



# STUDENT HANDBOOK

10302 DEERWOOD PARK BLVD  
JACKSONVILLE, FL 32256  
COLLEGE@CELEBRATION.ORG

This Academic Handbook does not constitute a binding contract. Celebration College reserves the right to make changes, additions, and deletions throughout the Academic Year.

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# INTRODUCTION

## MESSAGE FROM PASTORS STOVALL AND KERRI WEEMS

We want to let you know how excited we are about the opportunity to invest in the potential that God has for your life. We truly believe that each of you are potential world changers, gifted and called to steward influence for God's kingdom. You are positioned to be the leaders of your generation. We hope to help you discover your passion and calling by doing our best to provide you with a God-first environment for attending classes, working in your desired fields of ministry and practical training on-site in a growing church that strives to keep God at the center of all we do.

Throughout your time at Celebration College, you will be challenged and developed in many ways, so there are a few things we want to encourage you with as you begin this journey:

- Stay humble in everything you do and never lose your hunger for more of God.
- Never stop growing...you can't lead people where you haven't gone, so RISE UP!
- This is your pivotal moment, steward it well.
- Lastly, your race has just begun, GET FIRED UP!!!

It's going to be a great journey! We look forward to seeing God work through your life in mighty ways!

Stovall and Kerri Weems  
Lead Pastors  
Celebration Church of Jacksonville

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## OUR COMMITMENT

Celebration College is committed to developing well-rounded students in the following Four Pillars: Academics, Leadership, Discipleship, and Ministry Training. We are dedicated to helping students commit to a lifestyle of character, excellence, and discipline that will continue to grow as they develop into successful Christian leaders. Standing behind that commitment includes the following:

- a strong spiritual environment provided by Celebration Church as well as encouragement for personal devotional time;
- one-on-one discipleship and mentorship provided by the faculty and staff to help students process the challenging environment of college life;
- an education that is powered by Southeastern University, where students will receive college credit for the classes that they take;
- an environment of team building that teaches the value of teamwork and camaraderie and an ability to learn from each teammate;
- a handpicked faculty whose desire is to contribute to each individual becoming well balanced in every area;
- hands-on experiences in ministry, including local and global mission trip opportunities
- guidance in the development of each student's worldview and ability to develop their own thinking process;

## THE STUDENT HANDBOOK

This student handbook is a guide to help you through your experience at Celebration College. In it you will find information to help you academically and spiritually. We expect that you will read this handbook in its entirety so that you understand what is expected of you.

Every guideline in the student handbook was created to help you grow as a student and as a Christian leader. Failure to follow the expectations will result in disciplinary action. If you have any questions about what is outlined in the handbook, or you feel you will have a difficult time following it, please speak to the Director immediately.

## COLLEGE CONTACT INFORMATION

Address            10302 Deerwood Park Blvd.  
                         Jacksonville, FL 32256  
Phone             (724)-854-9986  
E-mail             college@celebration.org

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## MISSION STATEMENT

The Mission Statement of Celebration College is founded on the Mission Statement of Celebration Church:

Strategically placed within the heart and life of Celebration Church, Celebration College exists to educate and empower students through ministry, leadership, discipleship, and academics to become God-First leaders. Our program is designed to train and equip our students for a dynamic future of leadership in the Church.

## COLLEGE GOALS

To fulfill its mission, Celebration College is committed to:

- provide instruction, nurturing, and enrichment for personal and professional development within a Spirit-filled local church environment;
- instill in the student recognition of the authority of Scripture in all areas of life and provide a solid knowledge of the Bible;
- encourage development of a biblical and balanced Christian theology;
- increase awareness and appreciation of the heritage of the Christian community and the Spirit-filled community of faith in particular;
- equip students with the basic skills for ministry and evangelism;
- cultivate within students a spirit of thoughtful inquiry and reflective discernment in the quest for knowledge and truth;
- enhance spiritual development by encouraging students in personal prayer and the spiritual disciplines;
- increase student's biblical knowledge of moral and ethical standards and encourage a lifestyle based on Scripture;
- create an environment which stimulates and encourages the development of strong interpersonal relationships;
- prepare students for servant leadership in the Church and community with sensitivity to the rich ethnic and cultural diversity and varied needs of the world;
- make personal and professional development possible for adult learners;
- stimulate awareness for the need of continuous lifelong personal and professional development and provide such opportunities;
- identify opportunities for students to be launched into their ministry and leadership careers;

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- operate in an efficient and effective manner so as to be a good steward of the resources God has entrusted to it.

## The Four Pillars

### Academics

Paul exhorted young Timothy to be diligent and study to show himself approved to God; a worker who rightly divides the Word of Truth (2 Tim 2:15). Celebration College is dedicated to the preparation of men and women for effective Spirit-filled leadership and Christ-like servant hood in the Church and community. Celebration College seeks to fulfill this commitment to its students by partnering with Southeastern University who will be providing a sound biblical education that will become the underpinning for the integration of faith, learning, and Christian service. The eternal value of sound biblical knowledge is that wisdom is gained and wisdom gives life to those who have it (Eccl 7:12).

### Leadership

Become the leader you were born to be by developing a passion for leadership now. Start looking for ways to influence your family and friends as you live out your faith. Look for ways to develop yourself personally as you take care of your body, finances, time, relationships, and personal growth.

