

EUCON INTERNATIONAL UNIVERSITY



Student Handbook

2023-2025

Contact Information

EUCON International University

P. O. Box 500087 CK

Saipan, MP 96950 USA

Telephone: 670-234-3207

Fax: 670-235-3203

Email: info@eucon.edu

Website: www.eucon.edu

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GENERAL INFORMATION

INTRODUCTION

EUCON INTERNATIONAL UNIVERSITY (EIU) welcomes you! Our goal is to provide the best Christian University training for you. Our desire is to be your partner in the awesome task of training and preparing you for the twenty-first century. We want to work with you to direct you in the nurture and admonition of the Lord.

This student handbook of the EUCON International University is designed to acquaint you with the University. We would like for you to understand just what we hope to accomplish in your life--educationally, socially, and spiritually. If you will read carefully from cover to cover, any questions you have should be answered. If not, a call to the University office will put you in touch with someone who will be able to help you further.

EUCON International University is a ministry of Christian Bible Church Biblical Baptist which is affiliated with Christian Way Missions International, Inc.; a subsidiary of Christian Way Missions, Inc. located in Greenville, SC, USA. We are convinced that, according to the Word of God, Christian education is no luxury but an absolute necessity. We are facing secular humanism, immorality, and evil on every side. We must raise up a standard for students to follow. At EUCON International University, that standard is Jesus Christ. We desire to see students come to a saving knowledge of Jesus Christ and be thoroughly trained and immersed in the Word of God, as well as in academics. We are interested in building your lives---lives to the glory of God.

We pledge that we will do our best to give you a well-balanced education and to thoroughly equip you to be prepared for the work force of your community. Please consider the benefits you will derive from our University and the environment to which you will be exposed.

We realize the great responsibility that is ours in providing quality academic instruction, instilling Christian character by teaching it and living it, and encouraging each student to reach his fullest potential physically, socially, academically, and spiritually. Each member of our faculty is devoted to educate our students and each member of our faculty and staff cares and is committed to the progress of our students in their care. Our University has a well-qualified and dedicated faculty, outstanding curriculum, and the facilities to help us to accomplish this great responsibility that we have to you.

This handbook lists and explains the various regulations and procedures necessary to properly educate you. In explaining the standards of student conduct, dress, and scholarship it must be understood that attendance at the EUCON International University is a privilege, which may be forfeited at any time the administration feels that the student is not in harmony with the University, or they are not supportive of University policies. When students are accepted, they agree to abide by the rules, regulations, and procedures as set down in this handbook. In addition, students need to understand that they have to also abide by the policies of the University whether in writing or orally.

NON-DISCRIMINATORY POLICY

EUCON International University admits students of any race, color, and national or ethnic origin. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its admission policies, educational policies, athletic programs, and other school administered programs.

MISSION STATEMENT

EUCON International University exists to provide quality biblical education in a Christ-honoring and Spirit-filled environment so that students may be introduced to Jesus Christ, trained in godly character and spiritual discipline, and equipped to be Christian **slave-stewards** in their societies and reach their homelands for Christ in order to fulfill the Great Commission making disciples of all nation for Jesus Christ.

The EIU Mission Statement encapsulates the following objectives of the institution:

1. To instruct our students in the liberal arts and specialized disciplines in accordance with the highest academic standards within the framework of Holy Scripture.
2. To provide students from China and other Asian countries the opportunity to learn English and pursue degrees at an American institution.
3. As a Fundamentalist institution committed to biblical principles of doctrine and practice, to inculcate Scriptural truth and counter the cults, Liberalism, the Ecumenical Movement, Neo-Evangelicalism, the Charismatic Movement as well as other false religions and ideologies.
4. To foster a Spirit-filled environment that will help enable students to walk in holiness as they grow in their relationship with Christ. Hence, the college seeks in all of its curricular and extra-curricular activities to train young people to “think what Christ would think, say what Christ would say, and do what Christ would do.”
5. To proclaim the Gospel in every aspect of college life to non-Christian students so that they may have a saving knowledge of the Lord Jesus Christ.
6. To instill godly character and Christ-like discipline in our students so as to aid them in living victorious Christian lives and serving effectively as Christian workers and laypersons in non-Christian societies.
7. To impart to students the skills necessary for effectiveness in their chosen professions.
8. The Teacher Education Program at Eucon International University is designed to equip future teachers with foundational Biblical knowledge and to aid them in the development of Christ-like character. Eucon International University strives to offer high-quality teacher training and excellent Biblical education for future servants of Christ.

STATEMENT OF FAITH

I. The Scriptures

We believe that the Bible, all 66 books, is the Word of God; that it was written by men who were moved by the Holy Spirit so that their writings in the original, were supernaturally and verbally inspired and free from error, as no other writings have ever been or will be. They are the complete and final revelation of the will of God to man, and so are the supreme authority in all matters of

faith, conduct, and living, and thus render as unnecessary and unbiblical any further prophetic revelations or apostolic signs.

We believe the full historicity and perspicuity of the biblical record of primeval history, including the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse on the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel.

II. The True God

We believe in one God, eternally existing in three persons, Father, Son, and Holy Spirit.

God the Father – We believe in God the Father, perfect in holiness, boundless in love, infinite in wisdom, measureless in power. We believe that He concerns Himself mercifully in the affairs of men, that He hears and answers prayers, and that He saves from sin and death all who come to Him through Jesus Christ, His Son. We believe that He created the whole universe, including humans and all the creatures of this world, in six solar days.

God the Son – We believe in Jesus Christ, God the Son, pre-existent with the Father. We believe in the perfect, complete humanity, and in the full and absolute deity of the Lord Jesus Christ, incarnated Word of God, indissolubly united in one divine-human person, begotten by the Holy Spirit and miraculously conceived and born of the Virgin Mary, sinless in His nature and life, infallible in His teaching, having made atonement for the sins of the world by His substitutionary death on the cross. We believe in His bodily resurrection, His ascension into Heaven, His perpetual intercession for His people and His glorious second advent according to His promise.

God the Spirit – We believe in the deity and personality of God the Holy Spirit. We believe that He came from God to convince and convict the world of sin; to reprove the world of righteousness and of judgment; and to regenerate, sanctify, indwell, comfort, and empower those who believe in Jesus Christ.

III. Man

We believe that man was created in the image of God on the sixth literal day of the beginning of the world; that he sinned and thereby incurred not only physical death, but also that spiritual death which is separation from God. We believe that all human beings are born with a sinful nature, and in the case of those who reach the age of accountability, become sinners in thought and deed by choice.

IV. Satan

We believe in the reality and personality of Satan, who is the adversary of God and His children. He was originally created by God but fell from heaven. His destiny is determined; he will be cast into the Lake of Fire.

V. Salvation

We believe that the Lord Jesus Christ died for our sins according to the Scriptures, as a representative and substitutionary sacrifice, and that all who by faith receive Him as their personal Savior, are justified on the ground of His blood shed on Calvary and His resurrection from the dead and are born again of the Holy Spirit and thereby become the children of God. We believe in the eternal security of the believer.

VI. The Church

We believe in the visible local church, which is a company of believers in Jesus Christ, baptized on a credible confession of faith, and associated for worship and fellowship. We believe that to these visible churches were committed for perpetual observance, two ordinances: the baptism of believers and the Lord's Supper. We believe that God has laid upon these churches the task of preaching the Gospel to every creature, and the edification of the individual members of the Body of Christ.

VII. Last Things

We believe in the bodily resurrection of all the dead, the saved to eternal life and blessedness in Heaven and the unsaved to eternal, conscious suffering and woe in Hell. We believe that the blessed hope of the believer is the personal, pre-millennial, and pre-tribulational return of our Lord and Savior, Jesus Christ, to rapture His church; and after the period of tribulation, return with His saints to establish His millennial reign.

VIII. Church And State

We believe that every human being has a direct relationship with God, and is responsible to God alone in all matters of all faith; that each church is independent and autonomous, and must be free from any interference by any ecclesiastical or political authority; and that, therefore, the church and state must be kept separate having different functions, each fulfilling its duties without the dictation and patronage of the other.

