



APPALACHIAN BIBLE COLLEGE

*...because Life is for Service*

# The Servant's Staff

*Helping students  
nurture godly character*

2022-2023

# TABLE OF CONTENTS

<i>Philosophy of Rules</i> .....	4
1. Why the “Servant’s Staff” .....	4
2. Spirit-Filled Submission .....	4
3. Community Living .....	4
4. Personal Testimony .....	4
5. Application of Rules .....	4
<i>Required Events Calendar</i> .....	5
<i>Humility</i> .....	6
1. The Importance of Humility .....	6
2. Infractions .....	6
3. Disciplinary Procedures .....	6
4. Reporting Procedures .....	7
<i>Virtue</i> .....	8
1. Socializing .....	8
2. Display of Affection .....	8
3. Mixed Groups .....	8
4. Couples .....	9
<i>Deference</i> .....	10
1. Men’s Appearance .....	10
2. Women’s Appearance .....	11
<i>Discernment</i> .....	13
1. Questionable Activities .....	13
2. Media Policy .....	14
3. Music Policy .....	14
<i>Courtesy</i> .....	17
1. Silent Hours .....	17
2. Residence Hall Noise .....	17
3. Phone/Internet Usage .....	17
4. Privacy .....	17
5. Personal Hygiene .....	17
6. Personal Differences .....	17

7. Addressing Staff.....	18
8. Dining Hall Etiquette.....	18
<b>Orderliness .....</b>	<b>19</b>
1. Residence Hall Hours .....	19
2. Overnight Leaves .....	19
3. Special Permission .....	20
4. Organizing Your Surroundings .....	20
5. Organizing Your Time.....	20
6. Involvement in Co-Curricular Activities.....	20
<b>Stewardship.....</b>	<b>21</b>
1. Conserving Utilities.....	21
2. Care for School Property .....	21
3. Care for Gilmore Gymnasium .....	22
4. Care for Personal Property .....	22
5. Care for Personal Health .....	23
6. Care for Emergency Health Needs .....	23
<b>Hospitality.....</b>	<b>24</b>
1. Make Reservations for Guests as Early as Possible .....	24
2. Make Guests Feel Welcome .....	24
3. Fees for Overnight Residence Hall Guests.....	24
<b>Responsibility .....</b>	<b>25</b>
1. Chapel Attendance .....	25
2. Church Attendance .....	25
3. Devotions.....	26
4. Residence Hall Housing.....	26
5. Campus Activities .....	26
6. Use of Vehicles .....	27
7. Borrowing .....	27
<b>Approved Christian Character Assessment.....</b>	<b>28</b>
1. Introduction .....	28
2. Purpose.....	28
3. Standard .....	28
4. Procedure.....	28
5. Appeal Process .....	29

<b>Academics .....</b>	<b>30</b>
1. Academic Direction.....	30
2. Academic Records.....	30
3. Class Attendance .....	31
4. Absence Penalties.....	33
5. Course Work.....	35
6. Procedure for taking Exams or Quizzes Early or Late .....	38
7. Student Complaint Procedure .....	38
8. Grades.....	38
9. ABC H.E.L.P. Program.....	39
10. Student Classification .....	40
11. Graduation .....	40
12. Library Usage Guidelines.....	41
<b>GUIDELINES FOR RESPONDING TO MISSING STUDENTS .....</b>	<b>42</b>
<b>NOTIFICATION OF RIGHTS UNDER FERPA.....</b>	<b>44</b>
<b>DRUG AND ALCOHOL POLICY.....</b>	<b>45</b>
<b>TITLE IX AND SEXUAL MISCONDUCT POLICY AND GRIEVANCE PROCEDURE .....</b>	<b>47</b>

**Mission Statement**

*Appalachian Bible College exists by God's grace and for His glory to educate and equip servants for the Church of tomorrow while edifying the Church of today.*

**Motto**

*.... Because Life is for Service*

# Philosophy of Rules

## **1. Why the “Servant’s Staff”**

*Our student handbook, the Servant’s Staff, provides 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 as our goal at Appalachian Bible College is to develop Christ-like character (Colossians 1:28, 29), not merely external conformity to regulations.*

## **2. Spirit-Filled Submission**

*It is necessary for the Spirit-filled Christian to submit to authority even when difficult to do so. The guidelines in this handbook are not meant to be burdensome; they represent standards to which you are accountable.*

