Dear Student:

Welcome to your educational community!

You have joined a community of students where you can learn, live, and lead according to God's calling on your life. It is our hope that your experience here will enable you to fulfill your educational, spiritual, and personal goals as you prepare for lifelong service in ministry or in the marketplace.

This guideline of information will provide you with information about the policies and regulations that direct our educational community. These guidelines are concerned with the details of community life on the main campus and at extension teaching locations. As you grow in your journey with God and get to know Him better through your involvement in this educational community, your participation will both enrich your educational experience and glorify God as you serve Him.

Please do not hesitate to direct any questions you have about this publication to the HelpDesk or the Office of Student Life & Development.

In His Service,

Brian P. Smith,
WBC/CBS Dean of Students

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Student Honor Commitment .....

At Washington Bible College/ Capital Bible Seminary, you will experience a student-friendly and spiritually vital climate which fosters an environment for spiritual growth and enhances the college/seminary community experience.

Classroom life is only part of the educational experience. Learning in community with one another includes the academic and personal development of each student. These are our guidelines that reflect our pursuit to reflect Christ and bring glory to Him. Therefore, the policies and procedures outlined in these guidelines have the following outcomes in mind:

- an environment where we are committed to learning in and outside of the classroom in pursuit of lifelong learning,
- an environment where the heart and the head merge into actions,
- an environment where reconciliation, unity, and faith-based multicultural competence are pursued,
- an environment that emphasizes knowing Christ personally and to be known as His.

Equal Opportunity

Washington Bible College/Capital Bible Seminary admits students of any race, color, gender, and national or ethnic origin to all rights, privileges, programs, and activities accorded or made available to students at the institution. It does not discriminate on the basis of race, color, disability, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and the athletic and other programs.

Washington Bible College/Capital Bible Seminary is a diverse community in which men and women receive a Scripture-centered education that equips them for lifelong service in ministry and the marketplace.

Services Provided

The Office of Student Life and Development

The Office of Student Life and Development is responsible for student services at Washington Bible College and Capital Bible Seminary. Most services fall into the following six categories:

Spiritual Growth through Community

In fostering an environment for the development of community and spiritual growth, community gatherings are key. The Scriptures speak to the importance of gathering together in groups for the sake of spiritual growth as well (see Matt 18:20; Heb 10:25 for examples). Washington Bible College/Capital Bible Seminary expects that each student will actively engage in a community of believers for the sake of the kingdom of God and their own spiritual growth. Services include chapel programming and the management and promotion of multiple small groups and gatherings.

Community Development

Although each person's experience of community may differ, it is expected that certain experiences will be similar. Initially, it is our intention that all students *be known*. This means others meet the individual and seek to understand him or her. The student is then accepted or valued for who he/she is. Another significant experience in community is *involvement*. Initially, this may primarily refer to a person being included in the community. However, over time it also refers to one investing in the community. Thus, "involvement" is comprised of receiving and contributing. Finally, one is *committed* to the community, and often takes an active role in assisting others as they proceed through these experiences. Services here include: a HelpDesk, housing services, an active Student Council for the College and Seminary, events such as the Missions Conference, and various campus activities.

Campus Safety

The purpose of the Washington Bible College/Capital Bible Seminary security department is to maintain an atmosphere of safety on our campus as well as to protect our students and property. The department is staffed by student security guards. Services include security guards that patrol the campus, provide surveillance and escorts, observe and report illegal or suspicious

activity, investigate incidents and write up incident reports, and provide timely response to emergencies. To contact security please call 301-366-3105.

2011 Annual Security Report
According to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Title IV institutions must publish an annual security report. The annual security report includes certain crime statistics for the previous three years as well as various security policies. This report is published by the Director of Campus Security and must be made available to all students and staff members, as well as to all prospective students and employees. This report is now available and can be accessed on the WBC/CBS website at:
http://www.bible.edu/Security/Security
The institution will provide a paper copy of the report upon request. Copies can be obtained from the Security Office located in the Miles Hall Lounge.

Vehicles
Ample parking is available on the campus and at extension locations. On the Lanham campus, at registration, each student wishing to park a vehicle on campus must provide current insurance information. All student vehicles parked on the Lanham campus must be registered and a parking permit purchased and displayed as instructed. Permits are valid only for students who are currently enrolled. Vehicles that do not have the proper paper work and permit from the Office of Safety and Security will be ticketed. All posted parking restrictions on campus are in effect 24 hours a day, 7 days a week except where otherwise publicly indicated.

Traffic and Parking Regulations
Safety, fire, and insurance regulations make traffic control a necessity. The following regulations are expected to be observed by all faculty, staff, students, and patrons. On campus driving and parking are privileges, not rights.

1. All vehicles are to be registered at the Office of Student Life and Development, where a permit will be issued. This permit is to be displayed as instructed..

2. All vehicles on campus MUST have up-to-date tags and a WBC/CBS parking permit. Vehicles without current tags will be towed.
3. Those granted parking privileges must park only in designated spots. At no time is a student to park in a Faculty/Staff parking space.
4. The campus speed limit is 15 miles per hour.
5. Normal driving procedures are to be observed. All traffic signs are to be obeyed. Reckless driving, driving under the influence of alcohol or while intoxicated, drag racing, and excessive use of the horn are prohibited. Cases of these kinds will be judged by the state and county traffic laws.
6. Mechanical work performed on vehicles is to be limited to minor repairs that do not detract from the function or beauty of the campus.
7. No parking on grass unless specifically directed for special functions.
8. No double parking
9. Traffic and parking violations will incur a $25 fine for first time offense with the exception of handicapped violations which are $50. Fines are to be paid or contested within 24 hours to the Office of Student Life and Development.

Student Success

Student success deals with initiatives that target the needs of students in order to ensure their success as students. It is intentionally facilitated through services such as new student orientation sessions. These sessions are designed to introduce students to the policies and procedures of the institution, but also to encourage opportunities for initial stages of community development. In addition, certain activities are chosen that allow students to learn about one another and themselves.

Experiential Learning

Experiential Learning encompasses a number of organized activities and events that function as tools to encourage students of WBC/CBS to move beyond where they are comfortable in order to experience the heart and mind of God in daily life. Examples of services here include: maintaining an athletic facility including a weight room, a racquetball court and space for other

sports, maintaining a quality athletic program, summer outreach camps, and short- term missions projects.

Other

Accessible Services

Space is set aside in Miles Hall equipped to make WBC/CBS services accessible to those challenged with physical limitations and to comply with the Americans with Disabilities Act (ADA). This space will provide reasonable accommodations, auxiliary aids, and services to make available effective participation in college and seminary programs. A staff member is available to assist with arranging or scheduling use of these facilities, academic advising, Library check outs, or computer lab access.

