

2018-2019 Student Handbook

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This packet represents the most recent information concerning degree requirements, tuition fees and all other aspects of LEAD College at the time of printing. LEAD College reserves the right to make changes without prior notice. For the most current and searchable version of this packet and other information, visit our website at LEADcollege.com.

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Director's Welcome

Dear Students,

Welcome to the LEAD College family! We are so excited you are here! Over the next couple of years, you will experience some of the greatest moments of your life. You will be challenged, grow toward your God-given potential, and be equipped to step into your ministry calling. Before you begin your journey at LEAD College, I want to encourage you with our goals for you as a LEAD College student.

At LEAD College, our goal is for students to graduate as leaders who are committed to fulfilling the Great Commission through the local Church. We want to help you find the God-given greatness within you so you can live a life that makes a difference!

As a LEAD College student, you will develop a commitment to the authority of the Bible. Through knowledge, interpretation, and integration of scripture into your life, we believe you will graduate LEAD College with unshakable faith, prepared to deliver the gospel in effective ways to your generation.

Throughout your journey at LEAD College, you will elevate your genuine pursuit of a Christ-centered life. To develop a pure heart, our students are involved in a healthy, life-giving community where you will increase your personal devotional life with God and godly character, establish an active lifestyle, and find opportunities to invest in meaningful relationships. Our desire is for you to become a lifelong learner who stays humble and hungry for God, We want you to live a life of excellence. For you to gain all God has for you at LEAD College you must maintain a teachable spirit throughout your time here.

Finally, as a LEAD College student, you will refine your calling to leadership and the advancement of the Kingdom. We want you to live with a clear purpose and an eternal perspective. If you are devoted to your personal calling, to developing leadership and vocational skills, and to stewardship of your time and resources at LEAD College, then we know you will grow more than you ever thought possible.

We have big dreams for your future at LEAD College. He want to challenge you to go all-in and finish strong so you can be equipped to fulfill your God-given purpose.

For His Glory,

Pastor Ben Genard

LEAD College Director

INTRODUCTION

WELCOME to LEAD College! This handbook will provide you with information you will need as you successfully navigate college life as a student at LEAD College.

Our Commitment

LEAD College seeks to develop well-rounded students. We are dedicated to helping you commit to a lifestyle of character, excellence, and discipline that you will continue to develop throughout the rest of your life as an effective Christian leader.

The mission of LEAD is to build leaders who leave a legacy by passionately giving their life to God and to others through outreach, discipleship, and leadership development.

Student Commitment

As a student at LEAD College, you must face the reality of the commitment you are making. To be able to succeed as a student at LEAD College, hard work, discipline and dedication is required. As a student of LEAD College, you commit and willingly live honorably according to the values of LEAD College and Church of the King. You commit to put in the best of your effort in every area with a positive attitude and mindset; you commit to strive to reach your full potential; and you commit to become a godly, well-balanced individual as you pursue God and the calling that He has placed in your heart.

Community Covenant

The vision of LEAD College is to be a college that develops biblically educated ministry leaders to advance the mission of the Church. LEAD College is a biblical higher education institution that exists to supply the Church with leaders to fulfill the Great Commission. We covenant together to...

- pursue and demonstrate spiritual growth, which is of utmost importance for a believer.
- exemplify a genuine Christian love and respect for one another as the Holy Spirit guides us and manifests His fruit in us.
- exhibit integrity in all of our interactions with one another by matching our actions to our words.
- portray attitudes of humility toward one another and submit to those in authority.
- reflect we are followers of Jesus Christ as a new creation who are called to a new way of life in actions, words, and thoughts.

WHO WE ARE

LEAD College is designed to equip people to carry out the will of God through the local church.

Students will learn what Jesus-style leadership is all about while solidifying a strong Biblical foundation and acquiring practical ministry skills. LEAD is a ministry experience that provides students the credibility of an accredited degree in an environment where application occurs simultaneously.

Our teachers are educated and have years of experience in many ministry settings. Our students have the opportunity to serve in diverse ministry settings through Church of the King's multiple environments. All of these experiences make LEAD College an opportunity of a lifetime.

History of Church of the King

Church of the King is a fast-growing church with a passion and calling to raise up the next generation of Christian leaders for the advancement of the Kingdom worldwide. Church of the King was founded in 1999 by Pastor Steve and his wife, Jennifer. With 19 people in attendance, Church of the King held its first service in a small church in Mandeville, Louisiana. Within a few months, the church moved into a commercial office space to accommodate the rapid growth. At the end of the first year, the weekend attendance had grown to over 450 people. The church continued to grow, and in the spring of 2001 purchased the Adventure Skate building on the northeast corner of Interstate 12 and Highway 59 in Mandeville. After a four-month renovation to convert the "skating rink" into a 1,000-seat auditorium, the church held its first service just two days prior to the tragic events of September 11, 2001.

Since then, the church has grown every year, creating a demand for more facility space. On the weekend of November 8-9, 2013, we had the privilege to move into our brand-new, 2,700-seat, 120,000 square-foot church home. In addition to this campus, we expanded our impact in the region and opened a church campus in Biloxi, Mississippi, and Metairie, Louisiana. We are One Church with multiple locations.

Over the years, Church of the King has continued to grow in its weekend attendance and regional impact. Now in the second decade of its existence, the church has grown to more than 6,000 people in attendance on the weekends. Church of the King offers contemporary weekend worship services that are alive with energy, creativity, and Bible-based teaching, including dynamic and engaging children's ministry. Timely and relevant youth ministry services are available for Junior High and High School students on Wednesday nights.

Our hope is that you will come and see how exciting church can be! We seek to extend a hand to those in our region with the life-giving message of Jesus Christ. Our passion is that people live the life God intends for them. We invite you to be a part of all God is doing here at Church of the King. Our desire is that you would go after God with all your heart and experience true joy found only in the person of Jesus Christ.

Our Vision

Our vision at Church of the King is Reaching People, Building Lives. We seek to extend a hand to those in our region with the life-giving message of Jesus Christ. Our passion is that people live the life God intends for them.

Our mission is found in The Great Commission. The Bible commissions us in the following verses: "And He [Jesus] said to them, "Go into all the world and preach the gospel to every creature". Mark 16:15.

"Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you; and Io, I am with you always, even to the end of the age". Matthew 28:19-20.

Our goal at Church of the King is people-focused and consists of making a fully devoted follower of Christ - a disciple.

Disciples are first: Evangelized, helping them to be established in the faith through water baptism and the Growth Track, equipped through sound biblical teaching in weekend services and Small Groups, and expanded to reach the life God intends for them to live by using their gifts to help others.

Our Core Values

Worship - The Bible says in John 4:24 that, "God is spirit, and those who worship Him must worship in spirit and truth." We believe that wholehearted submission to Jesus Christ is the starting point of the Christian faith and true followers of Christ worship Him in spirit and truth.

Discipleship - God has called every believer in Matthew 28:19-20 to make disciples. Hence, one of our primary focuses at Church of the King is to help people build their lives, both spiritually and relationally.

Spiritual Family - The Bible makes it clear that God builds through family, both natural and spiritual. God has called all believers to be a part of a healthy spiritual family.

Leadership - The Bible says in 2 Timothy 2:2 that we are to teach and train others who will, in turn, train others. God has given each and every believer gifts and talents and calls us to impart into others.

Evangelism - John 3:16 clearly tells us that God loves people sacrificially. God's heart is to reach those that don't know Him. We are passionate about doing the same.

Generosity - Second Corinthians 9:11 instructs believers to be generous on every occasion. Through our generosity, we will bring healing and hope to others, and people will express thanks to God.

ABOUT LEAD

Out of a heart to see people live a life of significance and a desire to reach people and build lives, lead pastor Steve Robinson, along with other Church of the King staff and advisors, birthed what is now called LEAD College, in August of 2009. With the overtone of reaching, serving, giving and building, LEAD will continually change and expand to provide quality environments and opportunities for individuals to truly become all God has called them to be through the local church setting.

LEAD College is more than a school; it is an experience that reaches around the world. It offers opportunities for anyone to receive hands-on ministry experience, training from pastors and missionaries and the chance to gain accredited Bible classes.

LEAD College seeks individuals that are willing to go the second mile, are passionate about serving, love people, are serious about the plans and purposes of God, and are looking to partner with the vision of God to reach the world through the local church. At Church of the King, we believe in high commitment environments, because of the mandate from God we have been given to impact the world for Christ, to reach people and build lives. Thus, the LEAD College requires commitment from students, and is looking for individuals who are serious about serving, loving, and impacting the world around them.

While LEAD College is exciting and fun, it is challenging and requires a sacrifice of time. Schedules are tight, the workload is heavy, and you will be stretched like never before. The requirements students will find in this packet are designed to achieve the mission of LEAD College to build up Christ-like leaders that have a passion for Christ, and to live a life of integrity. An accountability system is built to push students to higher elevations in their relationship with God, training them to change their world. Students are held to a high level of integrity and accountability due to their influence as a leader in the church and community. See Code of Conduct for these standards.

LEAD College provides an intensive discipleship and ministry training environment that will challenge you to live your whole life for the cause that counts - serving God and building His Kingdom. It is designed for the committed and willing who desire to love God more deeply and to have a greater impact on the lives of other people.

LEAD College offers opportunities to help equip students for the calling God has on their life. Students who have a desire to set aside intentional time to be stretched spiritually, implement spiritual disciplines into their daily life, learn what Jesus style leadership is all about, and build a solid Biblical foundation will find a place to grow closer to Christ as a full-time student. Students fully experience the realities of working at a church, and get to be a part of staff meetings as well as have high access to staff for training and mentoring.

LEAD College is a commitment that requires students to respect and honor leadership, have a whatever-it-takes attitude, to be selfless, and to be teachable. To catapult students into the destiny God has for their life and to equip them to be world changers.

Beyond LEAD College

Whether students sense a call to full-time occupational ministry or pursue another vocation, the experience and education they are exposed to is invaluable. Since each student applies for a variety of reasons, the end result benefits differ for each person.

Institutional Goals

The faculty and staff at LEAD College will...

- deliver premier biblical higher education.
- provide excellent educational resources.
- promote a life-giving environment based on biblical values.
- champion a ministry leadership culture.
- prepare students academically and experientially to live out their calling.
- cultivate holistically healthy leaders.

LEAD College Student Success Tips

- 1. Be 10 minutes early. If you are right on time, you are late.
- 2. Check your emails twice a day.
- 3. Dress the way you want to be addressed.
- 4. The decisions you make affect everyone else.
- 5. Speak words of life.
- 6. Pursue healthy relationships.
- 7. Decrease your expectations of people and increase your expectations of God.

LEAD COLLEGE CALENDAR

Full-time: Important Dates and Holidays

Fall Semester 2018

August 20	Monday	1st year Orientation
August 21-23	Tuesday-Thursday	Ministry track rotations
August 27	Monday	2nd year orientation
August 28	Tuesday	ORU begins
September 3	Monday	Labor Day - no class
September 10	Monday	Small Groups begin
October 4	Thursday	Preview Day
October 8-11	Monday-Thursday	Term A finals
October 15-17	Monday-Wednesday	Fall Retreat
October 17-21	Thursday-Sunday	Fall Break
October 22	Monday	Term B starts
November 18	Sunday	Friendsgiving
November 21-24	Wednesday-Saturday	Thanksgiving Break
November 30 – December 1	Friday- Saturday	Freedom Weekend
December 3-6	Monday-Thursday	Term B finals
December 10	Monday	Start of Winter break

Spring Semester 2019

January 1-4	Tuesday-Friday	Passion Conference
January 5-17	Saturday-Tuesday	Israel Study Tour - 2nd yr
January 14	Monday	Spring Term A begins
January 21	Monday	MLK Day - No class
February 7	Thursday	Preview Day
February 25-28	Monday-Thursday	Spring Term A finals
February 27-March 10	Wednesday-Sunday	India Mission Trip
March 4-10	Monday-Sunday	Spring Break
March 11	Monday	Spring Term B begins
March 18-21	Monday-Thursday	P. Reggie comes in - tentative
April 19 - 21	Friday - Sunday	Easter Weekend
April 22	Monday	No class
May 5	Sunday	Spring Term B ends
May 9	Thursday	Last day of LEAD
Tbd	Tbd	LEAD Graduation

This schedule is subject to alteration at any time, and only includes some of the scheduled activities of LEAD College.

