

Servant's Staff

A Guide to Christian Character



Bradley, West Virginia
2009-10 Edition

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Philosophy of Rules

I. Why the “Servant’s Staff”

Our student handbook is called the *Servant’s Staff*. We have chosen this title because we want to provide tools and guidelines (a staff) 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. When people live together in groups, there must be social guidelines in order to avoid confusion and misguided efforts. 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 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. When reading through this handbook, common sense should enable a student to know when a specific rule targets only a residence hall student or a single student. If there is a question whether or not a rule applies only to some students, consult a Resident Assistant or a Student Dean. **It is expected of all students, whether residence hall students, married students or commuters, that they observe both the spirit and intent of the rules when off campus.** Approval for exception must be obtained in advance from 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

Humility

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

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 Servant's Staff 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 *Servant's Staff*, and any further policies that may be handed down by the Student Deans during the academic school year. As an enrollee in this college, you are expected to help create a positive atmosphere on campus by your example of cooperation.

- B. **Resident Assistants** -- It is the responsibility of Resident Assistants to submit a written record of any infraction of rules, along with a caring word of exhortation and admonition. These written records of infractions will then be turned in to the Student Deans for their determination as to any disciplinary action that might be taken. A Resident Assistant may also recommend that a Carefrontation be given for the infraction, should an improper attitude be displayed towards the Resident Assistant carrying out his responsibility.

III. Disciplinary Procedures

The Student Deans can render discipline for any infraction in the form of a verbal or written "Carefrontation," a fine, a work assignment, a temporary room confinement, a social restriction, a campus restriction, or some other determination. The goal of all discipline will be the enhancement of godly character traits, as defined in this handbook.

The Vice President for Student Services 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 a male and female student representative 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.

IV. Reporting Procedures

It is biblical for believers to exhort one another daily regarding the impressions we give one another for good or for bad (Heb.3:13; 10:24). But it is also biblical for believers to place into the hands of the proper authorities matters that should go beyond that of a simple word of exhortation from a fellow student (Heb.13:17). When possible, in such cases, give a student committing such an infraction opportunity to report himself to a Resident Assistant or Student Dean. If he or she refuses to do so, report the infraction yourself.

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

Virtue

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

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.

I. Socializing – *Participating in any activity with the opposite gender in order to build relationships.*

Inappropriate locations for socializing are the classrooms, Library and Anderson Hall. This includes the residence hall lounge areas before dinner on weekdays. Students should avoid any remote or secluded areas, on or off campus. Students are not allowed to be in the vicinity of the Alpine Camp area after dark without permission.

For safety reasons, students are not to swim in the Alpine Camp Lake except for official school activities.

II. Display of Affection

There is to be no display of affection through physical contact (including holding hands) on the part of non-married couples. Students should also avoid situations that arouse suspicion (parked cars, dimly lighted areas, secluded locations, etc.)

III. Mixed Groups - *Three or more persons of both genders gathered together.*

A. In General

Students are permitted to socialize in groups of three or more at all appropriate occasions and appropriate locations, on campus or off campus.

IV. Couples - *Any male and female, dating or non-dating, alone together. This does not include brother and sister, or married student and unmarried student.*

A. In General

Student deans are to be informed before any student, including single commuters, begins socializing on a regular basis with a member of the opposite sex who is not a member of the ABC student body.

Couples must notify their student dean before or immediately after visiting any home, other than that of a faculty member, staff member, or married student. Couples may not be by themselves in any home.

B. On Campus

Socializing by couples is limited to the following time periods:

Monday through Friday:	Breakfast	6:45-7:45 a.m.
	Lunch	11:50 a.m.-2:00 p.m.
	Supper & Afterwards	5:00 p.m. – 10:30 p.m. (till Midnight on Fridays)
Saturday and Sunday:	From Breakfast to Curfew	

Dating couples must sit apart in the classroom.

C. Off Campus

Socializing as couples off campus without a third party is not allowed. Couples may not travel to church alone or socialize in parked vehicles at any time on or off campus.

V. Other

A. Specifically for Students During Their Third and Following Years (five or more semesters at ABC)

Students may socialize during socializing hours as single couples off campus without the need for a third party.

A student of more than two years here at ABC who socializes with a student of less than two years must adhere to the policies set forth for students with less than two years.

B. Commuter Students - Students living off campus.

Students in this category should be aware of the regulations that apply to those living on campus, and seek to comply with the "spirit" or overall intent of those rules.

Single student commuters who are not living with parents must notify the Student Deans before hosting mixed groups or any members of the opposite sex in their home. Residence Hall students are also responsible to ensure that proper permission has been obtained.

C. Divorced Students

Divorced persons will not be permitted to date while they are students at Appalachian Bible College.

D. Engagements

Because Scripture presents marriage as a sacred bond lasting until death, it should be entered only with careful forethought and extensive prayer. The student deans are willing to offer counseling and encouragement for those who are thinking about engagement. After an engagement has been announced, the couple must make an appointment with the Dean of Students to discuss their plans.

E. Marriages

In order to allow time for proper adjustments, students are not permitted to return to classes for two months after their wedding. Please schedule summer weddings to allow for this time.

Any student who marries during the school year must withdraw from classes for the rest of that semester.

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

Deference

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

I. **Men's Appearance**

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. Clothes should be fitted nicely and modestly.