Concerns or Grievances

Students are encouraged to express their concerns or grievances to the appropriate individual who can address these matters. A grievance is defined as any event, condition, rule, or practice which students believe treats them unfairly, or causes an inappropriate degree of unpleasantness or unhappiness in the course of studies.

The following steps are to be taken in the grievance process:

1. Discuss the matter confidentially and in private with the individual concerned
2. If the discussion does not lead to a satisfactory conclusion, or if you believe the matter needs to be addressed by the administration, request a Concern or Grievance form from the HelpDesk and put it in writing. Your written statement will be routed to the appropriate individual(s) and will be kept on permanent file in the Office of Student Life and Development. You will receive a written reply to your concern or grievance.

Identification Card

All students are granted ID cards which should be carried at all times. They must be used for entrance into the dining room and are required in the Wagner Center and Library or by Security staff for campus access. There is a $20 non-refundable fee to replace a lost or damaged card. Contact the HelpDesk at the Office of Student Life and Development for more details.

Library

Oyer Memorial Library is both a physical and a virtual “place” for active inquiry, research and learning. The collection of nearly 100,000 volumes includes classics of the Christian faith, books and periodicals which support College and Seminary courses, as well as contemporary resources, indexes and a computer lab. Trained librarians and peer library helpers are available for individual, group or class consultations. The main library is located on the Lanham campus with a second site in Springfield, VA. The institutional website (www.bible.edu) also provides many useful resources in the Library section. Materials may be obtained from distant libraries through interlibrary loan. Students also are urged to become acquainted with other nearby library facilities. These include Prince George’s Community College Library, University of Maryland Library, public county libraries and, above all, the Library of Congress in Washington, DC. The latter is accessible by means of a short drive into Washington or a ride on the Metro and affords unparalleled opportunities for research.

Note: Capital Bible Seminary faculty and students have full borrowing privileges at all member libraries of the Washington Theological Consortium. In order to use these libraries you must have a valid CBS ID card and obtain a Consortium Borrowing Privileges form to be signed by an Oyer Memorial Librarian or a Virginia extension staff member. The first time you visit one of the other libraries you must present your ID and the signed form in order to check out materials.

For more information about Consortium libraries, visit the website, www.washtheocon.org.

Writing Lab
Each person has individual strengths and weaknesses, and the writing lab exists to come alongside and help in areas of struggle. In the college/seminary setting, the ability to write formal, academic essays and professional papers influences your potential for success in academic contexts.
To meet the need for improved writing, WBC/CBS provides a service for students in the important area of English writing. Writing tutors are available to assist students in the writing process.

Financial Aid

The Washington Bible College/Capital Bible Seminary Financial Aid Office exists to assist students in applying for external and internal financial aid. This office is dedicated to meeting the needs of a diverse and talented campus community by providing excellent customer service, in an accurate and timely manner, through the use of technology and knowledgeable staff. Financial Aid advisors will partner with the student and his or her family to arrange financing for the student's education, using the family's resources, the government's resources, and WBC/CBS's resources to ensure access to higher education assistance through quality service and efficient timely processing of aid for all eligible students.

Office Hours:
Monday – Friday: 8:00am – 4:30pm
Evening hours: by appointment only

Contact Information:
Ms. HieJu Seung, Interim Director of Financial Aid
iFinancialAid@bible.edu
301.552.1400, ext. 1222
Miles Hall, Room 105

Applications:

Applications for federal grants and/or loans:

- FAFSA (Free Application for Federal Student Aid): www.fafsa.ed.gov
- VFAO (Virtual Financial Aid Office) Interview: bible.vfao.com
- Priority processing dates (FAFSA and VFAO completed):
  July 1 – Fall semester
  December 1 – Spring semester

Applications for WBC awards:

- Applications will be placed in student boxes in February of each spring semester
- Applications are due in the Financial Aid office in March (exact due date will be listed on the application)
- Awards will be made in April, for funds to be applied to the following fall semester

Applications for CBS awards:

- Applications are made available each May. Students are advised to check the *Community 411* during the spring semester in order to download the application.
- Awards will be applied to the following fall semester

Maryland State Grant:

- FAFSA (Free Application for Federal Student Aid): www.fafsa.ed.gov
- Visit www.mhec.state.md.us to download additional applications
- Deadline: complete FAFSA by March 1; see website for other deadlines

Veteran Education Benefits:

- Submit copy of DD214 to Financial Aid Office when accepted for admission
- Submit copy of Application for Benefits to Financial Aid Office (optional)
- If you have previously used your benefits, you may need to complete a Change of Place or Program form in order to receive benefits

Additional Information for Financial Aid Recipients:

- Each student receiving financial aid will be evaluated to determine if he or she is meeting WBC/CBS's Financial Aid Satisfactory Academic Progress Policy. Evaluation is done at the end of each semester. Students who are placed on Financial Aid Probation or Denial will be notified with a letter sent to his/her student box.
- A student may appeal placement on Probation or Denial, but only extreme situations will be considered.
- A change in a student's enrollment status may result in a change of the amount of his or her grant or loan for that semester

Community Guidelines

Christian Character

The goal of WBC/CBS is to equip students for life and ministry. Faithfulness to Christ is at the core of character and a reflection on ministry and life. One example of our commitment to Christian character is that every undergraduate program has a statement that one requirement for graduation is the maintenance of Christian character in personal life and among fellow students, faculty, and the administration of the institution. Graduate programs include a requirement for demonstrated spiritual fitness.

Because Christian character is used as an entrance requirement, it is expected that the vast majority of students who attend will have little trouble continuing to demonstrate appropriate Christian character. Occasionally, however, there will be a student who has significant difficulty maintaining proper Christian conduct during the time of his/her studies here. At each step along the way the goal is to help students so that they can continue toward graduation or completion of their program.

As in all communities, it is expected that students will be willing to give up some personal liberties for the benefit of the community. By virtue of enrollment at WBC/CBS, students are expected to accept the responsibility of being a member of the community and respect the leadership and the regulations that govern it. Academic Affairs, along with Office of Student Life and Development, reserves the right to dismiss any student for serious breaches of Christian ethics or moral standards defined by the following guidelines.

Spiritual Growth through Community

The Scriptures speak to the importance of gathering together in groups for the sake of spiritual growth (see Matt 18:20; Heb 10:25 for examples). Students are expected to actively engage in a community of believers for the sake of the kingdom of God and their own spiritual growth. A threefold approach achieves this expectation.