IX. Christian Living

We believe that every saved person should manifest the Christian life through a consistent walk in the Holy Spirit, fully and constantly yielding his members to the indwelling Christ, so that he may always be life and word showing forth the praises of Him who has called him out of darkness into His marvelous light. We believe in a separated life, including but not limited to separation from worldly alliances, pleasures, methods of work, and secret societies. Thus, we believe that God's children should be separated from sin, the world, false teachers, and disobedient brethren, including separation from liberalism, neo-evangelicalism, neo-orthodoxy, ecumenism, the charismatic movement, and other unbiblical movements. We believe that it is the responsibility of every Christian to evangelize the lost throughout the world according to the Great Commission of our Lord and Savior Jesus Christ.

X. Biblical Creationism

We believe God created heavens and earth according to the Scriptures. God created all things through this special creation of the existing space-time universe and all its basic systems and kinds of organisms in the six literal days of the creation week. We believe man was created special in the image of God

ACCREDITATION

EUCON International University is a degree granting institution of higher education in the Commonwealth of Northern Mariana Islands (CNMI, USA), and has been awarded Reaffirmation I of its Accredited Status as a Category III institution by the Transnational Association of Christian

Colleges and Schools (TRACS). The following information is provided in regard to the accreditation status of EUCON International University (EIU) with TRACS.

Accreditation Status:

On October 29, 2013, the accreditation Commission awarded Reaffirmation I to EUCON International College (EIC) as a Category II institution approved to offer Certificates and bachelor's degrees. This status is effective for a period of ten years (2023) with an interim Fifth Year Review in 2018. On July 15, 2014, EIC submitted a substantive change proposal to add a Master of Arts in Theology degree program. Documentation submitted by the institution was reviewed thoroughly and a Focus Team Visit was conducted by TRACS on August 25-26, 2014, to evaluate the ability to meet all requirements for a degree program at the master's level. At the October 21, 2014, meeting, the Accreditation Commission approved the proposal for EIC to add a Master of Arts in Theology. This approval changes the status of EIC to a Category III institution, approved to offer Certificates, Bachelors and master's Degrees. On March 16, 2015, EUCON International College was approved by TRACS to change its name to EUCON International University.

EUCON International University is approved to offer the following programs:

- Certificate of Achievement in Chinese Missions
- Certificate of Achievement in ESL
- Bachelor of Arts in Bible (B.A.)
- Bachelor of Science in Education (B.S)
- Master of Arts in Theology

On January 29, 2021, TRACS accreditation Commissioner approved EUCON International University the following Substantive changes:

- The addition of Distance Education for course and program delivery
- The addition of a Master of Business Administration (MBA) degree program

EUCON International University operates a main campus at Kulales Place, Gualo Rai, Middle Road, Saipan, MP 96950, USA.

The Transnational Association of Christian Colleges and Schools (TRACS) is recognized by the United States Department of Education (USDE), and the Council of Higher Education Accreditation (CHEA), as a national accrediting body for Christian institutions, colleges, universities, and seminaries. TRACS is also a member of the International Network for Quality Assurance Agencies in Higher Education (INQAAHE). For more information about TRACS, please visit its web site at www.tracs.org or write to P. O. Box 328, Forest, Virginia 24551, or call (434) 525-9539. TRACS grants accreditation solely to Christian colleges and universities. Accreditation under TRACS will enable graduates to realize the benefits of accreditation without compromise to Biblical standard and conviction of EUCON International University.

"A Student and Exchange Visitor Program" (SEVP) has been approved; thus, authorizing EUCON International University to accept nonimmigrant students.

CHURCH ATTENDANCE

Attending a Christian University is only part of a student's academic and spiritual training. All Christians are to allow the Word of God to be their guide in every part of life. EUCON International University seeks to complement the ministries of local Bible-believing churches in the area. CHRISTIAN BIBLE CHURCH is an independent international Bible church associated with and directed EUCON International University. Students are required to attend Christian Bible Church for spiritual growth unless permitted by the administrators to attend other like mind Bible believing churches. Students who fail to attend church services will be given double demerits for unexcused absences. If a student refuses to attend church services, the student must withdraw from EUCON International University or the student will be expelled.

ACADEMIC ATTENDANCE

In order to gain the most from University, each student must be in regular attendance. Regular attendance is essential to successful class work and discipline. For this reason, we urge you not to be absent from class for reasons other than sickness or extreme emergency. A student is tardy if he is not in his classroom on time. If a student does come to school late, he must have a written excuse from the administration. It will be up to the instructor and/or administration to determine if the excuse is legitimate and therefore excused. Students are required to make up work missed during an absence. The student will be given a reasonable amount of time to make up missed work. If the absence is prolonged, the student should request the assignments from the instructor so that he may keep with the University schedule. For unexcused absence or tardiness, make-up work is not counted toward the student's grade.

Specific details regarding EIU attendance policy are listed below:

1. During a semester, if a student accumulates more than 5 unexcused absences for a 3 credit course, more than 3 unexcused absences for a 2 credit course, or more than 1 unexcused absence for a 1 credit course, academic failure will result regardless of the student's score based on tests, quizzes, and other coursework. This policy also applies to summer and winter sessions. A student who misses, unexcused, more than 1/9 of the course's instructional time will be subject to automatic academic failure. During a semester, if a student accumulates more than 15 unexcused absences in all courses combined, the student is subject to expulsion.
2. Every 3 cases of unexcused tardiness will be officially counted as 1 unexcused absence.
3. Each case of unexcused tardiness or unexcused absence will result in a demerit.

The following are not excusable absences or tardiness:

1. Truancy
2. Suspension
3. Alarm clock failure or missing a ride
4. Trips not approved in advance, shopping, swimming, fishing, attendance at games
5. Gainful employment or volunteer service
6. Entertaining visiting friends or relatives, birthday's, and other celebrations
7. Remaining in the dormitory without first obtaining permission

WITHDRAWAL

Withdrawal from EUCON International University or from courses, for any reason, must be transacted through the business office.

Records will not be released until all accounts are settled, all materials are returned, and the withdrawal procedure is completed. Checks must have had time to clear the bank. A withdrawal slip must be filled out and students must return all rented textbooks (if any) and check out with their respective teachers.

VISITORS

Visitors are welcome on campus within the following guidelines. All visitors must check in at the office for a visitors' pass. All visitors, including parents and former students, are to secure the proper permission from the office before entering a classroom. Visitors are welcome to attend our chapel services and special programs during the school day. Visitors are expected to respect EUCON International University rules and standards including dress code standards. Visitors are asked not to come on campus if not dressed properly.

Student visitors may not attend classes without permission from the administration. Those wishing to visit the University should be prospective students and must comply with the college dress code and standards of conduct. One must contact the University office several days in advance to get permission to visit the University. On the day of the visit, the guest must bring a note from his parent or guardian (if a minor) giving permission to visit EUCON International University. The visitor must check in at the office upon arriving and check out upon leaving. Those who do not conduct themselves according to the University standards will be asked to leave.

HEALTH AND SAFETY

We feel it is important to safeguard the health and welfare of our students and faculty. Certain steps have been taken to provide a safe and healthy environment for all.

Any student who is sick must get permission from the administration before leaving the campus during class-time.

COMMUNICABLE DISEASES

While it is not the policy of our University to discriminate against any student, we are faced with the challenge of providing a safe environment for those students entrusted to our care. Our purpose is to protect our students from exposure to mortal illness.

We recognize also that our University with its limited finances is not equipped to physically care for the needs of seriously ill students or any student with a serious or chronic communicable disease. Therefore, because we are moved with deep sympathy for the sick student and the well student alike, it is the policy of EUCON International University to deny admission and to require

dismissal from the University any student with a serious or chronic communicable disease. The concern is to prevent the transmission of diseases to students and faculty and to protect the ill student from further infection.