A. **Men's Hairstyles**

1. *Hairstyles may not cover the top of the ear nor fall over the top of the collar.*
2. *Trendy or faddish hairstyles that call undue attention to themselves are not permitted.*
3. *Men are to be clean shaven when class dress or Sunday dress is required and at Wednesday night church or Christian Service.*
 - a. *Sideburns must not extend below the lobe of the ear.*
 - b. *Mustaches must be neatly trimmed, and may not extend below the corners of the mouth.*
4. *Men may have neatly trimmed beards grown during breaks.*
Student Deans retain the right to require a student to shave or trim a beard that is not acceptable.
5. *Hats may not be worn in any building except for the Residence Halls and Gilmore Center.*

B. **Men's Class Apparel** - *For classes, chapel, and anytime you are in Pipkin Hall during normal business hours (8 am. - 5 p.m.), and lunch Sunday through Friday.*

1. *Dress slacks, collared sport shirts (tucked in), socks (above the ankles), and well-kept dress shoes (no athletic shoes) are appropriate. Sweaters may not be worn without a collared sport shirt and dress slacks are to be worn at the waist with a belt. No hooded sweatshirts are to be worn for class apparel.*
2. *For Sunday **evening** services, neat class dress or better is allowed. Within these parameters, students are expected to*

comply with the setting of the local church they attend.

3. *Wednesday night apparel should be appropriate to the nature of the ministry in which a student is involved.*
4. *Cargo pants, carpenter pants, or jeans of any style, color, or design are not permitted.*
5. *Pictures, bold lettering, and advertising are not permitted for class apparel. No hooded sweatshirts of any kind are permitted for class apparel.*

C. Men's Sunday Apparel

1. *For Sunday **morning** services, special conferences, Commencement, and other stated occasions, a dress shirt, tie, suit jacket or sports coat, dress slacks, socks and dress shoes are appropriate.*

D. Men's Casual Apparel

We recognize the need for more casual apparel at appropriate times, but we still desire to maintain a good testimony before others.

1. *Slacks, neat and modest jeans, or nylon warm-up outfits and sport/T-shirts are permitted.*
2. *Shorts are **NOT** permitted.*
3. *Students should be careful that casual apparel still gives a neat appearance.*

E. Men's Recreational Apparel

Our men must exercise propriety and good judgment in their choice of recreational apparel.

1. *Modest, loose-fitting, mid-thigh length shorts may be worn for recreation.*
2. *Shirts must be worn at all times. Tank tops are not permitted.*
3. *Recreational attire is not permitted in Pipkin Hall at any time.*
4. *It should be restricted to the lower campus area (soccer field, tennis courts, Gilmore vicinity, Alpine Camp area).*

II. Women's Appearance

The governing principles for the dress of Christian women are modesty, conservatism, and neatness.

- A. Women's Class Apparel** - *For classes, chapel, and anytime you are in Pipkin Hall during normal business hours (8 am. - 5 p.m.), and lunch Sunday through Friday.*
- 1. Dresses, suits, or skirts and blouses or sweaters, and clean, well-kept shoes (no athletic shoes or flip flops) are appropriate.*
 - 2. Skirts and dresses must come to the bottom of the knee and must cover the creases in the back of the knee at all times. Tight-fitting garments or dresses are not allowed, nor are skirts with slits that reach above the knee (in the sitting position).*
 - 3. Wednesday night apparel should be appropriate to the nature of the ministry in which a student is involved.*
 - 4. Care should be taken to prevent the midriff and back from being exposed, including when sitting or bending over. Modest necklines are required. No sleeveless dresses or blouses.*
 - 5. Excessive make-up is not permitted.*
 - 6. Pictures, bold lettering, and advertising are not permitted for class apparel. Only hooded sweatshirts with zipper fronts are permitted to be worn for class apparel.*
- B. Women's Sunday Apparel**
- 1. For Sunday services, special conferences, Commencement, and other stated occasions, class attire with the addition of dress shoes is appropriate. Exceptions may be granted for Christian Service assignments.*
- C. Women's Casual Apparel**
- We recognize the need for more casual apparel at appropriate times, but we still desire to maintain a good testimony before others.*
- 1. Loosely fitting pants, jeans, or nylon warm-up outfits may be worn on these occasions.*
 - 2. Sweat pants or shorts are not permitted for casual attire.*
- D. Women's Recreational Apparel**
- Our women must exercise modesty and good judgment in their choice of recreational apparel.*
- 1. You may wear slacks, culottes, loosely fitting jeans and loosely fitting T-shirts.*
 - 2. Loose-fitting, modest shorts may be worn for recreation only, no*

higher than 3 inches above the knee.

3. *Two-piece swimsuits exposing the midriff and French-cut swimsuits are not permitted.*
4. *Clothes must be worn over swimsuits to and from the lake/pool area.*
5. *It should be restricted to the lower campus area (soccer field, tennis courts, Gilmore vicinity, Alpine Camp area).*

“In like manner, also, that women adorn themselves in modest apparel, with godly fear and sobriety, not with braided hair or gold, or pearls, or costly array, but (which becometh women professing godliness) with good works” (1 Timothy 2:9-10).

III. Other Appearance Concerns

- A. *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.*
- B. *While there may be students coming to campus who have already received a tattoo in the past, we ask that this not 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

Discernment

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

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.

“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).

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-medical purposes. 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.
- D. Videogames that are rated anything other than E by the Entertainment Software Rating Board (ESRB).
- E. Attendance at commercial movie theaters.
- F. Reading or viewing of unwholesome literature.
- G. Any form of gambling.
- H. Dancing.
- I. Hanging of posters (in the residence hall rooms) that are not above reproach in who and what is portrayed.
- J. Students are not permitted to serve open alcoholic beverages at their place of employment.
- K. Posting anything that does not comply with ABC standards.

II. Video Policy

Because videos or DVDs may have played a major role in the entertainment of the individuals before they became students at ABC, some guidelines for governing this area seem essential to our spiritual growth and the protection of our testimony.

