



STUDENT HANDBOOK

2018-2019

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www.wavecollege.edu

This catalog is true and correct in content and policy.

X _____
Jacquelyn Evans
VA Certifying Official

NOTE: AT THE DISCRETION OF WLC, THIS DOCUMENT IS SUBJECT TO CHANGE. WHEN CHANGES ARE MADE, CHANGE/S WILL BE MADE AVAILABLE TO THE ENTIRE STUDENT BODY IN A TIMELY MANNER.




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INTRODUCTION

PURPOSE

The Student Handbook is designed to be a guide for the time you invest in yourself at Wave Leadership College (WLC). It contains information about what you can expect from the school as well as what is expected of you, as you prepare for the Christian ministry to which God has called you.

In addition to academic endeavors and spiritual development available to you at WLC, God will present unique opportunities for character development. It is important for you to choose to listen, observe, and participate in activities that help others as well as yourself.

Wave Leadership College will equip you for ministry and your personal life enriched as you follow the high calling of a true disciple of your Lord, Jesus Christ.

MESSAGE FROM THE PRESIDENT

Wave Leadership College was founded with a vision to combine the best of practical ministry training with accredited academic excellence. I believe that future Christian leaders are truly equipped for God's call when they understand the reality of ministry life and comprehend the truth of God's Word. In the world today, there are many great Christian colleges and there are many great churches. Wave Leadership College's partnership with Wave Church brings the best of both life-giving environments together. Wave Leadership College is located on the main campus of Wave Church, a growing congregation of many thousands, which is influencing the world for Christ one day, one year and one life at a time. Wave Church exists to be relevant and intentional in its mission to reach the lost and show the love of Jesus to our community and to our world.

To attend Wave Leadership College is to not only receive a life-changing education; it is to learn how to serve, to connect, and to catch the life, spirit, culture, and momentum of Wave Church. My desire is for every student to take the life and spirit of Wave Church as they return home and make meaningful contributions to their local churches, and as they go forward to plant churches and lead ministries around the world. If your heart is open and your mind is sharpened, you can't help but catch a part of its passion and destiny. Come be a part of what God is doing at Wave Leadership College and Wave Church!

President Steve Kelly

ADMINISTRATION

Steve Kelly, President

Advanced Diploma of Ministry, Hillsong International Leadership College 2005
School of the Bible Diploma, Penrith Christian School of Fellowship 1983
Ordination Assembly of God Australia 1992
30 years full-time ministry experience

Derek Holser, Esq., Executive Vice President

B.S. Clearwater Christian College, 1997
M. Ed., Regent University, 2005
J.D., Regent University, 2005

Sarah L. Hummel, Academic Dean

B.S., Bluefield College, 2010
M.A., Regent University, 2016

James E. Knarr, Jr., Dean of Student Services/Financial Aid Administrator

M.Th., Kaleo Institute at Brewer Christian College and Graduate School, 2011
D.W.S., The Robert E. Webber Institute for Worship Studies, 2018
Ordination Independent Assemblies of God International

Jacquelyn Evans, Associate Dean/Registrar

B.S. Virginia Tech, 2006
M. Div., Regent University, 2015

Sasha Matthews, Librarian

B.S., Old Dominion University, 2001
M.L.I.S., Wayne State University, 2004
M.P.A., Old Dominion University, 2015

Jimada Robinson, LEAP Director/Professional and Academic Development Director/International Liaison

B.A., Purdue University, 2009
M.Ed., Regent University 2016
Ed.S. (in progress), Regent University 2018

Amy Steffel, Financial Aid Office Administrative Assistant

A.Min., Wave Leadership College, 2016
B.S. (in progress), Southeastern University, 2018

Amber LaBarbera, Marketing Liaison

A.Min., Wave Leadership College, 2016
B.S. (in progress), Southeastern University, 2019

Rebecca Kelly, Executive Assistant

A.M., Wave Leadership College, 2016

B.S., Southeastern University, 2018

Leslie Jones, Recruitment and Admissions Specialist

B.S., James Madison University, 1984

Debrah Baxter, Accreditation Team Chair

B.A., California University, 1990

M.Ed., Seattle University, 1995

BOARD OF DIRECTORS

Steve Kelly	President (<i>ex officio</i>)
Mark Edward	Chairman
Mark Hopkins	Treasurer
Bob Slowik	Secretary
Gaye Techanchuk	Director
Bert Wemberly	Director
Jeff Tourault	Director
Kevin Green	Director

WAVE LEADERSHIP COLLEGE STORY

In 1999, Pastors Steve and Sharon Kelly arrived in Virginia Beach, Virginia, to pastor what was then Virginia Beach Christian Life Center. Before coming to the United States, Pastor Steve served as the Senior Associate Pastor at Hillsong Church in Sydney, Australia. He also served as the Director of Hillsong Bible College. His experience directing Hillsong Bible Church equipped him with a vision for a college that would provide theological education, practical ministry experience, and personal leadership training. These three elements remain the foundation for Wave Leadership College (WLC).

WLC began as Life Leadership Training Center (LLTC), led by Pastor Tom Harmon. He guided LLTC to a level of academic achievement that was recognized by both Oral Roberts University Educational Fellowship and International Christian Accrediting Association. In 2004, LLTC was renamed Wave Leadership College in order to reflect the broader vision of President Kelly. In 2005, President Kelly appointed Jason DeVerna as Director of Wave Leadership College. Under his direction WLC became an Accredited Member of the Association of Independent Christian Colleges and Seminaries in 2007.

As WLC has grown in size and influence, the board of directors saw the need to seek accreditation through an accrediting body recognized by the U.S. Department of Education. In February 2010, the Association for Biblical High Education granted applicant status to WLC and on November 22, 2010 Wave Leadership College, Inc. was established as a separate 501 (c)(3) nonprofit corporation.

From 2010 to 2013, Wave Leadership College followed the procedures established by the ABHE, which included rigorous program evaluation, improved faculty credentials, construction of an on-site library, and additional elements necessary for the next step in the journey to accreditation.

In August 2013, Derek Holser, Esq., a long-time professor and board member of WLC, accepted the position of Executive Vice President. In addition, Stephanie Iaquinto, J.D., Ph.D. became the Academic Dean. During the fall of 2013, they led the final phase of preparation for Candidate status approval granted by ABHE in February 2014. Candidate status is a form of provisional accreditation, awarded only to those colleges whom the ABHE believes will be able to qualify for accredited status within 4 years. Candidate status is significant because it allows for dramatically increased transferability of credits, Federal financial aid, and international students.

In 2016, Sarah Hummel, M.A. took on the role of Academic Dean and helped the team in their final accreditation preparation. In this year, WLC opened new classrooms and office space. The classrooms contained the latest technology for instructors to present course information. WLC also made one classroom into a computer lab with the best equipment for students to gain relevant media experience and techniques. A site visit team from ABHE in October 2017 provided a positive report back to the commission who, in turn, granted Wave Leadership College official accredited status as of February 2018.

WLC has indeed come a long way but it has further to go. President Steve Kelly, the Board of Directors, the Administration, and the Faculty and Staff remain dedicated to maintaining the balance of practical ministry training, academic excellence, and leadership development that are now the hallmarks of a WLC education. As we look to the future, we envision improved facilities, increased opportunities for graduates, and an expanded presence in the realm of training future leaders. All of our decisions remain purposeful and determined to achieve our end in mind, which is to produce *Christian leaders who will build the local church and transform their communities for the glory of God.*

ACCREDITATION STATUS

Wave Leadership College was granted accredited status in February 2018, at the Associate of Ministry level with the Commission on Accreditation of the Association for Biblical Higher Education (ABHE), 5850 T. G. Lee Blvd. Suite 130, Orlando, Florida, 32822 Ph. (407) 207-0808 www.abhe.org. All inquiries may be directed to the ABHE through any one of the above modes of communication.

MISSION STATEMENT

The mission of Wave Leadership College, as an experience-rich, academically-adept institution of Biblical higher education, is to build the local church and equip Christian leaders to transform their communities for the glory of God.

INSTITUTIONAL GOALS

1. WLC students are presented with opportunities for spiritual and academic growth as they experience a high level of academic professionalism from motivated faculty members and administrators who are culturally sensitive, committed, personable, credentialed individuals, demonstrating in every way that they place the highest priority on investing in their students.
2. WLC students gain a Biblical worldview from academic programs and are presented with the opportunity to integrate theory into real ministry and leadership settings through and an experience-rich, practical Leadership Experience And Practicum (LEAP).
3. WLC students experience academic excellence and scholarship in both general education and ministry studies and demonstrate excellent oral and written communication skills while drawing upon a broad knowledge base and skill set that is based on Biblical knowledge and accurate theological understanding.
4. WLC students experience Christian community in an atmosphere that encourages them to embrace academic and spiritual truths through the integration of higher education and local church involvement.
5. WLC students and the local Christian community benefit from academic support through computer facilities, library resources, and student support services to ensure quality instruction and a challenging academic environment.
6. WLC students experience and participate in an institution that is committed to accurate assessment, growth, and self-improvement.