Students enrolled at EUCON International University or who seek to enroll, who are diagnosed to be carrying any serious and continuing communicable or potentially lethal disease, shall not be permitted to attend classes or be enrolled until they have been medically diagnosed as no longer carrying the communicable disease.

This policy applies to diseases such as, but is not limited to, Syphilis, Gonorrhea, and Acquired Immune Deficiency Syndrome (AIDS). Students who test positive for antibodies of Human Immunodeficiency Virus (HIV) or who are infected with Aids Related Complex (ARC) fall under this policy.

It is the responsibility of the student and the parents or guardians of the student to inform the University of the student's infection by any serious and continuing communicable disease upon application or at the time of diagnosis in the case of the current student.

In adopting this policy, EUCON International University recognizes that the state of medical knowledge about AIDS and other serious diseases is rapidly changing. The University will, therefore, update the policy statement in light of significant new information on such diseases.

TELEPHONE USAGE/POLICY

Students may use the cellphone when there is emergency. Office phones are intended for use by the staff and administration and are off-limits to students. Telephone messages to students will be delivered only in case of emergency or extreme importance. Students will not be summoned to the telephone to answer a call during class except in a case of extreme emergency.

STUDENT DRIVING PRIVILEGES

Students reaching the age of 18 and wishing to have permission to drive a car on University grounds must follow certain guidelines:

1. A student must submit a written request for permission to drive on the University grounds.
2. Once permission has been granted, a Driving Privilege Form must be filled out and signed by the student and an administrator. A parent or guardian of the student must also sign the form if the student is a minor. The car must be registered at the University office.
3. In order to maintain the driving privilege, the student must maintain at least a "C" average in all subjects and a "B" average in Bible. The student must adhere to all parking and safety rules. Responsible use of the car is required at all times.
4. Any student who rides with another student must have written permission to do so from the University. Brothers and sisters of the driver are an exception to this rule. No student will be able to carry non-sibling passengers without written permission from an administrator.

5. Students of opposite genders are not allowed to ride together in the same car without at least one other person in the car.

ABILITY TO BENEFIT

An Ability to Benefit student is a student who is not a native English student. EUCON International University (EIU) mandates that this type of student must prove an Ability to Benefit to receive Financial Aid assistance and admissions into the University. It is the policy of EIU that a student who is not a native English speaker must also prove an Ability to Benefit whether or not he/she is receiving Financial Aid.

1. To prove an Ability to Benefit, a student must receive a minimum 500 score on the paper TOEFL exam before they can take regular University courses. If an Ability to Benefit student does not receive the required TOEFL score, he or she must go through the EIU English as a Second Language (ESL) program. An Ability to Benefit student may not attend regular University classes without verification of the appropriate assessment scores.
2. The Admissions Department will notify students of their ability to benefit results. If an Ability to Benefit student does not complete the assessment test with appropriate scores, then EIU will require the following:
 - a. Re-take the test until a 500 or above is achieved
 - b. Enroll or reenroll in ESL program until the required score is achieved.

STUDENT COMPLAINT POLICY

Students may register complaints with the Student Life Division. A confidential file is kept in the office of the Student Life Division. Each complaint is addressed by the Student Life Division in a timely manner. The student will be notified of any action taken by the Student Life Division. Should the action be deemed by the student as insufficient, that student may contact the Executive Director of Transnational Association of Christian Colleges and Schools, P.O. Box 328, Forest, VA 24551. Telephone: (434) 525-9539.

GRIEVANCE POLICY

This policy may be employed if there seems to be a reason or reasons for student grievances. Grievance action may originate from a student to be directed against another student or faculty member, a student, staff member, or administrator. The following are some grounds for student grievances:

1. Any violations of EIU standards
2. Oral defamation or physical aggression
3. Harassment or intimidation
4. Unfair treatment by prejudice

Procedure:

- A. Initial Action

1. A student member who feels there is reason for grievance should initiate the grievance action by solving the problem directly with the person involved. If this initial step fails, the principle of Matthew 18:15-16 must be applied. One or two intermediaries should be consulted. If this step fails again, the problem should be brought to the attention of the Dean of Students.
2. If this fourth step fails to resolve the conflict, a Student Grievance Committee will be formed to oversee the issue. The said Committee shall be composed of three members of the faculty, elected by the faculty. The student member concerned then may write and submit to the Committee a signed statement requesting a formal hearing. The statement should mention the time, the place, and the nature of the complaint. Attached to it should be a list of witnesses and short testimony of each witness.

B. Committee Hearing

1. The Student Grievance Committee will elect one of its members to chair the proceedings.
2. Said committee will gather all possible data from every possible source. Witnesses will be examined after their testimonies. Issues will be discussed. The accused faculty member may be present at the hearing or may be represented by the person of his or her choice. After fair discussion, the Committee shall submit to the Dean of Students recommendations for final disposition of the charge.

C. Final Action

1. The Dean of Students will review the recommendations and give a written decision to the accused person. The Dean may execute any of the following dispositions:
 - a. Dismiss the accusations;
 - b. Reduce the sanctions recommended by the Student Grievance Committee;
 - c. Refer the case to EIU President.
2. Either the accused or the aggrieved person may appeal to the EIU President for a thorough investigation. The President may execute any of the following:
 - a. Dismiss the case
 - b. Reduce the recommended sanctions
 - c. Uphold the Dean's decision
 - d. Execute his own disposition

The EIU President has the right to suspend the proceedings at any time or to dismiss the accused person. The President will refer a case of dismissal to the EIU Board of Directors.

STUDENT LIFE

STUDENT AFFAIRS

Statement of Purpose

The Student Affairs Division has been established to provide student programs and services that promote spiritual, personal, and professional development, foster a campus environment that is conducive to student learning, and serve as an advocate for the support of needs of students and their constituents.

In addition, the Student Affairs Division is also responsible for assisting and counseling students, and providing oversight for policies and procedures related to student rights and responsibilities.

We encourage you to take advantage of all that the Student Affairs Division has to offer. If you have any questions, concerns, or ideas about life at EUCON, please do not hesitate to talk with someone in the Student Affairs Division.

STANDARD OF CONDUCT

EUCON International University maintains that the individual's commitment to God's Word will affect their daily behavior. The students of EUCON come from different places and backgrounds. In addition, they have also obtained different levels of maturity and spirituality. The University has established a basic standard of conduct for the students to follow when they are in attendance. Rules and regulations of the University are based on biblical principles, Christian testimony, and safety. Specific expectations and penalties for failing to adhere to them, as well as the administrative process, are given in the Student Handbook.

The University reserves the right to refuse admission, place a student on disciplinary probation, or dismiss any student whose personal behavior, and/or attitude, in the judgment of the administration, is not consistent with the Christian spirit and standards which the University seeks to maintain. Attendance at EUCON International University is a privilege, not a right.

SEXUAL HARASSMENT: It is the policy of EUCON International University that sexual harassment of any nature is forbidden at any University activity/event or in the workplace, classroom, or facilities under the auspices of the University. EUCON International University will impose sanctions up to and including termination of University personnel and/or students found guilty of sexual harassment.

Sexual harassment is a form of sexual discrimination that involves the unwelcome introduction of sexual activities or comments into the workplace, classroom, or facilities. Unwelcome sexual advances and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to the conduct becomes a term or condition of employment or academic achievement, (2) submission to or rejection of the conduct is used as a basis for an employment or academic decision regarding the individual, or (3) the conduct unreasonably interferes with the individual's work performance or creates an intimidating, hostile, or offensive working, academic, or living environment. Victims of sexual harassment can include employees, students, men, and women.

Should any member of the University be subjected to sexual harassment of any nature, the matter may be reported to the University President or any other employee of the University whom the person trusts to initiate an investigation. The investigation will follow the guidelines of the "Due Process" and "Grievance Procedures." Discretion will be appropriately applied to the allegations and grievances.

