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ETHIOPIA ADVENTIST COLLEGE



STUDENT HANDBOOK

ETHIOPIA ADVENTIST COLLEGE
Vice President for Student Affairs
Office
Year 2022-2027

PREFACE

Welcome to the family of Ethiopia Adventist College (EAC). As you have laid your plans to come, you have probably wondered what kind of experience is waiting for you here. This HANDBOOK has been prepared as a guide to you to ensure that your life at the school becomes an enjoyable and rewarding experience. It provides a convenient reference to the principles and policies which characterize campus life at EAC.

It is the responsibility and duty of students to become acquainted with all provisions contained in this Handbook. It is presumed that every student, from the date of his/her initial acceptance at the College, has knowledge of the policies and procedures, as well as the rules and regulations of the college contained in the Academic Bulletin and this Student Handbook. All students are deemed to have agreed to the policies and procedure, rules and regulations, as a condition of Enrollment at the college.

So, study this HANDBOOK carefully. In choosing to come to EAC you have chosen to accept as your own the ideals of the College. It is expected, therefore, that you are fully in agreement with its objectives and standards of conduct. You will find these stated as you turn the pages of this HANDBOOK. When you register, you will be asked to sign a pledge of acceptance and cooperation with these regulations. Should it be found that you do not respect this pledge, you will be subjected to discipline; but the officers, staff members, and committees of EAC have no desire to force anyone to fit into the pattern presented by this HANDBOOK. Ultimately, it lies with the student to choose to control his or her personal conduct or leave the school.

We are certain that as you come to EAC with an attitude of willingness to cooperate you will join the happy group of students who find their years here the happiest and finest preparation “for the joy of service in this world, and for higher joy of wider service in the world to come.”

Remember that the College administration and faculty are here to help you. If you have questions that are not answered by the HANDBOOK or have any doubts as to what may or may not be proper, ask the appropriate administrative officer so that the correct decision may be made.

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SECTION 1

GENERAL INFORMATION

Ethiopia Adventist College is an accredited institution of higher education granting degrees and TVET/Level certificates located some 234 kilometers Southeast of Addis Ababa in West Arsi Zone of Oromia. Ethiopia Adventist College (EAC) is operated by the Seventh-day Adventist (SDA) Church under the auspices of Ethiopia Union Mission (EUM).

The college has rested on 182 hectares of property, commonly known as Kuyera, which has been given to the church in 1947* by the Ethiopian Government to be used for the training of young people. From 1947 to 1950 the school grew to full elementary and Junior Secondary levels. In 1951 a teacher training program was started and continued until 1957. Full senior Secondary Academic program was started in 1955 and the first full secondary graduation took place in 1958.

The college level program began on October 1, 1964 and offered a variety of courses until 1975. In 1975 the college program was suspended because of the change in the political regime. However, in 1990, after the interim 15 years, the college restarted with a two-year program offering courses in Business, Agriculture, Education and Religion. In 1998, The Federal Democratic Republic of Ethiopia Ministry of Education gave accreditation to the college's diploma programs in the areas of Business Administration (Accounting and Management) and Education (Biology, English and Agriculture).

A devastating fire in 1999 completely destroyed the main administrative block, and with it most of the library holdings, crucial records and the entire facility became unusable. Hand in hand with the reconstruction work in 2001, the college entered into an affiliation agreement with the University of Eastern Africa Barton, Kenya and began four-year degree programs in Accounting, Management and Theology. While shifting its activities to temporary buildings on the campus and to the secondary school, the college completed a new facility by 2002.

A year later, the college requested the Ethiopian Ministry of Education for accreditation to start its own degree programs in Business Administration (Accounting and Management) and Community Development and Leadership, and with the approval of the government the full-fledged degree programs were started.

At present EAC is offering degree programs as well as Technical and Vocational Education Trainings (TVET). In addition, EAC runs the Academy, Elementary and Junior Secondary, as well as overseas schools as auxiliary departments. A plan is underway to design and offer numerous degree and TVET programs to respond to the new educational policy of the government. It is envisioned that the college will offer courses in Community Health, Information Technology, Electrical Engineering, Economics, and Applied Biology.

EAC is committed to equal educational opportunity for men and women, and does not discriminate on the basis of race, color, sex, national origin, marital status, religious affiliations, or disability among its students for admission. It welcomes all who want to acquire a quality education in a beautiful, serene and calm setting.

It is the purpose, therefore, of this HANDBOOK to set forth the philosophy, mission, vision, goals and objectives, and especially Student Code of Conduct that will benefit the students. Students are expected to become thoroughly familiar with these policies and procedures and are urged to contact the Office of the Dean of Student Affairs (DSA) for questions related to this HANDBOOK.

** All dates in this Handbook are in Gregorian calendar.*

Effort has been made to make this document as accurate and as clear as possible. Nevertheless, it must be understood that, without prior notice to students, the content of this HANDBOOK may change in the future as a result of periodic changes in the policy directives and actions of the Administrative Council, College Board, General Conference of Seventh-day Adventist Church and also in response to all applicable proclamations of the government of Ethiopia. The interpretation and application of policies, procedures, or other representation contained herein rests with the Board of Directors of EAC to promote fairness and academic excellence.

This HANDBOOK should be read in conjunction with other official College policies. The current policy manual supersedes all previously distributed policy manuals.

1.1 PHILOSOPHY, VISION, MISSION, GOALS AND OBJECTIVES

PHILOSOPHY

Ethiopia Adventist College, as a Seventh-day Adventist institution, believes that all true knowledge and development has its source in God the Creator and is made available to man through a variety of channel. This knowledge enables man to appreciate life and to face problems that arise. It includes our heritage from the past as well as the knowledge obtained from research.

VISION

Ethiopia Adventist College envisions to be a center of excellence by 2016, a university fostering the highest standards of education in Ethiopia, by advancing knowledge and professional skills holistically, through research, extension, and training in the service of God and humanity.

MISSION

Ethiopia Adventist College exists to provide holistic education for character transformation, and the uplifting individual, the community, and the society through teaching, research, and developmental activities.

GOALS AND OBJECTIVES

In its attempts to achieve its vision and mission, the college has the following educational goals and specific objectives:

Goal 1: To achieve quality education that meets the requirements of the government and Stakeholders, to be gained through:

- a. Maintaining a faculty of well qualified instructors who can guide the students in the pursuit of Knowledge.
- b. Consistent implementation of Educational Quality Assurance (EQA) standards.
- c. Constant improvement of curricula to meet the changing environments.
- d. Creating classroom environment where intellectual curiosity, creative and critical thinking are Encouraged in order to reach the highest level of professional skills.
- e. Providing adequate facilities and infrastructure for a high quality education, such as library Resources, high speed internet connection, laboratories, research facilities, adequate Classrooms, and buildings to support the various curricula and syllabi.

Goal 2: To promote research and development activities among students, faculty and staff, for Their continued academic and professional development that will benefit the local, National, and international communities. This will be attained through:

- a. Initiating, organizing and developing institutional and community research.
- b. Publishing scientific research materials in standard form in local, regional, national, and International journals.
- c. Relate research activities and output with planning functions of the college and to the Development of both the college and the community
- d. Conduct seminars, workshops and forum that will promote research.
- e. Develop a career structure in research.
- f. Initiate research linkages with other institutions.

Goal 3: To promote the physical health of the students, as it is so much interrelated to one's Intellectual capabilities, through theoretical and practical training aimed at increasing General health and safety in their current and future life, through

- a. Guiding the student to a fuller understanding of healthful living achieved through sport/ Health subjects, as well as by providing healthful food in the canteen/cafeteria.
- b. Helping the student to appreciate the dignity of labor and recognize the value of manual work By participating in the work program of the school.
- c. Providing appropriate sport facilities and activities as well as encouraging the adoption of a Personal exercise programs.
- d. Conducting awareness seminars on HIV/AIDS, STD, and other health related issues.

Goal 4: To promote the entrepreneurial development plans of the government by designing Technical, vocational, and training programs that the students can use in developing their Respective communities.

- a. Designing formal and informal, long- and short-term certification courses for the students and Different partners.
- b. Involving students in the management and day to day operation of EAC service giving Departments such as store, canteen, garden, farm, dairy and clinic, so as to equip them with Practical skills related to their profession.
- c. Promote intermediate/alternative technology development and use for sustainable Integration of the academic and career worlds.

Goal 5: To enhance the spiritual, ethical, and aesthetical development of the students through Provision of unwavering principles inculcated in the curriculum and in the diverse co-Curricular activities, which will holistically contribute to the creation of a good and just Society. This will be achieved through:

- a. Strengthening chaplaincy services for all students, whereby they can further develop Spiritual, ethical, and peace-building education.
- b. Enhancing art, and natural aesthetical values appreciation and ecological protection through Educational trips and environment emphasis programs; and
- c. Providing specific courses in the curriculum that will contribute to the betterment of society Such as Ethics and Values in Development, Business Ethics, and Natural Resources Conservation.

Goal 6: To advance the social and civic awareness and skills of the students, and promote their Appreciation for and participation in the social programs as responsible citizens, cultural Heritage preservation and increase the efficiency and effectiveness of their service in Their communities. This goal is to be achieved through:

- a. Advancing capacity building programs that focus on leadership skills and local community Resources governance.
- b. Fostering community assessment skills and institutional internships;
- c. Enhancing popular and civic participation of the students in the community resources Conservation schemes and other government programs.