STATEMENT OF FAITH

1. We believe the Holy Bible is the only inspired, infallible, and authoritative source of Christian faith and practice. The Bible is the supreme revelation from God, superior to conscience and reason, though not contrary to reason. (2 Timothy 3:16-17)
2. We believe that there is one God, eternally present in three persons; Father, Son, and Holy Spirit. (Genesis 1:26; Matthew 3:16-17, John 1:1-4)
3. We believe that man was created in the image of God, but as a result of sin is lost and powerless to save himself. (Genesis 1:26; 2:16-17; Romans 6:23)
4. We believe that the only hope for man is to believe on Jesus Christ, the virgin born Son of God, fully God, fully man. Through faith in Christ's life, death, and resurrection, mankind is redeemed. (Romans 10:9-10, 13; John 3:16; Ephesians 2:1-10)
5. We believe that the Holy Spirit indwells all believers, and through the baptism of the Holy Spirit, believers are empowered for Christian service, and gifted for this service. An evidence of the Baptism of the Holy Spirit is speaking in tongues as the Holy Spirit gives utterance. The Holy Spirit also enables believers to live a Christ-like life exhibiting Godly character. (Luke 11:13; Acts 1:8, 2:1-4, 8:17, 10:44-46, 19:6; Galatians 5:22-23; 1 Corinthians 12)

6. We believe that the Church is the Body of Christ, both universal and local, and is composed of individuals who through faith in Jesus Christ have been regenerated by the Holy Spirit. We believe that Christ Jesus is the Head and Lord of the Church. The mission of the Church is worship, evangelism, discipleship, and the nurturing and care of one another. (Matthew 28:1-20; Colossians 1:18; Ephesians 2:19-22)
7. We believe that eternal life in heaven is the reward of all who believe and receive Christ as their Lord. (Jn.3:16-17; Lk.23:43; Jn.14:2-3)
8. We also believe that those who do not accept Christ are condemned to an eternity apart from God's presence, which the Bible declares to be the second death. (Jn.14:6; John 3:18; Revelation 21:8)
9. We believe that salvation is by faith and through grace alone. No amount of good works will produce justification before God. We further believe that the manifestation of faith and grace is a holy life expressed through righteous works. (Ephesians 2:8-10)
10. We believe in the calling and gifting of various ministries in the Church, including but not limited to apostles, prophets, evangelists, pastors, teachers, and deacons. We believe that the Church has responsibility for recognizing, equipping, and commissioning these various ministries for the edification of the Body of Christ. (Ephesians 4:11-13; 1 Corinthians 12:12-30; Romans 12:3-8)
11. We believe that divine healing; physical, emotional, and spiritual is included in the atonement of Christ. (Isaiah 53:4; Matthew 8:17; 1 Peter 2:24-25)
12. We believe in two sacraments of the Church; a) The Sacrament of Water Baptism. b) The Sacrament of Holy Communion. (Acts 2:38; Matthew 26:26-30)
13. We believe in the personal return of the Lord Jesus Christ, the consummation of the Kingdom of God, and the restitution of all things spoken by the mouth of all the prophets since the world began. (Matthew 24:42-44; Acts 1:11; 3:19-21; Revelation 11:15)

(These 13 Articles of Faith do not represent the final authoritative word on Bible doctrine or Christian Theology. They reflect the basic tenets of historical, evangelical Christianity.)

LOCATION AND FACILITIES

VIRGINIA BEACH

With its main campus located just two miles from the oceanfront resort area, Wave Leadership College considers themselves blessed to call Virginia Beach home. Virginia Beach is the largest city in Virginia, with nearly half a million residents. Every year, over three million visitors come to enjoy our beautiful beaches, incredible history, and comfortable climate. Virginia Beach has a beautiful three-mile long boardwalk at the resort area, and the waterways bustle with fun-loving people kayaking, canoeing, and even parasailing.

In addition to the great water sports, Virginia Beach enjoys close proximity to Colonial Williamsburg, Jamestown, and Yorktown, the region known as “the Birthplace of America.” For thrill-seekers who need a little more excitement, the Busch Gardens and Kings Dominion amusement parks are not far away. Virginia Beach remains annually ranked among the best places to live in America. *24/7 Wall Street* recently named Virginia Beach “the Best Run City in the USA.”

WAVE LEADERSHIP COLLEGE COMPLEX

WLC is part of the main Wave Church complex located on 52 acres of land in the northeastern corner of Virginia Beach. The college campus enjoys space within the Wave Convention Center, a 120,000 square foot state-of-the-art facility that includes an auditorium, library, café, bookstore, an office complex, and student classrooms.

The library serves as a focal point for information access and intellectual exchange on the Wave Leadership College campus. The library offers access to thousands of volumes of research and subject specific material, and electronic access to thousands more through on-site internet access.

WLC is committed to excellence in every endeavor. Our students experience first-class instruction in a world-class facility. We are continually adding new equipment and updating our technological capacity so that every student has the benefit of a modern learning environment.

HOURS OF OPERATION

WLC Offices are open Monday through Friday, 9:00am – 5:00pm. Please consult the WLC website or Academic Dean’s office for a current class schedule

APPLICATION AND ADMISSIONS POLICY

APPLICATION

All applicants must meet the basic academic qualifications as outlined in the Academic Catalog. The student must be a born-again believer with verifiable attendance in a home church.

1. Complete the online application at www.wavecollege.edu and pay the application fee.
2. Submit **official** high school (or equivalent) and college (if applicable) transcripts.
3. Submit your personal essay.
4. Complete an in-person (preferred) or phone interview with a member of the admissions committee.
5. The Admissions Committee may elect to contact personal references.

Once all application materials have been received, the Admissions Committee will make an admissions decision.

NONDISCRIMINATION POLICY

Wave Leadership College does not discriminate in its acceptance of any applicant on the basis of race, color, disability, gender, national origin, or ethnic origin. Since WLC is a Christian Bible College and is based on biblical standards, WLC will review an applicant's religious affiliation prior to acceptance. Anyone who claims to be a Christian and has proven to be so by displaying a lifestyle consistent with Biblical revelation, ethics, moral standing, and is in acceptance of our statement of faith, is welcome to apply.

Wave Leadership College is also bound by Federal and State Laws which may affect a student's ability to apply and be accepted for enrollment at WLC. If an applicant is not an American citizen or does not have the proper authorization to be in the United States, the College will defer to the laws governing such circumstances to allow international applicants the opportunity to attend WLC.

Anyone seeking to attend WLC who has any questions about our standards should review the standards of conduct (see below) or contact the Dean of Students. You may also refer to the Statement of Faith.

ACADEMICS: ASSOCIATE OF MINISTRY DEGREE

PHILOSOPHY OF EDUCATION

Wave Leadership College has a unique relationship with Wave Church that maximizes the opportunity for each student to be enriched by practical experience while receiving rigorous academic training. WLC and Wave Church work together to equip each student with this powerful two-fold approach to ministry and education. It is the desire of Wave Leadership College for each student to experience both the spirit of Wave Church and the theological training of WLC's highly qualified and experienced faculty.

Wave Leadership College intends for students to leave the school with spiritual maturity, a passion for the local church and with excellent academic training. Wave Leadership College and Wave Church, a local church of global influence, are able to provide theological training as well as the practical leadership and ministry tools necessary to equip students for a life of ministry excellence.

Wave Leadership College intends to accomplish its mission through a rigorous academic program, mentoring and instruction by qualified professors, and the partnership of an influential local church. All students are required to complete core courses in general education, biblical studies, and professional studies in order to provide well-rounded training that culminates in the awarding of the Associate of Ministry degree. This structure allows students to achieve broad academic and practical outcomes that are important in every aspect of ministry.

PROGRAM OBJECTIVES

1. Exegete Scripture by conducting research and discerning sound biblical truth through the Holy Spirit in biblical studies, and applying the findings to the contemporary Christian student.
2. Apply spiritual formation principles to one's personal lifestyle.
3. Demonstrate the core academic skills of oral and written communication.
4. Demonstrate knowledge and application of mathematics, science, government, and social science with a biblical worldview.
5. Demonstrate a basic understanding of the practical outworking of ministry including Christian leadership, pastoral care, worship and creative arts, and church management.
6. Exhibit the characteristics of academic professionalism.

CURRICULUM OVERVIEW

Wave Leadership College offers an Associate of Ministry degree, requiring 62 credit hours. This program is designed for students who desire a strong foundation in Biblical studies and general education from a Christian worldview from which they can pursue advance studies or begin a ministry or leadership career. Students take foundational courses in Bible, theology, and general studies, then select a professional development track: Pastoral Leadership, Media and Arts, Management, Worship Leadership, and Christian Scholarship.