## **3. Community Living**

*Rules are necessary for orderly community living. When people live together in groups, social guidelines serve to avoid confusion and misguided efforts. While we claim no divine inspiration for our rules, we believe they are still necessary and important.*

## **4. Personal Testimony**

*As a Christian educational institution, we have some rules to protect your testimony as an individual and our testimony as a college. While you may not agree with every policy, 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.*

## **5. Application of Rules**

*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. Please note 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. All students, whether residence hall students, married students, commuters, or online are to observe both the spirit and the intent of the rules when off campus. Approval for exception must be obtained in advance from the Student Services Office.*

# Required Events Calendar

*Students enrolled in seven (7) or more class hours on campus are required to attend the events listed below unless individual permission has been granted from the Dean of Students.*

<b>Event</b>	<b>Dress</b>	<b>Date</b>
All Chapels/Christian Service Meetings & Class Meetings	Class Dress	Mon-Wed-Fri
Convocation Chapel	Sunday Dress	August 31
All School Reception	Sunday Dress	September 2
Homecoming	Class Dress	October 6-7
Missions Conference	Class Dress (AM) Sunday Dress (PM)	October 24-26
Christmas Concert	Sunday Dress	December 3 or 4
Pinter Lecture Series	Class Dress	Jan 30-Feb 1
Anderson Leadership Symposium	Class Dress	February 20
Day of Prayer	Class Dress	March 29
Spring Music Festival	Sunday Dress	April 7 or 8
Awards Chapel	Sunday Dress	April 26
Work Day	Casual	April 28
Spring Bible Conference	Class Dress (AM) Sunday Dress (PM)	May 4-5
Senior Class Program	Sunday Dress	May 5
Commencement	Sunday Dress	May 6

◆Students are to attend classes and Chapel on the days before and after Spring Break, which begins at 5:00pm.

◆There may be special occasions not listed which may later be required or for which Sunday Dress will be required. Advance notice will be given.

# 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***

## **1. 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.*

## **2. Infractions**

**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.*

**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 when necessary. 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.*

## **3. Disciplinary Procedures**

*The Student Deans can render discipline for any infraction (or multiple infractions) in the form of a verbal or written "Carefrontation," a fine, a work assignment, a temporary room or dorm 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.*

#### **4. 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). 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 students should report themselves to a Resident Assistant or Student Dean.*



# 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.*

## **1. Socializing**

Spending time together 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 5:00 pm on weekdays. Students should avoid remote or secluded areas, on or off campus which includes the Gilmore weight room, parked cars, dimly lighted areas. Couples are not allowed to be in the vicinity of the Alpine Camp area after dark without permission.*

## **2. Display of Affection**

*There is to be no display of affection through physical contact (including holding hands) on the part of non-married couples on or off campus. Physical contact between members of the same gender must be within the bounds of biblically acceptable behavior.*

## **3. Mixed Groups**

Three or more persons of both genders gathered together.

*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. Special permission is needed in advance for mixed groups to be in a home by themselves.*

*Mixed groups are allowed overnights only in homes where a parent or dean-approved host is present.*

## **4. Couples**

Any male and female, dating or non-dating, alone together. This does not include brother and sister, or married students.

### **On Campus**

*Dating couples must sit apart in the classroom and in chapel services.*

### **Off Campus**

*Socializing as couples off campus without a third party is not allowed except for students in their fifth semester or more here at ABC.*

*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.*

*Couples may not be by themselves in any home.*

### **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 receive permission from the Student Deans before hosting mixed groups or any members of the opposite gender in their home. Residence Hall students are also responsible to ensure that proper permission has been obtained.*

### **Divorced Students**

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

### **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.*

### **Marriages**

*In order to allow time for proper adjustments, students who marry within two months of returning to classes or during the school year must receive permission from the Dean of Students before making plans.*

# 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, avoiding becoming an undue source of temptation. Neatness, modesty, appropriateness and professionalism is important, regardless of the types of apparel worn.*

## **1. Men's Appearance**

*Hairstyles may not cover the top of the ear nor fall over the top of the collar.*

*Trendy or faddish hairstyles that call undue attention to themselves are not acceptable and hair should be of a natural color.*

*Men are to be clean shaven when class dress or Sunday dress is required and at Wednesday night church or Practical Christian Service. Mustaches must be neatly trimmed.*

