

# Grace Bible College Student Handbook

- Community Life
- Planning Calendar
- Academics
- Christian Ministry

2010 — 2011

Graduating godly individuals  
prepared to serve Christ  
in church and society.

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**Privilege of Attendance**

Grace Bible College is a private institution. Attendance at Grace Bible College is a privilege. Grace Bible College reserves the right to revoke the attendance privilege of any student if at any time the student is believed to not be fulfilling the purpose and objectives of the institution as set forth by the Board of Directors and/or the Administration of Grace Bible College. The following guidelines of the student handbook clarify expectations and general sequence of response but do not supersede the overall right of the institution to revoke attendance privilege.

## INFORMATION FOR YOU

### MAIL

Boxes are provided for each student in the foyer to the Recreation Room. Mail box numbers and combinations are emailed to students' online.gbcol.edu email address. Each student is encouraged to enter his combination into his cell phone for convenience. Students are responsible to check regularly for notices placed in boxes. Mail is usually in boxes by noon Mon—Fri; students should check boxes daily. Outgoing mail can be dropped off at the Business Office or dropped in the mailbox in the main breezeway.

All mail should be addressed as follows:

General Mail:	FedEx, UPS, Deliveries:
(Student Name)	(Student Name)
Grace Bible College	Grace Bible College
P.O. Box 910	1011 Aldon St. SW
Grand Rapids, MI 49509	Grand Rapids, MI 49509

### E-MAIL

Each student is assigned a Grace Bible College e-mail address which Grace Bible College will use to communicate with students. This e-mail account is accessible through any internet connection. Internet access is available in the Bultema Library and Jack T. Dean Academic Center computer labs. E-mail and internet use policy is found later in this handbook.

Your email will follow this formula: `firstname_lastname@online.gbcol.edu`

### STUDENT ID

Student ID cards are provided for incoming students. The card is valid as long as you are a student at Grace Bible College. Replacement cards are available from the Academic Administrative Office in the JTDAC for \$2. Replacement proximity cards (needed for card access doors) cost \$20. Key fobs are available in the business office for \$20 (\$10 refund with return).

### TOWER TIMES NEWS

Campus news is posted on the front page of MyGBC Online. Students are responsible for information communicated via Tower Times. Any student desiring to make announcements should submit them to Jim Peters via e-mail (jpeters@gbcol.edu) to be posted in Tower Times. Announcements are subject to approval. Announcements will be posted in a timely manner, usually within 24 hours.

**BUSINESS OFFICE HOURS**

Office hours are from 8:00 a.m. to 5:00 p.m. (subject to change), Monday through Friday, excluding holidays.

**POSTAGE STAMPS**

Stamps are sold through the Business Office on a cash only basis.

**INSURANCE**

The College IS NOT responsible for theft, fire, or loss of personal belongings. Students should be certain they have “off-the-premises” coverage on household insurance at their permanent residence if they wish protection from such loss.

**FAX SERVICE**

Fax service is available in the Academic Office for \$1.00 per page.

**USE OF GRACE BIBLE COLLEGE VEHICLES**

Personal use of Grace Bible College vehicles **IS NOT ALLOWED**.

Grace Bible College will attempt to assist students with transportation:

1. To transport them at the beginning and end of each semester (only) to and from the airport, bus station, or train station within a 25-mile radius of Grace Bible College.
2. When Grace Bible College Music Department has arranged for students to provide special music for a church.
3. When Grace Bible College Community Life Department has arranged for a student group to conduct a Christian Service Ministry.
4. When Student Government has a college-sponsored activity or event as arranged by the Community Life Department.

All drivers of Grace Bible College vehicles must be at least 21 years of age and must be on the *Approved Drivers List* (application and acceptance required) maintained by the Business Office.

**GRACE VEHICLES ARE NOT AVAILABLE FOR ANY USE OTHER THAN AS STATED ABOVE.**

**MAINTENANCE REQUESTS**

Need something fixed in your apartment or dorm room? Maintenance requests are submitted on School Dude at [www.myschoolbuilding.com](http://www.myschoolbuilding.com).

The Grace organization code is 603027091: password is “bible”.

**PHONE NUMBERS**

<u>Office/Location</u>	<u>ext</u>	<u>wrk #</u>
Academic Office Front Desk	- 427 -	261-8559
Business Office Front Desk	- 246 -	261-1986
Enrollment Front Desk	- 249 -	none
JTDAC Couch Room	- 403 -	none
JTDAC Foyer	- 410 -	530-7749
JTDAC Office Courtesy ph	- 491 -	none
Library Front Desk	- 235 -	538-2332
Men's Lounge,	- 221 -	none
Men's Locker Rm.	- 308 -	261-1564
Public Lounge	- 350 -	none
Women's Lounge,	- 121 -	261-2754
Women's Locker Rm.	- 317 -	none

<u>Name</u>	<u>ext</u>	<u>wrk #</u>
Bailey, Gary	- 300 -	538-7230
Bobbitt, Kayleen	- 318 -	261-8555
Carroll, Mark	- 442 -	261-8567
Gilliam, Kevin	- 239 -	261-8596
Heath, Greg	- 230 -	261-8561
Herd, Tracie	- 460 -	530-7760
Hilbrands, Steve	- 252 -	261-8565
Johnson, Nathan	- 237 -	538-3010
Karsten, Becky	- 248 -	261-8570
Kemper, Ken	- 223 -	261-8597
Long, Phil	- 443 -	261-8568
Loverin House	- 345 -	530-7745
Loverin, Mat (Office)	- 428 -	261-8566
Loverin, Michelle (Office)	- 452 -	530-7752
Molenkamp, Kathy	- 250 -	261-8575
Peters, Jim	- 404 -	261-8563
Postma, Kurt	- 225 -	261-8557
Profitt, Tommee	- 256 -	261-8529
Renzema, Rich	- 234 -	538-1770
Schregardus, Jan	- 449 -	261-8574
Seeley, JB	- 444 -	261-8569
Sherstad, Brian	- 254 -	261-8572
Siler, Linda	- 426 -	261-8558

Sorensen, Zak	- 455 -	530-7755
Spooner, John	- 251 -	261-2694
Sprague, John	- 238 -	538-6870
Spykerman, Gary	- 429 -	530-7746
Storms, Joyce	- 253 -	261-8573
Sweet, Paul	- 424 -	261-8556
Wallace, Bev	- 229 -	261-8560
Werkema, Jason	- 305 -	261-8532
Nurse - Wendy Murphy		h: 616-669-4710 c: 616-366-7916

**FAX NUMBERS**

JTDAC FAX,	261-8593
Athletic Office FAX,	261-8525
Main Campus FAX,	538-0599

**SECURITY PHONE (616) 822-0257**

**SECTION ONE:  
COMMUNITY LIFE PHILOSOPHY**

God’s Word teaches believers to have a consistent Christian life-style in order to exemplify Christ.

*Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity. (1 Tim 4:12) NIV.*

Grace Bible College is a community of individuals who, through Christ, have a hope and calling to become more godly than we are presently.

Though diverse in gifts and vocational interests our aim is to come together as a community of learners united by our faith in God and a common vision.

Our vision is to see all learning and personal development brought under the Lordship of Christ. Grace is intent upon the task of equipping each student to face an increasingly complex, confused, and chaotic world. Yet, we wish not merely to equip the student to face the world, but to challenge the world with the power of the gospel, offering hope, peace, and healing.

Attending Grace is a privilege with responsibilities. In order for us to grow and develop, it is necessary for each of us to clearly understand the purposes and objectives of Grace Bible College as stated in our catalog. Donors, parents, members of the constituency, and student expectations have influenced the philosophy reflected in this handbook.

One of the dangers in the Christian life is to allow your relationship with God to degenerate to the externals - going through the motions (i.e. church attendance, devotions, and even ministry). Without the love of God as motivation, bitterness, guilt, and emptiness become the eventual result of trying to live a Christian life.

The focus of Christian growth and maturity is a deeper and more mature love for God. Once students take this viewpoint, right behavior follows. As a result, student policy at Grace Bible College encourages and seeks to enhance the development of our relationship to God. Even though observance of guidelines does not guarantee spirituality, our *ATTITUDE* and *REACTION* to these guidelines reveal the integrity of our character.

While we expect these guidelines to be observed, they are not your primary focus. Your relationship with Christ is your primary focus. Observance of college guidelines should be an expression of your love and “reasonable service” to Jesus Christ. Look for the spirit and not the letter of the law (2 Cor 3:6).

## **SECTION TWO: RESPONDING TO GOD**

When Jesus was asked what the greatest command was, He responded, “Love the Lord your God with all your heart, soul, mind, and strength.” In thinking about our response to God, we echo these words and encourage the members of this community, above all else, to love God. This is an appropriate response, realizing He created us, first loved us, and paid the highest cost to redeem us. Loving God supremely is characterized by presenting our lives in dedication and worship to him.

### **CHURCH ATTENDANCE**

Since regular group worship is essential to Christian growth (Heb. 10:25), weekly Sunday morning church and Sunday school attendance is expected. Attendance at Sunday evening and midweek services is encouraged. We recommend one of the Grace churches in the area because of their affiliation with the College. Loyalty to a local church in prayer, support, and attendance is helpful to the student and is much appreciated by the congregation and the pastor. In some cases, the student’s

involvement in Christian Ministry will determine which church he/she attends. If transportation is a problem, your RA will help.

**CHAPEL – 9:45@GRACE**

*“Come to me, all you who are weary and burdened, and I will give you rest”  
(Matt 11:28) NIV.*

Chapel at Grace Bible College serves as a central event for the campus community. Students, faculty and staff come together to worship the Creator of heaven and earth. We worship through instruction from God’s word, celebrating our service in the world, sharing our lives together and responding with prayer, singing and testimonies.

Chapel is corporate worship, not a replacement for personal time with God. A worshipful attitude should characterize the atmosphere of all chapel services. Therefore, you should hold visitation until break time. Be respectful of those seated around you who may want the time for quietness, prayer and meditation.

The normal weekly format is as follows: Tuesday, instruction from God’s word; Wednesday, ministry chapel; Thursday, A.C.T. groups (Applying Christ Together) and Friday, responding to God.

**Attendance**

Chapel is held Tuesday through Friday 9:45 — 10:30 with occasional special days/times. Students are expected to attend chapel. A student may, however, seek exemption from chapel by completing a chapel conflict form. Exemptions may be granted to students for class conflict (attending class at another college), work conflict (student’s employment schedule conflicts with chapel and the schedule cannot be changed), or commuter conflict (student does not live in Grace owned housing and does not have a class either directly preceding or following chapel). Regardless of approved conflicts, all students physically present on campus during any chapel event are expected to attend. The college understands that personal reasons may occasionally prevent a student from attending chapel. For this reason, students are allowed up to eight chapel absences per semester. Students arriving within the first 5 minutes after chapel begins are tardy. Being tardy three times is counted as an absence. Students arriving more than 5 minutes late will be counted as absent. Chapel reports showing conflicts, absences and tardies are e-mailed to students regularly. Students will be assessed a \$5 fine for each absence beyond what they are allowed.

## CHRISTIAN MINISTRY

Grace Bible College, like all other colleges accredited by The Association for Biblical Higher Education, requires practical field credit as integral to all degree programs. We believe this practical exposure to serving humankind is as essential as classroom academics. Christian Ministry becomes an extension of your classroom experience translated into active participation in our churches and local community.

Our goal is to establish an environment in which each member of the student body realizes

*"We are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do." (Eph. 2:10)NIV.*

God has given us unique and special gifts that only we can use. The Christian Ministry program allows you the opportunity to make a unique contribution to the Body of Christ and to the world in which we live and helps students to be prepared to serve Christ in church and society.

Students should read carefully the purpose and requirements of the Christian Ministry program in this handbook (pg. 147). Diplomas will be withheld on the basis of an unsatisfactory Christian Ministry record even though the student fulfills other requirements for graduation.

All Christian Ministry experiences done for credit will be approved, tracked and documented by the Director of Campus Ministries.

## OTHER OPPORTUNITIES

Students are encouraged to take advantage of other opportunities for spiritual growth. Small groups meet weekly in the dorms. *Encounter* is student led Monday night worship. Periodic concerts of prayer and other spiritual growth events will be announced. Informal times of worship, prayer, Bible study and fellowship are strongly encouraged. Various committees of Student Government will plan service events and evangelism opportunities.

