



Student Handbook

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This Handbook is updated regularly. Please contact Student Services for the most current information.

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Mission and Vision

Mission

To equip local churches across the nation to serve as college classrooms Monday - Friday. Trained academic pastors will provide oversight and guidance at each local church campus. A cohort of students taking online courses with our partnership university will come together each week to learn, grow, and serve.

THE VIRTUES CAMPUS integrates education, character, and service by:

- Creating a Christ-centered community for students to engage with their peers.
- Offering an excellent, affordable, education through online learning with regionally-accredited partnership colleges.
- Fostering career-readiness through local internships.
- Promoting godly character and preparing students for responsible citizenship in a free society.
- Inviting host congregations to come along side of students through mentoring and encouragement.

Vision

To reestablish the local church as an educational center of the community by partnering with universities in offering degrees at an affordable cost to students and imparting *VERITAS* (God's Truth) to the next generation.

Confession of Faith

THE VIRTUES CAMPUS AFFIRMS:

- The unity of the Father, the Son and the Holy Spirit in the Godhead.
- The sovereignty of God in creation, revelation, redemption and final judgment.
- The Divine inspiration of the Holy Scriptures as originally given and its supreme authority in all matters of faith and conduct.
- The universal sinfulness and guilt of human nature since the fall, rendering all human beings subject to God's wrath and condemnation.



- The full deity of the Lord Jesus Christ, the incarnate Son of God; his virgin birth and his real and sinless humanity; his death on the cross, his bodily resurrection and his present reign in heaven and earth.
- Redemption from the guilt, penalty and power of sin only through the sacrificial death once and for all time of our representative and substitute, Jesus Christ, the only mediator between God and humanity.
- Justification as God's act of undeserved mercy, in which the sinner is pardoned of all his or her sins and accepted as righteous in God's sight only because of the imputed righteousness of Christ, this justification being received by faith alone.
- The need for the Holy Spirit to make the work of Christ effective in the individual, granting the sinner repentance towards God and faith in Jesus Christ.
- The indwelling of the Holy Spirit in all those thus regenerated producing in them an increasing likeness to Christ in character and behavior and empowering them for their witness in the world.
- The one, holy, catholic and apostolic Church, which is the Body of Christ, and to which all true believers belong.
- The future personal return of the Lord Jesus Christ, who will judge all people, receiving the redeemed to eternal glory and executing God's just condemnation on the impenitent.
- The marriage union of one man and one woman as a God-ordained institution blessed by God and that sexual activity belongs exclusively within the boundaries of that relationship.
- That in order to know truth, one needs to study the book of God's words (Scriptures) and the book of God's works (nature) through the God-given faculty of reason.

Upon enrollment, students understand that all courses and programs are taught from a biblical perspective. Students agree to show respect for the faith commitment that The Virtues Campus practices and agree to abide by virtuous code of conduct as outlined later in this handbook.

Academic Policies

Waldorf College

The Virtues Campus is proud to be in partnership with [Waldorf College](#). The Virtues Campus itself does not grant college credit or award academic degrees. This is done through our regionally accredited partner university.

Established in 1903, Waldorf is a liberal arts college with Christian foundations where high ethical standards, philanthropy, and cultural diversity are encouraged. Waldorf College offers regionally [accredited](#) online degree programs developed by industry experts as well as residential degree programs on their campus in Forest City, Iowa.

Class Attendance

The Virtues Campus emphasizes the need for all students to attend classes in order to develop the skills and attitudes necessary to be successful in the program. Students are expected to attend every scheduled class, be on time, and attend for the entire scheduled class time.



If you know in advance that you need to be absent, please inform your academic pastor as soon as possible. Students who are absent more than 25% of scheduled classes may be put on probation which may result in being withdrawn from The Virtues Campus program, forfeiting all tuition discounts with Waldorf College.

Internet and Laptop

Students will need access to a computer and reliable internet service. If possible, bring a laptop with you to class.

Academics and Mentoring

Academic pastors are serving in this role because of their strong desire to see you succeed academically, personally, and spiritually. Besides serving and teaching during class times, your AP is available to meet with you one-on-one. Don't hesitate to schedule time with him or her.

If you need additional academic help, it is always best to be proactive and ask.

Waldorf offers writing and math tutoring services at no cost. Tutoring services are available from 8 a.m. to 5 p.m. Monday through Thursday and 8 a.m. to 2 p.m. Friday. [Student Success Center](#)

Some campuses may have arrangements for on-site tutoring. Check with the academic pastor.

Earn College Credit with Credit-by-Exam

CLEP ([College Level Exam Program](#)) tests offer students an opportunity to earn college credit by validating their college-level knowledge that they have gained through prior course work (even in high school), independent study, or work and life experience. These exams, offered by the College Board (the same organization that oversees the SAT and AP exams), have been around since 1967 and are nationally-recognized for college credit at over 2,900 colleges. Waldorf College is one of those colleges!

5 Steps to Earning College Credit with CLEP: www.VirtuesCampus.com/student-resources

Payment Policies

Payments

Virtues Campus: Students will receive an invoice from The Virtues Campus approximately 4 weeks in advance of the next term. Payment is due in full, through check or money order. Students needing to create a monthly payment plan should contact Virtues Campus Student Services.

Waldorf College: Students are responsible to pay Waldorf directly for all costs associated with being an enrolled Waldorf student.

Financial Aid

Only courses taken from a college are eligible for federal financial aid. To maintain full time status, students must take 6 credits per term from the college. Credits taken through The Virtues Campus (transfer credit column) are not eligible for financial aid. Students are responsible for working with Waldorf Advising to ensure they maintain full or part time status, as necessary to maintain financial aid eligibility.