*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.*

*Hats may not be worn in any building except for the Residence Halls, Gilmore Center, Alumni Lounge and ABC Coffee Shop.*

*While there may be students coming to campus who have already received a tattoo in the past, this is not to be the practice while a student at ABC. Tattoos deemed offensive by the student deans must be covered at all times. All other body piercing is prohibited.*

## **Men's Class Dress**

*For classes and chapel and on weekdays in Pipkin Hall (8 a.m. – Noon) and Anderson Hall (8 a.m. - 5 p.m.).*

*Dress slacks, collared sport shirts (tucked in), dress socks and well-kept dress shoes (not athletic shoes) are appropriate. Sweaters may not be worn without a collared shirt and dress slacks are to be worn at the waist with a belt.*

*No hooded, athletic pullover sweatshirts are to be worn for class dress. Hooded sweaters and zip up hooded sweatshirt/jackets are permitted without pictures, bold lettering and advertising.*

*Instructors may require professional dress for presentations or other special events that are consistent with their course objectives indicated in their syllabus.*

*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. In church events outside the sanctuary students may dress in a fashion appropriate to the church's practice.*

*Wednesday night dress should be appropriate to the nature of the ministry in which a student is involved.*

### **Men's Sunday Dress**

*For Sunday morning, special conferences, Commencement, and other stated occasions dress shirt, tie (pulled tight to collar), suit jacket or sports coat, dress slacks, dress socks and dress shoes are appropriate.*

### **Men's Casual Dress**

*Slacks, neat and modest jeans (no rips or holes above the knee), or nylon warm-up outfits and sport/T-shirts are permitted; cotton sweat pants are not.*

*Modest, loose-fitting, knee length shorts may be worn for casual dress, but are not to be worn for evening classes, in Pipkin or Anderson Hall before 5:00 p.m. or the Hanmer Dining Hall for Sunday lunch.*

### **Men's Recreational Dress**

*Modest, loose-fitting, mid-thigh length shorts or cotton sweat pants may be worn for recreation.*

*Shirts must be worn at all times. Sleeveless shirts and tank tops are permitted but the arm holes must be small enough for the side of the torso to be covered.*

*Swimwear must be modest in fit and length; shirts must be worn to and from the lake/pool area.*

*Recreational dress is not permitted in Pipkin or Anderson Hall at any time.*

## **2. Women's Appearance**

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

*Excessive make-up/unnatural hair coloring are not permitted.*

*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 coming to campus who have already received a tattoo in the past, this is not to be the practice while a student at ABC. Tattoos deemed offensive by the student deans must be covered at all times.*

## **Women's Sunday and Class Dress**

*Dresses or shirts/sweaters with a skirt and clean, well-kept shoes (no athletic shoes or flip flops) are appropriate.*

*Ladies may wear neat and modest approved dress pants to class (not Sunday morning church.) Skin tight pants and jeans are not appropriate for class dress.*

*Skirts and dresses must be knee length. Tight-fitting garments are not allowed, nor skirts with immodest slits.*

*Modest necklines and covered midriff are required. No sleeveless dresses or shirts.*

*Hooded sweatshirts with zipper fronts are permitted to be worn for class dress; but without pictures, bold lettering and advertising.*

*Instructors may require professional dress for presentations or other special events that are consistent with their course objectives indicated in their syllabus.*

*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. In church events outside the sanctuary students may dress in a fashion appropriate to the church's practice.*

*Wednesday night dress should be appropriate to the nature of the ministry in which a student is involved.*

## **Women's Casual Dress**

*Loosely fitting pants, jeans (no rips or holes above the knee), capris or nylon warm-up outfits may be worn on these occasions, but are not to be worn in Pipkin Hall before noon or Anderson Hall before 5:00 p.m.*

*Sweat pants or shorts are not permitted for casual dress.*

## **Women's Recreational Dress**

*You may wear pants, cotton sweatpants, loosely fitting jeans and loosely fitting T-shirts.*

*Loose-fitting, modest shorts may be worn for recreation only, no higher than 3 inches above the knee.*

*Two-piece swimsuits exposing the midriff and French-cut swimsuits are not permitted. Clothes must be worn over swimsuits to and from the lake/pool area.*

