



Central International College

A Religious-Based Institution offering classroom academic instruction.

*500 Baptist Drive
Chester, VA 23836*

Founded by

**DR. WILLARD BAILEY
(Incorporated – 2015)**

2020-2021 CATALOG

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As a private educational institution, Central International College (CIC) and the student enter into a contractual relationship with one another. The College Bulletin, the Student Handbook, documents and regulations are a part of the College contract. Upon admission, the student is obligated to submit to and be governed by the rules and regulations contained in these materials. Students are encouraged to read carefully and familiarize themselves with their contractual obligations. The College has the right to change fees, tuition or other charges, to revise academic programs, or to alter regulations and requirements as deemed necessary in the maintenance and enforcement of academic standards. **Students are held individually responsible for meeting all requirements as indicated in this bulletin. Failure to read and comply with policies, regulations, and procedures will not exempt students from whatever penalties they may incur.**

CIC WEBSITE: www.goflycic.org

CIC TELEPHONE NUMBER: (804) 681-0511; Toll Free: (844) 344-2633

**BOARD OF TRUSTEES
CENTRAL INTERNATIONAL COLLEGE**

2020 -2021

<u>NAME</u>	<u>RESIDENCE</u>
Dr. Willard Bailey, President & CEO	Richmond, Virginia
Dr. Delta R. Bowers	Richmond, Virginia
Attorney Asia Bullard	Chesterfield, Virginia
Bishop John Dixon	Canandaigua, New, York
Dr. Joann Henry	Richmond, Virginia
Mr. William C. Jackson	Philadelphia, Pennsylvania
Mr. Marlon Marshall	Chesapeake, Virginia
Mr. Leon Scott	Virginia Beach, Virginia
Mr. Eric Stamper, Chairman	Richmond, Virginia

I. GENERAL INFORMATION

MISSION OF THE COLLEGE

Central International College, a private, church-related, coeducational institution with a Christian heritage, sustains an environment that emphasizes integrity, resourcefulness, scholarship, and responsible citizenship.

Accordingly, the purpose of CIC is to provide an academic environment that promotes the vision of the founder to educate all students, especially the underserved, with educational, cultural, spiritual, and life-long learning experiences that will enable them to lead in a technological and global society.

Beyond providing the best possible learning environment for students, the College offers a wide range of activities designed to anticipate and to fulfill the intellectual, cultural and social needs of its community.

HISTORY OF THE COLLEGE

The history of CIC began on the campus of Saint Paul's College during a Fellowship of Christian Athletes' weekly meeting of about 200 persons that involved community leaders, college officials, invited guests from other community churches and a good number of male and female student athletes. It was normal procedure for the student athletes to set their own agenda that involved all aspects of a regular church service. The last item of the agenda would be students volunteering to testify regarding experiences that had been major factors in their lives – positive and negative. These services began in the year 2009. Coach Willard Bailey was in attendance at each of these weekly services. It was during these meetings that Coach Bailey, serving as Associate Director of Athletics and Head Football Coach, began thinking about how great it would be if he could establish a program concerning student experiences and have it blended with a religious service, and eventually shared these experiences with the town of Lawrenceville, the State of Virginia and the entire country.

It was during the year of 2010 that Coach Bailey brought together some of these community leaders, faculty and members of the college staff, including assistant coaches. These programs continued through the year of 2011. The next year at Virginia University in Lynchburg, Coach Bailey maintained his idea of putting together a program of religious services, athletic competition and community involvement. Again, Coach Bailey asked members of the faculty and staff, the regular student body, including student-athletes, and any persons who would be interested in sharing the inspirational experiences to join the group. Several persons took a leadership position in our basic structure to include Roderick Hampton, George Hampton and The Reverend James Coleman, to name a few. From this point, the momentum for the organization continued to grow. Coach Bailey, having taught College Health for more than forty years, began thinking of ways that he could instill in the organization ways and means that would help his students and athletes make better decisions regarding their health, wellness and safety.

During the many meetings that Coach Bailey's staff had away from the religious services, the decision was made to try to begin a separate college that put forth the ideals of the many groups with which they were working, beginning with the Fellowship of Christian Athletes. Two of the people to step forward and make major contributions to the ideas of the founder were Coach Willie A. Williamson and Ms. Gloria Cannady. In 2013 the group began referring to the college as Central International Academy. But because of being affiliated with other true academies, the group assumed the name of Central International University.

In 2014 because of too many objections, it was at this point that Dr. Keathen Wilson, former provost of Saint Paul's College, offered his advice and guidance on building a college from the very beginning. He advised the group immediately to seek the guidance and direction of the State Council of Higher Education of Virginia. This was done by Coach Bailey the very next week. He was given by the Council a set of rules and regulations for all colleges in the State of Virginia. It was then that the State Council allowed the group to apply for an exemption to award a Bachelor's Degree in Religious Studies. This order set the pace for an enormous amount of work that had to be done, led by Dr. Hestine Foster.

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The following year, Central International University was founded and established with a new name, under the guidance of the State Council, of Central International College. Since the founding date, the college experienced many problems that related to locations, finances, faculty, and staff and in 2018 began bringing together a group of committed individuals who were well-trained and who were able to move the college to a better position in all areas. In place today, the college has a solid Chairman of its Board of Trustees and advisors who are making major contributions to the College. The College is planning to move to 500 Baptist Drive, Chester, VA, pending State Council approval.

PURPOSES OF THE COLLEGE

Central International College is committed to the following purposes –

- To emphasize excellence in teaching and learning.
- To promote the synthesis of academic knowledge and a Christian worldview in order that there might be a nurturing of spiritual, intellectual, social and physical value-driven behavior.
- To promote an understanding of the Western tradition and the diverse elements of American cultural history but also to study other religions so as to better appreciate Christianity.
- To contribute to a knowledge and understanding of other cultures and of international events.
- To encourage a commitment to the Christian life; one of personal integrity, sensitivity to the needs of others, social responsibility and active communication of the Christian faith; and as it is lived out, a life that leads people to Jesus Christ as the Lord of the universe and their own personal Savior.
- To focus on spiritual formation, developing a Christ-centered character that is visible through servant-hood to God and others.
- Serving the tri-city area: Richmond, Hopewell and Petersburg.

VIEW ON EDUCATION

Central International College is committed to innovative approaches in the teaching-learning setting that expand the educational horizon for all students and to program flexibility serving their diverse needs. In a cooperative quest to meet the demand for an ever-growing variety of complex technological skills, faculty and students are encouraged to experiment, explore and develop new approaches to learning that will result in the acquisition of knowledge and the discovery of truth.

The academic and student services are designed to affirm the College's belief in the infinite worth of each student as a human being and in the belief that the development of the whole person is imperative.

To these ends, the total resources of the College are committed to the development of students who will be equipped effectively in a global society.

II. ADMISSIONS INFORMATION

ADMISSION REQUIREMENTS

Students with various achievement levels, as indicated by their official school transcript, are encouraged to apply for admission to Central International College. The Admissions Committee will consider a combination of factors and characteristics in deciding whether an applicant will be granted admission, including:

1. Grade Point Average
2. SAT or ACT scores (An assessment examination can be completed in lieu of the SAT/ACT requirement. Contact the Admissions Office for additional information).
3. Three letters of recommendations

How to apply:

1. File an application for admission (download from website—www.goflycic.org) with an application fee of \$50.00, which is non-refundable and may not be applied to other college fees.
2. Request your high school send an official transcript of your high school record which shows that you are a graduate of an accredited high school.
3. Submit three letters of recommendation with the application.
4. Have an official copy of your test scores (as outlined above) sent.
5. Send results of a physical examination and your insurance card.

Once we have received the appropriate admissions documents, we will contact you as to when and where you are to report for orientation.

III. ACADEMIC REGULATIONS

ACADEMIC PROGRAM

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The Central International College student will have the opportunity to receive a bachelor's degree in his/her four years of attendance. This is a valuable dimension that will add to the student's quality education and one that will enable him/her to have an opportunity to evaluate different choices for employment. This degree is in the field of Biblical and Religious Studies.

All of our students will be given the opportunity to register immediately in accredited courses. Also, all of our students will be encouraged to pursue another field of study in accordance with his/her interest. Once the minor is chosen, CIC faculty and staff will provide the necessary support needed for success. In most cases, other modes of learning will be used to achieve good momentum in all of the carefully selected accredited courses.

STANDARDS OF SATISFACTORY PROGRESS

Central International College's purpose is to promote the intellectual development of students in a supportive educational environment. Students must pursue and complete the academic requirements necessary to obtain their baccalaureate degree in a timely manner. Therefore, they must maintain satisfactory academic progress towards their degree.

CIC's satisfactory academic progress considers both the number of credits (*quantity*) and grade point average (*quality*) in addition to expected time frames for progress and degree completion.

CIC requires at least 121 credit hours to complete a degree program and a minimum cumulative grade point average of 2.0. To be a full-time student requires enrolling in 12 or more credit hours per semester. Full-time students will be allowed six (6) years to complete a 4-year degree program. According to the satisfactory progress scale, students must meet the standards at the end of each academic year. An academic year is defined as two consecutive semesters.