- A. Students are specifically forbidden to view films with the following characteristics:
 - *Rated PG-13, R, X, or NC-17 by the Motion Picture Association of America*
 - *Featuring vulgar or obscene language, sexual innuendo, or explicit nudity or immodest clothing*
 - *Presenting blatantly non-Christian messages*

- B. Films rated PG must be pre-approved by the student deans before viewing.

- C. Films are only to be viewed in the Servant Center, not in the residence halls.

- D. Students should exercise genuine caution when any of the following are recognized in a film:
 - *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*

- E. Before viewing a video or DVD, students should research the film as carefully as possible. Rent only from reputable sources. Your very presence in some places may compromise your testimony. Review the video or DVD before showing it to others. Always be prepared to turn the film off if this viewing policy is violated. If we ignore the faults in a movie we are watching we may slowly be conditioned to condone, if not accept, a non-Christian point of view.

- F. All videos or DVDs shown as part of any official college function must receive prior approval from the Dean of Students.

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. The staff and faculty want to teach you how to recognize and appreciate good and wholesome music. Standards for this kind of music are regularly communicated in class and modeled in chapel, as well as by the individuals and groups that officially represent the college. They will be applied to any official college activity (e.g. Christian Service, class banquets, etc.). These standards will be used by the music faculty to judge the quality of both selection and performance when students desire to perform at ABC functions, in local churches, or at other outside ministries.
- B. Some music is clearly forbidden to students, either for performance or for listening (recordings and concerts). Students are on their honor not to listen to or participate in such music when they are not under the direct observation of college personnel. 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 in the music itself or in the performance is unacceptable. When the performers of recorded music are widely recognized to be negative role models, ABC students will not be permitted to listen to their recordings, but normally each musical selection will be judged on its own merit. If the student deans determine that listening to any type or selection of music distracts a particular individual from the Lord, and hinders his/her spiritual walk, that music may be forbidden for that individual. Examples of some of these objectionable elements in various musical styles are:
- *Rock—The beat of the music may become the most prominent element; lyrics may be unacceptable.*
 - *Country—Lyrics may be unacceptable; music may be connected to a heavy rock beat.*
 - *Folk—Existentialism, humanism, or hedonism may be propagated through the lyrics.*

- *Jazz—Extensive use may be made of syncopation; a sensual performance style may be employed.*
 - *Contemporary Christian—Sensual performance styles may be employed; a beat may be overly prominent; lyrics may be theologically incorrect or existential in their emphasis.*
- C. ABC recognizes that there are some legitimate reasons for variations in musical taste and appreciation. In order to allow you to exercise freedom of choice and to develop personal standards of excellence, some musical selections and recordings may be tolerated, or permitted, without being recommended. To be permissible, music must have no offensive words and/or themes, and none of the “unacceptable” musical qualities listed above. This policy will allow for a wide variety in types of music and styles of performance. 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. Failure to exercise care in this area may result in personal restrictions by the student deans.
- D. Students may not attend any concert if it is expected in advance that music in the “forbidden” category will be presented. Students seeking permission to attend a concert must give the student deans four-week advance notification for evaluation purposes. A “permissible” or “not permissible” decision will be made, which in no way should be interpreted either as a recommendation of, or as an indictment upon, all songs sung by the performers in question.
- E. Students are not to have unacceptable music in their possession.
- F. In general, music listened to while off campus should be in harmony with the spirit of the rules.

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

Courtesy

Expressing through attitudes and actions my high esteem for others.

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. Examples of this would be:

I. Silent Hours

- A. *There should be no noise in the residence halls between 12:00 a.m. and 6:00 a.m.*

II. Residence Hall Noise

- A. *It is expected, out of courtesy, that all music and noise be kept to a minimum at all times, especially when others are trying to rest or study.*
- B. *Music players are permitted in the residence halls, but you must use discernment in your listening selection. The volume should also be controlled in consideration of others. Any disturbance created by misuse or improper selection may result in the privilege being withdrawn.*

III. Phone Usage

Cell phones should not be used in any way during class or chapel. Earpieces for cell phone use should be removed where cell phones are not allowed.

To avoid the appearance of being unsocial, do not use headphones or earphones while walking on upper campus or in the dining hall. Headphones may be used on lower campus, or in study areas and lounges including the library.

Follow Business Office guidelines for set-up and use of the phones in the residence halls. Students are responsible to check their voicemail daily.

IV. Privacy

Courtesy requires knocking before entering another student's room. NO ONE (except for Resident Assistants and Student Deans) may disturb the occupants of the room when a "BUSY" sign is displayed.

V. Personal Hygiene

Personal cleanliness and neatness are vital to one's personal testimony. Clothing and shoes should be clean and neat at all times. Good taste should always characterize one's appearance.

VI. 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).

VII. Addressing Staff

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

VIII. Dining Hall Etiquette

To present a pleasant atmosphere in the dining hall we ask that you use good table manners and avoid boisterous activities.

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

Orderliness

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

I. Residence Hall Hours

Recognizing that good health and efficient use of time depend upon proper rest, the following guidelines have been designed for our students:

- A. **You must be in the residence halls during the following hours:**
- *Monday & Thursday 10:30 p.m. - 6:00 a.m.*
 - *Friday 12:00 a.m. - 6:00 a.m.*
 - *Saturday - Sunday 11:30 p.m. - 6:00 a.m.*
- B. **You must be in your own room with lights out by midnight, except for Friday nights, at which time lights are to be out by 1:00 a.m.**
- C. **Permission must be obtained from your Student Dean to be outside the residence hall after curfew.**

“Our times are in His hands.” (Psalm 31:15)

II. Overnight Leaves

An overnight leave is defined as any overnight absence from your residence hall during the school year

- A. **Complete and submit a departure permit to your Student Dean at least 24 hours prior to your overnight leave (departure permits are not required for official school breaks).**
Students who have signed out for an overnight leave are under the supervision of parent, guardian, or host, but are still accountable to ABC for behavior off campus.
- B. In order to help freshmen acclimate more easily to college life, they are not permitted overnight leaves for their first 4 weeks.