Weekly Schedule

Below is a tentative schedule for the upcoming year of LEAD. It is subject to change; however, it gives potential students a picture of what their average weekly schedule will look like.

MONDAY

8:30 am – 9:15 am	LEAD Devotions
9:30 am – 12:00 pm	Ministry Practicum Hours
12:00 pm – 1:15 pm	Lunch
1:15 pm – 2:45 pm	Ministry & Leadership Class
3:00 pm – 5:30 pm	Intramural Sports
7:00 pm – 8:30 pm	Small Group

TUESDAY

8:30 am – 9:15 am	Staff Chapel
9:30 am – 12:00 pm	Oral Roberts University Class
12:00 pm – 1:15 pm	Lunch
1:30 pm – 4:00 pm	Oral Roberts University Class
4:00 pm – 6:30 pm	Oral Roberts University Class (Spring Semester Only)

WEDNESDAY

8:30 am – 9:15 am	LEAD Devotions
9:30 am – 12:00 pm	Ministry Practicum Hours
12:00 pm – 1:15 pm	Lunch
1:15 pm – 2:45 pm	Ministry Practicum Hours
3:00 pm – 4:00 pm	Health & P.E.
6:30 pm – 9:00 pm	Youth Service (Student Ministry Track Students Only)

THURSDAY

8:30 am – 9:15 am	LEAD Chapel (first Thursday every month)
9:30 am – 12:00 pm	Oral Roberts University Class
12:00 pm – 1:15 pm	Lunch
1:30 pm – 4:00 pm	Oral Roberts University Class
4:00 pm – 6:30 pm	Oral Roberts University Class (Spring Semester Only)

FRIDAY/ SATURDAY

Off

SUNDAY

9:00 am – 1:30 pm	Worship One/ Serve One
6:00 pm – 7:30 pm	C20 Service

ACADEMIC EXPERIENCE

Your academic experience is an important component of your time at LEAD College because leaders are learners. Our goal is to encourage you to learn how to learn whether it is the Bible as you live according to its principles, or whether it is developing a biblical worldview so that you will be equipped and confident to serve God in your chosen ministry. Our desire is not only to walk alongside of you, but also to provide the information and tools necessary for you to strive for and achieve excellence and to be prepared for where God may call you to serve after graduation.

Accreditation

LEAD College is a partner site of Oral Roberts University. In the first two years of LEAD we offer 61 credit hours in the ORU Ministry and Leadership Degree Program. Students will apply and enroll directly to Oral Roberts University and be classified as college students, which means they will have access to all loans, scholarships and any other forms of financial aid available to any other college students.

ORU Class Schedules

Year 1 Class Schedule:

Fall A:

GEN 114 Online Learning Strategies (3) BLIT 110 Survey of Old Testament (3)

Fall B:

HUM 103 Christian Worldview (3) THE 103 Spirit-Empowered Living (3) HPE 001 Health Fitness (1)

Spring A:

BLIT 120 Survey of New Testament (3) HPE 171 Discovering Health Fitness (1) COM 101 Oral Comm (3)

Spring B:

COMP 101 Comp 1 (3) CHRM 398 Ministry Internship Practicum(3) MISS 325 Intro to Missions (3)

Year 2 Class Schedule:

Fall A: BIB 421 Pentateuch (3) OT Elective (Genesis) (3) THE303 Major Religions of the World (3)

Fall B:

CHRM Christian Leadership (3) HPE 172 Discovering Health Fitness 2(1) HIS 101 American History (3)

Spring A:

BIB 364 Pauline Epistles (3) CHRM 305 Teaching the Bible (3) HPE 101 or 102 Health Fitness

Spring B:

FIN 244 Financial Planning (3) NT Elective (Romans) (3) GOV 101 American Government (3)

Oral Roberts University is regionally accredited with the Higher Learning Commission.

Grading System

The following is the distribution of values given as they correspond to the letter grades:

Grading Scale:

A ------ 90-100 **B** ------ 80-89 **C** ------ 70-79 **D** ----- 60-69 **F** ----- 59 and less

Students can be graded on papers, projects, exams, and class participation.

Class Etiquette

- No meals. Light snacks and drinks are allowed.
- If using a computer, it is only for taking notes. Using it for anything else during class time is un-acceptable.
- No cell phones use, including texting & Social Media.
- Fill the front rows first for all classes.

Policies

Non-discriminatory Policy

LEAD College admits students of any race, color, gender or nationality and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, gender, or national and ethnic origin in the administration of educational policies, admission policies and other school-administered programs.

Attendance Policy

As an institution of higher learning, LEAD College places a premium on student attendance. A student's attendance is vital to ensure that the student has the opportunity to learn from instruction presented by the instructor, feedback and questions offered by classmates, and the opportunities presented for direct experience. Being punctual and in attendance honor God and those in authority.

Due to the brevity of the term calendar, the number of allowable absences is minimal. All absences, both planned and unexpected, must be documented on an Absence Request Form available in the Shared Files section of Googledocs and submitted to the Adult Education Administrative Assistant.

Students will receive days off in accordance with Church of the King's observed holidays. Please note that whenever Church of the King offices are open during a holiday, LEAD students are expected to continue with the program as usual. Exceptions to this will be during designated breaks such as Thanksgiving and Christmas breaks, where LEAD students will receive scheduled extended time off.

Classification of Absences

At LEAD College, any absence will be classified as "unexcused" or "excused." A brief description of each follows.

 Unexcused Absence: A unexcused absence is one in which the student, through ignorance or neglect, simply fails to attend as scheduled. An unexcused absence counts as an absence. Students with unexcused absences are generally not permitted to submit any work missed as a result of the absence. Examples of unexcused absences include alarm clock failure, traffic, inoperative vehicle, forgetfulness, oversleeping, and non-emergency family event.