It is the practice of EUCON International University to attempt resolution prior to entering formal "Due Process." If a student does not concur with a disciplinary action or resolution taken by a University official, the matter may be referred, at the student's request, to the Dean of Students. Students who have been charged with a violation shall use the following process for informal resolution:

- a. Communicate with the University official involved (where appropriate).
- b. Consult the Vice President/Dean (or his/her designee) along with the Department Chairperson/Director and/or the University official involved.

STUDENT GOVERNMENT

EUCON International University Student Government plays a vital role in shaping student life on campus. Getting involved in a Student Government gives you a chance to meet a variety of people, gain leadership training, and grow as a student, leader, and person. The Student Government consists of the President, Vice President, Secretary, Treasurer, and Public Relations Officer. Every representative serves the student body and is available as needed. The purpose of Student Government is to provide leadership to the student body primarily by providing various opportunities for the students' spiritual, social, academic, and physical growth. Student Government has a variety of different positions and responsibilities to meet every facet of student life.

Below are the positions of student government and related functions:

President

The President is responsible for chairing the Student Council, representing the student body, providing guidance and direction for all student government activities, and overseeing all associated Student Body fundraising.

Vice President

Duties include participation on the Student Council, coordination of the student missionary projects, and other student-sponsored missions work. The Vice President is automatically promoted to President if the presidency is vacated during the term of office. In this case, the new President presides over the selection of a new Vice President.

Secretary

Duties include participation on the Student Council and the recording of the Student Council minutes.

Treasurer

Duties include participation on the Student Council and the management of Student Council funds in accordance with Student Council directives.

Public Relations Officer

Duties include participation on the Student Council and the public promotion and organization of Student Council programs and activities.

The student government is also responsible for representing the student body in the following areas:

1. Spiritual growth involving all student activities including student chapels and regular University chapels, ministry opportunities, and all social activities.
2. Developing a ministry theme and purpose for the student body.
3. Promoting the development of student clubs: athletics, drama, yearbook, and missions.

4. Welcoming and encouraging new students.
5. Being an example in spiritual leadership and growth to encourage student body spiritual leadership and growth.
6. Developing a budget and allocating funds for various activities and projects for the student body.

INSURANCE POLICY

Insurance coverage is the individual responsibility of each student. However, student accident insurance is available at a minimal charge per school year. This provision will remain available at the availability of the insurance provider. If a student does not wish to enroll in the insurance program, he/she will be held responsible for all accidents or injuries and all medical and hospital expenses including air line tickets. Regarding insurance coverage, EUCON International University will not be held accountable or responsible for accident or injury to students on or off University premises.

MENTAL HEALTH POLICY

EUCON International University is aware that some students may come to us with pre-existing mental health problems, either declared or undeclared. Due to the student body size of EIU, we are not equipped to deal with serious mental health problems which require professional assistance. If a student seems to be out of touch with reality and behaves abnormally, the student will be requested to bring medical documentation from a physician stating his/her capability to continue studying at EIU. If the student refuses to adhere to the above procedure, he/she is subject to being administratively withdrawn by the Dean of Students or by the President's appointee.

EXPULSION OFFENSES

Participation in any of the following activities is grounds for administrative withdrawal from EUCON Internal University by the Dean of Students or by the President's Appointee:

- Abortion
- Assault/sexual assault (a minimum of two semesters out)
- Conviction of any felony
- Illegal drugs – association, possession, use, or distribution (two semesters out)
- Immorality
- Life threatening behavior or language directed toward others or oneself (Immediate removal from campus and two semesters out)
- Possession or consumption of alcoholic beverages
- Stealing or possession of stolen property (two semesters out)
- Unauthorized possession or use of weapons on campus

If a student is administratively withdrawn from EIU and wishes to reapply, he/she must submit a written request for re-admission to the Office of Student Affairs. Consideration for re-admission

is based upon the severity of the offense. Some offenses require two semesters of expulsion before re-admission can be considered.

EMERGENCY PREPAREDNESS PLAN

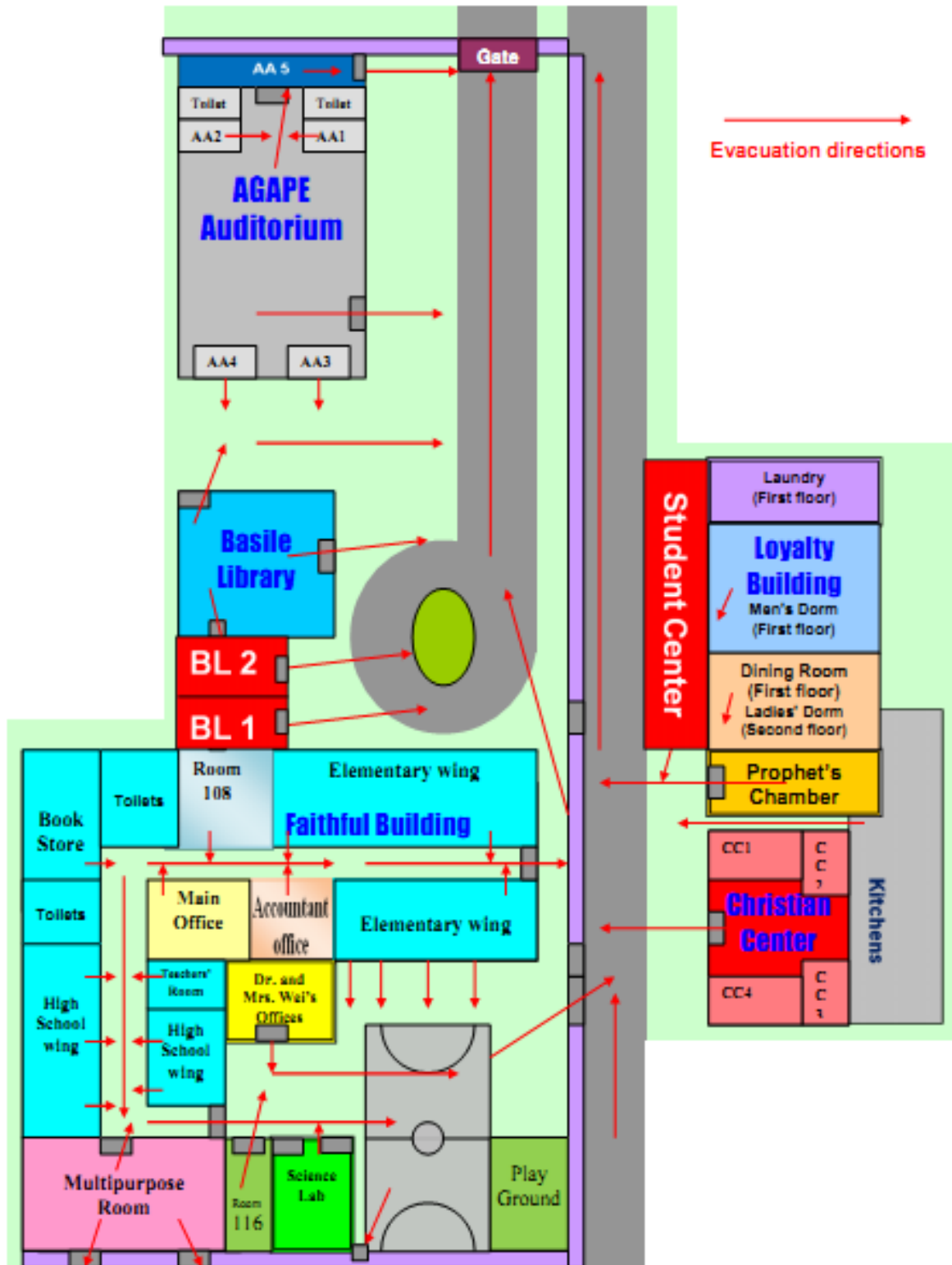
The Emergency Preparedness Plan for EUCON International University was drafted by the EUCON International University Board on February 1, 2008, and approved by the Board on February 5, 2008. The safety of students, faculty, and staff at EUCON International University was the Board's highest priority. EUCON International University monitors weather conditions and has an emergency plan to address weather emergencies and other crises that could affect the campus. The Emergency Operations Team stands ready to work in cooperation with the CNMI Emergency Management Office (EMO), and other government agencies to coordinate emergency procedures should the need arise.

