

# Southeastern Free Will Baptist College

## Student Handbook of Policies and Procedures

### 2018-2019

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## A PERSONAL WORD FROM THE OFFICE OF THE DEAN

Welcome to Southeastern Free Will Baptist College! You have come to a very unique place, a place dedicated to the glory of our Lord and Savior Jesus Christ. Everything you read in this Student Handbook appears here for this purpose.

The Scripture reminds us “Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God” (I Cor.10:31). Every activity of the Christian must be subservient to the glory of God. No stated regulation is for the purpose of preventing the student from enjoying the college experience. It is the intent of SFWBC to encourage one’s walk in the Spirit and to discourage one’s natural tendencies in the flesh. Even the Christian heart can degenerate to the lowest spiritual and moral level when released without restraint.

There are six reasons why certain regulations are expected of students:

- ❖ ***Moral decency:*** Some of the rules are meant to prevent moral and social problems as well as to promote Christian morality. To break rules in this area indicates that one is succumbing to a spirit bent on evil.
- ❖ ***Spiritual growth:*** Some of the rules encourage good, Christian actions that should be characteristic of all believers. To break rules in this area indicates that one is becoming disloyal to Christian principles.
- ❖ ***Personal discipline and accountability:*** Some of the rules are meant to aid the student in developing personal habits of self-discipline as well as of accountability to authority and to personal responsibilities. To break rules in this area is for a student to cater to a self-seeking, self-centered will.
- ❖ ***Brotherly consideration:*** Some of the rules help the student enact love for one’s brother more than for oneself. To break rules in this area is for a student to show blatant disregard for the feelings and needs of others.
- ❖ ***Academic excellence:*** Some of the rules are meant to encourage the student to place high regard on academic pursuits. To break rules in this area is for the student to disregard why God called him to SFWBC and to offer God second-best efforts.
- ❖ ***Institutional effectiveness:*** Some of the rules concern operational procedures necessary for a college to function efficiently and effectively. To break rules in this area indicates that the student is probably not appreciative of the institution’s overall ministry.

We truly believe we have some of the finest students in the world, and we desire to see you molded into what God wants you to be. We long to see students with an undying commitment to be used for His glory. This will not come without you learning the importance of character, obedience, discipline and integrity. This is why SFWBC has structured the rules and regulations as laid out in this Student Handbook. Every rule stated can be attributed to one of, or a combination of, the six reasons listed above. Making the rules which govern the student life at SFWBC is not an easy task, and it is done with the best interest of our students in mind.

SFWBC is not about the rules and regulations; it is about you being molded into what God wants you to be. You may not agree with every rule, but you can observe these expectations with an acceptable understanding as to why they are necessary and perform them with a good attitude. Someone has said, "Discipline will either benefit you or irritate you, and your attitude toward it will determine the outcome." It is our prayer that God help all our students build character through a disciplined life at SFWBC.

We desire that you enjoy your time here and we want to make student life exciting and enjoyable for every student. Your attitude will determine if this becomes a reality for you. Please understand that we love you and will always be ready to help you in any need you have. We must remember that our true loyalty is to be to the Lord Jesus Christ. We should all strive to glorify Him in all that we say and do. We should seek to bring our lives into conformity to that which will honor the Person of our Savior. This is not an easy task but one we can all strive for together! Thank you for your cooperation and for being a student at SFWBC!

*Dr. Danny Baer – Dean of the College*

## 2

# PURPOSE STATEMENT

The purpose of Southeastern Free Will Baptist College (SFWBC) is to train men and women for church-related ministries which are distinctively Free Will Baptist in doctrine and fundamental in practice.

Students choosing to attend SFWBC do so because our program is more "ministry oriented" than "career oriented." It is our purpose to prepare our students for a variety of church related ministries such as:

- Pastors,
- Associate pastors,
- Evangelists,
- Missionaries,
- Christian school teachers,
- Youth pastors,
- Church musicians, and
- Office personnel.

In the process of offering this specialized training, it is our objective to emphasize the following:

- Strong local churches,
- Biblical pastoral authority,
- Soul-winning,
- Revival,
- Christian schools,
- Home and foreign missions, as well as
- High academic standards with an emphasis on practical application.

## 3

# PHILOSOPHY OF EDUCATION

SFWBC is dedicated to preparing Christian men and women for Christian living and the ministry. The College operates under a Biblical philosophy of education which is Christ-centered, founded in the truth of a triune personal God, revealed through creation, the person and work of His Son, Jesus Christ, and the inspired, infallible, inerrant Word of God. As a Christian educational institution, SFWBC is committed to providing an educational opportunity where the Christian world view is emphasized as both a basis for thinking and a pattern for living. The College is committed to developing believers to maturity in Christ.

SFWBC holds to the principle that the teaching learning process involves the whole person. This includes developing the student's knowledge, values, and skills that will enable them to fulfill God's will for their lives. In light of this SFWBC recognizes the necessity of a faculty consisting of regenerated individuals who are in close communion with God and a student body intent on a devotion to the Lord.

## MORAL AND ETHICAL VALUES

These Things We Hold Dear ...

- We value a "conservative" philosophy of dress, music, and entertainment.
- We value a Christian world view that permeates all our disciplines.
- We value a theological education that is orthodox in doctrine, fundamental in application, and true to our Free Will Baptist doctrine.
- We value a thorough preparation for our students for a lifetime of ministry.
- We value academic excellence and scholastic integrity among our students and our faculty.
- We value an atmosphere of Biblical preaching and instruction that helps the student in their passion to live for and be like the Lord Jesus Christ.
- We value an education philosophy that not only teaches the theoretical, but the practical as well.
- We value an environment that promotes spiritual growth and transformation (Eph. 3:16-19).
- We value globally accessible theological education (Matt. 28:19-20).
- We value on-going institutional quality and improvement (Col. 3:23-24).
- We value personal soul-winning and global evangelization.
- We value self-discipline in our students and faculty.
- We value the Christian School as an extension of the home and are committed to training quality teachers for this ministry.
- We value the local church ministry model as taught in the New Testament and teach it diligently to our students.

## STATEMENT OF FAITH

- I. **Trinity:** We believe there is but one true and living God whose essence is spirit and who exists in a Trinity of equal persons, the Father, the Son, and the Holy Spirit, and that they are each equal and infinite in their being, power, glory, and attributes.
- II. **The Father:** We believe that God the Father is the First Person of the divine Trinity who is absolute in His deity possessing all the attributes of deity and equal with the Son and the Holy Spirit.
- III. **Jesus Christ:** We believe in the absolute deity of Jesus Christ our Lord and that He shares equally in all the attributes of deity with the Father and the Holy Spirit. We believe in His virgin birth, in His perfect and sinless humanity, in His miracles and in their literalness, in His substitutionary, satisfactory, propitiatory, atoning death on Calvary, in His bodily resurrection, in His ascension to the right hand of the Father, in His present intercessory ministry, and in His personal return for the Church.
- IV. **Holy Spirit:** We believe in the absolute and full deity of the Holy Spirit, the Third Member of the blessed Trinity, who is equal with the Father and the Son. It was the Father who gave His Son, the Son who gave His life, and it is the Holy Spirit who today gives spiritual life to those who believe in Christ. He indwells the believer and empowers him and Christ's Church for service giving the

various gifts to the members of the body of Christ to aid the Church in accomplishing the Great Commission.

**V. Scriptures:** We believe that holy men of old wrote the Bible as they were moved (literally “being borne along”) by the Holy Spirit (II Peter 1:21), which harmonizes with II Timothy 3:16, which teaches that all Scripture is inspired (literally “God breathed”) or “breathed out by God”. This means that the Holy Spirit so superintended the writers of the Holy Scripture that, although they utilized their own vocabularies and experiences, they wrote the very exact message God intended without any omission, addition, or error which means that the Bible is theologically, historically, scientifically, and geographically correct since the Holy Spirit is incapable of erring. Being plenary verbally inspired by the Holy Spirit guarantees the infallibility and inerrancy of the Bible in every area in which it speaks and makes it the highest authority and guide for the believer.

**VI. Salvation:** We believe in salvation by grace totally apart from any human merit. Salvation is bestowed by a gracious God upon unworthy man conditioned solely upon his faith in Jesus Christ and His finished work on Calvary (Eph. 2:8-10; Jn. 3:16).

**A. God’s offer of Salvation:** We believe that the atonement of our Lord was unlimited, that Jesus died for the sins of the whole world and therefore offers salvation to the whole world (John 3:16; I John 2:2; I Timothy 2:4; II Peter 3:9). We believe that the atonement of Jesus was sufficient for all but efficient only for those who believe. We believe that the atonement is limited only by man’s unbelief and not by an arbitrary decision on God’s part to save some and to reprobate the rest of mankind to hell.

**B. God’s Choice of Who Will Be Saved:** We believe in conditional election, that, according to I Peter 1:1-2, God chose from the masses of mankind those who would be saved on the basis of His foreknowledge of their faith. We believe that God’s foreknowledge was based on His omniscience and that in His omniscience He knew who would believe and those He elected or chose to save. (We recognize that there are some who try to distort election on the basis of a foreknowledge of faith into election by merit. If election on the condition of faith is election by merit, then salvation on the condition of faith is also salvation by merit or works.)

**C. Man’s Response to God’s Gracious Offer:** We believe in resistible grace, that an individual can say no to the convicting power of the Holy Spirit and be forever lost. We believe that when God extends a call to salvation, it is a legitimate call both to the elect and to the non-elect, and that the non-elect refuses because of his own personal unbelief or rebellion and not because God refuses to enable him to believe because he was not one whom He chose to be saved. We believe that every individual who receives the call of the Gospel also receives a divine enablement to believe.

**D. Depravity:** We believe in total depravity, that a man is born dead in trespasses and sin, and that apart from the divine enablement of the Holy Spirit, man, left to his own, will never and can never repent and believe. We believe that all men born since Adam are born with a natural inclination toward sin and not toward God and righteousness, that as Adam fled in the Garden from God, unregenerate man still flees a loving and pursuing God. We believe that although man is born dead in trespasses and sin and that the image of God in man is marred, he is still in the image of God, mentally, volitionally, and emotionally. The image of God in man is marred but not destroyed.

**VII. Security of the Believer:** We believe that the Word of God teaches the security of the believer, that God will keep securely in His hand (Jn. 10:25-30) those who are trusting in Jesus but offers absolutely no hope for that person who is not trusting in Christ (I Pet. 1:5). The link that unites God and man is faith (Jn. 3:16). The security of the believer is based upon a continuous faith in Jesus Christ (Col. 1:21-23; John 3:16; Heb. 3:12-13). We believe that the Scriptures present the possibility of an authentic believer ceasing to believe (I Jn. 2:24; Heb. 3:12-13) but not in the probability (Heb. 6:9). We believe that apostasy is committed by willful unbelief and is without

remedy (Heb. 6:4).

- VIII. New Birth:** We believe that all men are born with a depraved nature and are sinful by nature and by choice and as such are alienated from God, born dead in trespasses and sin. We believe that this condition can only be reconciled by the new birth, which is a work of regeneration wrought by the Holy Spirit (Jn. 3:5-6; Titus 3:5), conditioned upon a man's personal faith in the atoning work of Jesus on Calvary as sufficient payment for his sins (Eph. 2:8-10).
- IX. Resurrection:** We believe in future bodily resurrection of the believer, at which time he will receive a resurrected glorified body, and that the new body will be joined with the soul so that the child of God will spend eternity to come as a body/soul being. We likewise believe that the unbeliever will be resurrected with a body and soul which will forever suffer in the torments of hell.
- X. Judgment:** We believe in the future Judgment Seat of Christ at which time the believer will stand before Christ and be judged and rewarded for the deeds done in the body whether they be good or bad (II Cor. 5:10). We also believe in the Great White Throne Judgment for the unsaved, where their lives will be reviewed and judged according to their works which will determine the degree of their punishment in the eternal flames of hell (Rev. 20:11-15).
- XI. Devil:** We believe in the existence of a literal personal evil and malicious being called Satan or the Devil who led a rebellion against God at some point before creation and was cast out of heaven along with the angels (demons) who followed him. He and his demonic horde's seek to tempt men to sin and thereby doom them to eternity in the fires of hell. His doom and that of mankind who follow him has been pronounced as the lake of fire where he will one day be banished and shut up forever.
- XII. Church:** We believe in the local church as God's autonomous, self-governing, divinely ordained institution for this age, whose head is Christ (Eph. 5:22-23; Col. 1:18) and whose life and vitality are produced by the regenerating indwelling presence and power of the Holy Spirit. We believe that the Great Commission (to evangelize and edify) is still the great task of the Church today (Matt 28:18-20). We believe that the individual local church is the highest spiritual authority on earth outside the Christian home and that all other para-church organizations or institutions exist by the authority granted by the local church or cooperating local churches, and that their only right of existence is as they ultimately aid the Church in fulfilling the Great Commission.
- XIII. Pastor:** We believe that the pastor, as the under-shepherd, is to lead his flock as he is led by Christ through His Word (Acts 20:28). He is not to lord over God's heritage but to lead by example (I Pet. 5:2-3) and as a servant (Matt. 23:11). The sheep (as a whole or in part) are never told to lead themselves, that is the under shepherd's task. We believe that the pastor is to work in cooperation with his church board but is never to be subservient to the board yet recognizing that in the multitude of counselors there is safety (Prov. 11:14).
- XIV. Creation:** We believe in the literal historicity of the Genesis account of God's creating this earth and man in seven literal twenty-four hour days, of man's early home in the Garden paradise, of his fall by eating the forbidden fruit, of his spiritual death and depraved nature resulting from this rebellion, and of his expulsion from the Garden.
- XV. Human Sexuality:** We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of sexual immorality; including homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I. Cor. 5:1; 6:9; I Thess. 4:1-8; Heb. 13:4)
- We believe that the only Scriptural marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; I Cor. 7:10; Eph. 5:22-23).