		<u>Full-Time Status</u>	
<i>Academic Years Number of Completed</i>	<i>Semesters</i>	<i>Cumulative Grade Point Average</i>	<i>Minimum Number of Credit Hours Earned</i>
1	2	2.0	18
2	4	2.0	42
3	6	2.0	72
4	8	2.0	96
5	10	2.0	120

<u>Part-Time Status</u>			
<i>Academic Years Number of Completed</i>	<i>Number of Semesters</i>	<i>Cumulative Grade Point Average</i>	<i>Minimum Number of Credit Hour Earned</i>
1	2	2.0	12
2	4	2.0	24
3	6	2.0	36
4	8	2.0	48
5	10	2.0	60
6	12	2.0	72
7	14	2.0	84
8	16	2.0	96
9	18	2.0	108
10	20	2.0	120

To demonstrate satisfactory progress all students must meet both cumulative credit hours earned and cumulative grade point average requirements. An evaluation will be made at the end of each academic year from Fall Semester to Spring Semester or from Spring Semester to Fall Semester – a total of 2 semesters.

Withdrawals (W Grades) which are recorded on the student’s transcript will be **not** be included as credits attempted and will not have an adverse effect on the student’s ability to maintain satisfactory academic progress. Students who officially withdraw from the class must make up the hours and are encouraged to attend summer school to repeat the course.

The successful completion of a course is defined as receiving one of the following grades: **A, B, C or D**. Courses with grades of **F, I** and **“W”** will not qualify in meeting the minimum standards.

Repeated Courses. The highest grade of repeated classes will be used in the required calculations.

Class Load. The number of hours in which a student is enrolled on the day following the published last day to add or drop a class will be used as the official census date. Full-time status is 12 hours or more.

Transfer Students will be evaluated on the number of semester hours earned and the grade point average while in attendance at CIC.

Incomplete Grades must be removed within sixty (60) days of enrollment.

GRADING SYSTEM

Grades and quality points for courses are assigned as follows:

A – Excellent	4 points per semester hour
B – Good	3 points per semester hour
C – Average	2 points per semester hour
D – Passing	1 point per semester hour
F – Fail	0 points per semester hour
I – Incomplete	
AU – Audit	
UW – Unauthorized Withdrawal	
W – Authorized Withdrawal	
AW – Administrative Withdrawal	

The grade for each semester is based upon the class work of the semester and the final examination. Credit for any course in which the student had received a grade of “**F**” can only be obtained by repeating the course. The grade of “**I**” stands for Incomplete and automatically becomes “**F**” if the student fails to complete the work of the course by the end of the next Mid-Semester Evaluation Period.

A grade of “**I**” may only be assigned when the work in the course is satisfactory, but for reasons beyond the control of the student, some requirements are unmet at the close of the semester.

GRADE OF INCOMPLETE “I”

The Incomplete grade will not be computed into the student’s grade point average (G.P.A.). If a grade is repeated, only the last grade will be computed into the student’s G.P.A. Students desiring to remove the “**I**” should, at the appropriate time:

1. Secure an *Incomplete Grade Removal Form* from the Office of Registration and Records, complete it properly, and
2. Make the \$1.00 removal fee payment in the Business Office where it will be stamped *Paid*.
3. Provide the instructor with the form prior to being admitted to make up the examination or prior to acceptance of the work to be completed.
4. The instructor will complete the form and submit it to the Office of Registration and Records.

The grade of “**I**” must be removed by the designated deadline on the College Calendar.

ACADEMIC WARNING, PROBATION AND SUSPENSION

The procedures for determining academic warning, probation and suspension are as follows –

1. **Academic Warning.** A student will be warned of academic probation whenever the student’s grade point average (GPA) at the end of a grading period falls below the minimum cumulative grade average (CGPA) required for the ensuing evaluation period. The academic load of the student will be limited to 13 semester hours whenever the student is on academic of probation.

2. **Academic Probation.** A student will be placed on academic probation if the student fails to achieve the minimum CGPA as defined in the standards by the end of the evaluation period. Once on academic probation, the student will be required to remove his/her probationary status prior to the next evaluation period or be suspended from the College for one semester. The academic load of the student will be limited to a maximum of 13 semester hours, whenever the student is on academic probation; also, weekly conferences with the advisor and abstaining from participating in College-sponsored extracurricular activities are required.
3. **Readmission after First Academic Suspension.** After one semester of suspension, a student may apply for readmission. A successful candidate for readmission must demonstrate to the College that he/she is progressively moving toward graduation according to the established standards of progress.

Readmission after Second Academic Suspension. A student suspended for the second time for poor scholarship may apply for readmission only after summer study as an unclassified student and earning the CGRA required of his/her classification. While the College has outlined the steps involved in determining the eligibility of a student to continue his/her studies, it should be understood that the College reserves the right to declare a student not in "good standing" academically for any serious breach or violation of academic trust or scholarly integrity.

CLASS ATTENDANCE POLICY

Class attendance is regarded as an obligation as well as a privilege and all students are expected to attend regularly and punctually all classes in which they are enrolled. Failure to do so will jeopardize a student's scholastic standing and may lead to suspension from the course, a failing grade and/or immediate suspension from the College.

Each instructor is required to keep an accurate and permanent record on attendance for each class, and shall make a written report of student absences to the Vice President of Academic Affairs/Provost. The report of absences is to be submitted when a student has been absent from class **more than four (4) times**. The Vice President for Academic Affairs/Provost, upon receipt of notification of such 3 absences, will warn the student in writing of the impending consequences if further absences are accrued.

A student shall submit **excuses** for class absences to the Vice President for Academic Affairs/Provost **within three days** after he/she returns to class. The only excuses that will be accepted by the College, and these are at the discretion of the administration, are those signed by doctors, parents and appropriate officials. Married students may sign their own excuses. Absences (excused or unexcused) from class will not relieve any student of the responsibility for the satisfactory completion of all course work or requirements.

Students who accrue more than **six (6) unexcused absences** must either (a) withdraw from the course or (b) be given a grade of "F."

Three (3) tardiness' are treated as an absence unless an excuse is presented that meets the instructor's approval.

Excuses for which documentation will be accepted are as follows:

1. Illness
2. Death in immediate family
3. Other documented emergencies
4. Official College trips representing the College (Appropriate documentation must be submitted to the Vice-President for Academic Affairs/Provost by the Faculty or Staff member in charge of the trip/activity)

More strenuous requirements may be applicable as stated by individual instructors in their respective course syllabi. Any exceptions to the School policy must be made **only** by the Vice President for Academic Affairs/Provost who will consult with the instructor and student concerned.

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Any student who decides of his/her own volition to be absent from class(s) on days immediately prior to or immediately following holiday breaks will be penalized at the rate of two (2) absences for each one (1) day of absence accrued.

Note: Once an instructor has made a decision that a student has failed a course because of excessive absences, the Vice President for Academic Affairs/Provost should be notified in writing via a brief memo. The *Absentee Reporting Form* should not be used for this purpose.

ADVANCED CREDIT BY EXAMINATION AT TIME OF ADMISSION

An applicant for admission to the College who presents an unusual background in terms of satisfying certain courses in the general education program may be granted credit by examination. Such credit will be awarded after a careful review of the applicant's test scores and overall preparation for college. The granting of credit by examination gives the student a wider range of course selection and may reduce the amount of time required to earn a degree.

WITHDRAWAL FROM CLASSES

The word withdrawal is used to denote the voluntary termination of a student's attendance in class or in all classes. With approval of the proper official, the termination becomes an official withdrawal and the student is responsible for continuing course requirements and consequently receives the failing grade of "UW."

ACADEMIC HONESTY

A student's written work is assumed by the College to guarantee that the thoughts and expressions in it which are not expressly credited to another are the student's own. Dishonest work of the following kind will subject a student to a penalty:

- Giving or receiving aid by the communication or help of any kind on examinations or tests;
- The unauthorized use of books, paper or notes of any kind or any part copied from any source without acknowledgment;
- Receiving help in revision or preparation to such an extent that it destroys the original character or individual styles of the paper;
- Or any other misleading or dishonest practices.

Possible penalties are loss of credit, suspension, or expulsion from the College. The instructor decides whether the student loses credit for the work in question. The instructor may also recommend automatic loss of credit for the course. In any case involving academic dishonesty, the student may appeal the instructor's decision or recommendation to the Academic Vice President for Academic Affairs/Provost.

WITHDRAWAL FROM THE COLLEGE

- Secure proper withdrawal form from the Office of the Vice-President for Student Affairs.
- Have the form signed by the Vice-President for Financial Affairs and Residence Hall Supervisor.
- Bring the form bearing the signatures to the Office of Registration and Records. That Office will send a written notice to all offices needing to know the final disposition of the student's request for withdrawal.
- The procedure for disciplinary dismissal during the term will follow the same general pattern as the procedures outlined for withdrawing from the College.
- In this case, the grading letter "W" will be used to record the student's status for the semester.

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STUDY AWAY FROM CENTRAL INTERNATIONAL COLLEGE AND TRANSFER OF CREDITS

CIC students may be permitted to take courses at other institution provided that following requirements are met:

- Have a 2.00 cumulative grade average
- Have not previously taken the course
- Recommended and approved by the appropriate official(s) prior to taking the course

The application to study away from CIC may be obtained from the Office of Registration and Records. The student assumes the responsibility for requesting an official transcript from the institution attended to be sent to the Office of Registration and Records at CIC. The transfer transaction may be processed after the completion of the course. The student's transcript or academic record will reflect the credits received, but the credit hours and quality points for work taken elsewhere will not be included in the calculation of the student's grade point average.