- C. Curfew is 11:30 p.m. the day prior to the day classes resume from breaks for resident students.

III. Special Permission

- A. Turn in a special permission form to your Student Dean during normal business hours for approval. The pink copy will be posted on the Student Services bulletin board.
- B. If you do not hear from your dean, please check with him/her before proceeding with your activity.

IV. Organizing Your Surroundings

In order to enhance the atmosphere of our college as well as to improve our general efficiency, our students are required to maintain neat and orderly residence halls.

A. In the Residence Halls

1. *Your rooms must be kept neat and clean. Periodic inspections will be performed.*
2. *Clothing must not be left in the laundry rooms longer than is necessary for washing and drying.*
3. *The kitchen and hallways must be kept neat and clean at all times.*

B. In the Post Office

1. *Normal postal services are available during posted hours. A lost and found service is located in the post office.*
2. *Mailboxes should be locked at all times. Post Office personnel are not permitted to give mail out of the boxes. If a key is lost, another must be purchased within 2 days.*

C. In General

In consideration of visitors and other students, we encourage each person to be thoughtful of the general appearance of the residence halls and common areas of the campus.

1. *Books, notebooks, coats, and other personal items may not be left in common areas overnight.*
2. *Personal trash should be discarded at the appropriate dumpster.*

V. Organizing Your Time

To avoid temptation and to help our students better manage their time, the following guidelines apply:

- A. The use of video games or computer games and other recreational pursuits may be restricted. Movies or television programs of any kind are not to be viewed in the residence halls.
- B. Any Student desiring to use the Internet will only be able to access the server that is provided by ABC.
- C. Employment on Sundays is strongly discouraged.
- D. The number of employment hours should be adjusted in accordance with your class hours.

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

Stewardship

Using wisely that which God has entrusted to me.

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

“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)

I. Conserving Utilities

Students can help the college to keep utility bills down (ultimately keeping college costs down) and thus save money by;

- A. Turning off lights, fans, and other electrical devices when they are not in use.
- B. Only authorized personnel are to make adjustments to thermostats.

II. Care for School Property

Maintenance and repair costs can be kept down if students;

- A. Prevent damage to or loss of furniture by leaving it in its assigned locations.
- B. Do not wrestle or have water fights in college buildings.
- C. Receive permission before entering school offices or using college equipment or facilities, including pianos and organs (excluding the piano in the Student Lounge).
- D. Report any damaged equipment or furnishings to the proper authority immediately.
- E. Take care of their residence hall rooms by;
 - 1. *Use only sticky tack to hang wall decorations.*
 - 2. *Not taping floor mats or carpets to the floor*
 - 3. *Not posting anything on the doors, inside or outside*
 - 4. *Not tampering with ceiling light bulbs.*
 - 5. *Not removing window screens*
 - 6. *Not disassembling furniture or relocating it to another room*

without permission

7. *Not hanging anything from the ceiling*

F. Residence Hall Storage Facilities

1. *The storage facilities are available for use by all currently enrolled residence hall students. Each student is to use his/her designated storage area. All items placed in the storage rooms should be clearly marked with name, room number, and home address.*
2. *Students will be allowed to leave items in the storage facilities over the summer months, provided that they are planning to return to school in the fall semester.*
3. *Students who terminate their residency in the residence halls, whether it be for graduation or other reasons, will have one month to make arrangements to remove their belongings from the storage facilities.*
4. *If a student has extenuating circumstances, he/she may make arrangements with the Student Deans that would allow for personal belongings to be kept in the storage facilities beyond the one-month time limit.*

G. Written Notices in Residence Hall Hallways

No written notices are to be posted in the hallways apart from the official bulletin boards (subject to RA approval).

III. Care for Personal Property

- A. You are encouraged to keep your residence hall room locked whenever you are absent from it. Do not enter another student's room when they are not present without permission from an RA.
- B. You should be aware that the college's insurance does not cover the loss of personal property due to fire, theft, or other causes. Insurance coverage of the items in your room is your own or your parents' responsibility. Any loss should be reported to an RA. A lost and found service is provided.
- C. Firearms and other weapons are not permitted in the residence halls.
- D. Firecrackers and other flammable materials, including candles, are not allowed in the residence halls.

- E. Pets are prohibited in the residence halls for health and sanitary reasons. Some exceptions may be made, such as fish aquariums.
- F. Hot plates, toasters, deep fryers, electric frying pans, microwaves and refrigerators are not allowed.
- G. One coffee maker is allowed in each residence hall room.
- H. Space heaters up to 750 watts, which are U.L. (Underwriters Laboratories) approved, and which have an automatic cut off when tipped over, may be used when the residence halls seem to be unusually cold.

IV. Care for Personal Health

There are few resources more important to the Christian student and servant of Jesus Christ than his/her personal health. The college wants to encourage good health habits and practices.