Local Church

The first aspect is the student's involvement within a local church. The writer of Hebrews encouraged the readers not to

neglect meeting together as a church (Heb 10:25). Choice of a church is left to the student's discretion. Students are expected to attend weekly Sunday morning worship services and are encouraged to attend at other times as well. This requirement can include Field Education, which involves documentation of the student's involvement in a ministry for the body of Christ. If a student is not enrolled or chooses not to perform field education, each student (including part time students) must indicate his or her participation in a local body of Christ over the course of a semester.

Chapel
The second aspect is the student's attendance at campus chapel services. The purpose of chapel is to provide a meeting centered on the Bible and focused on today's issues, uniting passion with scholarship. It will reflect the multicultural aspect of worship within our community.

Chapel will meet on the Lanham campus at the posted times throughout the semester. There are three allotted times for chapel. Morning chapel begins at 10:45 a.m., Afternoon chapels begin at 1:00 p.m., and Evening chapel begins at 6:45 p.m.. Students are required to attend when a chapel intersects with their class time or day.

Small Groups
The third aspect to spiritual growth through community is the student's involvement in small group settings. All students have the opportunity to join small accountability groups (Commitment to Grow Groups). These groups will meet throughout the semester. Other events will be established by professors, student leaders, and invited guests and will deal with theological and biblical topics and offer opportunities to worship God through song, prayer, and Scripture reading.

Missions Emphasis
WBC/CBS places a strong emphasis on local and global missions work. The administration, faculty and staff believe that the well equipped person should be vitally interested in missions work. To this end the institution maintains a missionary emphasis in chapels, through an annual missions conference, and in the student body organization. All students are expected to attend

the annual missions conference when it coincides with their academic schedule and to do their utmost to maintain a global focus during their time of study here.

Guidelines on Matters pertaining to Conduct

Community depends on maintaining good relationships. The key to any relationship is the attitude of one's heart. Prov. 4:23 encourages "Watch over your heart with all diligence, for from it flow the springs of life." God's plan is to use other people, circumstances, and His Word to conform believers to His image, but a right attitude is essential for these to be profitable. Therefore, it is important that every member of the body of Christ maintains a proper biblical attitude (Matt 11:29; Jas 1:2-4; Rom 8:26-30).

Living in Harmony

Those who are saved not only enter a special relationship with Christ, but also become a member of the body of Christ. This puts a person in a unique relationship with other Christians. These relationships are guided by several principles established by Paul in Romans 14 and 15.

Regard one another (Rom 14:1-12)
The body is not one member, but many (1 Cor 12:14-27). Every believer has a special, necessary function within the body. A Christian's actions affect the rest of the members of the body. Every believer depends on the other members of the body for help.
Edify one another (Rom 14:13-23)
The body builds itself up by love (Eph 4:16). Edification depends more on love than knowledge (1 Cor 8:1). Each member is to love the other members of the body.
Please one another (Rom 15:1-7)
By love serve one another (Gal 5:13). Service to others is a lifestyle, modeled by Jesus Christ (Mark 10:45), that characterizes those who are mature (Mark 10:43-44).
There are also specific commands that come out of Scripture: to be honest (Eph 4:25); have proper speech (Eph 4:29); be kind, tenderhearted, and forgiving (Eph 4:32). The following guidelines have been established to help us function together as a community.

Personal Peacemaking (Private)

1. Overlook An Offense (Prov 19:11). You decide to forgive.
2. Discussion (Matt 5:23-24; 18:15). Personal wrongs too serious to overlook require confession or loving confrontation.
3. Negotiation (Phil 2:4). Seek solutions that meet the interest of all involved.

Assisted Peacemaking (Involves Others)

1. Mediation (Matt 18:16). Explore solutions, give advice, but cannot impose solutions.
2. Arbitration (1 Cor 6:1-9). Listen to arguments and render a binding decision (as a judge).
3. Corporate Discipline (Matt 18:17-20). When there is refusal to do right, intervention is required that may lead to removal.

Relationships with Administration, Faculty, and Staff

The main function of the institutional leadership is to serve students by facilitating their development into the people that God wants them to be. Administration and staff are available to assist students as they face various challenges in the course of their studies. At the same time, God has placed the administration, faculty, and staff in a position of authority. These vital relationships affect the whole student body. God has established leadership on every level. This includes civil government, the church, the family, and organizational structure. Everyone is under some type of authority, and ultimately, all authority is given by God (Rom 13:1-7; Dan 2:20-21).

Therefore, the proper response and attitude toward authority should honor God. God has given certain responsibilities toward leaders:

1. Pray (1 Tim 2:1-2)
2. Show Respect (1 Thess 5:12-13)
3. Obey and Submit (Heb 13:17).

Dress Code/ Appearance

The dress code has been devised with the intent of encouraging good taste, neatness, cleanliness, and appropriate styles. It is the desire of the administration, faculty and staff that we would be a community that is growing in our understanding as to how our attire relates to ministry, culture, Christian liberty, and sound decision-making. This kind of thinking carries us beyond rules to

learning to regulate our lives for the purpose of pleasing God. Students are therefore encouraged to look for ways to wear attractive professional and/or casual attire.

Writing on clothing must not advertise any product or event that is deemed un-Christ like, nor may clothing espouse an unbiblical philosophy or contain words that would endorse a lifestyle unbecoming to a disciple of Jesus. Hats (including knit or wool), bandannas, or doo-rags are not to be worn during class or chapel. It is expected that grooming will be done in good taste and in moderation with respect to current trends.

CBS classroom and chapel attire:

- The clothing students wear should be neat, discreet, and modest.
- Men are to wear shirts with collars, pants that are pressed (including Haggar or Docker-type slacks) and appropriate footwear to day classes and chapel.
- Women students are to wear dresses, skirts, tops, and pants that are businesslike with appropriate footwear.
- The general standard for men and women for day classes and chapel is professional casual attire. Students are expected to avoid wearing jeans, shorts, sweats, caps, athletic shoes, or flip-flop sandals. More casual attire (except sweats and shorts) is permitted for evening, Saturday, and summer classes.

WBC classroom and chapel attire:

The clothing students wear should be neat, discreet, and modest and without extremes of style, according to the following guidelines:

- Shorts are permitted only during final exam week and during summer sessions.
- Sweatpants, nylon, or fleece running pants, and pajama pants are not acceptable classroom or chapel attire.
- Pajamas are not acceptable anywhere outside the dorms.
- Tank tops and undershirts are unacceptable for men and women. Women may wear dress sleeveless shirts.
- Women should avoid extremely tight fitting clothing, as well as shirts with low cut necklines, short skirts, and midriff baring shirts. Low rise pants are not acceptable.

Although these guidelines are established specifically for classroom and chapel attire, students should practice the general principles for casual wear as well. The Office of Student Life and Development and Residential Directors reserve the right to monitor clothing styles outside of the classroom and chapel. The Dean of Students will exercise final judgment in matters pertaining to attire and grooming.