GENERAL EDUCATION: 22 CREDITS

- English Composition (3)
- Introduction to Communication (3)
- Principles of Psychology (3)
- Principles of Earth Science Lecture & Lab (4)
- Applied Mathematics (3)
- American Government (3)
- Life Skills (3)

BIBLICAL / THEOLOGICAL STUDIES: 24 CREDITS

- Old Testament I (3)
- Old Testament II (3)
- New Testament I (3)
- New Testament II (3)
- Bible Study Methods (3)
- The Work of the Holy Spirit (3)
- Systematic Theology (3)
- Worldview & Apologetics (3)

LEADERSHIP EXPERIENCE AND PRACTICUM: 4 CREDITS

- LEAP I (1), LEAP II (1), LEAP III (1), and LEAP IV (1)

PROFESSIONAL STUDIES CONCENTRATION: 12 CREDITS FROM THE FOLLOWING:

PASTORAL LEADERSHIP:

- Homiletics (3)
- Church Growth & Discipleship (3)
- Pastoral Ministry (3)
- Introduction to Church History (3)

MEDIA & ARTS:

- Foundations of Christian Worship (3)
- Introduction to Digital Media (3)
- Advanced Media Production (3)
- Media Practicum (3)

MANAGEMENT:

- Principles of Management (3)
- Leadership & Organizations (3)
- Nonprofit Organizations (3)
- Marketing Principles (3)

WORSHIP LEADERSHIP:

- Foundations of Christian Worship (3)
- Songwriting (3)
- Creative Ministry (3)
- Music Directing (3)

CHRISTIAN SCHOLARSHIP:

- English Composition II (3)
- Biblical Greek I (3)
- Classical Christian Literature (3)
- Introduction to Christian Philosophy (3)

COURSE SEQUENCE FOR FULL-TIME STUDENTS

FRESHMAN YEAR FALL
Old Testament I (3)
Bible Study Methods (3)
Gen Ed offering (3)
Gen Ed offering (3)
Elective (3)
LEAP I (1)
Total: 16

FRESHMAN YEAR SPRING
New Testament I (3)
The Work of the Holy Spirit (3)
Gen Ed offering (3)
Gen Ed offering (3)
Elective (3)
LEAP II (1)
Total: 16

SOPHOMORE YEAR FALL
New Testament II (3)
Systematic Theology (3)
Gen Ed offering (3)
Gen Ed offering (1)
Elective (3)
LEAP III (1)
Total: 14

SOPHOMORE YEAR SPRING
Old Testament II (3)
Worldview & Apologetics (3)
Gen Ed offering (3)
Gen Ed offering (3)
Elective (3)
LEAP IV (1)
Total: 16

For all other information related to the academic program courses and grading, refer to the WLC Academic Catalog.

PART-TIME PROGRAM

Upon acceptance into WLC's degree program, students may elect to enroll as part-time students. As such, they will have four years to complete the program rather than two. Part-time students are subject to the same degree requirements as full-time students, but they will take 6–9 credit hours each semester. In addition, they must take at one LEAP credit each academic year. Part-time students must meet with the Academic Dean upon enrollment to complete a degree completion plan. The part-time course sequence is as follows:

FRESHMAN YEAR FALL 1
Old Testament I (3)
Gen Ed offering (3)
LEAP I (1)
Total: 7

FRESHMAN YEAR SPRING 1
The Work of the Holy Spirit (3)
Gen Ed offering (3)
Elective (3)
Total: 9

FRESHMAN YEAR FALL 2
Bible Study Methods (3)
Gen Ed offering (3)
Elective (3)
Total: 9

FRESHMAN YEAR SPRING 2
New Testament I (3)
Gen Ed offering (3)
LEAP II (1)
Total: 7

SOPHOMORE YEAR FALL 1
New Testament II (3)
Gen Ed offering (4)
LEAP III (1)
Total: 8

SOPHOMORE YEAR SPRING 1
Old Testament II (3)
Gen Ed offering (3)
Elective (3)
Total: 9

SOPHOMORE YEAR FALL 2
Systematic Theology (3)
Elective (3)
Total: 6

SOPHOMORE YEAR SPRING 2
Worldview & Apologetics (3)
Gen Ed offering (3)
LEAP IV (1)
Total: 7

DAILY SCHEDULE

Monday	Classes Meet	9:00AM – 9:00PM
Tuesday	Chapel	8:00AM – 8:45AM
	Classes Meet	9:00AM – 9:00PM
Wednesday	Wave Sisters	8:00AM – 12:30PM
	Classes Meet	12:30PM – 6:00PM
Thursday	Classes Meet	9:00AM – 2:30PM
Friday	Classes Meet	9:00AM – 5:00PM

Individual student schedules may vary. Please consult the current semester schedule for details.

HOLIDAYS OBSERVED

WLC observes the following legal holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

ACADEMIC CALENDAR

FALL 2018

January – August:	Rolling admissions fall semester
July 28	Semester Kick-Off Party for all new & returning students, faculty and staff
July 30	Conference Orientation
July 30 – August 3	Wave Conference Week
August 13 – 17	Campus Week (Orientation for all students)
August 20	First day of fall classes
August 24	Last day to add a class / last day to drop a class with 100% refund
September 3	Labor Day (No Classes Meet)
September 7	Last day to drop with a 50% refund
October 12	Last day to withdraw from a class
November 19 – 23	Thanksgiving Break
December 7	Final of day regular classes
December 10 – 14	Exam week
December 17 – Jan 4	Christmas break

SPRING 2019

July – December	Rolling admissions spring semester
January 4	Orientation for new students
January 7	First day of spring classes
January 11	Last day to add a class/last day to drop a class with 100% refund
January 25	Last day to drop with a 50% refund
Feb 25 – March 1	Devoted Conference Week

March 1	Last day to withdraw from a class
March 4 – 8	Spring break
April 19	Good Friday (No Classes Meet)
May 3	Final day of regular classes
May 6 – 10	Exam week
May 17 – 19	Graduation weekend
May 20 – July 25	Summer break

CONFERENCES/EVENTS

Compulsory attendance for all students enrolled in the full-time program.

Jul 31 - Aug 4	Wave Conference (to include pre-conference preparation) *
Feb 25 – Mar 3	Devoted Conference (to include pre-conference preparation) *
May 18	Graduation Dinner *
May 19	Graduation Service *

* All other graduation events as scheduled.


* Compulsory attendance for all students, including part-time program.

MINISTRY ATTENDANCE SCHEDULE

The Leadership, Experience, and Practicum (LEAP) program at Wave Leadership College provides more than just a classroom experience. Sunday attendance, chapel attendance, and participation in the Wave Church Sisters ministry stand as partial completion of the practicum experience. Students are required to attend 90% of those ministry dates. A student not meeting the 90% attendance policy can expect a failure for that semester of LEAP. A meeting with the student, Dean of Students and Executive Vice President will determine any situational exceptions.

On Sundays, Students will attend both a morning and the evening service at the Great Neck Road Campus. The student will serve in an area of ministry during one of those two services. Students will not attend another Wave Church satellite campus without express written permission from the Dean of Students. Exception to this policy will be those students assigned by the Create Team to serve at another campus.

A student who regularly attends another church in the local area is subject to the same practicum expectation at their home church. The student will still attend WLC Chapel and participate in Wave Sisters ministry



FACULTY

PRESIDENT OF THE COLLEGE

Reverend Steve Kelly

Advanced Diploma of Ministry, Hillsong International Leadership College
School of the Bible Diploma, Penrith Christian School of Fellowship
Ordination Assembly of God Australia
30 years full-time ministry experience

FULL-TIME FACULTY

Derek Holser, Esquire

J.D., Regent University
M.Ed., Regent University

Sarah L. Hummel

M.A., Regent University
B.S., Bluefield College

James E. Knarr, Jr.

D.W.S. The Robert E. Webber Institute of Worship Studies
M.Th., Kaleo Institute at Brewer Christian College and Graduate School
Ordination Independent Assemblies of God International

Jacquelyn Evans

M.Div., Regent University
B.S., Virginia Polytechnic Institute and State University

ADJUNCT FACULTY

Derrick Barbee

M.A. (Church Ministry), Luther Rice
University

Debrah Baxter

M.Ed. (Adult Education & Training),
Seattle University
TESL/TEFL Certification

Jordan Brown

M.Div., Regent University

Chris Calcagno

M.A. (Communication), Bradley
University

Kathryn Camp

D.Min. (Apologetics), Southern
Evangelical Seminary
M.Div., Baptist Theological
Seminary

Charles Chalfant

M.A. (Practical Theology), Regent
University

Benjamin Crisp

M.Div. (Biblical Studies), Regent University

Josiah DePriest

MFA (Creative Writing), The New School

Chris Elliott

M.Ed., Regent University

Jeff Gossman

M.Div., Regent University

Mark Hopkins

M.Ed., University of Technology (Sydney)
Ordination Assemblies of God Australia

Dave Hummel

30 years industry experience

Stephanie Iaquinto

J.D., Regent University
Ph.D. (Communication), Regent University

Peter Matisoo

M.S. (Aviation Systems), University of Tennessee-Knoxville

M.S. (Campaign Planning and Strategy), Colgate University

M.A. (Physics), Colgate University

Sasha Matthews

M.L.I.S., Wayne State University

M.P.A., Old Dominion University

Preston Ozmar

M.S. (Electrical Engineering), Virginia Polytechnic Institute and State University

Jimada Robinson

M.Ed. (Student Affairs), Regent University

Ed.S. (Educational Psychology, in progress), Regent University

Jason Rodriguez

MFA (Directing for Cinema/Television), Regent University

Catherine Warren

D.S.L, Regent University

M.S. (Organizational Business Management), Minot State University

STUDENT SERVICES

The Administration, Faculty, and Staff of Wave Leadership College hold the nurture of Christian leaders as a trust from God. Accordingly, Student Services carefully design policies and procedures to meet the spiritual, physical, emotional, and social needs of WLC students.