### Discipleship

In Jesus' final hours with His followers prior to His ascension He delivered a mandate to those who would continue to represent Him to the world. That mandate was "...as you go, make disciples." At Celebration College, in response to this mandate we are committed to providing each of our students an opportunity to develop and grow in an intimate relationship with Christ, empowering them to represent Him well to a world in need.

### Ministry Training

Ministry Streams within Celebration College equip and train students in the specific ministry area that they have chosen. Each practicum gives students the opportunity to participate in ministry and not just learn from afar. By interacting with Celebration staff on a weekly basis, students are held to a high standard and expected to apply themselves to their fullest potential. Training students for ministry in this way gives them confidence and ability to succeed when they are launched into their ministry calling.

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## What We Believe

### The Bible

We believe that the Bible is God's Word. It is accurate, authoritative and applicable to our everyday lives.

2 Timothy 3:15-16

### God

We believe in one eternal God who is the Creator of all things. He exists in three Persons: God the Father, God the Son and God the Holy Spirit. He is totally loving and completely holy.

Matthew 3:16-17 ; 28:19; 1 John 5:7-8; Isaiah 9:6

### Salvation

We believe that sin has separated each of us from God and His purpose for our lives. We believe that in order to receive forgiveness and the 'new birth' we must repent of our sins, believe in the Lord Jesus Christ, and submit to His will for our lives.

John 14:6; Colossians 1:13-18; Romans 5:1; Ephesians 2:8-9; 2 Peter 3:9; 1 Timothy 2:3-4

### Jesus Christ

We believe that the Lord Jesus Christ as both God and man is the only One who can reconcile us to God. He lived a sinless and exemplary life, died on the cross in our place, and rose again to prove His victory and empower us for life. We believe that the Lord Jesus Christ is coming back again as He promised.

John 1:1-4; 1 Timothy 3:16; Matthew 1:18; 2 Corinthians 5:21; Mark 16:5-6; Acts 1:9-11; John 14:3.

### The Holy Spirit

We believe that the Holy Spirit empowers us to live the holy and fruitful lives that God intends for us to live and that through the Holy Spirit we have access to spiritual gifts for the purpose of building and edifying the local church.

2 Peter 1:2-3; 2 Corinthians 3:18; Acts 8:14-17; Acts 10:44-48; Romans 11:29.

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## The Local Church

We believe in the power and significance of the Church and the necessity of believers to meet regularly together for fellowship, prayer and the 'breaking of bread'.

We believe that God has individually equipped us so that we can successfully achieve His purpose for our lives which is to worship God, fulfill our role in the Church and serve the community in which we live. We believe that God wants to heal and transform us so that we can live healthy and blessed lives in order to help others more effectively. Ephesians 1:22, 2:19-22

## Heaven and Hell

We believe that Heaven and Hell are real eternal places and that our eternal destination is determined by our response to the Lord Jesus Christ.

Revelation 20:11-15; John 14:1-4; Romans 6:23; John 3:15-16

## Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. We believe that in order to preserve the function and integrity of Celebration College as the local Body of Christ, and to provide a biblical role model to Celebration College students and the community, it is imperative that all persons employed by Celebration College in any capacity, or who serve as volunteers, or enrolled as students agree to and abide by this Statement on Marriage, Gender, and Sexuality. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Celebration College. Gen 1:26-27; Gen 2:18-25; 1 Cor 6:18; 7:2-5; Heb 13:4; Matt 15:18-20; 1 Cor 6:9-10; Matt 5:16; Phil 2:14-16; 1 Thess 5:22; Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11; Mark 12:28-31; Luke 6:31

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## Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human Life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect and value all human life. Ps 130

## Final Authority

The statement of faith doesn't exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final of all that we believe. For purposes of Celebration College's faith, doctrine, practice, policy and discipline, our Board of Directors is the organization's final interpretive authority on the Bible's meaning and application

## STUDENT CODE OF CONDUCT

As a student of Celebration College, you commit to a lifestyle that is submitted to Celebration Church's Core Values.

- Love for God
    - Intimacy: Prayer, Bible study, and regular fasting
    - Purity: A life of holiness, integrity, and character
    - Anointing: God-grace for the task
  - Love for People
    - Relationship: Building, maintaining, and enjoying strong relationships
    - Influence: Developing a circle of influence
    - Teamwork: Cooperation ahead of competition
  - Work Ethic
    - Excellence: Demonstrating competence in your area
    - Productivity: Setting goals, taking risks, going the extra mile
    - Frugality: Efficiency with time and money
  - Attitude
    - Servant: Considering others better than oneself
    - Fun/Enjoyable: Having fun, enjoying life
    - Loyalty: Devoting oneself to the call of God and to the church
- You willingly live according to these Core Values, choosing to make them a part of your daily decisions.

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- You commit to put forth your best effort in every area with a positive attitude, reflecting Christ in word and deed.
  - You agree to live honorably.
  - You choose to take on the mental challenge of pushing yourself beyond your old limits in order to reach your full potential and pursue the dreams that God has instilled inside of you.
  - You commit to become a Godly, well-balanced individual, taking on a healthy lifestyle in your intellectual development. This is how we prepare you to face life's challenges and lead a successful lifestyle of leadership in the secular and Christian world.