Personal Habits

The Lord expects those involved in a leadership capacity to be godly examples to the flock in all areas of life. For this reason, students must assiduously avoid using their Christian liberty in any way that would cause another to stumble (Rom 14:13). WBC/CBS students are asked to be very discriminating in the type of amusements (dancing, movies, music, television, etc.) in which they participate so as not to promote a sensual or worldly lifestyle.

WBC/CBS students are encouraged to refrain from participating in any questionable practice which might bring criticism on the student or the College/Seminary, or more importantly, the name of Christ. This includes adhering to rules set by governing authorities such as rules prohibiting:

- Under age drinking (currently 21; see http://www.mudpc.org/laws.html for more details)
- Using, manufacturing, possessing, or distributing illegal substances or drug paraphernalia.
- Students are expected not to abuse the use of legal prescriptions.
- Gambling (see http://www.gambling-law-us.com/State-Laws/Maryland/ for complete details)

This also includes actions associated with guidelines that the Bible establishes such as:

- Drunkenness (Deu 21:20; Luke 21:34; Rom 13:13; 1Cor 5:11; 1Cor 6:10; Eph 5:18; 1Th 5:7)
- Sexual activity outside of marriage (2 Tim 2:21-22; Phil 4:8; 1 Cor 6:9)
- Alcohol and tobacco are strictly prohibited on campus or at teaching locations.

Being found involved in the above as described may result in immediate dismissal from the College and/or Seminary. In addition, the Administration reserves the right to notify parents of students involved in illegal activities (underage drinking, gambling, etc.).

Personal Testimony in Relationships between Men and Women

Students should exercise virtue in all areas of life. To avoid any "appearance of evil," men are not to enter any women's residence floor on campus, and women are not to enter any men's residence floor on campus except by permission from a member of OSLD. This includes the stairwells leading to residential halls and campus residence facilities including Steiner Hall and Miles Hall. No student or couple may enter wooded areas or unlit areas after dark for any reason.

Dating:

Given the biblical mandates toward purity and proper sexual behavior (1 Thess 4:1-8), and because of a sense of deep responsibility for the environment of our students, the physical display of affection is not appropriate on the campus or at extension teaching locations for unmarried students, nor off campus when they are officially representing the College or Seminary in ministry. Public displays of affection beyond holding hands is not permitted on campus. Additionally, unmarried students of the opposite sex are not to sit in a parked car after dark.

Hazing:

No form of hazing or destructive conduct to other students is permitted. Hazing is defined as an act which endangers the mental or physical health or safety of a student. Destructive conduct is described as fighting with the intent of injuring another.

Entertainment

Because philosophies of life are so strongly proclaimed through the media, believers need to be careful that what we listen to and view are not in conflict with the biblical message (2 Cor 10:5, Phil 4:8). Therefore it is expected that WBC/CBS students will adhere to the following guidelines:

Pornography:
The reading, viewing and/or soliciting of pornography in any form is strictly prohibited.

Movies/TV:
Students are not permitted to view NC-17 rated or X-rated films. In regard to movies that are rated G, PG, PG-13, and R, it is expected that students at WBC/CBS will exercise discernment in their viewing choices. (For on campus guidelines please see the Media section for Residents)

Music:
There is a significant variety of music styles and personal preferences within the body of Christ. A discerning believer should carefully screen the philosophical moral content of lyrics. As part of the WBC/CBS community, students are expected to exercise discernment and courtesy when listening to music. This may range from choosing not to listen or simply using headphones in common areas such as student lounges.

Dancing:
Dancing that is considered sexually suggestive is prohibited. Dancing that mimics sexual activities, “grinding,” groping the body of a dance partner, or alike are not permitted. Dancing close is not always inappropriate, but everyone should consider the potential outcome of causing oneself or others to stumble in such circumstances.

Firearms & Weapons:
Firearms and weapons (including but not limited to guns, BB guns, paintball guns, airsoft guns, knives, etc.) are prohibited on campus and in teaching locations, and violations will result in appropriate discipline. No fireworks are permitted inside any of the College/Seminary buildings or facilities. In addition, students are expected to adhere to Maryland State Law (see http://www.firemarshal.state.md.us/fworks.htm for full details). (Virginia students: please review the extension section)

Theft and Respect for Property

Attempted or actual theft of, or damage to, property of WBC/CBS or property of a member of the WBC/CBS community or other personal or public property is strictly prohibited. Members

of the student body are expected to show respect for the property of others and should refrain from the theft and/or destruction of property belonging to others. Examples of behaviors which constitute a violation of this standard include, but are not limited to:

- Unauthorized taking or possession of another's property.
- Using another person's ID card or allowing another to use one's ID card for entrance to residential facilities or to obtain meals,
- Intentional or reckless behavior which may, or in fact does, deface or cause damage to college property or the property of others.

Any intentional act of destruction of college/seminary property will result in the perpetrator(s) facing disciplinary action by the institution and/or civil authorities.

Threats, Violence & Harassment

Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person is strictly prohibited.

It is the policy of WBC/CBS to strictly prohibit any conduct that constitutes harassment, including sexual harassment, and to discipline any student guilty of committing such conduct. This policy is based on the biblical principles of the worth and dignity of each individual and Title VII of the 1964 Civil Rights Act and Court decisions.

Sexual harassment is defined as sexual advances, requests for sexual favors, and any other conduct of a sexual nature including sexually explicit language and jokes.

An individual who believes that he or she has been subjected to sexual harassment should make it clear to the offender that the behavior is offensive to him or her. If the behavior continues, he or she shall immediately report the conduct to a staff member of OSLD. WBC/CBS's policy prohibits retaliation against anyone for reporting harassment, assisting in making a complaint or cooperating in a harassment investigation. To the fullest extent practicable, the complaint and the terms of its resolution will be kept confidential. If the investigation confirms that a policy

violation occurred, corrective action will be taken, up to and including dismissal.

The following procedure will be followed to investigate complaints of sexual harassment:

1. Complainant reports behavior to Student Life and Development.
2. Complainant files a Concern/Grievance form with Student Life and Development.
3. Within ten (10) working days, after receiving the written statement, Student Life and Development will conclude an investigation of the harassment allegation(s).
4. Following the investigation, the accused will be informed within five (5) working days and will be advised of future procedures if any are necessary.

WBC/CBS accepts no liability for harassment of one student by another student. The individual who makes unwelcome advances, threatens or in any way harasses another student is personally liable for such actions and their consequences. WBC/CBS will not provide legal, financial, or any other assistance to an individual accused of harassment if a legal complaint is filed.