## **SECTION THREE: RESPONDING TO COMMUNITY LIFE**

Loving God Leads Us To Love Others

In responding to God, we remember that Scripture teaches that if you love God you will love your fellow Christians. John tells us that if we see a brother in need

and are able to help him but do not, the love of God is not in us (1 Jn. 4:20). Therefore, we encourage all members of this community to remember that:

**What we do, even to the most seemingly insignificant person, we do to Christ. Truly loving another person involves unselfishness. Scripture tells us to consider one another as greater than ourselves.**

Our love for others also leads us to have consideration for their convictions and weaknesses. Paul warned the Corinthians that they sinned against Christ if they exercised their freedom in such a way that they wounded the conscience of another, leading him to violate his convictions. Indeed, causing a sister or brother to stumble is considered a great evil throughout Scripture. Specifically, members of the community should never encourage one another to violate his familial or cultural values, unless those values are inconsistent with biblical principles.

To encourage mutual consideration, preserve the corporate testimony of the college, and to facilitate institutional goals, Grace has accepted the following standards of conduct. Students, by virtue of their signature on the application form, agree to accept the responsibilities of membership in the Grace community, which includes adherence to the college standards of conduct. While some may not have personal convictions wholly in accord with these responsibilities and standards, the purpose underlying this statement necessitates the student's honorable adherence to them while enrolled at Grace Bible College or withdrawal if he/she can no longer, with integrity, conform to them.

### **BIBLICAL STANDARDS**

Practices, which are known to be morally wrong by biblical teaching, are not acceptable for members of the Grace Bible College community. Violation of any of these standards could be cause for dismissal from Grace. Included are specific acts such as drunkenness, stealing, and the use of slanderous or profane language, gossip, occult practices, and all forms of dishonesty including cheating. Sexual sins such as premarital sex, adultery, homosexual behavior, or any form of sexual harassment are a violation of God's moral code and are cause for dismissal from Grace Bible College. Furthermore, conviction of any crime is cause for dismissal from Grace Bible College.

In most cases, these behaviors will warrant review by the Vice President for Community Life, and subsequent discipline. The President of the college reserves the right to make the final decisions regarding all matters dealing with student dismissal.

**COMMUNITY AWARENESS**

In addition to clear biblical standards, certain social practices in our culture can be harmful and lead to immoral behavior. Therefore, we ask that members of the Grace community refrain from the possession or use of alcoholic beverages, tobacco, drugs, obscene literature, gambling, social dancing in Clubs or Bars (“Clubbing”), failing to meet financial obligations properly, and neglecting to perform well at work.

If you have come to Grace currently struggling with any of these behaviors, you will have a three-week grace period at the beginning of each semester to explain this problem to the Vice President for Community Life. No overt discipline will be administered if you have first explained your struggle to the Vice President for Community Life. Instead, there will be a mutually agreed upon process of dealing with your struggle. However, if you have not talked to the Vice President for Community Life, and are found practicing these behaviors, the behavior violation policy will be enforced.

**DRESS CODE**

*“Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity” (1 Tim 4:12) NIV.*

The way we live (or dress) is the way the world sees Jesus Christ.

*“Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body” (1 Cor. 6:19-20) NIV.*

*“Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is—his good, pleasing and perfect will” (Rom. 12:2) NIV.*

We realize that within our community, thinking differs regarding clothing and style because of varieties in cultural background. Therefore, we wish to clarify and consolidate the various lines of thinking on clothing with respect to the aims and objectives of Grace. We reserve the right to take a conservative approach to our description of dress and appearance. While we may not all have the same convictions as to fashion and personal appearance, our attitude should give us the discipline to follow these guidelines.

It is commonly known that the type of clothing we wear can affect our behavior and attitude. Scriptures teaches us principles of modesty, simplicity, and neatness. A growing Christian will begin to look beyond the external image of fashion and examine his/her own heart. Why do you dress the way you do? Do you seek to

honor God in the way you dress? (see Col. 3:23-24; 1 Cor. 10:31)

This policy is to be observed at all times on the Grace Bible College campus and off campus while representing the College, i.e. College functions, athletic road trips, musical performances, fulfilling Christian Ministry requirement. Awareness of appropriate dress is an important part of any individual's social maturity. This policy emphasizes dress and appearance that is neat, clean and modest.

Members of the Grace Bible College community are expected to avoid **extremes in fashion**, especially with regard to **clothing** (indiscreet length/tightness or styles that identify with an undesirable subculture), **hairstyles** (including length of men's hair and color other than mainstream brown, black, blond or natural-looking red), and **body piercing** (other than pierced ears for women). Men are not to wear earrings on the Grace Bible College campus or while representing the College off campus. **Shoes** must be worn at all times in all buildings except the dormitories.

Clothing with messages counter to the goals and values established in God's Word should be avoided. Community Life Staff reserves the right to ask that such clothing not be worn on campus.

**Classrooms/Library/Chapel:** students should begin building their work place wardrobe while in college. As students matriculate they should increasingly practice professional dress when attending classes. At a minimum, students are to be neat and clean, without torn or ripped clothing. Students should expect to dress professionally when presenting before a class or other similar occasions. In proper respect for the Lord, we ask that men not wear hats in chapel. Etiquette also encourages men to refrain from wearing hats in class

**Special Events:** banquets, convocation, graduation and other special events are occasions at which students should dress in semi-formal or business-casual attire.

**Sunbathing:** Sunbathing is allowed in designated areas only. For women, this area is the back, far corner of the women's dorm and for men behind the men's dorm. Men must keep their shirts on in the quad and all other buildings except the gym.

### **Enforcement**

Clothing policy will be enforced by Community Life Staff. Students are expected to adhere to the clothing policy and to respect the authority of their peers and staff enforcing the policy. Students in violation of the clothing policy will be assessed a \$5 fine. Habitual failure to adhere to the Grace Bible College clothing policy will result in escalating consequences.

### ENTERTAINMENT

God is the author of all good gifts. The arts are recognized as a blessing to be appreciated by humankind and utilized for their capacity to effectively communicate content, as well as produce a wide range of emotional, spiritual, intellectual, physical, and social responses.

1. God has given us all things to enjoy (1 Tim. 6:17).
2. Christians are required to exercise moderation in all areas of our lives.
3. Our ultimate value should be to glorify God (1 Cor. 10:31), and to seek personal holiness (1 Peter 1:15-16).
4. Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things. (Phil. 4:8).

Students are to take special discernment in their choice of entertainment whether it is TV programs, internet, video games, movies, music, posters, or printed material. Entertainment in any form, in whole or in part, which is degrading, deviates from biblical standards, maligns the person of God, His Word or work, or desensitizes us to a godly life is self-defeating and should not be indulged by any Christian. Anyone who chooses to engage in such activities does so against the standards and spiritual goals of Grace. Grace maintains that any entertainment whose content is morally degrading is inconsistent with Christian standards.

Of great concern is the accessibility of inappropriate entertainment via the internet. Pornography is an addictive escalating sin which inhibits a person's ability to serve Christ effectively. Therefore use or possession of pornographic material is prohibited. Grace seeks to help those who may be trapped in this destructive behavior through education, counseling, discipline and monitoring internet use.

Many forms of entertainment easily become distractions for college students. It is the responsibility of each student to ensure his/her entertainment does not impede time needed to meet the academic demands of college.

Grace does not maintain a black list of unacceptable entertainment. Rather, using music as an example, we wish to give an example of how a student might discern what is appropriate for a member of the Grace community and how the Community Life department might interact with a student's choices for music entertainment.

**Discerning Entertainment: Music as an example**

In our community, tastes in music vary from person to person, God tells us our brothers' needs should take precedence over our own (Rom. 12:10) and should be subject to the "law of love" (Gal 5:13). Therefore, standards are necessary:

Music in and of itself is neither sacred nor secular. These standards are applicable to all music.

1. Lyrics should not violate clear biblical doctrines and standards (i.e., character of God, deity of Christ, standards of morality, rebelliousness, respect for others, purity of life, etc.;;) (Gal 5:19-21).
2. Media should not contradict our personal and institutional commitment to "glorify God." This standard suggests the following practical guidelines:
  - a. **Always Acceptable** — music that is clearly acceptable to most students, and is an unquestionable example of both the letter and intent of our philosophy and standards (e.g., praise and worship, choral arrangements, contemporary Christian music, wholesome humor).
  - b. **Personal Discernment** — music that includes lyrics that meet biblical standards, yet have rhythms and forms which may not be acceptable to everyone (e.g., Big Band, Country/Western, Folk, Jazz, heavy contemporary Christian music, Classical). Music in this category may be listened to as long as they meet the standards listed above and are not disturbing to roommates or other residents.
  - c. **Always Unacceptable** — music that clearly violates the philosophy and standards of our policy (e.g., immoral, rebellious, violent, sexually suggestive, occult or satanic oriented music).
3. Occasionally CDs or recordings may have a combination of songs from all three categories listed above. In this case, the student should make a judgment about the overall response to the recording in light of the biblical and institutional standards. In the interest of this community, students are strongly encouraged to leave borderline recordings at home.
4. Attendance at concerts should be determined by applying standards three and four, paying particular notice to 2c above.

Since the institution is not aware of every recording artist or group, the institution reserves the right to question a student's music. Upon verbal or written request from the Director of Residence Life or Vice President for Community Life the student may need to explain how the choice of music meets the overall music philosophy and standards of the institution. If an adequate explanation cannot

be given, the institution reserves the right to temporarily remove such music media until the student can make arrangements for their permanent removal. If assistance in evaluating music is needed, please see the Vice President for Community Life or Director of Residence Life. The purpose here is not restriction, but restructure and learning how to evaluate what is the best that God would have for you.

### **Conclusion**

The above procedure for evaluating the acceptability of music could be adapted for other forms of entertainment. We are reminded again that community standards may be different than personal standards. Tolerance and sensitivity to the tastes of others is important for the unity of the community.

### **PERSONAL CONFRONTATION**

As a Christian community, Grace encourages its student body to practice biblical model of confrontation. While confrontation may be difficult at times, it occurs with the aim of restoring relationships between people. Confrontation also encourages people to be reconciled to God. In Matthew 18:15-20 the Lord teaches a process of confrontation.

- If you have suffered an offence, you should first speak to the offending person individually.
- If you are unable to be reconciled, you should speak to the offending person in the presence of one or two others.
- If still reconciliation does not take place, bring the matter before the authorities.

Whenever confrontation takes place, it should be done with a spirit of humility and the goal of honoring God.

### **DATING, ENGAGEMENT, AND MARRIAGE**

“It is God’s will that you should be holy; that you should avoid sexual immorality; that each of you should learn to control his own body in a way that is holy and honorable, not in passionate lust like the heathen, who do not know God” (1 Thess. 4:3-5).

This is perhaps the most difficult area of student life to clarify because of widely different personalities and attitudes. Yet, for the sake of our Christian testimony both on and off campus, it is essential that students know what is expected. Public displays of affection, beyond hand holding, among couples create an environment that can make students and visitors feel uncomfortable. The enforcement of this public guideline is designed to do the following:

- Encourage student responsibility as to the spirit of this guideline, not just the letter of the law.
- Create an awareness of a greater sense of discipline and personal integrity for each couple in their dating and potential engaged life.
- Develop a dependence on godly principles to strengthen and work through struggles dating couples must face.

Couples also have a responsibility to maintain Biblically sound standards for their private behavior.

Students are expected to use discretion in all situations. Whether baby-sitting in the community or visiting homes of other students or members of the community, students must remember that they represent the Lord Jesus Christ. Students are also representatives of Grace. Therefore students should not place themselves in compromising situations.

Grace's campus can create an unrealistically intense environment for student relationships. It has long been, and remains the policy of Grace that students must have spent three semesters in college or have reached age 20 before marrying. The purpose of this policy is not to impose the will of Grace upon a couple, rather it is to help those who are contemplating marriage make wise decisions. Those wishing to discuss this policy and how it relates to their situation are asked to seek an interview with the Vice President for Community Life.

Engaged Encounter (group sessions) will be available and strongly encouraged for all students desiring to get married during their course of study at Grace.