*Recreational dress is not permitted in Pipkin or Anderson Hall at any time.*

# 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.*

## **1. Questionable Activities**

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

*Using tobacco in any form, alcohol as a beverage, or drugs for non-medical purposes. The use of e-cigarettes, vape pens or vape products of any kind is prohibited for use on or off campus. Additionally, attendance at locations specifically set aside for vaping (vape lounges) is also prohibited." Violation of this prohibition may result in dismissal.*

*Gossip, or other forms of impure speech.*

*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.*

*Attendance at commercial movie theaters.*

*Reading or viewing of unwholesome literature.*

*Any form of gambling or pornography.*

*Dancing.*

*Hanging of posters (in the residence hall rooms) that are not above reproach in who and what is portrayed.*

*Students are not permitted to serve open alcoholic beverages at their place of employment.*

## 2. Media Policy

*Students are specifically forbidden to view visual media with the following characteristics:*

- **Films** rated R, X, or NC-17 by the Motion Picture Association of America
- **TV Programs** rated TV-MA.
- **Video Games / Apps** rated A, M, or RP by the Entertainment Software Rating Board (ESRB)
- **Any media** (including social media), regardless of rating, that features vulgar or obscene language, sexual innuendo, nudity, immodest clothing, excessive violence, negative role models or the presentation of blatantly non-Christian messages.

*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.*

*Students are not to have unapproved movies/games in their possession or in their dorm rooms.*

*All videos, DVD's or movies shown as part of any official college function must receive prior approval from the Dean of Students.*

## 3. 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. Practical 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.*
- 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.*



# ACCEPTABLE LISTENING MUSIC

## **MUSIC FACULTY APPROVED PERFORMANCES**

Chapel music	Spring Music Festivals
Gospel Heralds	Cultural Events

### **PERMISSIBLE**

May not be what is modeled on campus, but is **not** objectionable

Allows for a wide range of tastes in music

**S  
A  
C  
R  
E  
D**

**S  
E  
C  
U  
L  
A  
R**

### ***Crossing the Line***

#### **A Prominent Beat**

In the forefront, driving, pulsating, *backbeat or off-beat* (usually emphasized by the use of percussion instruments)

#### **Anti-biblical lyrics**

#### **Sensual Overtones**

breathy tones, sliding notes  
*dance rhythms*  
(to get the "torso" swaying)

#### **Anti-biblical musicians**

# UNACCEPTABLE LISTENING MUSIC

# 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.*

## **1. Silent Hours**

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

## **2. Residence Hall Noise**

*It is expected, out of courtesy, that all music and noise be kept to a minimum at all times, especially after 11:00 p.m. when others are trying to rest or study.*

*Students may listen to music in the residence halls, but are to use discernment in listening selection with regard to volume, appropriateness and personal convictions.*

## **3. Phone/Internet 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. Please be courteous concerning the use of earpieces and cell phones when around others.*

*Students are responsible to check their ABC email and the Campus Web daily.*

## **4. Privacy**

*Courtesy requires knocking before entering another student's room. Only Resident Assistants and Student Deans may disturb the occupants of the room when a “BUSY” sign is displayed.*

## **5. 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.*

## **6. 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).*

## **7. 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.*

## **8. 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**

## 1. 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:*

*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.*

*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.*

**Lights Out** will be defined as follows:

- *Students must be in their own rooms at lights out with overhead lights turned off.*
- *It must be quiet with no group study and no talking/noise.*
- *Showers are not permitted after lights out.*
- *Lounges are reserved Sunday through Thursday after midnight for study only; no group study and no talking/noise.*

*Permission must be obtained from your Student Dean to be outside the residence hall after curfew.*

## 2. Overnight Leaves

*An overnight leave is defined as any overnight absence from your residence hall during the school year, excluding official school breaks.*

*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 are approved for an overnight leave are under the supervision of parent, guardian, or dean-approved host, but are still accountable to ABC for behavior off campus*

*In order to help freshmen acclimate more easily to college life, they are not permitted overnight leaves for their first 4 weeks.*

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

### **3. Special Permission**

*Turn in a special permission online form during normal business hours for approval. You will receive an email response from your respective Student Dean.*

*If you do not hear from your dean, please check with him/her before proceeding with your activity.*