As a part of its commitment to the welfare of the student body, the Administration emphasizes to the Faculty and Staff that they are the college's most valuable resource for meeting the needs of WLC students, whose nurture is the purpose of the school's existence. The College provides opportunities for the Staff and Faculty to development spiritually, professionally, and personally so that, in turn, they will serve the students well.

WLC provides the following services to students:

OFFICE OF ADMISSIONS

It is also the role of the Office of Admissions to provide information and supportive contacts to prospective students, current students, faculty, and administrators in person or via email. The Admissions Office is staffed by the Academic Dean. This office admits, maintains, retrieves, and distributes student records. The Admissions office works with the Registrar to verify enrollment and evaluates graduation applications.

OFFICE OF FINANCIAL AID

The Financial Aid Administrator is responsible for receiving federal financial aid information and counseling students on aid procedures. The Financial Aid Administrator maintains financial aid files, processes financial aid requests, generates award letters, and disburses any financial aid remaining once after satisfying any tuition and fees.

OFFICE OF THE REGISTRAR

The Registrar is responsible for maintaining student academic records, managing registration, verifying degree completion, and distributing transcripts. The Registrar reviews and evaluates all previously earned college credits/transcripts for applicable courses considered for transfer into the Associate of Ministry program. The Registrar provides course registration advice and meets with students for the purpose of academic planning.

VETERANS SERVICES

The Veterans' Service Center offers priority registration for student veterans and certification of various types of veterans' educational benefits. The VA Certifying Official staffs the Veterans' Service Center.

PROFESSIONAL AND ACADEMIC DEVELOPMENT (PAD) OFFICE

Wave Leadership College is committed to helping students flourish not only while enrolled as a student, but in the months and years to follow. From their first week on campus, students are encouraged to develop strategies for transitioning from the college to a career, internship, or another institution of higher education to complete a four-year degree. The WLC

PAD Office provides information and guidance on the steps necessary to reach academic and career goals. This program is open to full-time students, part-time students, and alumni. Students who take advantage of the group and individual mentoring will learn about college and career opportunities, develop individual action plans, and receive training on the skills necessary to achieve their goals.

Information about PAD Office seminars and individual coaching sessions can be found in the office of the Academic Dean.

WLC CHAPEL SERVICES

Weekly chapel services highlight the heart of spiritual life at WLC. These worship services lay the foundation of a true community and introduce students to a variety of spiritual disciplines. Above all, the worship services offer an opportunity for regular reflection and deepening of a student's personal relationship to God. Chapel Services convene from 8:00 am to 8:45 am every Tuesday WLC is in session; attendance is required for all WLC students enrolled in the full-time program, regardless of the actual credit hours taken per semester.

LEADERSHIP EXPERIENCE AND PRACTIUM (LEAP PROGRAM)

Wave Leadership College partners with Wave Church to provide the LEAP Program, as a part of the curriculum for the Associate of Ministry Degree. The LEAP Program (Appendix A-8.2) lays a foundation to ensure effective integration of classroom teaching and the practical application of classroom concepts, whether in ministry or vocational settings. A LEAP experience is intended to give students valuable ministry experience, in the context of a local church setting, where students can both discover and refine their particular gifting. LEAP is an important part of the college experience because it affords students the opportunity to learn and serve under the guidance of experienced ministry leaders, all while doing so in a positive learning environment. This environment permits them to receive direction, correction and evaluation with the intention of helping them to improve and develop as emerging leaders. Finally, LEAP gives a firsthand introduction to the physical, emotional, spiritual, and mental capacity necessary for exemplary leadership.

Note: Students who attend another home church here in the Virginia Beach area are encouraged to do their LEAP with their local church. See the WLC LEAP Director to help facilitate LEAP in your local church.

ACADEMIC SUPPORT/COUNSELING

Wave Leadership College provides services to assist all students in achieving academic success. The Academic Dean ensures that the full-time faculty members of WLC are available for one-on-one tutoring and individual counseling with regard to academic instruction. It is the desire of all faculty members that their students achieve academic success. Full-time faculty members therefore offer instructional support to individual students in study skills, vocabulary improvement, and critical thinking.

COMPUTER LAB

Wave Leadership College offers students access to a computer lab with the latest equipment and technology. Students may take media courses utilizing cameras and tripod setups to learn visual storytelling techniques, media communication, producing across media platforms, and fundamentals of photography. As students advance in the media coursework, they

continue to develop video, audio, and music recording and editing techniques as well as live production. Students work with faculty to develop their skills and abilities within a variety of software including Adobe Photoshop, Premier, ProPresenter, digital audio software, ProTools and Adobe AfterEffects.

WLC LIBRARY

Wave Leadership College is investing in library services dedicated to the mission of the college, to facilitate student learning, and to contribute to the higher education academic needs of students. The design and furnishing of the library and the library services offered intend to foster an academic climate that stimulates the exchange of ideas, encourages research, and supports the study of the Scriptures. Integral to the library design is the capability to provide a facility for the storage, retrieval, analysis, and distribution of information.

WRITING CENTER

The Writing Center is available for student use for a variety of reasons. Any WLC student may contact the Writing Center for an appointment to aid in thesis development, help with an outline, paper concept support, reviewing drafts, assistance with Turabian formatting, and/or any other writing assistance they may need. In addition, professors may utilize the Writing Center tutors in class to provide additional writing instruction and may require students to attend an appointment with the Writing Center before submitting paper elements.

Email writingcenter@wavecollege.edu to make an appointment with the Writing Center.

WLC STUDENT LOUNGE

Students enjoy a dedicated space for connection, study, and meal preparation in the lounge area located near the classrooms. Students have access to an educational document finishing station, a microwave oven, comfortable seating, and vending options. Students may purchase light snacks, refreshments, and full meals during normal business hours.

WAVE CHURCH SERVICES

Wave Church is a vibrant and growing church “in love with God, life, and people.” WLC students attend one morning and one evening worship service each week, normally on Sunday, to ensure that their spiritual needs are being met. They are also required to serve in one of the two services, giving them the opportunity to participate in ministry every weekend through acts of service. Students serve in at least one of several departments in the church and are an integral part of the ministry that happens on any given Sunday. Note: Students from the local tidewater area belonging to another church while attending WLC will be able to continue to attend their home church while a student at WLC.

WAVE RESOURCE

Wave Church maintains the Wave Resources ministry, which provides high-quality theological and topical resources to the WLC community, Wave Church members, and thousands of off-campus customers around the world. In addition to an excellent selection of text and informational books, Wave Resource also carries a large library of audio (in cassette tape, CD and MP3 format) and DVD video recordings featuring some of Pastor Steve and Sharon Kelly’s messages and recordings of other great speakers from around the globe.

WAVE CHILDREN'S LEARNING CENTER

Wave Children's Learning Center (CLC) is a one-stop shop for WLC students who have children from 3 months to 11 years of age. The state-of-the art facility opened in 2004 and has the capacity for 225 children. It provides quality care programs Monday through Friday from the hours of 7am to 6:30pm. Wave CLC is a fully licensed facility inspected by the Virginia Department of Social Services.

WLC INFORMATION DESK

The WLC Welcome Kiosk provides an efficient source of accurate information and valuable services to students, faculty, staff, and guests. Located on the first floor of the Wave Church main lobby, the kiosk includes a computer connected to the Internet and is able to provide students and the community with information about school activities, class offerings, and policies of Wave Leadership College.

BIBLE EXAMS

WLC recognizes the importance of assessing institutional effectiveness by employing meaningful tools that assess the extent to which staff and faculty are accomplishing academic goals. As a service to every student and as a tool for the faculty and staff, a Bible exam is administered to all first-year students at the beginning of their first year at WLC. Graduating students complete an exit Bible exam to assess growth for that particular class. These exams allow the student to compare their Biblical knowledge with peer groups across the nation as well as help the WLC Academic Dean assess the academic needs of the college as they pertain to students' Biblical studies.

ANNUAL CONFERENCES

Wave Church conducts two major conferences each year that incorporate student leadership opportunities. Students serve on various teams with key responsibilities during these events. The Devoted Women's Conference, in the spring, focuses on women and draws speakers and attendees from all over the United States as well as from a number of other countries. The Wave Conference, in late summer, also includes ministry training and outreach to a full spectrum of ages and family relationships. These conferences involve several thousand delegates and offer significant opportunities for leadership development.

