



ABC CONNECT

THE SERVANT'S STAFF
STUDENT HANDBOOK

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Mission Statement

Appalachian Bible College equips servants through a Biblical Curriculum of quality academics and guided Christian service that nurtures Christ-like character leading to effectiveness in passionately serving the fundamental church community.

Purpose Statement

Appalachian Bible College exists for the purpose of educating and equipping servants for the church of tomorrow while edifying the church of today.

Motto

.....Because Life is for Service

Philosophy of Rules

I. Why the ABC Connect Handbook

The student handbook provides tools and guidelines for the growing Christian (repeatedly in Scripture called a servant of Jesus Christ and His church). The rules governing student life are clustered around certain character qualities because our goal at Appalachian Bible College is to develop Christ-like character (Colossians 1:28, 29), not merely external conformity to regulations.

II. Need for Submission to Authority

People sometimes find it difficult to submit to authority, but it is necessary for the Spirit-filled Christian to do so. The guidelines in this handbook are not meant to be burdensome; they represent standards to which you are accountable.

III. Need for Rules in a Community of Christians

Rules are also necessary for orderly community living. As a student at ABC, our expectation is that you are a part of a local church of likeminded believers as well as a representative of our institutions values. We claim no divine inspiration for our rules, in this regard, but we believe that such rules are still necessary and important. Some of these rules may not apply in other circumstances, but we are committed to them for the here-and-now.

IV. Protection of Your Personal Testimony

As a Christian educational institution, we have some rules to protect your testimony as an individual and our testimony as a college. You may not agree with every policy, but we trust you will see the need to be concerned about the impact of your behavior on others and will willingly work with the college.

V. When the Rules Apply

All degree-seeking students are under the requirements of this handbook during the school year, whether on campus or off, regardless of the number of hours being taken during a semester. If there is a question whether or not a rule applies only to some students, consult the Director of ABC Connect and he will, in turn, consult with the Dean of Students at Appalachian Bible College. It is expected of all students that they observe both the spirit and intent of the rules. Approval for exception must be obtained in advance from the Director of ABC Connect or the Student Services Office.

Humility

...is an attitude in relationship to God and to one's fellow man, which manifests itself in a voluntary subordination to the will of another.

"He that is greatest among you shall be your servant, and whosoever shall exalt himself shall be abased; and he that shall humble himself shall be exalted."

Matthew 23:11-12

I. The Importance of Humility

Humility is the attitude Jesus demonstrated in becoming man and dying on the cross for our sins (Phil. 2:5-11). He voluntarily became subordinate to the will of God the Father in order to provide reconciliation between God and man. Had Jesus not demonstrated humility, there would be no salvation provided for you and me.

Likewise, without humility no one can be saved. Repentance toward God regarding our own sinfulness is a necessary prerequisite to saving faith in our Lord Jesus Christ (Acts 20:21).

After salvation, no one can be a servant pleasing to God apart from humility. Jesus emphasized in Matt. 23:11, 12 that future rewards for service are in accordance with our willingness to humble ourselves.

This character trait is vital and is listed first in the handbook because the other traits that follow build on the foundation of humility.

II. Infractions

- A. ***Mutual Responsibility*** -- *It is the responsibility of all students to abide by the rules and policies set forth in the ABC Connect Handbook, and any further policies that may be handed down by the Director of ABC Connect or the Dean of Students during the academic school year. As an enrollee in this college, you are expected to help create a positive atmosphere by your example of cooperation.*

- B. Dean of Students** – *Any infraction of these policies that comes to the attention of the Dean of Students will be evaluated to determine if a caring word of exhortation and admonition or any disciplinary action is needed.*

III. Disciplinary Procedures

The Dean of Students can render discipline for any infraction (or multiple infractions) of the rules in the form of a verbal or written “Carefrontation,” a restriction of some kind, or some other determination. In some cases, the local church will determine its own discipline and ABC will defer to their policies. The goal of all discipline will be the enhancement of godly character traits, as defined in this handbook.

The Dean of Students may choose to call a Dean’s Council to determine if a student should be suspended from classes, asked to withdraw from the college, or dismissed. The Dean’s Council is usually composed of the Student Deans collectively, a male and female faculty representative, and possibly student representation from the leadership of Student Council.

Any action by a Dean’s Council to dismiss a student can be appealed in written form to the President of the college within 72 hours.

Virtue

...the moral excellence and purity of spirit that radiates from my life as I obey God's Word.

"And beside this, giving all diligence, add to your faith virtue and to virtue knowledge."

2 Peter 1:5

Appalachian Bible College believes that there are direct scriptural commands related to moral conduct, and that as a Bible college we should uphold those standards. The Bible restricts sexual activity to marriage between a man and a woman. Thus fornication, adultery, incest, sexual abuse of a minor, homosexuality, indecent exposure, sexual harassment, and other such activities are forbidden. It is in order to protect purity of Christian testimony in this area that the following guidelines are required.

Deference

...is limiting my freedom in order not to offend the tastes of those God has called me to serve.

“It is good neither to eat flesh, nor to drink wine, nor anything whereby thy brother stumbleth, or is offended, or is made weak.”

Romans 14:21

Christians should seek to make positive impressions in the way they appear to others. Neatness is important, regardless of the types of apparel worn. Sloppy appearance is not acceptable. Modesty should characterize the student preparing for God's ministry.

Hairstyles should not be trendy or faddish that call undue attention to themselves.

Earrings may be worn by females only and are not to draw undue attention to themselves in so doing. All other body piercing is prohibited. While there may be students matriculating to ABC who have already received a tattoo in the past, this is not to be the practice while a student at ABC.

Discernment

...is recognizing subtle dangers that others overlook and then visualizing the consequences of those dangers.

“Let no man despise thy youth; but be thou an example of the believers in word, in conversation, in charity, in spirit, in faith, in purity.”

1 Timothy 4:12

In order to avoid subtle temptations, influences that erode one's spiritual life and practices that may cause others to stumble spiritually, the servant of Jesus Christ must willingly limit his/her freedom and activities.

I. Questionable Activities

In order to live above reproach, students are not permitted to participate in:

- A. Using tobacco in any form, alcohol as a beverage, or drugs for non-medicinal purposes. The use of e-cigarettes, vape pens or vape products of any kind is prohibited for use on or off campus. Violation of this prohibition may result in dismissal.*
- B. Gossip, or other forms of impure speech.*
- C. Listening or viewing unwholesome music, radio/television programs, videos, and internet web sites that do not promote godliness. Students are prohibited from watching any stolen or pirated movies or videos, streaming or otherwise.*
- D. Reading or viewing of unwholesome literature.*
- E. Any form of gambling.*
- F. Dancing.*
- G. Posting anything that does not comply with ABC standards.*

II. Media Policy

Guidelines for governing the area of media (visual and music) is essential to our spiritual growth and the protection of our testimony.

