



ZADOK

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INSTITUTE

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SEPARATED FOR GOD. ANOINTED FOR WORSHIP.

**Student Handbook**



ZADOK Institute  
Application for Admission

PO Box 1592  
Keller, TX 76244  
(817) 898-0440

[www.ZADOKInstitute.com](http://www.ZADOKInstitute.com)

Email: [admissions@zadokinstitute.com](mailto:admissions@zadokinstitute.com)

Dr. Steven Foss, President  
Dr. Carrie Foss, Dean

ZADOK Institute is an accredited institution of higher learning providing an Associates of the Arts Degree in Ministerial Studies or Music Ministry and a Bachelors of Arts in Ministerial Studies or Music Ministry Degree. ZADOK Institute is accredited through:

Transworld Accrediting Commission International  
231 E Alessandro Blvd., Suite A-210  
Riverside, CA 92508: 951-901-5586  
[www.transworldaccrediting.com](http://www.transworldaccrediting.com)

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

“SEPARATED FOR GOD. ANOINTED FOR WORSHIP.”

This handbook is designed to provide information for students considering an academic career at the ZADOK Institute, current students, and others who are interested in the programs of this Christian institution.

Although this handbook was prepared on the basis of the best information available at the time, all information (including the academic calendar, admissions and graduation requirements, course offerings and course descriptions, and statements of tuition and fees) is subject to change without notice or obligation.

Students having questions that are not answered in this publication may address specific questions to:

ZADOK Institute  
Office of Admissions  
PO Box 1592  
Keller, TX 76244

or

[admissions@zadokinstitute.com](mailto:admissions@zadokinstitute.com)



## VISION STATEMENT

"To raise up an army of separated, consecrated, throne room worshippers who will go forth as end time, frontline ministers with signs, wonders, and the manifested Glory of God."

## CORE VALUES

These core values serve as our guiding principles and foundational commitments:

- Exalting the Person and work of Jesus Christ.
- Upholding the Word of God as our standard for life and ministry.
- Training and ministering in the power of the Holy Spirit.
- Teaching and encouraging apostolic ministry worldwide.
- Commitment to passionate worship and intimacy with God.
- Commitment to prayer and spiritual warfare.
- Providing an atmosphere for the development of increased faith.
- Fostering a lifestyle of giving.
- Commitment to evangelism and world missions.
- Commitment to strengthening the local church by encouraging graduates to return to and actively serve in their home church.
- Affirming the biblical view of creation.
- Fostering biblical character, integrity, and faithfulness.
- Emphasizing a life of holiness and sanctification.
- Commitment to the priority of family relationships.
- Upholding the sanctity of life and valuing each child as a gift from God.
- Compassionate outreach to the needy.
- Supporting the nation of Israel as a vital part of God's eternal end time plan.
- Releasing women as equal partners in ministry.
- Interdenominational in fellowship.
- International in outreach.

## STATEMENT OF FAITH

1. The One True God: There is one living and true God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit (Deut. 6:4; Matt. 28:19).
2. The Scriptures Inspired: The Bible is the only infallible, inspired, authoritative, written Word of God (2 Tim. 3:16).
3. The Deity of the Lord Jesus Christ: We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His personal future return to this Earth in power and glory to rule for a thousand years (John 1:1).
4. Original Sin and the Fall of Man: We believe that man, created in the image of God, by voluntary disobedience, fell into the depths of sin and iniquity; therefore, passing on sin's nature and consequences to all mankind, with their accompanying loss of intended meaning and purpose (Gen. 1:27; Rom. 5:12).
5. The Salvation of Man: Man's only hope of redemption and salvation from the power of sin is to willingly choose repentance and faith in the shed blood of the Lord Jesus Christ, and that it is possible for a believer to lose his or her salvation by willfully turning away from the provisions of salvation which Christ has made. Salvation is a free gift from God and is available to any and all who call upon the Name of the Lord (Acts 4:12; Rom. 5:8-13, 15; 10:9, 13; James 1:21; Eph. 2:8; Heb. 3:12, 6:4-6, 12:15; Matt. 13:22; 2 Tim. 4:10; 1 Tim. 1:19).
6. The Church and its Mission: We believe in the Great Commission to go into all the world to make disciples (Matt. 28:19).
7. The Ordinances of the Church:
  - a. Baptism in water in the Name of the Father, Son, and Holy Spirit. All who repent of their sins and believe in Christ as Savior and Lord are to be baptized. This is a declaration to the world that they identify with Christ in His death and have been raised with Him in newness of life (Matt. 28:19; Mark 16:16; Acts 10:47, 48; Rom. 6:4).
  - b. The Lord's Supper, consisting of the elements—bread and the fruit of the vine—is the symbol expressing our sharing the Divine nature of our Lord Jesus Christ (2 Pet. 1:4), a memorial of His suffering and death (1 Cor. 11:26), a prophecy of His second coming (1 Cor. 11:26), and enjoined to all believers until He comes!
8. The Baptism in the Holy Spirit: The baptism of believers in the Holy Spirit, with evidence of speaking with other tongues as the Spirit of God gives utterance (Acts 2:4). With the Baptism in the Holy Spirit comes power for life and service in the ministry of the Body of Christ. We believe in corporate prayer with the believer's prayer language. (Luke 24:49; Acts 1:4, 8; 2:11; 10:46; 1 Cor. 12:1-31).
9. We believe in corporate prayer with the believer's prayer language. (Luke 24:49; Acts 1:4, 8; 2:11; 10:46; 1 Cor. 12:1-31).
10. Divine Healing: Divine healing was provided for all in the Old Testament (Ex. 15:22-26; Psalm 103:1-3; Isaiah 53:4, 5), and in the New Testament it is an integral part of the Gospel (Matt. 8:16, 17; Acts 5:16; James 5:14-16).
11. The Final Judgment: We believe that all shall stand before the judgment seat of Christ: the redeemed to be delivered unto everlasting life, and the unrepentant unto everlasting punishment (Rev. 20:11, 12; 2 Cor. 5:10).

## ZADOK CONCEPT OF SPIRITUAL TRAINING

Our goal for each student is that they become passionate in worship, lovers of God and His Word, and learn to hear the voice of God for themselves. We believe that this goal will empower them to walk in the call of God for their lives, and sustain them through all that life may bring.

To that end, ZADOK is a place of learning with a balanced emphasis on the moving of the Spirit and academic training. The faculty at ZADOK believes the Holy Spirit wants to work through yielded people everywhere, not just through professionally trained ministers. ZADOK Institute offers an environment of Christian love where disciples of the Lord Jesus can learn and grow together as they develop a deeper, more productive spiritual life.

The training program at ZADOK includes the following elements and objectives:

1. Prayer, worship, and staying yielded enables the student to learn directly from the Holy Spirit and experience His marvelous gifts.
2. Concentrated courses of study in the Bible, taught by seasoned and anointed faculty, enables the student to become grounded in truth.
3. Demonstration and Example - The student will see the Gifts of the Holy Spirit in operation, thus stimulating a belief in the supernatural and helping to establish steadfast faith. The faculty and guest teachers share their experiences as examples and encouragement to each student to develop their God-given gifts.
4. Practical experience in Christian service, enables the student to apply what is being studied.
5. Spiritual Unity - The Institute promotes unity in the Spirit, the love and compassion of God, and oneness among believers.
6. Conformity to the Spirit - Students arrive from many walks of life with widely varying beliefs, values, and attitudes. The staff works individually and as a team under the guidance of the Holy Spirit to help each student maintain consistency in his/her Christian walk. Students are expected to be tolerant and loving toward other dedicated believers, even though their opinions about extraneous issues may differ.
7. Practical Personal Learning - ZADOK seeks to help every student in these specific areas of learning: To understand the Bible, with an emphasis on developing consistent study habits and the capacity to memorize Scripture. To witness, both verbally and through a Godly lifestyle. To live a disciplined and consistent Christian life according to biblical precepts. To walk in faith, empowered by the Holy Spirit. To be an instrument of the Holy Spirit, willing and able to demonstrate in daily life the Gifts of the Spirit, bearing fruit for the edification of the Church. To teach others by instruction and example.

