ID/Access card to access the Music Building during these hours:

- Monday, Wednesday - Friday ... 6:30 a.m.-9:30 p.m.
- Tuesday ... 6:30 a.m. - 7:00 p.m.
- Saturday ... 10:00 a.m. - 6:00 p.m.
- Sunday ... closed.
- Holidays and breaks ... as posted.

2. Practice Rooms

Practice rooms for voice, piano and other instruments are available in the Music Building. At the beginning of each semester, students paying piano lab fees may reserve specific practice times by signing the schedules posted on each door. Students and their dependents, who are not currently enrolled in lessons, may use the piano practice rooms when available, but may not reserve specific times. There is a \$20.00 fee per semester for piano practice and a \$20.00 fee for the use of the drum shed each fall and spring semester. To practice in the drum shed, inquire at the Music Education Office.

3. Music Lessons

Private and group lessons in voice, piano, guitar, bass guitar, drums, other instruments and various worship arts courses are available for an extra cost to CFNI students and their dependents. Children under 12 years of age must be supervised by parents while practicing in the Music Building.

4. Auditions

Auditions for music and worship teams are held during the first week of the fall and spring semesters. For information contact the Worship Department.

5. Music Courses

Music courses, private lessons and group lessons are open to all students. For information about approval to take these classes, inquire at registration or call the Music Education office.

6. Room Reservations

The use of any classroom for auditions, practice or rehearsal purposes, or to schedule other events, requires written approval. Activity approval forms for the music classroom can be filled out at the Music Education office. Grand pianos and other instruments are not for casual playing or rehearsal without specific approval.

7. CFNI-owned Instruments

Musical instruments are available for rental on a limited basis by on-campus students who enroll in private or group lessons. Students will be held responsible for the loss of or damage to CFNI-owned instruments which they have rented. Instruments not owned by CFNI are not covered by the school's insurance policies.

8. Dress Code

CFNI classroom dress codes are in effect for students using the Music Building for lessons and classes. Shorts, tank tops and bare feet are NOT allowed for students in the Music Building. Dress code guidelines for platform ministry will be provided upon request.

9. Worship Tapes and CDs

CFNI worship tapes, CDs and songbooks are available in the campus bookstore.

G. GYM AND POOL POLICIES

Swimming Hours Gym Hours

Monday - Friday 6:00 - 7:00 a.m.*

*Early-bird schedule is for pool, gym and exercise room; however, the pool is reserved for swimming laps only.

1. Proper Attire for Women at Pool and Gym

For pool attire, see page 46. Gym attire requires modest, conservative, athletic shorts and full-length T-shirts with sleeves (no tank tops) or warm-up suits. Athletic shoes are required.

Monday ... 1:00-4:00 p.m.
6:00-9:00 p.m.
1:00-5:00 p.m.
6:00-10:00 p.m.

Tuesday ... 1:00-4:00 p.m. 1:00-5:00 p.m.

Wednesday ... 1:00-4:00 p.m.
6:00-9:00 p.m.
1:00-5:00 p.m.
6:00-10:00 p.m.

Thursday ... 1:00-4:00 p.m.
6:00-9:00 p.m.
1:00-5:00 p.m.
6:00-10:00 p.m.

Friday ... 1:00-4:00 p.m.
6:00-9:00 p.m.
1:00-5:00 p.m.
6:00-10:00 p.m.

Saturday ... 1:00-4:00 p.m.
6:00-9:00 p.m.
1:00-5:00 p.m.
6:00-10:00 p.m.

2. Proper Attire for Men at Pool and Gym

For pool attire, see page 46 and 47. Athletic shorts and racing swimsuits are not to be worn in the Student Center pool or in apartment pools. Athletic shorts and T-shirts with sleeves, tank tops and warm-up suits are acceptable gym attire. Athletic shoes and socks are required.