Fire

Anyone who is found to have caused a fire maliciously or recklessly (no matter how small), who tampers with fire fighting/life protecting equipment, initiates a false alarm, or fails to comply promptly with requests from the administration, faculty, or staff, puts the lives of other people at risk. Anyone conducting such acts will jeopardize his or her student status at WBC/CBS.

Internet Usage

The internet is available to students on campus through the CougarNet system. To gain access to CougarNet, students must apply for a username and password through the Office of Student Life and Development. Students are responsible for any material that is accessed through their usernames, so it is strongly recommended that students not share usernames.

Students must exercise extreme caution and careful discernment in the material that is available to them via the internet. Students are not to view or download music, movies, or pictures that do not conform to WBC/CBS standards for traditional media.

Students are also not to use the CougarNet to share inappropriate materials with other students.

The Computer Service Department reserves the right to block usage of non-educational software that abuses the CougarNet, such as KAZAA, downloading movies, etc.

CougarNet Network and Internet Acceptable Use Policy:
CougarNet is the network that is provided by Washington Bible College, Inc. to College and Seminary students to access the Internet and various other services provided through it. This acceptable usage policy governs the use of the CougarNet network as used on both school provided computers, such as the computer labs, or personal computers or any other device connected to CougarNet. Violation of these privileges will result in modification of user privileges, more stringent limitations on Internet access, and other penalties, as they are deemed necessary.

All web access can and will be monitored at all times.

CougarNet provides only the connection to the user's computer. All parts necessary to connect are listed further in this document. Theoretically, any computer with a network card wired or wireless should be able to access CougarNet.

User Responsibilities:

- Protect Username and Password information. Students are responsible for all content viewed on the web.
- Acquire equipment. Users are responsible for their own equipment through which they connect to CougarNet unless they use the provided computer labs. WBC/CBS provides only the physical connection and no hardware, software, or personal instruction to make the user's equipment operational.
- Keep Secure. All users are responsible for their own security. All computers on the network should be kept up-to-date on all the patches for their respective operating systems so as to minimize the risk of successful malicious attacks. Students MUST have an anti-virus program installed. If you do not have one you can download one from www.grisoft.com

- Do not allow computer viruses to propagate. Any computer thought to have a computer virus of any type should be removed from CougarNet until it can be confirmed that it does not have a virus or the virus has been thoroughly cleaned from the machine.
- Proper Christian Conduct. CougarNet users are to abide by proper Christian conduct whenever using the network in any way.
- Report problems. Any problems found on the network should be reported to a Student Life and Development staff member such as the Deans, Resident Director, or Residential Community Leaders. They will then pass this information on appropriately to Computer Services.

Unacceptable Activity:

- Cracking/Hacking. Use of the Internet or CougarNet to attempt to access or use resources in any unauthorized way, or in any way that circumvents protection, or security schemes is strictly forbidden and will result in disciplinary action.
- Identity. No user should use any other person's identity in any way on CougarNet without the appropriate authorization of that person.
- Email Abuse. Electronic mail should not be used to make any sort of inappropriate mass mailing, chain letters, or that which would constitute harassment.
- Copyrighted Media. CougarNet should not be used to distribute or gain access to any copyrighted media. This includes computer programs, music, video, books, art, games, and any other type of copyrighted item.

Student E-mail

Students will receive a student e-mail address. Please check this regularly, as it will be the primary means of communication between you and the institution. To access your student email, go to mail.student.bible.edu. The email address will be (first name)(last name)@student.bible.edu (i.e. briansmith@student.bible.edu). The password will be your student ID number. If you have any questions or problems, please email the HelpDesk at HelpDesk@bible.edu with your full name and question.

Food Services

Dining Hall facilities are available to college and seminary students on a meal plan or who pay by the meal. Dorm students are required to be on a meal plan, and commuting students may purchase meal cards or single meal tickets from the receptionist in Miles Hall.

In the Dining Room, students should demonstrate appreciation for one another by:

- Being discreet in table manners.
- Following proper dress code (including no tank tops).
- Paying for the food they eat through the meal plan or meal tickets.
- Maintaining proper respect for Food Service staff.
- Not giving food to persons who have not paid for it by way of meal plan or meal card/ticket.

Mail

On campus residents' mail is delivered to the Helpdesk in Miles. Resident students pick up mail during normal business hours.

Academics

Washington Bible College/Capital Bible Seminary is an academic institution designed to equip Christians become more skillful in serving Jesus Christ and living a life that glorifies Him. A student has the unique opportunity of combining the academic and spiritual; of using an educational system (studying for a certificate, diploma, or degree) to do what God has commanded ("Study to show yourself approved unto God" 2 Tim. 2:15). This will involve not only an accumulation of information, which is important for making wise decisions, but also exposure to new ideas as well as actual practical experience in doing certain exercises. The main hope is that students will adopt an obedient, disciplined lifestyle which will enable them to continue their education formally or informally throughout their lives. In order for this process to work, students have certain responsibilities.

Classroom Decorum

It is expected that students will conduct themselves in a way that will benefit others in the class. This involves being seated on time, heeding the call to order, giving thoughtful attention throughout the class period, and awaiting the order for dismissal

before leaving class. Students should also refrain from whispering and unrelated reading and writing. Cell phones and pagers must be silenced during class and chapel.

Student Absences

Students are expected to be to class on time. Attendance requirements are indicated in the syllabus for each class. It is the student's responsibility to be aware of these requirements and to abide by them. Any student who is absent more than 20% of the class will fail the course. Appeals may be made to the appropriate Academic Dean.

Examinations & Course Completion

Students should expect exams and/or final exams in most classes. Late examinations may be allowed, without penalty, for illness or personal emergency. An exam taken late for other reasons may be subject to a penalty of two letter grades. Arrangements must be made with the professor to complete the exam in a timely manner. Generally, exams may not be taken early to facilitate an early departure.

Cheating

Cheating is a serious moral offense. For this reason, the following policy on cheating has been approved by the faculty. If students on their own initiative confess to cheating, they will receive an official warning for the first instance to be kept on record in the Academic Affairs Office. Any penalty is left to the discretion of the professor. A second instance of confirmed cheating in the same or a different course will result in an F for the course. A third instance will result in an F for the course and suspension for at least one semester. Students may be reinstated after suspension for cheating only upon approval of the Faculty.

To Avoid Implications in Cheating or Plagiarism:

1. Do not plagiarize or accept improper assistance in writing a paper.

Plagiarism means representing words or ideas from another person (including other or former students) as originating with yourself. Plagiarism is a sin. It is stealing the credit that belongs to another.