- 2. Excused Absence: An excused absence is one in which the student is unable to attend as scheduled due to personal illness or injury or family emergency. An excused absence counts as an absence. Students with excused absences are generally permitted to submit any work missed as a result of the absence. All absences, to be counted as excused, need to be documented on a completed and signed Absence Request Form, available on GoogleDocs in the Shared Files section. Students who see a medical practitioner should obtain a "return to work/school" form from the practitioner and submit it with the signed Absence Request Form upon their return.
- 3. Tardy: A student is tardy if that student is not seated and ready for the start of the class when the instructor or the ministry track coach begins the class. A student is counted tardy according to the discretion of the instructor or ministry track coach. In the event that a student must be tardy they must communicate ahead of time to LEAD staff. Excessive tardiness will not be acceptable and will result in team consequences.

Attendance requirements are as follows:

- Students who accrue three unexcused absences for any reason in any academic course or ministry track constitutes an automatic "WF" (Withdraw/Failing).
- A combination of excused and unexcused absences in any academic course or ministry track, totaling four absences constitutes an automatic "WP" or "WF," depending on whether or not the student was passing the class at the time of withdrawal. It is the student's responsibility to monitor his/her record of attendance in each class.
- Three instances of tardiness in any course is counted as an unexcused absence. Students will be counted absent if arriving after the first 15 minutes of class.
- All appeals of a tardy or an absence must first go through the course instructor or ministry track coach. If a satisfactory resolution is not met with the course instructor or ministry track coach a further appeal may be made to the LEAD College Academic Director. A final appeal can be made to the Academic Review Committee.

Course Policies

Academic Honesty

Most of the grades given are based on the honesty of the student. It is assumed that all students have such a relationship with God that they would not want to dishonor Him by being manipulative, deceitful or dishonest. Students are expected to not lie or cheat. Students that break this standard will be subject to removal, and disciplinary action will be taken on a case by case basis. It is not expected that students be perfect, but it is expected that they be honest.

Policy on Research and Plagiarism

Plagiarism: to steal and pass off as one's own; use without crediting the source. While fully supporting the use of tools, reference works, the internet and other available media, LEAD College requires that all of the work submitted by students for grading and evaluation be the result of their own writing efforts and creative processes. We encourage you to use all information available for the purpose of supporting your work; however, you must clearly identify quotes and excerpts as the work of another author, and properly cite the source. Students should be advised that plagiarism in any form is prohibited, and that work containing plagiarized materials will be downgraded and returned for resubmission. The Academic Director is notified when an student submits work for evaluation and grading that contains plagiarized materials. Continued instances of plagiarism will result in academic probation and may lead to other disciplinary measures.

Extension

In the rare event that a student needs to request an extension on an assignment a written request must be sent to the instructor of the course at least one week prior to the due date. Granting of extension is solely at the discretion of the course instructor.

Confidentiality

LEAD College protects the confidentiality of the education records of current and former students. This policy is in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. At the discretion of LEAD College directory information may be released, including only: student name, address, birthday, address, telephone number, major field of study, dates of attendance, degrees and awards received, and participation in specific ministries. However, students may request withholding this information by notifying the LEAD office in writing. Students wishing to review their financial or academic record should make an appointment with LEAD College Academic Director where they will be provided with the opportunity to inspect and review the information contained in their records with the exception of the following: confidential letters and recommendations associated with admissions, or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student.

Financial Information

Tuition and Fees

There is a \$50 non-refundable application fee. A \$1000 enrollment deposit should be submitted once you have made a final decision to attend LEAD. The enrollment deposit goes toward your tuition and is due by the first week of class.

	Degree-Seeking	Non-Degree Seeking
Base Tuition	-	\$1650 per year
ORU Tuition (up to 30 Hrs.)	\$8450 per year	-
Total Cost	\$8450 per year	\$1650 per year

Degree-Seeking Tuition:

During LEAD, our students are given the opportunity to pursue a Certificate of Ministry and Leadership through Oral Roberts University of Tulsa, Oklahoma. Our academic partnership with ORU allows students to take degree classes on site and online while attending LEAD. Interns will pay tuition directly to Oral Roberts University. Books and supplies are not included in this cost and students are responsible to purchase books.

Tuition is **\$8450 per year** (Financial Aid Is available) Students will take approximately 15 credit hours/semester.

Tuition Includes: Passion Conference, guest speaker, LEAD gear & apparel, retreat, special events and activities, and other program related costs.

Tuition Does Not Include: ORU Books, Personal Expenses, Passport, food, cell phone, health insurance, car insurance, gas, car payment, health related expenses, and mission trip.

Non-Degree Seeking Tuition:

The non-degree seeking track is for interns who will not take classes for credit at Oral Roberts University. Each intern will attend the ORU classes and will be required to do the work, but will not receive college credit. Interns will pay tuition directly to Church of the King. Tuition payments are not donations; therefore, they are not tax deductible and nonrefundable. **Individual payment plans are available.** Tuition is \$1,650 per year (Financial aid is not available).

Tuition Includes: Passion Conference, guest speaker, LEAD gear & apparel, retreat, special events and activities, and other program related costs.

Tuition Does Not Include: Personal Expenses, Passport, food, cell phone, health insurance, car insurance, gas, car payment, health related expenses, and mission trip.

Oral Roberts Tuition will be paid directly to Oral Roberts University at the scheduled time in the application process. Interns will take a minimum of 12 credit hours per semester. Books and supplies are not included in this cost and interns are responsible to purchase books. Classes are taught by approved Church of the King staff or online via website and video. A student does have the option to audit the classes at no additional cost but will still be required to turn in all assignments. For questions regarding the specific courses and instructors, please contact the Lead Internship Department at the Church of the King office at 985-727-7017. Interns who receive financial aid or scholarship are responsible to work out the details with ORU.

Spring Mission Trip: This spring we will have the opportunity to go on an international mission trip. The cost of this trip will be approximately \$2,800 and is NOT included in the base tuition. This year the trip is optional but interns must commit by the beginning of the first term of LEAD.

Refund Policy

All costs and fees are non-refundable once paid to Church of the King. Tuition payments are not donations; therefore, they are not tax deductible and nonrefundable. Refunds for Oral Roberts University must be arranged directly through Oral Roberts University Financial Department.