1.2. STUDENT'S PLEDGE

While registering to be a student at EAC, I promise:

1. To keep the rules of the school seriously and faithfully.
2. To do all in my power to support the objectives of the school.
3. To take very great care of school property as if they were my own.
4. To respect all school programs and attend all worship services.
5. To request anything that I want to ask in a legitimate way and in accordance with the administrative policy of the school and not to agitate or stir up my fellow students.
6. To work toward creating a useful and sound atmosphere for the society.
7. To behave properly and concentrate on my study to improve my school ability.

8. To refrain from smoking, drugs, marijuana, drinking alcoholic beverages, reading objectionable literature, gambling, chewing chat, and doing anything which may ruin my body and mind and violate the rules and regulations of the school.
9. Not to organize any meeting without proper permission.
10. Not to carry any weapon or dangerous material that may cause harm to others.

Each student is expected to sign a copy of this pledge before completing registration.

SECTION 2

ADMISSION

Ethiopia Adventist College welcomes applications from students regardless of race, ethnic, color, sex, religion, or national origin. Students wishing to apply should be of good moral character, expressing and demonstrating a sincere desire to respect the ethos of the college and observe the provisions and regulations laid down by college.

2.1 APPLICATION PROCEDURE

Prospective students must submit formal application is made on a two-page form supplied by the registrar's office. It must be returned to the college along with transcripts diplomas and other relevant documents to show academic aptness. In addition, two recent passport size pictures, payment of an application and other fees, as well as two letters of recommendation from competent individuals and health report may also be required. The Admission committee considers only complete admission applications. And only those applicants who meet the academic and character requirements of the college and who express willingness to comply with all college policies will be recommended for admission. Admission to the degree programs is based on the fulfillment of the following minimum requirements:

1. A minimum passing mark, as stipulated by the Ministry of Education, for students coming from The Preparatory Program.
2. Fulfilling the current policy of the Ministry of Education, for students coming from TVET/ LEVEL programs.
3. Unaltered official transcripts showing successful completion from a recognized Secondary School And Preparatory Program.
4. Authenticated documents and transcripts from the Ministry of Education for International Students
5. An application form duly filled and signed by the applicant, accompanied with all documents.
6. Evidence of ability to fulfill all financial obligations.
7. International students must produce a proof of an equivalent of an entrance requirement to the Degree program, similar to the entrance requirement in Ethiopia. Legal permit to study in Ethiopia Must also be secured. The concerned authority must authenticate all the documents.

When these completed forms are on file, the student's name will be submitted to the Admissions Committee. Acceptance may be granted on a regular or probationary status. Notification will be made to student indication the committee's decision.

2.2 ENROLLMENT

After a student has been accepted, he or she is required to complete a registration form requesting essential personal data regarding name, address, date of birth, National Identification Number (if applicable) and previous academic record.

- a. Students must come and register for courses to be taken.
- b. Registration is conducted at the beginning of each semester and summer session. (Registration Dates are indicated on the college calendar of events).
- c. Fine will be imposed on late registrants.
- d. With the approval of the academic dean and the Department Head, students can add or drop courses within the add/drop periods specified.

2.3 ID.CARD

Every enrolled student of EAC is required to have EAC Identification Card (I.D. Card). The I.D. to be picked up from the Dean of Student's Affairs (DSA) office at registration time. The card must be carried at all times and be presented to any staff or faculty member on request. Failure to do so will result in loss of privileges and disciplinary action. Cost of the first card is Birr 50.00. To replace an old/lost one will cost Birr 100.00.

SECTION 3

ACADEMIC INFORMATION

At present, EAC offers TVET/Level program as well as three degree courses: Accounting, Business Management, and Community Development and Leadership. Business plans have also been developed to include other degree courses in the future such as Community Health, Information Technology, Electrical Engineering, Economics, and Applied Biology.

EAC offers quality instruction and excellence in scholastic standards and expect every student to maintain a positive academic growth each semester. For complete academic information, student may consult the Academic Bulletin. The following is an abridged version of the Academic Bulletin.

3.1 ATTENDANCE

A student is required to attend all CLASSES, tutorials, and seminars/Colloquium such as constitute the college academic program. Faithful attendance helps prepare students for similar demands in any work situation elsewhere.

An instructor may include a participation mark in the syllabus that would reflect class participation and attendance. **It is expected that a percentage of no less than 80% attendance should be reached by all students over the course of the academic year.** Thus, if recorded absences are more than 20% of the total course appointments, a proof of a lack of commitment to the course, the student will be barred from taking the course examination and thus ineligible to receive a passing grade for the course.

Absences immediately preceding or following a vacation carry a double penalty. Three tardiness' count as one absence.

Allowances are, of course, made for extenuating circumstances such as illness or bereavement and **these constitute the remaining 20%.** All medical certificates must be secured from a physician who is not a family member and be presented to the teacher and the office of the Academic Dean **within five days of the first day of absence** due to illness. **Medical certificates received after this time will not be accepted.**

3.2 CLASS LOAD AND STUDENT COURSE LOADS

The class load is computed on the basis of the semester or credit hour, which represents one fifty-minute class period (2 hours and 30 minutes per week) throughout a semester of sixteen weeks, (and approximately two hours of preparation for each class period.) One laboratory period is approximately two and one-half in length are considered equal to one lecture period.

The normal student course load shall not exceed 18 credits hour. Student's worker, however, needs to consider the time pressures involved in balancing studies with work. Thus, the normal course load of the student who engages in part-time employment must be adjusted so that there is a reasonable balance of work and study.

3.3 GRADES

Grades are an adequate reflection of students' understanding in any given subject. They are also one of the forms of motivation and feedback that help students do their best at their studies. Every teacher maintains a class record book in which is recorded attendance and the grades earned by the students. Grades are based on examinations, classroom work, laboratory work, tests, reports, term papers and special projects during the semester. Students are encouraged to see their instructors if they have

concern with an evaluation that was given. Grades will be reported to the student in the form of a transcript and/or posted on the Academic Bulletin Board following the end of the semester.

Having in place fair and consistent assessment practices that satisfy external standards is a fundamental quality objective. EAC is thus determined to have an examination and assessment system which is fair, consistent and effective in measuring the extent to which students achieve the stated learning outcomes.

Consequently, efforts will be made to ensure a fair and consistent evaluation of student's work even before the final grade is submitted to the Registrar. Upon receipt of a grade report the student should review it carefully for any errors or omissions. Any errors or omissions must be settled two weeks after the grade reports have been issued. After this date grades become final.

As much as possible changes in grades and corrections should not be allowed after grades have been turned into the records office. However, in case of justifiable reasons, changes and corrections of grades must be made within two weeks after the grade reports have been issued. The acceptable reasons for a grade change are limited to the computation or clerical error on the part of examiner, as well as a change of grade for Incomplete and deferred grades. In these cases, the instructor involved should obtain a change of grade form from the Registrar's Office. The form must then be signed by the instructor, the department chairperson, the academic dean and the Registrar before the final approval is made by the Academic Commission.

A student is not permitted to attempt to improve the **final** grade earned in a course by additional examination and/or projects, nor is an independent study course be used to make up for an unsatisfactory final grade in a regularly scheduled class.

3.4 ACADEMIC PROBATION

Students who's GPA at the end of a semester falls below a C average (2.00) will automatically be placed on academic probation for the next semester. A Student on Academic probation should normally register for a maximum of 12 credits. The student also must meet regularly with an academic counselor and may be required to withdraw from student leadership and other extracurricular activities. A student whose GPA is below Academic Standard for two consecutive semesters may be asked to drop the college for a period of one year. Probationary status is removed by earning a GPA of 2.0 or higher.

3.5 REPEATING A COURSE

The student who repeats a course is required to repeat all the work of the course including laboratory requirements. If a student wishes to repeat a course in which he has earned a C- grade or above, he or she must get an approval of the Academic Commission.

A student who has earned a grade "F" or "D" in a course taken for a major or minor must repeat the course. A course may be repeated only one and credit will be given only once. The grade earned in the first attempt will be removed and be replaced by the new grade earned. A sign which shows the course repeated will be written as * or 'R'.

3.6 Information Regarding Academic Courses & Examinations

1. Each faculty member will distribute the course outline during the first week of classes. The course outline forms the basis for a contract between students, faculty, and the college.
2. The course outline provides a framework of understanding for the course structure, learning outcomes, learning activities, and the evaluation methods that will be used to measure student achievement relative to the required learning outcomes. It also reveals the required resources, assignment requirements, intended schedule of delivery, as well as faculty contact information and special notes about the course.
3. All assessments and examinations of student academic performance shall be conducted in accordance with the approved Departmental Examination Marks and Standards.

4. Students are advised to familiarize themselves concerning all course schedules and the up-to-date Departmental Examination Marks and Standard. It is each student's responsibility to be thus informed.
5. A copy of each Departmental Examination Marks and Standard s shall be made available for consultation in the Library.
6. The Academic Dean has responsibility for ensuring that both staff and students are duly informed concerning all necessary regulations regarding course content, assessment and examinations.

3.7 COURSE EXAMINATION

All students are required to take examinations at the time scheduled. Examinations may only be rescheduled if students have two exams scheduled for the same period. Student's personal preferences should not be the basis for the re-scheduling of an examination.

As a rule, no examinations are allowed outside the examination schedule. Only for the most serious of reasons may a student request the deferral of part or all of an official examination. Reasons which merit such consideration include the following: (a) Certified personal illness by a physician who is not a family member; (2) Immediate family bereavement within ten days of commencement of an examination.

Requests for deferral of examinations shall, where possible, be made in writing to the Academic Dean. The reason(s) for seeking the deferral shall be outlined.

Once the request to take a make-up examination is approved by the Academic Dean, a student may take a special examination which will be harder than the first one, upon payment of EB 35.00 per subject.