You must realize the breadth and depth of the commitment you are making. By consistently reflecting on this commitment you will find strength to persevere and excel throughout the challenges awaiting you during your experience in the program. This is also the guiding light for maintaining a healthy personal and professional lifestyle and ensuring that those you lead do the same. Excellence in all you do requires hard work and discipline. Though excellence is most easily measured by performance, the internal motivation that drives you to excellence is what is essential.

#### CELEBRATION COLLEGE LEADERSHIP HONOR CODE

The Leadership Honor Code is a vital component of our church and College. Celebration College students are committed to living a life of Godly character, rather than simply following a set of rules. The Honor Code establishes trust within our community. Through these values, we encourage students to live unashamed in the sight of God, empowering them to live with the integrity essential for reaching the world for Christ throughout their entire lives. All students must sign the Leadership Honor Code. A copy of the Honor Code is included in the handbook

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## COLLEGE LIFE

### ATTENDANCE POLICY

Students are expected to be prompt and regular in attendance at all scheduled classes. Arrangements must be made with the instructor and Director concerning short-term illness. In the case of longer illnesses or emergencies, the student should notify the staff of Celebration College.

Celebration College students may not leave town during normal school hours without prior approval. Prior approval for leave will be granted for special circumstances, e.g., serious illness in the family, family wedding, etc. Students must inform Celebration College staff for approval of any time missed from Celebration College hours.

For mission trip related leave see Mission Trip Policy.

### CHANGE OF CONTACT

Students must inform the College of any changes to their contact information within 7 days of the change. A Change of Contact form is located in the Celebration College office. This helps us to stay in contact with you so you do not miss out on any information.

### CONFERENCES

Celebration Church hosts several conferences throughout the year such as Shine, Man Conference, and the Awakening Revival. Students are expected to serve at all of these conferences. Students who do not serve during the conference without an approved reason from the college staff will get points deducted from their grade. Celebration College will send out communication to the students once conference dates have been solidified. However, Celebration Church and Celebration College reserve the right to change the dates or add events to the calendar without notice.

### PREVIEW NIGHT

Each spring semester Celebration College host a Preview Night where interested students can get more information about the college. All current college students are required to attend and serve at each Preview Night.

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## RESUMES

At the conclusion of each semester all Celebration College students will be required to send in an updated resume to Celebration College staff. This resume will be a part of each student's grade and filed away under their name for later use.

## GROWTH TRACK

All Celebration College students are required to attend and complete the God First Life Growth Track at any Celebration Church location within their first semester of attendance.

## STUDENT OUTREACHES

Celebration College students are given the opportunity to serve every other month at an outreach with their group during Celebration College semesters. Attendance at these outreach events is required and will be graded.

## AUDIT SEU CLASSES

Southeastern University offers Celebration College only students the opportunity to sit in some of their course work. Students will be provided with an audit class schedule in which they are more than welcome to attend and participate for a higher level learning. Celebration College staff asks that all students auditing classes provide appropriate participation and do not cause distractions for those enrolled in the class.

## COMPLAINTS

We understand that there may be issues that arise in the course of your experience at Celebration College. We want you to know that the door is always open and we want to resolve issues quickly and amicably. For any issues involving grades or disciplinary appeals, please refer to the Policies and Procedures section. For all other complaints please follow this process:

- First, the student will speak privately with their group leader directly involved in the issue. Students should remember to speak respectfully while addressing the problem.
- If this does not resolve the issue, the student should speak privately with their class leader and group leader together.

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- Once the student has met with both class and group leader, if they feel that the issue has not been resolved, the student will need to set up an appointment to meet with the College staff.
  - The student has the option to request a meeting with the Director in order to present his/her complaint personally at any time.
  - Students have the right to have their complaint heard by an independent arbitrator. They may also bring a person as moral support to any meetings.
  - The student and Director will work together to choose an independent arbitrator from these options:
    - Pastor Jason Bolin
    - Pastor Jerica Dawkins
  - If the process leads to a decision in favor of the student, Celebration College will immediately carry out the decision and/or corrective action as well as inform all parties involved.
  - All parties will be informed of the decision in writing.

#### CONTACT POINT PEOPLE

##### Faculty and Staff

Please respect the professional nature of the offices of Celebration College. If you need to speak with a faculty or staff member, please contact them by email.

For all questions concerning Southeastern please contact the following Southeastern Staff Members:

Senior Director Regional Campuses: Dr. Mike Cuckler: [jmcuckler@seu.edu](mailto:jmcuckler@seu.edu)

SEU/Celebration College Jacksonville Admissions Recruiter: Tammie McClafferty:

[tfmclafferty@seu.edu](mailto:tfmclafferty@seu.edu)

SEU Director of Non-Traditional Admissions: Nicholas D. Wallsteadt: [ndwallsteadt@seu.edu](mailto:ndwallsteadt@seu.edu)

SEU Executive Director School of Extended Education: Andrew Miller: [aemiller@seu.edu](mailto:aemiller@seu.edu)

All questions concerning Celebration College classes or fees please contact the following Celebration College address:

[college@celebration.org](mailto:college@celebration.org)

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## ADVISING

### Academic Advising

Academic advising is provided for students to assist them in registration, program selection, and planning. It is the responsibility of the student to know and understand academic policies related to his/her program. While the college provides advising services to its students through faculty advisors, the final responsibility rests with the student for fulfilling all the requirements for graduation. Thus it is of vital importance that students read and be familiar with the information in the Academic Handbook.

