



Truth in Education

PILLAR COLLEGE

2023-24

Student Handbook

A Guide to Student Engagement and Holistic Success

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Pillar College Statement of Faith

The following is a concise statement of the Christian theological doctrines upon which Pillar College is founded. While students are not required to subscribe to all of the following points, all agree to honor the rich tradition upon which this institution was established.

1. We believe that there is one God, eternally existing in three persons: Father, Son, and Holy Spirit.
2. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal and visible return in power and glory.
4. We believe that humankind was created in the image of God, was tempted by Satan and fell, and that, because of the exceeding sinfulness of human nature, regeneration by the Holy Spirit is absolutely necessary for salvation.
5. We believe in the present ministry of the Holy Spirit by Whose indwelling the Christian is enabled to live a godly life, and by Whom the church is empowered to carry out Christ's great commission.
6. We believe in the bodily resurrection of both the saved and the lost; those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation.

Standard of Conduct

At Pillar College, we strive to bring all of life under the Lordship of Jesus Christ. We believe that a personal faith in Jesus Christ is the foundation for social, intellectual and spiritual growth; further, the College believes that as ethical principles of the Christian faith are applied to life, certain actions are beneficial and others become detrimental to the development of Christian character.

As a community, Pillar College affirms the purpose of academic progress, personal development and spiritual growth. Participation in the community is based on the foundation of our commitment of the Lordship of Jesus Christ. Together we seek to honor Him by integrating faith and learning while our hearts and lives reflect the process of maturing in Christ.

Because we move in community with other Christians and have the privilege and honor to express God's grace, we place a high value on relationships that reflect God's standards. Members are encouraged to seek to model Christ in all things as an expression His koinonia. As Scripture states, "We should love one another." Expressions of this through the fruit of the Holy Spirit include: edification and encouragement; bearing with one another and burden-bearing in difficult times; speaking the truth in love, reconciliation, restoration and restitution, and biblical responsibilities, behavior and attitudes. Thus love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control should be found among us (Gal 5:22-24).

Conversely, Scripture condemns attitudes such as greed, jealousy, pride, lust, and hatred. These hinder relationships with God and with others and lead to unacceptable behavior. Because we serve as Paul did as examples to a watching world, we must be doubly diligent that we set good ones. God's word specifically states that some actions such as stealing, the use of slanderous or profane language, sexual sins including premarital sex, adultery and homosexuality, as well as drunkenness, immodest dressing and occult practices are unacceptable among the people of God. Other behaviors such as lying, dishonesty (including plagiarism), theft, gossip and slander are also condemned. The use of illegal drugs and other substances that are harmful to the temple of the indwelling Spirit are prohibited.

In keeping with Scriptural admonitions to bring ourselves under the authority of government, members of the Pillar College community are expected to uphold the laws of the local community, the state of New Jersey and the nation. However, if as a matter of conscience, civil disobedience is believed to be necessary according to the Scripture, the individual would submit voluntarily to the civil penalty for this behavior. Behavior resulting in a civil arrest on or off- campus is subject to review within the college's disciplinary procedures.

CORRESPONDANCE AND COMMUNICATION DIRECTORY

Main Website: www.PILLAR.edu

- Scroll down to the bottom and click on Student Dashboard, then under Online Academic Tools, click on Student Portal to reach the Student Login page.
- Subscribe to the text message alert system for emergency school closings, through your Student Portal account.
- School closing information: **1-800-234-9305, PROMPT NUMBER 9**

Mailing Address Newark Campus (Main): Pillar College. 60 Park Place, Suite 701, Newark, NJ 07102

Mailing Address Paterson Campus: Pillar College, 111 Washington Street 2nd fl., Paterson, NJ 07505

Important Phone Numbers:

EFax-Admissions	973-556-1481
EFax-LEAD	973-556-1682
EFax-Registrar	973-556-1154
EFax-Enrollment Services & FA	973-556-1695
Toll-Free	800-234-9305

Department Directory: 1-800-234-9305

Academic Affairs	Giselle Atenco	Ext. 1020	gatenco@pillar.edu
DEED Program	Peter Amerman	Ext. 1026	pamerman@pillar.edu
BLEND Program	Alexandra Resto	Ext. 1105	aresto@pillar.edu
LEAD Program	Joanne Noel	Ext. 2004	jnoel@pillar.edu

Campus Facilities

Newark Facilities	Trina Stokes	Ext. 2000	tstokes@pillar.edu
Executive Director of Operations	Simao DaSilva	Ext. 1107	sdasilva@pillar.edu

Recruitment and Retention

Admissions	Admissions	Ext. 2001	info@pillar.edu
<u>Financial Office</u>			
Veterans & Applicants	Financial Aid	Ext. 1028	financialaid@pillar.edu
Financial Aid	Financial	Ext. 1028	financialaid@pillar.edu
Registrar	Registrar	Ext. 1117	registrar@pillar.edu
Asst. Registrar	Asst. Registrar	Ext. 1005	registrar@pillar.edu
Student Accounts	Student Accounts	Ext. 1116	studentaccounts@pillar.edu

Student Development Services

Compliance, Conduct and Non-Discrimination issues	Amy Huber	Ext. 1104	ahuber@pillar.edu
Student Life	Nishanth Thomas	Ext. 1115	studentlife@pillar.edu
Academic Resource Center	Ella Thompson	Ext. 1016	thearc@pillar.edu
Library Services	Rosa Canales	Ext. 1140	library@pillar.edu
Career Services	Ingrid Ortiz	Ext. 1029	careerservices@pillar.edu
Spiritual Formation	Nishanth Thomas	Ext. 1115	nthomas@pillar.edu

2023-2024 Academic Calendar

The following dates apply to students in the Traditional-8, -15, and BLEND Programs. Students in LEAD should follow their LEAD cohort schedules for class dates and holidays.