# Programs and Courses

## PROGRAMS

ZADOK Institute provides a Ministerial Studies Certificate and both two-year Associate of Arts Degree and three-year Bachelor of Arts Degree programs giving the student intense training in the Word and the anointing, as well as a solid foundation in music and worship leading for School of Worship students. The program consists of a total of 80 credit hours for the two-year program and 120 credit hours for the three-year program with a general course load of 20 credit hours per semester. Each year is divided into fall and spring semesters.

- The Ministerial Studies Certificate Program consists of core areas of study including The Attributes of God, Christology, Hermeneutics and Galatians/Romans.
- The first two years of study in the Degree programs begin with faith building Bible courses, Practical Ministry Courses, ZADOK Revolution, Prayer Room Lab, and many other classes.
- Third year of study will conclude with advanced Bible courses. School of Worship students will study vocal or instrumental instruction, worship leading, composition and arranging. Students may work with studio programs, writing, and engineering.

Because of the emphasis on the anointing in ministry at ZADOK, we endeavor to provide a solid academic foundation in the creative as well as biblical/spiritual truths. Due to certain accreditation requirements, some courses are mandatory. However, we believe that each course offered should be subject to the leading of the Holy Spirit. We are confident that upon completion of the three years at ZADOK, you will be well equipped to do the work of the ministry, whether choosing a full-time ministry position or volunteer position. Students completing the three year program will have the opportunity to apply for ordination through ZADOK International Ministries Church Inc.

## COURSE LISTINGS

As indicated in the section on Programs, two years of study are required for the Associates of Arts degree and three years of study are required for the Bachelors of Arts degree offered at ZADOK Institute. All courses are designated with a 4-digit number beginning with the number of the year attended. The Ministerial Studies Certificate program is a one year program.

The ZADOK Institute degree programs require either two or three years of study. Students in the School of Worship track will not be expected to take courses in every instrument, but only in one primary instrument or in voice.

**First two years courses include:** Intense Bible classes, ZADOK Revolution classes, Prayer Room Lab, Leadership Application, Ethics, Life of David Course, Church History 1 & 2, Intercession, The book of Proverbs, and many more.

**Third year courses include:** Advanced Bible classes, Advanced Worship Courses, ZADOK Revolution, Instrumental/Songwriting, Prayer Room Lab, The book of Acts, Worship Leading, and many more.

A complete listing of courses with descriptions is provided in the Course Catalog.

Note: The predominant translation of the Bible used at ZADOK Institute is the New King James Version. Students would benefit from having their own copy of this version whether electronic or print. Other versions often used in courses is the Amplified and English Standard Version.

## COURSE SCHEDULES

ZADOK Institute offers students the ability to take full time classes that consist of 1 hour and 50 minute classes of 16 sessions each over a 8 week module. There are two modules per semester. Our on campus courses and practical application courses at local churches allow students to earn a degree and still have jobs and meet their other obligations. To this end, all degree program classes are offered on Tuesdays and Thursdays only. Ministerial Studies Certificate program classes are offered on Monday Nights.

Note: Credit hours assigned to a course take into account the accelerated pace of the course as well as required service times and the personal study requirements of the course.

# Admissions Information

## ADMISSIONS REQUIREMENTS

Candidates demonstrating a strong Christian commitment, moral character, personal integrity, and a sincere desire to pursue an intimate relationship with God are considered for admission to the ZADOK Institute programs. Those seeking to also pursue training as worshippers and musicians are considered for admission to the ZADOK Institute School of Worship program.

Admission may be denied for such things as crime, moral turpitude, misconduct, prior suspension or any other factors that would be detrimental or disruptive to the Institute or to current students.

## FIRST TIME APPLICANTS

A first-time student is defined as an applicant who has not completed at least one full semester of coursework at ZADOK. A high school or equivalent diploma is required for admissions to ZADOK. The application process is outlined in the section entitled Application Procedures.

## APPLICANTS FOR READMISSION

Students interrupting their study at ZADOK by not enrolling in a subsequent spring or fall semester must submit an Application for Readmission to the Office of Admissions.

## APPLICATIONS

Applicants (first-time) need to submit the following materials when applying to ZADOK Institute: Full details of application requirements are available in the section titled Application Procedures.

- Application (available in paper form or for download from the website)
- Standard passport size photograph (attached to the application)
- Pastoral recommendation (a form is included with the application)
- Two (2) personal recommendations (forms are included with the application). Applicants can not use family members or relatives.
- Secondary School Transcript (a form is included with the application). Applicants must have an official high school transcript or the equivalent sent directly from the granting entity's registrar to ZADOK Institute.
- Post-secondary Transcript(s) (a form is included with the application) Those wishing to pursue an Associate of Arts or Bachelor of Arts degree should have official transcripts sent directly from any previous college or university to the ZADOK Institute Admissions Office for evaluation.
- Permission to obtain background check form (form included with the application)

## APPLICATION DEADLINE

ZADOK Institute admits students twice each year. Students applying to ZADOK need to submit application materials by the deadline of August 10 (to start in Fall 2014) or by the deadline of January 10 (to start in Spring 2015) in order to receive priority consideration for admission. Students submitting applications after the above deadlines are notified of decisions on a first-apply basis for admission.

## TRANSFER OF CREDIT HOURS FROM OTHER INSTITUTIONS

If you have completed courses similar to ours in other college-level schools, you may be eligible to receive transferred credit toward your academic record. ZADOK will accept in transfer credit hours from other qualified Bible colleges and institutions within the United States for course work in Bible and general education curriculum.

Credit hours transferred may only be applied towards the following academic programs:

1. Bachelor of Arts in Ministerial Studies and Bachelor of Arts in Music Ministry degrees
2. Associate of Arts in Ministerial Studies and Bachelor of Arts in Music Ministry degrees

No credit transfer is permitted towards one-year certificate or diploma programs. The credit hours awarded will not exceed the credits offered for the comparable ZADOK courses. Credit hours from previous study can only be transferred if the grade received is a "C" or higher.

Maximum number of credit hours transferable:

1. Up to 40 credit hours may be transferred towards the three-year, 120-credit hour Bachelor of Arts degree.
2. Up to 25 credit hours may be transferred towards the two-year, 80-credit hour Associate of Arts degree.
3. No credits are transferable towards one-year certificate or diploma programs.

To transfer credits, students must forward an official transcript from the college or institution attended previously to the Dean for evaluation.

# Financial Information

The semester fees included in this section are intended to be used as an approximation and not as the specific fees that will apply when students enroll at ZADOK. Fees are subject to change at the discretion of the ZADOK Administration.

At ZADOK, education should be considered an investment in the future. Students should read this section carefully so they will have a better understanding of what it costs to attend ZADOK.