The last week in the semester is reserved for writing final examinations. During this week no off-campus field trips may be scheduled. The week should be devoted to the completion of course projects and all final examinations only. All final examination must carry 50% of the final grade and all continuous assessment to carry the remaining 50%. No student will be permitted to write final examinations unless all fees are paid or satisfactory arrangements have been made with the Business Office.

3.8 Examination General Regulations

1. Students should be able to show his/her current ID as well as clearance from the Business Office indicating that proper arrangement has been made in regard to his/her financial responsibilities.
2. Student should attend for each examination ***at least ten minutes*** before the designated starting Time.
3. Instructions of the examination invigilator must be obeyed promptly.
4. No unauthorized material *in any form* may be brought into the examination room.
5. **Communication with another candidate is not permitted.** If an examination candidate requires Anything, he/she should attract the attention of the invigilator, taking care not to disturb the other Students.
6. Students should properly equip themselves with pens, pencils, erasers, etc. and will not be Permitted to borrow items from fellow students.
7. Any behavior which causes inconvenience or disruption to other students is not permitted.
8. It is not permitted to bring mobile phones into the examination room.
9. Where a pocket calculator is permitted to be used it must be silent, self-powered and non-programmable and may not be passed from one candidate to another. Instructions for its use may not be brought into the examination room.
10. Except in exceptional circumstances and at the discretion of the Invigilator students will:
 - ◆ not normally be admitted to the Examination Room if they are more than thirty (30) minutes late;
 - ◆ Not be permitted to leave the Examination Room during the first hour nor the last fifteen (15) minutes of the examination.
11. No student will be allowed to return to the Examination Room if they have left the room unaccompanied

12. Any complaint concerning the examinations should be brought to the attention of the Registrar immediately.
13. In the case of personation (someone else doing the exam instead of the student him/ herself), both the personated and the personate are liable to permanent exclusion from the college or some other appropriate penalty.
14. **Students must sit in their assigned seats at all times.**
15. Scripts must be handed up immediately on request to invigilator
16. **Answer Books, Rough Work Paper, whether used or unused, or other supplied material must not be removed from the Examination Room. Students found to be in possession of such material are liable to disciplinary procedures and serious penalties may be imposed.**
17. At the end of the examination period, students must remain in their seats until permitted to leave by the Invigilator-in-Charge.
18. Any alleged or suspected infringement of these Regulations will be referred to the Registrar, who may refer the matter to the Academic Commission if warranted. Students who are in possession of unauthorized material *in any form* (including electronic devices) for the duration of an examination, regardless of whether they proceed to use the material in their examination script, will face one or a combination of the following penalties at the discretion of the Academic Commission:
 - a. Forfeiture of that particular examination and the obligation to repeat the whole subject Altogether.
 - b. The student is suspended from the program for a period of time (one or two academic Semester) decided upon by the Academic Commission and may not attend lectures and Use college facilities.
 - c. If a student is at the award stage, she/he may be forfeited from her/his honor degree.

3.9 Procedure for Addressing Suspected Instances of Cheating During

Examinations

1. An invigilator who has reason to suspect that a student is cheating during exam (possession of unauthorized material [in any form], etc.) may request the student to leave the examination room and to surrender unauthorized materials in question. If the student is deemed to be blameless, she/he may be allowed to complete the exam.
2. Where a student is found cheating (possession of unauthorized material [in any form], etc.) the invigilator may complete an incident report (including a record of the unauthorized material discovered).
 - a. The report will be timed and dated and the invigilator will sign the report.
 - b. The student will also be requested to sign the report stating that she/he is satisfied that The details contained therein constitute an accurate account of the incident.
 - c. Should the student refuse to sign the report, the process proceeds in the same vein and The student will be afforded an opportunity to present his/her case at the hearing before The Departmental Examination Board (and, if she/he chooses to do so, as part of an appeal Process later on).
3. The Registrar will be informed immediately of the incident and a copy of the report shall be filed with him/her.
4. The student will not be permitted to complete the examination at this sitting, subject to a disciplinary investigation by the Departmental Examination Board.
5. The Registrar will inform the Departmental Examination Board of the incident and will communicate in writing to the student, inviting him/her to a disciplinary hearing of the Board. A summary of the incident will be included in this letter. Meanwhile, the student will be permitted to sit his/her other examinations.
6. At the Disciplinary Hearing of the Departmental Examination Board, an incident report regarding the breach of regulations will be read out and the student will be asked whether this constitutes a fair account of what occurred on the day in question.
7. The student will be afforded an opportunity to state his/her case and to comment on the relevant incident, referring to matters such as possible mitigating circumstances, intention, motivation, etc. The Departmental Examination Board will listen carefully to what the student has to say. The student will also be made aware of the Student Services available at the College, particularly that

of College Counseling Office, College Chaplain or Church Pastor should she/he wish to speak with him/her confidentially about the matter.

8. The student will then be informed of the length of time the Departmental Examination Board will take to deliberate on the issue. In normal circumstances, this period of time should take no longer than one week.
9. The student will be invited to return to meet the Departmental Examination Board to hear the verdict normally no later than one week after the initial meeting. The verdict of the Board, including the penalties decided upon, will be communicated verbally and by means of a written communication at this meeting.
10. The student will be made aware of the appeal procedures before the meeting ends. At this Stage, should the student wish to appeal the decision of the Board she/he may put the appeal in writing and forward a copy to the Registrar no later than five working days after the hearing.
11. In the case of an appeal, the letter of appeal, incident report and report of the Departmental Examination Board's decision will be forwarded to two external assessors, one of which may be the External Examiner for the subject in question and the other a figure in senior management in the College, for example the Academic Dean.
12. The case will be deliberated upon by the external assessors and reports filed with the Registrar who will forward them to members of the Departmental Examination Board.
13. On receipt of these, a meeting of the Departmental Examination Board will be held to determine, On the basis of the recommendations of the external assessors and the reflection Of the Departmental Examination Board as a whole, whether the appeal should be upheld.
14. Having decided upon a course of action, the Registrar will communicate the decision in Writing to the student without further delay.
15. The range of penalties, one or a combination of which may be prescribed by the Departmental Examination Board.

3.10 Issuing of Examination Results

1. Provisional examination results shall be issued to each student at the earliest convenience Time, posted on the College Academic Announcement Board by the Registrar.
2. Lecturers shall endeavor to make themselves available to discuss these provisional results With students seeking clarification regarding results achieved as well as guidance in relation To future performance.
3. Should any alterations be made in marks before the final approval of the grades be made by The Departmental Examination Committee, such alterations shall be communicated to the Student concerned.

3.11 Post-Examination Procedures

1. **Results Consultation Day:** No more than one week after provisional examination results are released, the College will hold a designated Results Consultation Day. All academic staff are required to be available to meet with students to:
 - Discuss their examination outcomes and performance.
 - Provide guidance on future performance and repeat options.
 - Explain the formal process for requesting a re-check or review of results.
2. **Request for Review or Re-check:** As stated in the College Examination Regulations, students who are unhappy with their results may request a formal review or re-check within two weeks after the official grades are issued. Students are strongly encouraged to attend the Results Consultation Day before submitting a formal request.

3.12 Re-checks and Reviews of Provisional Examination Results

EAC is committed to achieving and maintaining the standards of excellence that should be present in an educational institution. In addition to these high standards, EAC also seeks to provide a well-structured and supportive learning environment that is permeated by a sense of fairness at all times.

Thus, every Department is to create a Departmental Marks and Standards with regard to the awarding of degrees and the examination process that is an integral part of that process. The following outlines the EAC EQA Examination Appeals Procedure:

1. **Re-check:** the administrative operation of checking the recording and the addition of marks, **Before** the final grade is submitted to the Registrar.
2. **Review:** the re-consideration in detail of all or part of the existing examination material where feasible by the internal and external examiner(s).
3. **How to request a re-check and/or review:**
 - a. Students who have failed are initially advised to make every possible effort to attend the Results Consultation Day on a designated time in order to discuss their examination Performance in detail with the lecturer/program specialist concerned.
 - b. If, having had the discussion and having viewed their paper, the students still feel that Their mark does not fairly reflect their performance they should take the following steps:
 - (1) The student concerned must outline his/her reasons for requesting a re-check and/ Or review in writing. This letter should be submitted to the Academic Dean and the Registrar **before** the final grade is submitted to the Registrar, within **two weeks** After the grades are issued. Requests for re-checks/ reviews received beyond this Stipulated time (within two weeks after the grades are issued) **will not be Considered.**
 - (2) The grounds for the re-check and/or review should be specified under the following Three headings:
 - (a) The examination regulations of EAC have not been properly implemented.
 - (b) The regulations do not adequately cover the student's case.
 - (c) Compassionate circumstances related to the student's examination situation Were made known to EAC by the student prior or during the course of the Examination concerned of which the Departmental Examination Committee was Unaware.
 - (3) There will be fee imposed (that will be determined by EAC) for a re-check and/or *Review.*

3.13 COURSE ASSESSMENT

PURPOSES

There are at least two purposes in assessing and evaluating student achievement. First, to indicate the student's level of knowledge, skills, and abilities in a program and within an individual course based on identified course and program learning outcomes. Second, to ensure that the student has met the minimum educational learning outcomes established for a specific course, and for the program.

The assessment/evaluation process is continuous throughout the course. Examples include: Term Paper, Individual or Group Projects, Internship, In-Class Tasks, Written and Oral Quizzes, Essays, Reports, and other types of projects that support the course learning outcomes. Generally, a minimum of three assessment strategies are implemented for each course. The student passes each course by demonstrating that the learning outcomes as outlined in the Course Outline have been achieved to the required standard.