- 3.** People with open cuts, sores or any questionable skin condition are not permitted in the pool.
- 4.** Shower before entering the pool.
- 5.** No running or horseplay.
- 6. No one is allowed to swim alone at any time.**

7. No food or drinks allowed in the gym, pool or exercise areas.
8. No street shoes, flip flops or running shoes which mark the gym floor are allowed in the gym.
9. A CFNI ID/Access card must be presented to use the facilities. **A student must accompany guests** (limit—two [2] guests per student). Students may not sign-in other students as guests. Each student must have his/her own CFNI ID/Access card. Children 12 years old and up must present a valid, CFNI-issued picture ID/Access card to use the facilities.
10. Children of students who are at least 12 years of age may use the gym and pool areas unaccompanied by an adult, if they present a valid, CFNI-issued picture ID/Access card that may be obtained for a fee from the security department.
11. Children under 12 years of age must be accompanied by an adult to use the facilities.
12. No one under the age of 16 is permitted to be present in the weight and fitness area.
13. Students are encouraged to lock their personal belongings in a locker located in the dressing rooms. Lockers are free for daily, temporary use by students. Students wishing to reserve a locker for extended use must pay a minimal fee at the gym office.
14. CFNI is not responsible for lost or stolen items in the athletic facilities.
15. Articles remaining in non-reserved lockers or any area of the facilities for a period of three (3) weeks will be discarded without notice.
16. Any abuse of gym and pool facilities may result in a suspension of gym facility privileges.
17. All equipment (balls, games, etc.) must be checked out at the gym office.
18. Any broken equipment or damage to the facility will be charged to the individual who is responsible.
19. All guests using the athletic facilities must register in the gym office and be accompanied at all times by a student who knows them.
 - a. Students and alumni are responsible for the behavior and any damages caused by their guests.
 - b. Parents of dependents are responsible and liable for the behavior and any damages caused by their dependents and/or dependent's guests.
20. **Noise and Behavior**
 - a. Noise level at the poolside must be kept to a minimum;
 - b. No running at any time around pool area;

- c. Throwing children in the air and rough housing is not permitted;
- d. Any use of bad language, bad conduct or bad attitudes in athletic facilities may result in suspension of athletic facility privileges.

H. Christ For The Nations Bookstore

The bookstore is located in the Christian Center (CC) and is open Monday to Friday, from 9:30 a.m. to 6:00 p.m. and Saturday from 10:00 a.m. to 5:00 p.m. (hours are subject to change). The bookstore carries a wide selection of Bibles, books, cards, gift items, music, supplies and CFN logo merchandise. Postage stamps are available for purchase in limited quantities. Textbooks required for the current semester will be available in the bookstore at least one week prior to first day of school.

1. Special Orders

If a student does not find what he/she is looking for in stock, we are often able to special order it. Please ask at the desk. Special orders require a 25 percent, non-refundable deposit.

2. Return Policy

Items in good, resale condition may be returned for store credit or exchanged for in-stock merchandise with the original store receipt. Cash refunds over \$5.00 will not be given. Special orders are not returnable. DVDs, CDs, cassettes, videos, software and other electronic media that have been opened will not be accepted for return unless deemed to be defective.

VI. DINING HALL

A. FOOD PROGRAMS

All single students who reside on campus (includes all programs, such as schools of ministry, internships and Spanish school) are required to participate in one of the food service programs in the dining hall. The meal includes choice of one entrée, one dessert and unlimited portions of other food and beverages. The food service program options are as follows:

Full Program—

three meals/day, 20 meals/week

Lunch and Dinner Program—

two meals/day, 13 meals/week

Breakfast and Lunch or Dinner Program—

two meals/day, 13-14 meals/week

Breakfast or Lunch or Dinner Program—

one meal/day, seven meals/week

(Dinner program may have Sunday lunch)

Any Seven Program—any seven meals/week

Other students, their families and guests are welcome to eat in the dining hall at a per meal charge or buy a discounted, 10-meal ticket.

2. Meal Plan Changes:

There will be no meal plan changes within the first 3 weeks of school. Starting the 4th week of school a student may switch their meal plan and they will be charged a \$35 change fee.

B. Service Policy

1. Times of Service

The food program begins when new students are required to be on campus and ends the last day of the term. The dining hall is open all year, except during the Thanksgiving and Christmas school breaks. The hours of service are listed in the following schedule. (Hours are subject to change. Please check for postings in Christian Center.)

Fall/Spring Semester

Breakfast:

Monday-Friday ... 6:30-7:25 a.m.

Saturday-Sunday ... 7:30-8:30 a.m.

Lunch:

Monday-Saturday ... Noon-1:00 p.m.

Sunday Noon ... 1:30 p.m.

Dinner:

Monday-Saturday ... 5:00-6:00 p.m.