- A. *Students are to avoid viewing visual media, including films, TV, video games, and social media that feature vulgar or obscene language, sexual innuendo, nudity, immodest clothing, or the presentation of blatantly non-Christian messages.*
- B. *Students should exercise genuine caution when any of the following are recognized in any visual media:*
- *Negative role models are presented in a favorable light*
 - *Good is made to appear stupid or wrong*
 - *Unbiblical definitions of love are promoted*
 - *Marriage and the traditional family are denigrated*
 - *Law or law enforcement is mocked*
 - *Witchcraft or the occult is endorsed*
 - *The producer, director, or major actors are known for their stand against Christian values*
 - *Excessive violence is present*
 - *Music in violation of ABC policy is prominent*
 - *Subtle non-Christian values are propagated*
- C. *Before viewing any visual media, students should research what they are watching as carefully as possible. Reviews should be examined before showing it to others. Always be prepared to turn the (film, TV show, video, etc.) off if this viewing policy is violated. If we ignore the faults in what we are watching we may slowly be conditioned to condone, if not accept, a non-Christian point of view.*

III. Music Policy

*God has entrusted us with the gift of music to enjoy and present to Him in worship. It can be a powerful tool for the edification of believers and can be used to further our testimony before others. On the other hand, the world is full of music that can be detrimental to us and to those around us. Thus, certain standards and guidelines have been established for students at **ABC**.*

- A. *Students should not listen to or participate in music that includes God-dishonoring language, anti-biblical messages (regardless of language), a prominent resurfacing beat, pulsating and driving or dance rhythms, or sensual overtones.*

- B. ABC recognizes that there are some legitimate reasons for variations in musical taste and appreciation. You are urged to consider the effects of a performer's personal life upon his/her music and upon you. Special care and discernment also should be exercised not to compromise or offend others in the immediate environment by your choices in this regard.*

Courtesy

...expressing through attitudes and actions my high esteem for others.

“Let nothing be done through strife or vainglory, but in lowliness of mind let each esteem others better than themselves.”

Philippians 2:3

It is important that Christians have a genuine concern about how their actions and attitudes affect those around them. Thoughtfulness and high esteem for others are expressed through common courtesies and good manners.

I. Personal Differences

In the event that one has personal differences with another, they should be settled on the basis of Scripture (Matthew 5:23,24;18:15-20; Philippians 2:3; Galatians 6:1, 2; Ephesians 4:29-32; 1 Peter 3:8-12).

II. Addressing Staff

In order to show respect for our faculty and staff you should address them by their proper title (Dr., Mr., Mrs., Dean, or other appropriate title) at all times.

Orderliness

...preparing myself and my surroundings so that I will achieve the greatest efficiency.

"Let all things be done decently and in order."

1 Corinthians 14:40

ABC students should seek to be orderly in their living space, use of time, recreational habits and respect for the property of others.

Stewardship

...using wisely that which God has entrusted to me.

“Moreover, it is required in stewards, that a man be found faithful.”

1 Corinthians 4:2

It is critical for believers to take proper care of the resources that God has permitted them to manage and use.

Stewardship is required of one who manages another's property, finances, or other affairs. We are in charge of managing the things that God has entrusted to us; time, health, money, material possessions, etc. More profoundly, it is used of the Christian's responsibility, delegated to him under Christ's rule. All things are Christ's, and Christians are his executors or stewards.

“He that is faithful in that which is least is faithful also in much and he that is unjust in the least is unjust also in much.” Luke 16:10

Hospitality

...cheerfully sharing food, shelter, and spiritual refreshment with those God brings into my life.

“Use hospitality one to another without grudging.”

1 Peter 4:9

A mark of the servant is gracious hospitality. ABC Connect students should exemplify an attitude of sharing what God is teaching them from God's Word in and out of the classroom. A hospitable spirit reaches out to others in relationship for evangelism, edifying believers and practical service within the local church community.

Responsibility

...knowing and doing what both God and others expect from me.

“So then every one of us shall give account of himself to God.”

Romans 14:12

I. Church Attendance

The local church is God's primary institution for the Church age. We believe it is very important to be faithful and responsible to the local church.

- A. *ABC Connect students are required to faithfully attend and participate in the ministry of a local church.*
- B. *Membership in a local church or affiliation with an organized assembly (which does not offer membership) is required of every student for graduation.*

II. Christian Service

ABC Connect students are expected to participate in Christian Service opportunities as assigned by the Director of Practical Christian Service or the Dean of Students.

III. Devotions

Devotions are also an important part of growing in the grace and knowledge of our Lord Jesus Christ. Therefore, you are responsible for the following:

Everyone is expected to have a personal time of prayer and Bible study. This should be in addition to classroom instruction and assignments. ABC Connect students should be eager to develop their personal spiritual walk with God through private and personal time with their Savior.

Approved Christian Character Assessment

I. Introduction

In order for a student to receive a degree from ABC he or she must meet the requirements set forth in three different areas. These areas are academic achievement, approved Christian character, and practical Christian service.

II. Purpose

The purpose of this program is to assess Christian character in accordance with our catalog statement as one of the requirements for graduation. It will provide a basis for recommendation for graduation. This assessment is designed to accomplish five objectives.

- A. *To objectively assess and determine the Christian character of each student following his or her completion of their freshman year at ABC.*
- B. *To identify those students who demonstrate approved Christian character in order to recommend them for graduation from Appalachian Bible College.*
- C. *To identify those students who do not demonstrate approved Christian character in order to counsel and redirect them toward conformity to our Christian character standards as set forth in the ABC Servant's Staff, and to warn them that failure to improve will disqualify them from being eligible to graduate.*
- D. *To re-evaluate the Christian character of each student one-year prior to his or her expected graduation date.*
- E. *To be able to recommend to the Vice-President for Academics those who have demonstrated Approved Christian Character.*

III. Standard

The standard of Approved Christian Character is set forth in the ABC Connect Handbook. Outward conformity to the rules and regulations of ABC and inward conformity with the attitude and heart will constitute the character that is to be assessed. The ABC Connect Handbook is divided into nine different character traits that we believe are biblically based. The following descriptors will serve as the basic definitions of the Christian character traits to be evaluated.

A. Humility

Humility is an attitude in relationship to God and to one's fellow man, which manifests itself in a voluntary subordination to the will of another. Meekness or modesty in behavior, attitude, or spirit marks it; it is not arrogant or prideful. It is showing deferential or submissive respect and is

a spirit of lowliness which enables God to bring the blessing of advancement. The virtue lies in the acceptance of the experience so that a condition imposed from without becomes the occasion for the development of the corresponding attitude within.

“He that is greatest among you shall be your servant, and whosoever shall exalt himself shall be abased; and he that shall humble himself shall be exalted.”

Matthew 23:11-12

B. Virtue

Virtue is the moral excellence and purity of spirit that radiates from my life as I obey God's Word. It includes the ideas of righteousness and goodness. It is an example or kind of moral excellence: the virtue of patience. It also means chastity, especially in a girl or woman. Virtue is reflected in modest apparel. The outward adorning reflects the inward character.

“And beside this, giving all diligence, add to your faith virtue and to virtue knowledge.” 2 Peter 1:5

C. Deference

Deference is limiting my freedom in order not to offend the tastes of those God has called me to serve. It is submission or courteous yielding to the opinion, wishes, or judgment of another. It is respect out of courtesy for another.

“It is good neither to eat flesh, nor to drink wine, nor anything whereby thy brother stumbleth, or is offended, or is made weak.” Romans 14:21

D. Discernment

Discernment is recognizing subtle dangers that others overlook and then visualizing the consequences of those dangers. It is the act or process of exhibiting keen insight and good judgment. It is the ability to recognize right from wrong, good from evil, and best from acceptable.

“Let no man despise thy youth; but be thou an example of the believers in word, in conversation, in charity, in spirit, in faith, in purity...” 1 Timothy 4:12

E. Courtesy

Courtesy is expressing through attitudes and actions my high esteem for others. It is polite behavior. It is not rude or self-serving. It is marked by putting others before myself.

“Let nothing be done through strife or vainglory, but in lowliness of mind let each esteem others better than themselves.” Philippians 2:3

F. Orderliness

Orderliness is preparing my surroundings and myself so that I will achieve the greatest measure of efficiency. It is neat, free from disorder, and it also has the idea of a systematic arrangement marked by or adhering to a method or a system.