PROCEDURES OF CLASS ASSIGNMENTS (TERM PAPER, PROJECTS, AND OTHER ASSIGNMENTS)

1. All class assignments should be submitted on or before the deadline set by class instructors in the Course Outlines/Syllabus.
2. Students should note that assignments which arrive after the submission date and time (which Have not been granted an extension) will be subject to an incremental penalty.
3. Assignments which arrive late will not be eligible for re-submission in the event of failing to Achieve a pass mark.
4. In exceptional circumstances, students may apply **in writing** to the individual course lecturer for An assignment extension, outlining clearly the reasons for late submission. In cases of illness, a Letter including the relevant medical certificate must be forwarded to the Academic Dean and Must arrive **within five days of the assignment deadline.**

5. Students are required to retain a copy of all assignments which, in the unlikely event of the loss Of individual items, may need to be re-submitted.
6. for cases where a student is suspected of having plagiarized - cheating an assignment, see Relevant section on Plagiarism.
7. Assignment's Format and other information pertaining to the assignment will be stated in the Syllabus or be discussed by class instructor in the classroom.

MARKING SCHEME

EAC uses the following standard form in the grading a papers and essays/projects. This will promote consistency among instructors in marking and serves to provide a basis for student improvement.

TERM PAPER

1. Structure = 15%

- | | |
|----------------------------------|----|
| a. Title Page and Outline | 2% |
| b. Quotations/Works Cited Format | 2% |
| c. Spelling and Punctuation | 4% |
| d. Paragraph Construction | 2% |
| e. Sentence Structure | 5% |

2. Content = 85%

- | | |
|---|-----|
| a. Introduction (including thesis statement | 5% |
| b. Quality & Quantity of understanding of Subject Field | 40% |
| c. Coherent Development of topic (Including Outline) | 20% |
| d. Conclusion | 5% |
| e. Scope & Integration of works cited | 15% |

ESSAYS/PROJECT REPORT

GRADE	INTERPRETATION OF GRADE	MARKS
First Class Honor	Outstanding answer in every respect. Also, casts the issue or question in a new light.	90-100%
Second Class Honor	Excellent informed answer; excellently constructed argument displaying a sure command of concepts and some originality of thought.	80-89
Third Class Honor	Very well informed answer; coherent, well-constructed argument displaying good grasp of concepts	70-79
Pass	Good information and the question or issue is addressed; a fairly good grasp of concepts displayed.	60-69
Pass	Adverts to question/issue but not free of irrelevance; information very limited or inadequately utilized or expressed in derivative language.	50-59
Fail	Little relevant information and/or question is not addressed.	40-49
Fail	Little sense of what is required and/or no more than scraps of relevant information.	0-39

3.14 Tutorial Work

1. When applicable, EAC endeavors to provide tutor(s) for each course offered. The tutors will Usually set short pieces of work to be completed by students in advance of each tutorial. In Addition to class assignments and/or class presentations, these constitute part of the overall Continuous assessment mark.
2. All tutorial work assigned to students must be presented **in person** to the tutor at the next Tutorial. It is not acceptable for students to submit a number of tutorial assignments collectively At some point after their due date. **Tutorial work which is not presented in person and on Time will not be accepted.**
3. In cases of illness or other exceptional circumstances, extensions may be granted at the Discretion of the course tutor/lecturer. However, all relevant documentation (i.e. a written Application to the course lecturer and the submission of the relevant medical certificate to the Academic Dean) must arrive within five days of the assignment deadline.
4. It should be noted that participation in extra-curricular activities such as sporting events is not Considered a valid reason for gaining an extension for one's work. In cases where a student may Miss a tutorial because of involvement in an extra-curricular activity, the tutor must be informed In advance and all tutorial work for that week must be submitted before the scheduled tutorial.

REPEAT MECHANISMS FOR CONTINUOUS ASSESSMENT:

1. Students who fail to attain a pass grade for a major component of continuous assessment such as A project or assignment will be afforded the opportunity to re-submit the assignment (in order to achieve a pass grade) taking into account the comments and guidelines of course tutors/lecturers, **Before** the final grade is submitted to the Registrar.
2. Course tutors/lecturers will return Term Paper to students at a suitable time, allowing students The opportunity to receive feedback and to ask questions. Students who have not attained a pass Grade and who wish to re-submit their work, addressing the issues of concern raised by the tutor/ Lecturer, will be afforded a period of **one week only** to make the necessary changes.
3. Re-submitted assignment may only be re-submitted once. And after the assignment is Completed satisfactorily, the final grade may only be raised to a maximum of "C" grade.

3.15 ACADEMIC SUSPENSION POLICY

A student becomes subject to academic suspension on one of the following ways:

- a. By earning during a given semester a GPA of 1.00 or less.
- b. By failure for two successive semesters to reach the academic standard of maintaining an Overall GPA of at least 2.00
- c. By showing academic irresponsibility in matters such as class attendance and homework Assignments.
- d. By displaying academic dishonesty such as cheating in tests and exams for three times.

3.16 GENERAL REQUIREMENTS FOR GRADUATION

REQUEST FOR GRADUATION

A request for graduation must be made on an official graduation application and agreement form. The student must turn in the graduation application and agreement form one calendar year before his/her expected date of graduation. On this form the students will outline a program of students for his/her final year showing that all requirements may be met by the proposed graduation date. The outline must be approved by the student's Academic Advisor, Head of the Department, and the Registrar and will be filed in the Registrar's Office. After this no changes may be made without the approval of the Academic Advisor, Department Head, and Registrar.

REQUIREMENTS FOR GRADUATION

The requirements that apply to the various bachelor's degrees may be summarized as follows:

- a. A major or Concentration.
- b. Related courses: if specified in the requirements of the student's major department.

- c. A Minor is required for B.A. degree.
- d. General requirements as outlined for the degree being sought.
- e. All upper-division credit hours. Among his/her courses a student must include a minimum Of 34 credits of upper division courses (courses numbered 300 and above) in the major or Related areas
- f. GPA requirements are as follows:
 - 1) Grades of less than C- will not apply on a Major, Concentration, Minor, or Related.
 - 2) A GPA of 2.25 is require for a Major and concentration
 - 3) A GPA of 2.00 is required for Minors and Related
 - 4) A cumulative GPA of 2.00 is required on a student's total credit hours to graduate
- g. Must participate in the graduation exercise. Graduation ceremony at EAC is the culmination Of graduation exercise. This includes the consecration and baccalaureate services in which All graduates are required to participate.

RESIDENCE REQUIREMENTS

A student transferring from another accredited and recognized institution to EAC must take in residence at least 30 credit hours including major and minor courses.

DURATION OF PROGRAM

For Four years degree program the duration of completion of a degree program will not exceed sit years. In the event that six years lapse before the student completes the requirements of the degree, the student should seek readmission.

PARTICIPATION IN GRADUATION EXERCISES

Before a student may participate in the graduation exercise and receive his/her degree certificate the following conditions must be met:

- a. Must have competed all relevant requirements for the degree.
- b. Must have official transcripts of any transfer credit, including correspondence work in the Registrar's office at least one month prior to the intended date of graduation.
- c. Must have been given financial clearance by the Business Office.
- d. Must have been given academic clearance by Department and Registrar.
- e. Must have been cleared by the office of the Dean of Student.

GRADUATION IN ABSENTIA

All students graduating from EAC are expected to attend the graduation ceremony unless granted specific permission to be graduated in absents by the Academic Commission. Permission should be sought at least one semester before graduation. Permission will be granted only in cases of genuine reasons. Graduation fee will be charged.

(Note: Specific procedures for appealing examination results are detailed in the "Teaching-Learning and Assessment Policy Document".)

GRADUATION WITH HONORS

A student is graduated with academic distinction if the following conditions are met:

- a. At least 60 semester credits for degree (30 credits for diploma) with traditional letter grades Earned in residence.
- b. A cumulative GPA of:
 - 3.85 And above: Summa cum Laude** (A golden sash to be worn on graduation day)
 - 3.75-3.84: Magna cum Laude** (A silver sash to be worn on graduation day)
 - 3.5-3.74: Cum Laude** (A bronze sash to be worn on graduation day)

3.17 ACADEMIC HONESTY AND INTEGRITY

EAC highly value academic honesty and integrity as being essential to students as both learners and as potential members of their chosen occupations. Academic Dishonesty includes, but is not limited to the following: (a) cheating on tests, assignments, or reports; (b) fabricating data of any sort; (c)

impersonating another student or allowing oneself to be impersonated, such as during an examination; (d) plagiarism – defined as the act of presenting the ideas or words of another as one's own, without acknowledging the source, or without proper referencing; (e) theft or purchase of materials or use of stolen or purchased materials ; (f) storing information on a calculator for use during a test or examination is not acceptable unless clearly permitted by a statement in individual course outlines;

(g) submitting the same work, in whole or in part, to meet the requirements of more than one course without the explicit permission of the faculty involved; (h) providing false or misleading materials to meet Admissions requirements (academic and other); (i) use of unauthorized materials; unauthorized removal of materials from the library; or deliberate withholding, concealment or destruction of library materials.

EAC considers any such academic dishonesty to be a serious offense. Students who commit any offense against this standard may receive a failing grade from an instructor, suspension, and even dismissal from the College. The nature of the offense may dictate suspension or dismissal as determined by the Disciplinary Committee.

SECTION 4

RELIGIOUS LIFE

EAC does not force its students to be members of the Seventh-day-Adventist Church. Student will find many students affiliated with other religious bodies both Christian and otherwise. However, the school encourages all students to explore the joys and riches of the spiritual realms. The school seeks to provide an environment in harmony with Bible principles.