Classes, functions, and events will proceed as scheduled unless otherwise notified by the EUCON International University administration. Before, during, and after any emergency, notifications of campus status and other pertinent information will be communicated through a variety of media (to be mentioned) including the EUCON International University website and phone calls to parents of town students. Dorm students are to follow the instructions of their respective dorm supervisors.

Telephone, email, and notes home will be the official media of information. Town students will have to exercise their own judgment if the school office cannot be reached. Town students have the responsibility to check with the local weather channel KMCV and or call EMO at (670) 322-8001-3 or access the EMO website at www.cnmiemo.gov.mp. Students may also call (670) 234-3203 for updated information. Students are encouraged to discuss and plan alternate modes of communication with family members beforehand should normal communication be disrupted. Students and parents are reminded that the EUCON International University campus is likely to be a safe place during an emergency should immediate travel not be a viable option.

In case of a fire, the evacuation map on the following page will be followed:

EVACUATION PLAN OF EUCON



STUDENT SERVICES

Dormitory: The EUCON International University dormitory is located in the Loyalty Building of EUCON campus. Each dormitory room has a shower and bunk beds. Capacity for each room is from one to four students. Men occupy the first floor while ladies occupy the second floor.

Food Services: The kitchen and adjoining dining area are located in the Loyalty Building on campus. The kitchen has been renovated, enlarged, and equipped with stainless steel cabinets and drains. Beside the kitchen, a large water tank is being constructed to collect rain water for the dorm and kitchen. Hot meals are provided three times per day for the nourishment of the students. The dining area is an open-air facility covered by a canopy with large ceiling fans to provide a comfortable dining environment in sunny or rainy weather alike. Outside of mealtime, the dining area is available for student recreation and study.

Mail Service for students is provided in several ways:

1. Each student has a mail box on campus for communication within the University and for receiving mail from outside.
2. Stamps for mailing letters and other materials can be purchased at the Bookstore in the Faithful Building.
3. A drop-off box for out-going mail is provided in the copier room of the Faithful Building. EUCON International University personnel deliver and pickup mail from the nearest U.S. Post Office daily.

Technology: Most of the University classrooms are equipped with up-to-date ceiling-mounted overhead projectors for visual presentation. The University Library is equipped with up-to-date PCs with internet service for students who do not have laptops of their own. Wireless and wired internet connection is available during designated hours for students with laptop computers.

Chapel: Daily chapel convenes in (the) Multi-Purpose Room of the Faithful Building. Chapel time helps to meet the daily spiritual needs of students. Regular chapel sessions include Bible memory, singing, prayer, announcements, and preaching. Occasionally, chapel-time is also used for student body meetings and the viewing of spiritually wholesome video material. Students are required to bring their Bibles to each chapel program. Students are to come in quietly and listen diligently during this important time. “The fear of the Lord is the beginning of knowledge: but fools despise wisdom and instruction” (Proverbs 1:7). Bible teachers may want to quiz students on what was said or presented during each chapel program. All full-time students (those taking at least 12 credits) are required to attend daily chapel. However, most students look forward to attending the daily chapel services. Official Chapel Attendance Guidelines are listed below:

1. All students who are taking 12 or more credits are required to attend University chapel daily.
2. Absence from chapel will be excused only in the case of emergency (as determined by the administration) or if prior arrangements or permission has been granted by the President, Vice President, or University Dean.
3. To be excused from chapel, the student must fill out an EIU Excuse Slip from the school office and have it approved and signed by the President, Vice President, or University Dean.

4. The following are not consider legitimate reasons for missing chapel:
 - a. Studying / coursework related activities
 - b. Phone calls
 - c. Entertaining guests or family members (However, you may invite them to chapel.)
 - d. Running personal errands
 - e. Conducting personal business (Arrange to do it outside of chapel time.)
5. Unexcused absence and tardiness from chapel will result in the same demerits and general penalties as for missing a regular class period.
 - a. During a semester, if a student accumulates more than 15 unexcused absences in all courses combined (including chapel), the student is subject to expulsion.
 - b. Every 3 cases of unexcused tardiness will be officially counted as 1 unexcused absence.
6. Chapel attendance will be recorded daily.

Counseling: Each of the Resident University Professors and Administrators is available for counseling upon request. Students may feel free to arrange appointments for counseling with professors during office hours or after classes. Counselors are available to provide spiritual guidance and to lend assistance in helping students to excel in their studies and degree programs.

Transportation: Several vehicles are available for transporting students to special events and the University Dormitory. Any student wishing to take advantage of the transportation services must approach the transportation coordinator, fill out a request form, and go to the business office to make the necessary payments. Requests for vehicles should be made at least two days before the vehicle is needed for use. Written plans for student-lead activities must be approved by the University Administration before transportation is requested.

Bookstore: A college bookstore is available for book orders and purchasing needs of the students and faculty. For some courses, textbooks may be rented. For other courses, students must buy the books.

Basile Library:

The library offers students a collection of printed and electronic materials. Subjects covered in greater depth include Biblical studies, education, psychology, theology, and history. The library also includes a study area, a computer room, a lecture room, and a collection of textbooks and teachers' guides.

Library Services:

1. Basile Library is open from Monday to Friday, 8:00 a.m.-12:00 p.m. and from 1:00 p.m. - 5:00 p.m.
2. Bags must be left at the bag counter upon entering the library.
3. EIU students are limited to a maximum of 5 items.
4. Each book may be renewed once.
5. EIU students may check out books for one week but DVD's and videos only for 2 days.
6. Books and materials on reserve cannot be checked-out of the library.
7. Reference books and periodicals can only be used inside of the library.
8. Each borrower is held responsible for any overdue fines, damage assessments, or replacement costs for materials checked out under his or her name.
9. A quiet atmosphere for study and research is to be maintained.
10. No food or drink is allowed in the library

11. EIU students must observe EIU dress code while in the library.
12. Students must sign-in at the reference desk and agree to follow EIU computer-use rules in order to use the library computers.
13. Downloading of Music, Movies and Videos is STRICLY PROHIBITED.
14. Computer fees are not refundable.

Religious and Social Outreach Services:

Each born-again Christian has the responsibility to serve our Lord in outreach or service in a church ministry. Special events, such as revival meetings, medical/dental missions, and immigration assistance offerings allow EIU students to serve in various ways. Local evangelistic outreaches, home Bible studies, and daily morning-prayer provide other opportunities for EIU students to get involved in evangelism. Intramural sports such as basketball and volleyball provide entertainment and physical fitness as well as outreach to visiting teams. EUCON International University students may also serve as coaches and judges for various local youth functions such as the National Forensic League (NFL) and Math Court.

Adonai Auditorium:

Adonai Auditorium has floor and balcony seating for approximately 350 people. It serves as a venue for worship services as well as concerts, plays, school programs, and commencement events.

Multipurpose Room:

The multipurpose room is a large classroom a seating capacity of approximately 120 listeners. It is suitable for smaller group functions.

Contact Information:

EUCON International University
 P.O. Box 500087
 Saipan, MP 96950, USA
 Phone (670) 234-3203/7 Fax (670) 235-3203

CNMI Government Offices:

In case of emergency call 911
 Emergency Management Office (EMO): 322-8001/23/4
 Department of Public Safety (DPS): 664-9000/58/59/61
 DPS-Fire Safety: 664-9135/36/37
 Emergency Medical Services for Children (EMS): 664-9135
 Crime Stoppers – to report crime: 234-7272
 Department of Public Health: 236-8201/2 Fax 234-8930
 Division of Immigration: 236-0934/22/20/21
 Commonwealth Health Center: 234-8950/1 and 236-8398/9
 Board of Education – Board of Regents (BOR): 235-6621 ask for BOR

Transnational Association of Christian Colleges and Schools (TRACS)

15935 Forest Road
 Forest, Virginia 24551, USA
 Phone: (434) 525-9539 Fax (434) 525-9538
 Website: www.tracs.org Email: info@tracs.org

ACADEMIC POLICIES

BOOK POLICY

The students are responsible for the purchase or rental of textbooks. Each instructor will provide the name of the course text in the course syllabus.