STUDENT GOVERNMENT

COUNCIL OF STUDENT LEADERS

The Council of Student Leaders (COSL) provides the WLC student body with a collective governing voice. The COSL consists of freshman and sophomore students both appointed by the administration and elected by the student body. They meet monthly with the Executive Vice President or designee to discuss student life and overall student satisfaction.

PLANNING MEETING

The Planning Meeting leadership roles include the Head Student and the Lead Student.

The purpose of the Planning Meetings:

- To bring improvement to the life of WLC by addressing any issues regarding your area
- Come prepared, always bring something to the table
- Voice any problems and be ready with a solution
- Weekly Role Reports are under development to be turned in to the head student

FINANCES

TUITION

The regular tuition rate is \$195 per credit hour. The audit rate is \$200 per 3-credit course.

FEES

In addition to tuition, all degree-seeking students are responsible for several fees that support their academic and social activities while at the college.

Semester fees: All degree-seeking students are responsible for fees each semester according to the following schedule:

	Full-time students	Part-time students	Non-degree seeking students
Registration	\$35	\$35	\$35
Facilities <i>These fees cover the student's use of the general campus facilities, the library resources, and graduation events. Graduation caps and gowns are not included in this fee but are billed prior to the graduation ceremony in which the student participates.</i>	\$175.00	\$87.50	\$35
Student Services	\$100	\$50	--

Special One-Time Student Fees

The following fees apply to all degree-seeking students.

- **Graduation Fee (\$75)** A one-time fee billed to the graduating student in the beginning of their final semester.
- **Payment Plan Fee (\$50)** This fee is charged each semester to any student who chooses to pay their account balance in monthly installments throughout the semester instead of paying in advance.

- **Graduation Dinner (\$10)** A onetime fee for non-graduating students, charged to the student account the first week of May each year.

Course Fees

The following fees apply to individual courses and students are responsible for paying the additional fee when registering for the course.

- **Lab Fee (\$125)** A lab fee billed to the student in the Principles of Earth Science course.
- **Media Lab Fee (\$140)** A lab fee billed to the student in the following courses: Introduction to Digital Media, Advanced Media Production, and Media Practicum.

BOOKS AND SUPPLIES

In addition to fees and tuition, students are required to purchase or rent their own books and supplies. Courses require a reading text and it is the responsibility of the student to purchase the required books.

PAYMENT PLAN

Students may choose to enroll in the payment plan in order to pay tuition and fees in four (4) monthly installments throughout the semester. Students must pay the Payment Plan Fee (see above section on One-Time Student Fees) in order to enroll in the Payment Plan. Payments must be made according to the following schedule. Any late payment (a payment made after the deadline outlined without prior authorization) will incur a late payment fee of \$12.50 per late payment assessed to the student account.

Payment Plan Schedule	
First Payment (25% of all charges)	First day of classes
Second Payment	Fifth week of classes
Third Payment	Tenth week of classes
Fourth Payment	Fifteenth week of classes

WLC COLLECTION POLICY

If a student is unable to pay all tuition and fees in full by the first day of class, the student must make suitable arrangements for payments throughout the semester. If suitable arrangements are not made, students will be dropped from classes by the end of the first week. All students, without exception, are required to pay in full for all semesters they attend WLC.

In the event a student is unable to pay or is late making a payment, he or she will be subject to a monthly late payment fee, placed on financial hold, and given notice that they have 30 days to make payment or they will be administratively withdrawn from their classes. Any outstanding payments due to WLC at the time of the student's withdrawal will be paid in a reasonable manner. Any student seeking reinstatement will need to satisfy all outstanding payments before they can be reinstated.

REFUND POLICY

Students desiring to withdraw from the program must complete the withdrawal procedures as described in the Academic Catalog. After the withdrawal notification has been processed, the student may contact the Business Office to request a refund of any remaining credit balance.

Withdrawing students receiving federal financial aid may be required to return all or part of Title IV funds pursuant to the policies contained in the Federal Financial Aid Policies and Procedures Manual found in the Financial Aid Office. Any student receiving other forms of financial aid should consult the business office for policies particular to their aid.

Withdrawing student receiving VA Education Benefits or Tuition Assistance may be required to return all or part of funding pursuant to the policies outlined by Veterans Affairs or the Department of Defense. Students receiving any form of military aid are encouraged to speak to the VA Certifying Official once registration changes have been made.

FEES

All fees are considered fully earned by WLC upon commencement of scheduled classes in any semester, and will not be reimbursed with tuition monies paid to the college. Students withdrawing from WLC prior to the first day of class of the semester will have all of their fees reimbursed minus the \$35 Student Registration Fee.

TUITION

Students who drop a class or withdraw from Wave Leadership College or who are suspended from the college are entitled to a tuition refund according to the schedule below. Drops or withdrawals after the third week of classes will not result in a tuition refund of any amount.

Refund Schedule	
1st week of classes	100%
3rd week of classes	50%
After 3rd week of classes	No Refund

It is the responsibility of the student to be aware of all credit amounts on his or her account and to maintain current address and contact information with WLC.

WLC STANDARDS OF CONDUCT

STUDENT RIGHTS AND RESPONSIBILITIES

The mission of Wave Leadership College is to provide an experience-rich, academically-adept institution of Biblical higher education that is dedicated to training future Christian leaders who are equipped and motivated to build the local church and transform their communities for the glory of God. This is the mission of the College Board of Directors, President, staff, faculty and WLC students.

Members of the Wave Leadership College student body are expected to pursue righteousness in daily living; the staff and faculty consciously work to establish an atmosphere of righteousness. Teaching and modeling right behavior while focusing on heart issues requires prayer, relationship building, and positive reinforcement of right choices. The faculty and staff of WLC look forward to partnering with students who agree with this philosophy of behavioral and academic integrity.

As stated in Apostle Paul's letter to the Ephesians, "As a prisoner for the Lord, then, I urge you to live a life worthy of the calling you have received. Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace" (Eph 4:1-3 [NIV]).

Wave Leadership College administrators take seriously this example from God's Word and will make every effort to see that this standard is upheld. In keeping with the spirit of this verse, Wave Leadership College students should conduct themselves according to this admonition.

It is important that students appreciate the privilege of attending Wave Leadership College as part of their preparation for a life of Christian service. The College was established as a part of the Wave Church vision to prepare men and women for leadership within and outside of the church. Persons who are called to be leaders are expected to conduct themselves in a way that displays their Christian walk, and conforms to the standards set forth by the College. An explanation of code violations and the consequences thereof are provided in this handbook.

The Scriptures teach us:

- Maintaining accountability relationships honors the Lord by holding each other to a high standard of Christian behavior. (Proverbs 27: 9)
- We should treat others, as we want to be treated. (Matthew 7:12)
- Happy are we when we show mercy because mercy will be shown to us. (Matthew 5: 7)

These Scriptures illustrate the expected relationship between people desiring to please God by the way they live their lives. They also help to set the foundation that is desired by the college between people who are part of the college community.

Faculty, staff, and students should seek accountability from other Christians to help them make wise choices and learn from the repentance of sinful ones. Failure to uphold the behavioral standards of the college will result in corrective/disciplinary action by college staff to promote godly behavior. God calls each employee to be both merciful and just while remaining loving and firm (Hebrews 13:17). All matters of discipline will be discussed discreetly in an effort to maintain a student's dignity and reputation.

TOBACCO, DRUG, AND ALCOHOL POLICY

Wave Leadership College prohibits the use of any tobacco product, illegal drug, use of a drug outside of prescribed use, and alcohol while on school property. This includes classrooms, parking lots, and surrounding property under the jurisdiction of the college. Wave Leadership College also prohibits the same use at all student housing locations, to include inside the residence and the property on which any residence deemed student housing is located. Any violation of this policy will result in disciplinary action, which can include suspension and/or expulsion from the college.

Wave Leadership College also values the importance of substance abuse counseling and referrals will be made for any student who voluntarily seeks such help. This may include, but is not limited to, participation in the Wave Church Regeneration Program. Students who are found in violation of the substance abuse policy may require to attend such counseling as a factor in remaining a student at Wave Leadership College.

SEXUAL ASSAULT REPORTING (CLEARY ACT)

Wave Leadership College will consider all reports of sexual harassment and/or assault seriously and will investigate such incidents. Confidentiality of victims will be maintained by all administration/faculty/staff of the institution. Victims have the right to report incidents to the security officer of the college and/or local enforcement. Any administrators/faculty/staff of the institution are considered agents of the college and are therefore mandated to forward all knowledge of such assault and/or harassment to the security office of the college for further action. If the incident is validated, the perpetrator will face appropriate action from the college, and if necessary, through local law enforcement as well. This may include, but is not limited to suspension, expulsion, arrest, and order of protection. This policy will be equally enforced regardless of the gender of the victim and/or perpetrator.