# 6

## ACCREDITATION

Southeastern Free Will Baptist College is affiliated with the [Transnational Association of Christian Colleges and Schools \(TRACS\)](#) [15935 Forest Rd, Forest, VA 24551; Telephone: 434-525-9539; e-mail: [info@tracs.org](mailto:info@tracs.org)], having been awarded Applicant status as a Category II institution by the [TRACS Accreditation Commission](#) on September 27, 2016. [TRACS](#) is recognized by the [United States Department of Education \(USDE\)](#), the [Council for Higher Education Accreditation \(CHEA\)](#) and the [International Network for Quality Assurance Agencies in Higher Education \(INQAAHE\)](#).

# 7

## SCHOOL RESPONSE TO THE RISE IN IMMORALITY AND HOMOSEXUAL CONDUCT

### 1. STANDARD OF CONDUCT

- A. A student may be dismissed or expelled from school or asked not to return the following year if he/she is out of harmony with the Statement of Faith, the spirit, or the policies of the school whether on or off property as determined in the sole discretion of the administration. Readmission considerations following dismissal will be determined on a case-by-case basis.
- B. This implementation may also be applied to the conduct, support, and spirit parents (if appropriate in light of the school's enrollment standards)

### 2. PARENTAL SUPPORT

- A. The staff desires a harmonious relationship with parents. If parents have a question about a school policy or an event that involves their child, they are to notify the Administration. An effort will be made to resolve any differences and maintain excellent communication between parents and ministry staff.
- B. Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the Administration or ministry staff or the standards articulated in the ministry's Statement of Faith, the administration reserves the right to deny the student continued enrollment in the school.

### 3. DEFINE IMMORAL BEHAVIOR

- A. **Physical Contact/Immorality:** Demonstrations of romantic involvement between students are forbidden. Hand holding, embracing or any other contact that would contribute to undue familiarity will not be tolerated. This type of behavior will result in disciplinary action, suspension or expulsion. Young men and young ladies should observe the six-inch rule standard at all times. Behavior should be above reproach.
- B. In accordance with the ministry's statement of faith and in recognition of Biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct which includes immoral actions as well as advocating for sinful behavior. The following will not be tolerated in any form and will constitute grounds for expulsion: any actions or identifying statements concerning fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography. (Gen. 2:24; Gen. 19:5,



13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4).

- C. **Definition of "immoral act."** Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.
- D. **Definition of "identifying statement."** A statement that a student is a homosexual, bisexual, or otherwise immoral, or words to that effect or language or behavior that a reasonable person would believe is intended to convey the statement that a student engages in or has a propensity or intent to engage in immoral and/or homosexual acts.
  - 1) *Examples:* "I am gay," "I am a homosexual," "I have a homosexual orientation." Homosexual conduct, defined as acts or identifying statements, is incompatible with enrollment at the Christian college and is a basis for dismissal.
  - 2) All students must be treated with dignity and respect, free of threats or harassment.

## 8

## General Conduct

- 8.1 It is understood that attendance at Southeastern Free Will Baptist College is a privilege and not a right, which privilege may be forfeited by any student who does not conform to the standards and regulations of the college.
- 8.2 A destructive, critical, and cynical attitude grieves the Holy Spirit and is destructive to Christian growth and Christian fellowship. If at any time a student manifests a detrimental influence, encourages a spirit of controversy on the campus, or engenders a spirit contrary to the purpose and principles for which the college stands, he is subject to expulsion even though he may not have broken any specific rule or regulation. We expect our students to abide by the spirit of the rules as well as to abide by the letter of the law.
- 8.3 Constructive suggestions may be offered to the Administration, and these will be welcomed; however, "*gripping*" at Southeastern Free Will Baptist College will not be tolerated!
- 8.4 Since Southeastern believes that Christian young people should manifest their loyalty to Jesus Christ by separated living, the college does not permit conduct condemned in the Word of God (such as adultery, homosexuality, sexual perversions, dishonesty, and lasciviousness). Neither will it permit other non-biblical practices such as the use of illegal drugs, drinking, gambling, profanity, obscenity, the use of tobacco in any form, dancing, movie-going, and pornography.
- 8.5 A student's conduct off campus is to be compatible with the regulations contained in the Student Handbook. Any student whose conduct or lifestyle off campus is a contradiction to the Christian standards exemplified by the rules for daily living on campus will be disciplined according to the offense.
- 8.6 Southeastern expects the cooperation of its students in the development of respect for and in the enforcement of the rules of the institution. Any student enrolled in the college for at least one year who knows or suspects that another student intends to violate any rule of the school and does not attempt to check the violation or who "covers" another student's wrongdoing by failing to

have the matter brought to the attention of the proper authority will be considered disloyal and will be dealt with by the Discipline Committee.

- 8.7 Students may not enter non-dormitory buildings after normal hours of operation or when those buildings are locked (even if a student has a key to that building). Two exceptions apply:
- a. When a student is completing one's work scholarship job in that building.
  - b. When a student is given permission by the respective Deans or Administration.
- 8.8 Any student who encourages or aids others to violate the college's rules will be expelled if the offense results in the expulsion of the student he encouraged or aided.
- 8.9 No student may release information of any kind to any newspaper, radio station, or television station.
- 8.10 Every student is expected to listen carefully for announcements made during the chapel hour.
- 8.11 Nothing in the regular routine of college life can take the place of the student's own personal time with the Lord. Fellowship with God in prayer and in reading His word is essential for the Christian's life. You will not make it if you do not plan to meet with our Lord on a regular, daily basis! Each student should schedule such a time daily and nothing should interfere with the establishment and maintenance of it.
- 8.12 Students may not talk loudly in the hallway while classes are in session.
- 8.13 Students must be honest. *Cheating, lying, and stealing will not be tolerated.*
- 8.14 Although the Student Handbook attempts to be thorough, every potential situation cannot be addressed specifically or fully. In such cases, the interpretation offered by the Administration must be accepted as the final policy and practice.
- 8.15 The Administration of SFWBC reserves the right to change the contents of the handbook at any time. College rules are to be enforced even when schedules change.

## 9

## Academic Policies

- 9.1 **Academic Load:** Each student should consider the credit load he or she can carry and still maintain an acceptable academic grade point average (GPA). The student must also consider the academic load in relation to other factors such as the number of work hours. The following guide of credit hours to work hours is generally expected:

<b>Working Hours:</b>	<b>over 40</b>	<b>31-40</b>	<b>16-30</b>	<b>1-15</b>
Class Load:	9 hrs.	12 hrs.	14 hrs.	16 hrs.

- Students living in the dorm must take a minimum of 10 credit hours per semester. Any exceptions must be cleared with the Dean of Students.
- 9.2 **Grades and Quality Points:** Records of Progress are kept by this institution on veteran and non-veteran students alike. Progress records are furnished to the students, veterans and non-veterans alike, at the end of each scheduled school term. Records will be given to those students who have outstanding balances but will be marked as "unofficial."  
All students (except special students) are expected to be making academic progress which will allow them to complete their courses of study within a reasonable time.

**A** (90-100) - 4 Quality Points   **B** (80-89) - 3 Quality Points

- C** (70-79) - 2 Quality Points    **D**(60-69) - 1 Quality Point
- F** (0-59) - No Quality Points
- I** (Incomplete) - No Quality Points. Must be converted to another grade within one month of the date received or it will be entered as an F.
- P** (Passing) - Not computed in GPA. Included in total hours earned.
- WF** (Withdrawal with Failure) - No Quality Points. Computed in GPA.
- WP** (Withdrawal while Passing) - No Quality Points. Not computed in GPA.
- AU** (Audit) - No Quality Points. Not computed in GPA.

- 9.3 Certain restrictions to a student's academic load might apply:
- a. Students under Academic Probation cannot take more than 14 hours.
  - b. Students under Academic Notice cannot take more than 18 hours.
  - c. Any student who wishes to take more than 19 credit hours in one semester must have this approved by the Academic Dean.
    - 1) Consideration for this load might be given if the student has a cumulative GPA of at least a 3.0 and minimal work hours. Such permissions will be rare.
    - 2) Time pressures for a student's graduation will never be a consideration in the Academic Dean's approval for this number of hours.
  - d. Students under financial pressure may be limited to the number of hours to be taken each semester.
- 9.4 **Academic Notice:** A first semester freshman whose GPA at midterm is lower than 1.5 is placed on Academic Notice for the remainder of the semester. Students under Academic Notice are required to observe mandatory study hours in the dorm as outlined in the "Dormitory Regulations".
- 9.5 **Academic Probation:** Students are placed on Academic Probation whose cumulative GPA is less than that required for their student classification as outlined below:
- a. Freshmen: 0-29 credit hours with a 1.50 GPA
  - b. Sophomore: 30-59 credit hours with a 1.50 GPA
  - c. Junior: 60-89 credit hours with a 1.75 GPA
  - d. Senior: 90 or more credit hours with a 2.00 GPA
- Students under Academic Probation are required to observe mandatory study hours in the dorm as outlined in the "Dormitory Regulations" for the entire semester regardless of the current semester's GPA. Students on Academic Probation shall not do any of the following:
- a. Hold student office
  - b. Take part in athletics
  - c. Carry more than 14 semester hours
  - d. Represent the college in any capacity.
- 9.6 **Academic Suspension:** Students who remain under Academic Probation for two consecutive semesters shall be subject to suspension for one semester. Work done at other colleges while under Academic Suspension will not be accepted.
- 9.7 **Academic Dismissal:** Students who are readmitted to the college after having been suspended must maintain satisfactory academic standing for the first semester after returning or be subject to dismissal from the college. Satisfactory academic standing will equal the student receiving at least a 2.0 GPA at the end of the semester.
- 9.8 **Adding or Dropping Classes:** Students may add or drop classes up until the published "Add/Drop Deadline" date each semester with no academic consequences. The "Add/Drop" fee

will apply for each class added or dropped. After the “Add/Drop Deadline” date the student will be responsible to pay tuition for that class. In addition, a grade of either “WP” for “Withdrawal while Passing” or “WF” for “Withdrawal with Failure” will be entered in the student’s permanent record for that class.

- 9.9 **Academic Guidance:** Every student is assigned to a faculty advisor. The academic progress of the student is evaluated at mid-term and the student is advised of any unsatisfactory achievement. Individual counseling is part of the guidance program and is available for the students in regard to work, personal problems, religious experiences, or other matters.
- 9.10 **Admissions** – A person who would like to enroll in the institution should visit the college website [www.sfwbc.edu](http://www.sfwbc.edu) to apply or call the college office. Refer to the College Catalog for enrollment details.
- 9.11 **Withdrawing** – A student wishing to withdraw from the institution should obtain a Withdrawal Form from the college office. Refer to the College Catalog for withdrawal details.