### **4. 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. Rooms must be kept neat and clean. Periodic inspections will be performed. Failed rechecks will result in a fine or discipline.*
- 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 neat and clean at all times.*
- 4. Books, notebooks, coats, and other personal items may not be left in common areas including hallways overnight.*
- 5. Personal trash should be discarded at the appropriate dumpster.*

#### **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.*

### **5. 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.*
- B. Employment on Sundays is strongly discouraged.*

### **6. Involvement in Co-Curricular Activities**

- A. Students must have and maintain a minimum cumulative grade point average of 2.0 to participate in intercollegiate athletics or qualify for a class office. Additionally, the Student Deans may choose to restrict other co-curricular, social or employment privileges.*
- B. A cumulative grade average of 2.3 is required in the semester prior to election to qualify for a Student Council office.*

# 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.*

## **1. Conserving Utilities**

*Only authorized personnel are permitted to make adjustments to thermostats.*

*Students can help the college to keep utility bills down (ultimately keeping college costs down) and thus save money by turning off lights, fans, and other electrical devices when they are not in use.*

## **2. Care for School Property**

*In order to minimize maintenance and repair costs, students are instructed to do the following;*

- A. *Prevent damage to or loss of furniture by leaving it in its assigned locations. Students will be obligated to compensate for all damages they cause.*
- 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.*
- D. *Report any damaged equipment or furnishings to the proper authority immediately. Fines will be assessed for avoidable damages or mistreated property.*
- E. *Take care of their residence hall rooms by;*
  - a. *Using sticky tack or command strips for wall decorations, not tape or hot glue (except on block walls).*
  - b. *Not taping floor mats or carpets to the floor*
  - c. *Not posting anything on the doors, inside or outside*
  - d. *Not tampering with or removing ceiling tiles or light bulbs or window screens.*
  - e. *Not disassembling furniture or relocating it to another room without permission*
- F. **Residence Hall Storage Facilities**
  - a. *The storage facilities are available for use by all currently enrolled residence hall students. Each student is to use one designated storage area. All items placed in the storage rooms should be clearly marked with name, room number, and home address.*

- b. *Students will be allowed to leave items, **with the exception of compact refrigerators**, in the storage facilities over the summer months, provided that they are planning to return to school in the fall semester.*
- c. *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.*
- d. *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).*

### **3. Care for Gilmore Gymnasium**

*It is the goal of the Athletic department that we use this facility to Honor God whether during recreation or intercollegiate games. Here are some basic guidelines:*

- A. *When using the court you must have clean, carry-in, non-marking gym shoes and be in proper dress (recreational).*
- B. *Please return all equipment to the proper location.*
- C. *Report all problems to the Athletic Director.*
- D. *The weight room is to be used at your own risk. If you need assistance, please ask the Athletic Director.*
- E. *Honor God by your Christian character. Negative remarks and rude behavior toward opponents and officials is improper behavior. Please honor the Lord while you are at our sporting events.*

### **4. 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. *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 responsibility. Report any loss to an RA. A lost and found service is provided in the post office.*
- C. *Firearms (including airsoft, pellet and BB guns) and other weapons are not permitted in the residence halls. Small, foldable pocket knives are allowed.*
- D. *Firecrackers and other flammable materials, including candles or open flames, are not allowed in the residence halls.*

- E. *Pets are prohibited in the residence halls for health and sanitary reasons. Fish aquariums (no greater than a 10-gallon tank) are permitted for fish only, no reptiles or rodents.*
- F. *Hot plates, toasters, deep fryers, electric frying pans, and microwaves are not allowed. One Compact Refrigerator (up to 4.5 cubic feet) will be allowed per student. A fee will be charged per semester.*
- G. *One coffee maker will be allowed per student.*
- 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.*
- I. *Candle warmers, plug ins and other non-flame producing heated air fresheners are permitted but are to be turned off when left unattended.*

## **5. 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. *The campus clinic is free to all students. If a student is sick, he/she should email the campus clinic or respective student dean before 9 a.m. If unable to report in person, the sick student should have a roommate or spouse call. If the illness occurs later in the day, it should be reported to the student deans.*
- B. *Students on the sick list are expected to rest in their room all day and to make arrangements to have food brought to their room.*
- C. *Any special health care that a student is receiving or will receive from a doctor must be reported to the nurse.*
- D. *Students are not to share prescription medicines.*
- E. *In order for a student to receive permission to make up work from the student deans after an illness, the student's name must appear on the sick list for the day in question.*