### **ON-CAMPUS APARTMENTS**

Students living in housing owned by Grace are to use the utmost discretion when entertaining members of the opposite sex. Students are strongly encouraged to have a third party present when entertaining a member of the opposite sex. If a third party is not present, the apartment door must be propped open completely. Members of the opposite sex are to be out of your apartment by curfew, 1:00 am (2:00 am on Friday night).

### **OFF-CAMPUS STUDENTS**

Students living off-campus are expected to abide by all college guidelines except those directly pertaining to resident life. If you are a single, Grace student living off-campus, students of the opposite sex are asked to be out of your apartment by 12:00 midnight. Apartment visitation by the opposite sex is to be conducted with discretion. We also recommend there be three persons present in the apartment when one of the persons is of the opposite sex.

**CAMPUS FACILITIES****Public Lounge**

The Lounge is a place for relaxation and visiting. Special care should be taken in consideration of any guest of the College. It is open throughout the day and in the evenings.

**HOURS:**

Saturday – Thursday:           6:00 AM to 1:00 AM

Friday:                               6:00 AM to 2:00 AM

Following are some guidelines for using the Lounge:

Any organization desiring to use the Lounge for a meeting must make arrangements through the Administration Office. When a public meeting is being held in the dining room, the Lounge is off limits.

Students should not lie on couches or the floor.

**Recreation Room**

Hours for the Rec Room are the same as the public lounge. Note that responsibility for observing closing times falls upon the student whether or not security has locked the building. Christian music only is to be played in the Rec Room. Students are asked to keep the Rec Room neat.

**Student Lounges**

Student lounges attached to each dorm have been provided for the convenience of the students. A more casual atmosphere is permissible here than in the Public Lounge. However, the following will apply to the Student Lounges:

**HOURS:**                       7:00 AM to curfew

Lights must be left on in the evenings when using the Lounges.

There is to be no activity that would tend to damage walls and furniture. Any such damage could be taken from individual or collective dorm room deposits.

After curfew, women will use the Women's Lounge only and men will use the Men's Lounge only.

Only Christian music and/or instrumental music will be allowed in the lounges and during open dorms. Use of the TV is a privilege which can be revoked if abused.

Television viewing in the Rec Room and lounges must be done within the bounds

of the letter and intent of Grace's entertainment policy (pg. 16).

- No entertainment (TV or film) will be used on campus which contain themes that glorify immoral living, immodesty, profanity, vulgarity, suggestive language, drunkenness, or which seeks to undermine and attack biblical Christian principles and values.
- Students are not to have public performances of videos or DVDs licensed for home use only.

### **Quadrangle**

The Quad is a common area of the Grace campus. Students should be considerate of classes meeting. Only Christian music and/or instrumental music will be allowed to be played in the quad.

### **Presence in Buildings**

When a building is locked, or after the time posted for it to be closed, no student, except an employee on duty, may be there. No student is to be in the kitchen area at any time except on-duty kitchen workers. Students are not to enter the dorm designated for the opposite sex at any time except during supervised open dorms. Violation of the **Presence in Buildings** guideline is considered breaking and entering and may be subject to dismissal. An automatic \$50.00 fine will be assessed to each individual in violation. This also includes unauthorized use of any school keys or access cards.

### **Dining Hall**

Mealtimes provide excellent opportunities for Christian fellowship. In order that all may realize the fullest enjoyment from these occasions, attention should be given to the students' personal appearance, observances of basic etiquette, and maintaining pleasant and appropriate conversation. Conduct in the Dining Hall should take into consideration those around you. Students in violation of excessive noise or abuse of food will be asked to leave and may be charged a fine of \$5.00. Failure to respond to such request is an automatic \$10.00 fine.

Food is served in the Dining Hall during posted meal times. Coaches will arrange athletic practices to allow students adequate time for meals. Taking food from the Dining Hall outside of meal times is prohibited and considered stealing. Students will be disciplined accordingly.

Sack lunches are provided upon request for students with conflicting class or work schedules. If you have special MEDICAL dietary needs, please see the Director of Food Service for proper meal planning.

Students who are ill may have a meal brought to them. This service should be

arranged through an RA.

Dining Hall glasses, dishes, utensils, plates, or anything else belonging to the Food Service Department are not to be removed. Violation will warrant the cost of these items being charged to the student.

All students must either have their ID card scanned or pay for their meal before eating food at any meal. Failure to do so is stealing. Please notify the Business Office if meal scanner is not working. Sharing food with students who have not paid for their meal is strictly forbidden. First offence will result in an automatic \$25 fine. Further disregard will result in further discipline.

Because of State Health Codes and consideration of others, *proper* cleansing must be taken after any athletic activity before eating in the Dining Hall. Shoes must be worn in the Dining Hall at all times.

Suggestions regarding food service should be made to the Director of Food Service during regularly scheduled "Fireside Chats." Immediate concerns should be directed to the Director of Food Service or the Director of Residence Life.

### **Parking**

Students who own or operate a vehicle on campus must have a Grace parking permit placed in the lower left-hand corner of the windshield. The permit is available from the Business Office without charge. Students are to park in designated student parking areas only. Tickets will be issued to students' vehicles parked in the faculty/staff lot, visitor spaces, handicapped spaces and the kitchen service entrance. Vehicles parked for longer than 10 minutes in the business office loading zone will be ticketed. All parking lots are monitored by the Wyoming Police Department who also have authority to ticket violators. Vehicles parked in fire lanes may be ticketed and towed. Please do not change your oil or make repairs to your car in any Grace parking lot. Check with the Maintenance Department and they will direct you to an appropriate space by the apartments. Any vehicle not running or damaged has 30 days to be repaired or removed from the lot. After 30 days, Grace will have the vehicle towed assessing the owner a fine of \$50.00 plus towing costs. Motor vehicles are NOT to be operated or parked in the quadrangle.

### **EMPLOYMENT ASSISTANCE**

The Business Office and the Office of Community Life desire to assist students in finding jobs. Employers frequently call the College informing us of available jobs. Please observe job postings on the mail-room bulletin board. A limited number of jobs are available on the College campus. Further information is available at the

Business Office.

### **Employment Policy**

Students attending Grace should remember their primary obligation and purpose is education. If you are a residence student and work requires you to stay out past curfew, you must secure permission from the Director of Residence Life. Employment should not be of such a nature that it would conflict with classes or study time. Any student who does not maintain a 2.0 average may be required to diminish their hours of employment or lessen their academic load.

A Grace student should maintain an attitude toward his/her job which would be honoring to Christ and which would preserve the testimony of the college. Future students benefit from the good reputation left by students who were satisfactory and courteous workers. Always remember that you may want a recommendation someday, whether employed by someone outside or inside the College community.

Because of the general principles in Romans 14, the 'collective conscience,' and the focused concern of our college community, students seeking employment are to abide by these guidelines:

- No student is to accept any employment in bars, clubs, party stores, or any other establishment whose primary business is alcohol consumption or purchase.
- No student is to accept a job which requires him/her to serve alcoholic beverages. All students are expected to be forthright and honest when applying for a job at said establishments and obtain special provision by employer to abide by this standard.
- No student is to work in a commercial movie theater, clubs or bars which promote or profit from social dance, or sell any form of pornography (including rental of X-rated videos).

### **HEALTH SERVICE**

All students are required to be covered by the student medical insurance plan unless proof of other insurance has been given to the Business Office. This will cover injuries received in athletic contests, sports, outings, other accidents, and travel to and from your home.

A licensed nurse is available on campus during posted hours for consultation, treatment of minor ailments, and dispensing some medications.

In case of medical emergencies, the assistance of the nurse should be sought when

she is on campus. If the nurse is not available, the assistance of an RA or Director of Residence Life should be sought. Any time a student needs medical attention, the student must complete a Medical Incident Report. Copies of this will be given to the nurse and the Director of Residence Life.

### COUNSELING

Grace has off site counseling services for those struggling with relationships, depression, substance abuse etc. Please see the Vice President for Community Life for help setting an appointment.

### DRUG FREE SCHOOLS AND COMMUNITIES ACT OF 1989

Since we participate in federally funded financial aid programs, we are required by new regulations to provide you with this information every year.

GRACE BIBLE COLLEGE PROHIBITS THE POSSESSION, USE, OR  
DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL BY STUDENTS  
AND EMPLOYEES ON ITS PROPERTY OR AS PART OF ANY OF ITS  
ACTIVITIES.

### **DRUGS CAN:**

- make you feel able to do things you really cannot do
- make you careless and likely to forget important safety habits
- throw off your sense of time, space, and distance
- cause absenteeism and tardiness

### **WHAT ILLEGAL DRUGS CAN DO:**

#### **Marijuana**

- slows your physical reflexes
- cuts your mental powers
- makes you forgetful
- throws off your space and distance judgment
- causes damage to your lung, reproductive, and brain functions

#### **Cocaine**

- causes a temporary feeling of almost superhuman power, impairing your judgment and decision-making ability
- causes emotional problems, mood swings, lack of dependability
- damages your respiratory and immune systems
- causes malnutrition, seizures, loss of brain function

#### **Heroin**

- causes total disinterest in safety, or anything else except drugs
- costs lead to crime
- damages interpersonal relationships

- overdose-caused coma and death

**Hallucinogens (PCP, LSD, Ecstasy, etc.)**

- causes hallucinations
- vastly distorts what is seen and heard
- causes sudden, bizarre changes in behavior
- loss of concentration and memory

**WHAT LEGAL DRUGS CAN DO:**

**Alcohol**

- loss of concentration
- loss of judgment
- absenteeism and tardiness

**Amphetamines (Speed, Uppers)**

- can make you rush around wildly and carelessly
- can cause you to push yourself beyond your physical limits

**Sedatives**

- slow your mental processes and reflexes
- disrupt interpersonal relationships
- can cause liver and kidney damage

To assist persons in avoiding substance abuse problems and related health risks, students and employees may seek help from the office of the Dean of Students. You also are encouraged to attend College substance awareness workshops and seminars.

**IF YOU ARE CONVICTED IN A COURT OF LAW OF CRIMINALLY VIOLATING OUR DRUG-FREE CAMPUS RULES, WITHIN 30 DAYS OF OUR HEARING OF IT, WE MUST EITHER:**

- >> EXPEL YOU FROM THE COLLEGE; -or-
- >> OFFER YOU ANY HELP AVAILABLE TO COMBAT YOUR INVOLVEMENT WITH DRUGS

**Employees:** Since the use of drugs is inconsistent with the standards and purposes of Grace Bible College, the unlawful possession or use of a controlled substance is prohibited. Any employee who violates such prohibition will be terminated with one day's notice.

**YOU MUST:**

- >> **AGREE** to abide by our Drug-Free Campus Policy
- >> **INFORM** us within five days of the time you are convicted of a criminal drug violation on campus or at one of our activities

- >> **COMPLETE** satisfactorily the program of help you accept instead of being expelled from the College.

### **College and Community Assistance**

Grace Bible College has limited substance abuse counseling and will provide referrals for those who need it. Community Life has affiliation with the following agencies that may provide treatment:

- Dayspring Counseling Center, 942-7331
- Lutheran Family Services, 281-4601

### **Good Faith**

The College, in adopting and implementing this policy pursuant to the Drug Free Schools and Communities Act, further certifies it will make a good faith effort to continue to maintain a safe, drug-free environment and to respect the privacy of its students and employees.

### **SEXUAL ASSAULT POLICY**

The philosophy of Grace Bible College concerning sexual assault and rape is foremost to assist victims in regaining control of their lives. In addition, the College will cooperate fully with any formal investigation by local police and will pursue all complaints to the best of our ability.

Sexual assault and rape are defined by the F.B.I. in the following manner:

**Sexual Assault:** There are four degrees of sexual assault. The first and third degrees are penetration, and the second and fourth involve sexual fondling and touching.

**Rape:** Any sexual act forced on another person or performed when the victim is incapable of giving consent due to age or mental impairment.

Grace Bible College recommends the following if a sex offense has occurred. You are not alone in this; we will help in any way.

1. Notify the Director of Residence Life or VP for Community Life immediately:

Michelle Loverin:	530-7745
Brian Sherstad:	261-8572 (work); 669-0976 (home)

2. Be prepared to discuss openly and in detail all factors involved in the offensive action. All efforts will be made to respect confidentiality, but there may be times when information is required to help other students or ongoing investigations.