“Let all things be done decently and in order.” 1 Corinthians 14:40

G. Stewardship

Stewardship is using wisely that which God has entrusted to me. It is used of one who manages another's property, finances, or other affairs, one who is in charge of the household affairs of a large estate, club, hotel, or resort. Thus, we are in charge of managing the things that God has entrusted to us; time, health, money, material possessions, etc. More profoundly, it is used of the Christian's responsibility, delegated to him under 'Christ's kingly government of his own house'. All things are Christ's, and Christians are his executors or stewards.

*“Moreover, it is required in stewards, that a man be found faithful.”
1 Corinthians 4:2*

H. Hospitality

Hospitality is cheerfully sharing food, shelter, and spiritual refreshment with those God brings into my life. It is a cordial and generous reception of or disposition toward guests. It is to be offered freely, without grudging (1 Pet. 4:9) and in a spirit of brotherly love (Heb. 13:1). Such love (1 Pet. 4:8; cf. Rom. 12:9) is essentially outward looking, issuing in a readiness to provide for the needs of others, and could be demonstrated only because the giver had received a gift from God (1 Pet. 4:10-11).

“Use hospitality one to another without grudging.” 1 Peter 4:9

I. Responsibility

Responsibility is knowing and doing what both God and others expect from me. It involves personal accountability or ability to act without guidance or superior authority. It is also the ability to make moral or rational decisions on one's own and therefore answerable for one's behavior or the ability to be trusted or depended upon. Responsibility is based on or characterized by good judgment or sound thinking.

“So then every one of us shall give account of himself to God.” Romans 14:12

Based on these descriptors are specific rules and regulations to which our students are to conform. Many of the rules and regulations may fall under various descriptors. Our choices, according to the ABC Servant's Staff, emphasize the particular characteristics set forth by the descriptors.

IV. Procedure

A. Assessment Tools

Several different methods of assessment will be used to determine a student's Christian character.

- 1. Christian Character Self-Assessment Form -- this assessment will be done by each individual student assessing his own character.*

2. *Discipline Records -- Any disciplinary actions taken by the Dean of Students will be kept in the student's file in the Student Services Office.*
3. *Christian Character Assessment Form -- this assessment will be done by the ABC Connect student's local pastor and any ABC faculty member who chooses to fill out the form. The form is based on the Christian Character qualities listed above.*

B. Assessment Process

The Director of ABC Connect and the Dean of Students will review all of the items above to determine whether or not a student has met the criteria for approved Christian character. If a student fails to demonstrate approved Christian character after the first review, he or she will be placed on Christian Character Warning. This warning is designed to be a warning that the student's character must improve by his next review, or that student will not be eligible to graduate. If a student fails to demonstrate approved Christian character on his or her second assessment, he or she will be placed on Christian Character Probation and reviewed once again one semester prior to graduation. If that review is failed, the student will not be eligible for graduation.

V. Appeal Process

Any student who has been notified that he or she is ineligible to graduate will have five days to appeal the decision in written form to the Vice President for Academics. Once the appeal is received, the Vice President for Academics will meet with the Director of ABC Connect to review the student's appeal and determine any opportunity for the student to further present their case. The Vice President for Academics will also review the assessment records and will make a final decision. The student will be informed of this decision in writing.

Academics

... the policies and procedures of the Academic Division of
Appalachian Bible College.

*“Study to show thyself approved unto God, a workman that needeth
not to be ashamed, rightly dividing the Word of Truth.”*

2 Timothy 2:15

I. Academic Direction

A. Personal Responsibility:

Each student is responsible to be familiar with the material found in the catalog concerning the academic requirements for the program concentration of his/her choosing, and to complete these requirements. This is especially important for transfer students, students on a reduced schedule, or those who have dropped a course for whatever reason.

B. Academic Advisors:

Each degree-seeking student will be appointed to a faculty member who will serve as his/her academic advisor. Counseling sessions are to be held each semester and may be at the initiative of the advisor or the student. The advisor may take the initiative to meet the student for a conference, or the student may make an appointment to see the advisor.

C. Administrative Oversight:

The Vice-President for Academics is ultimately responsible for all academic programs and is available for consultation concerning any special problems. The Registrar serves as his primary agent in policing academic records and in assisting students with routine curriculum matters.

II. Academic Records

A. Records Access:

A policy concerning access to their own records is available from the Registrar's Office upon request by the student or the parent of a student under 18 years of age.

B. Transcripts:

When presented with a written request, signed by the student, and evidence that all financial obligations to the College have been met, the Registrar will issue a transcript of a student's academic credits. The first transcript issued is free; thereafter, there is a charge of \$5 per copy.

III. Class Attendance

ABC Connect students are to participate in or view class sessions as required by the syllabus of each class. Students are responsible for all content covered in the class.

IV. Adding / Dropping Classes

A. Add Policy

*A student may **add** a class to his/her schedule anytime during the first week of the semester. After that time no classes may be added to the student's schedule.*

B. Drop Policy

- 1. If a student drops a course during the first week of a semester, the course is removed from the student's schedule. For the next nine weeks, a dropped course is given a grade of "W" (withdrew). Thereafter, a "WP" (withdrew passing) or a "WF" (withdrew failing) will be recorded, depending upon the student's average at the time of withdrawal. A "WF" will count as an "F" for grade-point purposes. **One week before final exams of each semester is the final day to withdraw from any course.***
- 2. To withdraw, a student must receive signed permission from his/her advisor or the Director of ABC Connect.*
- 3. If a student fails to return the completed form to the Registrar's office, he/she will receive a "WF" for the course.*

E. Withdrawal:

To withdraw from ABC, the student must make proper arrangements with the Director of ABC Connect and the Registrar to do so. Students withdrawing from the college prior to the end of the tenth week of the semester (the drop deadline) will be given grades of "W" in all courses attempted. Students withdrawing after the end of the tenth week of the

semester will be given grades of "WP" or "WF," according to the grades in various courses at the time of withdrawal.

Failure to properly withdraw will result in all grades being recorded as "WF."

F. Dismissal:

A student may be forced to drop a course if the Vice-President for Academics, the Director of ABC Connect, or the Dean of Students concur that it is necessary for the good of the student. This will be treated as a dismissal in an individual course. If a student is dismissed by the College, he will receive a "WP" or "WF", depending upon his grades at the point of withdrawal from the various courses. An indication of dismissal and cause will be included in the student's permanent file. This indication may be removed by appeal to the Dean of Student's Council, when there is evidence that the condition warranting the dismissal has been rectified.

V. Course Work

A. Auditing:

- 1. Students may audit appropriate courses if they indicate their desire to do so at registration time and the instructor's approval is acquired. Arrangements must be made in the Registrar's office.*
- 2. Course requirements for auditors are: (1) regular class attendance for at least 75%, and (2) fulfillment of assigned reading (100%).*
- 3. Successfully audited courses will appear on the student's transcript with the notation "AU". A student may not make a later request to be given credit for the course by making up work and/or taking an exam.*

A course taken for credit cannot be changed to audit after the one-week add period.

B. Assignments:

- 1. All late written work projects, to include any kind of paper or project, will have a 10% late deduction per day for 4 regular academic days (not counting Saturday or Sunday or days in which classes do not meet at all). After the 4th day, the penalty remains at 40% off for late work turned in up to 15 days after the original due date. Late work turned in 16 regular academic days or later will receive a grade of zero. For each course, a student may be given up to 2 "vouchers" as determined by individual instructors*

and described in each course syllabus allowing a late work without penalty extension. Each voucher gives the student 24 hours beyond the due date to submit the assignment without penalty (written work only, no presentations). The voucher is to be attached to the assignment when turned in. At the end of the semester, unused vouchers will earn extra credit for the student, adding 1-2% to the final course grade. Instructors may indicate certain crucial assignments for which vouchers cannot be used.