OFFICE OF REGISTRATION AND RECORDS

The Office of Registration and Records is responsible for all activities related to the registration of students and the maintenance of their academic records while enrolled at the institution, for the on-going analysis of enrollment data to determine the results of academic operations, and for reporting the results of such analysis to the Vice-President for Academic Affairs/Provost and other administrators appropriate to the type of analysis performed.

The Office of Registration and Records is responsible for the

- Preparation for registration,
- Scheduling of classes and academic resources,
- Maintenance of the students' records,
- Verifying students' enrollment status, and
- Clearing students for graduation.

The Office of Registration and Records at Central International College adheres to the guidelines set forth by the Family Educational Rights and Privacy Act (FERPA) of 1974. This Act, (FERPA), as amended, which is commonly referred to as the Buckley Amendment, prohibits the College from sharing information about students with other individuals.

FERPA (20 U.S. & 123g: 34 CFR Part 99) is Federal Law that protects the privacy of the student's education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he/she reaches the age 18 or attends a school beyond the high school level.

Grades and information concerning a student's enrollment status cannot be released except to state and to federal agencies requesting specific information necessary to service the student's appropriately. Transcripts can only be released under a student's explicit written authorization.

CIC recognizes that this limitation may cause occasional inconvenience to students, their families, and other third parties; but the College is bound by law to protect each student's right to privacy. Students, of course, can secure this information by visiting the Office or calling when a visit is not possible. However, information such as GPA's, etc. will not be given over the telephone. Students may choose to further restrict access to their records.

Some of the services offered by the Office of Registration and Records are:

- Grade Reports
- Transcripts
- Grade Changes
- Enrollment Verifications
- Student Scheduling
- Transfer Credit Processing

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**FAMILY EDUCATIONAL RIGHTS AND
PRIVACY ACT OF 1974 (FERPA)**

All students are afforded certain rights concerning their education records under the FERPA Act of 1974, as amended (20 U.S.C. 1232g), and regulations of the United States Department of Education (34 C.F.R. Part 99).

Directory information under this policy includes:

- Academic level
- Address(s)
- Anticipated date of graduation
- Certification that the student has applied for a degree
- Class
- Date and place of birth
- Date(s) of attendance
- Degree earned, including date and level of distinction
- Electronic E-Mail addresses
- Enrollment status (full-time or part-time)
- Honors and awards received
- Major field of study
- Participation in officially recognized activities and sports
- Photographs
- Student's name
- Telephone Number
- Weight and height of members of athletic teams
- Whether a student is currently enrolled

The College may disclose personal identifiable information designated as directory information from a student's record without a student's prior written consent, unless the student informs College officials that specific categories of directory information are not to be released. Requests to withhold directory information from campus directories and other College publications must be submitted to the Office of Registration and Records in writing immediately after the student is enrolled in the College.

NOTIFICATION OF RIGHTS UNDER FERPA

FERPA affords students certain rights with respect to their education records:

1. The right to inspect and review the student's records once the College receives a request for access. Students must submit to the Office of Registration and Records written requests with their signature that identify the record(s) they wish to inspect.
2. The student has the right to request the amendment of the student's education records that he/she believes is inaccurate or misleading by submitting a written request, with his/her signature, to the College Official responsible for the record. The College at this time may request supporting documentation to justify the adjustment to the record(s).

PARENTAL ACCESS TO STUDENT EDUCATION RECORDS

Under FERPA, the word "student" refers to an individual who has reached the age of eighteen or is attending an institution of post-secondary education. The word "parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. At the post-secondary or collegiate level, FERPA provides that parents have no inherent rights to inspect a student's education records. Normally the right to inspect education records is limited solely to the student. FERPA does, however, authorize

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the College to release education records and personal identifiable information to parents as defined above, where one of the following conditions have been met:

1. The student has given written consent to the release of records to the parents.
2. The parents produce sufficient documentary evidence that they (or either of them) declared the student as a dependent on their most recent federal income tax return as authorized by the federal income tax laws.

SUBMITTING STUDENT RELEASE INFORMATION

Students wishing to complete the *Student Information Release Form* to allow parents or other persons access to their grades and other academic information may complete the form during their registration process, or at any other time, by completing the form located in the Office of Registration and Records.

The student reserves the right to file a complaint with the U.S. Department of Education concerning alleged failures by Central International College to comply with the requirements of FERPA.

Concerns or complaints may be directed to -

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

IV. BUSINESS AFFAIRS

STUDENT FINANCES

1. Central International College maintains a student account for all students and will distribute a monthly statement which shows all transactions and amounts due. Any student who believes there are transactions which are incorrect should contact the Office of Student Accounts. Any student who believes additional financial aid should be applied to his/her account should go to the Office of Student Accounts to take necessary action.
2. Charges that will be placed on a student's account at the time of registration are tuition, accident and sickness insurance, and the general fees. If a student has private accident and sickness insurance, this charge will be credited on his/her student account upon completion of the applicable College form. The following are some of the user fees which will be charged to student's account when applicable services are applied for and approved, or when certain classes are registered for:
 - a. Room and Board
 - b. Tuition and fees
 - c. Course auditing fees
 - d. Other fees instituted by the College at the beginning of any academic year will be included in the official CIC annual cost of attendance publication.
3. Generally, tuition and the general fees are due and payable at the time of registration. All other fees charged after registration are due when a student receives a monthly statement showing these charges. The College's Office of Student Accounts may allow students to make regularly scheduled payments during the semester upon completion of applicable forms. There will be additional charges for this privilege.
4. Student semester charges are due and payable prior to registration. A schedule of deferred payments is provided. Students are expected to pay bills promptly without notice from the Office of Student Accounts.

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It is the responsibility of the student to keep his/her parent(s) or guardian(s) informed of all charges, even though the latter may receive periodic account statements. Accepted forms of payment are:

- a. "Finalized" and certified grants and loans
 - b. Cash, cashiers or certified check, and/or money order (*Personal checks may be accepted at times*).
 - c. Charges to approved MasterCard or VISA.
5. Students are subject to suspension for failing to adhere to payment terms associated with students' accounts.
 6. Students whose accounts are fifteen days or more past due will be subject to late charges and/or suspension.
 7. Students whose accounts are not paid in full will not be permitted to:
 - a. Register for classes
 - b. Attend class, take mid-term and/or final examinations
 - c. Receive notice of grades
 - d. Receive any transcript service
 8. The College will not be held responsible for the loss of clothing, money, jewelry, valuables, or any other personal items in the residence halls or elsewhere on campus.
 9. **How to send Money** – All checks or money orders in payment of fees and accounts should be payable to **Central International College, 500 Baptist Drive, Chester, VA 23836**. Always indicate the name of the sender and the student's name to whose account the payment is to be applied. Checks returned to payee for any reason will necessitate a cashier's check, money order, certified check or travelers check and will subject the student to a charge of \$25.00.
 10. **Special Funds**. The Business Office of the College is the official depository of the funds of any and all departments and organizations. All departments, student organizations and classes which charge fees for activities, collect dues for membership, or call upon faculty, student body, or public for funds and contributions, are responsible to the Business Office for all monies collected and disbursed. A statement of such receipts and expenditures, certified by the sponsor or faculty advisor and two students, must be reported to the Business Office at the end of each semester.

REFUNDS AND ADJUSTMENTS. Refunds and/or adjustments will be given only in cases where:

1. The student officially withdraws from the College
2. The student changes boarding status
3. The student's account has a credit balance after all semester charged have been applied
4. All grants or loans have been adjusted to reflect the current enrollment status

WITHDRAWAL (ALL STUDENTS). Students who officially withdraw from the College will receive credit for charges based upon the then applicable policies, procedures and rates as stated in the Central International College annual cost of attendance publication.

CHANGING BOARDING STATUS. Students wishing to change from boarding to non-boarding status during a semester will be subject to a \$100.00 processing fee. The student changing status will receive a prorated adjustment for meals not taken after proper approval and surrender of the meal plan, but no room adjustment.

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LATE REGISTRATION FEE. \$25.00 for the first day. \$3.00 for each additional day late.

FINANCIAL COUNSELING POLICIES. The operational aspects of financial counseling are assigned to the Director of Financial Accounts, Vice President for Financial Affairs, and the President of the College. In addition, the Admissions and Recruiting Committee assists as outlined below.

Duties of the Admissions, Financial Counseling and Recruiting Committee

1. The committee is composed of students, staff and faculty. With respect to financial counseling, its function is to accomplish the following:
 - a. To formulate institutional policies by which the Financial Counseling Program is governed and to recommend the same to the President's Cabinet for appropriate action.
 - b. To act on financial appeals from students (i.e., labor grievances, cancellations of special grants, etc.
 - c. To act on individual cases which the Director of Financial Counseling refers to the chairperson of the committee.
2. Presidential Special Consideration
 - a. Students admitted with a B+ grade point average out of high school will receive a \$1,000.00 grant toward their annual cost to attend CIC.
 - b. Students admitted with a B grade point average out of high school will receive a \$500.00 grant toward their annual cost to attend CIC.
 - c. Students who pay all of their costs upon registration will receive a \$500.00 grant for the semester.