Wave Leadership will provide mandated training concerning campus security and sexual harassment/assault for all students and all employees.

CAMPUS SECURITY

Wave Leadership College considers the safety of its campus a high priority. All employees will be trained regularly in areas that affect student safety. Regular emergency drills will be conducted throughout the academic year. These drills will be evaluated and discussed to continually improve safety of our students. The institution will publish an annual security report and distribute to all students and employees not later than October 1st of each year.

Security Officer: James E. Knarr, Jr. 757-944-0551

Assistant Security Officer: Catherine Warren 757-803-5105

CODE OF CONDUCT

1. The College expects students to abide by the Code of Conduct at all times, regardless of location or setting.
2. The use of computers, telephones, or other communication technology provides for communicating that which builds up others in Christ. For that reason, actions such as sexting, spreading rumors, or harassment using social networks are unacceptable. Accordingly, students may not use the internet or cell phones to harass, intimidate, falsely assume the identity of an individual, or display photos without the permission of those in the photo.

3. Face-to-face interaction should be uplifting and encouraging to all involved. WLC does not tolerate harassment and sarcasm; present your ideas in a straightforward way with the Spirit of Christ guiding your words.
4. WLC does not tolerate Stealing. Stealing is taking anything that is not yours without permission. That includes taking material from another author and using it as if it were your own work (plagiarism). There are ways to avoid plagiarism and to avoid stealing other people's ideas: ask permission to quote them or document your source. If you find it beneficial to quote someone else's material, simply document the source and give credit to the original author. Allowing for suggestions obtained from mentoring and proofreading, students are responsible for knowing what constitutes plagiarism and how to avoid it. Students are also responsible for understanding that if they allow a fellow student to cheat or plagiarize, or if they complete an assignment for a fellow student, they are accomplices to academic dishonesty and are subject to the same penalty. **Whether deliberate or accidental, plagiarism is a serious offense.**
5. Leadership begins with being a good follower. Following requires submission, maintaining a respectful attitude, and a willingness to follow the "lead" of someone in a leadership position. Jesus teaches that those who love Him will keep His commandments. Persons who have committed to prepare for a leadership position must first obey the rules of the College and submit to the College's authority. Respect others, as you would want them to respect you.
6. The Drug-Free Schools and Communities Act states that it is unlawful to manufacture, distribute, dispense, possess, use, or sell illicit drugs and alcohol in the workplace, at any university activities or events, or while performing university business. Compliance for students: WLC makes every effort to provide and maintain a drug-free campus. It is unlawful to manufacture, distribute, dispense, possess, use, or sell illicit drugs and alcohol in all buildings, property, and facilities of the college. All students are required to comply with this policy as a condition of their continued enrollment. Students who possess, distribute, and/or illegally use alcohol, narcotics, or other intoxicants may be subject to the disciplinary process. Students present on campus while under the influence of illicit drugs or alcohol are subject to the disciplinary process even if their consumption was off campus. WLC will not tolerate students providing alcohol to minors and/or possessing or consuming alcohol while under the age of 21. WLC will not tolerate students abusing/selling prescription or over-the-counter medications of any kind.

DEFINITIONS

Harassment - is any unwanted behavior such as physical contact, improper requests or attention, jokes, name-calling, slurs, obscene language, threats or the circulation of improperly written or graphic materials. Harassment is a serious offense under federal and state law. It is Wave Leadership College's policy to provide a learning environment free of any form of harassment regarding race, sex (including sexual harassment), color, national origin, or age. As with other behavioral standards, the school expects students to refrain from any appearance of harassment in interaction with others on or off school property.

Sexting - is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other electronic device. Students engaged in such activities are subject to state laws and school discipline. Such activity is a violation of school policy and will result in discipline up to and including expulsion from the College, and the notification of the offense to local law enforcement. Students are required to immediately report such activities to a faculty or administrative member. Failure to report a known incident is also considered an infraction.

Integrity – is, as stated in the Merriam-Webster Online Dictionary, the firm adherence to a code of moral values (incorruptibility); an unimpaired condition (soundness); and the quality of being complete. WLC expects integrity in the character its students. Failure of integrity in an individual is manifested in lying, cheating, defrauding, or deceiving. Examples of dishonesty include, but are not limited to copying from the examination paper of another, allowing one’s own examination paper to be copied, reading without the instructor’s consent a copy of the examination prior to the date of release, giving or receiving unauthorized aids, submitting the same work product in more than one course without the expressed permission of the instructors, and disclosing or accepting information about test questions or answers if one should take a test at a different time than other students in the same course.

Plagiarism - is to give the impression that you wrote or thought something that you in fact borrowed from someone else. As stated in the Merriam-Webster Online Dictionary, **to plagiarize is to steal and pass off the ideas and words of another as one’s own; to use another’s production without crediting the source; to commit literary theft; and/or to present as new and original an idea or product derived from an existing source.** Students are also responsible for understanding that if they allow a fellow student to cheat or plagiarize, or if they complete an assignment for a fellow student, they are accomplices to academic dishonesty and are subject to the same penalty. **Plagiarism is a serious offense and is a violation of professional ethics.** WLC will take seriously all instances of plagiarism and will document findings in the student record. The Academic catalog provides a full description of the academic penalties for plagiarism.

REPORTS OF MISCONDUCT

Wave Leadership College expects that students will fulfill their obligation to our community and maintain the standards of the school as agreed upon at the time of enrollment. While the objective of Wave Leadership College is to administer fair, timely, and appropriate discipline, the college places considerable emphasis on personal character development. Christ calls each of us to a life of integrity at all times and in all contexts. Therefore, students are accountable for their behavior inside and outside the college as both are equally important.

Our school has a 24/7 behavior policy that embraces the moral as well as the academic education of the students. Wave Leadership College believes and claims the promise in Chapter 12 of Hebrews that while correction may be unpleasant at the time, afterwards it yields the sweet fruit of peace and righteousness. If serious misconduct occurs, on or off campus, our responsibility to the student body requires the administration to investigate credible reports. This may mean that an individual is given an opportunity to explain his/her behavior, and no further action is taken. It may also mean that additional steps are taken, either to clear the name of the student(s) or to bring corrective action as appropriate.

Situations involving alleged student misconduct are resolved by the Dean of Students or his designee. Because of the school’s 24/7 behavior policy, reports of misconduct may come from faculty, other college students, or sources outside of Wave Leadership College. In any case, all reports will be held as an open investigation until closed in writing by the Dean of Students.

MINOR INFRACTIONS

In the event of a minor disciplinary situation, a student will be given the benefit of (1) a verbal warning. This will be accomplished at the lowest possible level, beginning with the class instructor. The desire is that a verbal warning will serve as a tool to bring the problem to light so the student has an opportunity to correct the issue. Minor disciplinary

problems that continue may result in (2) a written warning, which may include formal counseling. **Examples of minor infractions include:**

- Disrupting class
- Alcohol/Drug infraction (first offense)
- Tardiness
- Truancy
- Promoting a personal/home business
- Unauthorized texting/internet use in class (see Policy on Electronic Devices in Academic Catalog)
- Disrespectful comments about other ministries

MAJOR INFRACTIONS

Certain infractions are so serious or broad in scope that they must be addressed in the most serious of terms. To protect the safety of students and faculty and for the greater mission of the school, discipline for such infractions may warrant immediate suspension or dismissal. **Examples of major infractions that may result in an automatic suspension or expulsion are listed below.**

- Possession or use of illegal substances (A student suspected of using illegal substances may be asked to take a drug test. Failure or refusal to take the test or to report the results of the test may result in dismissal from Wave Leadership College.)
- Fighting involving physical contact
- Plagiarism
- Alcohol infraction (second offense/chronic infractions)
- Stealing or “borrowing without permission”
- Cheating, including copying portions of another’s assignment as your own or allowing your assignment to be copied
- Possession of guns, knives, and other dangerous instruments while on campus; inappropriate discharging of protective devices
- Sexual misconduct or harassment (see harassment policy)
- Blatant disobedience or dishonesty
- Inappropriate use of social media, at home or on college premises, that suggests or characterizes the student in a manner that would violate the school honor code or any other policies.
- Harassment
- Sexting (see explanation above)
- Disrespectful behavior toward authority figures (faculty, staff, church staff, and special guests)
- Threatening to cause harm to themselves or others.
- Other illegal or immoral activity

CHRONIC INFRACTIONS

Chronic/repeat infractions may result in the student being called to appear before the Dean of Students and Admissions for counseling and correction. The objective is to ensure that the college and the students are all working together towards godly behavior.

ACTION TAKEN ON POSSIBLE INFRACTIONS

Upon receipt of a report of a possible major infraction, the Dean of Students or designee(s) will conduct a preliminary interview with the person(s) involved. A student suspected of using illegal or prohibited substances agrees to submit to take a drug test when asked. Failure to take the test or refusal to report the results of the test may result in dismissal from Wave Leadership College. The Dean of Students will discuss with the Executive Vice President all information obtained in the interview. The Dean of Students and the Executive Vice President will decide if the matter will be resolved with corrective action or if the matter warrants further review by a disciplinary committee. If, at any point, an admission of guilt occurs the process will be resolved with corrective/disciplinary action.