- A. Our campus clinic is open with the nurse on duty Monday through Friday from 7:45 a.m.-12:00 p.m. The campus clinic is free to all students. If a student is sick, he/she should report to the college nurse before 9 a.m. If unable to report in person, the sick student should have a roommate or spouse call. If the illness occurs after 12 p.m., it should be reported to the Dean of Women, who will determine whether the nurse should be summoned.
- B. Any special health care that a student is receiving or will receive from a doctor must be reported to the nurse.
- C. Students are forbidden to give prescription medicines to one another.
- D. Students on the sick list may eat in the dining room with permission from the nurse. Otherwise, they are expected to make arrangements to have food brought to their room.
- E. Students are required to have a hospitalization plan. Such a plan is available through the college at registration, if other provisions have not been made (through parents, etc.).
- F. In order for a student to receive permission to make up work from the student deans after an illness, two conditions must be met;
 - 1. *The student's name must appear on the sick list for the day in question.*
 - 2. *The student must testify that he/she remained in his/her room for the remainder of that day.*

V. Care for Emergency Health Needs

In cases of emergency, contact an RA. If none are available, contact your student dean.

VI. Involvement in Extra-Curricular Activities

- A. Students must have and maintain a minimum cumulative grade point average of 2.0 to qualify for a class office or to be eligible to participate in intercollegiate athletics.
- B. A cumulative grade average of 2.3 is required in the semester prior to election to qualify for a Student Council office.

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

Hospitality

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

A mark of the servant is gracious hospitality. During the course of the school year you will have opportunities (Previews, Missions conference, etc.) to minister by showing hospitality. This can best be accomplished by careful preparation prior to your guests' arrival.

I. Make Reservations for Guests as Early as Possible

Reservations for residence hall guests are to be made with the Head Resident. Other housing possibilities may be available. Please see your student dean for further information.

Your guests may stay in the residence hall for no more than three consecutive nights.

Inform guests of campus policies and standards (e.g. dress codes, no smoking, etc.).

II. Make Guests Feel Welcome

A. Introduce them to our college family. This provides all of us an opportunity to minister to our guests.

B. Use creative planning (e.g. welcome signs, show them our campus, etc.).

III. Fees for Overnight Residence Hall Guests

\$10.00/night without linens

\$20.00/night for students or guests if it is outside the academic calendar including breaks.

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

Responsibility

Knowing and doing what both God and others are expecting from me.

I. Chapel Attendance

Chapel is a very important time of building unity on our campus and growing spiritually in the Lord. Therefore, you must abide by the following guidelines:

- A. Residence hall students and all students carrying 7 or more hours are required to attend all chapels, class meetings, Christian Service workshops, and other all-school convocations (All-school Reception, Missions Conference, cultural events, Pinter Lectures, Christmas Concert, Spring Music Festival, etc.).
- B. Only the Student Deans may excuse students from these activities.

II. 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. All regular Sunday services and mid-week services are required attendance. Students carrying 7 or more academic credit hours are required to record their attendance weekly in notebooks located on the third-floor of the Servant Center. Any absences must be explained in the space provided for comments.
- B. All full-time students at Appalachian Bible College are required to faithfully attend and participate in the ministry of a local church. A list of churches that students and staff attend is provided for you. If you desire to attend another church which is not listed, you must first receive permission from the Christian Service Director. The same permission is required in order for a student to change churches mid-semester.
- C. New students have 4 weeks from the beginning of their first semester to choose a local church to attend. Returning students have 2 weeks at the beginning of each Fall Semester to select a local church that they will be required to attend for the academic year, unless they were not enrolled during the previous semester, in which case they have 4 weeks. Attendance at the church of the

student's choice is subject to the approval of the Christian Service Director.

- D. Students may not miss a service at their designated church in order to attend a service at another local church without the approval of the Christian Service Director. Any permission to change your regular place of attendance must be requested through the Christian Service Director.
- E. Students are permitted 4 overnight leaves per semester, during which they may miss church services in the Beckley area, but they are expected to attend elsewhere.
- F. Membership in a local church or affiliation with an organized assembly (which does not offer membership) is required of every student for graduation.
- G. Sunday is a special day of worship and service. Students are encouraged to protect this time for the Lord. For this reason, recreation on campus is restricted to the lower campus area (i.e. soccer field, tennis court, Gilmore vicinity).

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:

- A. Everyone is expected to have a personal time of prayer and Bible study.
- B. All residence hall students are required to attend group devotions on Thursday evenings (10:30-11:00 p.m.).
- C. All residence hall students are required to participate in the Checkmate Program devotional time on Tuesday evenings (10:30-11:00 p.m.).

IV. Residence Hall Housing

- A. Single students carrying 7 or more credit hours are required to live in a Residence Hall subject to all regulations.
- B. An exception to the above requirement is made upon request to the Dean of Students for a single student carrying 7 or more credit hours who desires to live with his/her parents within the Beckley area (maximum 25 miles from the college). This student is still subject to all other regulations of the college. To further the

student's character development for ministry, he/she must live in the residence hall for 2 consecutive semesters. This residence shall take place within the first two years of enrollment.

- C. Single students carrying fewer than 7 credit hours who live in the residence hall must meet obligations and participate in the activities required of all on-campus single students.
- D. Any other special arrangement for single student housing is to be addressed with the Dean of Students.

V. Campus Activities

- A. The Chief Business Officer must give permission for any selling project on campus.
- B. In order that the kitchen and dining room may be run as efficiently as possible, both areas are off limits (except to authorized personnel) during non-dining hours.
- C. Any "all-school function" is optional unless posted as required by the Dean of Students at least 4 weeks in advance. Only a student dean may excuse a student from a required activity.
- D. Students are held responsible to respond to appointment notices and memos and to keep their appointments properly or arrange for new appointments as soon as possible.

VI. Use of Vehicles

- A. All cars and motorcycles on campus must be properly licensed and registered with the Student Services Division. Use of non-licensed or off-road vehicles is not permitted on campus.
- B. Students are assigned a parking place on campus. A charge of \$5 is made for providing this service.
- C. Fines up to \$25 will be assessed for parking in unassigned or unauthorized areas.
- D. The speed limit on campus is 15 miles per hour.
- E. Cars are not to be taken to Alpine Camp without specific permission.
- F. An inoperable vehicle will be towed at the owner's expense if left in inoperable condition on campus for more than 30 days.