## LOW TUITION COMMITMENT

ZADOK Institute operates from the standpoint that a quality academic and spiritual education should be affordable. We, therefore, have not sought the costly regional accreditation that leads to qualification for government guaranteed student loans. Institutions using such loans generally charge the maximum tuition allowed, leaving students with a sizable debt at the completion of their education. For those called to the ministry, it can be very difficult to obey God's calling with this type of debt. For this reason, ZADOK Institute has elected a less costly, yet just as valid, independent accreditation through *Transworld Accrediting Commission International*.

ZADOK Institute does not participate in government-sponsored grants or loans at this time. Tuition costs for ZADOK Institute are NOT tax deductible.

## TUITION & FEES

Currently we are offering a special tuition rate of \$700.00 per semester for full time students, plus a non-refundable registration fee of \$100.00 per semester due at the time of registration. Tuition and registration fee must be paid in full prior to the start of classes each semester to receive this rate. The tuition for the Ministerial Studies Certificate is \$300 per semester.

Full time students who choose the payment plan option will receive a special rate of \$800.00 per semester for the first year, plus a non-refundable registration fee of \$100.00 per semester due at the time of registration. (For complete details on the payment plan see below.)

No access to course material will be given until all tuition and fees are current (per payment plan chosen). All payments are to be made in US currency. Students who receive these discounted rates will be eligible for reduced tuition for their second and third years in the program provided they remain in good standing with ZADOK Institute with continued, uninterrupted enrollment.

*Tuition does not include books, supplies, housing, instruments or private lessons.*

## PAYMENT PLAN

In order to assist full time students in the cost of tuition we offer a payment plan option. Registration fees are still due at the time of registration. On the payment plan, the first tuition payment of \$300 is due by the first day of classes for the semester. This first payment gives the student access to course material. The second payment of \$250 is due by October 10 of the fall semester, and March 7 of the Spring semester. The final payment of \$250 is due by December 1 of the fall semester, and April 25 of the Spring semester. All grades will be held until tuition is paid in full.

For full details of the payment plan option and to apply for the payment plan, please contact the Administration Office.

## SUMMARY OF TUITION AND GENERAL FEES

Application Fee	\$50.00
Tuition - full payment	\$700.00/semester
Tuition - payment plan	\$800.00/semester
Administration/Registration fee	\$100.00/semester

## ADDITIONAL EXPENSES

Other expenses for which students are responsible include housing, personal living expenses, transportation, entertainment, course textbooks and materials, computers, missions trips, instruments, private lessons and other incidentals.

### Books and Instruments

It is the student's responsibility to pay for and own any books and instruments used while attending ZADOK. Guitars, amps, drums, wind instruments, violins, etc. are not available for loan to students. In addition, students are expected to purchase textbooks for each of their classes. The cost of textbooks will vary with different courses. Book costs typically run \$200 - \$300 per year for full time students.

## OTHER FEES

Registration Fee - A registration fee of \$100.00 is charged each semester to all students enrolling in ZADOK. This fee covers general administrative costs, technology resources, student records processing, etc. This fee is non-refundable.

## PAYMENT POLICY

Students must pay the amount due in full based on payment plan chosen on or before the first day of classes. Funds are payable to **ZADOK Institute**. The Administrative Office can accept payment by

check, money order or credit cards. No access to course material will be given until all tuition (based on payment option chosen) and fees are paid. All payments are to be made in US currency.

The issuance of bad checks or credit cards will be grounds for immediate suspension and possible termination. A \$30 fee will be charged for returned checks.

If individuals are sponsoring your tuition, the same policies apply. It is your responsibility to check with the ZADOK office to verify payment of tuition and fees.

## **REFUND POLICY**

If a student drops or withdraws from ZADOK and initiates the appropriate process through the Academic Dean's office, refund of tuition will be prorated and issued for any semesters paid for but not completed.

The tuition refund is calculated from the approval date for dropping or withdrawing from courses by the Academic Dean. Non-attendance of classes does not constitute an official withdrawal or course drop.

The registration fees are non-refundable. If a student is expelled from ZADOK, no refund will be given. Please allow thirty days for any refund.

# Academic Information

## ACADEMIC RECORDS

The Academic Dean's office maintains a file on each enrolled student. Student files contain correspondence and communication that takes place between the student, the Institute, and the public. Information within the file is maintained according to the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. This act was designed to protect the privacy of education records, to establish records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with FERPA concerning alleged failure by the institution to comply with this act.

Students receive grade reports at the end of each semester. This is the student's opportunity to seek correction for any apparent errors and to keep the Administrative Office informed of any mailing address changes. Failure on the student's part to seek correction within 60 days after the conclusion of the semester the course was taken indicates that records are accurate as stated.

## THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records beginning the first day of class. These rights are as follows:

- The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the Dean's office written requests that identify the record(s) they wish to inspect. The institution's official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of education records that the student believes is inaccurate or misleading. A student may ask the Institute to amend a record that he or she believes is inaccurate or misleading. The student should write the Institute official responsible for the record, clearly identify the part of the record to be changed, and specify why it is inaccurate or misleading. If the Institute decides not to amend the record as requested by the student, the Institute will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the Institute in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company with whom the Institute has contracted (such as an attorney, auditor, degree, or enrollment verification service (National Clearinghouse), or collection agent); a person serving on the Board of Regents or assisting another school official in performing his or her

tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

ZADOK Institute designates the following categories of student information as public or "Directory Information" Such information may be disclosed by the institution for any purpose at its discretion.

**Category I:** Name, address, telephone number, dates of attendance, classification.

**Category II:** Previous institutions attended, major field of study, awards, honors (including Dean's List), degrees conferred (including dates).

**Category III:** Past and present participation in officially recognized sports and activities, physical factors (height, weight) of athletes, date and place of birth.

**Category IV:** Grade reports to parents or guardians of undergraduate students who are of dependent status.

Currently enrolled students may withhold disclosure of any category of information under FERPA. To withhold disclosure, written notification must be received in the Academic Dean's office prior to the second week of each semester.

· The right to file a complaint with the US Department of Education concerning alleged failure by the Institute to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

Undergraduate students will declare dependent or independent status as part of the registration process. Dependent or independent status is based on whether or not the student was claimed on the parents' most recent IRS Tax Form. ZADOK reserves the right to amend dependent/independent information that is deemed inaccurate. Parents may obtain non-directory information (grades, GPA, etc.) only at the discretion of the institution and after it has been determined that their child is legally their dependent. Dependent status can be established via the admission of a certified copy of the parents' most recent Federal Income Tax Form unless there is a court order, state statute, or other legally binding document prohibiting such. Parents also may obtain non-directory information by obtaining a signed consent from their child.

## APPLICATION FOR DEGREE

An application for an undergraduate degree, called *The Intent to Graduate*, must be filed with the Academic Dean during the fall semester prior to graduation. This form is available from the office of the Academic Dean or for download from the ZADOK website and must be completed and signed by the student. All monies owed to ZADOK must be paid in full prior to commencement in order for students to participate in commencement exercises.

Students who file a late application may be charged a processing fee in addition to the graduation fee. No applications are accepted after April 1. The graduation fee is non-refundable for candidates who fail to submit requests to withdraw the Intent to Graduate in writing by April 1.

## **CATALOG REQUIREMENTS AND READMISSIONS**

A candidate completing the two-year or three-year program at ZADOK within the regular time period outlined for the degree or in a period of continuous full-time enrollment, may obtain the degree under the catalog of the year of matriculation or may choose to meet the full requirements in the catalog of any one of the intervening subsequent years.