Rented textbooks and library books they are to be handled carefully. Students must keep a book cover on each rental hardback textbook at all times to protect it from undue wear and damage. Tape should not be attached to the existing cover or binding of the book. Pencils or turned corners of a book pages are not to be used as bookmarks. Rented textbooks or library books are never to be marked with pencil or ink. Students will be expected to pay full retail price for rented books or library books that have been lost or damaged.

GRADING SCALE

The following school-wide grading scale is a guide to student's progress.

A+.....	100
A	94-99
A-	93
B+.....	92
B	86-91
B-	85
C+	84
C	78-83
C-	77
D+	76
D	71-75
D-	70
F	69 or below

WP	withdrew passing
WF	withdrew failing
P	pass
I	incomplete

Students must maintain a *C* average to graduate. If there are two *F*s during the senior year, the student should not graduate during that year. However, such a student may graduate during the following year if he passes the previously failed subjects. For the Bible majors, students must maintain a *B* average to graduate.

TRANSFER AND EIU ENROLLMENT

In addition to the Admissions Information of the University, the following is a policy on accepting transfer credit from accredited and unaccredited institutions:

Admission: Admission to EUCON International University is a privilege, not a right. The University will only enroll students who meet admission requirements. Admission is granted with the definite understanding that the student and his/her parents or guardians agree to comply with the academic standards of the University. EIU reserves the right to treat violation of the rules and regulations in accordance with its system of discipline and guidance. EIU also reserves the right to refuse admission to any student who has been dismissed for cause from another institution. The sealed, unopened Permanent Record of the student seeking transfer, or his/her sealed, unopened Official Transcript of Records, will be requested by the Admissions Office. Application requirements must be met before the student can officially enroll and receive course credit.

Requirements for Transferring Students:

- Transcript of Records (if not available, a true copy of official grades for evaluation purposes only)
- Certificate of Good Moral Character (from a pastor, school director, or a former teacher)
- Honorable Dismissal (from school last attended)
- Birth Certificate (photocopy)
- Student Information Sheet
- Entrance Exam and Interview

Drop, Withdraw, and Add Policy

1. If a student drops a class before the first two weeks of a regular semester, a grade of “W” (withdrew) will be given. This grade will not show on the student’s transcript.
2. If a student drops a class after the first two weeks during the regular semester, a grade of “WF” (withdrew /failing) will be given. This grade will be shown on the student’s transcript.
3. Classes may not be added after two weeks from the day when the semester begins.
4. Aforementioned points 1-3 also apply to summer sessions with the exception that the drop/add period for a summer session is three days rather than two weeks since the summer session courses are much more concentrated with regard to time.
5. The drop/add process must be followed when changing between audit and credit options for a course.
6. The fee for dropping or adding is \$5.00 per course.

Late Fees:

1. A late registration fee will be charged for adding a class which has already begun.
2. The late registration fee is \$50.00 for the regular semester and \$25.00 for summer sessions.

Note: Each student needs to be present at the admissions office when registering. One student cannot register for another student.

Policy for Work Scholarship Students Retaking Courses

Effective from Fall Semester 2010, College Scholarship Students are required to pay a fee to retake courses with a grade of *D*, *F*, or *WF*. The required fee to retake a course with a grade of *D* is less, per credit hour, than the fee to retake a course with a grade of *F* or *WF*.

Incompletes

If a student has not completed all coursework by the end of the semester, the student's instructor may choose to assign a grade of Incomplete (I). The student's instructor shall assign an extension period during which the student may submit the missing work. However, in any case, the deadline for submission of the work must be before the end of the third week after the semester has officially ended. Only the Academic Committee can extend the deadline. The Committee will permit work to be handed in later than the third week only for extraordinary, extenuating circumstances. Immediately following the deadline, the instructor will record the letter grade earned by the student at that time in accordance with the coursework which has been submitted. Any exceptions to this policy will be granted only by the Academic Committee. (Excerpted from page 14 of the EIU 2010 – 2012 Catalog)

ACADEMIC ADVISING

Purpose: The faculty advisor assists students in planning educational programs and in clarifying life values and goals consistent with the student's interests and abilities. The advisor facilitates the planning process by providing accurate information on University policies, procedures, and requirements, and by helping students choose appropriate courses. The advisor also aids students in monitoring and evaluating their progress and integrating the many resources of the institution to meet their individual needs and aspirations. In addition, faculty advisors act to encourage students with personal or spiritual issues and refer them to other University or non-University resources as appropriate.

Assignment: The Registrar, under the direction of the President, will assign students to advising faculty members. Generally, only full-time and part-time faculty members will be given advising assignments. These assignments will be based on (1) the program and major in which the student is enrolled, (2) the employment status of the faculty member (full-time or part-time) and the load of the faculty member, (3) the particular interests and background of the faculty member, and (4) the number of students already assigned to the faculty member. Assignments may be changed with approval of the President upon request by the faculty advisor or the student.

Procedures: Faculty are generally called upon to advise students in three areas: schedule, career, and personal issues. Under no circumstances should faculty members advise students on marital or sexual issues without informing the Pastor or leaders of the church. All advising should be done in a room where both adviser and advisee may be seen from the outside by others who are present in the immediate area. Advising may need to be postponed until the faculty member has sufficient information such as application, transfer credit, and courses already completed.

Academic Probation: Students with a GPA below 2.0 will be placed on academic probation and will be subject to dismissal if improvement does not occur. Students will be removed from academic probation when GPA rises above 2.0.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the students when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies;
 - State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

GENERAL RULES AND DRESS CODE

EXPLANATION AND EXPECTATIONS

EUCON International University is not a remedial University for the unruly. Such students need special care in a specialized institution. Truly good behavior cannot be legislated. Nevertheless, to safeguard the reputation of EUCON International University, its students, and our supporters, the following standards have been formulated. Rules and regulations do not promote godliness. No student will become a Christian because he conforms to external restrictions imposed upon him. The hearts' desire to obey must come from the Lord. The law was not given to make men righteous,

but the law can surely help man to see his need for a Savior. Rules and regulations are applied to facilitate discipline and order.

EUCON International University desires to see students saved which is the only way of permanently changing a person's outward behavior and attitude. Though we try to keep rules to a minimum, rules are necessary to assure a uniform atmosphere within the University. Good behavior must come from the heart. However, the following rules, regulations, and expectations are to be strictly observed by the students.

The following rules have been established by the University Board, and are enforced by the President, administrator, faculty, and staff. Anyone who has questions about EIU's rules or regulations can free to contact the administration for an in-depth explanation of the purposes behind them. You will find, however, that each of our rules and regulations is firmly rooted in some Biblical principle.

CARE OF PROPERTY

EUCON International University belongs to the Lord. In order to maintain a good testimony, the buildings, equipment, furniture, needs to be well and properly cared for. Willful damage or destruction of University property will not be tolerated. Practical jokes involving University property are in poor taste and offenders will be dealt with accordingly.

Sitting on desks, carving or defacing desks, writing on desks, walls, and buildings, throwing objects inside of rooms, littering, eating in undesignated areas and vandalism are never permitted. Students who disfigure property, break windows, or do other damage to University property or equipment will be required to pay for the damage done or replace the item in addition to being disciplined. Whether the damage is intentional or accidental, it will still be the student's responsibility.

Students are expected to do their part in keeping the property neat by picking up litter and making sure that damage is reported immediately.

ARTICLES PROHIBITED

Cigarettes, alcoholic beverages, narcotics, any drugs or medicines not prescribed by a doctor for that particular student, knives, guns, martial arts weapons (unless supervised by the martial arts teacher), and explosives of any kind are not permitted on University grounds.