## **6. Care for Emergency Health Needs**

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



# 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. 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.*

## **1. Make Reservations for Guests as Early as Possible**

*Reservations for residence hall guests are to be made online in advance with your respective Student Dean.*

*Your guests of appropriate age may stay in the residence hall for no more than three consecutive nights, once per semester.*

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

## **2. 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 (welcome signs, show them our campus, etc.).*

## **3. Fees for Overnight Residence Hall Guests**

*\$20.00/night without linens or meals.*

*\$30.00/night for students if it is outside the academic calendar, including breaks.*

*\$35.00/night including meals for students at the beginning of the school year.*

# 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**

## 1. Chapel Attendance

*Chapel is a very important time of building unity on our campus and growing spiritually in the Lord. Please note the following guidelines:*

- A. *Residence hall students and all students carrying 7 or more hours on campus are required to attend all chapels, class meetings, Practical 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.*
- C. *Students are to bring their printed Bible and chapel journal.*

## 2. 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 on campus are required to weekly record their church attendance online. Any absences from your declared church must be noted.*
- 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 Director of Practical Christian Service.*
- 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 Director of Practical Christian Service.*
- D. *Students may not miss a service at their declared church in order to attend a service at another local church without the approval of their Student Dean.*

- 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.*

### **3. Devotions**

- 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.).*

### **4. Residence Hall Housing**

*Appalachian Bible College strongly believes in our on campus ministry for students and therefore requires all single students to live in our residence halls. This requirement is one way that ABC seeks to be good financial stewards as well as providing greater service and ministry to the individual student that would not otherwise be possible. We also feel that this provides greater accountability, deeper relationships, and opportunities to practice "servanthood" in daily interactions.*

- A. *Single students carrying 7 or more credit hours on campus 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 on campus 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.*
- E. *Warning: Do not enter a summer lease off campus that will affect fall housing without prior approval from the Dean of Students.*

### **5. Campus Activities**

- A. *The Vice President for Business 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. *For safety reasons, students are not to swim in the Alpine Camp Lake except for official school activities*
- D. *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.*
- E. *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.*

## **6. 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. *Skate and long boards are not to be ridden on campus.*
- C. *Students are assigned a parking place on campus. A charge is made for providing this service.*
- D. *Fines up to \$25 will be assessed for parking in unassigned or unauthorized areas.*
- E. *The speed limit on campus is 15 miles per hour.*
- F. *Cars are not to be taken to Alpine Camp without specific permission.*
- G. *An inoperable vehicle will be towed at the owner’s expense if left in inoperable condition on campus for more than 30 days.*

## **7. 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

## 1. 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.*

## 2. 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.*

## 3. 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 and will serve as the basic definitions of the Christian character traits to be evaluated.*

## 4. Procedure

### A. Assessment Tools

*Various methods of assessment may 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 their own character.*
2. *Chapel Attendance Records*
3. *Church Attendance Records*
4. *Christian Service Assessment – The Practical Christian Service Director*

*assesses students for faithfulness and zeal in their required practical Christian service assignments.*

- 5. Individual 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 nine Christian Character qualities listed in the Servant Staff.*
- 7. Any other helpful information or concerns passed on by staff throughout the semester concerning commendations, problems, incidents, or confrontations that took place in the classroom, library, work areas, or other areas of supervision.*
- 8. A pastoral or mature Christian contact reference for assessment of online students.*

**B. Assessment Process**

*The above assessment tools will be available to the Student Deans in order 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.*

**5. 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 and will make a final decision. 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**

## 1. 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.*

## 2. 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.*

### 3. Class Attendance

The College, faculty and administration consider regular attendance at classes, Practical 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 the following exception:** A 3-hour course may meet 2 hours on one day and for 1 hour on another day. In such cases each hour will be considered a class meeting time, thus if the 2-hour session day is missed this will count as 2 absences.

2) **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.

3) **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*

4) **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**

Number of Excused Athletic Event Absences	Number of other Absences allowed without penalty
1	1
2	1
3	1
4	1

**Class meets two times per week**

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

**Class meets three times per week**

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

**Class meets four times per week**

Number of Excused Athletic Event Absences	Number of other Absences allowed without penalty
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 1<sup>st</sup> - 7<sup>th</sup> day after the absence. On the 8<sup>th</sup> 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 HEALTH CLINIC 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 permission for Exam and Make-Up Work from either the faculty member (no forms needed) or a student

dean (will email arrangement with faculty) on the day of his/her return to classes, and will have one school day after his/her return to have it approved by the appropriate faculty. (Unannounced quizzes may not be made up.)