EMPLOYMENT. Student employment is offered both on and off campus. However, the majority of assignments are on campus. The College seeks to aid students in securing employment to the extent that it does not conflict or handicap their academic program. Insofar as it is possible, students are assigned jobs in keeping with their skills and academic interests.

A student normally works 5-20 hours per week while the College is in session and 10-40 hours per week as a full-time worker in the summer. It is required that earnings will be used to help defray the educational cost.

FINANCIAL APPEAL PROCESS. A student may appeal a financial counseling decision or employment concern by:

1. Conferring with the Director of Financial Counseling and Coordinator of Self-Help and Working Incentive Grant for employment concerns.
2. Submitting a statement in writing to the Chairperson of the Admissions, Financial Counseling and Recruiting Committee.
 - a. This statement should clearly present the basis on which the appeal is being made.
 - b. It should be submitted to the Chairperson of the Committee no later than five calendar days after the receipt of the notification of the grievance.
 - c. The statement should request a hearing if one is desired by the student.
 - d. The hearing will take place no later than five calendar days after the written appeal is received.
3. The subcommittee of the Admissions, Financial Counseling and Recruiting Committee will notify the student of the hearing date. If a hearing is not requested, the Committee will meet and notify the student of the decision reached regarding his/her appeal or grievance.

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V. STUDENT LIFE

The Division of Student Affairs (also known as The Division or DSA) is involved in all aspects of student care, welfare, safety, security, academic behavior, and student life throughout the CIC Community. It applies a holistic approach to student development – emphasizing the importance of the whole college community and the interdependence of its parts. Through its various departments, the Division for Student Affairs implements a comprehensive program combining moral, ethical, social, intellectual, and spiritual growth. The Division is also responsible for establishing policies, rules, regulations, and procedures affecting student life and conduct.

The educational experience of each student is complemented by the student participation in campus governance and student life. The Division for Student Affairs, in its advisory role to the Student Government Association, promotes student leadership, development, and opportunities to influence decision-making. In addition, The Division is passionate to feel a great sense of personal pride, self-esteem, and the desire to make the concept of collegiate “living/learning” a positive experience.

The Division of Student Affairs, along with its constituent departments, comprises almost every aspect of student life outside the classroom. Therefore, to assist and support students in acquiring the necessary competencies for holistic development and a rewarding education experience, the DSA has adopted the following goals:

1. To sponsor activities for positive interaction among students through which they can acquire and develop positive social, interpersonal communication, and leadership skills;
2. To schedule extracurricular activities that transform recreation and leisure time into informal learning experiences, increase cultural awareness and appreciation, and provide positive interaction among students, faculty, staff, and community;
3. To maintain safe, clean on-campus housing that supports the concept of collegiate “living/learning”, and assist students with resources for study, exploration and community living;
4. To provide a campus environment within which students may examine their personal values, attitudes, and beliefs;
5. To implement a disciplinary system based on the educational and developmental process, the opportunity for students to assume responsibility for the consequences of their actions, and the protection of rights and interest of members of the academic community.

The DSA, under the leadership of the Vice President for Student Affairs, reserves the right to change, alter or cancel any activity to ensure the safety, integrity, and the well-being of the student body and CIC community. CIC, as a community, has the responsibility and right to formulate policies and guidelines to promote the general welfare of its members.

MEMBERSHIP IN THE COLLEGE

Membership in the community of Central International College is a privilege. An application for admission implies a willingness to accept the responsibility of membership. The entrance of a student into the CIC student body indicates his or her agreement to conduct himself or herself with dignity and respect for the regulations of the CIC both on and off campus. Each student is obligated, as a part of this agreement, to observe the rules, regulations, standards, and guidelines of the CIC as found in the CIC Bulletin, the Student Handbook, regulations governing life in the CIC student residences, and other policies and procedures published as official CIC pronouncements.

CIC reserves the right to be the judge of a student’s success or failure in meeting the requirements and demands of CIC life, and his/her fitness to continue to share its privileges and responsibilities. Therefore, a student may forfeit membership for behaviors considered unsatisfactory, inappropriate and/or unacceptable by CIC as stated in the Code of Conduct.

MEN AND WOMEN OF CIC

Frequently CIC is characterized on the basis of how students present themselves, both on and off the campus. While the curricular offerings, quality of the faculty, library holdings, buildings, landscape, etc. are often used to characterize the quality of an institution, how well students conduct themselves on campus and in the community at large is what is frequently remembered. [See Appendix A] As such, it is immensely important that all students display respect for themselves and others, that they possess dignity and pride in themselves as individuals and collectively as CIC students, that they maintain impeccable personal and professional integrity, and that they maintain honesty and dignity in their dealings with themselves and others at all times.

It is the aim of CIC that all its students embrace the ideals of high ethical and moral standards, honesty, commitment, loyalty, pride, hard work, and community. The qualities of mature and responsible living are perpetuated among the students at CIC. Although IC has experienced many changes over the years, the basic ideals of academic, social and personal responsibility, commitment to excellence, leadership, dignity, integrity, and self-esteem prevail. Through this acknowledgement, the goal is that they will be inspired to make a lifelong commitment to serve mankind. Therefore, it is imperative that students learn to make a significant life, not just a living.

Upon enrolling at CIC each student will be required to embrace these expectations. These ideals are a part of the CIC history and are essential for its future. [See Appendix A]

COMMUTER STUDENTS

Commuter Students are those students who live outside to the CIC community and either walk or drive from home to attend class. CIC recognizes the needs of commuter students play in CIC's enhancing educational mission and the partnership between CIC and the Tri-City Virginia communities. CIC does not offer housing for commuters; however, a landlord list of off-campus housing is maintained and available through the Division of Student Affairs and can be acquired by call the office of DSA.

Services to assist commuters while on campus are provided in the Student Center. These include a commuter lounge, lockers, computer terminals, and study areas, as well as comfortable sofas and chairs for relaxation between classes. All commuters are encouraged to participate in campus organizations.

VI. COURSES AND CURRICULA

Central International College
Associate's Degree in Religious Studies

GENERAL EDUCATION REQUIREMENTS:		28 Credit Hours
COURSE	TITLE	CREDIT HOURS
CE 100	Leadership Skills	3
CSO 101	College Success Orientation	1
ENG 100	English Composition I	3
ENG 110	English Composition II	3
FIN 100 or Business Elective	Financial Planning or Business Elective	3
HLH 104	Health and Fitness for Life I	3
MATH 111	Topics in Mathematics	3
PSY 100 or Social Science Elective	Introduction to Psychology or Social Science Elective	3
SPCH 101	Public Speaking	3
TECH 100 or Computer Elective	Basic Computer Skills or Computer Elective	3

REQUIRED CORE COURSES IN RELIGIOUS STUDIES:		21 Credit Hours
COURSE	TITLE	CREDIT HOURS
REL 100	Introduction to Biblical and Religious Studies	3
REL 120	Religions of the World: Hinduism, Buddhism, Islam	3
REL 130	Religions of the World: Judaism and Christianity	3
REL 140	Religion and Culture	3
REL 160	Survey of the Old Testament	3
REL 170	Survey of the New Testament	3
REL 230	Life and Ministry of Jesus	3

REQUIRED PARTICIPATION IN THE COMMUNITY:		2 Credit Hours
COURSE	TITLE	CREDIT HOURS
MIN 310	Ministry Practicum I	2

ELECTIVES:	9 Credit Hours
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TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:	60 Credit Hours
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Bachelor's Degree in Religious Studies

GENERAL EDUCATION REQUIREMENTS:		46- 47 Credit Hours
COURSE	TITLE	CREDIT HOURS
ART 100	Art Appreciation	3
CE 100	Leadership Skills	3
CSO 101	College Success Orientation	1
ENG 100	English Composition I	3
ENG 110	English Composition II	3
FIN 100 or Business Elective	Financial Planning or Business Elective	3
HE 104	Health and Fitness for Life I	3
HE 105	Health and Fitness for Life II	3
HIST 200 or HIST 210	American History or History of the Civil Rights Movement in America	3
MATH 111	Topics in Mathematics	3
MUS 100	Music Appreciation	3
PSY 100 or Social Science Elective	Introduction to Psychology or Social Science Elective	3
SCI 100 or Science elective	Environmental Science or Science Elective	3 or 4
SPA 100 or Foreign Language Elective	Introductory Spanish or Foreign Language Elective	3
SPCH 101	Public Speaking	3
TECH 100 or Computer Elective	Basic Computer Skills or Computer Elective	3
	Total Credit Hours	46-47

REQUIRED PARTICIPATION IN THE COMMUNITY:		4 Credit Hours
COURSE	TITLE	CREDIT HOURS
MIN 310	Ministry Practicum I	2
MIN 320	Ministry Practicum II	2
	Total Credit Hours	4

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REQUIRED CORE COURSES FOR THE RELIGIOUS STUDIES MAJOR: 36 Credit Hours		
COURSE	TITLE	CREDIT HOURS
REL 100	Introduction to Biblical and Religious Studies	3
REL 120	Religions of the World: Hinduism, Buddhism, Islam	3
REL 130	Religions of the World: Judaism and Christianity	3
REL 140	Religion and Culture	3
REL 150	Religion and Global Studies	3
REL 160	Survey of the Old Testament	3
REL 170	Survey of the New Testament	3
REL 230	Life and Ministry of Jesus	3
REL 240	Ministry of the Apostles in the Early Church	3
REL 320	African-American Church History	3
REL 330	Introduction to Theology: The Nature of God	3
REL 340	The Person and Work of the Holy Spirit	3
Total Credit Hours		36