### Personal Coaching

Personal coaching is available to students with spiritual, emotional, and physical needs. Celebration College staff will be available to meet with students to discuss their needs based on the Word of God. We are not a counseling facility and therefore will direct students who have severe personal issues to a licensed counselor.

### Financial Coaching

Financial coaching is available to students who have financial difficulties. The goal of Celebration College is for every student to walk in financial integrity and freedom.

## DATING

The first semester of Celebration College is a challenging time of life transition, however, students are allowed to date. We ask that any student in a dating relationship also be in an accountability relationship with a member of Celebration Church leadership.

## MARITAL STATUS

Students who wish to change their marital status (engagement, marriage, divorce, separation, etc.) must inform the Director.

## STUDENT BEHAVIOR

### Responsibility

Students will conduct themselves properly at all times. Each student will be completely responsible for his/her personal behavior. Additionally, each student should insist that fellow students adhere to the highest moral and ethical standards. A student's dedication, commitment to excellence, and adherence to the program's standards of etiquette apply both on and off-campus, in personal

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behavior, and in relations with others. Students must comply with the essence, spirit, and intent of all procedures and avoid conduct that might discredit Celebration College or Celebration Church. Students found to be unsatisfactory in conduct will be recommended for dismissal. Individual students are solely responsible and accountable for decisions they make and actions they take.

### Accountability

Students welcome the challenges of leadership, supervision, and ministry, but with these opportunities come additional responsibilities.

- Personal Accountability: Every student has the power of choice and exercises free will when making decisions regarding conduct. They are accountable to their leadership for all actions, both on-and off-campus.
- Peer Accountability: Every student has the ability to influence others either through their own behavior as role models or by immediately addressing and correcting sub-standard performance in other students. Peer accountability is the single-most important characteristic of high-performing organizations. Students should seek to motivate and address issues prior to their leadership's knowledge.

### Moral, Ethical, and Healthy Conduct

To succeed, students must understand the foundational principles of the program. The program's directives and guidance originate from Biblical principles. Furthermore, Celebration College encourages all students to avoid habits that are destructive or detrimental to their health or the health of others. Students must understand the necessity of developing and establishing a lifestyle consistent with biblical standards in order to prepare to be an effective leader. Students should:

- Show themselves to be a good example in discipline, character, honor, and discipleship;
- Guard against and suppress all immoral practices, as well as correct those who have diverted to them; and,
- Take all necessary and proper measures in promoting and safeguarding the physical well-being and the general welfare of the students.

### PERSONAL APPEARANCE

In accordance with the personal appearance guidelines, students should exhibit cleanliness, organization, and discipline. You want to make a good impression as well as be a great ambassador of Christ. Your off campus wardrobe should match this objective. Use your good judgment in selecting appropriate, dignified attire for the occasion.

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Since Celebration College students represent Celebration College and the local church, they are expected to dress neatly, tastefully, modestly, and conservatively at all times.

### Dress Code

- Women
  - Casual pants, nice jeans, skirts, or dresses
    - No shorts during business hours.
    - Skirts and dresses must be at least fingertip length.
  - Dress blouses, shirts, sweaters, t-shirts, or jackets
    - No spaghetti strap shirts.
    - Shirts should not be low cut. Be sure to make sure shirts remain modest even when you bend over.
    - Midriff must not show.
    - No form-fitting clothing.
- Men
  - Casual pants, nice jeans.
    - Pants and shorts must be worn at the waist. Underwear may not show.
  - Button down shirts, t-shirts, or polos
  - No tank tops or sleeveless styles
  - Close-toed shoes, dress sandals or flip flops
- Both genders must:
  - Dress in conformance with one's biological sex.
  - Use restrooms, locker rooms, and changing facilities conforming to one's biological sex.

### DISCIPLINE

Students are to always remember their commitment to God, learning in Celebration College, and to show respect towards the leaders and staff. Where there is conflict or a breach of the Student Honor Code, students may be subject to disciplinary action. In such cases, the following steps will be taken:

- First Offense: the student is to attend an initial meeting with the Celebration College Director. This will result in a Verbal Coaching and the student will be required to sign the coaching documentation acknowledging receipt of coaching by director and any party involved.

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- Second Offense: this will result in a Written Coaching from the Celebration College Director and any party involved. Student will be required to sign coaching document outlining previous offenses and the plan of action set forth by Director, Staff, or Pastor. By signing this document the student is vowing to correct this behavior and acknowledge that next offense could result in probation or expulsion from Celebration College.
  - Third Offense: this will result in either probation or expulsion based upon the severity of the breach in honor code. Length of probation or expulsion is to be determined by Director of Celebration College.

\*Student can be removed from Celebration College at any time at the discretion of Director of Celebration College.

## GRADUATION

### Graduation Requirements

The student must demonstrate that all requirements for the completion of their program will be fulfilled by the time of graduation. Students must have a minimum cumulative GPA of 2.0 to graduate. All finances must be paid in full to Celebration College prior to graduation.

### Commencement

Commencement ceremonies will be released once semester begins.

## GRADING

See information about grading that is provided by Celebration College staff.

## CLASS LEADERS/GROUP LEADERS

Class Leaders and Group Leaders will be chosen by the Director to act as student leaders. These students will be available to answer questions and help to guide other students in the program.