ATTITUDE, DEPARTMENT, & CONDUCT OF THE STUDENT

1. Students at EUCON International University are expected to comply with the rules and NOT complain or stir up discontent among fellow students.
2. Students are always to show respect to faculty and staff. Prompt and cheerful obedience is expected.

3. Students are not to argue, manifest a hateful disposition, or make a “wise-crack” when corrected by the administration, a teacher, staff member, or any other personnel. If a student has a question about a teacher’s action, he should personally and politely arrange to talk to that teacher alone during a free time or after class. Threats against a teacher whether physical, verbal, or legal will not be tolerated.
4. No administrator, teacher or staff members should ever be addressed by his or her first or last name. They should always be addressed as Dr., Mr., Mrs., Miss, Ma’am or Sir.
5. Students are expected to refrain from swearing, using indecent language, lying, using tobacco in any form, drinking, using drugs, gambling, dancing, and renting/viewing violent or immoral videos on or off college property.
6. Rock or “rap” music of any type (including so-called “Christian” rock) shall not be listened to at any time on or off University property. Students are not to play this kind of music in their cars. Students shall refrain from singing, humming, or talking about rock and roll songs while on or off the University campus.
7. Students are expected to refrain from indecent, disorderly, or boisterous behavior on or off college property.
8. Students are to conduct themselves in an open, frank, and friendly manner. Courteous speech is stressed. Any type of harassment is not permitted. Allegations of harassment are to be reported to the administration officers immediately.
9. Running in the hallways, shoving, yelling, rowdy behavior, or “horseplay” is inappropriate behavior and will not be allowed at any time.
10. Students and parents are to familiarize themselves with the daily schedule. Students are expected to be on time to college and on time to their classes.
11. Students are to respect the personal property of their teachers and fellow students. Borrowing or use of someone else’s property without permission is unacceptable behavior.
12. Students are always to strive to maintain self-control in their lives and in their relationships with teachers and fellow students.
13. Students are expected to obey and follow the rules of dress at all times.
14. Out of bound limits shall be observed for all areas so designated. Being off the University grounds or away from class without a proper pass (See previous comment) shall be considered out of bounds. For students who drive to college, all cars are considered out of bounds during the school day. All other out of bounds areas will be announced during the first week of the class.

DATING AND PHYSICAL CONTACT

Proper Christian conduct with the opposite sex will be emphasized in the University. No holding of hands, arms around each other, or other physical contact between those of the opposite sex will be permitted on college grounds or of any University function. Any other physical contact, actions, or attitude between students that would be construed as inappropriate or undesirable with reference to the testimony of EUCON International University will not be allowed.

DRESS CODE AND STANDARDS

Biblical Separation: EUCON International University believes it is necessary to dress appropriately and modestly at all times. Appropriate attire has a significant effect upon the attitude of the student and the atmosphere of the classroom. The University's firm belief is that Christian young people must dress and act differently than the world. In order for students to mature spiritually, the teaching of Biblical separation is a vital part of the University's program.

The University Administration asks the following questions as they pertain to each individual student:

1. Is it modest?
2. Does it call undue attention to itself?
3. Does it identify with an element of society that is contrary to God and the Gospel of Jesus Christ?
4. Does it properly differentiate between the sexes?

Foot Attire

Dress shoes are to be worn to class, chapel, and all church services. Men are to wear black or brown shoes and socks. Men are not to wear sandals. Students are not to go barefoot nor wear thongs or flip-flops. Athletic shoes are to be worn for PE courses only.

Jewelry

Under no circumstances are men to wear any jewelry of any sort. Men are not to wear a necklace unless it is to serve as a medical tag. Women should not wear any bells or other noisemakers. Women may wear pierced earrings, but only one earring per *earlobe* and no other jewelry is to be worn.

Women's Dress Code

The length of the skirt must come one inch below the knee when the student is standing. This applies to all ladies at EUCON International University. Undergarments must be worn. T-shirts are not to be worn under a blouse. Each button of a blouse except the top button must be fastened during the college day. Pants or slacks are not considered proper dress for women at EUCON International University and may not be worn during college hours. The exception to this is noted below. The Bible makes clear that a woman's hair should be long enough to distinguish her from a man. No woman will be allowed at EUCON International University whose hair is cut so short as to give the appearance of a man. No faddish hairstyle will be allowed on women or men. Women may wear makeup, but it must be used moderately and modestly.

Men's Dress Code

Dress pants must be worn with a black or brown belt. No shorts are to be worn during the college day unless a special activity is taking place and prior permission has been granted. Men are required to wear a tie to classes, chapel, and to all church services. Imprinted T-shirts may not be worn under shirts. Shirts are to be tucked in at all times. Men's hair must not touch the collar and must be neatly trimmed in the back (blocked or tapered). It must not touch the ears and must be tapered above them. Bangs must not hang down into the eyes. Sideburns must be at least one inch above the top of the ear lobe. Men are not to have "rat tails", "surfer" cuts, wigs, bleached or dyed hair, "punk" or faddish hair styles. Men are to be clean-shaven with no beards or mustaches.

Casual Dress Code (used only for specially announced activities)

During specially designated activities such as certain field trips, outings, or other announced events, the following dress code information should be noted and observed.

1. Women may wear culottes that come below the knee. Fashions must not have low necklines in the front or back. Women are not to wear sleeveless tops and sleeveless shirts at any time.
2. Boys may wear shorts that come to the knee. Tank tops and athletic shorts should not be worn.
3. Shirts with writing or pictures on them should not be worn at any time during a college activity.
4. EUCON staff reserves the right to ask any student to go home or change if, in the estimation of the University, the outfit being worn does not comply with these standards.

General

Hats, caps, gloves, and sunglasses may not be worn in the classroom. Hats and caps should not be worn backwards at any time.

Flagrant and repeated violations of the dress code will mean that the student is not demonstrating a spirit of cooperation with the dress code policy of the University. The improperly dressed student will be given demerits and will not be allowed to attend class or other college functions until acceptable attire is attained. If the problem of dress persists, the student may face expulsion.

DORMITORY POLICY

The following regulations apply to the EUCON International University Dormitory:

1. Male students are not allowed go to the women's dormitory area.
2. Female students are not allowed to go to the men's dormitory area.
3. All students need to go back to dormitory at 10:30 P.M., to be in one's own room at 11:00 P.M., and lights must be out at 12:00 A.M.
4. Visitors should not go to the dormitory without first obtaining administrative permission.
5. All students need to be prudent in the use of utilities. This is to keep the college costs low. If the cost of the utilities becomes too high, the students will need to pay the extra cost.
6. When using the facility, please be considerate of others.
7. Permission must be obtained from the dormitory supervisor before leaving the dormitory and campus. Without permission, students should not go out.
8. Students need to sign out of the dormitory when they go out, and they need to sign in when they come back.
9. Other rules may be added if the administration office sees the need.

DISCIPLINE POLICY

At EUCON International University we believe that discipline is absolutely necessary even in the life of a young impressionable student. We admit that this should be administered in the home; however, we also realize the responsibility that is ours in having students in our care. We want to complement the home and be a viable extension of it. Therefore, upon registration, a statement of

cooperation must be signed. This statement gives the administration and faculty the right to discipline each student.

Discipline, when needed, will involve warnings to the student, notes to parents, phone calls to parents, parent-teacher-administrator conferences, probation, suspension, or expulsion. The teachers are trained and sensitive to the need to use discretion in the classroom when disciplining students.

THE DISCIPLINE PRINCIPLE

“Train up a child in the way he should go: and when he is old, he will not depart from it.” Proverbs 22:6

At EUCON International University, the administration officers, faculty, and staff endeavor to provide the student with the right kind of discipline, which is conducive to learning. I Corinthians 14:40 states, “Let all things be done decently and in order.”