COURSE ELECTIVES:	CREDIT HOURS
Minor Area of Concentration	18
Additional Electives	16
Total Credit Hours	34

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 120-121 Credit Hours

Summary of Requirements of the Associate's Degree in Religious Studies

General Education..... 28 Credit Hours
 Religious Studies..... 21 Credit Hours
 Ministry Practicum.....2 Credit Hours
 Electives.....9 Credit Hours

Total Credit Hours for Graduation: 60 Credit Hours

Summary of Requirements on the Bachelor's Degree in Religious Studies

General Education..... 46-47 Credit Hours
 Religious Studies..... 36 Credit Hours
 Ministry Practicum.....4 Credit Hours
 Electives.....34 Credit Hours

Total Credit Hours for Graduation: 120-121 Credit Hours

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Course Descriptions

ART 100	Art Appreciation	3 credit hours
Examines different forms of art such as paintings, drawings, and sculpture created by all races in different periods of history.		
CE 100	Leadership Skills	3 credit hours
Presents ways to help students build their skills to become more impactful leaders in both the world of business and in communities. Organizational structure, processes and culture, decision- making techniques and team building activities are included.		
CSO 101	College Success Orientation	1 credit hour
Provides basic information about policies and principles of Central International College along with basic information on how to become a successful college student. Topics include time management, note taking skills, planning the academic program, study techniques, stress management, developing short-and long-term goals, self - motivation and discipline, and using educational software for access to online courses.		
ENG 100	English Composition I	3 credit hours
Introduces the conventions of college-level writing with emphasis on defining and developing a topic and using principles of clear thinking to support an assertive or argumentative thesis. Students will gain an understanding of their subject matter, audience, purpose, and point-of-view, and demonstrate that understanding through the organization and development of their essays. Attention is given to grammar, editing techniques and effective reading skills.		
ENG 110	English Composition II	3 credit hours
Prerequisite: ENG 100. Techniques of effective writing with an emphasis on reading, analyzing, and researching literary genres: short stories, poetry, drama, novels, and essays. A research project and other writing assignments will be included.		
FIN 100	Financial Planning	3 credit hours
Provides a basic study of techniques of budgeting, money management, saving money, types of insurance, investment strategies, purchasing property and planning for retirement.		
HLH 104	Health and Fitness For Life I	3 credit hours
Provides students with a basic understanding of various personal and community health issues. Special emphasis is placed on lifestyle behaviors contributing to health promotion and disease prevention in the community.		
HLH 105	Health and Fitness For Life II	3 credit hours
Identifies common areas affecting health and fitness changes and suggestions on how health-related behaviors, self-care, and individual decisions based on a holistic approach contribute to one's well-being.		
HIST 200	American History	3 credit hours
Explores major aspects of American development, including the Colonial, Revolutionary and National periods. The impact and aftermath of the Civil War will be included along with emphasis on the history of Virginia.		

HIST 210 History of the Civil Rights Movement in America 3 credit hours

Provides a thorough exploration of the development and leaders of the Civil Rights Movement in America from the 1960's to the present.

MATH 111 Topics in Mathematics 3 credit hours

Integrates the fundamentals of algebra, statistics, and consumer mathematics with real life applications.

MIN 300-310 Ministry Practicum I, II 2 credit hours each

Offers a supervised experience in an area related to community activities and ministries. Placement can be in youth ministry, religious education, programs for at-risk youth, social service programs and other similar experiences. Supervisory sessions and topic meetings will be arranged.

MUS 100 Music Appreciation 3 credit hours

Introduces different genres of music and historical periods. Types of musical genres will be selected by the instructor.

PSY 100 Introduction to Psychology 3 credit hours

Explores the fundamentals of a scientific approach to the study of human behavior and psychological theories.

REL 100 Introduction to Biblical and Religious Studies 3 credit hours

Introduces students to tools of analysis, culture and archaeology to study different religions in addition to the development of the biblical canon and background of biblical events. Topics may include belief systems, morality, sacred literature, myths, ritual, history, gender and ethnicity. Representative passages of Scripture will be analyzed and studied.

REL 120 Religions of the World: Hinduism, Buddhism, Islam 3 credit hours

Explores belief structures, ritual systems, sacred literature, historical development and religious traditions of Hinduism, Buddhism, and Islam.

REL 130 Religions of the World: Judaism and Christianity 3 credit hours

Explores belief structures, ritual systems, sacred literature, historical development and religious traditions of Judaism and Christianity.

REL 140 Religion and Culture 3 credit hours

Examines the interaction of religious ideas and practices with art, music, race relations and social change. Selected topics are given at the discretion of the instructor.

REL 150 Religion and Global Studies 3 credit hours

Explores intercultural connectedness and global ideals regarding the environment, gender, class, and nationality.

SCI 100 Environmental Science 3 credit hours

Integrates the interdisciplinary areas of biology, chemistry and physics including both applied and theoretical aspects of humanity's impact on the world.

SCI 200 Introduction to Biological Science 4 credit hours

Emphasizes major life functions and the structures that serve them. A laboratory component is required.

SOC 230 Social Psychology 3 credit hours

Introduces the principles, methods and theories of social psychology with an emphasis on applications to widespread social concerns, economic exchange, intergroup and international relations, quality of life, politics and social exchange.

SPA 100 Introductory Spanish 3 credit hours

Provides basic instruction in the fundamentals of reading, writing, listening, and speaking the Spanish language.

SPCH 101 Public Speaking 3 credit hours

Trains students in the fundamental skills and abilities necessary for successful personal and public verbal communication and offers experience in the practical applications of these skills.

TECH 100 Basic Computer Skills 3 credit hours

Provides applications of features of Microsoft Office including WORD, EXCEL, ACCESS and POWERPOINT and Google APPS.

VII. STANDARDS OF CONDUCT AND JUDICIAL AFFAIRS

STUDENT CODE OF CONDUCT (At All Times the College Enforces a “Zero Tolerance” Policy for Inappropriate and Unacceptable Behavior.)

STUDENT RIGHTS

1. Every student, before entering this institution, has the right to know their rights, obligations and responsibilities as well as the rules and regulations of this College as prescribed in the official Student Handbook.
2. Within the limits of its facilities, the College is open to all students who are qualified according to its Admissions standards. The facilities and services of the College are open to all of its students.
3. Student performance in class is to be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
4. A student has the right to be protected against improper disclosure of personal information by the administration and faculty members.
5. A student’s permanent educational record includes a transcript of academic achievements separate from and independent of disciplinary or counseling files.
6. Students are free to organize and join associations to promote their common interests, subject to institutional and educational policies.
7. A student, as a citizen, has the right to participate in off-campus activities without jeopardizing his or her standing with the College, as long as he or she does not claim to represent the College and does not reflect negatively on the reputation of the College.

CODE OF CONDUCT AND GENERAL STANDARDS FOR STUDENTS

The entrance of a student into the Central International College student body indicates his or her agreement to conduct himself or herself with dignity and respect for the regulations of the College both on and off campus. Students are required to observe the regulations with respect to alcoholic beverages, narcotics and other drugs, unauthorized entry and visitation into residence halls, physical combat, destruction and theft of property, academic honesty, and decorum in the Chapel, dining hall, classrooms, and at formal and other social affairs. It is never appropriate for a student to use vile, obscene and/or abusive language or to exhibit lewd or indecent behavior on campus. Possession of weapons such as knives or firearms is strictly prohibited.

Central International College prohibits sexual harassment and assault in any form. Sexual assault shall mean any activity of conduct which by designs or otherwise, threatens, intimidates, demeans, or excludes on the basis of gender. Examples of sexual harassment include name calling, demeaning epithets, generalized racist remarks, pranks, destruction of personal property, threats of physical abuse, unwanted sexual advances (including touching), the threat of a lower grade to obtain sexual rewards, and the use of physical force to obtain sexual relations. Sexual harassment/sexual assault may include generalized sexist remarks or behavior, inappropriate and offensive (verbal or physical), solicitation of sexual activity or sex-linked behavior by promise of rewards, coercion of sexual activity by threat of punishment, sexual assault, etc. Violations of the sexual harassment/assault policy will be punishable as outlined in the Central International College *Sexual Harassment/Assault Policy* guidelines. When male and female students are jointly found in misconduct or violation of College regulations, both will be held equally responsible. Every perspective applicant should thoroughly acquaint himself/herself with the regulations of the College.

The College reserves the right to be the judge of a student’s success or failure in meeting the requirements and demands of College life, and his/her fitness to continue to share its privileges and responsibilities. Therefore, a

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student may forfeit membership for behaviors considered unsatisfactory by the College as stated in the *Code of Conduct*.

In general, off-campus students and married students are under the same regulations as other students. Students who are married when they enroll for the first time at the College must make their status known when they register. Students who marry during the period of time they enter the College until their graduation from the College must send a letter to the Vice-President for Student Affairs immediately notifying him/her of the change in status.