## INCIDENT/INJURY

If an accident occurs on Celebration Church or College property, please seek immediate medical attention. After the situation has been resolved, an "Incident Report" must be completed and

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returned to the Celebration College offices. Blank reports are located in the Celebration College Office.

Students are not allowed to carry any types of weapons or firearms on church property.

## DEVOTIONS

Students committed to training for ministry should establish a daily time of prayer and Bible reading. This is a vital part of your spiritual development and preparation for ministry and should be a time you set apart from the rest of your day for just you and God. Do not confuse it with times set apart for meetings, study, or other church related activities as these things will not provide the same foundation for your life as your own relationship with God.

## PERSONAL PRAYER AND DEVOTION

Every student must understand the necessity of being "self-feeders", i.e., those who assume responsibility for their own spiritual growth and development. A student's acceptance into Celebration College will be predicated upon the assumption that he or she understands the essential nature of a personal and intimate relationship with God through daily study of the Word of God, meaningful communion with God in prayer, and a developed lifestyle of personal worship and adoration. At Celebration College, we will make available certain tools and systems to assist the students in their pursuit of God and His will and purpose for their lives.

### Daily Devotional

All students will be required to incorporate a daily devotion into their personal time of worship, Bible study, and meditation.

- 15-20 minutes per day
- This will be discussed in your Celebration College group.
- Below you will find an example of an efficient way to both study and reflect on your daily devotion. Feel free to use this method or any other that aids in your personal time with God.
  - Scripture – choose a scripture or use the Daily Devotional reading.
  - Observation –what did you observe in the scripture, what did God speak to you?
  - Application – how can you apply what you just read to your own life?
  - Prayer – pray that God would give you opportunities to apply what you just read.

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## Groups

All students will be involved in Groups during the entirety of their Celebration College experience. Groups are an opportunity for students to encourage and learn from each other by sharing what God is speaking to them through Celebration College and their personal devotions.

## CHAPEL

Chapel is the cornerstone of Celebration College. It is a time full of life and God's presence where students come together for praise and worship, prayer and praise reports, and a message. In chapel you will be encouraged, challenged, and given the opportunity to grow in your walk with God. All students are required to attend chapel services.

In Chapel each week you will experience:

- live worship led by Worship Staff and students,
- devotional message each week brought by Staff or selected student, as well as,
- Intercessory prayer time held at the conclusion of the Chapel message.

## MISSION TRIPS

In Matthew 28:19, Jesus challenges each believer to "Go and make disciples of all nations..." Therefore, providing students with mission experience is an integral part of Celebration College. The cost of these mission trips are not included in tuition, so students will need to fundraise for these trips. Students are allowed to take mission trips during school breaks, such as summer, spring and winter break. Any mission trips taken during the school year will be counted as an unexcused absence.

- All students are required to go on one mission trip in the duration of their 2 year program.
- If a student chooses to do their 3<sup>rd</sup> year internship overseas they must have their trip paid before the conclusion of their second year.

## PHONES

Out of respect for course instructors and fellow students, please make sure your phone remains on silent during classes. If you must make a phone call, please step outside. Excessive cell phone use is not permitted. \*No phone will be used during any Chapels.

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## WEEKEND SERVICES

Every student is expected to serve, as well as attend, weekend services. Students must serve during a morning or evening service. As students are in training for church ministry and leadership and since weekend services are a focal point of church life, attendance in weekend church services are central parts of the school curriculum. These form an integral part of the leadership subjects at all levels. All students must attend one Sunday service each week. Ministry Practicum involvement or serving team participation determines the student's additional involvement on Sunday. All students are encouraged to attend Sub30 every Sunday night.

Service options are:

- Arena Campus
  - 6:00 pm (Saturday)
  - 9:30 am (Sunday)
  - 11:30 am (Sunday)
  - 5:30 pm (Sunday)
  - 7:30 pm (Sub30 – Sunday)
  - 7:00 pm (The Riot – Wednesday)
  
- Orange Park Campus
  - 6:00 pm (Saturday)
  - 9:30 am (Sunday)
  - 11:30 am (Sunday)
  - 5:30 pm (Sunday)
  - 7:00 pm (The Riot – Wednesday)
  
- Julington Creek Campus
  - 6:00 pm (Saturday)
  - 9:30 am (Sunday)
  - 11:30 am (Sunday)
  - 7:00 pm (The Riot – Wednesday)

## HOMEWORK

Every student is expected to complete homework by due date set forth by College staff/Professor. Additional readings may be assigned by the students' Track Directors. The students are to treat these assigned readings as they would any readings assigned by Celebration College's professors and should be completed by the assigned dates.

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## RECOMMENDED ARCHIVED MESSAGES AND SERIES

Monthly recommendations will be made from Celebration Church's message and Series Archives for supplemental review. Additional recommendations may be made as well from message archives from related ministries. This material will be optional for the students but will be selected based upon the Celebration College Staff's evaluation of the substantive value the material offers.

## COMPUTER & INTERNET ACCESS

Students are required to have their own laptop with word processing software and internet access. Wi-Fi is available to all College students.

## SABBATH

Although Celebration College is an intense program that requires a significant amount of time and energy, we also believe in the importance of rest and refocus. We stress the importance of our students establishing a time of Sabbath each week. The Bible is very clear about the necessity of a Sabbath and we encourage students to have this time for God and themselves.

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## **COURSE DESCRIPTIONS**

### ACADEMIC YEAR

Celebration College is on a semester system.