Without discipline there can be no order. Without order there can be no real learning. A well-disciplined University is a University where learning can take place with little distraction. Poor behavior, whether it is academic, social, spiritual, or behavioral, always has its consequences. A student should know what the consequences of poor behavior are. Each student must have the right kind of guidelines to ensure absolutes that will provide security in his life. **WHEN A STUDENT KNOWS WHAT STANDARD OF CONDUCT IS REQUIRED, THE FEAR OF UNKNOWN CONSEQUENCES IS ELIMINATED AND A WHOLESOME SECURITY IS PROVIDED.**

Each student is required to read the EIU Handbook and become familiarized with the procedures, expectations, policies, and rules of EUCON International University. No one should be unclear concerning what is expected.

DISCIPLINE AGREEMENT

Before enrolling in EUCON international University, each student must sign a discipline agreement, which includes the reading of the University handbook. Our discipline policy and standard of conduct is backed by a **DEMERIT SYSTEM**. A Demerit Ticket is a slip which indicates that a student has been involved in unacceptable behavior or acted in a manner that is detrimental to a Christian’s testimony. Simply put, he or she has broken the rules as set forth by the University.

Not only is a system of demerits in effect, but certain punishment will be administered when deemed necessary. The college may suspend or expel any student that does not fit in with the spirit and purpose of EUCON International University.

Each student should realize that behavior both on and off the premises, is important. While off the premises of EUCON International University, a young person is still a student at EUCON, and he or she still represents the college and the Lord. While off the premises, a student’s actions are a reflection of the University. If any student is caught in any kind of behavior off campus that brings

reproach to the University or damages that student's testimony, he or she will be disciplined accordingly.

THE DEMERIT SYSTEM

The student will be informed verbally when he is given a demerit. A carbon copy will be issued to the Business Office. The teacher or administrator who issues the demerit will retain the original copy.

Specific Offences and Standard Disciplinary Action

The following is a list of offences for which demerits will be given but in no way suggests an exhaustive list of disciplinary offences:

Offence	Disciplinary action
Assignment not done or not completed on time	1 demerit
Unprepared for class	1 demerit
Speaking languages other than English	1 demerit
Failure to follow instructions	2 demerits
Late to class	2 demerits
Unexcused tardiness	2 demerits
Working on unrelated materials in class	2 demerits
Sleeping in class	2 demerits
Out of class without permission	2 demerits
Deliberate disruption of class	2 demerits
Littering	3 demerits
Throwing any object in the classroom	3 demerits
Climbing over school ground fences	3 demerits
Food outside of designated areas	3 demerits
Physical contact with the opposite sex	4 demerits
Insults and unbecoming language	4 demerits
Rudeness	4 demerits
Derogatory remarks	4 demerits
Entering or trespassing on neighboring property	5 demerits
Dress code violation	5 demerits
Negativism – griping and complaining	5 demerits
Worldly conversation	5 demerits
Sarcasm meant to hurt others	5 demerits
Lying	5 demerits
Disrespect	5 demerits
Skipping or missing class intentionally	5 demerits
Profanity	5 demerits
Intentional disobedience	5 demerits
Cheating	6 demerits & probation
Gambling	6 demerits & probation
Smoking	6 demerits & probation
Fighting	6 demerits & probation

Possessing CCM, rock 'n roll or country music	6 demerits & probation
Questionable reading material	6 demerits & probation
Inappropriate use of electronic devices on campus	Device will be confiscated.
Vulgarity	Grounds for immediate expulsion
Possession of handguns or knives	Grounds for immediate expulsion
Immoral conduct	Grounds for immediate expulsion
Possession of alcohol or illegal drugs	Grounds for immediate expulsion
Threats against a teacher	Grounds for immediate expulsion
Stealing or vandalism	Grounds for immediate expulsion
Pornography	Grounds for immediate expulsion

Rather than an exhaustive list, these are general guidelines for disciplinary action regarding specific offences. THE ADMINISTRATION RESERVES THE RIGHT TO EXECUTE DISCIPLINARY ACTION ON A CASE-BY-CASE BASIS IN A WAY DEEMED APPROPRIATE.

DISCIPLINE RESULTING FROM AN ACCUMULATION OF DEMERITS

At the university level, accumulation of demerits carries consequences. Demerits will be counted weekly and at the end of each academic semester. Accumulation of each ten (10) demerits will result in a disciplinary detail in which the student will be required to perform tasks of labor such as cleaning the school grounds. In assignment of disciplinary detail, the student's demerit total from the first semester will be carried over into the second semester. Thus, the only way for a student to avoid disciplinary detail for the whole school year is to accumulate less than (10) demerits for the entire school year (Fall and Spring semesters). Accumulation of 125 or more demerits during a single semester is grounds for expulsion from EIU.

SPECIAL DISCIPLINE

There are reasons other than the accumulation of demerits for which students may be punished, suspended, or expelled. As indicated on the table of demerits for specific offenses, some infractions listed are grounds for immediate expulsion. This is not an exhaustive list, and the administration officers will make the final decision of what discipline is necessary, after consultation with the University Board.

Cheating, offensive slang, gambling, smoking, lying, fighting, stealing, defacing or damaging University property, listening to Rock & Roll or Country Music on campus, and the reading of questionable reading/materials are infractions of a special nature which will be dealt with by the administration on a case-by-case basis.

IT IS THE RESERVED RIGHT OF THE ADMINISTRATION OFFICERS TO DECIDE THE PUNISHMENT HANDED DOWN IN EACH OF THE ABOVE OFFENCES.

ANY QUESTIONS CONCERNING DISCIPLINE SHOULD BE BROUGHT TO THE ATTENTION OF THE ADMINISTRATION OFFICERS.

EUCON International University expects the full cooperation from both student and parents in the education and discipline of the student. Attendance is a privilege, not a right.

REVIEW OF STUDENTS

Each school year, the faculty and administration will review students. Parents will be notified of any student whose attitude is not in keeping with the spirit of the college. If the attitude problems are not corrected before the end of the academic year, the student will not be allowed to return the following year.

OVERALL SUMMARY OF RULES AND REGULATIONS

The teacher will handle promptly and appropriately actions of students which evidence disrespect, lack of courtesy, general disturbance, abuse of permission, incomplete homework, and other such “misdemeanors.”

Always remember the Bible exhortation, “Let no man despise thy youth; but be thou an example of the believer, in word, in conversation, in charity, in spirit, in faith, in purity” (I Timothy 4:12).

We know that righteousness and obedience cannot be achieved through a slavish adherence to a set of rules. Our rules are simply a set of guidelines for helping our students to know what is expected of them and to judge wrong-doing. True righteousness must come from the heart and the desire to do what is right. While no set of standards or rules can possibly cover every conceivable situation, our students can judge what is acceptable and what is unacceptable from the general direction and principles embodied in our standards of conduct, dress, and discipline. If the behavior is doubtful, it is best not to do it. We expect our students to judge each situation from a Biblical, Christian perspective and to do what is right even though a specific case may not be covered in this handbook or in the University’s policies.

EUCON International University expects its students to live above reproach showing respect to God, country, family, faculty, and each other.

Throughout this section the selection of restrictions or prohibitions may appear arbitrary to some; but while not condemning others who see differently, we believe that the restrictions and prohibitions named are helpful toward deterring poor conduct which is detrimental to the standards, testimony, and goals established as our objective in the life of each student.

MORAL STANDARD

EUCON International University is uniquely religious, educational institution that seeks to provide a quality Christian education in a distinct Christian environment. One of the goals of EUCON International University is to work with parents and guardians to train Christian young men and women to be salt and light in their communities. EUCON International University believe that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. EUCON International University expects and requires that both students and parents will support the university in their distinct mission and in their Biblical beliefs. In

relying on the teachings of the Scriptures. EUCON International University believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman. On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the University teaches, the University reserves the right, in their sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the University as stated throughout this handbook.

IMPORTANT NOTICE

The information contained herein is not necessarily complete. EUCON International University reserves the right, whenever necessary, to change major student handbook policies and regulations. Anyone, parent or student, who desires to sue the University for any reason(s) will pay all legal fees including those for the engagement of an attorney to represent the interests of EUCON International University.