There are several forms of plagiarism:

- paraphrasing or summarizing a concept from another person without giving credit (by footnotes, endnotes, or "in-line" notes) to the original source of the concept
- directly quoting words (even short phrases or key words) from another person's work without giving credit (by footnotes, endnotes, or "in-line" notes) to the original source of the word or words
- directly quoting words (even short phrases or key words) from another person's work without using quotation marks (or the "block quote" format for longer quotes) to signify that the word or words quoted were located in another source

The penalties for plagiarism are as follows:

- First offense—grade of F for the paper
- Second offense in any course—grade F for that course
- Third offense in any course—grade F for that course and suspension for at least one semester, with reinstatement only upon approval of the Faculty.

In each case, a record of the offense will be maintained in the Academic Affairs Office.

Plagiarism offenses become part of a student's academic file. This information is available to faculty.

2. Responsibility for documentation and citation belongs to the writer of the paper and not to the typist.
Part of the learning process involved in paper writing includes becoming familiar with acceptable form and style for research work. Those who delegate responsibility for the form of the paper to the typist or another individual will be viewed as being in violation of College/Seminary standards for independent work. The paper should be prepared by the typist as is. If this is not possible, the paper should be returned to its author until such time as it is in order.

3. The typist of a paper or thesis, if other than its author, may legitimately make minor corrections of a cosmetic nature to the paper (e.g. correction of misspellings, etc.).
But under no circumstance should the typist assume responsibility for substantive corrections which involve rewriting or restructuring a portion of the paper. Nor should the typist

conform the paper to required standards of form and style. The paper should be essentially prepared by the typist as is. If this is not possible, the paper should be returned to its author until such time as it is in order.

4. Final responsibility for every aspect of the paper, including proofreading and turning the paper in on time, belongs to the author of the paper, and no one else.

Discipline Measures

Divine discipline comes from a heart of love (Heb 12:6). Many personal problems can be resolved, without resorting to formal discipline, through the procedures outlined in Matt 18:15-17. However, WBC/CBS, as an institution, must follow due process if a person refuses to change negative or harmful attitudes and behavior (1 Corinthians 5). This would include violations of Scripture and infractions against institutional policies. By registering, each student agrees to honor these guidelines and cooperate with the institution.

In order to effectively deal with various levels of offenses, a fine structure, as well as three levels of discipline have been established.

Fines:
Fines are for minor infractions such as dress code violations or certain resident student responsibilities. (For a more complete list, see the resident student section.) Fines start at $5.00 and are increased for continued infractions.

Level one—Disciplinary Probation:
The Disciplinary Probation level is the first response to a student's violation of the community guidelines. There are a wide variety of outcomes from such an infraction, and the goal is to match the infraction with a productive response. These measures of disciplinary probation are always for a certain period of time and are always spelled out by way of contract/agreement. Failure to abide by such contracts/agreements results in further disciplinary action. Outcomes are frequently documented by way of formal agreements and may include, but are not limited to:

- Disciplinary Probation Mark – These marks are formally placed on the student's academic record. Three such

marks result in the student's referral to the Student Affairs Committee for suspension, dismissal, or expulsion.

- Assignments – Students may be assigned a specific number of work hours or to research and study a topic related to the infraction. Failure to complete such assignments on time results in further disciplinary action
- Counseling – Students may be required to undergo counseling.
- Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service, monetary, or material replacement.

Level two—Suspension:
Serious offenses or chronic problems will be referred to the Dean of Students for suspension. Suspension is reserved for more serious offenses or for students who display an attitude not in harmony with the school. The Dean of Students or the Vice President of Student Affairs may use this level as the first step, if the situation warrants. Suspension may be used in conjunction with other forms of discipline, such as loss of privileges, or suspension. Suspension is the removal of the student from classes and prohibition from participation in all official institutional activities for one week. Students on suspension must leave campus for the duration of their suspension. A student is not allowed to attend classes and must take the accompanying penalties of class and chapel absences. Tests and quizzes missed may not be taken.

Level three—Dismissal/Expulsion:
Students who receive three Disciplinary Probation marks during their time at WBC/CBS will be automatically considered for dismissal. This must be done when it becomes obvious to the Student Affairs Committee that the student is out of harmony with the institution, its purposes and regulations, and yet they do not withdraw themselves. To gain re-entrance, the student must contact the Office of Student Life and Development. Dismissed students, may not return to campus for any reason unless they are readmitted as active students. Expulsion is the highest level of dismissal, reserved for extreme offenses. A student who has been expelled from the institution may not apply for readmission or return to the campus for any reason. The Vice President of

Student Affairs reserves the right, however, to move to dismissal without the preceding steps if the situation warrants.

Appeals:
Students always have the right to appeal a disciplinary decision as part of due process. The student should submit a written explanation to the Office of Student Life and Development. This must be done within 48 hours after receipt of the disciplinary decision. The student will be able to discuss the appeal with the Dean or VP and learn of the outcome. While the student is actively involved in the appeal process he/she will remain *status quo* until the appeal goes through all channels. Additional appeals are available with the Vice President of Student Affairs, the Student Affairs Committee, and then with the President (in this order), after an attempt has been made to resolve an issue with Office of Student Life and Development.

Student Affairs Committee:
This committee assists the Office of Student Live and Development in reviewing chronic or serious problems. It is chaired by the Vice President of Student Affairs (or by a faculty member appointed by the Vice President of Student Affairs) and is composed of the Dean of Students, the Residential Director (if a resident student), Academic Dean, two faculty members (appointed by the Academic Dean), and a member of the appropriate Student Council body (WBC or CBS) (appointed by the SC President).

Counseling/Confidentiality:
The faculty and staff of WBC/CBS do not offer absolute confidentiality in regard to any disclosures made to them by any currently enrolled student of the school. Limits of confidentiality would include issues related to self-harm, other harm, illegal activity, non-compliance with the standards of the campus community, and subpoenas associated with the preceding areas mentioned. WBC/CBS does not employ any licensed mental health practitioners for the purpose of clinical therapy. WBC/CBS never advises that a student terminate any physician services or existing treatment plans.

The Office of Student Life and Development will operate with modified confidentiality. This policy maintains confidentiality of

verbal disclosures to the office and written records within the department, except when: a) the Office of Student Life and Development requests a conference on a matter within the department, or b) the nature of the student's violation of institutional regulations indicates the need for conference within designated faculty committees and/or the WBC/CBS administration, or c) the student is a minor and conference with parents or other representatives is indicated.

Resident Student Section

Services and Policies

Housing

Housing Criteria:

Secured single-sex residential areas for full-time, single students without children and limited, efficiency housing for full-time, married students are available on campus. As a general rule, students who are or have been married should not expect to live in the residence halls except by special permission from the Dean of Students. Inversely, full-time, single students who are under the age of 21 should expect to live in the residence halls, unless they are able to live with immediate family in the area. Incoming students over the age of 29 should have an interview prior to moving into the residence halls. Special needs or questions regarding campus housing can be directed to the Dean of Students.