3. If a rape has occurred, please remember that physical evidence is critical to criminal prosecution.

Calling 911 will bring a police officer to assist you. Contact the College for additional assistance. If contacted within 72 hours of the crime, the police officer will first ensure medical treatment and accompany the victim to the hospital. Phone numbers for the YWCA Rape Assault Unit and the Rape Crisis Center are also provided by the officer. The officer will ask the physician for physical evidence if the victim decides to prosecute. Finally, the officer will return the victim to campus and the support unit available there. Victims should not shower, bathe, brush their teeth, or change clothes before going to the hospital because it is the only place where court evidence can be collected. After 72 hours, victims will be informed of counseling options. A full investigation by police will be initiated with total cooperation given by the Community Life Staff and Grace Bible College.

If criminal arrest should occur, Grace Bible College would advise said student as to a proper course of action relevant to their academic program. Conviction of any crime is cause for immediate dismissal. Because of the nature of these offenses, both the accused and accuser will follow the basic Student Disciplining Review Procedure as given in the Student Handbook.

Every effort will be made after an alleged sexual assault, within reason and means available to the College, to assist the student in finding alternative housing. Follow-up services will be provided with regard to long term counseling and student services.

Finally, while victims may wait months or even years before going to the police, we recommend reporting the crime immediately.

### **Community Life Responses**

- 1) Education programs to promote the awareness of rape, acquaintance rape and other sex offenses. There sessions each semester that deal specifically with the dating agenda. The specifics include rape, date rape, and other sex offenses. These are sponsored by Community Life and the Residence Halls.
- 2) Possible sanctions for rape, acquaintance rape, or other sex offenses (forcible or non-forcible) following an on-campus disciplinary procedure. These are included in the Student Handbook under Biblical Convictions.

### **COMPUTER/E-MAIL/INTERNET POLICY**

Grace Bible College provides computing resources to support its mission of Christian higher education-particularly in the areas of instruction, research and independent study, and to encourage a responsible community of shared

inquiry. Student use of these resources must be consistent with these intentions. As a responsible member of the Grace community, you are expected to act in accordance with the following guidelines which are based on common sense, common decency, civility, and Christian values as applied to the networked computing environment.

### **Users of Grace Bible College computer and network resources**

Grace Bible College's computers and network are for the use of faculty, staff and registered students in good standing. Visitors may make use of Internet and other resources with permission from the Director of Information Technologies or a College administrator.

### **Expected Behavior**

Any students, faculty, staff and guests of Grace Bible College using college network and computer resources must comply with the guidelines set forth in this policy and with federal, state and local laws. Improper use of college technology resources may result in disciplinary action. Use of Grace Bible College computers or network for private financial gain is prohibited.

### **E-mail on the Grace Bible College network**

The following are unacceptable uses of e-mail:

- Mass mailings or forwards to more than 15 recipients for anything other than approved college administrative purposes (spam).
- Sending an e-mail with falsified addresses (spoofing).
- Using someone else's e-mail account without their consent.
- Sending harassing or abusive e-mail.
- Unsolicited advertising is not acceptable.

### **Security Restrictions**

You are responsible for your network User ID and password. Distributing your password to others or otherwise attempting to evade, disable, or "crack" password or other security provisions threatens the work of many others and is therefore grounds for immediate suspension of your network access privileges.

Information residing on institutionally-maintained systems, including, but not limited to, student, financial, and personnel records, is made available to users on an individual basis only, and only to such extent as explicitly authorized by the department which has custodial responsibility for that data.

Grace Bible College technology personal may routinely monitor individual computer and network use. The College reserves the right to inspect personal

computers and data files to investigate evidence of misuse.

Installation of personal wireless access points is not allowed.

Users of Grace Bible College network must accept the network assigned IP address. Users may not set their own IP address.

### **Personal Responsibility**

Technology is not perfect and there is always the possibility of file loss or delays due to equipment failure.

- It is the student's responsibility to keep archives and backup copies of important work.
- Portable "Flash" or "Thumb" drives are a handy and reliable way to backup and transport files.
- Students need to schedule work so that if a technology glitch (printer problems for instance) delays your work you can still hand it in at the expected time.

Computers and printers are provided in some locations for student academic use. Students are expected to use these responsibly. Misuse of these resources, includes the following:

- Waste of paper or toner.
- Use of College computers for non-academic purposes while others need to use them for legitimate college-related work. Academics must always take priority.
- Installing unapproved programs or endangering data security by exposing college PCs to potentially destructive viruses, worms and other such files.

### **Viewing inappropriate material**

The Internet is a reflection of human society. It can be both a worthwhile tool and a stumbling block in our Christian walk. Students, faculty and staff of Grace Bible College are expected to avoid all materials and sites related to pornography, nudity and gambling. Accountability in this area is maintained through the use of Internet usage logs and filters. Violations of this policy, including attempts to bypass filters, will result in disciplinary action.

If you encounter a blocked site that you feel you have a legitimate reason to access, please see the Director of Information Technologies.

### **Respect copyright and other intellectual-property rights.**

Copying the words, files or passwords belonging to others or the College may

constitute plagiarism or theft. Software licensed by the College or merely used on College equipment must be used in accordance with that license agreement. Violations of the terms of software license agreements are not within the scope of College employment; the College may seek repayment of fines or damages from students or employees who violate licensing terms and may take disciplinary action up to and including dismissal.

Copying or sharing copyrighted material, including through peer to peer file sharing, is illegal and immoral. We expect members of this Christian community will seek to uphold both the letter and spirit of the law regarding copyrighted material. Students found to have illegally downloaded files will have network privileges revoked.

### **Use resources efficiently and fairly.**

Grace students, faculty and staff are expected to accept limitations or restrictions on use of computing resources, such as bandwidth, time limits, or amount of resources consumed, when asked to do so by institutional policy or technical managers. Students, faculty and staff are heavily discouraged from using the Grace Bible College campus network to download any unnecessary files or programs from the Internet. Such restrictions are designed to ensure fair access and use for all users.

Academic and administrative uses of network and computer resources are held as highest priorities. Any uses of college resources that interfere with these priorities must be avoided.

### **Viruses and Worms**

All users, including those bringing their personal computers on campus, are responsible for having anti-virus software protection on their PCs. This will help to protect not only their personal PCs but all other PCs connected to the same network.

## **SECTION FOUR: RESPONDING TO RESIDENT LIFE**

*"Be devoted to one another in brotherly love. Honor one another above yourselves. . . If it is possible, as far as it depends on you, live at peace with everyone" (Rom. 12:10, 18)NIV.*

With this principle in mind, we ask each member of the community to show sensitivity and responsiveness to the needs of others, whether spiritual, emotional, or otherwise. In addition, we request that each person show appreciation and

regard for the worth of other individuals, thereby preserving and protecting their dignity. We also ask that all members of Grace care for and respect the possessions of others and of the institution.

### **RESIDENCE HALLS AND APPROVED HOUSING**

#### **Housing Policy**

Housing for single students is provided in campus residence halls. All single students of Freshman or Sophomore standing enrolled in seven or more credit hours and not living at home or with immediate family are required to room and board at the college. Students with Junior standing and 20 years of age may apply to live in Grace apartments. Students with Senior standing and 21 years of age may live in off-campus housing. Special exceptions may be granted after appeal to the Community Life Department.

#### **Rights Reserved by the Institution**

1. The College reserves the right to visit the student's room to check on room cleanliness.
2. The College reserves the right to search any student's room for any reason, with or without the student's presence. Such search may be necessary to maintain order, and to protect the welfare and safety of every student. Such room search would only be done on the authority of the Vice President for Community Life.
3. The College reserves the right to suspend or expel a student from his/her residence for violation of campus policy, behavior excessively disrupting dormitory living, or conduct unbecoming a Grace Bible College student.

#### **Residence Hall Expectations**

The Men's Residence is for men only; the Women's Residence is for women only!!

Violation will result in an automatic long form and two-day suspension or possible dismissal.

Rooms are to be kept in order. Stacked furniture must be done safely, using provided pins. There will be periodic room inspections. Room furnishings or attachments are not to be dismantled or taken from the room. Window screens are not to be removed. If so, there will be a \$25.00 fine. We request no nails, screws, tacks or tape, of any kind be put into the walls, doors, or furnishings. A tack strip is provided on the wall for hanging pictures. Pets are restricted to fish.

We expect you to leave the room in the same condition you found it. Inspection of rooms will be made at the end of the year before leaving Grace. Damage to the room, other than normal wear and tear, will be charged against your room deposit.

Athletics and roughhousing which would damage walls or ceiling is forbidden in rooms and hallways. Cost of damages will be taken from room deposit fees.

### **Keys**

Students are urged to lock their rooms at night and when they are out. If you are locked out, contact the Director of Residence Life. The inside doors to both residences are locked at all times so we also ask that you carry your access card. Sharing keys or card access cards is a violation of key policy and will result in a \$50 fine.

**\*\* PLEASE NOTE:** The college cannot be responsible for theft, fire, or loss of personal belongings. Students should be certain they have 'off-the-premises coverage' or household insurance at their permanent residence if they wish protection from such loss.\*\*

### **Safety and Fire Hazards**

Halls are to be kept clean and clear due to fire regulations.

Firearms and ammunition are to be kept with the Vice President for Community Life. Fireworks are prohibited by state law, and violators will be assessed a \$25.00 fine. Federal regulation states that candles, incense, matches, or any volatile or explosive items are not to be used in the dorms. Violators will be assessed a \$10 fine. Community Life reserves the right to correct or remove any student items which may be a fire hazard. Fire drills will be held periodically. The current fire department fee of \$500 may be charged to any person responsible for a false alarm.

Electrical appliances which may be used in the room are: study lamps, irons, radios, TVs, shavers, hair dryers, electric blankets, clocks, air popcorn poppers, small refrigerators, microwaves and other items approved by the Director of Residence Life. Not approved are halogen lamps, toasters, hot plates or electrical heaters of any kind. A \$25.00 fine will be assessed upon discovery of any tampering with the heating or electrical systems in the dorm.

### **Movies**

It is the goal of Community Life to help students use discernment in their entertainment choices. Although Christian discernment for film viewing should not be dependent upon the Motion Picture Association of America, the MPAA ratings are a beginning point for movie viewing in the dormitory. Students are allowed to view in their dorm rooms movies rated 'G' or 'PG.' Movies rated 'PG-13' must be approved by the Head RA. Students may not possess or view movies rated 'R' or 'NC-17' in the dorm. Videos released as 'Director's Cut' are also not allowed. Violation of the movie policy will result in an automatic \$25 fine for first offence. Further offenses will result in further discipline which may including the

removal of equipment from the dorm room. Students are encouraged to consult online Christian movie reviews ([crosswalk.com](http://crosswalk.com)) for help in discerning which movies are most appropriate for Christians to view especially with proper concern for the community.

### **Guests**

Overnight guests are to be registered with the Director of Residence Life by the sponsoring student when or before the guest(s) arrive on campus. Guests must be listed on the clipboard in each dorm entrance. The sponsoring student is responsible to inform the guest of the rules he/she must adhere to while on campus. Any guests wishing to stay longer than three days must make arrangements with the business office and Director of Residence Life.

All visitors, or off-campus students, who are not staying overnight are asked to leave the dorms at 10:00 PM. All visitors or off-campus students are to be off-campus by lounge closing times unless given special permission.

### **Study Hours**

Study hours will be observed from 7:00 PM to 9:00 AM Monday through Thursday. This is a time when the atmosphere should be conducive to study, personal devotions, and meditation. Radios/CD players may be used but volume must be consistent with the noise level that is required during quiet hours. Students are reminded to utilize the Library for study.

### **Quiet Hours**

Reasonable quietness is expected at all times in the dorms in consideration for students desiring to study or sleep. However, special quietness will be enforced from 10:00 PM to 9:00 AM. During these hours, headphones are expected if one wishes to listen to music. If music or TV can be heard in the hallway or in other rooms, it is too loud. Talking should be done quietly. Please be respectful of requests for quiet. Learning to live together will require patience and tolerance. Quiet hours violation will result in \$5 fine.

### **Resident Hall Closing Times (Curfew)**

All resident students of freshmen and sophomore standing are to be in the dorm by 1:00 AM (Friday night 2:00 AM). Students of junior or senior standing or 21 years of age and older (not on academic or social probation) will be given the freedom of no curfew. Curfew times and procedures will be posted in each dorm.