A full-time student who is readmitted and whose re-enrollment is continuous to graduation may meet the full requirements of the catalog of the year in which the student re-enrolls or the full requirements of the catalog of any one of the intervening subsequent years. Any student not maintaining continuous enrollment must meet the requirements of the catalog of the most recent year of entry.

If, for any reason, a candidate does not complete the program by the anticipated graduation date, the student must complete any deficiencies by August 31 of that year. Students who do not complete remaining requirements by August 31 and do not maintain continuous enrollment must meet the requirements of the catalog of the year they are readmitted.

Seven years is the time limit a student has to meet the degree requirements under a particular catalog. After seven years, the student is required to satisfy the requirements of the newest catalog. Prior credits earned do not expire, however.

## **CLASS ATTENDANCE**

It is expected that students will make the most of the educational opportunities available to them by attending course sessions and being on time. Therefore, regular course attendance and participation is required as a condition of receiving credit for work done in the course.

A student who is absent and does not participate in course sessions is subject to a loss of "privilege status" and the instructor may reduce the student's grade or deny credit for that course unless the student satisfactorily accounts for the absence or lack of participation.

Students who wish to appeal the instructor's decision may do so using this procedure: communicate with the Academic Dean for resolution of the excuse.

The attendance policy for each course is stated in the Student Information section of this handbook. Therefore, all matters of attendance and the privilege of making up assignments or tests, except for administratively excused absences, are between the student and the instructor.

## CLASSIFICATION OF STUDENTS

A student's classification is determined as follows:

- First-year students - fewer than 40 credits
- Second-year students - 40 to 80 credits
- Third-year students - 80 credits or more

The standard number of credit-hours needed to receive a Bachelor of Arts Degree from ZADOK is 120 credits. The standard number of credits needed to receive an Associate of Arts Degree from ZADOK is 80 credits.

## CONTINUATION AS A STUDENT

Continuation as a student at ZADOK Institute is not automatic. Basic academic and spiritual requirements must be satisfied for students to qualify. Additionally, all prior balances must be paid in full.

## WITHDRAWAL FROM THE INSTITUTE

A student who is withdrawing from ZADOK must initiate the process by submitting, in writing, a notice of withdrawal to the Academic Dean's Office. The date that the notice is received constitutes the official date of withdrawal and all applicable policies will apply. See the Academic Calendar for the last day to withdraw.

## COURSES

### COURSE NUMBERING SYSTEM

Courses are identified with letters and numbers. The letters refer to the subject area. The first digit of the course number indicates the level of the course.

1,000s First year

2,000s Second year

3,000s Third year

The second digit in a course number indicates the number of credit hours awarded for the course. The third and fourth digits in a course number indicate the course number within the department.

### GRADING SYSTEM

Final numeric grades for each course will be assigned according to guidelines determined by each instructor. Letter grades and grade points are assigned according to the following scale:

Grade	Numerical Grade	Grade Points
A	90 - 100	4.0
B	80 - 89	3.0
C	70 - 79	2.0
D	60 - 69	1.0
F	0 - 59	0.0

Other grades that may appear on the transcript include "WP" (withdrawal passing), "WF" (withdrawal/failure), "I" (incomplete) and "NP" (no pass). None of these other grades is used in the computation of the grade-point average except the "WF". A minimum grade-point average of 2.0 per semester must be earned by all students to remain in good academic standing and to qualify for graduation.

## INCOMPLETE GRADES

The grade of "I" is given for work that is incomplete at the time grades are given. It is given only after the instructor and the Academic Dean approve a petition submitted by the student that his or her work is incomplete for good cause. It is the responsibility of the student to make up any incomplete work and ask the instructor to submit a grade change to the Academic Dean. If this is not completed in the subsequent semester, the incomplete will be changed to an "F".

## COURSE WITHDRAWAL

If a course is dropped after one week, a "WP" is recorded provided the student is passing at the time of the withdrawal. If the student is not passing, "WF" is recorded. Any student who withdraws from a class after the fourth session will receive a "WF". The "WF" is counted as an "F" in determining the GPA. A recorded course withdrawal form must be used to request a "WP" or "WF".

## COURSE REPEAT

A course may be repeated at ZADOK to replace the original grade. The course appears on the transcript with all grades given and a repeat flag. Both courses count in the GPA. The student must notify the Academic Dean's Office of any repeated course by completing a Report of Repeated Course form. Double credit is not awarded for repeated courses.

## MAKE-UP EXAMINATIONS/ WORK

Students are expected to take all quizzes, tests, and exams, deliver any scheduled presentations, and turn in any other work required by instructors on the specifically assigned date.

ONLY those students granted an "excused" absence may have a minimum of three days to make up any missed work (quiz, test, presentations, etc.). Students are responsible for contacting the instructor to schedule the make up of any missed work. If missed work is not made up within the allotted time period, a grade of "F" will be assigned.

Unexcused late work will not be accepted after the scheduled date and a grade of "F" will automatically be assigned to the work. It is in the student's best interest to be prepared.

In the event, and only in the event, of an administrative excused absence, may students make up missed exams. Scheduling make-ups in a timely manner is the responsibility of the student. Examples of events beyond the student's control include, but are not limited to, a medical emergency or sudden illness (supported by appropriate documentation), or death of an immediate family member. In such cases, a grade of "I" (incomplete) will be temporarily posted to the student's transcript. **NOTE: In no case will an "I" remain on the transcript for more than one semester.**

## AUDIT GRADES AND POLICY

A student who has paid an audit fee may visit a course; however, there is no privilege of class participation including taking tests and submission of materials to be graded. A grade of "AU" will appear on the student's official transcript for any audit courses. Any extended attendance requires registration and payment of appropriate fees. Auditors are admitted to classes on the basis of available space. Please contact the Administration Office for additional information.

## DUAL CREDIT

At ZADOK we recognize that some high school students are academically and mentally ready to take college level courses. Therefore, high school students (both traditional and home school) who are at least 16 years of age and can demonstrate to the Dean's Office the capacity to perform at a college level are eligible to take classes at ZADOK for full college credit. For complete detail please contact the Admissions Office.

## SCHOOLGY

Here at ZADOK Institute we utilize *Schoology* for communication between students and faculty, for various tests and quizzes, and it provides students the ability to see their grades. It is a free online service that all students are required to join. Upon enrollment in courses students will be provided with the course code for each class in which they are enrolled. Enrollment in a course is not final until a student has enrolled in the course through *Schoology*. It is the students sole responsibility to ensure they are properly enrolled in each class and to monitor their Schoology account for information and updates from faculty regarding the course(s).

Students can create a Schoology account by going to [www.schoology.com](http://www.schoology.com).

# ACADEMIC PROGRAMS

## CERTIFICATE OF MINISTERIAL STUDIES

This certificate is available for students who attend the ZADOK Ministerial Studies program for one year. The requirements are the completion of the first year Foundational Studies. Students pursuing this certificate will complete 15 credits.

## ASSOCIATES OF ARTS DEGREE

For students who want a general overview of Ministry or Music Ministry, we offer a two-year degree. Students pursuing this degree will complete 80 credits.

## BACHELORS OF ARTS DEGREE

This three-year degree program consists of 120 credits. Students who pursue this degree will be equipped in Ministry or Music Ministry.