The process will:

1. Consider all alleged infractions and make a decision concerning the credibility of the alleged infraction.
2. Determine if a minor/major infraction has been committed. If there is reason to believe a crime has been committed, WLC will contact the appropriate law enforcement agency.
3. Require a report all major infraction decisions, and corrective action decisions, to the Executive Vice President for review.
4. Allow for the assembly of an *ad hoc* administrative review board at the discretion of the Executive Vice President should he determine that more information is required.

Ultimately, the purpose of correction is to help the student grow beyond any desire for wrongdoing, enjoy the freedom of righteousness, be reconciled to God and others, and be restored to the community. The faculty and staff of Wave Leadership College are committed to exercising wisdom and discretion in addressing any student misconduct, thus avoiding damage to the student's dignity and reputation.

CONSEQUENCES FOR ACADEMIC INTEGRITY VIOLATIONS

First Offense: In the case of the first dishonesty violation, the student will meet with the Academic Dean or designee and be subject to the disciplinary action thereof.

Second Offense: A second substantiated offense of an academic integrity violation may result in the student's dismissal from the college.

CORRECTIONAL PROTOCOL

The responsibility for invoking correctional measures rests with the Dean of Students as recommended. The decision will be to either dismiss the student or allow the student to remain in school following a suspension determined by the administration. Students previously dismissed from the college may return under a probationary status.

TERMS OF PROBATION

In the cases where WLC allows a student to remain at Wave Leadership College under a redemptive probationary plan, the Dean of Students will tailor a plan to meet the needs of the student specific to the situation. The plan will include a discipleship relationship and accountability parameters for a particular period. If the student agrees to the plan, their enrollment will be subject to some or all of the following conditions, as applicable, as determined by the administration.

Any breach of the redemption plan will result in the student moving from probationary status to dismissal from the college.

1. Leadership suspension—WLC reserves the right to remove the student from any position of college leadership and may not be allowed to hold any position of leadership in the school for a minimum of six calendar months.
2. Extra-curricular suspension—the student may be suspended from all extra-curricular college activities for the remainder of the school semester.
3. Outside counseling—the student may be required to participate in a counseling program.
4. Accountability—the student may be partnered with a member of the Wave Leadership College staff or a college-approved pastor, with whom they will meet on a regular basis. The purpose of this regular meeting is to ensure spiritual growth and personal accountability. Each student will review assigned activities, which are related to regular Bible study, prayer, journaling, and church and youth group activities, with their staff or church advisor on a regular basis.
5. Probation—the student will remain on probation for a period of time determined by the Dean of Students. Probation additionally requires that any other major behavioral violation of the Student Code of Conduct will result in severe discipline up to and including expulsion.
6. Administrative Accountability – the Dean of Students (or his designee in writing) will be the final arbiter of accountability. He/she will contact the accountability partner as determined to ensure that the student is following all the steps of the restorative process. The student’s failure to comply with any of the terms will result in immediate dismissal.

TERMS OF SEPARATION

If a student is found to have committed a major behavioral offense, that student may be suspended from Wave Leadership College for an indefinite period of time. If the student desires to continue their enrollment, they may appeal their case to the Dean of Students. If the Dean of Students determines that the student may remain in school under a redemptive policy, they will be suspended according to administration discretion. The student will be allowed to complete his or her work at home with grade penalties. The student is to remain physically separated from the college and all affiliated activities during this time except with prior administrative approval.

WITHDRAWAL

When a student stands guilty, admits to committing an offense, or comes forward in confession, the college affords the student the opportunity to withdraw from Wave Leadership College. Such withdrawal does not absolve the student from their financial obligations to the college. Additionally, the withdrawal does not remove the obligation Wave Leadership College may have in reporting the incident to the proper authorities, including law enforcement. WLC maintains administration’s discretion as to whether or not the student can re-enroll.

SUSPENSION

A student found guilty of a policy may be asked to leave the school for a specific period of time. Further punishment includes additional suspension time for breach of policy. Said suspension does not absolve the student from their financial obligations to the college. Additionally, the suspension does not remove the obligation Wave Leadership College may have in reporting the incident to the proper authorities, including law enforcement. Should a student decide to leave the school after being suspended, WLC reserves the right to determine if the student can re-enroll.

DISMISSAL

WLC reserves the right to ask a student to leave the school on a permanent basis when the grievance rises to a serious level in nature or the student becomes a chronic offender. The honor council also has the authority to request a student's removal from the college. Said dismissal does not absolve the student from their financial obligations to the college. Additionally, the dismissal does not remove the obligation Wave Leadership College may have in reporting the incident to the proper authorities including law enforcement.

MANDATORY MEDICAL LEAVE

If a student exhibits behavior which is consistent with a possible mental health diagnosis, which is perceived to be detrimental to the school community, the student may be asked to leave Wave Leadership College until a medical or psychiatric evaluation has been completed. The student will be allowed to return under the following conditions:

- Professional approval to return to school
- Wave Leadership College administrative approval to return to school

Administrative approval could be based on the student participating in ongoing professional treatment involving partners with the school to ensure the wellbeing of the student and the school community. If a student who returns to school after the mandatory medical leave exhibits behavior that negatively affects the school community, the student may be subject to school discipline.

HONOR PLEDGE

For the Honor Code Pledge signed by all applicants, see Appendix B.

APPEALS PROCESS

Any disciplinary action may be appealed by presenting an appeal in writing to the Executive Vice President or President of the college. The decision of the President is final.

The Dean of Students shall dismiss the student from the school or allow the student to remain with a redemptive plan in place.

The Dean of Students will inform the student of the final decision both orally and in writing. Documentation of the incident and/or consequences will remain sealed and be retained in the student's permanent file.

GRIEVANCE POLICY

The College defines a legitimate grievance as a circumstance substantiated and regarded by the student as a just cause for complaint. A grievance can be relevant to any incident involving a classroom instructor, faculty advisor, internship supervisor, administrator, or faculty member in the College. A grievance may deal with academic issues or other circumstances involving alleged unfair or irresponsible behavior including violations of College policies.

INITIATING A GRIEVANCE

STEP 1: INFORMAL PROCESS

The College encourages students to make every effort to resolve their problems and concerns directly and informally with faculty members or other involved parties. Discussions among the involved parties (including the Dean of Students, Academic Dean, or Executive Vice President when appropriate) constitute the first step in the informal process. If appropriate, the College officer will initiate an informal discussion among the involved parties to attempt resolution at the informal stage.

STEP 2: FORMAL GRIEVANCE PROCEDURES

If informal discussions do not result in a resolution of the problem, the student may initiate the formal grievance procedure by submitting a written complaint appropriate to the nature of the complaint. Should a staff member be named in the grievance, another full-time faculty member will initiate the grievance process. A formal complaint must be filed using the Wave College Grievance Form and must be submitted within 20 class days (class days do not include official college-approved holidays) of the point in time when the grievant had knowledge or should have had knowledge of the problem being grieved. The staff member leading the grievance process will consult with the Executive Vice President to resolve the matter. If the Executive Vice President desires further information, he may assemble an *ad hoc* administrative panel to resolve the grievance.

CONDUCTING A FORMAL STUDENT GRIEVANCE HEARING

A copy of the Wave College Grievance Form filed by the student will be forwarded to the department(s) and parties involved by the Academic Dean.

Within ten (10) days of receipt of the student's grievance form, the department(s) will:

- Submit any prior responses to the student's complaint
- A list of witnesses it anticipates involving in the hearing
- Copies of documents to be used at the hearing

Similarly, within ten (10) class days of filing the grievance form, the student will:

- Submit a list of any witnesses
- Copies of documents the student anticipates involving in the hearing.

- Each party will receive a copy of the materials and list of witnesses submitted by the other party.

The Academic Dean will appoint an ad hoc panel. The panel members selected are comprised of a pool of members on the College Student Grievance Committee and will consist of five members, two of whom will be students. A faculty member is appointed the committee chair. The student and other necessary party(ies) will be notified of the membership of the panel within five (5) class days of receipt of the student's grievance form. Either party has five (5) class days to request that panel member(s) be disqualified for bias. The Academic Dean will consider such requests and make a final decision regarding membership of the panel.

The Academic Dean will forward all materials to the hearing panel and will schedule an evidentiary hearing within ten (10) class days of receipt of all written information. All parties involved will be notified as to date, time, and location of the hearing.

The Academic Dean will serve as hearing officer and conduct the hearing utilizing the following format:

- The petitioner and the respondent will each provide a brief opening statement.
- Each party will make a presentation of position and evidence, beginning with the petitioner.
- Witnesses may be called at this time. Questioning will be restricted to members of the hearing panel and the hearing officer.
- Questions by the involved parties to the witnesses will be addressed through the hearing officer.
- Each party will have the opportunity for rebuttal during which additional evidence may be introduced to refute points made by the other party.
- Each party will make a brief summary statement.