Students with the privilege of no curfew must complete the online out-of-dorm forum when they will be coming in after 3:00 AM. The privilege of not having curfew will be revoked if abused. Use good judgment and academic awareness in exercising this freedom.

When students return from out of town or if an emergency should arise which would cause curfew to be broken, an RA or Director of Residence Life must be notified by telephone with the expected arrival time. In this case, the students will not be penalized for breaking curfew.

When students plan to stay out of the dorms overnight, they must complete the online out-of-dorm form before leaving. This approval should be received before 10:00 PM on the evening they plan to be away from campus. Failure to get approval will warrant a \$10.00 fine. Please be aware of the possibility of emergencies and the need to reach you.

### **PRANKS**

Pranks, practical jokes, and other creative types of humor are a normal and acceptable area of combined social activity. However, any act which tends to be degrading, physically harmful, or destructive to school or personal property is not permitted under any condition or pretext. Students will be fined for any property damage caused by pranks, and will be disciplined according to the severity of the prank. Damage to school property may result in loss of room deposit, individually or collectively.

## **SECTION FIVE: RESPONDING TO DISCIPLINE**

Though there are many joys in college life, your growth at Grace, as in the rest of life, will often come with difficulty. Maturing always implies nurture and discipline, and life as a disciple always involves growth, regardless of age. We are always confronted with discipline, whether it be self-discipline, discipline through others, or discipline from God. It is easy to think of discipline negatively, however, our desire is that discipline, while difficult, will be a positive experience for you.

Our involvement in your growth may include discipline. In disciplining individuals within the community our goal is growth, healing, and restoration. Members of the college community have the right to appeal a disciplinary decision, and the right to due process. Along with this, we also desire to have dialogue and input from members of the community concerning standards or policies, especially when they are either disagreeable or misunderstood. ,  
Protesting a rule by breaking it, however, does not change the outcome.

We, as a community of believers, need to pursue our goal of bringing everything under the Lordship of Jesus Christ. May we continually submit ourselves to Him as living sacrifices willing to be totally acceptable unto God. Paul says in Romans

12:1 *“this is our reasonable service.”*

It is our intent at Grace to help you make good decisions—not to make your decisions for you. It is your choice! Our goal is to develop a policy of progressive, corrective discipline. We assume it is your choice to be in the Grace community, and when you violate a Grace guideline, it is also our assumption that the violation is a poor choice.

1. First-time behavior infractions will warrant a behavior violation except in cases clearly violating biblical standards (pg. 13). A Community Life staff member will state “this is a behavior violation.” The student will receive a written warning.
2. Second offense will warrant a “short form” notice to the student and an interview with his/her RA and Director of Residence Life.
3. Third offense will result in another “short form.” The Director of Residence Life may make an appointment with the student and Vice President for Community Life to determine discipline and restorative help within 48 hours.
4. Fourth offense will warrant a “long form” with detailed description of efforts attempting to help the student. The student is expected to meet with the Vice President for Community Life, the Director of Residence Life, and possibly one faculty member of his/her choice. Students may be asked to give a written notice to his/her parents or legal guardian concerning the behavior and institutional response.
5. Any further offenses could warrant dismissal and/or review by a Student Conduct Committee. See following page for the student appeal procedure.

### **DISCIPLINARY ACTION MAY TAKE THESE FORMS**

#### **Fines**

Fines are given for the following reasons:

- Possible deterrent to violations.
- To teach that inappropriate behavior has consequences.
- Provide a way for the community to be compensated for violations of community standards.

#### **Social Probation**

Exclusion from various aspects of student life, including phases of leadership and social activities.

**Campused**

Action taken to restrict student movement on campus. May be confined to room, dorm, or campus itself.

**Non-Academic Suspension**

On the day of suspension, the student may not be on campus or take part in any college-sponsored activity, except for classroom attendance and chapel.

**Full Suspension**

Total interruption of student activities, on or off campus, with any college-sponsored activity including classes.

**Evaluation**

Notification by Vice President for Community Life that the student's continued college attendance is in jeopardy and under evaluation for future semesters.

**Dismissal**

When a student is expelled from the College, all current educational activities are terminated immediately and may not be resumed. The Vice President for Community Life must give prior permission for return to campus. A minimum of one semester absence must occur before readmittance (unless by special arrangement with Vice President for Community Life and President of the College).

**Other**

Other forms of discipline may be imposed on students such as community service. Other forms of discipline allows the Vice President for Community Life to impose consequences which are beneficial to the growth of the student and fitting to the behavior being addressed.

**STUDENT CONDUCT COMMITTEE**

After successive behavior violations of a more serious nature, a review committee will convene for the following purposes:

- Review Community Life procedures and actions to present
- Assure due process of student's rights were upheld.
- Initiate action deemed necessary to improve student behavior.

**Members**

Vice President for Community Life, Director of Residence Life, two faculty members (one chosen by student).

**Exceptions**

The Vice President for Community Life reserves the right to discern between any disciplinary action that he would initiate himself or refer to the Student Conduct

Committee. The President of the College has the final authority on all matters of serious consequence to the College community.

#### **STUDENT APPEAL ON DISMISSAL**

Should a student wish to appeal the decision of dismissal, he or she may give a written request of appeal to the President of Grace Bible College within 48 hours.

The President reserves the right to refuse a hearing. If the President grants a hearing, the President of the college will meet with the Vice President for Community Life and the appealing student. The Vice President for Community Life will be asked to state the issues, after which the appealing student will be given adequate opportunity to state his/her appeal. The student may have as many as two character references on his/her behalf.

When all parties are satisfied the issues have been clearly communicated and understood, the President will have up to 48 hours to review and come to a final decision. If the decision of dismissal is reversed, then disciplinary action is required by the Student Conduct Committee within 48 hours of the President's decision. If the President upholds the decision for dismissal, no further provision for appeal is available.

#### **ACADEMIC APPEALS**

If a dispute involving an academic issue occurs, the student and the faculty member should try to resolve their differences through a private conference. Should such efforts fail, the student may initiate a grievance by submitting a written appeal to the Academic Dean.

#### **STUDENT COMPLAINT POLICY**

Any student wishing to lodge a formal complaint regarding Grace Community Issues should first attempt to seek resolution by meeting the individual with whom they are in conflict. Should such efforts fail, the student may initiate a grievance by submitting a written appeal to the Vice President for Community Life.

## **SECTION SIX:**

### **RESPONDING TO CAMPUS SECURITY**

#### **INFORMATION REQUIRED BY THE CRIME AND AWARENESS AND CAMPUS SECURITY ACT OF 1990**

##### **Emergencies**

In case of a major crime emergency, dial 911. In addition, contact Director of Residence Life, the VP for Community Life, or the Director of Buildings and Grounds. All crimes of any nature should be reported to one of the above contact

people.

The above contact people are responsible for informing the Business Manager of all crimes so statistics can be kept and appropriate measures can be taken. Anything stolen over \$100 in value also needs to be reported to the Wyoming Police Department either by the student or by the VP for Community Life. Any assault crime of a minor nature should be referred to the VP for Community Life for further action, which could include WPD involvement. All other crimes also need to be reported to the WPD.

### **Campus Security**

To assist in campus security, we ask the students to observe the following guidelines:

Use common sense when walking off-campus. In the evenings, have at least one other person with you at all times.

Security personnel are available to escort students to their cars or campus buildings. Please call security.

Security cameras are a crime deterrent and can assist police in investigating crime. Students are not to tamper with security cameras in any way.

All dormitory room doors and all apartment units should be locked at all times. Outside dormitory doors are also locked for your protection; propping doors open after hours is dangerous and creates a security risk for all residents. Violation of this is an automatic \$50.00 fine and possible suspension of dormitory privileges.

Any visitor on campus must be with a student host at all times or have proper clearance from the Business Office or Community Life. Any crimes or anyone of suspicious nature should be reported to Security personnel or anyone of the Community Life Staff.

Campus security is under the direction of the VP for Community Life. Student security personnel are on duty during specific hours of the week. They are responsible for security of the buildings and the parking lot, and follow the guidelines prescribed for Grace security personnel. All major incidences of crime are immediately reported to the police and a record is kept of all crimes and given to the VP for Community Life. Also, see above concerning the reporting of crimes.

Security guidelines are emphasized during orientation in both August and January and at dorm meetings throughout the year. In addition, every student and employee is given a copy of this report at least annually. Orientation, dorm meetings, and distribution of key policies are designed to inform students and

employees about the prevention of crimes.

### **Statistics**

To read crime statistic information for Grace Bible College and our consortium colleges go to:

<http://www.ope.ed.gov/security/search.asp>

search for Grace Bible College, Cornerstone University, Davenport University (click Grand Rapids), and Grand Rapids Community College.

A separate sheet with crime statistics and additional security information for Grace Bible College will be provided to all students.

### **TORNADO PROCEDURES**

#### **Tornado WATCH or ALERT**

Conditions exist for a tornado but none have been spotted.

Do not travel. Be aware of changing weather conditions.

#### **Tornado WARNING**

A tornado has been spotted! Sirens will sound in the neighborhood.

An all page announcement will be made on campus.

When **TORNADO SIRENS SOUND** seek shelter immediately:

- Go to the nearest building.
- Go to the lowest level or basement of the building, seek an interior room, away from windows.
- Do not open any windows.
- If you are in your car, stop, get out and lie flat in a low area while covering your head.
- Listen to your local radio emergency alert stations and TV stations for updated storm information.
- Keep a flashlight nearby in case of power outage.

#### **For Your Information:**

- A tornado warning is sounded as a long sustained blast from the tornado siren. A siren is located at Clyde Park and 26th Street. You should hear this system being tested the first Friday of each month at 12:00 noon.
- Tornadoes have occurred in every month of the year. Tornado season is March through June with April being the most active month. Be alert to severe weather.
- More information is available at [www.tornadoproject.com](http://www.tornadoproject.com).

**GRADUATION STATISTICS**

The Student Right-to-Know regulations require all colleges participating in federally funded Financial Aid Programs to complete information on the “cohort” of first-time, full-time freshmen entering their college on or after July 1, 1996. Disclosure is not required until 150% of normal time has elapsed..

However, all colleges entering into Program Participation Agreements with the Department of Education are required to complete the IPEDS Graduation Rate Survey in 1997. Section 490 of the Higher Education Amendments of 1992 (P.L. 102-325.106. Stat.448).

Thus, the following statistics are available with regards to the “cohort” of first-time, full-time freshmen (44 students) who entered Grace Bible College in the Fall of 2004:

- 6 students completed the Associate of Arts degree
- 2 students completed the Bachelor of Music degree
- 4 students completed the Bachelor of Science degree
- 7 students completed the Bachelor of Religious Education degree
- 1 student completed the Bachelor of Theology Degree
- 15 students withdrew from GBC and have given no indication of transfer

After 6 years, 46% of these students graduated from Grace Bible College.

While reviewing this information, please bear in mind:

- The graduation/completion rate is based on 6 years of attendance that equates to 150% of our longest program.
- The graduation/completion rate does not include students who left Grace Bible College to serve in the armed forces, with an official church missions organization or in the foreign service of the federal government. Students who died or were totally and permanently disabled are also excluded.
- We are not required to report our transfer-out rate since the mission of Grace Bible College does not include providing substantial preparation for students to enroll in other institutions.

**Questions about this information, should be directed to:**

**Linda K. Siler, Registrar, at (616) 538-2330**

**TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATIONAL RECORDS**

Following is a list of the types of records Grace Bible College maintains, their locations, and their custodians.

<b>TYPES</b>	<b>LOCATION</b>	<b>CUSTODIAN</b>
Admissions Records	Registrar's Office	Linda Siler
Accumulative Academic Records (Current and former students)	Registrar's Office	Linda Siler
Health Records	Nurse's Office	Campus Nurse
Financial Records	Business Office	Greg Heath
Financial Aid Records	Financial Aid Office	Kurt Postma
Progress Records	Registrar's Office	Linda Siler
Disciplinary Records	V.P. for Community Life Office	Brian Sherstad
Occasional Records (Student education records not included in the types above such as minutes of faculty committee meetings, copies of correspondence in offices not listed, etc.)	Appropriate official will collect such records, direct the student to their location, or otherwise make them available for inspection and review	The College staff person who maintains such occasional records

**IN BRIEF**

The following are bullet points for what you must do and what you must not do at Grace Bible College. This list does not replace the student handbook, rather it is intended to consolidate and abbreviate Grace expectations.