## 10

## Automobiles

10. 1 All student automobiles must be registered with the college office. A parking fee is required each semester. Parking stickers must be placed on the rear window of cars parked on campus.
10. 2 All dorm students are to park in front of dorms.
10. 3 The speed limit on campus is 15 mph. Students speeding on campus may be subject to disciplinary action.
10. 4 If the privilege of having an automobile on campus is abused, students might forfeit the privilege.
10. 5 All cars parked on campus must have a valid license and must be covered by liability insurance. Students must have all legal information needed inside the car.
10. 6 Students may not wash cars on campus.
10. 7 Students may not change oil on campus
10. 8 Repairs on cars must be done in the designated area (behind the maintenance barn).
10. 9 Notices and fines for violations of any of the above may be given as the occasion demands.
10. 10 Students are encouraged against the loaning of their cars to others. Insurance and liability for damage in the case of accidents may be affected. The college will not assume responsibility for accidents by students.
10. 11 The college is not responsible for any acts of theft, vandalism or other damage to vehicles (or personal belongings kept in vehicles).
10. 12 Students must receive permission from the Dean of Students to leave their automobiles on campus during summer break. *Unapproved automobiles will be removed by Southeastern at the owner’s expense.*

# 11

## Cafeteria

11. 1 The cafeteria is operated by a NC certified (SERV Safe), food services manager and assisted by student workers who are also certified through SERV Safe.
11. 2 No throwing of anything is permitted in the cafeteria. Discipline will be implemented for these infractions.
14. 3 Visitors and off-campus students must pay for their meals at the assigned rate. Off-campus students may not take or eat from the plates of on-campus students unless a meal has been purchased.
11. 4 All students are to stay out of the kitchen area. Only employees who have followed the proper guidelines for cleanliness and safety are allowed in the cooking area according to Health Department regulations.
11. 5 Meals are served in cafeteria style. Students are to remove all trash from trays and tables before giving them to the kitchen staff for cleaning.
11. 6 General Meal Schedule:
  - a. Monday –Friday:
    - 1) Breakfast 7:00 - 8:00 a.m.
    - 2) Lunch 12:00 - 1:00 p.m.
    - 3) Supper 5:00 - 5:30 p.m.
    - 4) Wednesday Supper is provided by signup sheet only. (Meal will be delivered to your room).
  - b. Saturday:
    - 1) Lunch.. 12:00-12:30 p.m.
    - 2) Supper 5:00-5:30 p.m.
  - c. Sunday
    - 1) Breakfast 8:00-9:00 a.m.
    - 2) Supper After P.M. Service
  - d. Meal times are subject to change. Students will be notified of any changes

# 12

## Care of Property

12. 1 Students are expected to cooperate in maintaining the property of the college. This relates to conserving electricity, water, as well as heating and air conditioning.
12. 2 Horseplay or unintentional actions resulting in property damage carries with it a minimum replacement fee of \$100.
12. 3 Willful damage to or destruction of college property carries a heavy penalty and will not be tolerated.

## 13

# Chapel Services

14. 1 Chapel services are one of the highlights of SFWBC. It is our desire for the chapel pulpit to remain “hot” with Bible preaching. Every service is an important time for each of us and we should come prepared for God to move in our hearts in a special way. Some of the best services you will ever attend will be right here on the campus of SFWBC.
13. 2 Chapel services are held at 9:50-10:45 a.m. on Tuesdays, Thursdays, and Fridays. This time slot on Mondays and Wednesdays are for various student and faculty meetings.
13. 3 All dorm students are required to attend chapel each day it meets whether they have classes or not. Off campus students are required to attend chapel when they have a class that meets the hour before and or after chapel. Any exceptions to this must be approved through the Dean of Students.
13. 4 Although work exceptions may be approved by the Dean of Students, the student’s work schedule should be set with the chapel attendance requirement in mind.
13. 5 Late arrival for and an unexcused absence from chapel will carry a discipline penalty as outlined in *Section 20*.

## 14

# Church Attendance

14. 1 Practical Service in a Local Church:
  - a. Every student should recognize the privilege and responsibility of serving Christ in a practical, specific way. What one learns in the classroom should be blended with life situations of ministry primarily through a local church. The larger intent is the spiritual growth and maturity of the student to the point that he or she is involved in lifelong Christian service. Therefore, one’s Christian service work must be done faithfully and enthusiastically.
  - b. All students are required to have a specific Christian Service Assignment. These assignments must be approved by the Dean of Students. Assignments may include but are not limited to the following:
    - 1) Bus worker (local church)
    - 2) Youth visitation (local church)
    - 3) Sunday school (local church)
    - 4) Children’s and Junior Churches (local church)
    - 5) Jail services, nursing homes, Bible clubs, etc. as assigned by the Pastor of the Student’s local church and approved by the Director of Christian Service.
  - c. Regulations during Christian Service Obligations:
    - 1) Even though Southeastern students may work through a local church, certain college restrictions must still apply.
    - 2) Single students of the opposite sex may not work together in any Christian Service Assignment without others along. This applies to dormitory and off-campus students.
    - 3) Of course, married students may do so as long as the partner is one’s spouse.

- 4) Couples must have other people with them while doing their Christian Service.
  - d. Community relationships are as much a part of Christian service as anything else. A student at Southeastern automatically carries three testimonial responsibilities:
    - 1) His/her personal testimony for Christ,
    - 2) His/her testimony of the local church for which he works
    - 3) His/her testimony of the college. Therefore, one should conduct himself in public so as to exalt Christ, to promote the church, and to honor SFWBC.
  - e. We understand that the situation may arise where a church will only need a small number of our students. This will only be allowed for students of the same gender.
  - f. Students must follow the policy found under *Leaving Campus – sec. 31.8* when Determining riding arrangements for church.
14. 2 Christian Service Reports
- a. The Christian Service Report serves a two-fold purpose.
    - 1) It is a means of recording the effectiveness of the student witness at Southeastern.
    - 2) It is an accountability factor aiding in one's faithfulness to a task.
  - b. Reports for all students must be filled out online by Tuesday at 11:59 pm.
  - c. A cumulative file of Christian service will be maintained for each student while in college. The file becomes a part of a student's permanent record of college work.
14. 3 Church Attendance:
- a. Every Christian should understand the significance of attending a local church to worship the Lord and to fellowship with others.
    - 1) One's spiritual stability and growth depend on this.
    - 2) Students need to recognize that the atmosphere of a Christian college where chapel, Biblical study and prayer are daily activities is never to be substituted for regular attendance at a local church.
    - 3) Again, the intent is preparing the student for life after college where one's local church is a vital place for spiritual renewal each week.
  - b. Attendance at all regular services is required. This includes Sunday school, morning and evening services, Wednesday evening service, revivals, and conferences that are part of the church program where one is attending.
  - c. As a general rule, students may not miss Church to work on Sundays. Any exceptions must be cleared with the Dean of Students in advance of the date requested.
  - d. Married students are required to join a local church and to give full support to its pastor and program for the entire time in college.
  - e. Part-time and audit students are required to follow the same guidelines as others.
  - f. Permission may be granted for students to be excused from Wednesday night services because of regular employment.
    - 1) Students who work nights cannot miss Wednesday or Sunday services in order to sleep.
    - 2) Students will not be allowed to work on Sundays unless it is in compassionate related ministries and approved by the Christian Service Director.
    - 3) Students should work out their schedule so as to not need to travel on Sundays.
    - 4) However, if circumstances arise which are out of one's control requiring travel on Sunday, the student is expected to stop and attend a Sunday morning and evening service.

- g. Willful absence or tardiness from church attendance without legitimate reasons will not be tolerated.
- h. If your Christian service church cancels a service, you must attend another FWB church in the area or notify your Dean that your churches services have been cancelled.
- i. Transportation to and from Church is the responsibility of the student. A few of the churches provide vans to transport students to and from church; therefore, it would be wise to consider this when choosing your Christian Service Church.
- j. ***With this in mind, students (including dating couples), are allowed to ride to their Christian Service Church (only), together as long as there are at least three students in the vehicle. Any other arrangement will require permission from the Dean of Men or Women.***

#### 14. 4 Freshmen Attendance

- a. Freshmen must choose from one of these three churches for their first year Christian Service: Faith FWB Church, Goldsboro, NC; Hilltop FWB Church, Fuquay-Varina, NC or Landmark FWB Church, Cary, NC. Exceptions to this policy must be cleared by the Christian Service Director.
- b. These exceptions include the following:
  - 1) The student attends another local church within close proximity to the college.
  - 2) The student is on staff at a local church. This must be approved and verified by the local church pastor.
  - 3) The student's immediate family is involved in the planting of a church, and the student is actively involved in the building of this new local church.

## 15

## Classroom Policies

### 15. 1 Absentee Policy:

- a. **Allowable Limit of Absences:**
  - 1) The general policy for the number of absences allowed for a class is equal to the number of credit hours for the class (e.g., 3 absences for a 3-hour class, and 2 for a 2-hour class, etc.).
  - 2) This can be adjusted by the professor with notice to the students at the beginning of the semester and approval from the Academic Dean.
  - 3) Absences related to representing the college in an official capacity will not count toward the allowable absences.
  - 4) A student cannot miss chapel unless ill or out of town for the entire day.
- b. **Accepted Reasons for Absences:**
  - 1) Absences are allowed for any reason, except on those "Days When Absences Are Not Allowed" as explained in item d below.
  - 2) It will be up to the student to decide if he or she should miss a class.
- c. **Assignments Due on days Absent:**
  - 1) All work is to be turned in on time whether a student is absent or not.
  - 2) Extensions may be granted by the professor for extenuating circumstances.



d. **Days When Absences Are Not Allowed:**

- 1) Test days or days when a presentation is to be made by the student.
- 2) The class day immediately before or after a holiday or special event when school is out.
- 3) These days will be announced at the beginning of the semester.
- 4) Other days as announced by the Administration or Professor.
- 5) An absence that causes a student to miss a test or presentation will result in an academic penalty.
- 6) The only exception is if a student is providentially hindered or the absence is related to representing the college in an official capacity.
  - i. The academic penalty will be a 30% deduction (eg. 30 points on a 100 point test) for each day or portion of a day the test is late (this begins immediately after the class missed).
  - ii. Exceptions will be granted for sickness only for those students who follow the appropriate procedure.
  - iii. Dorm students are to inform the Dean of Men or Women at the beginning of the day when they are too sick to go to class and the town students are to call in and inform the college secretary of the absence and the reason.
  - iv. Also, to be granted an exception because of sickness, the student must not be out on campus (or anywhere else) the rest of that day. Also, he or she must be too sick to go to work, to go to other classes, or to be in the lunch line with friends, etc.

e. **Penalty for Excessive Absences:**

- 1) Each absence past the allowable limit will result in an academic penalty for the student.
- 2) Each professor has the right to establish his or her absentee policy to suit his or her class objective.
- 3) The general policy for absenteeism will be to merge attendance with a student's grade average in a particular class.
- 4) Some classes may weigh absences at 5% for any absence above the allowable limit; others may weigh the grade at 10% of the student's average grade.
- 5) The only exception to this is if the absence is related to representing the college in an official capacity.
- 6) There are no other exceptions for any reason including sickness.

f. **Excessive absences will eventually result in failure for the class:**

- 1) This will normally occur when a student has missed three more than the allowable limit.
- 2) This decision will be made by the Academic Committee. Professors are asked to notify the Academic Dean when a student has reached the allowable limit of absences for a class.
- 3) The Academic Dean will personally warn the student of his/her status at this point.

15.2 **Tardiness:**

- e. Tardiness is unacceptable. Any student who arrives for class ten minutes or more after the designated start time will be considered absent.
- e. Three tardies will constitute an absence which will count against the total number allowed for a class. Excessive tardiness will not be tolerated.

15.3 **Classroom Decorum:**

- a. Each student is expected to take his or her own notes during the class as well as to come with all the books and notes required for the class.
- b. Studying for other subjects during class is unacceptable, and it is a Level One offense.
- e. Academic hallways are to be quiet between 8:00 a.m. and 3:00 p.m., when classes are in progress.
- e. It is up to the individual professor whether or not to allow the student to have food and drink in the classroom.
- e. Respect for professors and staff is paramount.
  - 1) Students should address the professors as well as the staff appropriately (Mr., Mrs., Dr., Miss, etc.).
  - 2) Disrespect will not be tolerated under any circumstances.

16

## College Equipment

- 16.1 Any equipment owned and maintained by the college is not for public use.
- 16.2 Students may use designated equipment only with permission by college personnel.
- 16.3. Game room equipment is expensive and should be well taken care of by the student body. Abusing this equipment will not be tolerated and may carry a monetary fine and or a discipline penalty for the offender.
- 16.4 Regular office hours for the Administration Building are 8:00 a.m. until 4:00 p.m. Monday – Friday. Use of office equipment and supplies in the offices are not for public or student use without the express permission of a staff member.

17

## Communications

- 17.1 Students are responsible for checking their e-mail and on campus mail each day.
- 17.2 Official call slips will be sent through the college e-mail system.
  - e. Upon receiving a call slip notification, a student must contact the sender immediately (not to exceed 24 hours after its receipt).
  - e. Failure to respond to an official call slip or chapel announcement will be treated as a Level One infraction.
  - e. The call slip will then be re-sent, (or the issuer may prefer to use personal contact to insure the message is received), at which time the student will once again have a deadline by which they will need to respond or be moved to a Level Two offense.
  - d. If it is established by the issuer of the “call slip” that a student refused to respond due to a bad attitude rather than just neglect, a meeting with the Dean of Students may be warranted.
- 17.3 All students will be set up with a Southeastern email account hosted through [www.gmail.com](http://www.gmail.com). Chapel announcements, professor communications, etc. will be

handled through your email account. Once you are entered into our Populi system, you will receive a welcome email with instructions on changing your password.