VII. Borrowing

As servants of our Lord Jesus Christ, we need to learn to be thoughtful of and responsible to others by:

- A. Getting permission from the appropriate person before using or borrowing his/her things.
- B. Sharing in the expenses when riding with someone or borrowing someone's car.
- C. Driving the vehicles of other students only in accordance with the owner's vehicle insurance coverage.

Approved Christian Character Assessment

I. Introduction

In order for a student to receive a degree from Appalachian Bible College 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. The actual wording of a degree from Appalachian Bible College is, "By the authority of the Board of Directors of Appalachian Bible College and upon recommendation from the faculty, (student's name), having satisfactorily completed the academic requirements, and **having been approved in Christian Character** and commendable zeal in practical Christian service..." These criteria are also set forth in the ABC Catalog.

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 first full year at Appalachian Bible College.
- 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 *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 *Servant's Staff*. Outward conformity to the rules and regulations of Appalachian Bible College and inward conformity with the attitude and heart will constitute the character that is to be assessed. The *Servant's Staff* 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 *Servant's Staff*, emphasize the particular characteristics set forth by the descriptors.

IV. Procedure

A. Assessment Tools

Seven 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 not only his own character, but also will include his assessment of his church attendance, Chapel attendance, Christian service, carefrontations and disciplinary records. (See Form below)
2. Chapel Attendance Records -- Chapel attendance is taken at every corporate Chapel and at special meetings. The monitors who take attendance also note if a student is late, sleeping, doing other work, etc. These records will be used to assess the student's faithfulness in ABC Chapel services.
3. Church Attendance Records -- each student is required to record his or her church attendance weekly in the Church Attendance Notebooks located in the Alumni Lounge. These records will be used to assess the student's faithfulness in attending his or her local church.
4. Christian Service Assessment -- this assessment tool is to be provided by the Christian Service Director. It is to assess zeal in practical Christian service in accordance with the stated requirement for graduation. This requirement is found in the ABC catalog. The catalog states that the student must "demonstrate appropriate faithfulness and zeal in required Christian Service assignments."
5. Individual Carefrontations and Discipline Records -- A record of infractions written by the Resident Assistants, and any disciplinary actions taken by the Student Deans will be kept in the student's file in the Student Services Office.
6. Christian Character Assessment Form -- this assessment will be done by the Student Deans, the faculty, and the Resident Assistants. The form is based on the Christian Character qualities listed above.

B. Assessment Process

The Student Deans 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-year 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.

The following list outlines the order that the procedure should take.

March (1st week)

- Obtain a list of students who are finishing their first year of academic work at ABC.
- Obtain a list of students who will be graduating in one year.

March (3rd week)

- Send a list of students to be evaluated using the Christian Character Assessment Form to all faculty, Student Deans, and Resident Assistants.
- Gather church and Chapel attendance records, and place them in each student's individual file.

April (1st week)

- Collect all Assessment tools for each student to be evaluated.
- Review data for each student and identify those students who are in danger of being on Christian Character Probation.

April (3rd week)

- Meet with students who have been placed on Christian Character Probation.
- Inform the Vice-President for Academics of those students who are ineligible to graduate -- because of unapproved Christian character.

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 student and give the student an opportunity to present his case. The Vice President for Student Services will be present to answer any questions raised pertaining to their recommendation. The Vice President for Academics will also review the assessment records. The Vice President for Academics will make a final decision and the student will be informed in person and 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

Academic Matters

The policies, procedures, and practices of the Academic Division.

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 student will be appointed to a faculty member who will serve as his/her academic advisor. Counseling sessions are to be held each semester. 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 \$2 per copy.

III. Class Attendance

The College, faculty and administration consider regular attendance at classes, Christian Service hours, chapel, class meetings, and special

conferences important enough to enforce penalties for absences. Students will lose credit for any course in which their absences number 25% or more of the total class days.

- A. **Students will be allowed to be absent from class, with no penalty, twice the number of times a course meets per week. i.e.:**

Class meets 1 time per week = 2 absences

Class meets 2 times per week = 4 absences

Class meets 3 times per week = 6 absences

Class meets 4 times per week = 8 absences

1. **NOTE: Any absence, whether for illness or other reason, will count toward the total number of absences allowed.** Any absences beyond the limit in any course will count against a student's final grade for that course.
2. **NOTE: Absence exceptions:** First semester Freshmen and all students on Academic Warning or Academic Probation will be allowed to be absent from class, with no penalty, **only** one times the number of times a course meets per week: i.e.
 - Class meets 1 time per week = 1 absence*
 - Class meets 2 times per week = 2 absences*
 - Class meets 3 times per week = 3 absences*
 - Class meets 4 times per week = 4 absences*
3. **NOTE: Intercollegiate Athletes:** Students on the intercollegiate athletic teams must be careful with their absences because of the number of times they miss due to their competitions. Therefore, if the number of scheduled athletic events in a given semester is more than the number of times a class meets per week, the athlete will be allowed to be absent (in addition to the absences for the scheduled events) one times the number of times the class meets per week. See the following charts:

*Since these events are planned and on the calendar, students involved should take exams scheduled on the day of a special event **before** that date. Also, any papers or projects or assignments due on the day of a special event should be turned in **ahead of time**. Unannounced quizzes will not be made up.*

Class meets one time per week

<i>Number of Excused Athletic Event Absences</i>	<i>Number of other Absences allowed without penalty</i>
1	1
2	1
3	1
4	1