4.1 DAILY DEVOTIONS

Daily morning worship services are held before the first period from Monday to Thursday. All students are expected to be present during these meetings. Attendance will be checked. Three absences per semester will both be counted against each student. However, a student who exceeds this limit will be fined once birr cash per excess absence. Evening worship services for are also held at 6:25 PM to 7:10 PM every day except Friday and Saturday. All residents of the dormitories must attend both morning and evening devotions.

4.2 SABBATH OBSERVANCE

Because EAC is a Seventh-day Adventist campus, Sabbath observance is an integral part of campuses Experience. The college believes that the seventh day of the week is the Biblical Sabbath, and that it should be observed from sundown Friday until sundown Sabbath. The sanctity of this day should be characterized by dignity and a worshipful attitude. Students are expected to maintain proper decorum (reverence, respect, and common courtesy) during spiritual meetings/ programs. As a part of EAC program, all students are required to attend worship services and dorm students must attend:

1. **Vespers** – which are held on Friday and Sabbath evenings to begin and close the Sabbath hours.
2. **Sabbath School and Church Services** – which are held on every Sabbath mornings.

Students are invited to take part in as many additional church programs as they would like. And since God made the Sabbath for man so he could rest from his secular activities and dedicate this special day to worship, students are therefore expected to:

Put away all books and secular material and prepare themselves for communion with God on His Holy Sabbath day.

1. Attend all Sabbath services promptly and faithfully.
2. Wear proper attire in keeping with the sacredness of the Sabbath (no school uniform on Sabbath, and women should not wear trouser on this day).
3. Limit group activities to missionary projects, nature walks, study groups based on spiritual topics.
4. Avoid unnecessary loitering on the campus during worship services.

4.3 WEEK OF PRAYER

Two weeks of spiritual emphasis are conducted twice in a year, giving opportunities for special religious devotions. During these special weeks, weekend leaves are not normally granted.

4.4 CHAPEL EXERCISE

Chapel exercise is held on every Tuesdays. Attendance is compulsory for all students. Three absences per semester will not be counted against a student. If the absence exceeds this limit, the students will have to pay a fine of 5.00 birr for every excess absence.

A higher fine of 10.00 birr will be imposed to any student who is absent from the Student Association General Meeting, whether he or she has exceeded the limit or not.

SECTION 5

DORMITORY LIFE

If you are a boarding student, the school in a specific way may become home away from home. You will be living in one of the dormitories. The Dean of the Dormitory will assign you a room. The Dean of the Dormitory is also the one to whom you will go to if you have any questions or problems in the dormitory. In fact, your dormitory Dean has an interest not only in your life in the dormitory, but your behavior on campus as a whole. You are expected to follow closely his or her advice and instructions. In most dormitory rooms, beds, mattresses, a table and chairs and some closets are provided. You should bring your own blanket, at least two sheets, one pillow, one pillow cover, sufficient wash cloths and towels plus other toilet articles. As for clothes, you will need work clothes, school clothes and clothes to be used during Sabbath Worship on Saturday.

The dormitory has Storage Room where you must keep all your trunks and suitcases. The Dean will give further instructions as to how and where you will place them in the Storage Room, and on how you will retrieve them when needed.

5.1 RESIDENCE HALL POLICIES

VISITORS AND GUESTS

The residence halls are for the benefit of resident students and not the public. Therefore, any visitor, relative or friends, and even day student who desire to enter the dorm or to get overnight accommodations are required to make proper arrangement with the residence hall dean. No visitor is allowed to go into the dormitory without the residence dean's permission. Students, who have been dismissed, suspended or were not in good and regular standing should not visit the residence halls without the knowledge of the deans.

EXPECTED BEHAVIOR

All College students are expected to be kind, courteous, and respectful of other students' right. No students should enter the rooms of other students without consent of the members of that room.

CURFEW AND ROOM CHECK

All resident students must be in their rooms at the time specified each night. Students who are not in their rooms at room check time must give account to the dean as their whereabouts and the cause of their delay.

ROOM AND SCHOOL PROPERTY CARE

Students are expected to treat College property and facilities with all due care. They shall be deemed liable for any damage or loss caused through willful intent or culpable negligence. Students are required to pay particular attention to the rules and regulations that are displayed around the College.

Students are also required to maintain a good standard of cleanliness and orderliness in their rooms. Beds should be made before breakfast and the rooms should always be kept clean and all things should be put in orderly manner, daily.

PERSONAL PROPERTY

Students are to make every effort to secure their own personal property. The College cannot be held responsible for things that are lost or stolen, though the college will exhaust all possible means to help students retrieving their lost or stolen property. All the dormitory keys and padlocks should be brought to the dormitory office and rooms and properties must be checked.

Students who want to leave their property in the dorm during holidays must register the said property with the dorm dean. Washed properties (clothes, shoes, etc.) must be brought back into the room before 5:00 PM.

CAMPUS LEAVES

When a student needs to leave the campus for any reason, all proper arrangements (with the teacher, work supervisor, and the Dormitory Dean) must be made. The student must file a Leave Form, which is available at the dormitories.

Students are expected to go to the place stated on the signed leave permit. Abuse of this privilege may lead to future restrictions and possible discipline of the offender.

WEEKEND LEAVES

Weekend leaves are granted at dean's discretion and will be permitted three times per semester (aside from public holidays). Weekend leave begins when classes and work are over, as announced. Students are not permitted to leave until after their last appointment on weekend leave day. Students are not allowed to change classes or take examinations early in order to leave before the regularly scheduled leaves begin.

This leave ends on the following Sunday at 5:00 P.M. (A student is expected to file the Leave Form no later than 9:30 P.M. **one day before** the expected day to leave, and return the form to the respective Deans by 5:30 P.M. on Sunday).

In case of any emergency that would delay his/her return, the student is responsible to notify/call the dormitory dean or representative immediately. In case of illness, a student should bring a medical certificate from a medical doctor who is not a family member.

It is a major offense to leave campus without permit. Such cases will be handled by the discipline committee.

LOCAL LEAVES

Students who want to go to Shashemene, Negelle, or neighboring places may be allowed to go on local leave. Permission must be secured from the dean and they are expected to be back to the campus on the same day before 5:00 P.M. Failure to do so will be a major offense which will cancel the local leave permit for a semester.

OVERNIGHT LEAVES

All leaves from campus which involves a night out of the residence hall, is an overnight leave. Such leaves may be granted at the discretion of the dean. Overnight leave must be accompanied by the written permission of the host or hostess. Any campus leave without permission is counted as a major violation and leads to dismissal.

ELECTRONIC MUSICAL DEVICES

Radios, tape recorders, iPod, and all other electronic musical devices are not to be used on Sabbath, and during class periods. All electronic musical devices used improperly may be confiscated by the dean. If they are used in the dormitory, they should be used without disturbing the attention of roommates and other room occupants.

FOOD

No food preparation or cooking is allowed in the dormitory. Food brought from the cafeteria for a sick dorm occupant should be eaten, and the plate must be washed, right away.

5.2 FOOD SERVICE

Meals are served to boarding students in the dining hall. No provision is made for food preparation in the rooms.

TYPES OF FOOD SERVED

In harmony with man's original diet, only vegetarian meals are served in the cafeteria. A balanced diet makes adequate substitution for meat products. In the cafeteria, students can take all they want, and to eat what they take. Meat and caffeinated beverages, are not served in the cafeteria. If a student is on sick list, the dean will make sure the student is provided a meal in his/her room.

A student must show his/her meal card, issued by the Business Office in each semester, before availing cafeteria service. To replace the lost/old meal card will cost Birr 10.00.

5.3 DINING HALL RULES

Eating in the College Dining hall is the privilege of all boarding students. As privileges carry responsibilities with them, all those who eat in the school dining hall are expected to abide by the following rules and regulation:

1. All dormitory students are expected to be punctual for all meals. Failure to do so will lead to missing the meal.
2. Proper lining up at the designated place before and after entering the dining hall is required for all students
3. After entering the cafeteria, each student is expected to quietly wait for his or her turn for service.
4. Following the direction of the supervisor and sitting at the designated place are required from each student.
5. Arguments and disputes with cafeteria workers are highly disapproved. This may lead to loss of privilege
6. Students are expected to care for all cafeteria utensils. Damage to utensils due to carelessness will lead to disciplinary action as well as paying double price for utensils broken.
7. Used dishes should be brought back to the proper place at the end to the meal.
8. Taking anything out of the cafeteria without permission is considered as theft and will lead to serious disciplinary action.
9. Wasting food in any way is not condoned. Take only as much as you can finish. The cafeteria supervisor reserves the right to deny a student a meal for any form of misconduct in the cafeteria
10. Going to kitchen without permission is not allowed
11. The school welcomes the guests of its students. However, proper arrangements should be made ahead of time for them to eat in the cafeteria. The cafeteria has to be informed two hours before meal for one eating time and before noon on Friday for weekend. Meal tickets should be bought from the College Store before the guest can eat in the cafeteria.
12. Since the cafeteria is for the benefit of the boarding students, they will assist on certain specified weekend. Their assistance will enable the cafeteria workers to have some free weekend
13. All students who eat in the cafeteria should always carry their meal card and be ready to show them on demand.

5.4 HEALTH SERVICE

The school clinic is available to provide basic health and emergency care for dormitory students and the college community. A nurse is in charge and ready to care for minor health problems. Students are charged at a minimum rate. Medicines and other specialized services will be charged to the student's account.