2. *Any assignment other than those covered in point 1. above not submitted at the beginning of the hour on which it is due is considered late. For each successive academic day the assignment is not turned in, the grade will be reduced one-third letter grade from the earned grade (e.g. an "A" assignment will be reduced to "A-", etc.). Oral reports will be subject to the same system of grade reduction.*
3. *An instructor has the right to require an assignment to be submitted even if its delinquency automatically make its grade an "F" (unless excused by the Director of ABC Connect or the Dean of Students).*
4. *Class assignments will be received until 5:00 P.M. of the last day of classes preceding Final Exams, unless an earlier date is specified in the course syllabus. Only the Dean of Students can grant an extension beyond this date.*
5. *All term papers and reports are to conform to the MLA style.*

C. Examination:

General Exams - *In order to take a routine exam early or late, a student must have permission from and make arrangements with the Director of ABC Connect. Such permission will be granted only under extenuating circumstances.*

D. Incompletes:

1. *If a faculty member or the Academic Dean determines that a student should receive an Incomplete for a class, he/she will receive a grade of "I" on his/her grade report.*
2. *The faculty member must submit an Incomplete Grade Documentation Form with their final grades to the Registrar's office.*
3. *All "Incompletes" must be removed within one month from the end of the semester. Any "Incomplete" not removed within this time will automatically be converted to an "F."*

E. Course Grade Appeal

Students may appeal the grade received for any course when they feel that the grade they received was incorrect.

Appeal Process:

1. *Discuss the grade with the Instructor to determine if this is the correct grade.*
2. *If Instructor confirms grade and student still believes it to be incorrect, then the student should write an appeal letter to the Academic Review and Retention Committee. This appeal letter should include: Course name and number*
 - a) *Semester grade was received*
 - b) *Instructor Name*
 - c) *Grade received*
 - d) *Reasons for appeal*
3. *Academics Review and Retention Committee will review the appeal letter and, after consultation with the instructor, make a recommendation to the Vice-President for Academics.*
4. *Final decision will be communicated in writing to the student and instructor.*

F. English Usage:

1. *Because effective communication skills are critical to all forms of public ministry, a high standard for English usage will be maintained throughout the college. Students are expected to personally proofread and make necessary corrections in all written work before it is submitted to the instructor.*
2. *If written work is submitted that the instructor considers negligent in form, he may divide the grade given - assigning 1/3 to form and 2/3 to content. The instructor also has the option of insisting that the work be rewritten, with errors removed. In such a case, normal penalties for late work will apply, beginning three days after the work is returned to the student. Instructors may reduce grade proportionately for minor infractions along this line.*

G. Plagiarism

Plagiarism is using the words or ideas of another without giving proper credit for them. Plagiarism is stealing and is therefore inconsistent with a Christian testimony. If an instructor determines that a student has plagiarized in any paper submitted, he/she is at liberty to assign an "F" to that paper and/or require a student to rewrite the paper from scratch.

In the latter case, the grade for the paper will be reduced according to the normal schedule, beginning three days after the student is notified.

H. Cheating:

- 1. Any student who confesses to having cheated in courses already completed shall be given a semester grade of "D" in every course in which cheating took place.*
- 2. Any student who confesses to cheating in a course in which he/she is currently enrolled will be required to make up (within a short period of time determined by the Dean of Students) the particular quiz, exam, assignment, or paper specified in the confession and receive a grade not exceeding a "D" for each make-up requirement. In addition, the semester grade may not be higher than "C" even if an averaging of the component parts of the grade would otherwise permit a higher score. If the averaging of the component parts warrants a grade below "C", the earned grade will stand.*
- 3. Any student detected cheating in any way will receive an "F" for the part of the course that is involved. In such a case, the final semester grade may not exceed "D". The student will also be subject to other disciplinary action from the Dean of Students' Council. The appearance of cheating will be treated the same as cheating.*

VI. Procedure for taking Exams or Quizzes Early or Late

Students who desire to take an early or late quiz should make arrangements for taking early or late quizzes and exams with the instructor for the course.

VII. Student Complaint Procedure

Students who have an official complaint against the college and desire an official response may log their complaint in the following manner:

- 1. The complaint must be made in writing and signed by the student.*
- 2. The complaint must be addressed to and submitted to an institutional officer with the responsibility to handle the complaint. Those institutional officers are: Vice-President for Academics, Vice-President for Student Services, and Vice-President for Business.*

The college will respond to these complaints in a timely manner. Note that all such logged complaints may be subject to review by officials from accreditation agencies.

VIII. Grades

A. Reports

Grade reports are issued at the close of each semester as follows:

<u>Grade</u>		<u>Points</u>
A+	99-100	4.00
A	93-98	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	.67
F	Below 60	.00
AU	Audit	
I	Incomplete	
P	Passing in course with Pass/Fail option	
V	Verified Competency	
W	Withdrew	
WP	Withdrew Passing	
WF	Withdrew Failing	

B. Grade Point Average:

The grade point average is calculated by dividing the cumulative number of applicable hours into the cumulative number of quality points earned. Quality points are calculated for each course by multiplying the grade point value of the earned grade by the number of credit hours of the course. Example: a "B+" in a three semester-hour course is calculated thus: $B+ = 3.5 \times 3 \text{ s.h.} = 10.5 \text{ Quality Points}$.

NOTE: A cumulative Grade Point Average (GPA) of 2.0 is required for graduation from Appalachian Bible College.

C. Honors:

- Semester Honors -

Honors List	==	3.25 - 3.59
Dean's List	==	3.60 - 3.99
President's List	==	4.00
- Graduation Honors -

Honor	==	3.30-3.59
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High Honors	==	3.60-3.84
Highest Honors	==	3.85-4.00

3. *To graduate with any kind of honors a student must complete a minimum of 63 semester hours **in resident study** at Appalachian Bible College (Exclusive of any external studies credits earned during this time.)*

IX. Academic Status

A. Calculation:

At the end of each semester the academic status of every student is evaluated. This evaluation is based on the same criteria for all students within each program.

1. **Qualitatively** *each student will be evaluated on the basis of his/her cumulative Grade Point Average as it relates to the cumulative number of hours attempted. Transfer hours, hours with a grade "P", "V", or "WP," and audits will not be calculated into the GPA. Hours with a grade of "WF" will be calculated as a grade of "F" in the cumulative GPA. Hours which are dropped within the first week of classes are not counted in any calculations. Repeated courses will be calculated as follows:*
 - a) *Courses in which a student receives an "F," "D-," "D," or "D+" may be repeated **once** by a student. The prior grade is "forgiven." This means that only the last grade stands (it does not matter if it is higher or lower). No course at Appalachian Bible College may be taken more than two times. Courses in which a grade of "C-" or higher has been earned may not be repeated.*
 - b) *If an "F" is earned in a required course, that course must be repeated in resident study at ABC. Where permission is granted by the Vice-President for Academics to repeat an "F" elsewhere, the grade earned in the course must be at least a "C". Credit will be handled in the same manner as a transfer subject. An elective course in which an "F" has been received need not be repeated.*
2. **Quantitatively** *Each student must have successfully completed a minimum of 75% of all cumulative hours attempted. Each student will be limited to a maximum number of hours which may be attempted in order to complete a specific program. Cumulative hours attempted will include all hours transferred to ABC and all hours taken at ABC. Hours taken at ABC must be completed with a minimum grade of "D" or "P" to be counted as successfully*

completed.