Fall Semester: August – December

Spring Semester: January – May

See information regarding the schedule that is provided by Celebration College staff.

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## CELEBRATION COLLEGE STREAMS/TRACKS

Ministry tracks within Celebration College exist to equip and train students in a specific ministry area through direct interaction with Celebration Church staff members currently working in that area. Celebration College will appoint track leaders to supervise track participation.

### EXPLORATORY TRACK

All first semester students will be placed in the exploratory track of the stream of their choice. These students will rotate between the tracks within their chosen stream to provide exposure to specific ministry.

### MINISTRY TRACK

All students can refer to the syllabi given to them at the beginning of their class for each ministry track description.

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## CELEBRATION COLLEGE FEE SCHEDULE

### TUITION

Celebration College Training is \$1,250 a semester or \$2,500 a year.

### FEE PAYMENTS

It is the responsibility of students to ensure that all fees are paid on time. The following are expectations regarding student fees:

- Students must make payments according to the fee schedule; please refer to the financial agreement that was given to you at the start of the semester;
- Students will be dropped from their courses if fees are not paid by the due date;
- Students may not enroll in any future courses or graduate unless all fees are paid;
- Fees may be paid by cash, check, credit card, debit card, or financial aid such as grants or scholarships;

### PERSONAL FUNDS

Due to the busy schedule of Celebration College students will find it difficult to maintain outside employment. However, as long as work does not interfere with the Celebration College schedule, students are free to pursue flexible employment opportunities. It is important that students have a sufficient source of funds for personal needs such as auto insurance and gas. It is also important that students have no outstanding debt.

### COURSE REFUND POLICY

Withdrawal from Celebration College before the drop date will qualify for a full refund (the Friday after the first full week). There will be no refund after the drop date. All refunds will be subject to administrative expenditures.

## PAYMENT FEE SCHEDULE

If you are enrolled in SEU & Celebration College – you will pay SEU when your tuition is due at the beginning of each term (OR defer payment to await financial aid)

- If you are enrolled in Celebration College only – you will pay in two installments:
  - \$625.00 (first payment) on or before specified date by Celebration College staff
  - \$625.00 (second payment) on or before specified date by Celebration College staff
  
- ALL Fall FEES ARE DUE by the above stated deadlines
  - \$625.00 (first payment) on or before specified date by Celebration College staff
  - \$625.00 (second payment) on or before specified date by Celebration College staff
  
- ALL Spring FEES ARE DUE by the above stated deadlines

How do I make payment?

- Cash, Check, \*Credit Card – submit to Accounting Office or mail to:

Celebration Church

PO Box 551341

Jacksonville, FL 32255-1341

- Online through <http://celebrationcollege.org/tuition-and-fees/>
- Credit Card payments, whether in person or online will be subjected to a 2% Fee

## POLICIES AND PROCEDURES

### STUDENT RECORDS

All grades become a part of a student's permanent Academic Record. Students should give careful attention to their Academic Record and raise any questions about their registration or grades immediately.

- The transcript of a Full-Time student's Academic Record includes all work completed at Celebration College and Southeastern University.
- The grades a student receives in courses taken in a given semester will not appear on the student's transcript until three weeks after the semester ends.
- Transcripts will be withheld if a student's financial account with the institution is unsatisfactory. Copies of transcripts of work completed at other schools are not available from Celebration College.
- It is important that Celebration College maintain current information on all students. Changes in name, address, telephone number, and marital status should be reported in writing to the College Office. A Change of Information form is available for this purpose.

### PETITION FOR POLICY EXCEPTION

Students may petition to have stated policies modified in a given situation due to extenuating circumstances. The Petition for Policy Exception is obtained in the College Office. The completed petition should be returned to the office for submission.

### GRADING SYSTEMS

Grades are issued shortly after the conclusion of each semester. Students can access grades through their personal account after faculty has submitted grades. The student is encouraged to monitor his/her Grade Point Average ("GPA") each semester, as it is the indicator for such matters as change of status to Academic Probation, withdrawal of scholarship privilege, etc.

### GRADE DISAGREEMENT

Any student who disagrees with a grade must first discuss it with the faculty member it concerns. The student may submit in writing a description of any unresolved disagreement over a grade to the Director who is the final arbiter of the disagreement.

## CONTINUOUS ENROLLMENT

Students admitted to Celebration College are expected to maintain continuous enrollment during the regular two semesters of the academic year until their program is completed. Failure to maintain continuous enrollment voids the student's admission status.

## ACADEMIC LEAVE OF ABSENCE

Students are required to fill out a Petition to withdraw when leaving the institution for an unspecified time. Students absent for less than a year need to reapply for admission by completing a reenrollment application. Those absent for more than a year must reapply through the regular application process. In all cases, students are subject to the catalog requirements in effect at the time of reenrollment.

## ACADEMIC DISHONESTY

Celebration College supports an academic environment consistent with its values and mission. In cases of alleged academic dishonesty, appropriate designated authorities within the College will inquire into and, if necessary, review such cases according to the principles, policies, and procedures outlined in this Handbook.

### What Constitutes Academic Dishonesty

Academic dishonesty refers to any individual or group activity for the purpose of dishonestly obtaining and/or distributing testable information prior to, during, or after an examination. Examples of dishonest activities include, but are not limited to, the following actions:

- looking at an examination paper or answer sheet of another student;
- obtaining, prior to the administration of a test, unauthorized information regarding the test;
- possessing or distributing a test prior to its administration;
- using any unauthorized materials or equipment during an examination;
- cooperating or aiding in any of the above.