**You Must**

- Attend church, chapel, classes
- Complete Christian Ministry
- Dress appropriately for the situation
- Use discretion in all situations
- Treat one another with Christian respect
- Park in designated areas
- Follow Grace's computer/e-mail/internet policy
- Read the whole student handbook

**You Must Not**

- Engage in sinful behavior including sexual immorality, sexual harassment, stealing, dishonesty, slanderous or profane language.
- Use or possess tobacco, alcoholic, illegal drugs, obscene literature
- Go dancing in clubs or bars (clubbing)
- Display affection publicly beyond hand holding
- Enter a building after hours even if it is not locked
- Work where you are required to serve alcohol
- Work at a club, bar or other establishment whose primary business is alcohol consumption or purchase
- Work in a commercial movie theater, clubs or bars which promote or profit from social dance, or sell any form of pornography.
- Participate in or use entertainment which violate biblical standards
- Wear jewelry in body piercings on campus or while representing Grace.

**WHAT IT WILL COST YOU**

In a perfect world we would all respect on another and the institution to the point that behavior violations would not occur. Monetary fines tend to motivate students to proper behavior. Below is a list of finable offences and the costs:

**General**

Abandoned vehicle in parking lot	\$50 plus towing fee
Presence in buildings after hours	\$50
Tampering with security equipment	\$50
Sharing proximity cards/key fobs or keys	\$50
Being on the roof of any building	\$50
Taking cafeteria food without paying for it	\$25
Giving cafeteria food to non-paying customers	\$25
Parking violation	\$25
Possession of fireworks	\$25
Tampering with heating/electrical systems	\$25
Excessive chapel absences	\$5 each
Dress Code violation	\$5
Abuse of food or excessive noise in cafeteria	\$5

**Dormitories**

Propping open back doors of dorm	\$50
Removing window screens	\$25
Possession of 'R' rated movie in dorm	\$25
Failure to sign out of dorm	\$10
Noise violation	\$5
Fail room check	\$5



## **SECTION SIX: RESPONDING TO ACADEMICS**

### **ACADEMIC CALENDAR**

Grace Bible College operates on the semester basis. An academic year consists of two semesters of sixteen weeks each.

### **UNIT OF CREDIT**

The unit of credit is the semester hour. Each semester credit hour represents 800 minutes of instruction, except for courses which are based on private research and consultations with the instructor.

### **ACADEMIC LOAD**

Sixteen semester hours is a normal academic load. Incoming students whose high school records indicate that college adjustment may be difficult may be advised to take a reduced load during their first semester.

### **CLASSIFICATION OF STUDENTS**

Official classifications are made by the Registrar's office at the beginning of each academic semester (Fall and Spring) for both academic and social purposes.

Students are classified on the basis of the following schedule:

FRESHMEN	students having earned less than 28 semester hours of credit
SOPHOMORES	students who have earned 28 semester hours of credit
JUNIORS	students who have earned 56 semester hours of credit
SENIORS	students who have earned 86 semester hours of credit
FIVE-YEAR	students who have earned 116 semester hours of credit and are enrolled in the BTh program
FULL-TIME	students taking 12 or more semester hours
PART-TIME	students taking 11 or less semester hours and formally matriculated
NON-DEGREE	students taking six or less hours or two courses of academic work and have not formally applied for admission

**COURSE NUMBERS**

Courses numbered 100-299 are Lower Division courses and are generally for freshman and sophomore students. Courses numbered 300-599 are Upper Division courses and are generally for junior, senior and five-year students.

**BIBLE/THEOLOGY REQUIREMENT FOR FRESHMEN AND SOPHOMORES**

Freshmen and sophomores registered for seven or more hours must take at least one Bible or Theology course each semester.

**SPOUSES OF JUNIOR, SENIOR, AND FIVE-YEAR STUDENTS**

Spouses of full-time students with junior standing or above may elect one course each semester without tuition.

**REGISTRATION**

Registration for students currently enrolled is held in November for the next spring semester and in March for the fall of the next academic year. New students will be contacted regarding their course selections. All students have until the first day of the semester to make changes in their course selections.

**CHANGES IN REGISTRATION**

A student desiring to make a change in his/her schedule after the first day of the semester must obtain a Drop/Add form from the Registrar. Changes are not official until the form is complete, signed by the academic advisor and filed with the Registrar.

A student desiring to add a course after a semester begins must obtain permission from the course instructor before filing a Drop/Add form with the Registrar. No course may be added after the first week of the semester without the approval of the Academic Dean.

Any course dropped during the first week of the semester will not be entered on a student's academic record.

Any course dropped after the first week of the semester will be recorded on the student's academic record as W – withdrew passing or WF – withdrew failing.

Any course dropped after the twelfth week of the semester will be recorded on the student's academic record as WF – withdrew failing.

Any student who discontinues attending a course and completing assigned work without officially withdrawing with the Registrar's office will receive a failing grade.

### FACULTY DROP PRIVILEGE

Faculty members have the right to drop a student from a course when a pattern of non-involvement or lack of cooperation by the student becomes clear. Regular refund and grading policies apply.

### ACADEMIC ADVISING

Academic advising is provided to allow an ongoing series of consultations between students and an academic advisor. Therefore, every student admitted to the College is assigned to an academic advisor.

Advisors are available to offer counsel to students regarding academic policies and procedures, in registering for courses each semester, in checking progress toward obtaining their degree and in matters relating to personal and spiritual growth.

While advisors and advisees share in the advising process, ***each student is responsible for meeting his/her educational goals and satisfying graduation requirements.***

Students whose career goals will require them to transfer to another four-year college following work at GBC should be sure to inform their academic advisor of their intentions as early as possible so that consideration can be given to transfer requirements. Students will be expected to provide a catalog of the college to which they expect to transfer.

### ATTENDANCE

Grace Bible College believes that regular attendance and participation in classes are essential for learning. Therefore, excessive absenteeism is viewed as a very serious matter. However, we also recognize that circumstances sometimes prevent students from attending classes. To balance these concerns, the following attendance guidelines are in effect for all students:

1. Attendance at every class is expected in every course. Absences will be recorded from the first day a student is officially enrolled in the course.
2. Excessive absences will automatically result in the student receiving an E for the course. Determination of excessive absences is based on the number of class sessions per week and will be detailed in the course syllabus.
3. Absences equaling 1/2 or more of this total may negatively impact the student's final grade as outlined in the course syllabus.
4. Students arriving within the first 10 minutes after the scheduled beginning of class will be considered tardy. After 10 minutes, the student

will be recorded as absent from the class that day. Determination of accumulative tardies equaling one absence is based on the number of class sessions per week and will be detailed in the course syllabus.

5. Students are expected to remain in class until such time it is dismissed. An early departure may result in the student being counted absent or tardy for that class session.
6. The College makes no distinction between “excused” and “unexcused” absences. If students are not present in a class in which they have enrolled, they are simply absent, regardless of the reason.
7. Faculty members reserve the right to amend this policy as they may deem appropriate for a particular course. These changes must be approved by the Academic Dean and be clearly outline in the course syllabus.
8. Extraordinary circumstances may be reviewed as exceptional by the Academic Dean and/or Educational Policies Committee after a student provides a written explanation to the Academic Dean.

The Late Papers, Projects, and Assignments Policy, as stipulated in the current GBC Student Handbook, will be enforced. Therefore, students should keep in mind that any absences might affect their final grade in a course.

#### **LATE PAPERS AND PROJECTS POLICY**

The following policy regarding late papers, projects, and assignments will be followed:

- Assignments, including papers and projects, are due at the beginning of the class period on the date assigned. This applies to any student who may be absent from class that day, as well as to athletes or other students officially sanctioned by the College to be gone from class on that day. The late submission of these assignments is unacceptable and will result in a failing grade.
- Instructors may extend or change a due-date for assignments at their discretion. However, such changes or modifications should be made at least one class period prior to the original due-date.
- In-class assignments, including tests, quizzes and presentations, missed due to absence will result in a grade of zero unless prior arrangements are made with the instructor.

- Exceptions to this policy may be made by the instructors at their discretion or as directed by the Academic Dean.

### **ACADEMIC INTEGRITY**

Academic integrity at Grace Bible College is based upon and encompasses the principles of honesty, fairness, respect, responsibility, and excellence. Through the active pursuit of academic integrity, GBC strengthens the value of the education and degrees that students seek to earn. Conversely, misconduct tarnishes the reputation of the College and discredits the accomplishments of current students as well as graduates. Most importantly, such behavior dishonors the Lord and harms the cause of Christ. Consequently, Grace Bible College expects that all members of its academic community will demonstrate honesty and integrity in all academic matters.

The most common violations of these standards are in two areas - **cheating** and **plagiarism**:

**Cheating** is the act of giving unauthorized assistance to or receiving unauthorized assistance from another individual or source for the purpose of completing academic requirements. This includes, but is not limited to, the completion of homework, tests, quizzes, projects, or research assignments.

**Plagiarism** is the appropriation of pre-existing expression of specific ideas, language, or data without proper acknowledgment or documentation. As one is confronted with various ideas and concepts it is important to develop the ability to distinguish between ideas which are original to oneself and those which have advanced by others. Plagiarism will be considered:

- Copying from a book, paper, magazine, unpublished article, computer text, another student's work, etc., without proper documentation of the source;
- Paraphrasing or summarizing from a book, paper, magazine, unpublished article, computer text, another student's work, etc., without proper documentation of the source;
- Having another person write all or part of a paper and submitting it as one's own work;
- Reusing a paper or project prepared for another class at GBC or elsewhere without substantial modification or additional research;
- Citation of ideas presented in class lectures without proper documentation.

Failure to maintain academic integrity will be viewed cumulatively throughout the time a student is enrolled at GBC with penalties of increasing severity for each violation.

**First Offense**

The student will be given a grade of zero on the assignment, and the Academic Dean will be notified immediately of this infraction.

**Second and Subsequent Offenses**

The student will receive a failing grade in the course where the infraction occurred. A grade of XF will be recorded on the student's transcript indicating "failure for academic dishonesty." The student can petition after one year to have this grade changed to an E.

A pattern of repeat offenses may result in the student being dismissed from Grace Bible College. However, he or she does have the right to apply for readmission after at least a one semester time lapse.

Should the student wish to appeal this dismissal, he or she may do so by giving a written request of appeal to the College President within 48 hours. The President will then meet with the Academic Dean, the appealing student, and a faculty member of the student's choosing to discuss this appeal. At the conclusion of this hearing, the President will have up to 48 hours to render a final decision. If the decision of dismissal is reversed, the student will be immediately reinstated. However, there may be other appropriate academic sanctions imposed. If the President upholds the decision for dismissal, no further provision for appeal is available.

**GRADING SYSTEM**

Grade Point Average (GPA) is determined on a 4-point system. Grades and grade points are assigned as follows:

A	4.0	grade points
A-	3.7	grade points
B+	3.3	grade points
B	3.0	grade points
B-	2.7	grade points
C+	2.3	grade points
C	2.0	grade points
C-	1.7	grade points

D+	1.3	grade points
D	1.0	grade points
D-	.7	grade points
E	0	grade points
I	Incomplete—0 grade points	
W	Withdrew (no penalty)	
WF	Withdrew/Failing—0 grade points	
P	Grade Deferred (no credit)	
R	Course repeated (difference in grade points from first course taken)	
S	Satisfactory—0 grade points; credit earned equivalent to C or better	
U	Unsatisfactory—0 grade points; no credit earned	
XF	The grade of XF will be given for plagiarizing, cheating on a test or in other ways which flagrantly violate academic integrity—0 grade points; no credit earned	

### **FINAL EXAMINATIONS**

Students with two examinations scheduled for the same hour or with three or more exams scheduled for the same day are permitted to reschedule one of them by arrangement with the Instructor.

Arrangements for **any other change** in the schedule must be made in writing with the Academic Dean no later than the Friday before final examinations begin.

### **INCOMPLETES**

A semester's work is designed to be completed within the semester. If a student fails to complete all the course requirements, faculty may, if they consider a student's reason valid, give a grade of I or incomplete. In situations warranting the use of "I," the work must be completed within four weeks following the close of the semester.