## 18

### Curfew at a Glance

18. 1 The times listed below are general curfew times. Certain circumstances (such as work schedules and Church attendance) may warrant special curfew exceptions for some students. These exceptions must be approved by your respective Dean.
18. 2 Being Back on Campus: Students must be on campus and in their respective dorm by and no later than 10:00 pm Saturday – Thursday and 11:00 pm on Friday. Students are not allowed out on campus before 6:00 am unless they have permission from their Dean or dorm supervisor.

## 19

### Dating Privileges

19. 1 Dating is recognized as a very important aspect of life and is encouraged at SFWBC. Students should understand that biblical and ethical guidelines are applied under supervision to safeguard the testimony of both the students and the college. Dating should also be considered as a privilege and not a right. Dating privileges are subject to a student's grades and department. College students may receive permission to date high school students provided the parents of both students are in agreement.
19. 2 The Biblical guideline every Christian should observe when choosing whom to date can be found in 2 Corinthians 6:14, "Be ye not unequally yoked together with unbelievers." Following this principle, Southeastern cannot approve a date between a student and someone who is not a believer. This must be taken into consideration by the student before requesting a dating permission.
19. 3 **Dating requirements for couples:**
  - a. Minimum GPA requirement for their classification.  
Students must be in good standing with the Deans concerning their general department in order to be granted Double Dating permission. This does not apply to chaperone dating.
  - b. Requests for dates must be submitted to the Deans at least two (2) hours prior to the time for the date to begin. Couples failing to submit this slip on time should not blame the Dean for rejecting the request.
  - c. All dates are for four (4) hours, and the dating couples must return to campus no later than 10:00 p.m. for Friday dates and 9:00 p.m. on all other approved dates, even if this means that the length of the date is less than four hours. *(Exceptions to the length of time may be granted for special circumstances; i.e. state fair, weddings, etc.).*
  - d. Students may only double date with approved couples.
  - e. Freshmen may only double date with upper classmen.
  - f. Unapproved dates are a serious offense and could lead to expulsion.
  - g. A student's dating activity may be subject to approval by the parents of both the boy and the girl, but always within the college guidelines.

- h. Rules for dating apply at all times while students are staying on campus whether classes are in session or not. This specifically applies to holiday breaks.
  - i. Dormitory students may not date expelled students.
  - j. Off-Campus students dating must follow Biblical ethics of propriety in dating. Violations of ethics subject the student to discipline from the college.
- 19.4 **Chaperone Dating:**
- a. Chaperones may include, but are not limited to: parents, pastor, faculty/staff members, etc.
  - b. A chaperone date may be approved for an extended time as deemed appropriate by the respective Dean. This permission is only granted for a student's parent, pastor or faculty/staff member.
  - c. All chaperone dating must be approved and the proper procedures must be followed. Any chaperone that violates his/her responsibility may lose this right.
  - d. The only exception to the above rule is the Sunday lunch meal. Dating couples may eat together (off-campus) when accompanied by an approved chaperone and properly supervised. This includes the travel to and from the Sunday meal.
- 19.5 **Actions considered improper between male and female students:**
- a. Students are strictly forbidden from kissing, petting, holding hands, and other acts of familiarity which lead to immorality and violate the command of I Corinthians 6:18: "Flee fornication..."
    - 1) Having sexual passion stirred through physical activity is not running from fornication but running towards it. Romans 12:10 teaches: "...love is the fulfilling of the law."
    - 2) Love is doing what is right and a young person who violates someone physically does not have the proper kind of love for them.
  - b. Students should keep an appropriate distance between themselves and the opposite sex.
  - c. Students may not meet privately either on campus or off campus.

20
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## Discipline

- 20.1 It would be impossible for Southeastern to predict all of the possible scenarios or rule infractions which may occur. Therefore it must be understood by the student that in our attempt to provide a list of infractions it is only to serve as a general template to govern by and should in no wise be viewed as exhaustive. The administration reserves the right to interpret and address issues among our student body on an individual basis and to deal with those issues as consistently as is humanly possible using this list as a general guide.
- Multiple infractions of a given category or individual rule will result in the student being moved to a higher level of discipline until said student is willing to comply.
- 20.2 **Level One Infraction:**
- a. A violation that would be viewed as a Level One infraction may be dealt with by issuing a verbal warning, a written warning, and or restricting a student to their room between the hours of 6:30 p.m. and 9:00 p.m. for a length of time considered to be appropriate for the circumstance. Infractions that would qualify as Level One would include, but not be limited to the following:

- 1) Behavior in Cafeteria/Dorm
- 2) Class Room Behavior - disruptive, studying for another class, etc
- 3) Curfew Violations
- 4) Entertainment - music and videos, etc.
- 5) Failure to Fill out Reports - Christian service and other, etc
- 6) Failing to Fulfill Work Discipline Requirements
- 7) Improper/Unapproved Use of Facilities
- 8) Not Answering Call Slips
- 9) Off Campus w/o Permission
- 10) Out of Room after Hours
- 11) Personal Appearance - hair, clothing, shoes, etc.
- 12) Riding in Unapproved Ratio
- 13) Room Cleaning Duties
- 14) Sensual Behavior – inappropriate and constant touching, suggestive comments, etc.
- 15) Late to chapel, church or required college service
- 16) Unapproved Room Décor
- 17) Unapproved Off Campus Visits
- 18) Unchristian Behavior at Off Campus Job
- 19) Using College Equip w/o Permission

20.3 **Level Two Infraction:**

- a. A violation that would be viewed as a Level Two infraction is that which we would consider to be of a moderately serious nature and would carry a weightier consequence.
- b. Possible consequences for a Level Two infraction will be the assignment of Campus Work hours (3), restriction to their room between 6:30 pm and 9:30 pm, and or a monetary fine for each occurrence.
  - 1) Monetary fines will be assessed to those students who live off campus and would incur more hardship by driving long distances to fulfill on campus work assignments.
  - 2) Others who might receive monetary fines would be those whose work schedules would create a conflict in fulfilling the on-campus work assignment.
  - 3) A higher monetary fine will be assigned to that student who fails to fulfill his or her work assignment in the time allotted.
  - 4) All fines must be paid before a student will be allowed to return for a following semester and unpaid fines will result in a \$25 transfer fee.
- c. Infractions at this level may also require a meeting with the Dean of Students. Infractions that could qualify as “Level Two” consequences could be repeated infractions of Level One rules as well as the following:
  - 1) Borrowing w/o Permission
  - 2) Failure to attend Church service and or fulfill CS service responsibilities
  - 3) Christian Service violations
  - 4) Dating Rules Infraction
  - 5) Disobedient Attitude
  - 6) Disorderly Conduct
  - 7) Disrespect to Faculty or Staff
  - 8) Failure to Comply with Discipline Requirements
  - 9) Fighting

- 10) Horseplay Resulting in Damage or Injury
- 11) Inappropriate/Unapproved Relationships
- 12) Inappropriate Male/Female Contact
- 13) Working Sundays

20. 4 **Level Three Infraction:**

- a. Level Three infractions are considered to be serious matters and may be dealt with in one or more of the following ways.
  - 1) First, a student may be automatically remanded to his/her dorm and all privileges revoked until such time that the matter has been fully evaluated and an appropriate consequence has been applied.
  - 3) Second, the student will be required to meet before the discipline committee to give account of his/her actions, whereas the committee will consider the matter and render an appropriate consequence for said action.
  - 3) Third, consequences applied to the student at this level may be a combination of discipline methods designed by the Dean of Students to bring about a positive result in the students attitude and behavior.
- b. Infractions that would qualify as Level Three would include, but not be limited to the following:
  - 1) Dishonesty
  - 2) Plagiarism/Cheating
  - 3) Gambling
  - 4) Aggressive Anger
  - 5) Intentional Damage
  - 6) Private Meeting of Opposite Sex
  - 7) Possession of Weapons or Explosives (including fireworks)
  - 8) Attendance at Unapproved Movie, Concert or Other
  - 9) Stealing
  - 10) Tattoos and Body piercing
  - 11) Viewing Pornography
- c. Infractions that fall into this category will carry with them both a monetary (\$40) and restriction consequence.

20. 5 **Level Four Infractions:**

- a. A Level Four Infraction is that which could involve an automatic Expulsion from this institution for a minimum of one full semester. This would not include the semester in which the infraction/suspension occurred. Readmission after this type of action would require that the student in question show verifiable evidence of a change in heart, attitude and character.
- b. Infractions that would be considered serious enough to warrant this measure would include but not be limited to the following:
  - 1) Alcohol-Purchase, Consumption, and Promotion
  - 2) Illegal Drug Use
  - 3) Abuse of Prescription Drugs
  - 4) Use of prescription drugs which are not prescribed to the student by a Physician
  - 5) Attending Events where the above mentioned are present
  - 6) Immoral/Sexual Activity
  - 7) Participation in Satanic/Cultic Practice/Witchcraft

8) Infractions in the aforementioned areas may warrant immediate dismissal.

20. 6 **Consequences Defined:**

Consequences to infractions can vary in degree of accountability and will be based upon the integrity, response, and willingness to correct the offense. The Deans monitor the student's action so as to address repeated offenses in a timely manner. Off Campus students and students with employment scheduling issues may be assessed a monetary fine rather than other types of penalties. This will be subject to the discretion of the Deans.

a. Consequences for a given infraction may be a combination of the following:

- 1) Restriction to Campus
- 2) Restricted to Dorm
- 3) Restricted to Room
- 4) Assigned Campus Work
- 5) Restricted from Dating and or Other Social Activities
- 6) Placed on Disciplinary Probation
- 7) Suspended/Expelled from College

20. 7 **Disciplinary Probation:**

- a. Students who have been approached about an offense and show little or no effort to correct the offense (regardless of the offense level) may be placed on Disciplinary Probation.
- b. Once a student has reached the Disciplinary Probation level they will remain there until the Deans feel there is evidence of a change in attitude.
- c. If the semester ends before the Deans feel a change has occurred the Probation will carry over to the successive semester.
- d. If this occurs:
  - 1) The student may be required to forfeit all leadership positions
  - 2) The student may not be allowed to participate in society sports or events
  - 3) The student may be placed on Social Restriction
- e. Should Southeastern feel at any time that a student's attitude, spiritual desire, or behavior is incompatible with its philosophy, purpose, or mission the student may be notified that his or her continued attendance may be in jeopardy and is under evaluation by the administration.
- f. No effort to correct an attitude issue will be subject to expulsion regardless of the student's current level of discipline.

20. 8 **Restricted to Campus:**

- a. Campusing refers to a student being restricted to campus for a specific amount of time determined by the nature and extent of an infraction.
- b. Any student who is campused will only be allowed to leave for attendance at their Christian Service Church for regularly scheduled services and a regularly scheduled job.
- c. Any student who is campused will ONLY be allowed to participate in society activities. This is for the purpose of preserving the continuity of competition among the participants. However, if the offense or Level of the student's discipline warrants this may also be suspended by the Dean of Students.
- d. Permission to leave campus for reasons other than listed must be obtained from their respective Dean or the Dean of Students.
- e. All dating permissions, home visits, and group outings will be suspended for a student while campused.

## 20.9 Fines:

- a. The following are the monetary values of fines that may be assigned:
  - 1) \$20 for Level 2 infractions
  - 2) \$40 for Level 3 infractions
  - 3) \$60 for Level 4 infractions
- b. Fines for unfulfilled work assignments will be  $\frac{1}{2}$  again the value of the fine for that particular Level; (i.e. the fine for a Level 2 infraction is \$20, if a student has a Level 2 work assignment which they fail to fulfill by the designated time the fine will be \$30).
- c. Students who engage in activity that result in the damage of college property or the physical injury to another student will be held liable for the cost of the damage/injury along with whatever consequence the administration deems appropriate.
- d. Fines will be levied against the student for the damage/injury.
- e. Unpaid fines at the end of each semester will be charged to the student's account with a \$25 transfer fee.
- e. Southeastern's policies concerning student's bills will apply.