**D. 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 make arrangements with the faculty member or secure permission from a student dean on the day of his/her return to classes, and will have one school day after his/her return to make arrangements with the appropriate faculty. 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.)

- E. Faculty with reservations about the permission to make up work may require the student to arrange for the student dean to contact them.
- F. 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 Practical 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.
- G. Only a student dean can give permission for a student to miss chapel.
- H. 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. Students should not leave the classroom for any reason other than an emergency.
- I. A student's failure to enter class on time will be considered a tardy and three tardies equal an absence.
- J. 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.
- K. Students may appeal, in writing, to the student deans for extenuating circumstances with regards to this attendance policy.

## **4. 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) *Regarding quantitative and qualitative purposes: 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. A dropped applied music course is given a grade of "W" if dropped before the fourth lesson. **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.*

#### **E. Withdrawal**

*To withdraw from ABC, the student obtains a withdrawal slip from the Student Services office or the Registrar's 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. 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 (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."

#### **F. 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.

### **5. 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. Permission forms are available 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.
- 4) A course taken for credit cannot be changed to audit after the one-week add period.

#### **B. Assignments:**

- 1) If an instructor allows an assignment to be submitted late, it 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 4<sup>th</sup> 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) *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 MLA style.*

#### **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 either the faculty member or a student dean. Such permission will be granted only under extenuating circumstances, and a fee may 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 Registrar's office. A fee of \$50 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) *If a faculty member or student 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. A grade of "incomplete" does not affect the quantitative or qualitative progress until a final grade is issued.*
- 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**

- 1) *Students may appeal the grade received for any course when they feel that the grade they received was incorrect.*
- 2) **Appeal Process:**
  - a) *Discuss the grade with the Instructor to determine if this is the correct grade.*
  - b) *If Instructor confirms grade and student still believes it to be incorrect, then the student should write an appeal letter to the Academic Progress Committee. This appeal letter should include: Course name*

and number

- i. Semester grade was received
  - ii. Instructor Name
  - iii. Grade received
  - iv. Reasons for appeal
- c) Academics Progress Committee will review the appeal letter and, after consultation with the instructor, make a recommendation to the Vice-President for Academics.
- d) 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. The appearance of cheating will be

*treated the same as cheating.*

## 6. Procedure for taking Exams or Quizzes Early or Late

*Students who desire to take an early or late quiz must secure permission for Exam and Make-Up Work from either the faculty member (no forms needed) or a student dean will email arrangements with faculty.*

## 7. Student Complaint Procedure

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

- A. *The complaint must be made in writing and signed by the student.*
- B. *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. Any complain may be submitted to any of these Vice-Presidents, but normally complaints concerning classroom issues would go to the VP for Academics, student life issues to the VP for Student Services, and financial issues to the VP for Business.*

*The college will respond to these complaints in a timely manner. Investigation of the complaint will begin within ten (10) days of the receipt of the complaint and a written report of findings will be submitted to the administration within thirty (30) days of the initiation of the investigation. An official response will be provided to the complainant within forty-five (45) days of submission of the complaint. Note that all such logged complaints may be subject to review by officials from accreditation agencies.*

## 8. 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 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 63 semester hours in resident study at Appalachian Bible College. (Exclusive of any external studies credits earned during this time.)*

**9. 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.*



## 10. 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 (SH) completed toward graduation at that time.*

<i>Freshmen:</i>	<i>0 - 28 SH</i>	<i>(all programs)</i>
<i>Sophomores:</i>	<i>29-60 SH</i>	<i>(all programs)</i>
<i>Juniors</i>	<i>61-92 SH</i>	<i>(degree students only)</i>
<i>Seniors</i>	<i>93 + SH</i>	<i>(degree students only)</i>

- 2) *Eligibility for Senior Class Activities:*

*Bible Certificate and A.A. students will not be considered seniors.*

*Other - All students with 93 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.*

## 11. 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. 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 Progress 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 on campus will be required to live in the Residence Halls.*