Methods of Payment

Students and student's financial sponsors may pay with check, cash, money order or credit card. Checks and money orders may be mailed in to:

Church of the King ATTN.: LEAD College 22205 Little Creek Road Mandeville, LA 70448

Scholarships

LEAD College offers no scholarships at this time through Church of the King. However, students may apply for financial aid for tuition through Oral Roberts University.

Financial Counseling

The LEAD College office is aware of the unique pressures associated with student life in the area of personal finances. Therefore, we have financial counselors available to assist accepted and/or current students in the analysis of financial matters. Our counselors are trained through our Financial Peace University Ministries and equipped as budget coaches. Students should contact the office to make an appointment as needed.

Graduation Requirements

Each student is responsible for completing all requirements established for the program in which enrolled. Academic Advisors are available to help students identify unsatisfied requirements, but the ultimate responsibility for fulfillment lies with the student. The following paragraphs describe the primary requirements for graduation.

Students are expected to make a certain grade point average in order to graduate. These requirements are designed to challenge students to achieve new levels of spiritual, mental, social and physical maturity. While staff will hold them accountable to these requirements, it is ultimately up to the student to commit to live honorably before God.

To qualify for graduation and certificate, a student must meet the following:

GPA Requirement

A cumulative grade point average (CGPA) of 2.0 is required for graduation. Students should be aware that the grades earned in courses completed at Oral Roberts University through LEAD College do affect the CGPA. Students whose CGPA drops below 2.0 at the end of the semester in which graduation would have otherwise occurred will be placed in Academic Probation status and will have the opportunity to continue their enrollment for an additional semester to meet the CGPA requirement. Refer to the Academic Probation section of the Catalog for complete details.

Financial Requirement

All students must have a zero tuition balance. Students who owe a balance to the College will not receive their graduation certificate, participate in the graduation ceremony and are ineligible to receive or send transcripts until their account is paid in full.

Academics

Students must earn a passing grade or have approved transfer credit for all courses in the academic curriculum.

Ministry Leadership

Students must earn a passing grade in eight complete terms of Ministry Leadership courses.

Practicum

Students must earn a passing grade in eight complete terms of their selected Practicum.

Maintain high standards of moral and ethical conduct.

The staff, faculty or any other appropriate persons may at any time advise the Director that a student evidences spiritual, ethical, emotional, psychological, or attitudinal deficiencies which in the judgment of the faculty disqualify the student for continued enrollment at LEAD College. The student may appeal this determination to the Academic Committee. The decision of the Academic Committee shall be final.

Ministry Training Experience

Ministry Training at LEAD College is focused on providing environments for students to gain real life experience in the area of ministry they are studying. This happens through Practicums that are created to provide hands-on training that allows you to become specialized in a specific area of ministry.

Practicums

Practicums constitute the live experience portion of ministry training. As a student, you should familiarize yourself with the requirements and procedures outlined in this section of the Handbook.

General Requirements

You must successfully complete four terms in your selected Practicum to fulfill the requirements for graduation. Coaches will generally schedule students for an average of 10-12 hours per week of Practicum class and/or direct Practicum experience.

Practicum Selection: New Students

You will receive an overview, "Practicum Snapshots," of all available Practicums at the beginning of your first week. At the conclusion of this time, you will participate in "Signing Day" and choose the Practicum discipline in which you want to enroll and remain in your chosen Practicum for the duration of your LEAD College experience.

After Signing Day you will be given meeting times and locations for your Practicum from your Coach. Practicum classes will commence at that time.

Change of Practicum: First semester students

If you desire to switch to a different Practicum, you should first discuss your intent with the LEAD Academic Director. Practicum changes should be prayerfully and carefully considered.

In your first semester of enrollment, you are permitted, without penalty, to request a change of Practicum at the conclusion of the first seven weeks of your first semester. To request a Practicum change, submit a Change of Practicum form to the LEAD Academic Director.. The Change of Practicum form can be obtained from the LEAD College office or printed from the Shared Files section of GoogleDocs.

Change of Practicum: Students in their second semester or later

If you desire to switch to a different Practicum, you should first discuss your intent with the LEAD Academic Director. Practicum changes should be prayerfully and carefully considered.

In your second semester of enrollment or after, you are only permitted to request a change of Practicum either after the conclusion of the current semester or prior to the start of a new semester. To request a Practicum change, submit a Change of Practicum form to the LEAD Academic Director. The Change of Practicum forms are available from the LEAD College office or printed from the Shared Files section of GoogleDocs.

SPIRITUAL EXPERIENCE

We believe that it is of great importance that you grow spiritually during your time at LEAD College. Our hope is that as you grow in your knowledge of God and His word, you will seek to develop and deepen your intimate relationship with Him. Growth is encouraged through providing opportunities for you to be challenged in your faith.

Ministry & Leadership Classes

These classes are geared to equip students for a life of leadership and will offer a variety of lessons to prepare students for their Christian walk.

Chapel

Chapel will be every Tuesday at 8:30am with the entire Church of the King staff for spiritual encouragement, worship and prayer. You are encouraged to show your engagement in Chapel services by taking notes.

Campus Clubs

At least once a month, students can spend time ministering to youth at one of the public schools in the Northshore area.

Personal Prayer and Devotion

This is a time for students to cultivate a consistent, intimate relationship with God.

Workouts

Students will exercise to help develop them physically as well as foster discipline in their lives.

Church Events

Attend all required scheduled COTK events and outreaches.

Mission Trips

Mission trips allow you to gain a new perspective on life and to grow spiritually as you encounter different cultures and see how God is changing lives all over the world.

Sunday Experience

We believe that it is important for you to be connected to the local church. As a LEAD College student, your first priority is to pursue a Christ-centered life. This includes, but is not limited to, worshiping one service each Sunday. In addition to worshiping one service each Sunday, you play a part in advancing the kingdom of God by serving with the Dream Team each week. Your Coach will give you times and locations for serving. If you are sick or have a family emergency and will miss your scheduled time to serve, you must contact the Coach immediately so that there is time to find a replacement.

Growth Track

You will complete the Church of the King Growth Track during the first seven weeks of your first semester. The Growth Track teaches you the history and beliefs of Church of the King, helps you discover your unique gifting, trains you in leadership principles, and equips you to serve the church.