# 21

## Dormitory Regulations

- 21.1 **General Rules:** Students should recognize that living in a dormitory is not the same as living at home.
  - a. Institutional rules are developed for the good of all who live in the dorms. Every effort possible will be made to insure the health, safety, and harmony of students. This is your "home away from home," but the size of your family has considerably increased. One's personal home habits may need to be set aside in consideration of the needs of others.
  - b. Dorm students may not have duplicates made of their room keys.
  - c. Dorm students may not loan their keys to off-campus persons.
  - d. Dorms are never "co-ed" under any circumstances at any time. Women are not allowed in the men's dormitories nor are men allowed in the women's dormitories; this includes parents, relatives, and friends, unless express permission has been given by the respective Deans for each occurrence. However, this does not include the beginning and end of semesters when helping students move in and out of the dorms.
- 21.2 Although not exhaustive the following list are things not allowed in the dorm rooms: space heaters, televisions, hot plates, electric skillets, coffee makers without automatic shutoffs, lighted candles, guns, weights, and pets. Each dorm room is equipped with a microwave and compact fridge for snacks.
- 21.3 All prescription medications must be stored in a secure, locked container. *We also strongly recommend that all students provide for themselves a "fireproof safe" for the storage of important papers and finances.*
- 21.4 Weapons on campus:
  - a. North Carolina State General Statute: **§ 14-269.2.** *It is the responsibility of every student to abide by the statutes and laws governing all firearms.*
  - b. Any student who makes violent threats against the faculty, staff or another student will be



immediately reported to the proper authorities and may be expelled from this institution. This includes any threat that may be considered to be in jest.

- c. Any student who uses a weapon of any kind to threaten bodily harm will immediately be expelled from SFWBC and reported to the proper authorities. This includes any threat that the student may consider to be in jest.

#### 21.5 **Dorm Rooms:**

- a. Students may not make changes in their rooms as to furniture, color, drapes, or curtains without permission.
- b. Any furniture added to dorm rooms must be approved by the respective Deans prior to its use.
- c. All added furniture must be removed at the end of the year or when the student goes home.
- d. Any items hung on the walls or door in a dorm room must be attached with a “3M Command Strip” type product (easily removable), nothing that punctures the surface of the wall or that leaves a residue will be allowed.
- e. Curtains or shades are to be drawn at sundown or at any time when the student is not fully dressed.
- f. Computers are a necessary tool for today’s student. We realize each student may desire to connect his or her computer to a monitor. We also acknowledge that flat screen TV’s are being widely used today for this purpose. However, special considerations must be taken when choosing a monitor for a dorm room.
  - 1) We will not allow any monitors to be attached to, nor hung from, the wall or ceiling. Therefore, monitors will be required to fit on a desk top and not to exceed 27” in size (unless a student has a medically substantiated vision issue which requires larger).
  - 2) If it is deemed at any time the computer monitor is being used as a television without prior permission from the Deans, the monitor may be confiscated and held until the end of the semester or shipped to the student’s home (at the student’s expense).

#### 21.6 **Dorm decorum:**

- a. Students must be fully dressed whenever they are outside their dormitories.
- b. Students must sleep in their own beds.
- c. Students must not enter another student’s room without permission from the occupant/occupants.
- d. All dorm students are required to attend Prayer Group.
- e. Students must change and clean bed linens each week. They may not sleep on a bare mattress without sheets. Each mattress must have a mattress cover.
- f. All food must be kept in sealed containers or in the room Micro fridge.
- g. Wrestling and horseplay in the dorms are not allowed. Any property damage as a result of such is subject to a *minimum* charge of \$100.00.
- h. There shall be no loud talking, singing, music, etc. in the dormitories at any time; this includes the hallways and the rooms. Doors to each room must be closed.
  - 1) Students are advised against loaning personal articles.
  - 2) Use of someone else’s possessions without permission will be considered stealing, and this is considered very serious as to one’s status as a student.

**21.7 Staying in the Dorm:**

- a. No off-campus person may use dorm facilities without permission from the office of dean. Prospective students are generally allowed to visit SFWBC with prior approval by the respective dean.
- b. Adults who are beyond potential student age and children under 13 are not allowed to stay in the dorm at any time except during an emergency as deemed by the Dean of Students
- c. Former students who attended SFWBC and are in good standing may, under circumstances deemed to be acceptable by the administration, be given permission to stay in the dorms for a limited time and as room availability allows.
  - 1) This is with the stipulation they agree to abide by any and all rules and policies during that stay.
  - 2) A general charge of \$15.00 a night may apply for anyone staying on campus.
  - 3) Since Southeastern is a local church and missions minded institution we reserve the right to allow those in ministry to stay on campus while preaching in chapel and teaching in the class room.
- d. If at any time a person who by permission is staying in the dorm breaches the rules or policies, they will be required to exit the dorm and campus.

**21.8 Inspection of rooms:**

- a. Southeastern reserves the right to do random inspections of any room and its contents at any time we deem to be necessary for the welfare of all occupants of the dorm system.
- b. All students are expected to have their rooms ready for a walk-through inspection at the discretion of the Dean.
- c. The following areas must be in order:
  - 1) Room straightened
  - 2) Trash emptied
  - 3) Beds made
  - 4) Furniture dusted
  - 5) Clothes hung up
  - 6) Floor cleaned
  - 7) Bathroom cleaned
  - 8) Sink area cleaned (including mirrors)
- d. Students who sleep in must have room duties done and bed made according the schedule given by the Dean.

**21.9 End of Semester Final Inspections:**

- a. This applies when students leave at the close of the semester, withdrawal from college, or expulsion.
- b. Your room deposit will be refunded when your room is determined to be clean by the Dean of Men or Dean of Women.
  - 1) This fee will be retained for second semester if the student will be returning.
  - 2) This fee will be refunded at the end of the year per request of the student and clearance from the respective Dean.
- c. The room must be cleaned thoroughly. A room is not considered clean when items are left in the hallway or outside the dorm.
- d. Any damages caused by the student beyond reasonable wear and tear will be added to the student's bill.

- e. Dorm key, room key, and mail box key must be turned in.
  - f. If a dorm room is not cleaned according to the established school policy the student will forfeit his/her room deposit and a damage fee might be assessed to the student.
- 21.10 **Quiet hours/Study hours:**
- a. Mondays, Tuesdays, and Thursdays from 6:30 to 9:00 p.m. are set aside as a study time (Quiet Hours) in the dorms and on campus for all students.
  - b. There is to be no talking in the halls during this time; neither should there be talking within a dormitory room that would disturb a studying roommate.
  - c. Please remember that one of the main priorities of college life is the pursuit of academic excellence. Students who do not use this time for study must not disturb those who do.
  - d. Students who are placed on academic notice/warning by the College Office must observe study hours as outlined in the catalog.
  - e. The library will be open until 9:45 pm and the computer lab will be open until 10:00 pm. At that time, the building will be locked and no longer available for use until the next day at 7:30 a.m. (The library will be closed during the evening meal).
- 21.11 **Prayer group:**
- a. Prayer group meets nightly from 10:05-10:15 p.m. Everyone should be seated and ready to begin at 10:05 p.m.
  - b. Everyone is expected to help set the proper atmosphere for prayer group by sitting up and paying attention during the devotional and prayer request time and by kneeling during the prayer time.
  - c. It is necessary to see the dorm supervisor for special permission to miss prayer meeting in order to go to bed early.
  - d. If a student does not feel that prayer group is satisfying that student should speak to his or her Dean.
    - 1) Refusing to attend prayer group will not be tolerated.
    - 2) If a student is sick or has a legitimate reason for missing devotion that student has a responsibility to speak with his or her dean or dorm supervisor before doing so.
- 21.12 **Dormitory hours:**
- a. Dorm students are to be in their dorms by 10:00 pm each night Monday – Thursday, Saturday, and Sunday. On Fridays, dorm students are to be in their dorms by 11:00 pm
  - b. Dorm students may travel between their respective dorms until 11:00 p.m. without permission. This needs to be done in a quiet and orderly manner.
  - c. Students may not use their Dorm room or Southeastern’s campus to conduct or operate a small business. This includes, but is not limited to:
    - 1) Storing items for sale
    - 2) Selling food and drinks from their room, whether it is to fellow students or to non students.

## 22

## Dress and Appearance

- 22.1 **General guidelines for all students:**
- a. It is the intent of Southeastern College to emphasize Biblical guidelines of modesty, appropriateness and avoidance of extremes in dress and appearance. This is in contrast to

the unkempt and morally suggestive styles of the world. Students are to remember that Christians are called to follow Christ in all things.

- b. Students are to avoid torn, ill-fitted, ragged, (etc.) clothes that present an unkempt appearance.
  - c. Students are to avoid “morally questionable” clothing. This includes but is not confined to the following:
    - 1) Tight fitting clothes (for guys as well as ladies).
    - 2) Unbuttoned shirts/blouses or necklines and backs that are too low, as well as too thin.
    - 3) Tank tops (men and women)
    - 4) No shirts or blouses with writing or pictures may be worn to class.
22. 2 Tattoos and body piercings are not allowed. Lady students may have two piercings in the lower ear lobes only.
22. 3 Off campus students are expected to follow the college’s dress guidelines.
22. 4 On days when students do not have a class or after a student has attended his/her final class may choose to change into casual attire. What constitutes casual attire will be as follows:
- a. Men may wear Khaki type pants or nice jeans, a collared polo or dress shirt (any shirt that is deemed to be too long must remain tucked).
  - b. Ladies may wear denim skirts, walking short and appropriate top.
  - c. When dressed in casual attire students must maintain a neat appearance.
22. 5 **Class and Church Attire for male students:**
- a. Due to the fact that there are more clothing styles and choices than can be enumerated, the principle for class and chapel attire is modesty and appropriateness.
  - b. *The administration of Southeastern reserves the right to determine what is and is not appropriate.* Below we have included an example of what we are striving for.
  - c. For class on Tuesday, Thursday, and Friday male students are to wear dress shirts, ties, slacks or appropriate pant, and dress shoes with socks which cover the ankle.
  - d. No athletic shoes, flip flops, open toed, work boots, ragged and dirty foot wear may be worn to class.
  - e. Monday and Wednesday casual dress will be allowed for the men’s class attendance. This means they can dress as they do during Final Exams. Khakis or nice jeans and a collared shirt may be worn.
  - f. Suits and sport coats must be worn to all Sunday morning services, revival services and appropriate college functions. Sunday night attire can be business casual.
    - 1) Wednesday night attire will be based on the attire of the of the Pastor of the church attended; however, no jeans or tee shirts can be worn.
    - 2) Male students who work in ministries on Wednesday nights that require collared shirts may be allowed to wear khaki pants and a collared, polo shirt. This shirt cannot be advertizing anything, (i.e. sporting events, venues etc.)
- 22.6 **Specific guidelines for men:**
- a. Jeans, not thread-bare, may be worn as casual wear around campus.
  - b. Wind – pants, sweat – pants, flip flops and or slides, may be worn after all classes have finished for the day (3:00 p.m.).
  - c. Sweat pants that are snug fitting and therefore immodest may not be worn.
  - d. Male students are allowed to wear loose fitting knee-length shorts for sporting events, work, and other times as determined by the Dean of Students.

- e. Hair: In regard to men's hair styles the standard must be appropriateness which means they must avoid the extremes that are prevalent in our society. Examples of appropriateness:
  - 1) Men's hair must be neatly cut, combed, be above the eyebrows, off the ears and off the collar when standing.
  - 2) Highlights and hair coloring on men is not allowed.
- f. Facial Hair: Sideburns may not extend below the bottom of the ear. Mustaches and beards (not goatees), are allowed for male students who live off campus and are at least 25 years old, arrived on campus to begin the semester with the beard and mustache, and is also able to grow and maintain what the administration considers to be a neat full beard and mustache (Administration reserves the right to make the final decision on what is allowed and what is not allowed). Otherwise, men are to shave every morning there is class, whether they have class or not, unless instructed otherwise by the Dean of Students or Dean of Men.
- g. Men are not to wear ornamental necklaces, bracelets, or earrings. Sport bands may be worn in moderation.
- h. Any exceptions to these guidelines must be approved by the Dean of Students.

#### 22.7 **Specific guidelines for women:**

- a. Modesty, appropriateness and avoidance of extremes should be the guiding principle for young ladies in choosing clothing and hair styles. Below are some examples of what we at Southeastern are seeking.
- b. Hemlines on skirts, dresses, or walking shorts must extend to the top of the knee when standing.
  - 1) No casual foot-ware or sweat shirts, with or without hoods, are to be worn for class, chapel or church.
  - 2) Girls may not wear, toe rings, ankle bracelets, or any piercings that are not allowed in the handbook while enrolled as student.
  - 3) Slacks, jeans, and Capri's will only be allowed when required for employment. Walking shorts that extend to the top of the knee and are modest fitting may be approved by the Dean of Women.
  - 4) If a slit skirt is worn, the slit must not rise above the knee. The slit may be sewn or pinned, to the appropriate length.
  - 5) Casual attire is not allowed for classes, services, or noon meals. The appearance of ladies dress for the classroom should be normal church attire. The ladies should not be "dressing down."
- c. Ladies wearing denim must choose a style that is not faded, ragged or torn. Denim cannot be worn on chapel days until after the noon meal (Tuesdays, Thursdays and Fridays at 1:00 p.m.). Denim may be worn to Wednesday night services only.
  - 1) When sitting, young ladies should keep their dresses and skirts smoothed down and tucked under at the sides.
  - 2) When a lady is sitting, if the garment she is wearing rises beyond the top of the knee, the garment must be changed immediately.
- d. Hose or stockings that are extreme in appearance are not approved for the lady students.
- e. If in doubt, ladies should see the Dean of Women for the garment to be checked.
- f. All formal attire must be approved by the Dean of Women's office before being worn publicly.
- g. Hair must be clean, neatly styled, and dry.