Housing Assignments:

Room assignments are made by the Resident Director (RD). When it is advisable, requests for particular rooms and roommates will be honored. Students are to keep the rooms assigned to them except by permission from the RD.

Room Occupancy Policies

Housing Occupancy and Vacations:

The residence halls are open during the entirety of each semester. They are officially closed during winter and summer break. Students are responsible to make their own housing arrangements during these times. International students may request assistance from the Office of Student Life and Development during those times should temporary housing be needed. The dining hall is also closed during all breaks.

Check in and Check out:

When checking in to a residence hall at the beginning of the academic year, each student must report to his or her Resident Director who issues a room key. The student must also complete a room condition inventory (RCI), indicating the condition of the room and furnishings. It is critical that all damages and

conditions of the room are noted so that at the time of check out the student will not be charged for them.

A student moving out of the residence hall must complete a check out form, have an RCL check the room, and return his or her key. Any damages, failure to follow checkout procedures, and other housing charges will be assessed and charged to each student according to the RCI.

Room Assignments and Changes:
The institution reserves the right to make room and roommate assignments and reassignments. Written requests for specific rooms and roommates are gathered at the end of the spring semester and honored whenever possible.

The proper time to make a room change is at the end of the semester. Any student wanting to move from one room to another must fill out and give a Room Change Form to the Resident Director. In extreme cases, students may request permission to change rooms mid-semester. This request should be submitted in writing to the Resident Director after discussing the situation with the roommate and Residential Community Leader.

Room Entry:
The institution reserves the right to have authorized personnel open and inspect student rooms for damages, regulation violations, cleanliness, essential maintenance work, and illegal items. The student will be notified of the search thereafter and confronted if anything against institutional policies is found. The staff member will knock and identify himself or herself before entering.

Dining Services

Meal Plan:
All resident students are required to enroll in a meal plan, as cooking is prohibited in residence hall rooms. Kitchenette units, where available, are not equipped for regular meal preparation and cooking; only occasional light snack preparation is permitted.

Exemptions
Students with special health related dietary needs must provide medical documentation to the Office of Student Life and Development. The medical information should include a description of the health situation and dietary instructions. As most modified diets can be accommodated, students with special needs normally remain on the meal plan. If a decision is made to grant an exemption, the exemptions will be made effective no earlier than the date of the submitted medical documentation.

Breaks
Board is not provided during breaks. Unless otherwise announced, the last official meal served before a designated break will be the noon meal of the last day on which classes will be held. The first official meal following a designated break will be the evening meal of the day before classes resume.

Laundry
Washers, dryers, and ironing boards are provided in residence halls and are available for use until 11:00 p.m. Users will provide their own laundry detergent and supplies. Equipment in laundry rooms should be left clean after each use. All clothing left in the laundry room or machines for more than two days will be subject to disposal. Students should not tie up the machines and leave others waiting. Students will furnish their own irons and keep them in their rooms.

Keys
In order to protect the safety of the community and property, students are not allowed to have duplicates made of any keys that are given to them. Students must pay $5 to the Office of Student Life and Development for replacement of lost room keys. Please do not leave your keys unattended.

Overnight Guests
Resident students may arrange for same gender guests to stay in their rooms for up to two nights through the Office of Student Life and Development. The student is responsible for getting a Dorm Guest Form and getting RD approval prior to the person's arrival on campus. Students may request reservations for opposite gender guests or guests who are staying more than two nights through Hospitality Services.

Guidelines

The Office of Student Life and Development has designed the following guidelines to outline the regulations governing life in the residence halls. Our goal is to foster harmony and community, preserve the institutional testimony, and encourage personal growth. All rules and regulations are expected to be followed whether they be published in this Guideline handbook or verbally given by a Resident Director or member of the Office of Student Life and Development.

Check in and Check out

All students must abide by the check-in and check-out policies.

Room Conditions

Order and Cleanliness:

In order to enhance the atmosphere as well as to improve general efficiency, students are asked to maintain neat and orderly dormitories. Weekly inspections will be conducted by the RCL or RD. In addition to completing assigned dorm jobs, dorm residents will maintain their rooms so that they are presentable at inspection time. The following criteria should be met:

- Floor is clean and vacuumed.
- Bed is made neatly.
- Surfaces are dust free.
- Trash is emptied.
- Closet doors, dresser, and desk drawers are closed.
- Clothing is put away neatly.
- Bathroom areas are properly cleaned.
- Stairwells are swept and mopped.
- Spoiled food in refrigerators is discarded.
- Kitchenettes and/or microwave rooms are clean.

Breakage & Deterioration:

All breakage and needed repairs must be reported to a Resident Community Leader or Resident Director. Any student responsible for damage, whether accidental or intentional, will be charged for the repair. Disciplinary action is also possible. If the person(s) remains anonymous, damage costs may be incurred by all community members of that property (i.e. room, suite, or floor).

Decorations:
1. Walls and doors must not be defaced with nails, pins, paste, or markings of any kind.
2. All posters, pictures, plaques, and cartoons must be in harmony with the standards of WBC/CBS. Residential Community Leaders and Resident Directors are free to confiscate inappropriate materials.
3. Candles are a fire hazard and may not be burned in the residence halls. Irons, popcorn poppers, hotplates, and microwaves are to be used only in designated areas.
4. Due to potential fire and safety hazards, only artificial Christmas trees are permitted within residence halls.

Furniture and Fixtures:
1. Light bulbs and maintenance supplies should not be used for personal use.
2. Furniture may not be moved from one room to another. Care must be exercised when moving furniture within a room so as not to damage furniture or carpets.
3. For the most part, personal furniture may not be brought to campus. Larger items must be approved in advance by a RD.

Pets
For health reasons, we are unable to permit pets in the residence halls, except fish in 10-gallon tanks or smaller.

Media
NC-17 rated, and X-rated movies are not to be viewed on campus at any time. Regarding television shows, video games, and G, PG, and PG-13 movies, students are expected to exercise discernment in deciding which ones they deem appropriate for a discerning believer. No R rated movies are allowed in residence hall settings or other community settings unless approval is given by the Dean of Students.

Curfew
Quiet hours and curfew help to provide a strong sense of community, protect a good study environment, and ensure the safety of students. The curfew policy is designed to gradually provide more individual responsibility as students progress through their time at WBC/CBS.

All freshmen students (29 credits or less) under age 21 are required to be in their residence hall by 12:00 midnight Sunday through Thursday, and by 1:00 a.m. on Saturday and Sunday morning.