### **GRADE REPORTS**

Grade Reports are issued by the Registrar's office at the end of each semester and mailed to the student—and to parents with the student's approval.

### **DEAN'S LIST**

Following the end of each semester, the Registrar will prepare and publish a list of those students who have successfully completed a minimum of twelve graded semester hours with no grade lower than a C, and with a minimum grade point average of 3.30. Students achieving an overall grade point average of 3.30 to 3.69 will receive Honors; those achieving a grade point average of 3.70 to 4.00 will

receive High Honors. Appearance of the student’s name on the Dean’s List is an acknowledgment that the student’s achievements embrace the high academic standards of the College.

**ACADEMIC SUCCESS**

Each student admitted to Grace Bible College is expected to have the desire and ability to make satisfactory progress toward achieving their academic goal(s).

Individuals whose previous preparation and experience prior to coming to GBC give indication they may experience some difficulty with the academic program will be placed in the Academic Support program during that first semester. The requirements for the Academic Support program include being enrolled in GE 099, as well as being limited to 14 credit hours (except with permission of the Academic Dean). Students must demonstrate satisfactory academic progress as described under Satisfactory Academic Progress.

**SATISFACTORY ACADEMIC PROGRESS**

Students are expected to maintain satisfactory academic progress according to the following schedule:

<b>Total Semester Hours Attempted</b>	<b>Semester GPA for Academic Probation</b>	<b>Accumulative GPA for Academic Suspension</b>
12-18	1.50	1.00
19-37	1.75	1.25
38-56	2.00	1.50
57-86	2.00	1.70
87+	2.00	1.85

**ACADEMIC PROBATION**

The purpose of probation is not designed to punish, but rather to serve as an indication to the student that he or she is not progressing at a satisfactory rate toward graduation.

The following guidelines govern academic Probation:

1. Any student who does not earn the prescribed semester GPA for his or her work at Grace Bible College will be placed on academic probation and will be required to enroll in GE 099.
2. The Registrar will notify each student placed on academic probation at the close of the semester.
3. A student on academic probation will not be allowed to carry more than 14

credit hours (except with the permission of the Academic Dean).

4. During the probationary period, the student's eligibility for extracurricular activities may be restricted as determined by the Academic Dean.
5. A student will be released from Academic Probation upon achieving the proscribed semester GPA.

### **ACADEMIC SUSPENSION**

The following guidelines govern academic suspension:

1. Any student who fails reach the cumulative GPA required to demonstrate satisfactory academic progress academically suspended for the next semester.
2. A student who is academically suspended will not be allowed to enroll in any courses offered by Grace Bible College during the next semester.
3. A student on academic suspension for the first time may be re-admitted to GBC after sitting out one semester by completing an Application for Readmission. If this application is approved by the Admissions Committee, this student would reenter GBC on academic probation.
4. Any student academically suspended for a second time must petition the Educational Policies Committee for readmittance after sitting out one semester. This petition must include evidence that the difficulties previously encountered have been overcome and that completion of degree requirements can reasonably be expected. The decision of the Educational Policies Committee is final, with no right to appeal.
5. A student who becomes academically suspended because of extenuating circumstances may appeal this decision to the Educational Policies Committee. A student's participation in GE 099 will be an important consideration when making this determination.

### **GRIEVANCE PROCEDURE**

If a dispute involving an academic issue occurs, the student and faculty member should try to resolve their differences through a private conference. Should such efforts fail, the student may request a meeting with the Grievance Committee, a standing committee composed of the Academic Dean and two students appointed by Student Government, to assist the student and faculty member in resolving this matter. If there is no satisfactory outcome at this meeting, the student may submit a written appeal to the Educational Policies Committee for final resolution.

**TRANSCRIPT SERVICE**

A permanent record of dates of attendance, courses taken, and grades earned is kept by the Registrar for each student. Copies of student transcripts can be sent to other institutions and organizations upon written request by the student. Each official copy costs \$5.00 payable in advance. Transcripts will not be sent to other institutions until all obligations to library, residence halls, Registrar's office and Business Office are met.

**RESEARCH PAPERS**

Research papers should follow Modern Language Association documentation. *College Style Sheet*, J. Furberg and R. Hopkins, is available in the Grace Bible College Bookstore and should be used as a guide in paper format. Faculty may require minor variations of this form, but general adherence is expected.

**UPPER DIVISION INDEPENDENT STUDIES COURSES**

1. A student in an upper division independent study course must meet with the instructor during the first week of classes to identify the subject and establish a format for study.
2. A minimum of four ensuing meetings must occur with the instructor during the term, regardless of the amount of credit involved (1-3 hours).
3. The time involved for the student should be approximately the same as though the class were meeting regularly plus the normally expected two hours preparation for a class meeting (or for a one-hour course, 2 plus 1 or 3 hours per week times sixteen weeks for forty-eight hours total reading and study.).
4. The faculty member and student should decide on a suitable form for articulation of the results of the studies.

**CORRESPONDENCE COURSES**

The following requirements will apply for students who desire to enroll in a correspondence course and have the credit transferred to their academic record at Grace Bible College.

1. The correspondence course must be taken from a regionally accredited college or university.
2. A student may not enroll in a correspondence course in the same semester it is offered at Grace Bible College.
3. A maximum of thirteen hours of the Associate of Arts, twenty-five hours of the Bachelor of Religious Education, and thirty hours of the Bachelor

of Theology degrees may be taken by correspondence.

4. Graduation candidates enrolling in a correspondence course must complete the course and have a transcript on file in the Registrar's office by April 1.
5. Credits earned through correspondence course will be recorded on the student's academic record and will apply toward graduation requirements. Grades are not transferred.
6. The student must complete a Correspondence Course Application and have the approval of his/her Academic Advisor and the Registrar before enrolling in the course.

#### **CREDIT BY ADVANCED PLACEMENT EXAMINATIONS**

Grace Bible College may grant credit to students with scores of 3 or higher on an Advanced Placement (AP) Examination conducted by the College Entrance Examination Board. Students should arrange to have their AP scores sent to the Registrar's Office. The AP college code number is 0809

#### **CREDIT BY CLEP EXAMINATION**

Credit is granted for subject examinations offered by CLEP; however, no credit is granted for the CLEP general examination. Required minimum scores are available on request from the Registrar's office. The CLEP college code number is 1265.

#### **CREDIT BY GBC EXAMINATION**

Students may earn academic credit through examinations for courses listed in the Catalog, except speech, some practical theology, theology, Christian education courses, and other performance-type ministry program courses as determined by the Divisional Chairperson. Credit hours will be granted as described in the Catalog for examinations passed with the minimum grade of "C". Cost is \$100.00 for each examination. Examinations must be arranged through the instructor who teaches the course, and must be taken within a two-week period consisting of one week before the beginning of any semester to the end of the first week of the semester.

#### **GRADUATION REQUIREMENTS**

The requirements for graduation at Grace Bible College are based on the philosophy of education subscribed to by the Board, Administration, and Faculty. To ensure competence within an academic program, basic degree requirements are made for all students.

**Degree-Hour Requirements**

AA	—	64	hours
ARE	—	64	hours
BS	—	124	hours
BMus	—	124	hours
BRE	—	<i>Varies</i>	
BTh	—	158	hours
BTh (w/BA)	—	92	hours

At least 50% of the hours needed to earn a degree must be taken at GBC.

**ASSESSMENT ACTIVITIES**

Because of its desire to improve the quality of the education and services offered at Grace Bible College, the College regularly schedules a number of required assessment activities. These activities may include standardized tests, surveys, focus groups, interviews, etc. Students will receive prior notification of these activities so that they can plan accordingly.

**PRACTICUM**

Grace Bible College believes that growth and development should include more than academic preparation. Classroom instruction should be supplemented with on-the-job training and experience. A practicum is required for graduation in some of our degree programs.

**INTERNSHIP**

Individuals pursuing a Bachelor of Theology degree and preparing for professional ministry will be required to participate in an internship experience at a church under the guidance of the professional minister(s) and the College internship administrator.

**BACHELOR OF THEOLOGY**

Students wishing to receive a Bachelor of Theology degree must apply for permission to pursue this degree. This process normally occurs at the end of the sophomore year when all lower division requirements have been met, and includes specific inventories or tests as well as an interview by an ad hoc committee under the direction of the Ministry Studies Division. The interview will focus on the student’s calling to ministry, gifts, interests, suitability, student ministries, church involvement, self-assessments, etc.

If permission is granted to pursue the Bachelor of Theology degree, the student will be linked with a pastor, youth pastor or missionary who will act as a mentor

during the student's remaining years of study. The student will also complete a number of required field experiences which will provide additional co-curricular opportunities furthering their preparation for ministry.

### **PETITIONING FOR GRADUATION**

Students wishing to graduate at the end of the spring semester must submit an "Application for Degree" to the Registrar's Office the preceding spring semester. This is not an automatic process; students must petition for graduation.

### **PARTICIPATION IN COMMENCEMENT**

Candidates for degrees are expected to participate in the commencement service in the spring of the year.

Graduation is one of the few public celebrations of a student's entire educational process. While graduates occupy center stage, the annual commencement ceremony is about the success of the whole.

Education at GBC is not an isolated or individualized experience. The College is maintained not only by the fees a student pays, but also by sacrificial gifts from many donors who believe in the mission of Grace. The Board members, Administration, faculty and staff of the College likewise serve sacrificially in many ways.

### **GRADE POINT AVERAGE**

A minimum 2.00 grade-point average is required for all degrees. BTh graduates must have a 2.50 in both their upper-division Bible and Theology courses and in their field of emphasis (Pastoral Ministry, Youth Ministry, or Missiology). Candidates for the Teacher Education program with Cornerstone University must have an accumulative grade point average of 2.50.

### **CHRISTIAN MINISTRY PROGRAM**

The Christian Ministry program is designed to become an extension of classroom learning translated into active participation in churches, on campus, and in the local community. See the Christian Ministry section in this Handbook for a list of opportunities. Fulfillment of Christian Ministry requirements is a condition of graduation.

### **GRADUATION HONORS**

GBC recognizes academic excellence by awarding degrees with Honor or High Honor upon graduates who have attained an accumulative grade point average (calculated at the end of the Fall semester) of:

3.30—3.69	Honors
3.70—4.00	High Honors

Students so honored will wear a silver or gold cord during the graduation ceremony in recognition of their achievement.

Only Grace Bible College credits will be used to determine academic honors. Transfer students must earn at least 45 hours of credit at GBC to be eligible for consideration.

### **WHO'S WHO**

Graduating seniors who have a cumulative grade point average of 3.30 are eligible for nomination to Who's Who Among Students in American Universities and Colleges. Individuals are selected by the faculty on the basis of scholarship ability, participation and leadership in academic and extracurricular activities, citizenship and service to Grace Bible College and potential for future achievement.

Transfer students must earn at least 45 hours of credit at GBC to be eligible for consideration.

### **DELTA EPSILON CHI HONOR SOCIETY**

Nomination to the honorary society of the Accrediting Association of Bible Colleges is determined by the faculty at the beginning of the final semester before graduation. Nominees must have maintained a cumulative grade point of 3.30 and must have exhibited outstanding Christian character and leadership ability.

### **EARNING A SECOND DEGREE**

A second Bachelor degree may be earned if 24 additional hours are earned after completing requirements for the first Bachelor degree and all requirements are met for the second degree.

A second Associate degree may be earned if 15 additional hours are earned after completing requirements for the first Associate degree and all requirements are met for the second degree.

### **LICENSING AND ORDINATION**

Male graduates in the Bachelor of Theology program are recommended, if they so desire, to the Grace Gospel Fellowship for licensing. Students entering into the Bachelor of Theology program should contact the Grace Gospel Fellowship office for specific requirements regarding eligibility for GGF licensure and ordination.

### **WITHDRAWAL FROM THE COLLEGE**

When a student finds it necessary to withdraw from the College during or at the end of a semester, he/she must obtain an Official Withdrawal Form from the Registrar. The student must obtain the proper signatures and return the form before the withdrawal is complete.