Dorm students are to notify the dean-on-duty of needs for a medical visit or if they are not feeling Well. ID card for dormitory student is required before a medical treatment is given. Day students Who become ill during the school day are to notify the lecturer and/or the office of the Academic Dean.

Meals card will be issued in the Business office each semester. Without it, you will not be allowed to have your meal. The cost of the first card is 50.00 Ethiopian Birr. To replace a lost card will cost 100.00 Birr.

5.5 COUNSELING SERVICE

The counseling service is available to both dormitory and day students. A professional counselor is ready to help a student to develop a behavior that enables him/her to deal more effectively with his problems and environment and thus restoring social functioning of an individual. A visit to counseling office will stimulate students to evaluate him/herself and his/her opportunities, choose a possible course of action, accept responsibilities for his/her choices and initiate a course of action. Indeed, counseling is part of the guidance services, as a total school program of activities.

In view of the above, EAC Department of Counseling [EACDC] deals with students emotional and personal problems, health, financial, academic success, career choice, relationship issues, stress, depression and suicide cases, alcoholism, substance abuse and family issues.

5.6 COLLEGE STORE

The college operates a store for its community. Some basic and school supplies are sold in the college store. The store is normally open from 8:00 A.M. to 5:00 P.M. from Monday to Thursday; and 8:00 A.M. to 1:00 P.M. on Friday and Sunday. The store is closed on Saturday and on public holidays.

SECTION 6

SOCIAL LIFE

EAC believes that extra-curricular activities are an integral and indispensable part of student life and aid in the development of the total individual. Participation in extra-curricular activities assists in developing leadership, personality, and genuine Christian friendship. These activities, however, must not take the place of study or work. Since one's time is limited, students are urged to choose their activities wisely.

6.1 STUDENT ASSOCIATION

All EAC students are members of the Student Association (SA). The cost of SA membership is to be announced and collected at registration time. The whole student body will elect SA officers at an appointed time and refers the names of the candidates to the Administrative Council for approval. The Administrative Council approves candidates based on some criteria such as cumulative GPA, leadership skills, and conformity to Christian lifestyle and behavior. Students who meet the criteria will be eligible hold the office. Major discipline or being placed on disciplinary probation will result in the student forfeiting their office immediately.

STUDENT ORGANIZATIONS/CLUBS

The College encourages the growth and development of co-curricular clubs and other student organization to serve the following purposes:

1. To provide a channel for the articulate expression of student opinion.
2. To function as a channel for organizing student activities, thereby developing and strengthening student talent.
3. To enable a refreshing break from stress.
4. To foster the development of creative leadership experience, as well as skill in organization and administration

These clubs include:

Agriculture	AIDS Prevention
Bible	Business Administration
Choir	English
Maratha	Speech
Theology	Auto-shop
Community Development	Business

6.2 LEAVE REQUEST PROCEDURE

Any club or organization planning to go off-campus must make a written request to the Administrative Council two weeks in advance which will include the following:

1. Objective or purpose of activity
2. Destination - where the activity will take place.
3. Means and mode of transportation - private or public
4. Letter of invitation.
5. Names of the persons responsible and type of accommodation
6. Names of participants and sponsors.
7. Date and time of departure and arrival on campus
8. How the activity will be financed.
9. Schedules of activities.
10. The signatures of the organization's president and sponsor(s)

6.3 RECREATION

In addition to practical work, many other kinds of wholesome recreation are available. The sports field provides opportunity for playing football, volleyball, basketball and other games._ Three Saturday evenings per month, on the average, are set aside for some special program of entertainment, such as educational Film Showing, cultural programs, and social games. The school recognizes the value of recreation and encourages students to take part in wholesome entertainment that are in harmony with the Christian standards maintained by the school. Students are expected to attend these activities. Exceptions to this may be made by permission of the respective dean.

6.4 SOCIAL RELATIONS

A Christian campus like EAC is a wonderful place to develop friendships that can last a lifetime. Thus, while EAC allows appropriate mixed association, students are expected to conduct themselves in line with the Christian value uphold at EAC. A couple that spends excessive time together and/or becomes involved in public display of affection, may be placed on social restriction. This process can be initiated by any staff member and continues until removed by the Administrative Council. The purpose of social restriction is to separate the students so that they can view their relationship from a distance.

Students must be careful to avoid situations that can be misinterpreted. Secretive or unsupervised Associations are not acceptable. Thus, students (a couple or a man and a woman) are not permitted to be in or about each other's dormitories without special permission from the dormitory deans. They may obtain special permission from the deans to see each other at places and times approved by the deans. No permission will be given for meetings after supper.

Students are not permitted to marry during semester, whether by church, civil, or common marriage, without Institutional Council permission.

SECTION 7

DRESS AND PERSONAL GROOMING

As a Christian Institution, EAC wishes to instill in its students the principles of neat, clean, modest, and appropriate in the area of dress. Students are expected to exhibit Christian taste and maturity in dress in harmony with the basic principles of health, modesty, and appropriateness. The term modesty denotes the spirit of a Christian who is concerned for his/her appearance and what it is saying to others. It is at the sole discretion of a teacher, work supervisor, or administrator as to whether or not a student's clothing is appropriate for the occasion. To assist students in their choices for dress and grooming, the following guidelines are provided:

7.1 MEN

Short, torn trousers, shoes without socks, slipper, and sleeveless shirts are not considered appropriate in classrooms or any other public areas on campus. Shoes should be worn in the areas mentioned above.

7.2 WOMEN

Female students should display good Christian taste in their choice of apparel/clothing, to dress modestly and conservatively at all times. Front of garment must not show cleavage while standing or bending. No strapless dresses or sheer fabrics are allowed. If slacks are worn, they should be loose-fitting and a top must also be worn that extends over the hips.

7.3 MEN AND WOMEN

Hair must be neat, clean, combed properly, and should not attract undue attention. Fashion that does not meet Christian standard is not acceptable. Scarves are not allowed in classrooms and public meetings.

7.4 MAKEUP

Colorful cosmetics that will attract undue attention are not permitted. Nail Polish, lipstick and eye shadow are prohibited.

7.5 JEWELRY

As Christians were are counseled to put on the adornment of Christ and not the outward adornment. Therefore, students are not allowed to wear anklets, necklaces, chains, earrings and ornamental rings.

SECTION 8

DISCIPLINARY PROCEDURES

As a Seventh-day Adventist Church Institution, EAC expects students to act in a responsible and becoming manner at all times for the mutual benefit of the college and wider communities associated with the college. Students are thus expected to display respect for duty, order, morality, personal honor, and the rights of others in matters such as privacy, free speech, work, study, property and freedom from nuisance.

Experience has taught that there are some practices or attitudes that nullifies the Christian atmosphere or defeats the purpose of the college. Any student engaging or even attempting to engage in such prohibited conduct will result in immediate major disciplinary action of the disciplinary committee or being asked to withdraw from school.

EAC, however, makes every effort to guarantee fair play in the administration of discipline to any accused student. Should a problem of student conduct arise, the chairman of the Discipline committee or one appointed will investigate the matter. The student will be given every opportunity to speak to the charges (See section 10 “Grievances Procedures” below). Then the Discipline committee will be called to decide on the case.

8.1 DISCIPLINARY ACTIONS

Those who consistently ignore and violate the school’s rules and regulations will subject themselves to investigation and disciplinary action as might be necessary.

The actions will be determined by the following

1. The nature of the immediate problem
2. Previous conduct records
3. The student’s influence on campus or in the community

LETTER OF COUNSEL

This letter is issued by the Discipline Committee informing the student about the violation of college regulations that he/she has committed. The letter advises the student on the appropriate measures to remedy the situation.

When a student receives two such letters, the next (the 3rd letter) become a LETTER OF WARNING, with, or without, other minor sanctions such as fines imposed. The letter originates from the chairman of the discipline committee indicating that a student’s offence could lead to suspension, withdrawal or dismissal.

LETTER OF SUSPENSION

Based upon the recommendation of the Discipline committee, this letter may require the students to leave the College:

1. For a definite time
2. For an indefinite time
3. Upon meeting a specified condition.

At the discretion of the Discipline Committee and the approval of the Administrative Council, suspension could be:

1. To one’s own home
2. To an acceptable off-campus home

LETTER OF WITHDRAWAL

Consistent, irresponsible disregard for College policies, insubordination, or any single misdemeanor may result in a student being asked to withdraw from the College.

The student, who, upon request, willingly withdraws, may be considered for readmission after an absence of one semester.

Refusal to withdraw may result in formal dismissal.

LETTER OF DISMISSAL

This is an indefinite separation from the Institution. The dismissed person is not permitted access to the campus except permission is secured from the College Administration.

8.2 POSSIBLE TERMINAL OFFENSES

Students engaged in any of the following offenses or violations, both on or off campus, may find themselves suspended or dismissed.