B. Academic Categories of Students

1. Good Standing:

a) Progress Evaluation

1. Any new student not placed on Academic Warning by the Academic Policy and Retention Committee upon entrance to ABC.

2. Any returning student who has earned a cumulative GPA of 2.00 or above and has successfully completed at least 75% of all cumulative hours attempted.

b) Personal Restrictions - The student shall be unrestricted Academically.

2. Alert Standing:

a) Progress Evaluation - Any student with a semester GPA below 2.00, but with a cumulative GPA above 2.00.

b) Personal Restrictions - The student shall be unrestricted Academically.

3. Academic Warning:

a) Progress Evaluation

Any student who has completed at least 75% of cumulative hours attempted but has a cumulative GPA of 1.99 or below will be placed on Academic Warning the following semester.

b) Personal Restrictions

1. May not take more than 12 hours of credit without the Vice-President for Academic's approval.

2. Report study hours to the Vice-President for Academics or Director of ABC Connect.

4. Academic Probation:

a) Progress Evaluation

Any student whose cumulative GPA is below Satisfactory Progress Minimums (see charts) or who has failed to complete at least 75% of all cumulative hours attempted for any given semester will be placed on Academic Probation for the following semester.

b) Personal Restrictions

1. All of the Restrictions for those on Academic Warning apply to those on Academic Probation.

2. *The student should also be aware that he/she can only remain in this category for one semester. Qualifying for a second semester in this category leads to a Temporary Academic Suspension (see below).*

5. Temporary Academic Suspension:

a) *Progress Evaluation*

Any student who has qualified for Academic Probation a second time, will be placed on Temporary Academic Suspension.

b) *Personal Restrictions*

1. *The student will no longer be eligible for Federal, State, or ABC Financial Aid*

2. *The student will be suspended for one semester for Academic reasons.*

3. *After the one semester suspension (which is designed to help the student get away from the college setting and grow academically and/or spiritually), the student may reenroll at ABC as a "Special Student." They will still be ineligible for Financial Aid. He/she will have one semester to remove himself/herself from the Academic Probation standing. If he/she fails to do so, he/she will be placed on Indefinite Academic Suspension (see below).*

6. Indefinite Academic Suspension:

a) *Progress Evaluation*

Any student who has been placed on Temporary Academic Suspension for one semester, has returned to ABC for a semester and still qualifies for Academic Probation after the first semester of his/her return will be placed on Indefinite Academic Suspension.

b) *Personal Restrictions*

1. *The student will be suspended from ABC indefinitely for Academic reasons.*

2. *The only way in which the student may reenroll as a student at ABC is if he/she has demonstrated growth academically and/or spiritually.*

3. *References from his/her local church pastor and two other individuals plus a written letter requesting permission to reenroll must be addressed to the Academic Policy and*

Retention Committee and presented to the Vice-President for Academics.

7. Personal Appeal Process (for any category)

- 1. Any student who has demonstrated substantial growth academically and/or spiritually may make an appeal concerning all or some of the above Personal Restrictions.*
- 2. The student must submit a letter outlining the areas of restriction the/she wants to appeal and the validity of their request as demonstrated by his/her own growth.*
- 3. The letter should be given to the Vice-President for Academics and addressed to the Academic Policy and Retention Committee.*

X. ABC H.E.L.P. Program

- A. H.E.L.P. (How to Expand Learning Proficiency) is a special program designed to benefit students who need/desire to expand their learning proficiency. In some cases, students are assigned this program, i.e. international students, those with borderline test scores or high school GPAs, etc.; however, anyone can enroll in and benefit from this program. It can HELP you with study skills, personal discipline, test-taking abilities, a specific subject or any facet of college academia. The general program includes review and interpretation of academic records, personal counseling and monitoring of class work throughout the first semester. We believe that it is a program that God can greatly use in the lives of those who want to advance academically.*
- B. At registration, students who desire or have been assigned to H.E.L.P. must consult with the Vice-President for Academics to enroll and discuss the program. Please keep in mind that if you have been assigned to participate in H.E.L.P., you must see the Vice-President for Academics at registration and you must keep your weekly appointments.*

Student Progress Evaluation Chart

BIBLE CERTIFICATE

Maximum hours that may be attempted = 31.5

Cumulative Hours Attempted	Minimum GPA for Satisfactory Progress
0-12	1.00
13-20	1.75
21-up	2.00

ASSOCIATE OF ARTS DEGREE

Maximum hours that may be attempted = 75

Cumulative Hours Attempted	Minimum GPA for Satisfactory Progress
0-15	1.00
16-30	1.33
31-45	1.66
46-up	2.00

BACHELOR OF ARTS and BACHELOR OF THEOLOGY

Maximum hours that may be attempted for B.A. = 157.5

Maximum hours that may be attempted for Th.B. = 200

Cumulative Hours Attempted	Minimum GPA for Satisfactory Progress
0-15	1.00
16-30	1.00
31-45	1.35
46-61	1.55
62-73	1.75
74-94	1.85
95-up	2.00

XI. Student Classification

A. ENROLLMENT CLASSIFICATION

1. *A full-time student is one who is carrying 12 or more semester hours of credit.*
2. *A student desiring to carry more than 18 semester hours of course work must receive permission from the Vice-President for Academics. Additional tuition may apply.*
3. *A part-time student is one who is carrying less than 12 semester hours of course work.*
4. *A student will be classified by the Registrar as a Special Student when he is not recognized as a candidate for Graduation.*

B. Academic Category Standing:

1. *Students are classified at the beginning of each academic year according to the number of semester hours completed toward graduation at that time.*

Freshmen: 0 - 28 s.h. (all programs)

Sophomores: 29-60 s.h. (all programs)

Juniors 61-92 s.h. (degree students only)

Seniors 93 + s.h. (degree students only)

2. *Eligibility for Senior Class Activities:*
 - a) *Bible Certificate and A.A. students will not be considered seniors.*
 - b) *Other - All students with 93 hours or more, whether graduating or not, will be part of the Senior Class.*

XII. Graduation

A. Diploma and A.A. Graduates Returning for Degree Work:

In order for a student to convert a diploma or A.A. to a B.A. degree:

1. *He/she must meet all requirements for the Degree as stated in the catalog.*
2. *The academic requirements must be fulfilled through formal classroom study or approved correspondence work.*
3. *He/she must be approved for graduation by the Academic Policy and Retention Committee if the last nine semester hours of his/her program were not completed in resident study at ABC.*

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

- 1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the Registrar, Dean, Vice-President for Academics, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College 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 College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- 2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College 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.

- 3) The right to consent to disclosures 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 a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

DRUG AND ALCOHOL POLICY

Appalachian Bible College prohibits the faculty and staff (and their families) and the student body from the possession or use of alcoholic beverages, tobacco, and non-medical drugs whether on campus, as a part of any Appalachian Bible College activity, or privately in their own personal lives (Servant Staff I.A., Staff Handbook 5-2). Appalachian Bible College is a DRUG-FREE WORKPLACE. The Board of Directors, at its regular meeting of January 30, 1990, approved the following policy for the College: **The unlawful manufacture, distribution, dispensing or possession of a controlled substance on campus is prohibited. Staff members violating this prohibition will be immediately dismissed.**

The prevention program of Appalachian Bible College can be found within our *Servant's Staff* guidelines and includes the prohibition of possession, use, and sale of alcoholic beverages, tobacco, or drugs for non-medicinal purposes. Also, our stated curfew standards, and effective security personnel keeping non-students off campus after hours at night aid prevention. Appalachian Bible College will request enforcement of underage drinking laws established by the State of West Virginia through the immediate notification of appropriate local and state authorities. Appalachian Bible College additionally prohibits the possession, use, and sale of illegal drugs by students and employees, and will request enforcement of federal and state drug laws through the immediate notification of appropriate federal and state authorities. Students who are in violation of such an offense will be subject to discipline by the Student Deans with possible disciplines up to and including dismissal by a Dean's Council as stated in the *Servant's Staff* disciplinary procedures.