- h. Hairstyles cut so short that they take on a masculine look are not permitted.
- i. Also, hairstyles which reflect current worldly trends or are extreme in appearance are not acceptable. Ladies must exercise caution when coloring their hair to stay within the boundaries of acceptability.
- j. When participating in athletics, ladies must wear apparel approved by the Dean of Women.
- k. In the evenings when traveling between dorms and or Deans apartments ladies may wear loose fitting pants (approved by the Dean of Women).

## 23

## Emergencies Procedures

### 23. 1 **Emergency Contact Information**

- Dean of Students: Mr. Gaynor (919) 606-1498
- Maintenance/Security: Bill Rager (919) 815-3409  
Keith Holmstrand (919) 275-5987

### 23. 2 **Emergency Policy and Safety Procedure**

- a. Southeastern's goal is to provide an environment that ensures the safety and well being of all its students, faculty and staff, as well as support personnel. To the best of our ability we endeavor to prevent any situations which may cause harm to any of the aforementioned people. However, there may be circumstances which arise that are beyond human control or predictability. Anything that is observed which may lend itself to unsafe or hazardous results must be reported immediately to the office the College Dean and or the office of Dean of Students during working hours (8:00 a.m. to 4:00 p.m.) or the head of maintenance after hours.
- b. Individually it should be noted that everyone, whether a student or visitor on campus, plays a key role in ensuring campus safety through personal observation and taking personal responsibility for one's own actions.
- c. Southeastern's campus is patrolled by members of Global One Protective Services security company. These officers do not have arrest authority, but will, when necessary contact the proper authorities.
- d. The main focus of the security detail is to ensure that no unauthorized persons enter the campus after curfew.

### 23. 3 **Active Shooter**

A campus lockdown will generally be issued when an armed intruder is thought to be on or near campus. A lockdown **does not** mean that an active shooter situation is occurring. The lockdown is initiated so that appropriate personnel or law enforcement can attempt to confirm the existence and intent of an armed intruder. However, be aware that a lockdown could become an active shooter situation at any time.

The campus lockdown notification will be sent by one or more of the following:

- Text message
- Email
- Website posting
- Self-initiated (i.e. hearing gunshots)

- Verbal notification

#### RESPONSE TO CAMPUS LOCKDOWN

- Lock exterior doors to your building if possible.
- If in a classroom, lock the door, turn off all the lights, remain quiet, silence any cell phones/devices, and line up all students along a wall away from any doors or windows.
- If in a hallway or other common area, proceed to the nearest classroom or other room that can be secured with a locking door.
- If you are outside on campus, leave the grounds immediately if it is safe to do so. If it is not safe to leave the campus grounds, seek shelter in a building or room that can be locked.

#### ACTIVE SHOOTER

- An active shooter is defined as one or more people who are actively engaged in the act of shooting people with a firearm. Past occurrences tell us that the shooter will continue to shoot people until they commit suicide or are stopped by law enforcement.
- **REMEMBER TO RUN-HIDE-FIGHT**
  - If you are in the vicinity of an active shooter, **RUN** away if it is safe to do so.
  - If you cannot run away, **HIDE** from the shooter. Lock the door of your room, remain quiet, and silence cell phones.
  - If the shooter finds you, be prepared to **FIGHT** to save your life.

#### 23.3 **Fire Safety**

- a. Southeastern's head of maintenance has developed a fire safety procedure in conjunction with the North Carolina office of Fire Marshall. Posted according to the State Fire Code is a detailed plan for egress of all buildings in case of fire.
- b. Also, in conjunction with the State Fire Marshall office and NC Fire Code, drills are conducted to familiarize students, faculty, and staff with proper procedure in the event of a fire.
- c. Fire alarm pulls as well as fire extinguishers are placed in areas where needed in compliance with NC Fire Code.

#### 23.4 **Weather Emergencies**

- a. Inclement Weather – Southeastern's goal is to keep our campus open whenever possible, however, there will undoubtedly be weather situations that require class to be cancelled. On those days announcements will be posted on all local television news stations and text messages will be sent out through Campus Cast.
- b. If conditions exist which are conducive to tornadic activity students should inform their respective dean of such threat and monitor a weather scanner or radio for impending warnings.
- c. In the event of tornado warnings students should make their way to the Administration Building and assemble in the hallway and await further instruction. This should be done in an orderly manner.
- d. In the event of a Hurricane students will be advised in an appropriate amount of time what course of action to take.
- e. Depending of the direction and intensity of the storm Southeastern will determine what action needs to be taken. Possibilities include but are not limited to: dismissing students who live away from the path of the approaching threat, bussing students to a safe location away from the approaching threat, etc.

### 23. 5 **Medical Emergencies**

- Do not move a seriously injured person unless he or she is in a life-threatening situation.
- Immediately notify or ask someone in the vicinity to call 911.
- Render first-aid if possible.
- Do not leave the injured person except to summon help.
- When reporting a medical emergency, provide the following information:
  - Type of emergency
  - Location of the victim
  - Condition of the victim

### 23. 6 **Bomb Threats**

In the event that a bomb threat is phoned in on campus, it should be considered a valid threat. It is most likely that the caller will not reveal his/her identity, however, people who make such threats usually want you to know what they are going to do and often why. If you receive a bomb threat, immediately have another person contact the police while you keep the caller on the line.

Make notes to IDENTIFY caller:

- Gender
- Approximate age
- Caller ID
- Voice characteristics
- Accent
- Manner (i.e. calm, angry)
- Background noises

KEEP CALM – PRETEND DIFFICULTY HEARING – KEEP CALLER TALKING – IF POSSIBLE, ASK QUESTIONS LIKE...

- When will it go off?
- Where is it located?
- What kind of bomb?
- What does it look like?
- Why are you doing this?
- What is your name, address, phone number, etc.?

## 24

## Employment

### 24. 1 **On Campus Employment:**

- a. The Work Scholarship Program provides a limited number of on-campus jobs available to students. These are assigned according to need and experience.
- b. On-campus jobs are administered through the appropriate college department heads.



- c. As in any employment situation, failure to accept the assigned responsibilities and perform the assigned duties properly will result in dismissal from the Work Scholarship Program, and the duties will be awarded to another student.

24. 2 **Working Off Campus:**

- a. The college will offer any assistance possible in helping students obtain off campus jobs. A number of business references are available through the office.
- b. A student's place of employment may be subject to administrative approval. **Students may not work in places where alcoholic beverages must be directly handled.**
- c. As a general rule, students may not miss Church to work on Sundays. Any exceptions must be cleared with the Dean of Students.
- d. A 2 to 1 riding ratio may be granted by the Dean(s) for work situations.
- e. A student's conduct at work may be scrutinized by the college as well as his employer. The following guidelines apply:
  - 1) Students receiving reprimands for delinquency, tardiness, or laziness on the job from his employer might be subject to discipline from the college.
  - 2) Students are to give sufficient notice of employment termination to employers—usually two weeks.
  - 3) Students must dress for work in accord with the college dress guidelines concerning modesty and appearance.
  - 4) A student who lies, steals, fights, is rude, shows a bad attitude, or intentionally disobeys while at work will receive the same Level of Discipline for these offenses as if they occurred on campus.
  - 5) All students working off campus must submit a work form indicating one's regular work schedule. This is to be submitted to the students Dean.
- f. The intent is to provide the best Christian testimony possible by the students of Southeastern Free Will Baptist College to the business community at large.

25

## Engagements and Marriages

- 25. 1 Any Southeastern dormitory students who choose to marry in mid-semester must notify the administration at the beginning of the semester in which a wedding is scheduled to take place. Students must also realize that any absences incurred during such a time will be counted against them.
- 25. 2 Engaged couples who leave campus to plan their weddings may receive special privileges from the Dean of Students to leave in a one to one ratio.

## Entertainment

### 26.1 Entertainment:

- a. We recognize entertainment as an important part of a Christian's life. We also recognize that it is difficult to develop a "list" that would include every music group or movie a student would be allowed to listen and watch. Therefore the student must use his/her judgment and engage in entertainment that fits into the following guidelines:
- 1) **Colossians 3:16 and Ephesians 5:19** clearly teaches that the Christian is to admonish, teach, and speak to one another in "psalms and hymns and spiritual songs, singing and making melody in your heart to the Lord" This is an obvious statement to the moral value a song can have. The Christian's entertainment should be a righteous expression of the heart unto the Lord.
  - 2) **Romans 12:1-2; 2 Corinthians 6:14-18; Ephesians 5:6-16; and 1 Peter 1:13-16** teaches the Christian to separate themselves from the world and unto God in every area of their life. This would certainly include all entertainment. The Christian should avoid entertainment that is an inappropriate medium to proclaim the Christian message. SFWBC recognizes the following as inappropriate (this list is not exhaustive and is subject to change): Movies that contain profanity, glamorize immorality and alcohol and drug use, etc. Rock & Roll, Heavy Metal, Black Metal, Death Metal, Rap, Reggae, Punk Rock, Hip-Hop, Underground Hip-Hop, New Age, Indie Rock, R&B, Dance, Alternative, Pop Music, Country-Pop, Country, Alternative Country, and any music labeled Christian that is patterned after one of these genres (Christian Rap, Christian Rock, CCM, Christian Country, Christian Alternative, Christian Dance, etcetera).
  - 3) **Philippians 4:8** teaches the importance of what is put into the mind of the believer. Moral excellence will only come when one makes a choice to think on "whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report." Any entertainment that violates one of these areas is considered to be inappropriate.
  - 4) **1 John 2:15-17** admonishes the believer to not love the things of this world. This is what the unsaved person does and the Christian today should clearly avoid the evil practices of the world. Secular, ungodly entertainment is an evil practice of the world that should be avoided by the believer.
  - 5) **Ephesians 6:10-18** reveals that the Christian is in a spiritual warfare. It is important to note that the believer's enemy is a Satanic World System governed by Satan himself. The Christian today must avoid entertainment that would give Satan an advantage in his/her life. Music is a powerful tool and considered to be an important agent in the occult. Any music which violates the principles of Scripture will allow Satan to have a stronghold in your life as you have violated James 4:7. When the Christian chooses to not submit to God, the devil will not flee as you have stopped resisting him. The same can also be said of the movies one chooses to view.
  - 6) **Galatians 5:16-17** clearly teaches that a Christian has a daily choice to make; submitting to the Spirit or submitting to the flesh. When one submits to the Spirit of God, he will live

a life that is pleasing and prosperous for God. When one submits to the flesh, destruction is imminent. In Romans 7:18, Paul states: “For I know that in me (that is in my flesh,) dwelleth no good thing...” Jeremiah 17:5 states: “Thus saith the LORD; Cursed be the man that trusteth in man, and maketh flesh his arm, and whose heart departeth from the LORD.” Rock, Rap, Country, etcetera all appeal to the flesh and must be avoided. The CCM industry (including Christian Rap, Rock, Country, etcetera), or Southern Gospel groups, that uses a musical genre that drives the flesh is inappropriate for the Christian and should be avoided.

- 7) **1 Corinthians 6:18-20 and 1 Thessalonians 4:3-7** clearly teach that it is the will of God for the Christian to flee fornication. This applies to all areas of entertainment as they can be used to enhance the romantic atmosphere in a dating situation. This kind of entertainment should be avoided in a dating relationship as God has provided the physical relationship between a man and woman to be permissible, and good, only in the marriage relationship. This would include the music of artists, such as, Josh Groban, Andrea Bocelli, Celine Dion, as well as movies with displays of immodest clothing, sensual scenes, vulgar language, etcetera.
- b. When in doubt, the student should have their entertainment cleared by their respective Dean before engaging it.
- c. All music and movies listened to, or viewed by, a student of Southeastern is subject to inspection at anytime.

#### 26. 2 **Movie Theatre Attendance**

- a. Attendance at movie theatres is prohibited while a student is enrolled at SFWBC. SFWBC believes it is best for students to abstain from this form of entertainment as the vast majority of it is anti-God and spiritually harmful. David said in **Psalm 101:3** “I will set no wicked thing before mine eyes. I hate the work of them that turn aside; it shall not cleave to me.” **Philippians 4:8** has already been mentioned in the previous section, but it applies to this area as well. The Christian who desires moral excellence (*virtue*) must think on the things listed in this verse. Any movie that violates this verse should be avoided by the believer who desires a clean heart and mind.
- b. **1 Thessalonians 5:22** states, “Abstain from all appearance of evil.” This certainly applies to attendance at movie theatres as 78% of PG rated movies contained sexually suggestive material in 2004 (Preview Family Review). This principle would also apply to the movies we view on-line, and on DVD.