## GRADUATION REQUIREMENTS

### DEGREES

To be eligible to receive a Bachelor of Arts Degree from ZADOK and/or an Associate of Arts Degree, candidates must meet the following requirements:

- 1) Satisfactorily complete all required courses.
- 2) Satisfactorily fulfill course attendance requirements. (See handbook under Attendance)
- 3) Maintain a cumulative grade point average of 2.0 or above.
- 4) Satisfactorily complete 2 semesters per year of service in Ministry Practicum.
- 5) Tuition and fees must be paid in full.
- 6) Demonstrate evidence of true Christian life and character during the school years at ZADOK. If a student has fulfilled all other requirements, yet has demonstrated a lack of character, he/she will not graduate.

### Ministerial Studies Certificate

To be eligible to receive a Ministerial Studies Certificate, candidates must meet the following requirements:

- 1) Satisfactorily complete the one year program.
- 2) Satisfactorily fulfill course attendance requirements. (See handbook under Attendance)
- 3) Maintain a cumulative grade point average of 2.0 or above.
- 4) Satisfactorily complete 2 semesters in Ministry Practicum.
- 5) Tuition and fees must be paid in full.

- 6) Demonstrate evidence of true Christian life and character during the school year at ZADOK. If a student has fulfilled all other requirements, yet has demonstrated a lack of character, he/ she will not graduate.

## HONORS

### DEAN'S AND PRESIDENT'S HONOR LISTS

The Dean's Honor List recognizes students who carry the full program of study in a semester and who attain a grade-point average of 3.50 or higher with no grade below "C". The President's Honor List recognizes students who carry the full program of study in a semester and who attain a grade-point average of 4.00.

### GRADUATING WITH HONORS

Honors are determined for the commencement program, ceremony and degrees at the conclusion of the 3rd quarter prior to graduation of third-year students.

Students who fulfill the degree requirements with cumulative grade-point averages (GPA's) of 4:0 receive the distinction of *summa cum laude*. Students with cumulative GPA's between 3.80 and 3.99 receive the distinction of *magna cum laude*. Students with a cumulative GPA between 3.50 and 3.79 receive the distinction of *cum laude*.

## PROBATION AND SUSPENSION

### ACADEMIC

Students are expected to make satisfactory progress toward a degree or certificate in order to be eligible to continue enrolling in ZADOK.

A probation list is compiled once each academic semester and is based on the students' academic achievements for the previous academic term.

Students placed on probation have failed to meet the following criteria: students not earning two-thirds of the hours they attempt or students whose grade-point averages fall below the minimum requirement for total quality hours that can earn grade points in the first, second or third-year program of study. These minimums appear in the following chart:

Total Quality Credits Attempted	Minimum GPA Required
1 - 40	1.50
40 - 60	1.75

More than 60

2.00

Students are removed from probation when they submit additional academic work sufficient to raise them above the minimum requirements. Normally, students who are not removed from the probation list after one full year are suspended.

Students accepted into ZADOK Institute on probationary status are subject to the same policies as students placed on probation.

Upon recommendation of the Academic Dean and approval of the President of the Institute, a student may be placed on probation or may be suspended at any time for severely inadequate academic work. Such suspension may either be temporary or permanent.

## FINANCIAL OBLIGATIONS

Every student is required to meet financial obligations to ZADOK according to the Tuition and Fees section found under Financial Information in this catalog. Failure to meet these requirements may result in suspension.

## REGISTRATION

Student enrollment must be completed according to the academic calendar.

No registration is final until the **Honor Code** has been formally accepted and signed by the student and until payment of all financial obligations has been made.

No contract arises from enrollment. The Institute reserves the right to alter its rules and regulations at any time.

## ACADEMIC POLICY CHANGES

ZADOK reserves the right to change academic policies when deemed necessary and to hold students responsible for any revisions. In the case of any change in courses already completed, students are not obligated to fulfill the new requirements. All changes are announced and officially posted. It is ultimately the student's responsibility to be informed of changes that may affect programs and requirements for graduation.

## INDEPENDENT COLLEGE AND UNIVERSITY NOTICE

Credits and degrees earned from colleges within the State of Texas, which are authorized to operate by the State Board of Independent Colleges and Universities, do not automatically qualify that individual for a Texas teaching certificate or to participate in professional examinations in Texas. The

established procedures require the Texas State Board for Educator Certification to review and recognize the credentials of the individual and the accreditation of colleges granting the degrees, prior to approving teachers' certification. The appropriate state professional board under the Texas Department of Licensing and Regulation must also make similar evaluations prior to scheduling examinations.

Any student interested in obtaining a Texas teaching certificate should contact the Texas State Board for Educator Certification at [www.sbec.state.tx.us](http://www.sbec.state.tx.us).

Any student interested in practicing a regulated profession in Texas should contact the Texas Department of Licensing and Regulation at [www.license.state.tx.us](http://www.license.state.tx.us).

The transfer of any credit to any other academic institution is at the discretion of the receiving institution. Laws concerning students outside the state of Texas may be different. Students from outside the state of Texas should contact the Office of Teacher Certification, Department of Education or the Department of Professional and Occupational Regulation in their state.

## **STATEMENT OF EQUITABLE AND CONSISTENT TREATMENT**

ZADOK is committed to equitable and consistent treatment for all students. Students are given the ability to file grievances or appeals based on academic, disciplinary, or student life issues.

For academic grievances or appeals, students may file a grievance or request an appeal through the Dean's Office. If warranted, the Dean will provide a hearing for the student. Grievances must be initiated within 30 days of the academic issue, and appeals must be initiated within 24 hours of the academic action.

For student life grievances, a student may request an appeal before the Dean if he or she feels that their student rights, as outlined in the ZADOK Student Handbook, have been violated. Requests must be submitted to the Dean's office. The following criteria must be met before the Dean will review a grievance or request an appeal.

1. The student must have met with their respective instructor and have pursued all reasonable means to bring resolution to the matter as specified by the instructor.
2. The student must submit written documentation, outlining their grievance and the steps they have taken to resolve the issue. The written request must clearly reveal a violation of the student's rights.
3. If a grievance or appeal is warranted, the Dean will meet with the student to bring resolution, or will set a hearing date with the parties involved. All decisions by the Dean are final. Grievances and requests for appeals must be presented in writing to the Dean no more than 14 days after the event which prompted the grievance.

For appeals related to disciplinary action, please refer to campus discipline policies.

# STUDENT INFORMATION

## ATTENDANCE POLICY

Attendance and involvement in classes is a necessary part of the learning process. Students come to receive the teaching of the Word, academic instruction and an impartation of the anointing. Students need to be "present" in order to receive. In addition, God is providing both the finances and the opportunity to attend ZADOK, and students need to be good stewards of their time and money. The time, energy and financial investment students are making should not be lost through carelessness, apathy or discouragement.

### Absences

For each course, students must attend 85% of the sessions. For example, the maximum number of unexcused absences permitted for full semester courses is four (4) sessions over the duration of the course. For single module or half semester courses it is (2) unexcused absences.

Students exceeding the allowable number of absences automatically lose credit for that course. For this reason, it is imperative that students provide proper documentation to the instructor for any absences due to serious illness, etc. Credit may be reinstated upon review by the Administration.

### Tardies

Students are required to be in their seats and ready for class at the precise time the class, chapel, or service is scheduled to begin. Failure to do so will result in receiving a Tardy. Three (3) Tardies will be counted to the student as one (1) absence.

## LOCAL CHURCH POLICIES

Attendance and involvement at a local church is as much a part of the student's training as the courses. Not only does it supply the strength and fellowship from a local church, but it also provides an opportunity for the student to learn by precept and example. Also, the student may immediately begin to implement what is learned and received from their courses.