HELP AVAILABLE

Experienced counselors are available for people who are currently in need of help or who may still be overcoming struggles from the past. The Student Services division, along with the School counselor, are available to help students upon request.

HEALTH RISKS

ASSOCIATED WITH ALCOHOL

Consumption of alcohol can lead to uncontrolled drinking of alcoholic beverages. A person suffering from alcoholism depends on alcohol in order to be able to function physically and mentally. The alcoholic person is thus physically addicted.

When a person drinks alcohol, it rapidly enters the bloodstream and circulates to all parts of the body within a few minutes. Absorption can be slowed (but not prevented) by the presence of food in the stomach. The main effect of alcohol on the body is on the brain, where control centers are affected and intoxication results. The faster alcohol is consumed, the quicker mental and physical control is lost.

The long-term physical effects of alcoholism include:

1. LIVER DAMAGE –cirrhosis (scarring) of the liver, alcoholic hepatitis, cancer of the liver.
2. HEART DISEASE – enlarged heart, congestive heart failure.
3. ULCERS/GASTRITIS – irritation of the stomach lining.

4. MALNUTRITION – alcohol has no food value, robs the body of some vitamins and minerals, interferes with the digestion of food that is eaten.
5. “DT’s” (DELERIUM TREMENS) – results from alcohol withdrawal, characterized by disorientation, memory impairment, hallucinations.
6. CANCER – mouth, esophagus, stomach.
7. BRAIN DAMAGE – possibly leading to psychosis.
8. DAMAGE TO FETUS – if mother drinks while pregnant.

The only way to recover from alcoholism is to stop drinking, even though the withdrawal process may be very unpleasant. No recovery program will succeed unless the person recognizes that he has a problem which is a result of the willful and sinful choice of a fallen individual, and accepts the need for help. Successful treatment depends on: (1) facing the truth, (2) getting medical help, and (3) getting counseling, followed by rehabilitative and vocational guidance.

ASSOCIATED WITH ILLICIT DRUG USE

Drug abuse is the use of natural and/or synthetic substances for non-medical reasons. Such use can affect the body and its processes (amphetamines are used to stay awake when tired), the mind and the nervous system (LSD is taken to experience a change in perception), and behavior or feelings (marijuana is used to change moods and “get high”). Drug abuse can affect a person’s physical and emotional health, as well as his/her social life. It can cause serious harm.

Drugs can have the following health effects:

1. STIMULANTS (amphetamines, cocaine) – hallucination, dependence, heart problems, malnutrition, death.
2. DEPRESSANTS (barbiturates, tranquilizers, methaqualone) – confusion, loss of coordination, dependence, coma, death; especially dangerous when taken in combination with alcohol.
3. HALLUCINOGENS (LSD, PCP, etc.) – hallucination, panic, birth defects in children, flashbacks (recurring effects even after the drug is stopped), tolerance developed (more and more needed to get same effect).
4. CANNABIS – confusion, loss of coordination, dependence, damage to lung tissue.
5. NARCOTICS (heroin, morphine, codeine, opium) – lethargy, apathy, loss of judgment, dependence, convulsions, coma, death, malnutrition, infection, hepatitis.
6. DELIRIANTS (aerosol products, lighter fluid, paint thinner) – loss of coordination, confusion, hallucinations, convulsions, death, dependence, damage to lungs, brain, liver, bone marrow.
7. NICOTINE (tobacco) – emphysema, lung cancer, heart disease, dependence.

Aside from the physical and mental problems that drug abuse causes, it can also lead to other types of problems – legal, economic and personal. Drug users not only hurt themselves – they hurt others. Using money to buy drugs means that it isn’t available for other needs. Reactions to drugs can trigger violent assaults – even murder. Drugs can threaten the health – or even the life – of an unborn child, and produce severe problems in the child after birth.

LEGAL SANCTIONS

Underage drinking, drunken driving and drug abuse is against the law. The Drug Enforcement Administration's Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana) and the Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances can be found online at https://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf#page=30.

TITLE IX AND SEXUAL MISCONDUCT POLICY AND GRIEVANCE PROCEDURE

Title IX of the Education Amendments of 1972 states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Appalachian Bible College does not discriminate on the basis of sex in its education programs and activities, as required by Title IX and its accompanying regulations, except as the Department of Education's Office for Civil Rights has acknowledged that Appalachian Bible College is exempt to the extent that these amendments and regulations are interpreted to curtail the College's freedom to act in accordance with its religious convictions.

Appalachian Bible College is committed to providing an equal opportunity in meeting student interest in sports. The college will provide male and female athletes with equivalent benefits, opportunities, and treatment. This will extend to equipment and supplies; game and practice times; travel and per diem allowances; coaching and academic assistance; assignment and compensation of coaches; locker rooms, practice and competitive facilities; medical and training facilities and services; housing and dining facilities and services; and publicity.

Appalachian Bible College is committed to addressing Title IX complaints and grievances with a prompt, equitable, comprehensive and sensitive process. Title IX deals with gender discrimination and sexual harassment, including sexual assault and violence, carried out by employees, faculty, students and third parties.

Appalachian Bible College will not tolerate any form of behavior that could be reasonably interpreted as gender discrimination, sexual harassment, sexual assault or violence against or by any student, staff, faculty, vendor, contractor, or visitor and takes jurisdiction over Title IX complaints involving any of these persons. It is the policy of Appalachian Bible College to provide an educational, employment, and business environment free of all forms of sex discrimination, including but not limited to unwelcome sexual advances, requests for sexual favors whether verbal or written, or physical conduct or communications constituting sexual harassment as defined in this policy or otherwise prohibited by state and federal statutes.

Questions regarding Title IX may be referred to the college's Title IX coordinator or to the Department of Education's Office for Civil Rights.

Title IX Coordinator
David E. Childs
161 College Drive, Mount Hope, WV 25880
304-877-6428, ext. 501
david.childs@abc.edu

Complainants are encouraged to resolve their discrimination grievances by utilizing this Complaint/Grievance Procedure, but they have the right to file a complaint directly with the U.S. Department of Education, Office for Civil Rights (OCR). Call 1-800-421-3481 to obtain further information about filing a complaint with OCR.

COMPLAINT / GRIEVANCE PROCEDURE

INFORMAL COMPLAINT PROCEDURE

If practical and safe, the college encourages an *Informal Complaint Procedure* following the pattern of our Lord's instruction in Matthew 18 where every reasonable effort is made to constructively resolve issues with students, faculty, staff, and administrators before pursuing the *Formal Complaint Procedure*. The *Informal Complaint Procedure* should not be used to address allegations of sexual assault or violence and is not required for any complaint.

The objective of the informal procedure will be to provide appropriate relief to the aggrieved party, sensitize the alleged harasser to the effects of such behavior, and resolve the complaint to the mutual satisfaction of both parties.