### Plagiarism

Plagiarism is any attempt to represent the words or ideas of another, whether published or unpublished, as one's own. Examples of such activities include, but are not limited to, the following actions:

- using the words of a published source in a written assignment without appropriate documentation; or,

- representing as one's own the ideas and/or arguments from another source, including an Internet source. See <http://owl.english.purdue.edu/owl/resource/589/01/> for a more comprehensive discussion of issues related to plagiarism.

We uphold Southeastern Plagiarism Policies as well:

#### SEU Procedure for Dealing with Plagiarism

Each time an instance of plagiarism occurs in a class assignment, the professor of the class will (a) determine the level of the offense and the appropriate consequences according to the guidelines listed below; (b) communicate with the offending student to discuss the nature of his or her plagiarism, the plagiarism policy, and the consequences to be assigned; and (c) submit a plagiarism report to the Office of Academic Success.

The plagiarism report should include:

- Name and ID number of the offending student
- Professor, course, and term
- Description of the plagiarism, indicating the level of offense (Level 1, 2, or 3 as outlined below)
- Documentation of each step of the plagiarism procedure that has been followed
- A copy of the plagiarized work
- Indication of the consequences assigned

#### Consequences and Levels of Offense

The consequences for plagiarism vary according to the extent of the plagiarism and according to whether the instance is a student's first or subsequent offense. Three levels of offenses and corresponding consequences are outlined below.

The Office of Academic Success keeps records of plagiarism offenses. The professor should check with this office to find out whether a given instance of plagiarism is a first or subsequent offense. The professor is responsible for determining the extent of the plagiarism. Plagiarism detection tools (such as Turnitin.com) may be used as an aid in this process.

Students cannot withdraw from a course to avoid consequences for plagiarism.

#### Level 1

Plagiarism will be considered a Level 1 offense when the plagiarism:

- Is the first instance of plagiarism in the student's career at Southeastern; AND

- Consists of a small part (less than 25%) of the assignment.

Consequences for the student for a Level 1 offense may include any or all of the following:

- Attending tutoring sessions at ACE for help with avoiding plagiarism; AND/OR
- Correct the plagiarism in the assignment for a grade; AND/OR
- Receiving grade penalty up to the total grade value of the assignment.

Consequences for a Level 1 offense are assigned at the professor's discretion, taking into account factors such as the extent of the plagiarism and the nature of the assignment. Should students be required to correct plagiarism in an assignment for a grade, late penalties may apply according to course policies and the original date of the assignment.

## Level 2

Plagiarism will be considered a Level 2 offense when the plagiarism:

- Is the second instance of plagiarism in the student's career at Southeastern; OR
- Consists of a substantial part (between 25% and 50%) of the assignment.

Consequences for the student for a Level 2 offense may include any or all of the following:

- Attending tutoring sessions at ACE for help with avoiding plagiarism; AND/OR
- Correcting the plagiarism in the assignment for a grade; AND/OR
- Receiving a grade penalty up to the total grade value of the assignment; AND/OR
- Failing the course.

Consequences for a Level 2 offense are assigned at the professor's discretion, taking into account factors such as the extent of the plagiarism and the nature of the assignment. Should students be required to correct plagiarism in an assignment for a grade, late penalties may apply according to course policies and the original date of the assignment. The consequence of failing the course will only be assigned in consultation with the chair of the department in which the course is offered. However, in cases where a student will fail a course for other reasons than only because of the grade penalty for plagiarism assigned by the professor, the department chair's consultation is not needed. In cases where an instance of plagiarism technically meets the criteria of a Level 2 offense because of the percentage plagiarized (25% or more) but where the actual extent of plagiarism is not substantial because the assignment was particularly short or informal, the professor at his or her discretion may count the instance as a Level 1 offense.

## Level 3

Plagiarism will be considered a Level 3 offense when the plagiarism:

- Is the third instance of plagiarism in the student's career at Southeastern; OR
- Consists of most (more than 50%) of the assignment;

Consequences for Level 3 offenses may include any or all of the following:

- Receiving no credit for the assignment; AND/OR
- Failing the course.

Consequences for the student for a Level 3 offense are determined by the professor in consultation with the chair of the department in which the course is offered, taking into account factors such as the extent of the plagiarism, the nature of the assignment, and the nature of the prior offenses. In cases where an instance of plagiarism technically meets the criteria of a Level 3 offense because of the percentage plagiarized (50% or more) but where the actual extent of plagiarism is not substantial because the assignment was particularly short or informal, the professor at his or her discretion may count the instance as a Level 1 or Level 2 offense.

#### Additional Notes

Continuing to plagiarize after receiving consequences for a Level 3 offense may result in suspension or expulsion from the university at the action of the Provost.

Students who plagiarize in an online course may be suspended from taking online courses.

\*This definition is derived from the statement by the Council of Writing Program Administrators: "Defining and Avoiding Plagiarism: The WPA Statement on Best Practices" (2003).

#### Alteration of Academic Records

Examples include, but are not limited to, the following actions:

- changing documentation in the Records Office by computer or any other means;
- changing entries in an instructor's grade book;
- changing an answer to an already-graded academic exercise in order to falsely negotiate for a higher grade.