Sunday Closed

Summer Breakfast:

Monday-Friday ... 7:00-7:30 a.m.

Saturday-Sunday ... 8:00-8:30 a.m.

Lunch:

Monday-Saturday ... Noon-12:45 p.m.

Sunday Noon ... 1:15 p.m.

Dinner:

Monday-Saturday ... 5:00-5:30 p.m.

Sunday Closed

Breaks Breakfast:

Monday-Friday ... 7:30-8:00 a.m.

Saturday-Sunday ... 8:00-8:30 a.m.

Lunch:

Monday-Saturday ... Noon-12:30 p.m.

Sunday Noon ... 1:15 p.m.

Dinner:
Monday-Saturday ... 5:00-5:30 p.m.
Sunday Closed

Note: The dining hall closes 20 minutes after the serving time is over. All trays need to be returned to the tray carousel by this time. All students must vacate the dining hall at this time.

b. Admission

(1) Entrance: To enter the dining hall during meal times, ALL individuals must either present their current meal card or pay for the meal. Due to the buffet service, no one is allowed to enter without payment. There is no entry to the dining hall outside of service hours.

Entrance through the exit is not allowed at any time, even during service hours.

(2) Line passes: Students who need to leave quickly for work after school may obtain a line pass which allows the student to go to the front of the line. The line pass may be obtained from the respective dean's department. Passes are valid Monday through Friday until 12:10 p.m.

(3) Limits of Use: The student's meal card and food program number and their respective privileges are non-transferable **and may not be loaned to or used by anyone else.** The student also may not give or share any part of their meal with anyone else. The student's use of the food program number/meal card is only for what the student cardholder can eat. **Please do not abuse the provisions of CFNI's food program by taking more than you can eat.**

2. General Policies

a. No items are to be taken from the dining hall. This includes fruit, bread, condiments, salt and pepper shakers, silverware, glasses, dishes and chairs.

b. Do not bring any bottles, cups or outside food into the dining hall.

c. Tray return: Please keep all soiled dishes, glasses and trash (napkins, empty packets, etc.) on the tray and return to tray carousel when finished.

d. Behavior: Please be considerate of others in both actions and speech. Please do not lean back in the chairs and keep feet off of the chairs and tables.

e. Suggestions and comments:

The dining hall management welcomes your comments and suggestions. Please communicate any suggestions, requests, comments and complaints you might have.

VII. INTERNATIONAL STUDENT POLICIES

A. PURPOSE OF INTERNATIONAL ADMISSIONS

The purpose of the international admissions office is to guide potential international students through the application and visa processes and to provide assistance throughout the course of their studies at CFNI.

B. UNITED STATES CITIZENSHIP AND IMMIGRATION SERVICES ISSUES

1. Status

- a. Students are responsible for maintaining their F-1 student status.
- b. International students must remain full-time students to maintain their status. There is a 60-day grace period after the end of studies for the student to return home or transfer to another school, unless optional practical training (OPT) has been requested. Failure to do so will result in loss of status and the student will become an illegal immigrant, eligible for deportation. OPT application must be submitted prior to the student's graduation day.
- c. The international admissions office is not authorized to process applications for:
 - (1) R-1 Religious Worker visas
 - (2) H-1 Temporary Worker visas
 - (3) J-1 Exchange Visitor visas
 - (4) Green cards.
- d. Tourist visas (B1/B2) are not acceptable for admission as a student.
- e. Only F-1 students are eligible to apply for international scholarships.
- f. Students who plan to travel out of the country for an emergency must contact the international student advisor or the Director of International Affairs before departure.
- g. **It is the responsibility of the student to carry their Original Immigration Documents at all times, and to be careful not to lose them or have them stolen.**

2. Change of Address Notification

The USCIS strictly enforces the requirement that all non-citizens keep the USCIS up to date with their address. Each time a non-citizen changes address, he/she must file an AR-11 form with the USCIS. There is no fee, and forms are available for download on the web or at the international admissions office. Failure to update address changes can result in a \$200.00 fine and 30 days in jail. It is also grounds for deportation and will result in any EAD or OPT in progress being cancelled. As

long as the student remains enrolled at CFNI or a student on OPT, international admissions can complete address notification updates on the student's behalf.