POLICY ON ARRESTS AND CONVICTIONS

Campus security officers are deputized by the State of Virginia and have the full power of police officers. As such, they are authorized to arrest students and other persons who violate state or local laws on campus. Persons who commit such crimes on campus as breaking and entering a building will be arrested and have the case heard in a local court.

Students who are arrested, either on campus or off campus, are required to report to the Vice President for Student Affairs for the purpose of consultation.

Those students who are charged in a criminal court and are found guilty of felonies or misdemeanors will be immediately suspended, dismissed indefinitely, or expelled from the College. Hearings will be held after suspension only upon the request of the indicted, but prior to readmission to the College.

PROBATION, SUSPENSION, DISMISSAL OR EXPULSION

To protect the rights and interests of members of the academic community, the College reserves the right to take disciplinary measures compatible with its own best interest and to probate, suspend, dismiss indefinitely or expel students whose behavior is a serious breach on the College's *Code of Conduct*. Some acts of the student's misbehavior are considered **FLAGRANT**, and students who engage in such acts of misbehavior will be suspended immediately from the College. (FLAGRANT refers to behavior that is conspicuously bad or objectionable and applies to offenses or errors so bad that the behavior cannot go unnoticed or be condoned). Such students will vacate Central International College within 24 hours after being notified that such disciplinary action has been taken against him or her.

The primary reasons for which probation, suspension, dismissal or expulsion from the College is noted as:

1. **Alcoholic Beverages**. The use or possession of alcoholic beverages on campus is strictly forbidden. Any undesirable campus conduct resulting from the use of alcoholic beverages is a violation of College regulations. Students who are guilty may be placed on probation or suspended from the College. Organizations which fail to assume full responsibility for implementing College regulations regarding the use of alcoholic beverages may be placed on probation or suspended.
2. **Drugs and Narcotics**. The campus security officers will rigidly enforce the College's policies concerning the possession or use of illegal drugs or narcotics on campus. Periodically, the security officers may be assisted by local police officers. Students involved in possession or use of narcotics or other drugs on campus, which are illegal, except when taken with written approval of a licensed physician, should expect to be suspended or expelled from the College. Any student involved in the sale or distribution of illegal drugs on campus will be expelled indefinitely from the College and reported to the appropriate authorities.
3. **Physical Combat**. It is the expectation of the College that students live and learn in a college atmosphere void of fear, physical threats and violence. Students are expected to settle their controversies and disagreements in a socially acceptable manner. Engaging in physical combat of any type, on or off campus,

is prohibited. Offenders should expect to be placed on probation or suspended from the College. The College also reserves the right to review cases of students fighting which might take place off campus or situations not associated with the institution to assess damage to the College's image and to possibly assess penalties.

4. **Firearms.** The possession of weapons or firearms on campus is prohibited. Students suspected of possessing firearms might be searched by personnel, staff, and security, local, state, and federal police officers. When weapons are found in the possession of any student in any of the situations stated, the firearm will be confiscated, and the student will be suspended from the College. A student who threatens another person on campus or discharges a firearm on campus will be immediately suspended, expelled from the College and/or dismissed indefinitely.
5. **Destruction and Theft.** Destruction or theft of the property of another person on campus, property of the College, property under the control and supervision of the College, and property of guests of the College is prohibited. Offenders will be subject to make reparation and/or probation, or subject to suspension or indefinite dismissal from the College.
6. **Sexual Harassment/Assault.** It is the policy of Central International College to maintain a campus atmosphere free of intolerance and demeaning behavior. Through this policy, the College seeks to provide and promote an environment where ethnic, racial and gender diversity complement the academic and social purposes of the institution. Any person accepting admission at Central International College must understand that the College allows no form of sexual harassment. Therefore, Central International College will comply with requirements of the Campus Sexual Victim's Bill of Rights.
7. **Violation of Residence Hall Visitation.** Unauthorized entry into the residence halls is prohibited. The College regulations do not allow for coeducational visitation. **Students of the opposite sex who are discovered in residence hall rooms in which they do not live will be suspended for at least one semester. The student(s) who occupies the room will also be subject to disciplinary action which may include suspension from the College for at least one semester.**
8. **Unauthorized Entry.** Unauthorized entry into or use of any College facility is prohibited. Students who violate this regulation will be subject to suspension.
9. **Student Demonstrations.** The College recognizes the role of peaceful, nonviolent, and un-obstructive demonstrations on campus to support student petition for redress of grievances. Demonstrations which are not in accord with these principles are in violation of College rules and regulations. Students who willfully and intentionally occupy any building or other areas of the College, which, as a consequence, interrupts the activities or business of the College, will be disciplined and suspended from the College.
10. **Shoplifting.** Students who are charged and convicted for shoplifting in the community are subject to disciplinary action by the College. Such action will result in suspension or expulsion from the College.
11. **Forgery and Misuse of Records.** Forgery of any kind and altering or misuse of College documents, records, ID cards, or meal tickets constitute a violation of College rules and regulations. Such offenders will be subject to probation or suspension from the College.
12. **Telecommunication.** Obtaining telecommunication services by the use of a false telephone number or unauthorized use of another person's telephone number or credit device is prohibited. Students who violate this regulation will be subject to make reparation and/or probation or suspension from the College.

13. **Obscene Language and Lewd Behavior**. The use of vile and obscene language and the exhibiting of lewd or indecent behavior on campus is prohibited. Students committing such offenses subject themselves to severe disciplinary actions.
14. **Gambling**. Gambling is prohibited in the residence halls or elsewhere on campus. Students who violate this regulation will be subject to probation or suspension from the College.
15. **Cheating or Plagiarism**. Students are expected to maintain acceptable standards of academic conduct. Academic dishonesty, including but not limited to, cheating on examinations and dishonesty in scholarly writing or research (plagiarism), constitutes a violation of acceptable standards of academic conduct. Offenders will be subject to the penalties outlined in the Academic Honesty Section in this bulletin.
16. **Fire Alarms**. Tampering with fire alarms and/or fire prevention equipment or deliberately setting fires in the halls or in buildings elsewhere on campus is prohibited. Students who violate these regulations **will** be suspended.
17. **Decorum**. Students should be aware that the dining room, Chapel, classrooms, formal and other social affairs are all learning environments and for learning experiences. For each there is a proper decorum and a proper dress code. Students are expected to exhibit appropriate behavior and dress for each of these learning environments/experiences.
18. **Assemblies**. All students are expected to attend College assemblies and other educational and cultural activities. Freshmen and transfer students are required to attend mid-week Chapel and special events as designated by the College. These are reasons for which probation, suspension, dismissal or expulsion from the College include but are not limited to the aforementioned. Any conduct, which the President deems threatening to the reputation of the College, may be considered flagrant.
19. **Insubordination**. Acts of insubordination or failure to comply with College officials acting in performance of their duties will not be tolerated and will subject students to discipline.
20. **Violation of Federal, State or Local Laws**. Violation of federal, state or local laws on or off campus may subject the student to disciplinary action by the College.

THE FOLLOWING GENERAL STANDARDS OF CONDUCT FOR STUDENTS APPLY:

1. Guests and visitors are always welcome and should be shown every possible courtesy. However, Students should notify the Residence Hall Supervisor when they expect overnight guests.
2. To achieve a greater degree of cooperation and understanding between the College and the home regarding student activities, students are required to secure from the parents or guardians written travel permission, which will be on file in the Office of the Vice President for Student Affairs. Permission is required for travel to sports events, conferences and social events, and/or to engage in any other activities which will necessitate travel in private vehicles.
3. Male students are required to remove their hats or other apparel that covers the head in classrooms, assemblies, offices, dining hall, residence hall lobbies, and other areas where it is customary and expected.
4. Students are expected to exemplify high moral standards through the exercise of self-discipline.
5. All students must comply with the visiting hours as posted in the residence halls.

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6. Students are requested to carry identification card (ID) at all times, Students must show their cards upon request. Failure to show ID cards or attempts to falsify information will be grounds for disciplinary actions. Replacement of lost or misplaced ID cards will be \$10.00.
7. The Student Government Association, Student Personnel Committee and the Administration must approve newly formed student clubs and societies before they can be officially organized.
8. Resident Assistants (RAs) are officially selected to assist the residence hall supervisors. RAs are assigned duties and areas to supervise in the residence halls; however, students should cooperate with RAs to make their residence halls a better place to live.
9. All social functions on and off campus must be properly chaperoned. The name of the organization's advisor or an appropriate substitute must be sent, with a detailed report, to the Vice President for Student Affairs two weeks prior to the date of the activity.
10. If a student is found guilty in any of the categories below, disciplinary action will be taken. The student will not be in good standing with the College as long as the disciplinary action is in effect:
 - a. Violation of general regulations
 - b. Violation of the Code of Conduct and disciplinary procedures
 - c. Academic Probation
 - d. Financial delinquency
 - e. Violation of federal, state and local laws

The following restrictions may be imposed:

- a. Loss of privileges for a period of time
 - b. Loss of privileges to represent the College in extracurricular activities and to hold office in College organizations
 - c. Loss of eligibility to receive grants or rewards
11. Alcoholic beverages on campus will not be tolerated. Students are subject to disciplinary action for the possession or consumption of alcoholic beverages, or drunken and/or irresponsible behavior on the College property.
 12. The use, possession or distribution of narcotics and/or illegal drugs violates federal and state laws. Students found using, possessing, and/or distributing narcotics or illegal drugs will be suspended or expelled as circumstances may require.
 13. Damage to residents' rooms, furniture, and/or utilities, to the extent of vandalism and/or theft, will be charged to the students occupying the room.
 14. Students are encouraged to attend all College services, educational and cultural activities. It is mandatory that Freshmen attend all Chapel services.
 15. The possession of concealed weapons, explosives and/or firearms in buildings, automobiles or on any person will be forbidden. Those suspected of possession of concealed weapon(s), firearms, and/or explosives will be searched by the campus security, and/or the local, state and federal police.
 16. The use of fireworks or any explosive device, under any circumstances, is prohibited on campus.
 17. The use of incense in the dormitories is prohibited according to campus fire regulations.
 18. Gambling is not permitted.
 19. Hazing, unreasonable demands or the subjection of students to any form of brutality will not be permitted. Individuals or organizations violating this regulation will be subjected to disciplinary action.
 20. The use of water guns, soakers, and other paraphernalia is prohibited inside the College buildings.