1. In any criminal offense.
2. The possession or use of any weapon capable of inflicting body injury upon other persons.
3. Physical abuse, assault or threat to any person
4. Involvement in or assisting others in all forms of dishonesty including stealing, cheating, lying, forging , alteration or misuse of College documents, records or identification cards, furnishing false information to the institution or to any of its officers, as well as failure to comply with the direction of the College's official in the performance of their duties.
5. Possession or use of any drug, chat, tobacco, cigarette, alcoholic beverages, and hashish in any form.
6. Any violation of the Biblical teaching on sexual morality, including all sexual deviant practices, as well as clandestine meetings with member of the opposite sex.
7. Gambling in any form as well as the possession and use of gambling devices.
8. Willful damage or destruction of institutional or community property.
9. Involvement in spreading ideas or acts intended to undermine the religious ideals of the institutional, including those principles that govern Sabbath observance.
10. All night absence from residence halls without proper authorization or leaving campus without proper permission.
11. Persistent refusal to adhere to the College's standard of dress including the wearing of jewelry and make up.
12. Being continuously negligent in attendance at religious services residence hall worship, classes as well as making not significant effort to meet the scholastic requirements.
13. Engaging in verbal or physical behavior directed at an individual or group based on national origin, race, tribe, gender, and religious beliefs, that is likely to create an intimidating or demeaning environment to others.
14. Repeatedly using profane or indecent language, as well as possessing or displaying obscene literature, pornographic pictures or articles, or occult materials.
15. Persistent refusal to adhere to the principles outlined in the student HANDBOOK

**** Any additional rules or modification of existing rules that are approved by school administration likewise should be complied with.**

SECTION 9

GRIEVANCES PROCEDURES

EAC is committed to providing an environment that fosters dignity, respect, and fairness for all. This procedures provides a clear and transparent process for resolving student grievances. Grievances are separated into two distinct categories: **Academic** and **Non-Academic**.

9.1 ACADEMIC GRIEVANCES

An academic grievance relates to issues of a classroom or instructional nature, such as the application of grading policies, assessment feedback, or disputes regarding academic conduct within a course.

1. **Initial Resolution:** Students must first attempt to resolve the issue by speaking directly with the faculty member involved as soon as possible. The student is encouraged to bring a support person (such as a trusted peer or staff member) to any meetings.
2. **Formal Complaint:** If a direct meeting is not successful or appropriate, the student must submit a formal written complaint to the Head of the relevant Academic Department. The Department Head will then facilitate a discussion or investigation to determine a resolution.
3. **Final Appeal:** If the issue remains unresolved after the Department Head's involvement, the student may submit a final written appeal to the Academic Commission. The decision of the Academic Commission on academic matters is final and binding.

(Note: Specific procedures for appealing final examination results are detailed separately in the "Teaching-Learning and Assessment Policy Document" and should be followed for those specific cases.)

9.2 NON-ACADEMIC GRIEVANCES AND DISCIPLINARY MATTERS

A non-academic grievance relates to matters of student conduct, disciplinary actions, violations of the college's code of conduct, or disputes with staff outside of a direct academic context.

1. **Initial Resolution:** Where appropriate, students are encouraged to first speak directly with the other party to attempt to resolve the issue informally. A support person may accompany the student throughout this process.
2. **Formal Reporting:** If informal resolution is not successful or appropriate, the incident or grievance should be formally reported in writing to the Office of the Vice President (VP) for Student Affairs.
3. **Investigation and Decision by the Disciplinary Committee:** The VP for Student Affairs will refer the case to the Disciplinary Committee for investigation and a hearing. The Disciplinary Committee will determine if sanctions are warranted based on the severity of the offense. Examples of sanctions include:
Minor Sanctions: (1) A written warning; (2) Immediate removal from a class or work area; (3) A one-week suspension from a program of study; (4) Fines.
Major Sanctions: (1) Suspension from a program of study for longer than one week; (2) Suspension from a work area; (3) Removal from college facilities; (4) Dismissal from the College.

A formal letter outlining the decision and any sanctions will be sent to all parties by the Office of the VP for Student Affairs.

4. **Appeal Process:** A decision made by the Disciplinary Committee may be appealed.

Request for Appeal: The student wishing to appeal must submit a formal request in writing to the VP for Student Affairs within five (5) working days of receiving the decision.

Appeals Committee: Upon receiving the request, the VP for Student Affairs will schedule a meeting of the Appeals Committee to occur within five working days (this timeline may be extended by mutual agreement). The Appeals Committee will consist of two students, two staff members (with a minimum of one faculty member), and one management staff member. The chair may be chosen by the committee members.

Review: The VP for Student Affairs will distribute all relevant materials to the committee members in advance of the meeting. The committee will provide an independent, internal review of the initial decision.

5. **Final Decision and Communication:** The chair of the Appeals Committee will distribute the final written decision within two (2) working days of the committee's meeting. The decision will be distributed to: the complainant, the parents/sponsor (when deemed necessary), the relevant Department Head, the VP for Student Affairs, the VP for Academic Affairs, and the Registrar. The decision of the Appeals Committee is final and binding.

SECTION 10

LIBRARY RULES

10.1 EAC LIBRARY RULES AND REGULATIONS

All staff and students are expected to strictly adhere to these rules when In the library.

1. Book rentals, borrowing of reserve and circulation books, and clearance must be done at the Counter.
2. Always present your ID card with photo to the server.
3. Take note of the schedule of services (schedule posted at the door)
4. Transaction with library workers and others must be done in whispers
5. Loud conversations or discussions are strictly prohibited in the library.
6. You are not allowed to make any markings, tracings, and tearing off pages in any library materials. This is strictly prohibited and is subject to penalty.
7. Improper check out books is prohibited.
8. Do not return books to the shelves. Just leave them on the tables.
9. Littering is prohibited. Use the trash basket.
10. Return books and other materials on due dates to avoid fine.
11. Always submit yourself for inspection when you go out of the library
12. be polite and respect the rights of others
13. Mobile telephones must be switched off before entering the library. Persons found to be in Contravention of this rule will be asked to leave the library.

BORROWING BOOKS

Each student must present his own I.D Card when checking out books. Anyone not presenting his own I.D card or borrowing for another person will be subjected to loss of library privileges. This means that the rented books must be returned and the rental fee will be forfeited. No more library privileges will be given to the student for the remainder of the semester.

CIRCULATION OF LIBRARY MATERIALS

Every book, magazine, pamphlet, etc., has its own correct place in the library and must be kept there unless removed for use. When everything is borrowed, a record must be made at the circulation desk. Service is closed if the supervisor is temporarily absent.

LENDING LIBRARY BOOKS

For books in general use, circulation can be renewed only once after a lapse of one week. The student who originally checked the book out may renew or check it out again provided the book is brought back to the desk for Re-stamping. If another person is requesting for that same books, the book will be lent to the new borrower.

PROCEDURE TO FIND BOOK

Check in the Card Catalogue or on the online card catalogue from any of the library computer and go directly to the shelf where the book needed is found. Take the book to the circulation counter and have it processed before taking it out of the library.

RESERVE MATERIALS

Books and materials to be read for class assignments are placed on reserve and shelved behind that desk. The reserve books will be issued for use in the reading room depending on the demand and according to the remaining time period. After this time the book can be renewed provided no other students have asked to use it. Reserve materials may not be taken out of the

library. A fine of 25 cents per hour will apply on all reserve materials kept beyond the time stated.

REFERENCE BOOKS

Encyclopedias, dictionaries, and other works of reference are shelved in the reference room. They may not be taken from the library.

PAMPHLETS

Pamphlets and other materials which do not have a call number should be checked out at the desk and should be used in the reading room only.

MAGAZINES

Some denominational papers are retained in bound form in the stockroom which can only be handed out by the supervisors. Magazines are kept in the stack room and may not be checked out.

TEXTBOOKS

Textbooks may be rented from the library. They are usually issued to students at the beginning of the semester after rent is paid and must be returned as soon as the class use is terminated.

Books kept after the deadline set by the librarian at the end of the semester will be charged 1:00 birr per book per day. Rented books must be kept in good condition. If the student writes in his or her textbooks, he/she will be charged 25 cents per word.

ON CALL

This privilege will be given to the teaching staff and administrative personnel. This privilege is only applicable to the materials used specifically for their jobs. The staff may use other material on the regular basis. A teacher may borrow or retain an on call book any time of the school year upon presentation of the book for renewal.

LOST BOOKS

The loss of books should be reported immediately so that fines do not accumulate. If it is not found after sufficient time for finding it has elapsed, the borrower will be charged a fine and at the cost of replacing it which includes postage. All lost books must be paid in cash. A person who loses a book pays for double the cost of the book with a book having the same title, author, and edition. He will also pay a fine of twenty birr to cover the cost of processing. If the book is not in good condition, the student will pay damages. Repair of torn covers may cost 10 birr or above. If the student brings a book with the property stamp of another person or Institution the library will reject the book. Replacement after the date will also be charged overdue fine book with missing pages are considered as lost.

Books that are not available in the country will be purchased for outside the country and therefore need additional payment for shipment. The borrower can check the price from the internet.

FINES

Circulation books 50 cents per day per book for overdue. Reserved books 1.00 birr per hour per book for overdue. Improperly checked out books -- 10 birr per day per book. Loss of a book -- doubles the cost of the book plus twenty birr. Writings on the pages -- 25 cents per word. On call books 1.00 birr per day per book for overdue. Not presenting own I.D loss of library privileges.

TABLES

Cases and bags should be placed on the tables and care must be taken not to write or scratch on a table surface.

LIGHTING AND VENTILATION

Lighting and ventilation is controlled by the supervisor. In case of electricity failure, students are expected to remain seated and silent. Supervisors will arrange for artificial lighting. Students who shout and move from place to place will be subjected to discipline.

SILENCE

Silence will be maintained at all times in the reading room which is intended for private study. Please lift the chairs when preparing to sit or leave.

SECTION 11

DELEGATION OF AUTHORITY

The supreme authority regarding all matters relating to the Administration of EAC is vested in the Board of Trustees.

The Board delegates to the President authority to execute all administrative functions with regard to policies and regulations and to make functional all administrative structures and organizational units approved by the Board.