**READMISSION**

A student who is readmitted to GBC after an absence of at least one semester must graduate fulfilling requirements of the catalog that is in effect when he/she returns. However, a student may graduate under the requirements of the catalog in effect when he/she originally entered GBC if his/her absence from campus was for further uninterrupted academic course work pursued primarily for the purpose of completing a GBC degree. Written intent of this purpose is required before the student begins his/her course work elsewhere.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to the maintenance and disclosure of their academic records. These rights include:

1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading.
3. The right to consent to the disclosure of personally identifiable information in the student's educational records, except to the extent that disclosure is permitted by law without consent.
  - a.) Personally identifiable information about current students will not be released without consent of the student, unless the information is "Directory information" or the law permits disclosure without consent.
  - b.) "Directory information" is information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if released. It includes, but is not limited to: name, address, telephone listing, date and place of birth, class level, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, honors and awards received, student picture and the most recent previous educational institution attended.
    - 1.) Students have the right to request the College to withhold any of the above items each academic year. A non-disclosure form is available in the Registrar's office and must be completed with 30 days of the first day of class each semester.
  - c.) One exception permitted by the Act is disclosure without consent to College officials with legitimate educational interests.

4. The right to file a complaint with the United States Department of Education concerning alleged failures to comply with FERPA.

Grace Bible College is in compliance with the Family Educational Rights and Privacy Act and has adopted a policy which explains in detail the procedures used for compliance with provisions of the ACT. Copies of the policy are available in the Registrar's office.

### **ATHLETICS**

1. GBC offers intercollegiate teams in men's soccer and basketball, and women's volleyball and basketball. GBC, though presently not a member of an athletic conference, is a member of the National Christian College Athletic Association, a 110-plus member organization which sponsors national tournaments in soccer, basketball, and volleyball.
2. To be eligible for competition in intercollegiate athletics, a player must be regularly enrolled for twelve hours of credit and have achieved a total of twenty-four hours of credit for the previous two semesters.
3. GBC may also restrict participation in intercollegiate athletics for students on Academic Probation or Social Probation.

## **SECTION SEVEN: RESPONDING TO CHRISTIAN MINISTRY**

The Christian Ministry program of Grace Bible College is an integral part of your total educational experience. While academic courses are, of course, central to college we realize that much development happens outside the classroom. Christian Ministry is an extension of your classroom experience through active participation in local churches, the community and on campus.

All colleges accredited by the Association for Biblical Higher Education (ABHE) require practical credit as well as academic credit. Grace Bible College, being accredited by ABHE, includes Christian Ministry as part of its overall educational structure.

### **CHRISTIAN MINISTRY GOALS**

The Grace Bible College Christian Ministry program has four goals. Each of these goals seeks to support the Mission Statement of the College: Graduating godly individuals prepared to serve Christ in church and society.

#### **Goal #1: Practical Experience**

Grace Bible College Christian Ministry program provides practical experience for students in various fields of Christian life.

#### **Goal #2: Follow the Example of Christ**

Our biblical mandate for service follows the example of Jesus Christ “who being in the very nature of God, did not consider equality with God something to be grasped, but made himself nothing taking the very nature of a servant, being made in human likeness” (Phil. 2:6-7). Jesus also taught his followers to serve others. It is clear from the life and words of Jesus that servanthood is essential to the Christian life. The attitude of a Grace Bible College student participating in the Christian Ministry program should be one of humbly following the pattern and instruction of Christ.

#### **Goal #3: Habits of Service**

Preparing students to serve Christ includes developing a joyful habit of service. The College would be naive to think students will be “prepared to serve Christ in Church and Society” upon graduation if they have not been serving prior to graduation. It is the goal of the Christian Ministry program to help students form a life-pattern of service.

#### **Goal #4: Investigate and Exercise Personal Talents**

God has given each student unique and special gifts, which can only be utilized by the recipient of that gift. If a student does not use his or her gift, the entire body

of Christ is denied the blessing from service. The Christian Ministry program is designed to allow each student the opportunity to make a unique contribution to the Body of Christ and to the world in which we live. A student's experience in Christian Ministry can confirm or deny the growing awareness of his/her life goals. All of this is done in a nonthreatening environment that encourages exploration of a wide variety of options to determine possible future life direction. During the Junior and Senior years, Christian Ministry projects should relate to the student's major field of study.

### **THE ROAD TO CHRISTIAN MINISTRY**

The Grace Bible College Christian Ministry program would not be able to function without the cooperation of many local churches, non-profit organizations, and community agencies. These groups provide service opportunities for Grace students. In return, Grace students make tangible contributions to the work of participating organizations. The Grace Bible College web site lists organizations which are willing to provide service opportunities for Grace students. Many other groups and organizations may be willing to provide service opportunities. Look around the community, be creative and take initiative; options are many.

The Director of Campus Ministries works with individual students helping them select a Christian Ministry. All Christian Ministry projects must be approved by the Director of Campus Ministries. Some projects may need special approval from the Vice President for Community Life. All Christian Ministry projects need the following; a ministry activity (you have to do something), a mentor (someone to coach you and evaluate your service), a completed initial commitment form (when you start) and an evaluation (completed by your mentor when you finish).

All Christian Ministry projects are to be done without remuneration. No student may at any time solicit funds (except that which is for specific reimbursement of student expenses). If an honorarium is received, then the student should give those funds to the Koinonia Fund of Student Government. Students who are on staff at a local church may be eligible to receive some Christian Ministry credit for their ministry. See the Director of Campus Ministries for details.

All students: check out the FAQ at the end of this section.

### **PROGRAM REQUIREMENTS:**

- 1 Semester Christian Ministry project = 1 credit
- Minimum commitment is 2 hours per week (including travel and preparation time) for 12 consecutive weeks.

- Participation in weekly ministry chapel and labs

The Christian Ministry program at Grace Bible College is not optional. All Grace Bible College students are expected to participate in the Christian Ministry program. Students who fall behind in their Christian Ministry program by two credits will not be allowed to register for classes the following semester. Athletes must not fall behind in their Christian Ministry program by more than one credit to maintain their institutional eligibility. Students who have petitioned for graduation will not receive their diploma until all Christian Ministry requirements are fulfilled.

### **Ministry Labs**

Ministry Labs are an integral component of the Christian Ministry program at Grace Bible College. Labs meet Wednesdays 10:00-10:30 am. During this time, students will meet with other students serving in like ministries. For example, students leading worship for their Christian Ministry will meet in a lab with other students who are leading worship. Ministry Labs are facilitated by faculty, staff or professionals in the field. The purpose of Ministry Labs is to create a forum for students to learn from the experiences and insights of others in ministry. Attendance at Ministry Labs is an expected part of the Christian Ministry program and is included in the two hours/week requirement. Students who are absent from Ministry Labs more than twice in any given semester may not receive credit for their ministry even if fulfilling other requirements. Students may request an exception to Ministry Lab attendance through the Chapel Conflict Form.

### **Christian Ministry Categories**

Christian Ministry projects are spread across three categories. The purpose of these categories is to vary activity thereby encouraging the student to investigate areas of ministry which the student may not otherwise pursue. A student may then discover an area of strength and enjoyment of which he/she was previously unaware. Exceptions will be granted by the Director of Campus Ministries based on the educational value of proposed ministries. Exceptions will not be granted simply for student convenience. The three categories for The Christian Ministry program are:

**Local Church:** this area includes ministries directly related to the efforts of a local church. It may include AWANA, Sunday School, music ministry, visitation, youth work or other local church ministries.

**Community / Cross-cultural:** Opportunities which are not at a local church and are not on campus will fit into this category. Possible service opportunities include tutoring, helping at a nursing home, working at an

aid organization or a short term missions trip.

**On Campus:** this area includes all opportunities directly connected to Grace Bible College including A.C.T. group leader, small group leader, chapel leader and certain other leadership roles on campus.

Requirements for completion are as follows:

- |                     |  |
|---------------------|--|
| 2 year Degree:      | 3 sem. total including at least two categories   |
| 4 or 5 year Degree: | 7 sem. total including at least two semesters of Local Church and at least two semesters of Community. |

While students are encouraged to serve on campus, there is no required number of on campus ministry projects. It is the assumption of the College that students will enjoy their service projects and encouragement is given to students based on that assumption. The Christian Ministry program is not optional, however. Diplomas will be withheld on the basis of an unsatisfactory or incomplete Christian Ministry record though the student fulfills all other requirements for graduation.

### **Evaluation**

It is the responsibility of each student to meet with his/her mentor four to six times each semester: one meeting at the beginning of the semester, two during the semester and one meeting at the conclusion of the ministry project. These meetings are 30 to 60 minutes at the discretion of the mentor. Your mentor will be given guidance for these meetings. A final evaluation from the student's mentor is required for credit to be given. The Student Ministries Coordinator, along with the Vice President for Community Life, will process Christian Ministry evaluations. Projects will be counted as completed satisfactorily based upon the mentor's evaluation and the length of time of the project. Upon request, students may see evaluation forms in his/her file if mentors have granted permission. A student may request information regarding progress toward requirement completion at any time. In the final semester of the junior year and each semester of the senior year, Christian Ministry records will be evaluated by the faculty as necessary. Students will be notified in writing when all Christian Ministry requirements have been met.

Additional evaluation may be conducted by the Director of Campus Ministries or the Vice President for Community Life. Students may also be asked to conduct self-evaluation of their efforts in service projects either mid-semester or at semester's end.

**HOW TO GET STARTED FULFILLING YOUR REQUIREMENTS**

1. Select a ministry either through a Grace contact or another ministry you know of. You may certainly chose from the many opportunities your church has for you.
2. After selecting an area of service, contact the listed mentor of that ministry to discuss the specific area and requirements.
3. Once you have secured the position, fill out an Initial Commitment Form which can be picked up from the Christian Ministry Department. Be sure to have it signed by your mentor.
4. Return your completed Initial Commitment Form to the Student Ministries Department by the deadline (check Tower Times for the deadline each semester). .
5. The Christian Ministry Department will contact your mentor and answer any questions.
6. Be consistent and dependable in fulfilling the commitment you have made.

**CHRISTIAN MINISTRY FAQ**

**Q:** I don't know what to do for a Christian Ministry project, how do I find one?

**A:** Check the Grace web site for a list of opportunities. The Director of Campus Ministries will also discuss options with you and help you find a service project. Talk to other students to see what they are doing.

**Q:** Can I do more than one Christian Ministry project at a time?

**A:** If you are behind on your requirements, you may do two Christian Ministry projects at one time, but not more than two.

**Q:** Last summer I went on a missions trip for four weeks. Can I get Christian Ministry credit for that trip?

**A:** Short term mission trips fit into the Community/Cross-Cultural category and will generally meet the requirements even if they are less than 12 weeks. Credit is only given, however, if an initial commitment form is completed prior to the project. Credit is not given retroactively.

**Q:** I've been doing Christian Ministry, I just haven't filled out the paper work. Can I get credit for that?

**A:** No. The paperwork is how we verify and evaluate the ministries you've done. You don't get credit for a class that you did not register for, even if you do the reading.

**Q:** I'm going home for Thanksgiving Break and will miss a week of my Christian Ministry Project. What should I do?

**A:** If you are ever going to miss a time you have committed to because of Athletics, illness, Thanksgiving, Christmas or Spring Break, inform your mentor at least two weeks in advance (if possible). Churches and organizations need workers who are dependable. Do not commit to a project if you will have frequent conflicts. Most of all, communicate with your mentor.

**FRESHMAN AND TRANSFER STUDENTS**

Beginning with fall 2010 semester, Christian Ministry is integrated into specific academic courses. Initial commitment forms and evaluation forms will be required to receive grade for Christian Ministry assignment. The courses which will contain Christian Ministry requirements are:

<b>YEAR - SEMESTER</b>	<b>COURSE</b>
FR - Fall	GE 101
FR - Spring	TH 152
SO - Fall	TH 251
SO - Spring	CE 252
JR - Fall	TH 301
JR - Spring	TH 302
SR - Fall/Spring	Senior Practicum

In each of the above classes, Christian Ministry participation will constitute a significant portion of the student's overall grade. Specific requirements for type of ministry may be identified in a given course.

Transfer students may or may not be enrolled in courses with Christian Ministry integration depending on scheduling of required classes. Each student's situation will be individually evaluated with clear expectations identified in writing.

**CONCLUSION**

It is the sincere desire of the Christian Ministry Department to challenge, counsel and direct students at Grace Bible College into service that will provide a meaningful experience. The exercise of the mind in the practicum of life application remains the highest goal in the Christian life.