STUDENT LIFE EXPERIENCE

The LEAD College community recognizes the need for behavior that aligns with Scripture and commits to maintaining a culture that honors Christ. LEAD College places a great deal of significance on the actions and relationships of its students and identifies specific expectations that should be upheld as voluntary members of this community. LEAD College desires that you develop a lifestyle that is marked by excellence in character, leadership, and faith that extends beyond your college career into the rest of your life.

LEAD desires to create a community that centers on loving God and loving others. Our values and principles provide a basis upon which you integrate your faith and learning both in and out of the classroom. These procedures serve as guides as we seek to accomplish the following goals:

- 1. Teach personal responsibility for actions.
- 2. Develop a sense of accountability among community members.
- 3. Discourage behavior that infringes upon the dignity and integrity of the community.
- 4. Discourage behavior that violates College policies and civil law.
- 5. Value acts of restitution as part of the restorative process.

LEAD College Small Groups

LEAD places each student in a small group each semester. Within these small groups, the group leader provides individual care. These leaders are trained to care appropriately for the needs of the students on an individual basis and become the student's primary contact for pastoral care.

Intramurals

As a requirement of LEAD College, students sign up to participate on a team in the sport of his/her choice at the beginning of each seven-week term. Opportunities for students to distinguish themselves as the captain of a team exist. Teams compete against each other in various sports' tournaments throughout the semester. Intramural sports include but are not limited to the following: flag football, soccer, ultimate frisbee, beach volleyball, and kickball. If a student possesses physical limitations, he/she must contact the Student Development Office to document the condition.

Student Interaction

Throughout this year at LEAD College you will all be working together very closely while you encounter challenging and rewarding situations. It is through these interactions that you will get to know one another very well (the good, the bad and the ugly). Your interactions with one another will be key to growing in your interpersonal relationships. All LEAD students are expected to discuss and work out issues with one another. If, or when, conflicts arise, please follow the biblical example set out in Matthew 18 which says that if your brother has offended you, to first approach them and discuss the matter. This means that you do not discuss the matter with any other students, friends or your family members first. You should be able to sit down with each other and discuss this matter with reason. If it is not well received, then please come speak to the LEAD Directors for the next step. We will then sit together to resolve the issue.

Please use the following guidelines in your friendships with one another throughout the duration of the year:

- A male and female LEAD student must not spend time alone together at any time
- Suggestive language, coarse jokes as well as immodest behavior is to have no part in a LEAD student's demeanor AT ANY TIME
- View each other as brothers & sisters; do not encourage or engage in flirtatious behavior

- Wear modest clothing
- Prefer one another
- Be kind and speak kindly of one another; do not gossip
- Do not send someone of the opposite sex "conversational" or "frivolous" text messages (texts without purpose)
- Do not pray with someone of the opposite sex alone
- Do not share your deep problems or serious personal matters with someone of the opposite sex
- Be wise with your interactions and conversations as a group; if you start to notice a conversation going "downhill" please be mature enough to redirect the conversation

Community Standards

We believe that God expects, as does LEAD College, a consistent high standard of living at all times. The highest form of discipline is self-discipline, which is inextricably part of a growing Christian lifestyle. However, when a student does not execute self-discipline, it becomes the responsibility of the College community. It is our desire that positive internal attitudes and wholesome external behaviors extend beyond the classes and campus of LEAD College. Although we do not supervise your lifestyle, any failure to observe the absolute standards of Scripture would be considered serious and may result in disciplinary action or jeopardize your standing in the college.

Respect

The community at LEAD College is one of mutual respect. As we seek to show genuine care and concern for one another, we extend respect to fellow students, faculty, and staff. We seek to be respectful in our conversations to and about others and refrain from language that does not honor Christ. We demonstrate our respect for others by the way we encourage others and place others above ourselves.

Disruptive Behavior

If a student's behavior is of an extreme nature, restoration will be sought to bring about an appropriate resolution beneficial to the individual and community. When the college setting cannot provide a reasonable and healthful solution because a student will not make required behavioral changes, further disciplinary action may be taken.

LEAD College will not tolerate expressed or implied threats against others that impose any kind of emotional trauma, intimidation, or physical harm to another community member, including oneself, either on or off campus. This behavior is prohibited and failure to report such actions/threats or the presence of individuals who have engaged in them on campus is also a safety risk and may be subject to discipline. This may also include any conduct violation motivated by bias toward characteristics including, but not limited to, race, gender, religion, or class, and will result in significantly more serious sanctions and may result in immediate suspension or dismissal.

Dating Policy

LEAD College is designed to create an environment for students to cultivate extreme growth in their relationship with God. We believe for students to make the most out of this time they should give themselves fully to God, whole hearted and undistracted. We believe it is wise to abstain from dating for the first year of the College. By not dating, students are able to fully focus on Christ and the mission He has called them to fulfill. It is not legalistic, rather realistic in that relationships can distract from the purpose of LEAD College to facilitate identification of calling, strengths, weaknesses, and purpose. LEAD College wants to make sure the student gets the most out of their experience. Students currently in a long-term relationship or who enter into a new dating relationship will be assigned a mentoring relationship for accountability and support.

Dress Code

LEAD College is a Christian college that asks students to submit to the college's expectations in the area of dress. These expectations are centered on modesty and professionalism. Modesty reflects anything that does not draw undue attention to one's self or any part of one's anatomy. Professionalism should reflect a high standard of dress as required for professional careers. If at any time a LEAD College or Church of the King official, faculty, staff, or any student leader approaches you about a dress code concern, your cooperation is required.

The dress code for LEAD is simple. We ask that your attire be neat, tasteful, modest, and conservative, regardless of the latest fashion. At Church of The King, we do not want to major on the minors, but we do want to go above and beyond what is expected. By following the guidelines, you will be successful in representing the discipline and integrity of LEAD. Remember, you not only represent your family, but Church of The King and Jesus Christ Himself. Because Church of The King is a professional environment, we want to look sharp at all times. The following includes some basic guidelines that each student is asked to follow.