Traditional 8-Week, 15-Week, and BLEND Programs

2023

JULY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST						
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SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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DECEMBER						
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31						

FALL SEMESTER 2023

July 21	Acceptance Deadline for Fall-A T8 term
July 21	Traditional-8 New Student Orientations (all campuses)
August 5 - October 2	FALL-A Traditional-8 and Online Term start/end
August 11	Acceptance Deadline for Fall T15 & BLEND terms
August 26 - December 16	FALL BLEND Term start/end
August 28 - December 14	FALL Traditional-15 Term start/end
September 2 - September 4 September 19	
	Labor Day Weekend – no classes Pillar College Fall Convocation – Students encouraged to attend Convocation
September 23	Pillar College Homecoming
September 25	Acceptance Deadline for Fall-B T8 term
September 25 - September 30	Advising Week for Spring 2024 Semester
October 10 - December 9 November 6 - November 11 November 21 - November 25 December 23 - January 2	
	FALL-B Traditional-8 and Online Term start/end Advising Week for Spring 2024 Semester Thanksgiving recess – NO CLASSES Christmas / Winter Break – NO CLASSES
Traditional-8/Online	No Classes =No Evening classes
Traditional 15	College-wide ceremonies =No T8 classes
BLEND	Advising Week

2024

JANUARY						
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FEBRUARY						
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MARCH						
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APRIL						
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MAY						
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JUNE						
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SPRING SEMESTER 2024

December 15	Acceptance Deadline for Spring-A T8 term
January 8 - March 4	SPRING-A Traditional-8 and Online Term start/end
January 2	Acceptance Deadline for Spring T15 & BLEND terms
January 15	Martin Luther King Day – Pillar College Closed
January 16 - May 6	SPRING Traditional-15 Term start/end
January 16 - May 6	SPRING BLEND Term start/end
February 26	Acceptance Deadline for Spring-B T8 term
March 11 - May 11	SPRING-B Traditional-8 and Online Term start/end
February 26 - March 2	Advising Week for Fall 2024 Semester
April 1	2024-2025 FAFSA Submission Deadline
March 25 - March 31	SPRING BREAK for Traditional-8, -15, and BLEND
March 29	Good Friday – Pillar College Closed
March 31	Easter Sunday
May 17	Baccalaureate Services
May 18	Graduation Ceremony – NO CLASSES

SUMMER SESSION 2024

May 13	Acceptance Deadline for Summer T8 term
May 28 - July 29	SUMMER Traditional-8 and Online Term start/end
May 27	Memorial Day – No classes
July 1 - July 7	Summer Break for Traditional-8
July 4	Independence Day - Pillar College Closed

JULY						
S	M	T	W	T	F	S
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21	22	23	24	25	26	27
28	29	30	31			

AUGUST						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Traditional-8/Online	No Classes =No Evening classes
Traditional 15	College-wide ceremonies =No T8 classes
BLEND	Advising Week

*Pillar College reserves the right to modify the College calendar at any time.

Remember to check the Student Portal and your Student email daily.

Contact Admissions if you...

- Want to refer a friend to apply to Pillar College
- Have questions about your admissions process
- Want to invite an admissions counselor to speak at your church, high school, other organization

Contact the Registration & Records if you...

- Want to register for the next semester courses
- Need to add / drop or withdraw from a course
- Want a copy of your transcript
- Have questions about your transfer credits

Contact Academics if you...

- Would like to make an appointment with the Academic Dean, Department Chairs, Faculty Advisors
- Have questions about college accreditation or licensure

For questions about your program requirements...

- Traditional Program (T15, T8), contact Academic Affairs office
- Accelerated degree completion, contact the LEAD office
- Spanish Program, contact the BLEND office
- International or Dual Enrollment (DEED) Program, contact the program Advisor

Contact the Director of the Academic Resource Center if you...

- Would like academic tutoring and study skill tips
- Would like guidance on time and stress management
- Would like guidance on building your résumé
- Are having difficulty accessing your student email account or student portal, Grammarly, etc.

Contact Student Accounts if you...

- Would like to pay off your tuition bill
- Would like a copy of your tuition bill
- Want to check the status of a refund

Contact Financial Aid if you...

- Have questions about State, Federal or Institutional Aid or scholarships and grants
- Are having trouble filing your FAFSA and/or NJ TAG
- Have questions about benefits from the Veteran Affairs

Contact Student Engagement Department if you...

- Want to learn about Student Life events
- To volunteer for Student Life activities
- Want to learn more about Student Government
- Need spiritual counseling

Contact Library and Career Services if you...

- Would like information regarding job placement, job fairs, internships
- Have any questions regarding books and other library needs

Contact the Media and Technology Coordinator if you...

- Would like tutoring on computer or internet usage
- Have a technical problem regarding any of the Pillar websites

Contact Facilities...

- If you need to obtain a Student ID
- If you have a problem with your student ID
- If you want to report a problem with a classroom or building facilities or parking

CAMPUS AND FACILITIES

Newark Main Campus: 60 Park Place, Newark, NJ 07102



The Newark main campus is located in the Military Park Building just one block south of the Performing Arts Center (NJPAC) and four blocks north of the Prudential Center. The Military Park Building is a historical high-rise building that hosts an interesting array of professional corporations.