3. I-20 Form

- a. When traveling outside the United States, an I-20 must be endorsed by the DSO (international admissions) or the student will not be permitted to reenter the country.
- b. International students who travel with a CFNI outreach must also have an I-20 endorsed by the DSO to reenter the country.

C. WORK OFF-CAMPUS

1. Non-immigrant students are NOT permitted to work off campus without a work permit. After nine (9) months, a student may apply for an Employment Authorization Document (EAD) work permit. The Government will only grant this permit to those who can demonstrate they have an unexpected economic hardship.
2. Students with a valid work permit may legally work 20 hours a week while school is in session and 40 hours a week while school is not in session. The dates on the EAD card are inclusive.
3. Prior to completion of school, the student may apply for OPT (optional practical training).
4. Students with a "dash-2" visa (e.g. F-2) are not eligible to apply for a work permit or an OPT.

D. SOCIAL SECURITY CARDS

Only students who have a job or a job offer on campus are eligible to apply for a Social Security Number (SSN). A passport, I-94 Card and an I-20 are required at the time of application. The international admissions department provides scheduled group transportation to the Social Security Administration office each semester. International students will be informed by the international admissions department of the date and time of their scheduled appointment. Students who miss their scheduled appointment will be responsible to make their own arrangements to meet the requirements for obtaining a social security card. F-2 Visa holders are not eligible to apply for a SSN number.

E. EDUCATION AND SCHOLARSHIPS

1. Extra-cost Electives

- a. Extra-cost electives are **NOT** covered by scholarships.
- b. Extra-cost electives **MAY NOT** interfere with one's commitment to employment as a scholarship student.

2. Scholarships

- a. International students who move off campus will forfeit their scholarship.
- b. International students who arrive single and get married prior to graduation day will forfeit their scholarship.
- c. International students who fail to perform in an acceptable manner at their assigned campus job will be subject to discipline which may lead to the loss of their scholarship and dismissal.

3. Tuition Scholarships

Students who have received a tuition scholarship are required to work two (2) hours each day while school is in session. This scholarship pays for tuition only. The student or his/her sponsor is responsible to provide for all expenses beyond tuition. All fees must be paid IN FULL at the time of registration each semester.

4. Full Scholarships

- a. International students on a full work scholarship are expected to fulfill their scheduled work assignments without vacation.
- b. Full scholarship students are required to work four (4) hours each day school offices are open. This includes all breaks between semesters and during semesters. Exceptions must be approved by the director of international admissions.
- c. Monthly allowances for a full work scholarship are paid upon verification of hours worked.
- d. Scholarship students must have a SSN to be paid for their work.
- e. Full work scholarship students need to bring their registration receipt to the international admissions office to receive their voucher for required text books.

F. LANGUAGE TRAINING

1. Intensive English Program (IEP)

The IEP provides foundational language training for students who enter CFNI at a beginning proficiency level in English. Upon arrival, international students will be assessed in their reading, writing, listening and speaking skills. The IEP follows the same time schedule as the regular programs at CFNI. The student must follow the same rules and attendance policies as a regular student at CFNI. Students must attend worship each morning, student ministry meetings, and the Tuesday Night Experience (LCT-PM).

- a. The IEP requirement does not apply to international scholarship students. International scholarship students will be assessed and placed in the ESL program.
- b. Non-scholarship international students who receive Level 1 proficiency score or lower will be REQUIRED to take the IEP for at least one semester.

2. English as a Second Language (ESL)

- a. Since CFNI does not require any specific level of English language for admission, ESL is designed to fulfill the Immigration Department ruling concerning English instruction for international students. All F-1 students MUST take the entrance assessment. After assessment students are placed in a level that reflects their skill level in the English language.
- b. International students are REQUIRED to be in the ESL program unless a waiver has been obtained. (See the ESL department for information about obtaining a waiver.)
- c. Attendance policy for fall and spring semester:
 - (1) 1 absence: the student will receive a verbal warning.
 - (2) 2 absences: the student will receive verbal and written warnings.
 - (3) 3 absences: the student will be required to meet with the director of academic affairs and will be placed on disciplinary probation.
 - (4) 4 absences: the student will lose credit for ALL courses at CFNI for the semester.
 - Note: A late arrival will be considered a “tardy.” 3 tardies = 1 absence.
- d. Attendance policy for summer semester:
 - (1) 1 absence: the student is put on probation
 - (2) 2 absences: the student will lose credit for ALL courses at CFNI for that semester
- e. English tutors are available to international students who need additional assistance with language learning.
- f. Contact esl@cfni.org to request tutoring in English or to receive other information.