Class meets two times per week

<i>Number of Excused Athletic Event Absences</i>	<i>Number of other Absences allowed without penalty</i>
1	3
2	2
3	2
4	2
5	2
6	2

Class meets three times per week

<i>Number of Excused Athletic Event Absences</i>	<i>Number of other Absences allowed without penalty</i>
1	5
2	4
3	3
4	3
5	3
6	3

Class meets four times per week

<i>Number of Excused Athletic Event Absences</i>	<i>Number of other Absences allowed without penalty</i>
1	7
2	6
3	5
4	4
5	4
6	4

- B. If a student feels he/she has a valid reason beyond his/her control (other than illness or personal reasons) for being absent (e.g. death in family, etc.) he/she may appeal to a student dean. This appeal must be done during the 1st - 7th day after the absence. On the 8th day, the absence can no longer be excused. Excused absences will count toward the 25% maximum number of absences allowed.

**NOTE: BEING PLACED ON THE COLLEGE NURSE'S SICK LIST
DOES NOT CONSTITUTE AN EXCUSED ABSENCE.**

C. **Make-up work for excused absences**

The right to make up work (e.g. exams, projects, announced quizzes, etc.) will be granted for all excused absences. The student should secure his/her Permission To Make Up Work Form from a Student Dean on the day of his/her return to classes, and will have one school day after his/her return to have it signed by the appropriate faculty. A copy of the Permission To Make Up Work Form must be attached to any work submitted late. The student is advised to retain a copy of the signed form for his/her records. (Unannounced quizzes may not be made up.)

Make-up work for non-excused absences

If a student desires to make up work for absences that are not excused (e.g. illness or personal reason) the student must secure a Permission To Make Up Work Form from a Student Dean on the day of his/her return to classes, and will have one school day after his/her return to have it signed by the appropriate faculty. A copy of the Permission to Make Up Work form must be attached to any work submitted late. The student is advised to retain a copy of the signed form for his/her records. Permission to make up work for unexcused absences is only granted if the absence is for a valid reason, beyond the student's control. **Even if permission to make up work is given, an unexcused absence still counts against the total number of absences allowed as stated above.** (Unannounced quizzes may not be made up.)

- D. Faculty with reservations about the permission to make up work may require the student to have the Student Dean contact them before signing. A copy of the form must be attached to any work submitted late. The student is advised to retain a copy of the signed form for his/her records.

- E. When classes are suspended (e.g. conferences, work day, etc.), attendance is required for these activities. Permission to be absent for regularly scheduled employment or regular Christian Service assignments must be secured from Student Deans in advance. A student will receive an absence for each class that regularly meets on a day of a required activity if absent.
- F. Only a Student Dean can give permission for a student to miss chapel.
- G. Any absence from class (at beginning, middle or end) for more than 15 minutes without permission from the Student Dean will be considered an absence for the entire class.
- H. A student's failure to enter class on time will be considered a tardy and three tardies equal an absence.
- I. Students are responsible for all content covered during their absence, including handouts and special assignments. Instructors are not responsible to re-teach the materials. Normally notes should be copied from another student. Any assignment due should be submitted in advance or sent with another student.
- J. Students may appeal, in writing, to the Student Deans for extenuating circumstances with regards to this attendance policy.

IV. Absence Penalties

A. Penalties

1. Each absence in excess of the prescribed limit for a course will result in the following penalty:
 - For 1/2, 1, and 2 semester hour courses = 2% of final grade (Out of 100%)
 - For 3 and 4 semester hour courses = 1% of final grade (Out of 100%)
2. Because students are required to attend a minimum of 75% of any class, a grade of "F" is given if a student's total absences in any class is:
 - 16 or more absences in course that meets 4 times per week
 - 12 or more absences in course that meets 3 times per week
 - 8 or more absences in course that meets 2 times per week
 - 4 or more absences in course that meets 1 time per week.

When necessary, a review will be made by the Vice-President for Academics and the Dean of Students on a case-by-case basis.

B. Lateness Of An Instructor

Ten minutes after the beginning of the class hour, if the instructor is not present, a student should contact the Vice-President for Academics' office to inquire about the instructor. If instructions have not been received within 15 minutes after the beginning of the hour, the class may be dismissed. No absences will be recorded for that session.

C. Add Policy

1. 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. **Classes missed due to delayed registration will be counted as absences.**
2. To add a class, a student must receive signed permission from his/her advisor, the course instructor, and the Registrar. Forms are in the Registrar's office.
3. If a student fails to properly register (even if he/she attends the class sessions), he/she will receive no credit for the course.
4. There is a fee for adding any courses after Registration has closed.

D. Drop Policy

1. If a student **drops** any or all of his/her courses during the first ten weeks of a semester (or an applied music course before the fourth lesson), those courses will be entered as a "W" (withdrew) on his/her record. 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, the course instructor, financial aid and the Registrar. Forms are in the Registrar's office.
3. If a student stops attending a course without completing proper procedures or fails to return the completed form to the Registrar's office within one week, he/she will receive a "WF" for the course.
4. There is a fee for dropping any course once Registration has

closed.

B. Withdrawal:

To withdraw from ABC, the student obtains a withdrawal slip from the Student Services office and returns the completed form to the Registrar's office. The student's instructors are then notified by the Registrar's office of his/her withdrawal. Any student withdrawing from the College prior to the end of the drop/add period will be given grades of "WP" or "WF," according to the grades in various courses at the time of withdrawal.

Failure to properly withdraw (have the withdrawal slip completed) within one week of picking up the withdrawal slip or communicating to a student dean the intent to withdraw will result in all grades being recorded as "WF."