In order to make Pillar College students' educational experience more readily available to the urban areas of New Jersey and easily accessible from New York City, the college has established a beautifully accommodated facility in the heart of the commercial area of Newark. As the largest city in the state, Newark is a major transportation hub in the northeast. All train lines travel to Newark's Penn Station, which is only blocks away from Pillar College-Newark.

The Office of Admissions and Student Services (including Registration, Financial Aid and Billing) are located on the seventh floor in the Military Park Building.

The Newark Main Campus features beautiful views facing west and south from the classrooms on the 1st and 7th floors. There is a spacious student lounge on the first floor where the Library is located. There is 1 media lab found on the 7th floor and the Executive Offices are located on the 20th floor.

Newark Campus Student Check-in Policy

On the Newark campus all students, staff and faculty are required to carry their ID badge in order to access Pillar College facilities. If the badge is not present, the individual must sign-in at the front desk for security purposes.

The following consequences will be enforced if a member of the Pillar Community demonstrates willful resistance to this process or a disrespectful attitude toward authority as reported by the Front Desk Security Guard:

- First offense – disciplinary warning will be given to offender and documented in his/her file along with a \$10 fine. Student access to campus with ID badge will be temporarily suspended until fee is paid.
- Second offense – another disciplinary warning (as above) issued along with a mandatory meeting with the VP of Student Engagement or Dean of Student Engagement. ID Badge access to campus will be suspended until meeting has taken place.
- Third offense – a third violation of willful disobedience or belligerent attitude may result in disciplinary suspension upon recommendation of the Disciplinary Review Committee. The Committee should refer student for professional counseling.

Paterson Campus: 111 Washington St. 2nd Floor, Paterson, NJ 07505

Currently, the college leases a 2,400 sq. ft. suite on the fourth floor of the professional office building that houses two classrooms, a conference room, a student service office, a reception area, and small student lounge which includes computers used for both academic and student service needs. A mobile cart containing fifteen laptops is used to support computer literacy and other classes requiring the use of computer technologies. The college also leases dedicated office space used for admissions and enrollment services support on the first floor of the building and two additional classrooms.

The Paterson location is fully connected to the institution's data network and has access to all the software applications and technical resources of the Newark location. The location has also been set with a private office and videoconferencing technology to facilitate virtual advising and student services.

College Liability

The college doesn't assume responsibility for personal property that is lost damaged or stolen at any place on campus. Students are cautioned to leave any valuable property at home or in a suitable storage place. This also applies when traveling on college-sponsored activities and trips.

ENGAGE ACADEMICALLY

Learning Center Library



The Pillar College Library seeks to provide an inviting and friendly atmosphere in the context of being the place most conducive to scholarly research and study. The library is located on the main campus of the college on the 1st floor at 60 Park Place in Newark. This location has computers and study carrels available for individual research and writing, as well as cooperate space for collaboration and groups meetings and gatherings. Pillar College also has other campus locations and the library provides services and support to all locations.

Information resources and services are available for research and study. The library supports the college's mission to educate, inspire and equip students for excellent scholarship, service and leadership.

Our collection contains print and online resources supporting the college's academic programs at both undergraduate and graduate levels with majors in Biblical Studies, Psychology & Counseling, Business Administration & Management and General Education.

The user community can access information resources through the Online Public Access Catalog (OPAC), which is accessible from the college's homepage: <https://pillar.edu/life-pillar/student-services/library/>. In addition to providing useful links to Open Education Resources (OER), the library's homepage is the gateway (via the student's personal login ID and pin number) to online databases such as EBSCO's Academic Search Premier, ATLA Religious Index and ProQuest Journals and eBooks through which full-text articles are available.

Pillar College students are eligible to gain reciprocal borrowing privileges at over twenty-six other undergraduate college and university libraries in New Jersey, by using their Pillar College student ID and a properly filled out VALE Reciprocal Borrowing Agreement Application form. Information resources not in the possession of the library can also be obtained through interlibrary loan (items may take approximately two weeks to arrive).

For ease of use the Pillar College online library is accessible from home. Our students can access resources that will assist with citation formatting, general information and career or employment resources.

The library continually seeks to provide authoritative resources that are appropriate to our student's needs. The library supports the Pillar College mission and strategic plan.

Career Services

Pillar College has a Career Services advisory resource for our students. It is located on the 1st Floor of the Military Park Building in the Student Center. We are pleased to provide resources, support and encouragement as students make decisions about their future direction and professional lives. This service is extended to Pillar College Alumni for one year after graduation. In partnership with our students, we seek to provide resources and information on employment opportunities and graduate studies. Career Services provides guidance for developing career plans, resumes, and sharpening interview skills. Join us on Handshake at pillar.joinhandshake.com and begin networking with peers, alumni, and employers! You will also have instant access to Career Services events, career fairs, and activities at Pillar College.

The Career Services web presence is accessible from the college's homepage, www.pillar.edu, under the Academic tab, Student Support Center. Also available from the homepage is the Pillar College library. The online library contains resources to assist with researching employment opportunities and career development. We encourage you to subscribe to our YouTube channel, Pillar College Student Life, to access our free Career Services Workshops under the playlist tab. Career Services is committed to helping students take ownership of their professional development by clarifying goals, enhancing job skills, and exploring continuing educational opportunities.

Pillar College provides individualized attention and personalized assistance through:

- Career counseling
- One-on-One sessions.
- Assisting in the creation and review of resumes
- Personalized assistance with identifying skills, building, and critiquing resumes.
- Job and Internship Resources
- Instruction in the use of online resources to obtain comprehensive, relevant occupational, post-secondary school, and financial aid information.
- Interview preparation
- Mock interviews to strengthen presentation and interviewing skills.
- Tips and Techniques for making a great impression.