21. Passing a check drawn on a bank with insufficient funds is a violation of federal and state law. Violators may be subject to disciplinary action.
22. The College does not assume the responsibility of posting bail or bond for students who are arrested. The College will notify parents or guardians and give such guidance as it deems appropriate. The College reserves the right to investigate the conduct of any student found guilty upon justification, where such conduct brings dishonor upon the College. Such students will be suspended or expelled.
23. Students are required to attend all mandatory residence hall meetings.

VIII. DISCIPLINARY PROCEDURES –ALL COLLEGE HEARINGS

PURPOSE AND FUNCTION OF JUDICIARY BOARD

The purpose and function of the Judiciary Board is to hear and act upon those more serious cases involving student conduct when the offense is against the College. (e.g. College rules and regulations, College property, property under the control and supervision of the College, official representatives and guests of the College, and other cases involving violations of civil and criminal laws on campus). The Board makes recommendations to the Vice President for Student Affairs regarding its findings. Any recommendation by the Board is non-binding on the Vice President for Student Affairs and on the President. The Vice President for Student Affairs may make a recommendation to the President; however, the ultimate decision is the President's.

The Judiciary Board shall be composed of students, faculty members, and staff who are not members of the Student Affairs Division. Members of the Board are elected or appointed. A representative from the Student Government Association shall also serve on the Board.

GENERAL PROCEDURES

1. Charges of the student misconduct should be filed with the Vice President for Student Affairs. These charges, in writing, may be filed by any student, staff, faculty member and/or administrative official.
2. Appropriate cases, as defined exclusively by the Vice President for Student Affairs, will be referred to the Judiciary Board.
 - a. Copies of the charge(s) will be submitted, in writing, to the Chairman of the Student-Faculty-Staff Judiciary Board and to the accused student.
 - b. Students committing infractions must be notified within 24 hours of their official hearing date and time.
 - c. The Judiciary Board should allow the students two business days to prepare for his/her hearing.
 - d. Students may have an advisor present, evidence available, and witnesses in his/her behalf. If the student is unable to obtain an advisor, he/she must notify the Vice President for Student Affairs no later than 24 hours prior to the scheduled hearing.
3. The Judicial Board will report its verdict, in writing, to the Vice President for Student Affairs with the recommendation(s) it deems appropriate. The decision/stipulations rendered by the Board is a non-binding verdict to be carried out by the Vice President for Student Affairs.
4. In case a student is separated from the College, in order to appeal this decision, the student must file his/her appeal with 48 hours after notification of separation from the College.
5. All members of the Judiciary Board have equal rights to voting.

ADMINISTRATIVE ACTION

Following an Administrative hearing, the Vice President for Student Affairs will immediately impose sanctions or penalties, where appropriate, and notify the student in writing. He or She may impose sanctions or penalties for student misconduct, which may include informal warnings, informal reprimands, letters of warning of reprimands (**censure**) to the student or to the student and his/her parents, suspension from residence halls, disciplinary probation, and interim suspension. In the case where a student waives his/her rights to be heard by the Judiciary Board the range of sanctions may include those listed above as well as suspensions, dismissal, and expulsion.

DEFINITION OF SANCTION OR PENALTIES

The following definitions are established in order that students and penalties may be clearly understood:

1. **WARNING/CENSURE:** An oral or written reprimand that constitutes continuation or repetition of wrongful conduct and/or of any institution regulation within a stated period of time may be cause for more severe disciplinary action.

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2. **DISCIPLINARY PROBATION:** Exclusion from participation in privileged or extracurricular institutional activities and certain areas may be off limits, as set forth in the notice, for a period of time not exceeding one school year.
3. **INTERIM SUSPENSIONS:** Suspensions pending a hearing when there is a probable cause to suspect imminent danger to people or property on campus. In such cases a hearing will be held as soon as practicable. This would include flagrant violation cases.
4. **SUSPENSION:** Excludes the student from the College for an indefinite period of time.
5. **DISMISSAL:** Excludes the student from the College for an indefinite period of time.
6. **EXPULSION:** Permanent separation from the College.

Students who are suspended, dismissed, or expelled from Central International College are denied any privileges of the College during the specific period. Notification of such action will be in writing. The student will be given no longer than 24 hours to remain on campus without written permission of the Vice President for Student Affairs. This regulation also applies to academic suspension or dismissal.

IX. STATEMENT OF POLICY AND DRUG PREVENTION PROCEDURE

INTRODUCTION

It is the policy of Central International College to maintain a drug-free workplace. Therefore, the College will comply with requirements of the Drug-Free Workplace Act of 1989, which applies to the recipient's contracts and grants. Central International College prohibits the unlawful manufacture, distribution, possession or use of any controlled substance (illicit drugs) in the workplace. The workplace refers to all property owned by the College.

Additionally, the use or possession of alcoholic beverages is prohibited anywhere on College property. The College does not condone the use of alcoholic beverages at off-campus events. Alcoholic beverages should not be purchased with funds provided by the College.

The College is concerned with the health and welfare of all its students and personnel. Also, it encourages anyone with a drug or alcoholic problem to seek appropriate treatment. The College counselors will provide information on drug and alcohol treatment resources available in the community. The counselors are also available to provide information on the dangers of drugs and alcohol abuse.

The policy shall not be construed as limiting, in any way, the College's right to discipline under the full force and authority of the Alcoholic and Drug Policy outlined in the Student Handbook.

In addition to action taken by civil authorities, the College will handle alleged violations of illegal drug and alcohol policy through its established disciplinary procedures.

HEALTH RISKS OF ALCOHOL AND DRUGS

Alcohol acts as a depressant, affects mood, dulls the senses and impairs coordination, memory, reflexes and judgment. Other effects of alcohol abuse may be behavior changes and self-destructive urges. The central nervous system damage may include poor vision, memory loss, loss of sensation and coordination, brain damage and seizures. Digestive tract damage may result in cancer of the mouth, irritation of the esophagus and liver, and cirrhosis of the liver. Heart trouble may include high blood pressure, irregular heartbeat, angina or heart attack. Malnutrition may also result from alcohol abuse.

Drugs. The use and abuse of illicit drugs may result in damage to the lungs, immune system, reproduction system, loss of memory, seizures, coma, malnutrition, behavior changes (**that include violence**) as well as damage to the heart, liver, and kidneys. Death may also occur with the use and abuse of these drugs.

Drugs listed below may cause, but are not limited to, the damages as listed:

1. **Marijuana**—damage to the lungs, reproduction system and brain function, impairment and inability to *concentrate*.
2. **Cocaine**—damage to the lungs, immune system, malnutrition, seizures, increase in heart rate and breathing rate. Overdose may result in heart stops, coma or death.
3. **Heroin**—Overdose can cause coma and death.
4. **Hallucinogens**—Sudden bizarre behavioral changes that may include extreme violence and memory loss that can be permanent.
5. **Amphetamines**—Sustained physical “high” that can lead to malnutrition, heart problems and death.
6. **Sedatives and narcotic pain pills**—(legal but are considered a controlled substance due to abuse)—can cause liver and kidney damage.

LEGAL SANCTIONS

When the standards of conduct, as set forth in the Student Handbook are violated, Central International College will impose, at a minimum the following sanctions.

Any member of the College community who violates the laws of the Commonwealth of Virginia and the County of Chesterfield's drug and alcohol policies is subject to be charged with a Class 1 Misdemeanor (**Chapter 1, Section 18:2-11: Punishment for the Conviction of Misdemeanor**).

The Class 1 Misdemeanor carries the penalties of confinement of either, or both, in jail for no more than twelve months or a fine not more than \$2,500.00. However, in less serious cases, disciplinary action may include, but is not limited to, loss of privileges, written warning, probation, completion of an appropriate rehabilitation program, work assignment, or suspension or dismissal from the College.

X. POLICY AND PROCEDURE FOR ADDRESSING WRITTEN STUDENT GRIEVANCES

INTRODUCTION

Every student is encouraged to manage and resolve disputes with the individual(s) involved, or when necessary, through a mediation process. The Division of Student Affairs has information that may be helpful in dispute resolution and can recommend alternative methods for resolving issues and effective communication techniques.