## 12. Library Usage Guidelines

- A. *Only library assistants should be behind the main desk or in the reserve room.*
- B. *The ABC Library catalog can be accessed through any computer with an internet connection, either under "Current Students" on the ABC website, or through the library pages on the e-Learning center. Databases providing full-text access to scholarly journals can also be found on the e-Learning center.*
- C. *Take your materials to the front desk and ask a library assistant to check them out for you.*
- D. *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.*
- E. *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.*
- F. *No programs or non-academic materials or pictures may be downloaded and installed on any library computer.*
- G. *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.*
- H. *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.*
- I. *Only library assistants may make transparency copies on the library copiers.*
- J. *Laminating service is available for a fee. Please submit items to a library assistant and you will be notified when it is finished.*
- K. *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.*
- L. *Children (under age 10) may not be in the Library without parental supervision, this includes the Children's Section.*
- M. *A student may lose library privileges if these guidelines are not upheld. The Student Deans will be also be notified.*

# GUIDELINES FOR RESPONDING TO MISSING STUDENTS

## Policy

*This policy, with its accompanying procedures, establishes a framework for cooperation among members of the Appalachian Bible College community aimed at locating and assisting students who are reported missing. A student shall be deemed missing when he or she is absent from the College for more than 24 hours without any known reason and the President of the College consents to this designation. All reports of missing students shall be directed to the Student Deans who shall investigate each report and make a determination whether the student is missing in accordance with this policy. All students shall have the opportunity to identify an individual to be contacted by the College in case a student is determined to be missing. If a missing student is under 18 years of age, the Student Dean is required to notify the parent or guardian of the missing student not later than 24 hours after the determination by the Student Services Department that the student is missing. The Vice-President for Student Services shall have the responsibility to make the provisions of this policy and the procedures set forth below available to students.*

## Procedure

### A. Notification

1. *Any notification of a missing student, from whatever source, should immediately be directed to the Student Deans.*
2. *When a student is reported missing the Student Deans shall:*
  - a. *Contact the Vice-President for Student Services*
  - b. *Initiate an investigation to determine the validity of the missing person notification*
  - c. *Make a determination as to the status of the missing student and, if necessary, formulate a Missing Student Report*
  - d. *Notify the individual identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing*
  - e. *If the missing student is under the age of 18, notify the student's custodial parent or guardian as contained in the records of the College within 24 hours of the determination that the student is missing*
  - f. *The Vice president for Student Services will notify the College President*

*The Vice-President for Student Services shall initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student.*

### B. Within the first two hours of receiving the initial report

1. *Student Service's personnel will:*
  - *Call the student's emergency contact number and/or cell phone.*
  - *Send an email to the student.*
  - *Check the student's class schedule, and departure permits.*
  - *Interview the student's RA, friends, roommates, supervisors and others who may know their whereabouts.*

- Check to see if the student has a college registered vehicle.
  - Notify the College President –**the term “missing student” is not to be used until after this conversation.**
  - Notify the Vice-President for Academics.
  - Contact the student’s parents/legal guardians.
  - If deemed appropriate, send notice through the Rapid Notification System.
2. Student Services personnel will form a search team to:
- Search for the student in his/her classes
  - Conduct a thorough search of the campus for the student
  - Search for the student’s vehicle on campus

**C. Within 24 hours of receiving the initial report and the student is not located:**

*Unless extenuating circumstances exist, the College’s Dean of Students or his designee will contact the Raleigh County Sheriff’s Department and provide them with the name and description of the missing student. The police will then respond to the campus.*

*The Vice-President for Academics will inform the student’s professors, advisor, and the Director of Practical Christian Service of the student’s status.*

**D. Twenty-four hours after receiving the initial report and the student is not located:**

*The Vice President for Student Services will notify the College President and the person designated in the college’s Emergency Response Plan to contact the media. At this time, unless extenuating circumstances exist, the College’s Emergency Plan Media Representative or their designee will contact the local news media and provide them with the name and description of the student. If the Raleigh County Sheriff’s Department determines that publicity would jeopardize the investigation and/or safety of the student, the local news media will not be notified.*

## 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](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**  
**Kevin Gullion**  
**161 College Drive, Mount Hope, WV 25880**  
**304-877-6428, ext. 501**  
[kevin.gullion@abc.edu](mailto:kevin.gullion@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 3<sup>rd</sup> 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