For more information or inquiries email careerservices@pillar.edu

Academic Resource Center (ARC)

In Newark located on the 7th Floor of the Military Park Building in the Student Center, the Academic Resource Center (ARC) is designed as a support service to assist all students in achieving optimal academic success. As such, the ARC offers a variety of learning opportunities and appropriate and adequate resources to meet the needs of the learning community. Furthermore, in its 'community of learners' approach to service, the ARC invites faculty to come alongside students in a personal manner to identify needs and suggest appropriate solutions.

Staffed by faculty and peer tutors, the ARC's areas of student support include the following: tutorials in writing, grammar, public speaking, and basic math, life skills support in time or money management and interview preparation, critical reading and thinking, strategies and tips for test anxiety and test-taking, and documentation of sources.

Media and Technology Centers (MaT)



In Newark located on the 7th floor is available to students for completion of Pillar College academic projects.

Priority use of the Center is for students to meet for group projects, previewing video/audio projects and engage in other multimedia activities associated with coursework only.

Centers Use

- Computers in the Media and Technology Centers may be used any time the Campus and Center are open.
- Food and drink are not permitted at computer workstations or near other equipment in the Center.
- No unsupervised children (under age 12) are permitted in the Center.
- No attempt will be made to bypass or otherwise defeat system security to gain access to programs, files or other computer data or to install, run or place software designed for this purpose on any college computer.
- No unauthorized attempt will be made to modify, connect or disconnect computer equipment, peripherals, communication equipment and cables.
- Use of college computers for commercial, business purposes, entertainment, personal profit or political purposes is prohibited.
- Computer tutoring is available for students who desire assistance. To make an appointment, contact the Instructional Academic Resource Center.
- When all computers in the Center are in use, students who are using computers for non-academic work such as games, social networking, and other extra-curricular activities will be asked to forfeit the computer when another student needs to complete academic work.
- Students are responsible for keeping backups of all work. It is suggested that students send all work files to their student email account to preserve their work. Students are always encouraged to keep more than one copy of all work.
- *Pillar College is not responsible for student technology, i.e., computers, tablets etc.* The Coordinator of Academic Technology, Media Center Assistants, and the Pillar College I.T. team are not responsible for troubleshooting any student's personal equipment.

Computer/Technical Problems

Please report any problems with computers or other equipment to helpdesk@pillar.edu.

Printing

Please refer to the posted price list before printing. This charge covers the cost of toners, ink, paper and maintenance. Pillar College recommends printing papers, essays, and similar documents in black and white.

Video and Multimedia Streaming

Viewing online videos and other multimedia should be limited to academic use. Streaming videos and other multimedia slows the network down for all users, and should therefore be avoided for content not related to class work or academic research.

Inappropriate Activity

Students found engaging in inappropriate behavior in the Media and Technology Center or any Pillar College technology will have the incident reported to the Pillar College Student Disciplinary Review Committee.

Inappropriate activity may refer to:

- Viewing pornography or any inappropriate media
- Downloading copyrighted material
- Using media or technology deemed inappropriate by any faculty or staff member

Infringements apply not only to Pillar College computers, but also to a student's personal computer while connected to the Pillar College wireless network.

The Pillar College Student Disciplinary Review Committee will review each case of inappropriate activity and will take action appropriate to the infraction. Students participating in inappropriate activity may forfeit access to Pillar College technology, including the wireless system. This condition will *not* free students from the responsibility of completing projects involving technology and the student will be required to complete course work at home or at another location. A demonstration of genuine repentance (change of behavior and heart) to the Academic Dean may in some cases result in reinstated privileges. Such a demonstration may, for example, involve counseling with Pillar College staff or proof of counseling by an approved outside source. A user's privileges will be reinstated at the discretion of the Academic Dean. Appeals may be made through the Academic Department.

Copyrighted Material

Downloading or sharing copyrighted material is prohibited on all Pillar College networks. Students must be aware that personal laptops or devices with file sharing tools (such as BitTorrent, uTorrent, and other similar tools) may be running in the background even if they are not intentionally opened. Sharing or downloading copyrighted material is illegal. Students in violation of this policy, whether intentional or unintentional, will face appropriate disciplinary action, ranging from (but not limited to) loss of access to student computers, denial of Pillar College network privileges, or legal action.

Accommodations for Students with Disabilities

Please refer to the Catalog for the current academic support policies and procedures for students with disabilities.

Pillar College Issued Student E-mail Addresses

E-mail is an official means for communication within Pillar College. Therefore, Pillar College has the right to send communications to students via e-mail and the right to expect that those communications will be received and read in a timely fashion. Student events and information related to students is disseminated through the email system.

- **Assignment of student e-mail addresses**

The Registrar's Office will assign all students an official Pillar College e-mail address. It is to this official address that Pillar College will send e-mail communications; this official address will be the address listed in Pillar College student database for that student.

- **Redirecting of e-mail**

A student may have e-mail electronically redirected to another e-mail address. If a student wishes to have e-mail redirected from his or her official address to another e-mail address (e.g., @gmail.com, @hotmail.com, or an address on a departmental server), they may do so, but at his or her own risk. Pillar College will not be responsible for the handling of e-mail by outside vendors or by departmental servers. Having e-mail redirected does not absolve a student from the responsibilities associated with communication sent to his or her official e-mail address.