Withdraw and Refunds

Students wishing to withdraw from The Virtues Campus must provide notice in writing to StudentServices@VirtuesCampus.com. Written or verbal notice to the campus academic pastor is not sufficient if a refund is requested. Books and other non-program fees are refundable up to but not after, the Due Date. The Program Fee is refundable if a written request is received within 24 hours of the completion of the first day of class. No refunds will be issued after this date.

General Policies

Academic Integrity

Foundation at The Virtues Campus is the virtue that one must uphold and demonstrate while in pursuit of academic excellence, learning to think critically, and applying Christ's life and teaching, allowing His transformative presence to impact all areas of their lives: personal, public, professional.

Toward this pursuit, academic integrity is essential in student conduct. Virtues Campus students are responsible for the preparation and presentation of work representing their own effort, skills, and achievements. An academic honesty violation, which includes, but is not limited to, cheating, plagiarism, forgery, falsification, alteration, copying, fabrication, bribery, and collaboration without expressed permission, may result in expulsion.

As educational partners, Virtues Campus students are held to the same academic integrity standards set forth by Waldorf College. All students should be familiar with the [Waldorf College Academic Integrity Policy](#) and the consequences which will result from breaches of this policy.

Student Conduct

Students are expected to observe the following policies while on campus and at campus activities and events:

- Wear appropriate, modest clothing.
- Refrain from smoking, drinking, or inappropriate language.
- Refrain from personal displays of affection.

Students will be held accountable for, or should report, the following violations while on The Virtues Campus, neighboring property, or a part of a Campus activity or event:

- All forms of dishonesty, including cheating, plagiarism, forgery and intent to defraud through falsification, alteration, or misuse of The Virtues Campus documents.
- Theft or destruction of The Virtues Campus property or the private property of individuals associated with The Virtues Campus.
- The possession or sale of firearms or other weapons, explosives, or dangerous chemicals.
- The use of profanity, insubordination, dishonesty and violation of safety rules.
- Possess or be under the influence of illegal drugs or alcohol.
- Inappropriate use of cell phones or other electronic devices.
- Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other safety rules or regulations.



Cell Phones

Out of respect for the academic pastor and students, please silence your cell phone while in class.

Inclement Weather

The safety of all our students is the first priority when determining if a campus should stay open in extreme winter weather. The authority to cancel all classes or close a campus resides with the campus pastor. As a general rule, campuses will follow the notifications and public announcements set by the local public school district. Students should monitor the official media outlets used by that local school district. Academic pastors will try to send out a group email when weather is in question. When in doubt, contact your academic pastor.

FERPA (Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) affords certain rights to students concerning the privacy of, and access to, their education records.

Generally, when a student enrolls with an institution, regardless of his or her age, all rights afforded to parents under [FERPA](#) transfer to the student, and the student's written consent is required for disclosure of his or her education records. However, FERPA also provides ways in which educational institutions may share information with parents without the student's consent. For example:

- The institution may disclose education records to parents if the student is a dependent for income tax purposes.
- The institution may disclose education records to parents if a health or safety emergency involves their son or daughter.
- The institution may inform parents if the student who is under age 21 has violated any law or its policy concerning the use or possession of alcohol or a controlled substance.
- An institutional official may generally share with a parent information that is based on that official's personal knowledge or observation of the student.

Students may choose to complete and submit a [FERPA waiver](#) allowing the release of their education records to specified third parties. Please note that while a signed FERPA form authorizes an institution to release education records to third parties, it does not obligate them to do so. The Virtues Campus reserves the right to review and respond to requests for release of education records on a case-by-case basis.

For more information: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Photo Release

Students give to The Virtues Campus absolute rights and permission to take and use photographic portraits, pictures or videos of them in character form for advertising or any other lawful purpose.

Non-discriminatory Policy

The Virtues Campus is an equal opportunity institution providing an educational and working environment free from discrimination for students and employees. The Virtues Campus does not discriminate on the basis of race, color, national origin, sex, gender, sexual orientation, religion, disability, or age. Contact the President of The Virtues Campus with any inquiries and complaints regarding the Non-Discrimination Policy.



Sexual Assault/Harassment

It is the policy The Virtues Campus to maintain an educational environment based on respect and courtesy. This policy is in effect at all Virtues Campus properties and off-site events. The Virtues Campus does not tolerate harassment of any kind of our students, academic pastors, employees, or members of the public. Any form of harassment that violates federal, state or local law is a violation of this policy and will be treated as a disciplinary matter. This includes but is not limited to harassment related to an individual's race, religion, creed, color, sex, gender, sexual orientation, national origin, ancestry, citizenship status, uniformed service member status, marital status, pregnancy, age, medical condition, physical or emotional disability, or status with regard to public assistance.

Complaint Procedure

If you believe you have been harassed or you are aware of harassment of someone else, you are responsible for reporting it immediately to the academic pastor on your campus or to the President of The Virtues Campus. Upon notification of a harassment complaint, action will be taken pursuant to the policies of The Virtues Campus which may include a confidential and impartial investigation of the parties involved and where necessary, interviews with students who may be witnesses or have knowledge of matters relating to the complaint.

Violations

Violation of the rules of conduct present in this Handbook may lead to dismissal from The Virtues Campus. All disciplinary matters will come before the Administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, dismissal of the student, a verbal warning, or suspension for a specified period of time. The finding will become part of the student's permanent file, possibly affecting a recommendation from The Virtues Campus to future employers and scholarship committees. The Virtues Campus reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students, and/or The Virtues Campus.