A complainant may elect to resolve his/her complaint by discussing it with the offending party. A mediated meeting, in coordination with the Title IX Coordinator and the Dean of Students, is an option under the informal process, so long as the allegation does not involve a sexual assault. If the offending party is an employee and satisfactory resolution cannot be reached after discussion, the complainant may also contact the individual's direct supervisor to resolve the complaint. Every effort will be made to resolve an informal complaint within thirty (30) days.

If these efforts are unsuccessful, the *Formal Complaint Procedure* may be initiated.

FORMAL COMPLAINT / GRIEVANCE PROCEDURE

Responsibility to Report

All Appalachian Bible College Staff and Resident Assistants are considered "responsible employees" and are mandated to report complaints, except for pastoral or professional counselors acting within their role as counselor as defined in state law. However, if the victim is a minor, a report must be filed. Any employee who learns about a possible violation of this policy must promptly report it to the Title IX Coordinator and/or Deputies (hereafter the Title IX Coordinator.)

Privacy and Confidentiality

The college will observe the privacy of all parties involved in the complaint to the extent permitted by law, and to the extent it does not interfere with the college's ability to conduct a thorough Title IX investigation and take appropriate action. A reporting individual will be able to omit personally identifiable information in the initial report. This should be discussed with the Title IX Coordinator. The college seeks to give victims reasonable control over their privacy in the grievance process as much as possible. However, it must be understood that

the Complainant does not have complete control. Conversations deemed confidential because of the licensed professional or clergy involved, must remain confidential unless:

1. permission is given to break confidentiality by the person who disclosed the information;
2. there is an imminent threat of harm to self or others;
3. the conduct involves suspected abuse of a minor under the age of 18; or
4. as otherwise required or permitted by law or court order.

Definitions

1. **Sexual Harassment** includes, but is not limited to, any unwelcome sexual advance, request for sexual favors, or other unwanted conduct of a sexual nature, whether verbal, non-verbal, graphic, physical, electronic, or otherwise, when:
 - a. Submission to or rejection of such conduct is either an explicit or implicit term or condition of, or is used as the basis for decisions affecting, an individual's employment or advancement in employment, evaluation of academic work or advancement in an academic program, or basis for participation in any aspect of a college program or activity (*quid pro quo*); and/or
 - b. Such conduct has the purpose or effect of unreasonably interfering with an individual's learning, working, or living environment; in other words, it is sufficiently severe, pervasive, or persistent as to create an intimidating, hostile, or offensive learning, working, or living environment under both an objective and subjective standard (*hostile environment*)
2. **Sexual Assault** refers to sexual contact or behavior that occurs without explicit consent of the victim and includes, but is not limited to, rape, attempted rape, fondling or unwanted sexual touching, forcing a victim to perform sexual acts, stalking, or domestic violence.
3. **Sexual Exploitation** is purposefully taking sexual advantage of another person without consent. It may involve use of one's own or another individual's nudity or sexuality and includes voyeurism, exhibitionism, disseminating pictures or video of another in a state of undress or of a sexual nature without the person's consent.
4. **Sexual Violence** is an all-encompassing, non-legal term that refers to crimes like sexual assault, rape, domestic violence, and sexual abuse. It may involve actual or threatened physical force, use of weapons, coercion, intimidation or pressure.
5. **Stalking** occurs when a person engages in a course of conduct toward another person under circumstances that would cause a person to fear bodily injury or experience substantial emotional distress (i.e. significant mental suffering or anguish.)
 - a. Course of conduct means two or more instances including but not limited to unwelcome acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
 - b. Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used.
6. **Consent** is a key factor in determining sexual misconduct and involves the elements of willingness, awareness, and freedom. Consent may be withdrawn at any time and prior permission does not imply current or future consent.
 - a. Willingness must be clearly communicated by words or actions that are intended to demonstrate the person is choosing this activity. Passivity, or

absence of resistance does not imply consent. Without clear communication of willingness there is no consent.

- b. Both parties must be aware of their actions and are not incapacitated. Incapacitation includes, being asleep, unconscious, unaware that sexual activity is occurring, unable to verbally or otherwise communicate consent or non-consent, unable to control one's behavior, mentally impaired, or a minor.
- c. Both parties must be equally free to act. There can be no coercion, intimidation, manipulation, unwanted contact, expressed or implied threats of physical, emotional, or other harm, that would reasonably place an individual in fear of immediate or future harm and that is employed to compel someone to engage in sexual contact.

7. **Sex Discrimination** is preferential treatment of a person or persons of one sex over a person or persons of a different sex. It is providing opportunities for one sex that are desirable or considered advantageous, while not providing equal opportunities of the same or of an appropriately comparable nature to a different sex.

Complaint / Grievance Procedure

Upon receiving a report of alleged or possible violation of this Policy, the Title IX Coordinator will evaluate the information received and determine what further actions should be taken. The Title IX Coordinator will follow the procedures described in this Policy. The Title IX Coordinator will take steps, either directly with the Complainant or through a reporting employee, to provide information about the College's Complaint / Grievance Procedure, as well as available health and advocacy resources and options for criminal reporting. The Complainant may choose to file a criminal complaint and a Title IX complaint simultaneously.

1. Report of Incident

- a. A *Title IX Complaint Report Form* will be provided to a Complainant or Reporter to facilitate recording accurate information. This form is to be promptly submitted to the Title IX Coordinator.
- b. The Complainant will be informed that they will have the opportunity in the interview process to request confidentiality, including their name not being disclosed to the alleged perpetrator(s). They will also be informed that they will have the opportunity to request no action be taken against the alleged perpetrator(s).

2. Title IX Coordinator Preliminary Investigation

- a. The Coordinator will conduct a preliminary investigation within ten (10) days.
- b. The Coordinator will have an Initial Meeting with the Complainant and provide a copy of the College's *Title IX and Sexual Misconduct Policy and Grievance Procedure*.
- c. Subsequent to meeting with the Complainant, the Coordinator will have an Initial Meeting with the Respondent and provide a copy of the College's *Title IX and Sexual Misconduct Policy and Grievance Procedure*.
- d. The Coordinator will evaluate requests for confidentiality.
- e. The Coordinator will make a determination on possible violation of policy.

- i. No violation – If it is determined by the Coordinator that there is no violation the Complainant and the Respondent will be notified in that order and the investigation will end.
 - ii. Possible violation – If it is determined by the Coordinator that there is a possible violation a full investigation will be initiated.
- f. The Coordinator will complete the *Title IX Coordinator Preliminary Investigation* form and place it in the official Title IX Complaints file along with the *Complaint Form*.

3. Interim Remedial Action

- a. The Coordinator may implement interim remedial action while the investigation is ongoing if during the Preliminary Investigation it is determined to be needed. Such remedial action may include:
 - i. No-Contact Order
 - ii. Reassigning On-Campus Housing
 - iii. Allowing Off-Campus Housing with a Pro-Rated Refund of On-Campus Cost
 - iv. Changing Work Assignment or Location
 - v. Rescheduling Class Work, Assignments, and Examinations
 - vi. Arranging an Incomplete in a Class for the Complainant
 - vii. Reassigning a Class
 - viii. Permitting a Temporary Withdrawal from the College
 - ix. Providing Alternative Course Completion Options
 - x. Providing Counseling Services
 - xi. Providing Academic Support Services
 - xii. Providing an Escort to Ensure that an Individual Can Move Safely Between Classes, Work, and/or Activities
- b. The Coordinator will inform the Complainant and the Respondent, in that order, of any interim action.