- **Expectations regarding student use of e-mail**
Students are expected to check their official e-mail address on a frequent and consistent basis in order to stay current with Pillar College communications.
- **Educational uses of e-mail**
Faculty may determine how e-mail will be used in their classes. It is highly recommended that if faculty have e-mail requirements and expectations they specify these requirements in their course syllabus. Faculty may expect that students' official e-mail addresses are being accessed and faculty may use e-mail for their courses accordingly.

Appropriate use of student e-mail

In general, e-mail is not appropriate for transmitting sensitive or confidential information unless its use for such purposes is matched by an appropriate level of security.

1. Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of e-mail, including use for sensitive or confidential information, will be consistent with FERPA.
2. E-mail shall not be the sole method for notification of any legal action.

ACADEMIC POLICIES AND PROCEDURES

Please refer to the Catalog for the current academic policies and procedures.

STUDENT ENGAGEMENT

Student Engagement provides meaningful experiences at all Pillar campuses that strengthen student development spiritually, academically, professionally, socially and responsibly. The individual offices of Spiritual Development, the Academic Resource Center, Library and Career Services, Intramural sports and Title IX work cooperatively as a team as well as with other Pillar departments to provide holistic opportunities for student growth and success.



ENGAGE SPIRITUALLY



Spiritual Development

Spiritual Formation is a fundamental part of academic life at Pillar College; it is one of the primary vehicles through which we prepare students for scholarship, service, and leadership. As a College, rooted in Scripture, we believe that spirituality is not peripheral to intellectual growth, but is a foundational aspect of our curricula and essentially contributes to the holistic development of

our students. Thus, creating an environment that encourages and enhances Spiritual Formation is integral to the mission of Pillar College. Pillar College also strongly encourages students to regularly participate in their respective faith communities.

Integration of Faith and Learning in the Classrooms

Scripture encourages believers not to be conformed to this world, but be transformed by the renewing of their minds (Romans 12:2). The integration of faith and learning is consequently a

central aspect of Pillar College. Since “all truth is God’s truth,” everything done in the classroom setting deals with holistic formation within the respective discipline so students can grow as scholar-practitioners “to love and serve God and others.”

Prayer and Devotionals in the Classroom

In the book, *With Open Hands*, Henri Nouwen states, “Those who live prayerfully are constantly ready to receive the breath of God, and to let their lives be renewed and expanded.” Pillar College believes that a good prayer life serves to strengthen our students’ relationship with Christ, build healthy relationships with others, helps to prepare the student for academic challenges, and to deal with life-related issues. In recognition of this fact, Pillar’s faculty begins each class with prayer and a brief devotional.

Chapel

Pillar College is committed to an educational philosophy that emphasizes the integration of learning into a Christian worldview. Chapel reflects this philosophy in that it incorporates a teaching component along with worship. There are prayer chapels, worship chapels, reflection chapels, and testimony chapels. Chapels occasionally include guests who may share about ministries that are relevant to students.

At Chapel, students receive strength, inspiration, encouragement, and insight from the messages focused on empowering students to be positive change agents, challenging them to think critically, and inspiring them to intellectual and spiritual growth. Additionally, Chapels are designed to give students the opportunity to fellowship with other students, staff, and faculty. Chapels are planned and conducted by the Student Government Association (SGA) on the respective campuses in conjunction with the Department of Student Engagement.

Student Engagement Activities

The Department of Student Engagement conducts several activities every year to enhance the Spiritual Formation of students that include prayer events, experiential formation opportunities, and other college-wide activities. The Student Government Association (SGA) also plays a critical role in organizing multiple of these events in addition to other SGA led events (e.g., Annual Spiritual Retreat).

Clubs

Students have the opportunity to form clubs that help with Spiritual Formation. Pillar students have formed InterVarsity Prayer/Bible Study Club, The Enactus Club, Psychology and Counseling Club, Book club, Movie Club and the Student Government Association.

Service Events

The Student Government Association (SGA) along with other students regularly organizes and participates in service events. In the past, the SGA has partnered with the City of Newark in collecting and distributing toys for annual toy drives. Students have also helped with collecting and distributing toiletries and meals to the homeless in the community. Additionally, students have volunteered at community service events.

Pillar Faculty

All professors at Pillar are available to pray for and support students. Professors are heavily invested in the holistic formation of students. In addition to classroom teaching, professors actively participate in Spiritual Formation events, mentoring students, and serve as Chapel speakers.

Professor Nishanth Thomas is the Director of Spiritual Development. He can be contacted for information regarding Chapels, Student Government Association (SGA) events, and Community Resources. Professor Thomas also regularly does Spiritual Advisement, Prayer, and Pastoral Counseling for any students in need of these services.

ENGAGE SOCIALLY

Programs, Services and Activities

The Office of Student Engagement seeks to accomplish its mission through cooperative, responsive relationships, programs, services and activities.

Types of Service

- Professional and/or Lay Counseling referral services
- Spiritual Development Coordinator

Student Government

The Student Government seeks to fairly represent the interests and concerns of each member of the student body. Its purpose is to provide efficient and effective addressing of needs within the student body of the College, to uphold the code of conduct of the community, and to initiate positive activities and programs for the benefit of Pillar College students. The Student Government, working in close cooperation with the Spiritual Development Coordinator, brings the students as a community into a closer and more vital relationship with the rest of the College community.

The SGA holds an annual student retreat and formal dance. For more information, please contact the SGA of your campus (NewarkSGA@pillar.edu).