Attendance and involvement in church services, church activities and creative arts practices during the week at a local church is mandatory. Full time students are required to serve a total of 2 non paid hours per week. The Ministerial Studies Certificate program requires students to be scheduled for two service times a month.

## ZADOK LIFESTYLE

In this day of disappearing moral absolutes, it is imperative for all Christians to be reminded that the Bible is the revelation of God's truth, and it must determine not only our doctrinal beliefs, but also our lifestyle. In an ever-changing world, the Christian has an unchanging standard—the Word of God. ZADOK's standards of conduct are based upon the teachings and principles of Scripture. ZADOK seeks to develop personal holiness, discipline and intimacy with God, which is exemplified in a lifestyle that is glorifying to God. ZADOK provides biblical training for Christian discipleship and leadership with its traditions springing primarily from Pentecostal, Charismatic and Evangelical roots.

The fruit of the Spirit described in Galatians 5 is to be as much a part of the believer's life as the gifts of the Spirit. Christian character is of utmost importance at ZADOK. We believe it is the responsibility of every student enrolled at ZADOK to live an exemplary life. It is expected that students will avoid practices and forms of entertainment that are detrimental to their personal growth in the Lord.

As essential members of the ZADOK family, students must clearly recognize that all of us have a desire to further develop and exhibit responsible and mature behavior. That goal is a basic premise of the personal Code of Honor.

At ZADOK students pledge to endeavor to present a good and modest appearance at all times in both attire and behavior. Students should strive to demonstrate good taste in all instances. The way they present themselves to others is of vital importance to the way others perceive Christ. An individual's conduct should exemplify the best qualities of a mature and respectful student.

Additionally, each individual endeavors to maintain high standards and pledges to avoid theft, removal or damage to other's personal property or that of the school or local church.

Exemplifying the highest moral commitment, ZADOK students refrain from profanity, the use of tobacco, gambling, alcoholic beverages, dishonesty, illegal drugs, marijuana and of all behavior that might cause the Holy Spirit to grieve.

As responsible learners, students should make every effort to participate in all course sessions, all applied courses at local churches, worship services, special events, and all appointments. Courses, applied courses at local churches, special events and worship services are all integral parts of the ZADOK lifestyle.

By providing an example for others in word and deed, each student should encourage others' adherence to the Code of Honor. Students should be sure not to incite another's violation of the code and should seek to strengthen the bond of trust at every opportunity.

The students and administration of ZADOK affirm that, regardless of race, color, national and ethnic origin, all students admitted to ZADOK must agree to uphold the Code of Honor and the rules governing ZADOK. No time, place or circumstance gives release from the individual's initial promise. The Code of Honor is a way of life, measured by the heart and commitment of each member of the

ZADOK family, and students should respect it as essential to development, not as an imposition or restriction.

The registration process is incomplete until students have formally signed the Code of Honor pledge. It is in effect as long as the students are considered a part of the ZADOK community. Failure to enforce any ZADOK policy or rule does not constitute a waiver of such particular policy or rule, and shall not be deemed as a waiver of any other policy or rule.

## ZADOK CODE OF HONOR

The Code of Honor is the central criterion of conduct for all who are a part of the ZADOK community. It is a concept of personal honor based on the principles of integrity, common sense, reverence for God, esteem for man and respect for social and spiritual laws. It is assumed that a student deemed worthy of admission to ZADOK already exemplifies these integral facets of the Christian character.

In accepting and following the Code of Honor, students accept responsibility and discipline, which will enhance their moral and spiritual growth. Such qualities should be an inherent part of the ethical code held by a Christian. In addition, students are protecting and preserving their own reputation, as well as that of the ZADOK family.

In signing this Code of Honor, I fully recognize that ZADOK was founded to be, and is committed to being a Christian ministry and that it offers a lifestyle of commitment to Jesus Christ as personal Savior and Lord and as an integral part of its evangelistic outreach. It is therefore my personal commitment to be a person of integrity in my attitude and respect for what ZADOK is in its calling to be a Christian institution.

1. I PLEDGE to apply myself wholeheartedly to my intellectual pursuits and talents and to use the full power of my mind and talents for the glory of God.
2. I PLEDGE to grow in my spirit in developing my own relationship with God.
3. I PLEDGE to cultivate good relationships socially with others and to seek to love others as I love myself. I will not lie. I will not steal. I will not curse or use slanderous language. I will not gossip. I will not cheat or plagiarize. I will not engage in violence or assault whether it be verbal or physical. I will do my own academic work and will not inappropriately collaborate with other students on assignments.
4. I PLEDGE to keep my total being under subjection from all immoral and illegal acts and habits, whether on or off campus. To this end I will not take any illegal drug; I will not commit illicit sexual acts, including homosexual or lesbian behavior; I will not drink alcoholic beverages of any kind; I will not use tobacco; I will not engage in immoral behavior including but not limited to abortion, adultery, fornication, any form of extramarital sexual activity, cohabitation or use or possession of any pornographic material I will not engage in other behavior that is contrary to the rules and regulations listed in the ZADOK student handbook.
5. I PLEDGE to maintain an integrity of 'openness' to God's claims on my life and to do my utmost to know and follow His will for my life.
6. I PLEDGE to attend courses and all required applied courses and events at a local church.

7. I UNDERSTAND that at ZADOK Institute we endeavor to make God our passion, not our preference. In this spirit, I will set my heart on exemplifying Christian behavior.
8. I PLEDGE to abide by the rules and regulations that may from time to time be adopted by the ZADOK administration. I understand that ZADOK is a private school, and I therefore have no vested rights in the governing of the school. I accept my attendance at ZADOK as a PRIVILEGE and NOT a right and that ZADOK reserves the right to require the withdrawal of a student at any time if in the judgment of the President of ZADOK or of the Administration such action is deemed necessary to safeguard ZADOK's ideals of scholarship or the spiritual and moral atmosphere of it as a Christian organization.

Each student will be required to sign an oath to uphold the Code of Honor at ZADOK Institute. This signed statement will affirm the understanding that students must maintain ZADOK Institute standards in order to remain a part of the school and is required to complete registration.

## DRESS CODE

ZADOK Institute is designed not only to strengthen the student's Christian walk, but also to prepare the student for ministry. With this in mind, it is our desire that all students dress modestly and in good taste. Any faculty member has the authority to address students whose clothing, hairstyle, or accessories are unsuitable for any occasion while enrolled at ZADOK. Therefore, the following dress code applies at all times when attending on campus courses, applied courses and events at a local church.

### MEN'S DRESS CODE

**REGULAR ATTIRE** - for all classes including nights and weekend, all services, official ZADOK events and any other conferences or gatherings held on ZADOK campus:

Men may wear collared shirts (including knit shirts and turtlenecks) and dress, corduroy, or khaki pants. Neat jeans with no tears, holes, or excessive fraying that are not tight or considered "skinny jeans" are permissible. Clothing must not have any inappropriate writing on it. Suits, vests, and sport coats are also appropriate. Men may not wear t-shirts or sleeveless shirts, even over collared shirts. Sweaters and turtlenecks may be worn without a collar underneath. Dress and casual shoes are acceptable, including boots, loafers, and athletic shoes. Fatigues, sweat pants, shorts, jogging pants, hats, and other head wear are not acceptable for male students when in regular attire. International students may wear formal dress attire from their nation if it is approved by the Deans department.