Attendance at evidentiary hearings is limited to the hearing officer, panel members, the petitioner, the respondent, and their respective witnesses.

Witnesses may be present only during their own testimony.

After the hearing, the panel will meet in closed session to consider the recommendations to forward to the Dean. The written recommendations will include a finding of fact regarding the incident and application of College policy. The Dean will inform all parties of a decision within five (5) class days after the hearing.

Students attending the North Carolina Extension Site who are unable to resolve a complaint through the institution's grievance procedures may review the Student Complaint Policy, complete the Student Complaint Form (PDF) located on the State Authorization webpage at

<https://www.northcarolina.edu/stateauthorization>, and submit the complaint to studentcomplaint@northcarolina.edu or to the following mailing address:

North Carolina Post-Secondary Education Complaints
c/o Student Complaints
University of North Carolina General Administration
[910 Raleigh Road, Chapel Hill, NC 27515](https://www.northcarolina.edu)-2688

WAVE LEADERSHIP COLLEGE TECHNOLOGY AGREEMENT

ELECTRONIC MAIL MONITORING

We recognize your need to be able to communicate efficiently with College staff, employees and fellow students. Therefore, we utilize an internal electronic mail (e-mail) system to facilitate the transmittal of business/student-related information within the College and our staff.

The computer and e-mail systems provided by Wave Leadership College are College property and are intended for business and educational use only. The use of the College e-mail system to solicit fellow employees, staff or students or distribute non-educational related information to fellow students is strictly prohibited.

Our College's policies against sexual and other types of harassment apply fully to the e-mail system. Therefore, employees, staff, volunteers, and students are prohibited from the display or transmission of sexually-explicit images or messages, ethnic slurs, racial epithets or anything which could be construed as harassment or disparaging to others.

Employees, staff, volunteers, and students shall not use unauthorized codes or passwords to gain access to others' files.

WLC reserves the right to enter, search and/or monitor the College's private e-mail system and the files/transmission of any staff/student without advance notice and consistent with applicable state and federal laws. Employees, staff, volunteers, and students should expect that communications that they send and receive by the College's private e-mail system will be monitored and disclosed to management. **Employees, staff and students should not assume that communications that they send and receive by the College's private e-mail system is private or confidential.**

INTERNET USAGE

The Internet is intended only for business and educational use and only by WLC students, employees, and volunteers. Disclosing the WLC internet password to any unauthorized individual is strictly prohibited. Use of the Internet for any purpose other than for educational use or for official college business, including but not limited to, personal communication or solicitation, purchasing personal goods or services, gambling and uploading or downloading files for personal use, is strictly prohibited.

Our College's policies against sexual and other types of harassment apply fully to Internet usage, including the use of any and all social media, texting and instant messaging programs. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, employees, staff, volunteers, and students are prohibited from displaying, transmitting and/or downloading sexually-explicit images, messages, ethnic slurs, racial epithets or anything which could be construed as harassment or disparaging to others.

Consistent with applicable federal and state law, WLC reserves the right to track the time you spend on the Internet through activity logs. WLC investigates all prohibited or inappropriate usage will and such usage is subject to disciplinary action.

Employees, staff, volunteers, and students learning of any misuse of the Internet shall notify a member of staff, management, or operations. **Employees, staff and students should not assume that communications that they search, download, and receive by the College's private internet system is private or confidential.**

COPYRIGHT POLICY

It is the policy of Wave Leadership College, as an institution of biblical higher education, to encourage scholarship, research, and the dissemination of knowledge while at the same time honoring the rights of authors, artists, and other content creators to protect and distribute their work. Therefore, adherence to federal copyright laws by students, faculty, and staff members is taken seriously. Copyright law is complex and new technology produces possibilities not envisioned by lawmakers; however, not only do violations of copyright law have disciplinary consequences, but often have severe civil and criminal penalties as well. The following information summarizes possible penalties:

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Students who engage in illegal downloading or unauthorized distribution of copyrighted materials using WLC's information technology system are subject to disciplinary action, including the loss of access to WLC's IT resources, probation, or dismissal from the college.

CAMPUS SEARCHES

The Church and College reserve the right to conduct personal searches consistent with state law, and to inspect any College property and/or anything on Church or College premises at any time, whether or not locked. This may include, but is not limited to, any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from the Church or College property. In addition, the College reserves the right to search any employee or student vehicle, office, desk, files, lockers, equipment or any other area or article on our premises. In this regard, all offices, desks, files, lockers, equipment, etc. are the property of the Church or College, and those furnishings issued for the use of staff or students only during their employment or enrollment. WLC and Wave Church reserve the right to conduct an inspection at any time.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy surrender their right to enter the premises. Employees, staff or students working on or entering or leaving the premises who refuse to

cooperate in an inspection, as well as employees, staff or students who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including dismissal.

Persons bringing their own property on the premises such as computers, laptops, cellular phones or other electronic devices must also cooperate with inspection of these devices. Students surrender the right to re-enter the premises for refusing to cooperate in an inspection conducted pursuant to this policy. Employees, staff, or students, entering/leaving the premises, who refuse to cooperate in an inspection, or after the inspection are believed to be in possession of stolen property, illegal substances, or devices involved in the transmission of sexually-explicit messages, ethnic slurs, racial epithets, or anything which could be construed as harassment or disparaging to others, will be subject to disciplinary action.

Violation of any of the above policies may result in disciplinary action, up to and including dismissal.

ACKNOWLEDGEMENT AND ACCEPTANCE OF TECHNOLOGY AGREEMENT

This is to acknowledge that I have received a copy of the TECHNOLOGY AGREEMENT and understand that it sets forth the terms and conditions as well as the duties, responsibilities and obligations of my enrollment or employment with Wave College. I understand and agree that it is my responsibility to read the TECHNOLOGY AGREEMENT and to abide by the rules, policies, and standards set forth in the Student Handbook.

I understand and agree that this Agreement **is not a contract, express or implied**, and that this Agreement **does not create any contractual obligations** on behalf of Wave Leadership College or Wave Church. **I acknowledge that Wave Leadership College and Wave Church reserve the right to revise, delete, and add to the provisions of this Agreement. All such revisions, deletions, or additions will be in writing. No oral statements or representations can change the provisions of this Agreement.**

If I have questions regarding the content or interpretation of this Agreement, I will bring them to the attention of a Wave Leadership College Administrator.

NAME _____

DATE _____

SIGNATURE _____

**WAVE LEADERSHIP COLLEGE
HONOR CODE PLEDGE**

In signing the Honor Code Pledge, I fully recognize that the mission of Wave Leadership College is to be a respected institution of biblical higher education and, as such, requires students to live in a way that honors and glorifies God. It is therefore my personal commitment to be a person of integrity in my attitude and respect for its mission:

1. I PLEDGE to devote my efforts to growth, excellence, and discipline in all aspects of my life: spiritual, intellectual, emotional, and physical.
2. I PLEDGE to submit myself to the authority and accountability of the college administration and church staff as designated and applicable to my status as a student.
3. I PLEDGE to conduct my personal relationships with integrity. I will not lie, steal, gossip, cheat or plagiarize, or otherwise intentionally mislead or hurt others with my communication.
4. I PLEDGE to conduct myself as a Christian leader at all times, even when I am not on the college and church campus. I will not use profanity, view pornography, use tobacco products, take illegal drugs, or misuse any kind of drug, including prescription drugs.
5. I PLEDGE not to send sexually explicit messages through any means, including digital technology.
6. I PLEDGE not to illegally consume, nor abuse alcoholic beverages.
7. I PLEDGE not to I engage in or attempt to engage in any illicit, unscriptural sexual acts, which include any homosexual activity and sexual intercourse with one who is not my spouse through traditional marriage of one man and one woman. I will meet with and inform/discuss with the Dean of Students prior to any marital status changes and respect my college leadership in any necessary counseling.
8. I PLEDGE to honor all my commitments to the best of my ability, and to take responsibility for the decisions I make and the words I communicate.
9. I PLEDGE to attend class, chapel services, and Wave Church services as described in the Student Handbook and to personally inform my instructors or designated staff leaders of any absences.
10. I PLEDGE to read and abide by any and all rules and regulations regarding conduct as contained in the Student Handbook and to abide by the rules and regulations that may from time to time be adopted by the administration

I understand Wave Leadership College is a private school that is governed by a Board of Trustees, which has final authority on all matters.

I understand that the College reserves the right to require the withdrawal of a student at any time if in the judgment of the President of the College and the College Discipline Committee such action is deemed necessary to safeguard WLCs ideals of scholarship or its spiritual and moral atmosphere as a Christian College.

I understand that my signature below is my acceptance of the entire Honor Code and completes a contract between me and Wave Leadership College, which is required for enrollment and continued association with the College. Further, my acceptance of the Honor Code is a solemn vow and promise to God as to how I will live my life.

Student Signature

Date