#### 26. 3 **Theatrical Events/Concerts**

- a. Any student who desires to attend a Broadway-type event must get permission before buying the tickets. Failure to do so could result in the student paying for an event and not being able to attend it.
- b. A concert of any kind must be approved by the Dean of Students **before buying the tickets**.

## Faculty/Staff/Student Relationship

### 27.1 Faculty/Staff Responsibility:

- a. The faculty and staff of Southeastern Free Will Baptist College are here to serve the needs of the students with the understanding of the role a college faculty serves. All faculty/staff members have earned their positions through hard work and deserve the highest respect from students.
- b. Faculty members serve as counselors for all students in areas of academic and personal needs. Students are encouraged to seek out their counsel and advice.

### 27.2 Student Responsibility:

- a. Students should make appointments with faculty members and be prompt in the appointment.
- b. Faculty or staff members may communicate or request a meeting with students via mailboxes.
- c. Any request from a faculty/staff member is to be considered an official call slip and is to be honored as soon as the note is received or within 24 hours.
- d. If a student cannot see a professor during his office hours, the student must leave a note indicating his own free hours and information about how he can be reached.
- e. Failure to answer this request promptly is a Level One Infraction.

## Financial Information

### 28.1 General Policies:

- a. All financial obligations must be satisfied with the College in order to receive diplomas and transcripts.
- b. If a student defaults on an agreed upon financial payment plan, he/she may not be considered in good standing with the College and penalties may ensue to include fees, interest, restriction from class and campus, and/or exam restriction up to expulsion. Additionally, a lock out may occur on the student's Populi account if payments are not up to date and/or a student has an outstanding balance and is not an actively enrolled student.
- c. Accounts may be turned over to a collection agency and students are responsible for any costs associated with efforts to collect outstanding amounts due.
- d. Payment records will be considered in any application for re-admission and if found to be not in good standing, admission may be denied or special restrictions enforced (i.e., payment of bill in full up front).

### 28.2 Specific Policies:

- a. All fees, tuition, room/board (if applicable) charges associated with attending the College will be added to a student's account on Populi. Book charges may be added as well with permission from the Business Office.
- b. All students living in the dorm must register and pay to eat in the cafeteria.
- c. Once registered, students must elect one of the following payment plans:

- 1) 100% Paid Up Front (students will receive a 5% discount off of the tuition charge when payment is made in full at registration).
  - 2) 4-Payment Semester Plan with payments due at registration, Oct., Nov., and Dec. 1<sup>st</sup> (in the spring, payments will be due at registration, Mar., Apr., and May 1<sup>st</sup>).
  - 3) 5-Payment Semester Plan with payments due at registration, Oct., Nov., Dec., and Jan. 1<sup>st</sup> (in the spring, payments will be due at registration, Mar., Apr., May, and June 1<sup>st</sup>).  
Reminder: No transcripts or diplomas are granted until accounts are paid in full.
  - 4) 12-Month Payment Plan. Fall charges and an estimate for spring charges will be added together and divided by 12 payments due at registration, Oct., Nov., Dec., Jan., Feb., Mar., Apr., May., Jun., Jul., and Aug 1<sup>st</sup>. Once the student registers in the spring, the remaining monthly payments will be adjusted to reflect the students' actual charges. If a student registers for the first time at the College during a spring semester, the 12-month plan is not available; however, the student can elect to make payments through August 1<sup>st</sup> of that calendar year with payments being due at registration, Mar., Apr., May, Jun., Jul., and Aug. 1<sup>st</sup>.
- d. All payments are due the 1<sup>st</sup> of each month and a late fee of \$25 will be applied after the 5<sup>th</sup> of each month. No bills will be sent out to students apart from what is published on Populi. Students are responsible for viewing their Populi accounts regularly and making their payments on a timely basis.
  - e. Payments can be made in the business office or via online payment by accessing the student's account on Populi. The College accepts payment by cash, check, VISA, MASTERCARD, AMERICAN EXPRESS, and DISCOVER. The business office is usually open to receive payments weekdays between the hours of 8:00 a.m. and 4:00 p.m.
  - f. Students who have not visited the business office after registering or who are behind in making their full payments and have not discussed their situation with the Business Manager may not be allowed to attend class and may be subject to further penalties including fees, interest, restriction from campus, a Populi lock-out and/or exam restriction up to expulsion. The student's name will be sent to their professors with the request to count them as absent until arrangements have been made concerning his or her school bill. Reminder: excess absences can result in the failure of a class for the semester.
  - g. If a student's account is behind by three months or more, or if consistent payments are not made monthly, the student's account may be turned over to a collection agency and all costs and fees associated with efforts to collect the outstanding debt will be the responsibility of the student.
  - h. All students must have their bill down to \$1000 or less to return each fall. Students are not allowed to move into the dorm and/or start classes until their balance is at or below this level.
  - i. External and Online Studies payments follow the same guidelines as on campus classes.

## Grievance Resolution

### 29.1 Policies

- a. An appropriate grievance is defined as a student's expressed feeling of dissatisfaction concerning the manner in which he/she has been dealt with concerning a matter of discipline (in class or in general), by faculty, deans or other employees of this institution.
- b. Students must notify SFWBC in a timely fashion of any grievance considered appropriate for handling under this policy. The grievance procedure is the exclusive remedy for students with appropriate grievances. As used in this policy, the terms "timely fashion," "reasonable time" and "promptly" will mean seven days.
- c. Students will not be penalized for proper use of the grievance procedure. However, it is not considered proper if a student abuses the procedure by raising grievances in bad faith or solely for the purposes of delay or harassment, or by repeatedly raising grievances that a reasonable person would judge to have no merit.
- d. The proper chain for a student to follow in seeking a resolution for a grievance is: Dean of Men/Women (DM, DW), Dean of Students (DS), College Dean (CD), President of College, TRACS.

### 29.2 Procedure

- a. Any student having a grievance with a staff member should personally approach the staff member with which the grievance exists, in a spirit of humility, and discuss the grievance.
- b. If a satisfactory resolution of the grievance is not found the student may appeal by scheduling a meeting with the DS.
- c. If that meeting fails to bring about a satisfactory resolution of the grievance the student may appeal to the CD.
- d. If the meeting with the CD fails to bring about a satisfactory resolution of the grievance the student may appeal to the President of the College.
- e. Once the student has gone through the chain of command at Southeastern he/she may contact Transnational Association of Christian Colleges by mail at TRACS, P.O. Box 328, Forest, VA 24551; by phone at 434-525-9539; or by e-mail at [president@tracs.org](mailto:president@tracs.org).

## Illness and Medical Treatment

### 30.1 Illness Procedure:

- a. In case of emergencies, students must contact the respective Dean of Men/Dean of Women immediately.
- b. Students needing medical attention from a doctor must inform the respective Dean of Men/Dean of Women before and after the visit.
- c. Students who take medication regularly must inform the respective Dean about the medication. All prescription medications must be stored in a secure, locked container.
- d. Students must inform the respective Dean concerning personal medical conditions important to the student's well being and care. The Dean may request for the student to verify the information in writing, especially as it relates to procedures of special care.

- e. Students must properly report class absences because of illness.
- f. Dormitory students who are ill must remain in the dormitories. Arrangements for meals will be made.
- g. Southeastern does not offer nor provide for, its students medical insurance.

31

## Leaving Campus

- 31. 1 Southeastern's concern in this matter is the responsibility of accounting for the safety and whereabouts of dorm students in the case of accidents or emergencies. Students should understand and be fully cooperative in this matter.
- 31. 2 Students are allowed to take an unlimited number of home visits each semester.
  - a. A "home visit" is defined as a student spending the night in his/her home as long as one or more of the student's parents will be home for the duration of the visit. Students of the opposite sex will not be allowed to take home visits together unless closely related. (exceptions may be granted in the event of extenuating circumstances: i.e. emergencies)
  - b. Engaged couples may, with advanced notice, be given permission to take a "Home Visit" in order to discuss and make plans concerning the wedding, as long as they do not spend the night together in the same home. They also cannot miss their CS church more than two times per semester or a required Southeastern event.
  - c. Any student who chooses to take a home visit is required to inform his/her Dean even if they do so each weekend.
  - d. While taking a home visit, students must remember they are still subject to the rules of the college. Infraction of the rules during a "home visit" may result in a revocation of this privilege.
  - e. A student may miss only two Sundays in the church they have chosen for their Christian Service per semester outside of holidays.
  - f. The student is responsible to see that his or her Christian Service Assignments are taken care of in their absence.
- 31. 3 **Staying Off Campus:**
  - a. Special Circumstances may require a student to stay off campus on Saturday night. These circumstances are defined as:
    - 1) Students who are on a church staff as a youth pastor, assistant pastor, or similar position as determined by the pastor.
    - 2) Students whose family is directly involved in the planting and growing a mission church.
    - 3) Students whose Christian service assignment or work responsibilities require a Saturday night stay at home. Guidelines for this situation are as follows:
      - i. Christian service assignment must be home church related involving Saturday and Sunday duties. The necessity of this situation is determined by the Christian service supervisor and the Dean of Students.
      - ii. Work related situations must be approved by the Dean of Students.
      - iii. The student must stay in his/her own home with one or more of the parents being home for the duration of the stay. College rules will apply.

31. 4 **Special Home Visits:**

- a. Students who live more than four (4) hours from the college and would otherwise be unable to take a “Home Visit”, may be allowed to visit a home other than his/her own home, (i.e. A sibling, grandparent, a fellow student’s home, an adoptive family at the church you are attending while at college, etc.) under the following circumstances.
  - 1) There must be written permission from both the parents of the home to be visited and parents of the student doing the visiting.
  - 2) Permission must be given to the respective Dean before the student is allowed to leave campus.
  - 3) The student should prepare ahead of time for these occasions.
  - 4) At least one (1) parent will be home for the duration of the visit.

31. 5 **Rules While on Home Visit:**

- a. On-campus students must abide by the college dating rules and procedures even when staying in the homes of others.
- b. This means that dates must still be either a chaperoned or double date arrangement.

31. 6 **Leaving Campus at Breaks:**

- a. Permission may be granted (upon request by the students only), for students to ride home in mixed ratios at the end of semesters, during holiday breaks or for special circumstances on a case by case basis, as determined by the Dean of Students, (special circumstances concern times of emergency, etc.). This permission will only be granted in cases where there is no other means of transportation available.
- b. We realize that there will be times when a student might visit the home of his or her girlfriend or boyfriend during Thanksgiving and or Spring break.
- c. However, Southeastern cannot assume the responsibility of approving this type of activity.
- d. We believe great care should be exercised by both the student and the parent of the home being visited to ensure that there is no appearance of impropriety during such visit.
- e. The student will ultimately be held responsible for their behavior while on such visit.
- f. Therefore, we require any student who intends to spend an in semester break in the home of his or her girlfriend or boyfriend’s parents or legal guardian, to have both sets of parents or guardians fax or mail in a signed letter of permission.

31. 7 Students must obtain permission from their respective Dean to travel further than 75 miles from the campus.

31. 8 Students are not allowed to leave campus with members of the opposite sex unless they are related, (i.e. siblings, close cousins, etc). Exceptions to this policy may only be granted by the respective Dean for certain circumstances and as warranted.

31. 9 Lady students may be out after dark only when accompanied by another lady student or work related.

31.10 Students may leave campus with the opposite sex in groups of three (3) for shopping, eating, running errands, etc. **This arrangement is never to be used as a substitute for double dates and should only be done after the respective deans are notified.**



## Library

32. 1 The college library is an integral part of a college education. It is to be used by the regulations provided by the college librarian. These may be in addition to those stated herein.
32. All books and materials in the library are the property of the college and are not for use apart from the regulations established by the librarian.
32. 3 Any books or materials taken from the library without proper permission will be considered an act of stealing. A student may be severely disciplined or expelled for such an act.
32. 4 The college librarian and assistants are for the oversight of the library. This oversight includes student behavior as well as study and resource materials.
32. 5 Lost or damaged books are the responsibility of the student who checked them out. The student will be required to pay for replacement materials when this occurs.
32. 6 Overdue books require fines for each day overdue. Students with overdue books may not check out others until accounts are settled and the books returned.
32. 7 Students are to respect the atmosphere of the library by refraining from loud talking and boisterous behavior.
32. 8 Students are encouraged to make use of public libraries in the area.
32. 9 Students may not date in the library or during library study hours.
32. 10 Men and women must sit at separate tables, with the exception of the table in the middle room, which is co-ed.
32. 11 New students are required to participate at the beginning of each semester in an orientation seminar conducted by our librarian. This seminar will familiarize the student with procedures to enhance his or her learning experience.