**HAIR, JEWELRY, TATOOS** - Hair, including facial hair, should be modest, kept clean, well groomed, and neat. No un-natural hair colors are permitted. Students are permitted to have a well-trimmed beard; however, a new beard must not be started during a semester. Earrings, piercings, & gauges are not permitted. No new gauges, tattoos, or piercings are allowed as long as a person is enrolled as a student at ZADOK including summer and all breaks. Make-up (e.g., fingernail polish, eye shadow, lipstick, etc.) is not acceptable at any time on or off campus.

**CASUAL ATTIRE** - only of those times when specific permission is given. Casual dress is less restricted than regular attire, however, it is still to be modest. T-shirts, sweatpants, shorts, and hats are acceptable in situations permitting casual attire; however, shirts must be worn at all times in public or on campus. Hats are not acceptable inside the offices and building of ZADOK. Casual attire may only be worn when expressly permitted for a particular event.

Any questionable attire, jewelry, or hairstyles may be called to the attention of the wearer and referred to the Dean or the Dean's staff for evaluation. If the student is found out of compliance, the wearer is expected to change his attire immediately. Failure to comply will result in disciplinary action.

## **WOMEN'S DRESS CODE**

**REGULAR ATTIRE** for all classes including nights and weekend, all services, official ZADOK events and any other conferences or gatherings held on ZADOK campus.

Women may wear dresses, skirts, slacks (including khakis and corduroy), capris, and neat jeans with no tears, holes, or excessive fraying. Skinny/stretchy jeans and leggings are not acceptable attire. All pants should be mid-calf or longer and may not be tight fitting around the thighs, legs, hips or back side. Collared shirts, blouses, sleeveless shirts (with straps at least two inches wide), knit shirts, and dresses (with straps at least two inches wide), suits, blazers/jackets, sweaters, and turtlenecks are acceptable. Blouses and shirts must be modest (no cleavage and long enough to cover midriff), and in good taste, not revealing or sheer. Spaghetti straps, strapless and off the shoulder attire is never permitted. The hems of skirts and dresses must not be shorter than three inches from the middle of the knee. The top of a slit of any skirt and dress must be no more than five inches from the middle of the knee. If the blouse, dress or skirt appears tight fitting around the chest, hips, or back side, a sweater or jacket must be worn. Leggings are acceptable if worn with a regulation length skirt. Shorts, split skirts, sweatpants, jogging suits (e.g., velour) are not permitted in regular attire. Dress and casual shoes are acceptable, including boots, loafers, dress sandals and athletic shoes. Ethnic head-wraps and hats are acceptable; however, baseball caps and bandannas are not.

The guidelines for formal and semi formal attire include formal and semi formal gowns with straps at least one inch wide. None of the gowns can be low cut (no cleavage) in either the front or back.

**CASUAL ATTIRE** - only of those times when specific permission is given. Casual dress is less restricted than regular attire; however, it is still modest (not sheer, tight, or revealing). T-shirts, tank tops (no spaghetti straps), sweatpants, shorts and baseball caps are acceptable in situations permitting casual attire. Tank tops must be modest (no cleavage) and shorts must be no shorter than mid-thigh.

**HAIR, JEWELRY, TATOOS** - Haircuts and styles are to be modest and non-distracting. Un-natural hair color, tattoos, body piercing, gauging and excessive ear piercings are not permitted. No new gauges, tattoos, or body piercings are allowed as long as a person is enrolled as a student at ZADOK including summer and all breaks.

Any questionable attire may be called to the attention of the wearer and referred to the Dean or the Dean's staff for approval. If confronted for improper dress code, the wearer will be expected to change her attire immediately. Failure to comply will result in disciplinary action.

## **PERSONAL HABITS**

It is not our intention to dictate what a person can or cannot do as a Christian. We do insist, however, that as a born again believer, a student live a life that is consistent with the teaching of Scripture and that they do not bring reproach upon this ministry, themselves, or the Body of Christ.

The administration of ZADOK will, under no circumstances, allow immoral conduct. This includes illegal activities, any sexual activity outside of marriage (including living together), adultery, homosexual activities, pornography, and use of tobacco products, alcohol and habit-forming or illegal substances.

ZADOK will not accept any attitudes or activities that are not of a Godly nature or that are unethical. This includes but is not limited to lying, cheating, rebellion, murmuring, strife, envy, malicious speech, and profane or abusive language.

Any student found actively involved in any of the above will be subject to immediate suspension with possible expulsion. ZADOK will make every attempt to help any student overcome potential problems. The failure of any student to correct any error in the above-mentioned areas will be grounds for immediate expulsion.

## **MEDIA/SOCIAL NETWORKING**

The heart of ZADOK is to maintain a Christ-centered environment for our diverse community. Due to the availability, content, and influence of entertainment in our culture, it is crucial that personal decisions regarding use of social networking, television viewing, choice of music, choice of video and theater films, choice of video games and use of computers reflect discernment, or careful judgment, based on thoughtful application of the principles/values of Scripture. The educational or entertainment value of media should not compromise the application of biblical principles. It may seem restrictive, but these guidelines are designed to allow you to get the most out of this experience and to create the strongest spiritual environment for your explosive spiritual growth.

We recommend using [www.pluggedinonline.com](http://www.pluggedinonline.com) for movie reviews to avoid "surprises".

## **SEXUAL MISCONDUCT/HARASSMENT**

Any sexual misconduct/harassment will be treated as a serious offense which may result in dismissal and/or reporting to local law enforcement. The following definition of sexual harassment applies: unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when the conduct is sufficiently severe, persistent, or abusive.

In the event that a violation on campus should occur, students and employees are expected to immediately contact the Dean. For incidents which occur off-campus, immediate recourse is to the local police and then to be reported to the Dean's department.

## THREATS/HARASSMENT

In keeping with the goal of Christian unity, as well as a healthy educational atmosphere, the following will not be tolerated at ZADOK: threats, intimidation, defamatory language, public humiliation, and/or behaviors involving actual or implied physical peril. These include, but are not limited to, verbal assaults, written correspondence, email, texting, instant messaging, Tweets, posts, and creating a hostile environment.

All reports of threats and/or harassment should be reported to the Dean's office. Once reported, these will be given serious consideration. A full inquiry will be completed and action taken, including immediate dismissal if deemed necessary.

## DISCIPLINE OF STUDENTS

*By mercy and truth iniquity is purged: and by the fear of the Lord men depart from evil.  
Proverbs 16:6 KJV*

ZADOK Institute believes in both holy living and extending mercy to those who fall short. Any student who is found to be in violation of any of the guidelines and/or policies at ZADOK will be subject to disciplinary action up to and including expulsion from school. All disciplinary action is done with the purpose of applying truth and extending mercy for the benefit of the student in their relationship with the Lord and their pursuit of ministry. The Dean and Administration will handle any Code of Honor violations that may occur.

**Disciplinary Procedures** - Every student should be familiar with the Student Handbook, which outlines personal accountability. If a student violates a standard of the Institute and fails to respond to correction and/or guidance from the faculty, he or she will be required to submit to one or more of the following disciplinary consequences:

1. **Work Detail** - The student's instructor of the dean's office may issue a specific number of hours of uncompensated work for the Institute as discipline.
2. **Restoration Program** - The restoration program is a process initiated by the dean's office to restore a student to a right relationship with God and the Institute through confession, repentance, restitution, and accountability.
3. **Probation/Dismissal** - Each respective instructor makes recommendations on probations and/or dismissals to the Dean who will determine the appropriate discipline. If a student is placed on probation, he/she must fulfill all requirements related to their probation before they will be removed from probationary status.
4. **Disciplinary Probation** - Students who are placed on disciplinary probation may not

participate in public ministry from the platform, music ministry, outreaches, student ministry leadership, or any extracurricular activity. This also includes ministry trips with faculty members. Students will not be permitted to be involved in any ZADOK recording projects.