4. Investigation

- a. If the Coordinator determines there is a possible violation of Title IX Policy, an investigator or investigators will be activated who will be tasked to ensure an adequate, reliable, and impartial investigation.
- b. The Coordinator will provide the Complainant and the Respondent the identity of any investigator(s) and the opportunity to appeal and object to the use of that particular investigator. This objection is to be submitted in writing to the Coordinator within three (3) days of notification giving full explanation of the reasons for the objection. The Coordinator will review the objection and make a final decision on retaining or removing the investigator(s).
- c. Criminal or law enforcement investigations will not delay or defer the College's own Title IX investigation.
- d. The evidentiary standard will be a preponderance of the evidence (i.e. more likely than not that sexual violence occurred) in resolving the complaint.
- e. The investigator(s) may use a hearing, with consent of the Title IX Coordinator, in compliance with the rights of the Complainant and Respondent listed in this policy. The hearing panel will include the investigators, and two others from the

faculty and staff of the college selected by the Coordinator, not including the Coordinator.

- f. The Investigator(s) will submit to the Coordinator a written report, hereafter the *Investigative Report*, within thirty (30) days of the beginning of their investigation. The report should indicate a conclusion on guilt or innocence and any suggested sanctions.

5. Rights of Complainant and Respondent

- a. The right of the Respondent to a written explanation of the alleged violations of this policy.
- b. The opportunity to testify on one's own behalf.
- c. The opportunity to present witnesses to the alleged violations of this policy.
- d. The opportunity to present other evidence on one's own behalf.
- e. The opportunity to be accompanied by an advisor or support person of their choice.
 - i. In instances involving sexual violence, including but not limited to alleged domestic violence, dating violence, sexual assault or stalking, the complainant and respondent will be entitled to the same opportunity to have an advisor of their choice present during any interview or hearing.
 - ii. An advisor or support person can be any person the Complainant and Respondent feels comfortable confiding in, and need not be affiliated with the college (i.e. a friend, a family member, a person from a support or advocacy agency).
 - iii. The advisor may not have been a witness to the alleged violation of policy or be actively involved in the complaint.
 - iv. The advisor is not to speak on behalf of the Complainant or Respondent, address investigators or hearing panel participants, and does not actively participate in the process except to consult with the Complainant or Respondent in a quiet, non-disruptive manner.
 - v. The advisor must agree to these limitations and maintain the confidentiality of the process.
- f. The opportunity to attend the entire hearing or other proceeding, except for the deliberation phase.
- g. The opportunity to review any information that will be offered by the other side at a hearing or proceeding prior to the time that it is offered (to the greatest extent possible and consistent with FERPA or other applicable laws).
- h. The right to be informed of the outcome of the hearing or other proceeding.
- i. The right to be given timely and equal access to information that will be used during informal and formal disciplinary meetings.
- j. The right to be given timely notice of meetings.
- k. The opportunity to appeal the outcome of the hearing or other proceeding.

6. Determination of Sanctions

- a. If the Respondent is a Staff Member
 - i. The *Investigative Report* will be provided to the staff member's Division Vice-President.

- ii. The Division Vice-President will determine appropriate sanction(s) in consultation with the Administrative Committee, and in accordance with the Staff Handbook and appropriate college policies, including involvement of civil authorities, if applicable.
 - iii. The Vice-President will inform the Coordinator of the decision on any sanction(s) which will be included in the Coordinator's final report.
 - b. If the Respondent is a Student
 - i. The *Investigative Report* will be provided to the Dean of Students.
 - ii. The Dean of Students will determine appropriate sanctions in accordance with the Servant's Staff and appropriate college policies, including involvement of civil authorities, if applicable.
 - iii. The Dean of Students will inform the Coordinator of the decision on any sanction(s) which will be included in the Coordinator's final report.
 - c. If the Respondent is a Third Party
 - i. The *Investigative Report* will be provided to Administrative Committee.
 - ii. A redacted summary of the *Investigative Report* will be provided to employers, managers, or appropriate representatives of a Respondent, or the Respondent themselves, as deemed proper by the Coordinator.
 - iii. Vendors, Contractors, or Visitors who violate this policy may have their relationship with Appalachian Bible College terminated and/or their privilege of being on the college premises withdrawn. Appalachian Bible College reserves the right to take action against any individual or organization that commits a violation of another College policy.
 - d. Sanctions may include, but are not limited to, a reprimand, probation, suspension, expulsion, restitution, administrative leave without pay, or dismissal from staff employment.

7. Determination of Remedies

- a. The Coordinator will assess if steps need to be taken to prevent reoccurrence or to remedy discrimination against the Complainant or others.
- b. The Coordinator will implement any changes that would not involve administrative approval.
- c. The Coordinator will submit to the Administrative Committee recommendations for actions that require administrative approval.

8. Distribution of Final Report in writing

- a. The Coordinator will write a *Final Report* within fifteen (15) days of receiving the *Investigative Report* that includes an appropriate and redacted summary of the *Investigative Report* and the decision(s) on any sanction(s) imposed.
- b. The Coordinator will provide a written copy of the *Final Report* to:
 - i. Both the Complainant and the Respondent
 - ii. The College President's Office
 - iii. The division maintaining the Jeanne Clery Act statistics.

9. Appeal Process

- a. All appeals shall be made to the College President or his designee within seven (7) calendar days of receipt of the Final Report.

- b. The appealing party must also provide a copy of the appeal to the Title IX Coordinator within the same time period. The Title IX Coordinator will promptly inform the other party of the appeal.
- c. The appeal should include a brief statement describing any or all parts of the Final Report that is being appealed and the reason for appeal.
- d. Within thirty (30) days of receipt of the appeal, the President or his designee will make a final determination as to whether the Complaint should be closed, whether a violation of Policy has occurred, and/or whether any additional or different remedial action or sanctions are warranted.
- e. The President may decide to impose sanctions that are more or less severe than the sanctions imposed by the Title IX Coordinator, even if the Respondent is the person who has submitted the appeal. The President or his designee will concurrently notify the Complainant and the Respondent of his decision.

NON-RETALIATION

Title IX prohibits retaliation against any Complainant or Reporter. Retaliation against any person who files a Complaint, participates in an investigation, or opposes a discriminatory employment or educational practice or policy is prohibited. Any acts of retaliation, as defined in this policy, shall be grounds for disciplinary action, up to and including expulsion/dismissal for students and termination/dismissal for faculty and staff. A person who believes retaliation has occurred should notify the Title IX Coordinator as soon as possible.

FALSE REPORTS

Willfully making a false report of sexual harassment is considered a violation of this policy and is a serious offense. Any person who willfully makes or participates in making a false or frivolous report of discrimination, harassment, retaliation or sexual misconduct will be subject to disciplinary action. False reporting may also violate state criminal statutes and civil defamation laws.

APPLICABLE REGULATIONS

This policy and any procedures are intended to be compliant with Title IX requirements, the Jeanne Clery Act, the Campus Violence Elimination Act (SaVE Act), and the Violence Against Women Reauthorization Act (VAWA).

RESOURCES

Health and advocacy resources available at the college and in the Beckley, West Virginia area.

- Appalachian Bible College Student Services Division
 - Located on the 3rd Floor of the Servant Center
 - Counseling
 - Health Clinic
- Women's Resource Center - is a private, non-profit agency that provides temporary shelter, counseling, advocacy and supportive services for victims, survivors, and witnesses of domestic violence and sexual violence.
 - 304-255-2559 24-Hour Hotline
 - <http://www.wrcwv.org>

- A licensed domestic violence program of the West Virginia Coalition Against Domestic Violence
- A rape crisis center of the West Virginia Foundation for Rape Information and Services; West Virginia's Sexual Assault Coalition
- Life Strategies Counseling Services
 - 304-255-7526