#### Reusing Work Done for another Course

Work produced for one course cannot be used to satisfy an assignment in another course. If work in one course is used to inform part of an assignment in another course, e.g., building on previous research, the student must cite his work in the same way as any other source.

#### Sabotage

Examples include, but are not limited to, the following actions:

- stealing, destroying, or altering another's academic work;
- hiding, intentionally improperly shelving, mutilating, or otherwise abusing library materials to keep others from using them.

## Substitution

Substitution is using a proxy, or acting as proxy in an academic exercise. Examples of substitution include, but are not limited to, the following actions:

- taking an examination for another student;
- doing homework assignments for another student.

## Procedures to be followed in Cases of Academic Dishonesty

If an instructor has reason to believe that academic dishonesty has occurred, the instructor will follow this procedure:

- Prepare a letter describing reasons for suspicion of the infraction.
- Discuss the letter with the student(s).
- If the suspicion is proved unwarranted, the letter may be included in the student's file with a note describing the resolution or conclusion of the issue.
- If the suspicion is verified, the Director, in consultation with the instructor, determines an appropriate penalty.
- The student is informed of the penalty and his right to appeal.
- The instructor and, if necessary, the Director, meets with the student to discuss the penalty and any appeal. The student has the right to invite a student colleague, his faculty advisor or other faculty member, or a staff member to this meeting.
- The Director of Students will be notified of any penalty and/or remedial work.
- All letters, emails, and reports generated by the various meetings will be placed in the student's file.

One or more of the following penalties may be imposed once academic dishonesty has been confirmed. Any previous infractions will be considered in the imposition of such penalties.

- A failing grade on the examination, paper, or project
- A failing grade in the course
- Suspension from the College for a determined period
- Expulsion from the College

## Right to Appeal

The student has the right to appeal the penalty. The appeal must come within two weeks of receipt of the verdict. The student submits a letter with supporting documentation to the Vice Chancellor and Academic Director of the College. The Vice Chancellor and Academic Director will convene a committee consisting of two faculty members appointed by the Vice Chancellor and Academic Director from among faculty not currently teaching the student. The committee shall also include two representatives of the student's choice.

The Committee may:

- reverse the finding and dismiss the penalty; or,
- confirm the finding and the penalty imposed

### CELEBRATION COLLEGE STUDENT HONOR CODE

One of Celebration College's most important goals is to facilitate the growth and development of Christian character in line with biblical principles. It is expected that Celebration College students live in such a manner that brings glory to Christ in their behavior and attitudes both in and outside of Celebration College settings. Therefore, each student is expected to abide by the following:

#### 1. Spirit

I will develop my spiritual relationship with God by taking on the attitude of Christ and submitting myself to those in spiritual leadership over me. I hold myself responsible for my growth and choose to be a learner and seeker of God even when it is not asked of me. I will strive to position myself for discipleship and mentoring. I commit to personal devotion to God no matter how rigorous my schedule may be.

#### 2. Body

Recognizing that my body is a temple of the Holy Spirit, I commit to honor God in the way I treat my body. I will work to discipline my body and maintain a healthy lifestyle by fulfilling the exercise requirements and nutrition assignments.

#### 3. Character

I purpose to develop character, integrity, and godliness in seeking to become the leader that God has called me to be. I will constantly strive for truth and honor in my personal life so that I may lead others to do the same. I will abstain from biblically immoral practices including: drunkenness, illegal drugs, tobacco, stealing, slanderous or profane language, dishonesty, occult practices and sexual sins (abstaining from all intimate sexual conduct outside the marital union of one man and one woman, adultery, and homosexuality) or any other behavior that is considered detrimental to Christian character and witness.

#### 4. Attitude

I will attend all required events and activities with an optimistic and energetic attitude. As a leader, I recognize that I am responsible to demonstrate qualities that challenge others to be excited about God. I will avoid attitudes (such as greed, jealousy, pride, bitterness, needless anger, and

## | APPENDIX A Cont.

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discrimination) and behavior (such as gossip, divisiveness, and complaining) that disrupts the unity and health of the Celebration College body.

### 5. Relationships

I will develop solid relationships with others seeking to be sharpened and challenged in my walk with God. I will seek to be the first to love and forgive others, as I would want to be loved and forgiven, and I will do my best to not take offense.

### 6. Accountability

I will take responsibility for my actions and will make myself accountable to my peers as well as authority. I recognize that accountability starts by subjecting myself to others, not waiting for them to hold me accountable. I will follow all Celebration College rules and recommendations to live an accountable lifestyle.

### 7. Authority

I will show respect for staff and faculty and cooperate with the aims and endeavors of the Celebration College and Celebration Church. I will submit even when I disagree and will bring any concerns to my authority in a mature, loving way without gossip or a bad attitude.

### 8. Academics

I will attend all prescribed lectures, ministry tracks, services, and activities required by the Celebration College program unless formally excused. I will submit all assignment work by the due dates specified on course syllabus. I will refrain from dishonest academic practices as outlined by the Academic Misconduct policy (see Section 5).

### 9. Finances

I commit to being a faithful steward with my finances. I will plan ahead to make all financial deadlines to continue the Celebration College program. I will strive to honor God and put Him first in this area of my life. I also take full responsibility to raise sufficient funds for our mission trip without excuse.