General Guidelines for Dress

- Men and women should wear clothing that is neat, modest, clean, and appropriate. No pajama pants/slippers.
- Shorts are only allowed for athletics and outdoor events.
- Women's shirts, tank tops, and blouses must be modest and appropriate. No midsection or undergarments should be visible. Leggings are permitted with tops that cover behind while sitting. Dresses and skirts must be modest and cover the mid-thigh.
- Men should wear shirts at all times.
- No articles of clothing that endorse alcohol and narcotic products may be worn at any time.
- For health and safety reasons, students should wear appropriate footwear at all times.
- Sunday morning service attire should be business casual—slacks or nice skirt/dress, no distressed pants, and a nice collared shirt with name-tags visible.

Personal Appearance

Abiding by the rules of personal appearance, students should reflect cleanliness, organization and discipline. Your off campus wardrobe should match this objective. Use your good judgment in selecting appropriate, dignified attire for the occasion.

Alcohol, Drugs, and Tobacco

LEAD College upholds the following standards regarding alcohol, non-prescription drugs, and use of tobacco. In creating a healthy environment and complying with the federal government's Drug- Free Schools and Communities Act Amendments of 1989 (P.L. 101-226) amends the 1988 law, stating that it is also unlawful to manufacture, distribute, dispense, possess, use, or sell illicit drugs and alcohol in the workplace, at any College activities or events, or while performing College business.

- Students are required to comply with this policy as a condition of their continued enrollment.
- Students who possess, distribute, and use alcohol, narcotics, or other intoxicants are 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.
- Students providing alcohol to minors and possessing or consuming alcohol while under the age of twenty-one is prohibited.
- Students should not use or display any form of tobacco (including but limited to cigarettes, cigars, snuff, smokeless tobacco, e-cigs, etc.) on College premises or at any College-sponsored function is strictly prohibited because the campus provides a tobacco-free environment.

Sexual Purity

Students of LEAD College reflect that they are followers of Jesus Christ by loving God and others through practicing sexual purity. Keeping relationships pure is the responsibility of all students, faculty, and staff. Conduct should be respectful and conform to biblical standards. To avoid tempting situations, students are to limit physical contact. Inappropriate displays of public affection such as kissing and excessive physical contact that is or appears to be sexual in nature are not acceptable. Inappropriate sexual behavior, sexual harassment, sexual intercourse, sexual contact, and sexual exploitation will not be tolerated.

We urge students to avoid placing themselves in a situation where standards are lowered or accountability is nonexistent. Students are not to spend the night in the presence of an individual to whom they could be sexually attracted and tempted. Couples are not to spend the night in someone's home, off-campus, apartment, hotel, etc. without the presence of a parent or guardian. Students are to live a life of choices that reflect obedience to God and His Scripture.

Students who are struggling with current or past sexual abuse are encouraged to seek help through the LEAD College Team. Students who are dealing with sexual purity issues, sexual addictions, or other sexual sins are urged to seek help through the LEAD College Team. Students who have struggled with sexual purity and have confessed this to the Lord while seeking guidance from the College will be addressed in a redemptive manner. This established goal, however, does not eliminate the possibility of disciplinary action.

Media

Students should use media responsibly by using discernment, discretion, and wisdom. This includes but is not limited to music, television, movies, theatre, literature, social media, video games, and computer media. Although some forms of media assist in building community, others distract from authentic relationships and have the reverse consequence. Students should reflect a biblical worldview in personal media choices and a loving consideration of others in communal media participation. With biblical discernment as the backdrop, students should choose movies and video games responsibly. Social media should be edifying, building each other up for service in church and society. Students who choose to use social media outside of these media guidelines may be subject to disciplinary action from the College.

Pastoral Care

LEAD pastors provides pastoral care to all individuals within the Church of the King community. This pastoral care ensures that the highest focus is placed on the student's spiritual health, growth, and maturity. Our pastoral care process includes the following elements:

- **Pastor-on-call** Church of the King retains a weekly Pastor-on-call that is available for emergencies and is on call at all times to cater to the needs of a student.
- Professional Counselors If a student needs a professional counselor, LEAD College can provide a list of professional resources. Any cost associated with this care becomes the responsibility of the student.
- Administrative Office Hours and Appointments During the academic year, the administrative office hours are 8:30 A.M. to 5:00 P.M., Monday through Friday.

EXPERIENCE DETAILS

Cancellation of Classes & College Closings

In the case of inclement weather, check GroupMe, and your email so that you will know if classes are cancelled.

Public Safety

LEAD College seeks to provide students, staff, and guests an environment during daily operations and during natural and other disasters. LEAD College has Campus Security that maintains the safety of the campus community. The personal safety of each student and security of college property is of utmost concern.

Automobiles

All students driving on Church of the King property must adhere to the local, county, and state rules as outline by the State of Louisiana and all police, fire, and safety regulations.

You are allowed to park your vehicle in non-reserved parking spaces; however, you should refrain from parking in designated handicapped spaces and areas that must be kept clear because of fire regulations. Maximum speed on campus is 15 miles per hour.

Prohibited Behaviors

- Maintenance With the exception of changing flat tires, replacing batteries, etc., vehicle maintenance and repair are not permitted on campus.
- Procedures Do not block driveways or dumpsters, do not park on the grass, and do not park in reserved parking spaces.
- Multiple Vehicles One vehicle per student is allowed on campus.
- Abandoned Vehicles Vehicles that are abandoned will be disposed of at the student's expense.

Weapons and Fireworks

Weapons such as, but not limited to, firearms/guns, BB guns, pellet rifles, paintball guns, airsoft guns, throwing knives, knives with blades longer than three inches, and martial arts weapons are not permitted on campus. The manufacturing, possession, or use of explosive devices or fireworks is prohibited. The college reserves the right to suspend and remove any student for the possession or use of such weapons and devices.

Emergency Procedures

Emergency procedures are posted throughout campus buildings. Please review these procedures so that you know what action steps to take in a campus emergency.

Severe Weather Plan

In the event of severe weather outbreaks during classes or scheduled events, LEAD College will monitor sources for information on developing weather events.

If a severe weather threat is imminent, i.e., the National Weather Service has issued a warning and the campus is in the warning area, the Church of the King Lead Team will make a decision whether the event

requires evacuation or shelter in place actions based on the direction the weather is moving and the severity of the weather.