Students who wish to file a formal complaint regarding an individual, group of individuals or department should follow the procedure outlined below. *Student Complaint Forms* are available in the Division for Student Affairs. Issues include, but are not limited to, student disputes, sexual harassment, discrimination, student services, records and confidentiality, policy violations and general grievances.

Once the proper documentation is received, the Vice President, or his/her designee will review the information. The staff member reviewing the form will determine if additional information is needed to pursue the complaint.

Central International College takes seriously all allegations, especially those of sexual harassment. Students are encouraged to report any conduct that is considered sexual harassment in a timely manner. Complaints of this nature should be reported to the Vice President for Student Affairs for review. Grievances involving a faculty and/or staff member may be referred to the Office of the Vice President for Student Affairs, but that Office will in some instances forward them to the Office of Human Resources for review. The Vice President for Student Affairs will not review matters on sexual harassment involving faculty and/or staff, but only act as a referral to Human Resources.

The procedures outlined below do not apply to applicants for employment or academic issues:

1. The Student Written Complaint Form should specify the following:
 - a. Nature of the complaint
 - b. Reason for the complaint
 - c. Pertinent information to include name(s), date(s), witness(es), address(es)
 - d. Proposed resolution
2. The written complaint must be signed by the student and filed with the Division for Student Affairs as close to the actual incident as possible, usually within three days. Complaints not filed in a reasonable amount of time will be considered on a case-by-case basis.
3. Complaints will be assigned to an administrator for resolution. Involved parties will have an opportunity to provide additional information in an effort to address the matter.
4. Written determination as to the validity of the complaint and a description of the resolution (if appropriate) will be prepared by the Division with a copy forwarded to the complainant.
5. In some cases, an investigation may be necessary and conducted by the Division for Student Affairs. The investigation is usually conducted within 30 days of the date that the written complaint is filed.

Complaints regarding student services, non-academic departments and other grievances will generally be forwarded to the appropriate office or administrator for resolution. The Division for Student Affairs will forward the information and maintain copies of all pertinent information related to the complaint in the office.

All other complaints will be addressed case by case. If the complaint relates to a department that is not under the purview of the Vice President for Student Affairs, the appropriate College representative and departmental head will be contacted.

XI. TITLE IX POLICY

DIVERSITY & INCLUSION POLICY

CIC Title IX Policy

Central International College is committed to providing an environment free from sexual misconduct, assault, harassment or any sex/gender discrimination that may violate Title IX of the Education Amendments of 1972 and other state and federal laws.

CIC Diversity, Equity and Inclusion Policy

Office of Diversity, Equity and Inclusion

Central International College has made diversity and inclusion a key college initiative. CIC has established an Office of Diversity and Inclusion. This office focuses on recruiting and retaining diverse employees, creating awareness of diversity issues, fostering a supportive, positive and engaging environment where inclusive behaviors are required. CIC is committed to creating an environment where all employees are included, are treated with dignity and respect, and are positioned to contribute to CIC's long-term success.

CIC COVID-19 Protocol

From the Office of the President

Central International College (CIC) recently released its plans for reopening its campus to accommodate its faculty, staff and students. These plans for the first semester will govern all classes, meals, dormitory, and all other campus activities that are being planned to end before the Thanksgiving break.

In this letter to the press and all campus personnel. President Willard Bailey indicates that the adjustments needed to protect all campus personal are extremely important, but simple to accomplish, if everyone involved are willing to discipline themselves to the scientific recommendations that are constantly being given to the public and to all colleges in the State of Virginia.

The following steps that have been recommended and are expected to be adhered to by all persons are as follows:

1. To have our campus nurse take the temperature of everyone who comes on to the campus.
2. To have everyone who is sick or feels sick or is experiencing any of the symptoms of Corona- virus be tested by competent medical personnel.
3. To enforce diligently social distancing six or more feet in all campus environments.
4. To enforce the rule that everyone should wear a mask or adequate face covering whenever in the presence of other people.
5. Frequent washing of hands has always been important; but today, in the presence of the Coronavirus, it is more significant than ever before in our lifetime. If hand washing is not possible, we are asking everyone to use an adequate hand sanitizer.
6. We also ask men and women to carry a small container of hand sanitizer with them at all times.

Central International College is fortunate to have as its CEO and the overseer of the school's response to the Coronavirus, Dr. Willard Bailey. President Bailey has held a tenured position at three state universities. He is considered a true professional in his chosen life's work of "teaching" health. Dr. Bailey has appointed a campus committee to solidify a fool-proof strategy to deal with the Coronavirus. The committee consists of the following campus positions: Vice President for Student Affairs, Director of Custodian Services, Director of Campus Security, Director of Food Services, and the Campus Nurse.

This committee has decided to prepare for Coronavirus problems by completely following the recommendations that have been established by the CDC, the State Health Department and the frequently televised news reports coming out of the Office of Governor Ralph Northam. CIC will break its overall Coronavirus program into four areas:

1. Healthful environment. The blueprint for this area should be interpreted as follows – This is to include all areas on campus being prepared in advance of receiving students and other personnel. Special interest will be placed on social distancing (of six feet or more). Also, all spaces that are to be used are to be clean and properly sanitized.
2. School Health Services. Every staff person should be poised to prepare to receive students and prepare their areas to provide for student needs. The nurse, as well as the dining room personnel,

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faculty and staff will pre-plan so that all areas are covered. When two or more departments are needed to accommodate student needs, all personnel must realize that those needs must be met while observing campus rules and possibly the adjustments that might be needed in a Coronavirus environment.

3. Health Education. It is to be observed and taught in the classroom as well as in any out-of-classroom environment, whenever we find it necessary to create a time to teach. Setting the tone for students to be especially mindful of everything that is being made available through the press, the Governor's office, and the CDC are to be extremely serious and internalized. When students have received the quality education dealing with the Coronavirus, they are expected to remind one another of their health knowledge importance, particularly while dealing with the Corona- virus. While dealing with their parents, relatives and friends off campus, they are expected to be constant educators for those groups.
4. Having Everyone on Campus Serve as Role Models for One Another. All campus personnel are expected to conduct themselves in the proper anti-Coronavirus fashion. In other words, this is the perfect time to observe the long-standing principle of: DO UNTO OTHERS AS YOU WOULD HAVE THEM DO UNTO YOU; thereby protecting them and expecting them to protect you.

In closing, we will always put each student's health, needs and interests first. With this in mind, if a student did contact the Coronavirus during the time he or she is receiving classroom instruction, he or she will follow the procedures recommended by the CDC and will be assisted in completing his or her course work through electronic education and/or correspondence course work.

We do not know how long this pandemic will be a major threat to Virginia and the nation, but so far our Commonwealth of Virginia seems to be working extremely well without experiencing the maladies being experienced in other states. Central International College is poised to adapt to any new strategies that might be deemed necessary to adjust properly as conditions may very well change at any time. We will be diligent in our efforts to keep Virginia as healthy as possible throughout this endeavor; even if it means instructing our students by the ZOOM class experience.

XI. ADMINISTRATION, FACULTY AND STAFF

OFFICERS OF ADMINISTRATION

Willard Bailey, B.S., M.A., Ed.D.	President
Delores Rhodes	Office Administrator
Andre Moore, B.S.	Chief of Staff
Kim Waller, B.S., M.S., M.Ed., Ph.D.	Vice President, Academic Affairs
Lonnie Williams, B.S., M.A.	Vice President, Finance and Business
Lionel Rhodes, B.S.	Vice President, Advancement and Finance
Charles Smith, Jr., B.S., M.A., M.Ed., Ed.D.	Vice President, Student Affairs

PRESIDENT'S CABINET

Willard Bailey, B.S., M.A., Ed.D.	President
Kim Waller, B.S., M.S., M.Ed., Ph.D.	Vice President, Academic Affairs
Edwina Richmond, B.A., M.A.T., MACE	Consultant, Academic Affairs
Mary Brown, B.S.	Recorder of Official Minutes
Wayne Johnson, B.S.	Asst. Director, Student Activities
Lonnie Williams, B.S.	Vice President, Finance and Business
Lionel Rhodes, B.S.	Vice President, Advancement and Finance
Charles Smith, Jr., B.S., M.A., M.Ed., Ed.D.	Vice President, Student Affairs
Andre Moore, B.S.	Chief of Staff
Josine Osborne, B.S., M.Div.	Special Projects

FACULTY

Willard Bailey, B.S., M.A., Ed.D.
 Delmar Harris, B.S.
 Alfie Harry, B.S., M.A.
 Frank Jordan, B.S.
 Jacqueline Moore, Ed.D.
 Josine Osborne, B.S., M.Div.
 Charles Smith, Jr., B.S., M.A., M.Ed., Ed.D.
 Eric Stamper, CPA
 Lena Thompson, B.S., M.S., Ed.D.
 Kim Waller, B.S., M.S., M.Ed., Ph.D.

STAFF

Janice Bailey, B.S.	Registrar
Lionel Rhodes, B.S.	Student Accounts/Finance
Andre Moore, B.S.	Director, Student Activities
Wayne Johnson, B.S.	Asst. Director, Student Activities
Rev. Delmar Harris, B.S.	Asst. Director, Admissions/Registrar
Meldon Jenkins-Jones	Library Consultant
Andre Lucas, B.S.	Special Consultant for Development

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