G. LIVING ON OR OFF CAMPUS

1. International admissions cannot grant permission to live off campus. For an international student to live off campus, he/she must apply through the dean of student’s office.
2. Full-work scholarship students who move off campus will forfeit their scholarship.

Further restrictions are detailed on page 39.

H. TRAVEL

International students are required to inform the international admissions office if planning to travel and/or miss any scheduled work assignment. Permission must be obtained from the international admissions office before traveling or missing work

assignments.

I. INTERNATIONAL HELPS

1. Household Items are available from the international helps student ministry, located behind the IB near the Gospel Courts swimming pool. The international helps office is open Monday through Friday between 1:00 p.m. and 5:00 p.m. No payment is required, but certain items are required to be checked out and returned.
2. Shopping Trips are scheduled to Wal-Mart at times that will be announced. Check with the admissions office for details.

J. LOGISTICAL ISSUES

1. Finances

- a. **Unless an international student is a full work scholarship student, he/she must pay for each semester in full at time of registration.**
- b. I-20s are given based on sponsor or self-pay funds. The student is responsible to have these funds present at the time of registration.
- c. **Students may not register if they do not have the funds promised by sponsors or families.**

2. Medical Insurance

- a. Students are responsible for all medical bills, medicines, doctors' bills and dental emergencies.
- b. For information on medical insurance, please refer to separate documentation devoted to medical insurance provided by the school.

3. Return Air Transportation

- a. Every international student is required to deposit a return airline ticket or funds for a return air ticket immediately upon arrival to Christ For the Nations Institute. The amount required is the same that was paid for their ticket to come to the USA.
The student will not be allowed to register for classes if the air ticket or the equivalent funds are not available.
- b. It is the student's responsibility to make immediate arrangements for the necessary funds to obtain a return ticket to the country of their origin.

K. DRIVER'S LICENSE

1. A SSN is required for obtaining a drivers license in the United States. Students who do not have a social security number must show proof of their international student status to the driver's license office.

2. Driver's licenses obtained from outside the United States are not valid in the United States unless it is an international driver's license. International driver's licenses (no matter what its expiration date may be) may only be used for three (3) months. Students who obtain a learner's permit from the drivers license office (by passing a written test) must have a licensed driver over the age of 18 present at all times when driving.

VIII. ALUMNI

A. ALUMNI HOUSING

There are a limited number of housing units on campus designated for alumni. The purpose and privileges for alumni housing are as follows:

1. To provide temporary, economical housing for qualifying alumni who need time to stabilize financially before moving away from campus.
2. To allow those called to foreign missions or other Christian service time to prepare.
3. To provide low-cost housing for those who are continuing their education in the area.

Upon availability, housing is provided for a period up to two (2) years for CFNI graduates in good standing. International student graduates in an approved Optional Practical Training (OPT) program can qualify for 12 months in alumni housing. The two-year limitation is enforced at the discretion of CFNI. Alumni housing applications may be obtained from the housing director.

Note: international students who attended CFNI on a full-work scholarship do not qualify for alumni housing.

B. MINISTRY PLACEMENT

All CFNI students and alumni in good standing may access ministry placement information available through the placement website (<http://www.cfni.org>) by selecting the Placement Services link.

Placement lists are updated regularly and divided into categories according to ministry opportunities. They are received from churches and organizations having positions they wish to fill with qualified CFNI graduates. Placement Services also include assistance with resume creation and interviewing skills. All inquiries concerning ministry placement should be directed to placement@cfni.org.

IX. CFN FELLOWSHIP OF MINISTERS AND CHURCHES

The CFN FMC has been commissioned by Christ For the Nations to be the official credentialing office of CFN. **Christ For the Nations licenses and ordains alumni and affiliated ministers.** Those desiring credentials must apply through the CFN FMC Credentials Committee.

The office of Christ For The Nations Fellowship of Ministers and Churches is located in the Christian Center. For questions please call their office at 214.302.6459 or refer to their web site: <http://fmc.cfni.org/>

CFNI CAMPUS MAP