Shelter in Place Event

All individuals in the facility will be directed to take shelter in pre-determined shelter areas. All common areas and exposed hallways will be cleared. Shelter areas include bathrooms, interior hallways/classrooms, the auditorium, and the stairwells. All persons in shelter areas will remain there until the all-clear signal is broadcast.

If the facility is damaged during the weather event, Church of the King staff will check for injuries and seek medical aid for the injured. Church of the King staff will assess the damage to the building and determine if the building needs to be evacuated or if it is safe to remain inside.

LEAD College Liability

LEAD College is not responsible for personal property on campus, or goods, cars, bikes, etc., stored or left on campus. LEAD College does not assume any liability for the care and/or protection of any vehicle or its contents while parked on campus. We encourage all students to keep their vehicles locked when parked on campus.

Technology

Computer network and internet access are provided for students and employees of Church of the King and LEAD College for the purpose of furthering students' education and providing tools for faculty and staff in support of their duties. All members of the LEAD College family must steward technology well.

It is the policy of LEAD College that all members of its community act in accordance with the responsibilities, relevant laws and contractual obligations, and the highest standard of ethics. Abuse of the computer network or the Internet may result in disciplinary action, including possible dismissal, and civil and criminal liability. Access to the College's information technology facilities is a privilege granted to College students, faculty, and staff.

Code of Conduct

One of LEAD College's most important goals for each student is to facilitate growth and development of Christian character and leadership in line with biblical principles. Students are looked upon by others as examples of how to live, give, act, serve, respond and love. It is expected that students live in such a manner that brings glory to God in their behavior and attitudes both in and outside of College settings. Although all of these standards may not affect one's spiritual standing, they do strengthen the life and testimony of LEAD College, Church of the King and the student. Therefore, students are expected to follow codes of conduct that should not be taken legalistically, but as boundaries for protection and integrity while in LEAD College.

Therefore, each student is expected to:

- Deepen relationship with God and make knowing Him priority.
- Communicate a spirit of excellence in speech, conduct, appearance and attitude.
- Develop leadership skills by taking initiative, both verbally and practically.
- Encourage fellow students, be a team player and build solid relationships with others.
- Flee the appearance of evil (such as attending a rated R movie in theatres, spending one-on-one time with a member of the opposite sex in a public or private place, etc.).
- Be willing to go the second mile and serve wherever needed.

- Be prompt and faithful in attendance to all scheduled classes and activities.
- Be responsible in the area of finances and all financial commitments.
- Study and show yourself approved and grow in the knowledge of the Word of God.
- Avoid attitudes (such as greed, jealousy, pride, bitterness, needless anger and discrimination) and behavior (such as gossip, divisiveness and complaining) that disrupt the unity and health of the College or church. All concerns should be communicated directly to the LEAD Director or the appropriate pastor.
- Allow God to shape your character and transform you into His image.
- Come under the authority and covering of Church of the King and its staff and leaders. Maintain the culture and DNA of Church of the King in all environments.
- Show respect for staff and faculty and cooperate with the aims and endeavors of LEAD College and Church of the King.
- Attend all prescribed classes, ministry sessions and activities required unless formally excused.
- Submit all assigned work by the due dates.
- Refrain from dishonest academic practices, such as plagiarism, lying or cheating.
- Be neat, clean and modestly dressed.
- Abstain from biblically immoral practices including, drunkenness, stealing, slanderous or profane language, self-harm, dishonesty, occult practices and sexual sins (premarital sex, adultery and homosexuality) or any other behavior that is considered detrimental to Christian character and witness. Students are expected to refrain from any alcoholic beverage, bar/club, misuse of medication and drugs, and smoking while in LEAD College.
- Do not get any new piercings, tattoos, etc. while in LEAD College.

LEAD College seeks to provide the framework and support needed to bring personal growth. If you find however, that you are genuinely struggling with such issues, we advise that you speak to the LEAD College staff and allow them to bring guidance, counsel and correction to your situation. Any behavior that contravenes the students Code of Conduct will result in disciplinary action and may lead to removal from LEAD College. *1 Thessalonians 5:22 (KJV), "Abstain from all appearance of evil."*

Be flexible Be teachable Be transparent Be encouraging Be an example Be trusting

TERMS OF AGREEMENT

I have been asked to obtain, at my own expense, basic health and medical insurance coverage before the LEAD College begins. Whether or not I obtain medical insurance, Church of the King will not be responsible for any of my medical expenses whatsoever during the LEAD College and I understand that I must cover all of my medical expenses and related costs. _____

I understand that Church of the King is in no way liable for theft, loss or damage of any of my personal property.

I agree to not bring a weapon of any kind on school or church property. I understand this includes weapons used for self-defense and hunting of animals unless expressly permitted by the Director.

I agree to respect my fellow LEAD College participants, staff, and all Church of the King staff, congregation, and attendees. _____

I understand that since this is a Full-Time College, my number one time commitment will be to the schedule set by the LEAD College staff, and I understand that the schedule is subject to change at anytime.

I understand that I must raise all of the money necessary for my participation in LEAD College by the due dates. I understand that once any fee or expense is actually paid I, along with any donors contributing to outreaches of the program, will not be refunded any such amounts regardless of the reason why I am no longer enrolled in LEAD College.

I understand that by applying for and participating in LEAD College, I am obligating myself to behave in compliance with the mission and standards set by Church of the King. Although I will not be an official agent, representative, or ambassador of Church of the King, my position as a LEAD College participant will require that I behave myself as if I were.

I agree to fully uphold all LEAD College guidelines presented therein and any further guidelines that may be given to me from time to time during LEAD College.

I further agree to comply with all Church of the King guidelines and regulations.

I (printed name): _

understand that if I fail to comply with any of the above guidelines, or fail to make payment fees or expenses when they become due, or for any reason, I am subject to immediate dismissal from the LEAD College and will not be entitled to a refund of any fee or money paid to LEAD College or Church of the King at that time. I understand that given the high profile and public nature of my position as a student in LEAD College, Church of the King reserves the sole and absolute right to dismiss me from the program for any reason and at any time.

Signature: _____

Date: _____