- *See Appendix for S.G.A. Constitution and Leadership Covenant.*





Annual Events

Fall Kick-off, Formal, Retreat, Spirit Week

ENGAGE RESPONSIBLY

ACCOUNTABILITY, DISCIPLINARY ACTION AND APPEALS

Pillar College is built upon biblical principles of growth and discipleship. This means care and confrontation are needed to facilitate Christian maturity. The purpose of discipline in the life of a believer is to develop a consistent walk with Jesus Christ, which draws others toward a relationship with Him as well.

Restoration

The goal of the discipline process is individual redemption and restoration of damaged relationships. The process for repairing a breach in a relationship varies from situation to situation depending on circumstances; even in situations in which temporary separation of a student from the College is necessary, steps to restore the relationship will be established.

Accountability

Discipline in the Christian community should take several forms. First, each individual should discipline him or herself in such a way as to be in harmony with the community. Secondly, individuals should confront one another in the spirit of (Matthew 18:15-17; Ephesians 4:15; Galatians 6: 1-2) with a goal of restoring others to a right relationship within the community

Informal Discipline

Informal Discipline is intended to produce restoration and reconciliation within the community. All members of the community should strive to nurture the community through informal discipline motivated by a heart of love. Students are encouraged to be accountable and responsible for their actions. Students who, prior to any administrative knowledge of an indiscretion, come to the Student Life Administrator for help and/or forgiveness will receive help and/or forgiveness as deemed appropriate by the administrator. This “growth initiative” will require the individual to forsake the activity that has created the rift and take the necessary steps to be reconciled to the community. The administrator will determine the steps necessary for restoration. Generally, informal discipline does not become a part of a student’s permanent record.

Formal Discipline

There are times when formal discipline becomes part of the redemption process. While these procedures may seem sterile and legalistic, the intention is to draw one back into the community with the least disruption within the community.

These formal discipline procedures will be applied in a consistent and fair manner, which will afford interaction between the individual and the college. Formal discipline may become a part of a student’s official record.

Examples of formal discipline are included in the following:

1. **Incident Notice** – a documented statement of the standard violated with an official warning
2. **Fines** – may be levied for community offenses. The range for fines is \$5-\$50 (plus restitution, if applicable). Fines are to be paid in cash.
3. **Disciplinary Warning** – a disciplinary status in which the student is required to receive counseling and may include some form of campus community service and/or growth contract.
4. **Disciplinary Probation** – a disciplinary status which permits students to remain in school under specific terms designated by the Student Life Administrator. A student who is on disciplinary probation may not represent the College in any manner or hold any class, club or student body office.
5. **Suspension** – an action by the Student Life Administrator which separates the student from the College for a specified period of time not to exceed ten class days. During a suspension, a student is to go home immediately (unless the Student Life Administrator provides another option) and not return to campus until the specified period has ended. The parents of dependent students and appropriate faculty/staff will be notified. No refunds will be issued for days missed. When the student returns to campus, he or she will be placed on Disciplinary Probation that will include mandatory counseling. (Academic consequences are pending faculty decision.)
6. **Disciplinary Withdrawal** – an action initiated by the student and approved by the Spiritual Development Coordinator for a student to withdraw without the privilege of re-enrollment for at least the following semester.
7. **Disciplinary Denial of Re-enrollment** – an action by the Student Life Administrator to separate a student from the College for at least one semester for disciplinary reasons.
8. **Disciplinary Dismissal** – an action by the Student Life Administrator and the Vice President of Academic Affairs and Dean of the College to separate a student from the College immediately for disciplinary reasons. The length of the dismissal and the terms by which the student may qualify to return are determined by the Dean of the College.

Appeals

All non-academic formal discipline is administered by the Disciplinary Review Committee. Following any formal discipline, a student has the right to appeal to the next highest level of authority which is the Appeals Committee. The appeal must be made in writing within 48 hours after receiving the discipline.

The process includes an opportunity for the student and the individual who initiated the discipline to state and defend his or her position to the appellate authority will be filed. The decision of the appellate authority will be final.

Discipline by the Student Life Administrator may be appealed to the Disciplinary Review Committee which will respond within the following business week after receiving the appeal. The Appellate Committee is authoritative and there is no further appeal.

Disciplinary Review Committee

The Disciplinary Review Committee which is formed only according to need, is chaired by Vice President of Student Engagement. It is composed of one faculty member, one staff member, and one administrator.

Occasionally there may be differences or difficulties between students and/or faculty in the classroom. In these cases, a joint Academic and Student Development Review Committee will be

formed to review individual situations and recommend courses of action to faculty and students. Student life policies and academic appeals policies will be jointly considered and carried out.

FINANCIAL POLICIES AND PROCEDURES

Please refer to the Catalog for the current financial policies and procedures.

CAMPUS GUIDE TO SAFETY

Keeping Pillar College a Safe Place

The cooperation and involvement of all members of the Pillar College community is essential in promoting safety. Students, faculty, and staff must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. An individual's awareness of environment and surroundings is the best place to start.

- Report any suspicious-looking individuals that you believe do not belong Pillar College facilities by calling the Pillar College Safety line at 973-803-5000, ext. SAFE (7233).
- Do not leave valuable items in your car, including personal items and school-related materials such as textbooks.
- Leave items of high monetary value at home.
- Do not leave personal property unattended.
- Do not carry more cash than necessary, and certainly do not advertise what you have.
- Keep your purse, backpack, and other personal belongings close to your body.
- Mark personal items that you bring on campus, including textbooks, laptops, and calculators with your name or some other traceable identification.
- Do not bring any kind of weapon to the College.
- The carrying of weapons on campus or at College-sanctioned events is prohibited and subject to disciplinary action. This policy is not applicable to students who are law enforcement officers required by law to carry firearms 24 hours a day.
- If anything makes you feel unsafe or threatened, dial the College Safety Line.
- Notify the College using the College Safety Line if you have a protective order issued against an individual that cites Pillar College as a protected location.