The President is assisted in his administrative role by three Administrative officers, who in consultation with him and upon his approval, implement the policies and programs that fall within their respective areas. These officers are:

1. The Academic Dean, who supervises the academic programs which include teaching, scheduling of classes and initiating academic policies. The responsibilities also include the office of Admissions and Records.
2. The Business Manager, whose jobs include the management of the financial affairs of the College industries, financial aid accounts student finance purchasing student employment student housing maintenance, post office transportation security etc.
3. The Dean of students administers the discipline policies of the school, serves as chairman of the student Affairs committee and the Disciplinary Committee and directs all students' organizations service, social and extracurricular activities.

SECTION 12

PARLIAMENTARY PROCEDURE

Parliamentary procedure is a way to conduct a meeting in an orderly manner. Wherever people hold a meeting, they need rules to help them accomplish their purpose. The rules of parliamentary procedure help the chairman keep order during the meeting. The procedure is called parliamentary because it comes from the rules and customs of the British parliament parliamentary procedure is also known as parliamentary law, parliamentary practice, and rules of order.

12.1 FORMING AN ORGANIZATION

A group that wishes to form an organization or club first calls a meeting of those who may be interested. At the meeting the group sets up a temporary organization and chooses an acting chairman. The acting chairman appoints an acting secretary, who begins keeping a record of the business conducted by the group. Next, the members elect temporary chairman and a temporary secretary. These two officers serve until the club establishes a permanent organization and elects permanent officers.

12.2 CONSTITUTION AND BYLAWS

Before a group becomes a permanent organization, it should have a constitution and a set of bylaws members may elect a committee to draw up these documents. Or the chairman may appoint a committee for this purpose. The group may adopt the constitution and bylaws as written by the committee. Or members can make changes in the documents

The constitution states the basic principles and general structure of the organization. It is the highest law of the organization. The bylaws tell the members how to carry out the provisions of the constitution.

The constitution and bylaws of most organizations cover the following subjects:

1. Name of the Organization
2. Purpose of organization
 - a. A general statement of purpose
 - b. How the purpose is to be achieved
3. Membership
 - a. Qualification for membership
 - b. How members are selected
 - c. Membership dues
4. Officers
 - a. Titles and description of duties
 - b. Length of terms of Office
 - c. How officers are selected
5. Committees
 - a. Names and duties of standing committees
 - b. Procedure for creating special committees
 - c. How committee members and chairman are chosen
6. Meetings
 - a. When regular meetings are held
 - b. How special meetings are called
 - c. Selection of an authoritative book on parliamentary procedure
 - d. Special rules governing meetings
7. Amendments
 - a. How the constitution and bylaw are amended
 - b. The vote required to adopt amendments

**** The student Associations need to formulate its constitutions and bylaws.**

SECTION 13

FINANCIAL INFORMATION

Updated financial information could be obtained from the Business Office. Very moderate fees are charged by the college to enable students who would otherwise be unable to afford college education abroad. Most of these fees are set on a semester system. Tuition is based on the number of units (credit hours) a student is taking.

13.1 DISCOUNT

1. Students who pay the total semester's payment at registration are entitled to 2% discount.
2. A parent, except SDA workers, who registered three or more biological children will be given 5% discount on total fees paid in cash
3. Active tithe paying SDA Church members, who do not work in the denomination are entitled to 10% discount on the total school fees paid in cash.

13.2 SECURITY DEPOSIT

All College students are required to make a deposit of E.B 60.00 in cash right upon registration. This is to be kept in separate account, as an advance security deposit until the date of the students' graduation /termination.

13.3 SEMESTRAL BREAK CHARGES

Since semester charges are not included in the financial information, students are required to leave the campus during breaks. However, students who wish to remain on campus during breaks may be allowed only if they make prior arrangement with the Business office. Break charges must be paid in cash and no student will be allowed to work for this.

13.4 PROMISSORY NOTE

All students are to pay their financial obligations as planned. If students are unable to pay the amount at registration time he or she will be charged 1% interest on the remaining balance and will be asked to sign a promissory note for the difference. He or she is expected to be faithful in observing the promissory notes schedule. If the student misses payment, he or she will be charged an additional amount of money for the late payment on daily basis.

13.5 TRANSFER OF ACCOUNTS

Any personal credit balance on any account is transferable to a third party but labor credit is restricted only to biologically related children. In either case, transfer of an account is only allowed when the first party is permanently withdrawing from the school. No student will be allowed to purposely accumulate work credit in order to benefit a third party.

13.6 STUDENT REFUND POLICY

Students who wish to withdraw during the academic year may receive refunds under the following policy.

1. Within limits of 45 days (Semester basis) and two weeks (summer session basis), one can withdraw from the school with 2% daily service fee charge. This 2% fee charge is computed on semesters'

and summer's share of tuition, teaching supplies and library fee charge is computed on semesters and summer's share of tuition, teaching supplies, and library fee. All others are non-refundable.

No refund will be given after two weeks after midterm for regular semester classes and two weeks after summer session classes.

2. The unused cafeteria fee and room rent are to be refunded at a pro-rated amount which will be calculated at the Business Office. No. No food or dormitory refund will be made on any partial week.
3. Everyone who wants these refunds must file a complete drop slip with the business office on the actual date of withdrawal, otherwise charges will continue.

13.7 CLEARANCE

1. In order to take semester examinations, all students must be cleared financially
2. No one will be allowed to register for another academic year unless all debts from the previous year been paid
3. Students who have financial obligation toward the school are not permitted to receive any documents from the Registrar's Office. Before any documents are to be obtained, the students must be cleared by the Business Office.

13.8 SPONSORED STUDENTS

All sponsored students will be required to come with a letter of financial guarantee from their respective fields and institutions.

13.9 FREE TUITION

Any EAC regular worker who meets the school admission requirement may be sponsored by his work department to take one course of Tuition charges during a semester/summer session. Such a worker should be willing to shoulder other related expenses. Furthermore, to utilize this opportunity the worker should make prior arrangement with his or her work department head, Business Manager and the President.

13.10 MINIMUM LOAD PAYMENT CALCULATION

Students who take less than a minimum load are charged in proportion to their load for SA, library, supplies laboratory and sport fees. Any student taking 6 credit hours and above is required to pay SA fees whereas any student taking below 6 credit hours if free.

13.11 WORK OPPORTUNITIES/STUDENTS LABOR

It is possible for some students to earn part of their expenses by working in one of the Industrial/service Departments. However, due to increased students population there are only limited work opportunities and the completion for them is greater. These work opportunities will be awarded on a first-come first-serve basis; therefore, students who would like to work during the school year are strongly advised to apply as early as possible. It should be noted that no student will be allowed to work once he has worked enough to meet his school financial obligations.

Labor rates range from EB. 1:00 -1:50 per hour for College Students. A maximum rate of E.B 1:50 per hour is only given to some working College students who are of good conduct, productive, time conscious and who have served for a minimum period of one year.

Work assignment will be determined by the Business Manager. Student labor should be used for tuition only. Exceptions could be made by the Finance Committee.

13.12 FINANCIAL ASSISTANCE

Limited funds are available to help some worthy students who might not otherwise be able to finance their education. Application may be submitted to the chairman of the Scholarship committee and one may be given financial aid under the following guidelines.

1. Must have enrolled at EAC as a regular student for not less than a year.
2. Must be a person who has been tried on work for not less than two consecutive semesters and whom the administration does not doubt his full trust in the dignity of labor.
3. Must be an exemplary person conduct wise.
4. Must have been proven for his or her positive contribution toward the total operation of the school.
5. This worthy-student financial grant may differ in amount depending on the individual performance, but must not exceed annual credits earned by labor.
6. The grant is to be given (or available) to a maximum number of 4% of the total enrollment.
7. These groups of students need to be screened by the Scholarship Committee.

SECTION 14

QUOTABLE QUOTES

- “True education means more than the perusal of a certain course of study. It means more than a preparation for the life that now is ... It is the harmonious development of the physical, the mental, and the spiritual powers. It prepared the students for the joy of service in this world and the higher joy of wider service in the world to come.” E.G. White, Education, P.13.
- “Higher than the highest human thought can reach is God’s ideal for His children – Godlikeness is the goal to be reached.” – E.G. White, Education, P.18.
- “The great principles of education are unchanged. “They stand fast forever and ever” (Psalm 111: 8); for they are the principles of the character of God.” – E.G. White, Education, P.30.
- “The greatest want of the world is the want of men – men who will not be bought or sold, men who in their inmost souls are true and honest, men who do not fear to call sin by its right name, men whose conscience is as true to duty as the needle to the pole, men who will stand for the right though the heavens fall. – E.G. White, Education, P.57.
- “For the mind and the soul, as well as for the body, it is God’s law that strength is acquired by effort. It is exercise that develops” E.G., Education, P.123.
- “The highest class of education is that which will give such knowledge and discipline as will lead to the best development of character, and will fit the soul for that life which measures with the life of God. Eternity is not to be lost out of our reckoning. The highest education is that which will teach our children and youth the science of Christianity, which will give them an experimental knowledge of God’s ways.” –E.G. White, Counsels to Teachers, P. 45.
- “The mind, the soul, is built up by that upon which it feeds; and it rests with us to determine upon what it shall be fed.” –E.G. White, Education, P.126.
- “The value of song as a means of education should never be lost sight of As a part of religious service, singing is as much an act of worship as is prayer.” –E.G. White, Education, P. 168.
- “The student who with limited time and means is struggling to gain an education should realize that the time spent in physical exercise is not lost. He who continually pores over the books, after a time, that the mind has lost its freshness. Those who give proper attention to physical development will make greater advancement in literary lines than they would if their entire time were devoted to study.” E.G. White, Education, PP. 208-209
- “The world does not so much need men of great intellect as of noble character.” – E.G. White, Education, P.225.