C. Dismissal:

A student may be forced to drop a course if the Vice-President for Academics and the Student Dean concur that it is necessary for the good of the student and/or the other class members. 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.

VI. 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.
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 "AUD". 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 two-week drop period.

B. Assignments:

1. An assignment not submitted at the beginning of the hour on which it is due is considered late. For each successive academic day the paper is not turned in, the grade will be reduced one-third letter grade from the earned grade (e.g. an "A" paper will be reduced to "A-", etc.). Oral reports will be subject to the same system of grade reduction.
2. 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 Student Deans).
3. 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.
4. All term papers and reports are to conform to the Lester's Writing Research Papers, 11th edition.

C. Examination:

1. **General Exams** - In order to take a routine exam early or late, a student must have permission from and make arrangements with a Student Dean. Such permission will be granted only under extenuating circumstances, and a fee of \$10 will be charged for each exam. However, if three exams are scheduled on one day during the semester, the student may reschedule one of them through a Student Dean, and no charge will be made in this case.
2. **Final Exams** - If a student is scheduled to take two final exams during the same hour, he/she should reschedule one of the exams through the Registrar's office. If a student is scheduled to take three final exams in one day, he/she may reschedule one of the exams through the Student Dean's office. A fee of \$10 will be charged for each final exam changed for reasons other than those stated above. Any rescheduling of final exams must be done prior to the final exam week.

D. Incompletes:

1. In the event that a student has not completed class work or exams for some reason recognized by the Student Dean, he/she will receive an "Incomplete" on his grade report.
2. 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 Student Dean) 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.

VII. Procedure for taking Exams or Quizzes Early or Late

Students who desire to take an early or late quiz must use the following procedure:

1. If possible, make arrangements for taking early or late quizzes and exams with the instructor for the course.
2. If the instructor is unable to accommodate an early or late quiz or exam, the student must receive a signed Permission to Make-Up Exam form from a Student Dean with the specific date to take the quiz or exam.
3. Bring the Permission to Make-Up Exam form to your instructor and he/she will attach one copy to the exam or quiz to be taken early or late and you will keep one copy.
4. Take and turn in this form to the Test Center Coordinator.

VIII. 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.

IX. Grades

A. Reports

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

<u>Grade</u>		<u>Points</u>
A	96-100	4.00
A-	94-95	3.67
B+	92-93	3.33
B	89-91	3.00
B-	87-88	2.67
C+	85-86	2.33
C	80-84	2.00
C-	78-79	1.67
D+	76-77	1.33
D	72-75	1.00
D-	70-71	.67
F	Below 70	.00
P	Passing in course with Pass/Fail option	
I	Incomplete	
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 X 3 s.h. = 10.5 Quality Points.

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

C. Honors:

1. Semester Honors -

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

2. Graduation Honors -

Honor	==	3.30-3.59
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 62 semester hours in resident study at Appalachian Bible College. (Exclusive of any external studies credits earned during this time.)

X. 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" 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 two weeks 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 up to three times by a student unless the catalog states otherwise. Each 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 three 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. Allowed absence restriction. Only 1 times the number of times a class meets per week is allowed.

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

3. Regularly meet with and report study hours to the Vice-President for Academics

4. May not participate in inter-collegiate sports

5. Possible social, employment, or community service restrictions according to the Student Deans Office

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*

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.

4. The student should also be willing to meet with the committee if the committee deems it necessary.

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 counsel with the Vice-President for Academics.
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 94 hours or more, whether graduating or not, will be part of the Senior Class. A non-graduating senior will pay Senior Class dues the first year, but not thereafter and will participate in Class Day activities only in the year of graduation.

XII. Graduation

A. Graduation Exercises:

All students enrolled for seven or more semester hours of course work are required to attend the Spring Bible Conference and Commencement Exercises. The semester officially ends at the close of Commencement Exercises.

B. 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. or Th.B. 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.
4. A single student taking seven or more semester hours will be required to live in the Residence Halls.

IX. Library Usage Guidelines

A. Normal Library Procedures

1. Only library assistants should be behind the main desk or in the reserve room.
2. Every computer in the library can be used as a catalog; use them to locate the materials you wish to borrow. The vertical file and the Christian service materials have their own separate paper catalogs because they have not yet been placed on the library computer catalog.
3. Take your materials to the front desk and ask a library assistant to check them out for you.
4. Note that Reserve Books and Materials may be checked out for one(1) night only and during the day stay in the library. If you need these materials for any longer period of time, permission must be secured from the Course INstructor for the books and materials are on reserve. A special form is available at the main desk for this purpose.
5. Use of the Quiet Rooms is by reservation only. Permission to use an empty quiet room must be secured from a library assistant to make sure that the room is not reserved to be occupied shortly.
6. No Programs or Non-Academic materials or pictures may be downloaded and installed on any library computer.
7. Note that the library computers are periodically wiped of non-operational files; if you want to save something, a library computer is not a good place to do so.
8. There is a fee for copies made on the library copier and material printed out on library printers. Copies and printouts can be paid

for at the main desk, charged in the copy notebook, or the fee may be placed in the appropriate boxes.

9. Only library assistants may make transparency copies on the library copiers.
10. Laminating service is available for a fee. Please submit items to a library assistant and you will be notified when it is finished.
11. The library is a study area where quiet is to be maintained. Extended conversations are allowed in a normal tone in the quiet rooms and the Ryrie Reading Room. Continual talking in a study area is considered a disturbance which may result in loss of library privileges.
12. Children (under age 10) may not be in the Library without parental supervision, this includes the Children's Section.
13. A student may lose library privileges if these guidelines are not upheld. The Student Deans will be also be notified.

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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