How to Report Crimes and Safety Related Incidents

In case of any emergency, dial 9-1-1 (9-9-1-1 from any College phone) for local emergency personnel. For non-emergencies, report your concern by calling the PC Safety Line. To make a report in person at the Newark campus, see the receptionist on the 7th floor.

When reporting incidents to local authorities or College personnel, try to include the following information:

- Nature and severity of the incident.
- Timing of the incident
- Location of the incident
- Description of the suspects involved
- Injuries that have occurred
- Description of any weapons involved
- Description of any property involved

If you so choose, you may remain anonymous.

Other Considerations for Incident Reporting

All members of the Pillar College community are encouraged to report all criminal activity in an accurate and prompt manner. The delay of reporting crimes can impede emergency intervention or the investigative process. Prompt and accurate reporting helps Pillar College to be a safer place.

Voluntary Confidentiality

Pillar College allows the victims or witnesses to report crimes on a voluntary confidential basis. The report of criminal activity may be anonymous and the person reporting the crime may request confidentiality. If substantiated, the crime will be included in the crime statistics.

Release of Disciplinary Proceedings of Perpetrators for Violent Crimes and Sex Offenses

Upon written request, Pillar College will disclose to the victim of a crime of violence, or a non-forcible sex offense, the outcomes of any disciplinary hearing conducted by Pillar College against the student-perpetrator. If the victim is deceased as a result of the crime or offense, Pillar College will provide the results of the disciplinary hearing to the victim's next of kin, as requested.

TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS

Pillar College Alert

Pillar College Alert is the Wireless Emergency Notification System for the Pillar College. It is used by Pillar College as a way to instantly reach mobile devices and e-mail when an urgent situation needs to be communicated.

How to Receive Pillar College Alert Notifications

Pillar College students, faculty, and staff can register by visiting the student portal at <https://www.myscconline.com/> and entering your mobile number and/or email address. You will receive a text confirming that you have opted into the alert system to receive emergency notifications. Your registration information is private and will not be shared.

Snow, Flood, and Other Emergency/Class Cancellation Policy

In case of inclement weather or other emergency conditions, students should consult the Pillar College website for up to date information. Faculty may also organize a phone chain to communicate with students. **Call 1-800-234-9305 and press 9, the college information line, for up to date information on class cancellation.**

Activating Pillar College Alert

In the event of a campus-wide emergency, such as violent crimes in progress or a fire, you should immediately contact local emergency authorities by dialing **9-1-1**. If possible, also alert the Pillar College CARE Team by calling the PC Safety Line.

Protocol and Communication for Crime Alerts (timely warnings)

The CARE Team will post a "crime alert," advising that there has been a known systematic pattern of a crime or series of crimes that may pose a threat to the safety or welfare of the campus. The crime alert will be sent to mobile devices and email. In addition, these timely reports will be posted in visible and accessible areas on the campus, such as bulletin boards.

ADDITIONAL SAFETY RELATED POLICIES

Building Security

The College's goal is to provide a campus environment that is as safe and secure as possible. Generally, campus buildings and facilities are not only accessible to members of the campus community but also to the public during normal business hours. However, after normal business hours, facilities are locked and not available for use by students or the public.

Working Partnerships with Local and State Law Enforcement

Pillar College advocates and supports a close cooperative working relationship with federal, state and local law enforcement agencies. This cooperation includes reinforcing all levels of law enforcement agencies, as circumstances warrant. Campus personnel work closely with local authorities to assist with incidents that may occur off-campus. Only local law enforcement agencies have the authority to make arrests at College facilities, campus personnel do not have this authority.

Missing Person Policies and Procedures

The investigation and resolution of missing person(s) cases are the responsibility of the law enforcement community. All missing person reports should be made to local emergency and local law enforcement agencies.

Maintaining a Drug and Alcohol Free College

Alcoholic beverages, illegal drugs, misuse of prescription medications, and firearms are not permitted on Pillar College premises, including rented classrooms and any building or parts of buildings owned or operated by Pillar College. Refusal to comply may result in dismissal from the College. Students convicted of crimes involving illegal drugs may lose their eligibility to receive federal financial aid.

Drug and Alcohol Abuse Prevention Programs

Pillar College has developed relationships with community organizations which provide programs to prevent the illicit use of drugs and the abuse of alcohol by students and employees, respectively. The programs provide services related to substance use and abuse including dissemination of informational materials, educational programs, counseling services, referrals, and college disciplinary actions. The extents to which these services are offered or made available vary depending on the institutional classification of the individual (i.e. faculty/staff or student).

Sexual Harassment

Sexual harassment is defined as unwelcome, gender-based conduct that is sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies or limits someone's ability to participate in, or benefit from the College's educational program and/or activities. Sexual harassment can be carried out by a College employee, other students, as well as non-employee third parties. Both male and female students can be victims of sexual harassment, and the harasser and the victim can be of the same gender. **Examples of conduct that may be unlawful sexual harassment include:**

- The distribution or showing of emails, text messages, pictures, or electronic content of a sexual nature;
- Propositioning or pressuring an individual for sexual activity;
- Displaying or distributing sexually explicit drawings, pictures, or written materials;
- Touching of a sexual nature;
- Performing sexual gestures or touching oneself in front of others;
- Spreading sexual rumors or describing sexual experiences; and,
- Telling sexual jokes.