## Off-Campus Students

33. 1 **Those who are permitted to live off campus are:**
  - a. Married students
  - b. Single students who are 23 years old. (Exceptions to this may be granted for students who are twenty two and in their final semester and working or training in a full time church or school ministry or are in their 5<sup>th</sup> year of college).
  - c. Single students under 23 years of age who live with their immediate families or legal guardians.
  - d. Those who wish to live with brothers or sisters must obtain written permission from the Dean of Students.
  - e. Students under 23 living with immediate family members or legal guardians are considered to be living *at home*. "At home" is defined as spending each night at the immediate family or legal guardians' home.
  - f. All exceptions must be approved by the Dean of Students.

- g. At no time will it be allowed, nor will exceptions be granted, for students who meet the requirement to live off campus to live in a co-ed (mixed ratio) situation, unless the parties are closely related (i.e. brothers, sisters, first cousins).
33. 3 **Off-campus students:**
- a. Off-campus students are subject to the same guidelines of propriety, rules, and regulations as the on-campus students relating to conduct, character, appearance, and travel.
  - b. All off-campus students are asked to follow the guidelines concerning entertainment as specified in the “Entertainment” Section.
  - c. Off-campus students are required to attend college programs and activities which the Administration considers important to their education.
33. 4 Off-campus students are expected to live above reproach in the community.
33. 5 Because students living at home may not be subject to all the regulations governing dormitory students, any off-campus student who deliberately influences a dormitory student to disregard any regulations will be subject to serious discipline.
33. 6 Disciplinary measures necessary for off-campus students will be considered in the forms of fines, work assignments, suspension, or expulsion (as the situation demands).
33. 7 Violators will be dealt with on the same basis as dormitory students.
33. 8 Auditing students are subject to the same regulations as all other students with the exception of class requirements.

## 34

## Room Assignment Policy

34. 1 **Introduction:**
- a. Southeastern Free Will Baptist College has as its mission a goal to train young people for full time Christian service. For this reason we utilize every means possible to reach this goal. Since ministry is 100% people oriented, the best classroom for achieving the practical aspect of our goal is the student’s dorm life.
  - b. Close living arrangements such as dorm life are the best teachers we can enlist in teaching our students how to deal with real life people issues. They learn how to deal with people with whom they are different and how to find solutions to everyday problems without the intervention of others which we all face at some time.
  - c. For this reason the room assignments which we make are done so in order to best achieve our stated goals.
34. 2 **Freshman Policy:**
- a. It is our general policy to try to place new students with upperclassmen. However, in some cases it may be necessary to place freshmen, and or, new students in the same room.
  - b. With this in mind, we do allow incoming freshmen to make requests for roommates. This request must be mutual between both parties. However, requesting someone as a roommate does not guarantee that the request will be granted, only that it will be considered. These requests can be made during the application process by filling in the appropriate information on the application or by sending an email, for the men to the Dean of Men and for the ladies the Dean of Women.

### 34.3 **Upperclassman Policy:**

a. There are several considerations which must be made when making assignments for the upperclassmen.

1) First is the “Room Request” form which students had opportunity to fill out at the conclusion of the spring semester.

2) Second is the student’s decorum in all areas of life the previous semester.

3) Third is how well the student interacts with others in the dorm environment.

### 34.4 **Student Leader Policy:**

Because our student leaders have assumed responsibilities other students do not have, they are afforded the opportunity to exercise first choice in choosing a roommate. A student leader is defined as any student who holds an office or position of responsibility; this can include prayer captains, student body and society officers, as well as ensemble members. This deference is necessary due the responsibilities laid on these student leaders.

### 34.5 **Conclusion:**

Southeastern is known for producing Christian workers that are in a class by themselves. We are not alone in this endeavor as we depend upon the parent or guardian to assist us in accomplishing this task. When we set about to make room assignments our goal is to create an environment which works best for everyone. Sometimes that means a student will not get exactly what he or she requested this year, but next year they may.

## 35

## Social Media

35.1 Any Southeastern student, who creates and maintains an account through any social media site must be aware that their account as well as its content will be under the guidelines of and subject to the approval of, this administration. Any such account must be opened to all Deans of Southeastern whether permission is requested by the Deans or not. Failure to adhere to this policy will result in disciplinary measures.

## 36

## Student Meetings and Organizations

### 36.1 **Societies:**

a. College life is enhanced socially by the functioning of the men’s and women’s societies. Societies are to contribute to the development of campus life through planned social activities, sports, and spiritual challenges. Students should recognize the importance and privileges of each society and participate in all activities possible.

b. College Societies are Omega Rho Beta and Theta Phi Alpha.

c. Though Greek letters are used to designate the men’s societies, the names are based on a Christian/Biblical interpretation and not the Greek society system of secular colleges. Any similarities are merely coincidental.

d. Societies meet on designated days. All members are expected to attend. Roll will be taken at each meeting.

- e. Society officers are elected at the close of the Spring semester in anticipation of the Fall semester for the purpose of leadership in the society and the student body. Society officers are: President, Vice President, Secretary-Treasurer, and Chaplain.
  - f. Student qualifications for society officers are:
    - 1) Christian character commensurate with the position of leadership
    - 2) Maintaining a GPA required for their classification
    - 3) Approval by the Director of Student Life
    - 4) Approval by the Business Office.
36. 2 **Class meetings:**
- a. Each class at Southeastern is unique. Students should seek to develop their own class identity and make positive contributions to the traditions of Southeastern.
  - b. Class meetings are held on designated days. All members are expected to attend. Roll will be taken at each meeting.
  - c. Class officers are elected annually for the purpose of leadership in the class and the student body. Class officers are: President, Vice President, Secretary-Treasurer, and Chaplain.
  - d. Qualifications for class officers are:
    - 1) Christian character commensurate with the position of leadership
    - 2) Maintaining a GPA required for their classification
    - 3) Approval by the Director of Student Life
    - 4) Approval by the Business Office.
36. 3 **Student Body:**
- a. The Student Body meetings are mandatory meetings for all on campus students and meets on designated days for the purpose of establishing the unity of the students, planning of projects and carrying on the traditions of Southeastern Free Will Baptist College.
  - b. Student Body officers are elected annually which include: President, Vice-President, Chaplain, and Secretary-Treasurer.
  - c. Qualifications for officers are:
    - 1) Christian character commensurate with the office
    - 2) Maintaining a GPA required for their classification
    - 3) Approval by the Director of Student Life
    - 4) Approval by the Business Office
36. 4 **World Missions Fellowship:**
- a. The purpose of this organization is to promote the cause of worldwide missions within the student body.
  - b. The leadership qualifications and meetings are the same as previous organizations.
  - c. While participation in the World Missions Fellowship is voluntary, we encourage all students to become a part of this worthwhile organization.
36. 5 **Student Government Organization:**
- a. There is also the opportunity for students to participate in the Student Government Organization.
  - b. Students interested in participating in the Student Government Organization appoint fellow students from various classes to represent them in meetings.
  - c. The Student Government Organization is under the direction of the Director of Student Life and meets monthly to discuss issues relating to student affairs.

- d. A full address of the by-laws for the Student Government Organization can be found on our website at: [www.sfwbc.edu/students/handbooks](http://www.sfwbc.edu/students/handbooks)

**36.6 Dorm Prayer Captains:**

- a. Each Dorm will have an allotted number of Prayer Captains based on the number of Students.
- b. The candidates for Prayer Captain will be chosen based on qualities the staff feel are exemplified by one's decorum.
- c. Candidates must also meet the requirements for office as listed in the Student Handbook of Policies and Procedures, **Academic Policies**, p.11, 2.4, a-d.

**37**

## Student Services

**37.1 Student Services:**

- a. Southeastern offers its students a café area (Campus Corner), secluded off the cafeteria with a relaxed atmosphere for eating meals and complete with drinks and snacks for studying, visiting, and watching television.
- b. The student game lounge is just off of the gymnasium and offers ping-pong tables, a pool table, a game table and video gaming area.
- c. Wi-Fi hot spots are also conveniently located around the campus.
- d. The on-campus bookstore is available for students to buy books, class notes, and class resources.
- e. Student's at Southeastern are also encouraged to participate in one of their societies sports teams. Each year the brother/sister societies compete in football, volleyball and basketball.

**37.2 Family Educational Rights and Privacy Act (FERPA)**

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

- 1) The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. Students should submit to the Registrar or other appropriate official written requests that identify the record(s) they wish to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2) The right to request an amendment of the student's education records that the student believes are inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- 3) The right to consent disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to institution officials with legitimate education interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Southeastern Free Will Baptist College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D. C. 20202-4605

### 37.3 **Administrative Offices**

1. **College Office**
  - General college information
  - Student records
  - Registration assistance
  - Academic/Class information
  - Package pick up
  - Admission assistance
  - Transcript Requests
2. **Business Office**
  - Payment of student bills
  - Financial counseling
  - Arrangement of payments for student accounts
  - Implementation of VA funds
  - Scholarship Applications and fulfillment
  - Student Payroll Information
3. **College Dean Office**
  - Christian Service Assignments and fulfillment
  - Student activities

- Society Functions
- Student Government
- Leadership Conference
- Lost and Found
- Summer mission trips

#### 4. **Promotional Office**

- Student Recruitment
- Promotional materials
- Promotional services and implementation
- Student representative scheduling

37. 4. **New Student Orientation:** Four orientation sessions are conducted for the incoming freshmen and new students in an effort to familiarize them with the Student Handbook, financial requirements (this includes sample budget and methods of implementation), keys to academic success, as well as tutorial on using Populi.

#### 37. 5 **Reasonable Accommodation Policy**

In accordance with The Americans with Disabilities Act, Southeastern Free Will Baptist College will reasonably accommodate otherwise qualified individuals with a disability unless such accommodation would pose an undue hardship, or would result in a fundamental alteration in the nature of the service, program or activity, or in undue financial or administrative burdens. Changes in teaching techniques occur continually as instructors discover new ways to aid handicapped students. The term “reasonable accommodation” is used in its general sense in this policy to apply to employees, students and visitors. Student requests for reasonable accommodation should be addressed to the College Office which will contact the appropriate Administrator. A student must self-identify as an individual with a disability and provide appropriate diagnostic information that substantiates the disability. The College Office will then assess the impact of the disability on the student’s activities and performance and will insure that appropriate accommodations will be approved. Individuals who have complaints alleging discriminations based upon a disability may file them with the Director of Student Life

38

## EXCEPTIONS TO POLICIES

Any exception to the policies in this Student Handbook must be addressed to the proper administrator: student services issues to the Dean of Students, financial issues to the Business Manager, and academic issues to the Academic Dean.



39

## ADDENDUM TO ATHLETIC APPAREL POLICY

This policy is not meant, in any way, to condone a casual philosophy in relation to ministerial leadership or Christian living. All those in a spiritual leadership position should maintain a high level of professionalism in the way they dress, act, and conduct themselves in the everyday affairs of life.

This policy is being administered as an issue that relates to modesty, distinction and appropriateness. While it may be appropriate to wear knee length athletic attire on a field of play, it would certainly not be appropriate to wear the same attire in any ministry related activity.

It is the intent of Southeastern FWB College to bifurcate (divide into two branches) the modest, distinct, and appropriate attire for the participant in a sporting event from the modest, distinct, and appropriate attire for ministry related events and leadership in general.

It has always been the standard of Southeastern to require its students to have modest, distinct, and appropriate attire. Allowing the male students to wear knee length attire does not violate this standard in any way. It is a viable option for the intent of athleticism, and students who desire to wear knee-length athletic attire, versus long pants, are allowed to do so. It is also understood that those who desire to wear long pants, instead of knee-length ones, are also allowed to do so.

Since its inception, Southeastern has required its male students to wear long pants at sporting events. This decision was made as a result of the immodest shorts that were worn at athletic events, such as, basket ball and soccer. The shorts of this era were a clear violation of biblical principles, and the impetus of this standard by Southeastern was based upon the immodesty of this attire. In the past 15 years, a viable option has been presented concerning the athletic apparel for male students. While this type of attire was not a violation of biblical principles, it had not withstood the test of time as to the permanent nature of its existence. It has been determined that this attire has now presented itself as a permanent option of modest apparel for male students.

It is important to note that if the style changes back to the immodest shorts, and the knee-length attire is not available for the male students, Southeastern will choose to implement the use of long pants for the sake of biblical concordat.

Failure of the male student body to adhere to this policy, as it is presented, may require that this policy be reversed.

As long as a male student is going to play sports and is wearing knee length athletic attire he may wear them from his dorm to the on-campus event. If a male student desires to participate in a sport activity off campus that would require him to wear knee length attire he may wear said attire to and from the event. However, if the male student intends to make a stop between the campus and the event, (i.e. Walmart, Target, etc.) he must wear long pants over the athletic attire.