If deemed necessary, the Administration reserves the right to bypass this order depending on the severity of the violation.

**Appeal Process** - A student may request a hearing before the President to appeal a disciplinary dismissal by submitting a written request to the Office of the President within 24 hours following the dismissal. When making a request for an appeal, the student is to present written, detailed documentation, verifying their extenuating circumstances to the Office of the President. The President will determine if the documentation presented by the student warrants a hearing. If the hearing is granted, the President will schedule the meeting. The President will hear the appeal and determine the requirements for re-enrollment when applicable. If the student is reinstated, he/she must carefully abide by all stipulations provided by the President and the Dean's department. If the dismissal is upheld, the student must adhere to the responsibilities/stipulations listed below and all other instructions provided by the President and Dean's department before re-enrollment will be considered.

**Responsibilities of the Student - Upon Dismissal:**

- (1) ID/Access card: The ID/Access card is the property of ZADOK and is an official document issued by the school for students in good standing. Upon dismissal, the ID/Access card must be returned to the Dean's office.
- (2) Financial Obligations: The student is fully responsible for any unpaid portion of the payment contract with ZADOK.
- (4) Visits to Campus: Approval must be obtained from the Dean's office prior to visiting the ZADOK campus or attending any of its functions. The security department has the right to remove any person who has not obtained permission to be on campus.

**Stipulations for Re-enrollment**

- (1) A new application may be submitted to ZADOK from one year after the date of dismissal through the Admissions Office.
- (2) The outlined requirements must be satisfactorily completed.
- (3) A new pastor's recommendation must be completed and signed by one's current pastor.
- (4) A separate letter from a local pastor must document that the dismissal issue has been addressed and corrected.
- (5) An interview with the Dean of Students and/or the registrar may be required.
- (6) All financial obligations to ZADOK must be paid before re-enrollment will be considered.
- (7) The Dean and the registrar will provide the final decision on Re-enrollment after a dismissal.

## **STUDENT ID NUMBER**

Every student will be issued a student identification number. This number is to be included with all tuition payments and correspondence with ZADOK and will appear on the student's Identification Tag.

## **EMPLOYMENT**

ZADOK conducts classes in a manner that assists students in having employment. We realize that some students may be able to attend without having a job to support themselves. This, however, does not apply to the majority of students. ZADOK strongly recommends that every student work to help with the finances to pay tuition and other expenses while enrolled in courses and to avoid incurring debt.

- A. Students are responsible for securing their own employment. Please do not submit your resume to ZADOK or the local church unless requested.
- B. ZADOK must be considered full-time. Students' availability to be involved in a local church is an integral part of the school curriculum and grading process. Students should arrange their work schedules to ensure that they can meet ZADOK applied course requirements.

## **HOUSING**

ZADOK has no student housing. All students are responsible for finding and providing their own housing while enrolled in ZADOK and completing requirements for all courses.

## **TRANSPORTATION**

It is the sole responsibility of each student to provide his or her own transportation to and from ZADOK and a local church to fulfill commitment requirements. It is very important that said transportation be reliable and able to ensure attendance to all required classes and events and to not incur tardies.

## **MINISTRY PRACTICUM**

All students are required to be involved in Ministry Practicum at a local church. There are many areas of Ministry Practicum available to students. Students will be expected to attend services and be involved in some area of the ministry of helps or creative arts practices at the local church where they are completing their Ministry Practicum. The level of involvement will be determined by the leadership of the local church.

NOTE: A student cannot graduate without having served in Ministry Practicum a minimum of 32 hours per semester each semester (2 hours per week).

## **ADDRESS/TELEPHONE/EMAIL CHANGES**

It is very important that the ZADOK administrative office have a current address, phone number and email on file. Students should notify the administrative office of any changes by completing a Change of Information form available from the Administration Office.

# Privacy Rights of Students

STATUTE 20, United States Code, Section 1232g and regulations adopted pursuant thereto, hereafter, referred to as the Code, requires that each student be notified of the rights accorded him or her by the Code. The following is provided as basic general information relative to the Code:

The Code provides for the institution to establish a category of student information termed "directory information". When available in college records, any information falling in the category of "directory information" will be available to all persons on request, i.e., the IRS, FBI or other government agencies and for use in ZADOK publications. ZADOK has identified the following as "directory information".

Student's:

- |                            |                                    |
|----------------------------|------------------------------------|
| 1. Name                    | 7. Church Membership               |
| 2. Address                 | 8. Denominational Affiliation      |
| 3. Telephone Listing       | 9. Dates of Attendance             |
| 4. Race                    | 10. Degrees and Awards Received    |
| 5. Date and Place of Birth | 11. Most Recent Previous Education |
| 6. Major Field of Study    | 12. Agency or Institution Attended |

All other information, such as health and medical records, disciplinary records, records of personal counseling, required student and family financial income records, transcripts of student permanent academic records, student placement records and other personally identifiable information shall be open for inspection only to the student and such members of the professional staff of the school that have responsibility for working with the student. Such information will not be released to second parties without consent of the student.

Except as required for use by the president in the discharge of his official responsibilities as prescribed by laws, regulations of the state board, and board policies, the designated custodian of such records may release information from these records to others only upon authorization in writing from the student or upon a subpoena by a court of competent jurisdiction.

**NOTE TO STUDENT:** When completing your application to this school, you were required to indicate by your signature that you were notified of your rights as recorded by Statute 20, United States Code, Section 1232g. If you were not so notified, or if you did not complete and sign such an application, please notify the Administration Office.

# Application Procedures

## APPLICATION DEADLINE

The ZADOK Institute application is due no later than August 10 for the Fall Semester and January 10 for the Spring Semester in order to allow time for the processing of the application. One month prior to registration is recommended. Late applications are accepted based on space and qualifications of the applicant. Please note: Enrollment is on a first apply, first admit basis, and ZADOK reserves the right of admissions.

## APPLICATION REQUIREMENTS

- Complete the Application for Admission Form. Please answer all questions. If a question does not apply, write N/A (not applicable) in the space provided.
- Applicants must include a recent passport size color photograph with the Application for Admission form.
- Complete, sign and submit the Statement of Purpose form. Please print or type in English.
- Read and sign the Student Privacy Right form and return it with the application.
- Please do not fax any portion of the application.
- Send the request for high school transcript to your high school or diploma-issuing agency.
- Send a request for transcript to each college or university you have attended if applicable.
- Each applicant must submit three recommendations: One from the applicant's pastor and two personal recommendations from people who know the applicant well and can speak on his or her behalf regarding character, gifts and calling. Please do not use family members or relatives for any of the required recommendations. To expedite the application process, please sign the recommendation form and provide each reference with a stamped envelope addressed to:

ZADOK Institute  
Office of Admissions  
PO Box 1592  
Keller, TX 76244

- Complete the permission to obtain a background check form. This is required of each potential first-year student. Information obtained from this background check may be shared with the pastor of the church where you will be completing your applied courses.
- Mail all forms to Zadok Institute, Office of Admissions, PO Box 1592, Keller, TX 76244 along with a check/money order for the application fee made payable to Zadok Institute in the amount of \$50.00 in US currency.

Once the admissions committee has reviewed the application, the applicant will be notified in writing of acceptance or denial. Once you have been accepted you will be contacted with details for completing the registration process.