Sexual harassment falls under three categories: quid pro quo, hostile environment, and retaliatory harassment. Quid pro quo sexual harassment exists when there are: (1) unwelcomed sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and (2) submission to or rejection of such conduct results in adverse educational actions. An example

of quid pro quo sexual harassment would be a faculty member lowering a student's grade for not submitting to sexual advances. Hostile environment sexual harassment exists when an individual creates a contentious environment that is sufficiently serious enough that it denies or limits a student's ability to participate in or benefit from the College's programs. The conduct does not necessarily have to be repetitive. If sufficiently severe, single or isolated incidents can create a hostile environment. Retaliatory harassment is an adverse action taken against an individual because of a person's participation in a complaint or investigation of discrimination or sexual misconduct. Any student who has been sexually harassed should immediately notify one of the College officials listed below in the Non-Confidential College reporting section.

Non-Consensual Sexual Contact

Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force. Sexual Contact includes: intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, including with bodily fluids, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Sexual Exploitation

Sexual exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. **Examples of sexual exploitation include, but are not limited to:**

- Invasion of sexual privacy;
- Prostituting another student;
- Non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch a sexual experience)
- Engaging in voyeurism;
- Knowingly transmitting a Sexually Transmitted Disease/Infection or HIV to another student.
- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals.
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

Applicable Definitions

Consent is clear, knowing and voluntary by an individual of legal age. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts. Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.

- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
- This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances,
- Including Rohypnol, Ketomine, GHB, Burundanga, etc., is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>.
- Use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sexual activity, continued pressure beyond that point can be coercive.

Reporting Procedures

Contact the Pillar College Title IX Coordinator, Amy Huber, ahuber@pillar.edu or call 1-973-803-5000 ext.1104. While Pillar College encourages reporting of rape and sexual assault, it is ultimately the student’s decision whether to file a criminal and/or College complaint unless the student is a minor. Pillar College administrative personnel will assist the student in contacting and reporting the incident to the local police, if they so choose.

Criminal Complaint

1. File a police report through the appropriate local law enforcement agency.
2. See “Getting Help” below for additional guidance.

Getting Help

If you are raped or sexually assaulted:

- Go to a safe place.
- If reporting the crime, notify the police immediately.
- Consider contacting a trusted individual for support.
- Preserve ALL physical evidence of the assault. Do not cleanse yourself in any way. Save all clothing from the time of the attack in separate paper bags. Do not clean anything. If rape drugs are suspected, and you are not jeopardizing your safety, try to obtain a sample of the drink.
- **Get emergency medical care ASAP.** Request a urine test if rape drugs are suspected.
- Write down as much as possible about the attack, including a description of the assailant.
- Consider talking with a counselor by reporting the incident to the CARE Team using the Pillar College Safety Line.

Confidential College Reporting

Students desiring confidentiality of the incident should report the incident using the Pillar College Safety Line. The College will refer the student to an appropriate counselor.

Students who are victims of sexual assault can have their academic accommodations changed by the institution when requested and reasonably available.

Non-Confidential College Reporting

You are encouraged to speak to officials of the institution to make formal reports of incidents. The College considers these people to be “responsible employees.” Notice to them is official notice to the institution. You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the accused individual. To file a complaint against another student, contact the CARE Team using the Pillar College Safety Line.

To file a complaint against a Pillar College employee, contact one of the following:

- Chief Operating Officer
- Vice President for Academic Affairs
- Designated Campus Director

Sanction Statement

- Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous conduct code violations.
- Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.
- Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.
- In all cases, the CARE Team reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. If the sanction is appealed, the Vice President of Academic Affairs, or designee, will not deviate from the range of recommended sanctions unless compelling justification exists to do so

COLLEGE REPORTING OBLIGATIONS

Federal Statistical Reporting Obligations

The College has a duty to report sexual misconduct for federal statistical reporting purposes under the Clery Act (34 CFR 668.46). **All personally identifiable information is kept confidential**, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location for publication in the annual Campus Security Report. Federal Timely Warning Reporting Obligations

Victims of sexual misconduct should also be aware that College administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the

danger. The reporting obligations for timely warning purposes are exactly the same as detailed at the end of the above paragraph.

Family Educational Rights and Privacy Act (FERPA) Exemptions

The outcome of a campus hearing is part of the educational record of the accused student and is protected from release under FERPA; however, the College observes the legal exceptions set forth below:

- Complainants in non-consensual sexual contact/intercourse, sexual exploitation, sexual harassment, stalking, and relationship violence incidents have an absolute right to be informed of the outcome, essential findings, and sanctions of the hearing, in writing, without condition or limitation.
- The College may release publicly the name, nature of the violation and the sanction for a student who is found in violation of a College policy that is a “crime of violence” including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property, and kidnapping/abduction. The College will release this information to the complainant in any of these offenses, regardless of the outcome.

This policy adaptation is derived from a copyrighted model policy developed by the National Center for Higher Education Risk Management (NCHERM.org). Unauthorized use without NCHERM consent is prohibited.

Sex-offender Registries

The states of New Jersey and New York each have a Sex Offender Registry which provides for the tracking of convicted sex offenders living or working in their states, as reported to the respective state. The national registry can be found at **www.nsopr.gov**

- New Jersey - www.nj.gov/njsp/info/reg_sexoffend.htm
- New York - www.criminaljustice.ny.gov/nsor/

Pillar College encourages all students, faculty, and staff to review the sex-offender registry to become more aware of potential dangers in their area

Legal resources for Pillar College students

- FERPA
- Title IX
- Copyright- Copyright.gov
- Clery Act
- Federal Crimes Awareness and Campus Safety Act of 1990