All students must check into the residence hall nightly between 9:30 p.m. and curfew. Failure to do so is a curfew violation. Students are not allowed to sign or swipe for one another, or to leave the building after signing/swiping in for curfew. No loitering in the parking lots or anywhere on campus after curfew.

Curfew exceptions:

- Curfew is automatically extended by one hour for the Christmas Banquet and Senior Honors Banquets.
- Occasionally, resident students find that their job schedule runs past curfew. In cases such as these, the following guidelines have been established:
    1. Any resident student under curfew whose job runs past the stated curfew time MUST inform the RCL prior to missing curfew. Until the RD has granted permission, students coming in late for curfew due to work will be written up for missed curfew.

       Working students must provide their RCLs with a weekly schedule showing the days that work will keep them out past curfew. It is the student's responsibility to give the schedule to the RCL. Students who fail to do so will be written up when coming in late, even if for work purposes.

    2. Students should plan ahead when scheduling work to be sure that it does not conflict with the mandatory residence hall meeting.

Departure Forms/Late Extensions

All students (regardless of curfew status) are required to complete departure forms (can be secured from their RCL) prior to leaving overnight or longer in case they need to be contacted should an emergency arise. Students are subject to fines or other disciplinary action for failure to sign out.

Freshmen are allowed 5 departure forms and 5 late extensions per semester. Any other students on curfew are allowed 10 cards in each category. Forms for overnights are unlimited for weekends (Friday - Sunday).

One hour late extensions can be used Monday through Thursday. Late extensions should be acquired from an RCL before the student leaves campus and must be acquired through direct communication. Leaving a message for the RCL is not acceptable means of communication.

Quiet Hours

In order to encourage an academic atmosphere conducive to study and sleep, students are reminded to be considerate of others at all times. Mandatory quiet hours are enforced between the hours of 11:00 p.m. - 7:00 a.m. in the residence halls.

Residence Hall Meetings

All resident students are required to attend weekly residence hall meetings. Students must take this meeting into consideration when scheduling work or ministry commitments.

Visitation

Students are not to enter residence living units of the opposite gender. Any exceptions to this guideline must be granted by a Resident Director or Residential Community Leader.

Visitation of the same gender may take place in the residence halls anytime between 9:00 a.m. and curfew. Please see “overnight guests” for additional information.

Babysitting

Due to safety and liability concerns, students may not baby-sit on-campus in residence halls.

Privacy

All rooms are private and are not to be entered except by invitation. Students should observe Christian courtesy in regard to each other’s room. Always knock before entering an occupied room. Never enter other students’ rooms in their absence without permission. The administration reserves the right of entry into a

student's room when deemed necessary for inspection, personal discipline, or campus security.

Noise is a form of entry. Music and other activities should be conducted in a way that will not unduly disturb others.

Theft Prevention

1. Keep dorm rooms closed and locked when no one is in or when everyone is sleeping.
2. Large amounts of cash should never be kept in a room.
3. Keep a record of all serial numbers of valuable items (including jewelry, cameras, and electronic equipment).
4. Report theft immediately to an RCL, an RD, or the Office of Student Life and Development and fill out an Incident Report Form.
5. Insurance for personal property is ***not provided by WBC/CBS. WBC/CBS will not be held liable for lost or stolen property.***

Fire Regulations

The fire exits and halls must be kept clear at all times. The fire doors are not to be propped open at any time. Information and instructions concerning fire drills and procedures in case of a fire will be provided during the course of the year.

Breaks

1. Students may reside in the residence hall during scheduled breaks within the semester (therefore excluding Christmas and Summer breaks) with reservation arranged with the RD. Students are reminded that current cooking policy remains in effect during all breaks.
2. All students must vacate their rooms no later than the last day of finals. Students may apply for an extension with Capital area Conference Services.
3. Resident students on curfew are due in the residence hall by 11:00 p.m. the night before classes resume unless other arrangements are approved by a RCL or RD.

Extension Student

Community Guidelines

All extension students are expected to abide by the community guidelines as described in the main section of this handbook. The following are clarifications and/or changes that are specific to extension students.

Spiritual Growth through Community

While all extension students are welcome to join in the chapels, spiritual life days or the missions conference, there is no requirement to attend these as they only occur on the main campus. However the encouragement to get involved in your local church and to attend fellowships, forums, and small groups that occur at the extension locations remains.

Traffic and Parking Regulations

The traffic and parking regulations given in the main section of this handbook apply to the main campus. Extension students are expected to abide by the traffic and parking regulations at each extension location.

Services Provided

E-mail Contact

Professors and office staff may be contacted through the e-mail system by using first initial and last name @bible.edu. Example: jhartman@bible.edu. Adjunct professors will provide their email address to you in the course syllabus. Student e-mail addresses are collected during registration and are utilized by faculty and staff for student contact.

In addition, the weekly *Community 411* is distributed via email to all students. Students are responsible for the information contained in these electronic publications.

Mail

Student mail will be picked up from extension offices in person.

Offices and Classrooms

The WBC/CBS Virginia extension located at 8001 Forbes Place, Suite 110, Springfield, VA 20151, telephone number 703-752-1624, houses administrative offices, a library extension, and three classrooms. The administrative offices are staffed Monday - Thursday, 9:00 a.m. - 7:00 p.m., Friday, 9:00 a.m. - 5:00 p.m., and other hours that correspond with scheduled class times. Classes may also be held at the following local churches.

People's Community Baptist Church
31 Norwood Road
Silver Spring, MD 20905
www.tpcbc.org

New Antioch Baptist Church of Randallstown
5609 Old Court Road
Baltimore, MD 21244
www.newantiochbaptist.com

Riva Trace Baptist Church
475 W. Central Ave.
Davidsonville, MD 21035
www.rtbc.org

Library

As possible, extension locations establish on-site libraries to assist students in their studies. The Virginia extension library located in the WBC/CBS-VA at Forbes Place office is an extension of the Oyer Memorial Library on the Lanham campus. The Virginia library is staffed Monday through Thursday, 9:00 a.m.-7:00 p.m., and Friday and Saturday, 9:00 a.m.-5:00 p.m..

With more that 4000 books, four computer workstations with Internet access and table areas, ample resources are available for study. Computer connections to the main library on the Lanham campus access the same Internet databases and catalog collection available at the main campus. The www.bible.edu website also has many useful resources in the Library section.

Books

Class textbooks can be ordered through the college book provider, MBSDirect, connection is made at the end of the registration process

Student Ministry and Field Education

Please note that Field Education credits are required of every academic program. Semester credits are accumulated and graded Satisfactory ("S") or Unsatisfactory ("U") and posted on

the student's transcript. Students are required to earn one Field Education credit for every 15 hours of course work. In order to receive Field Ed credit a student must first register for Field Ed along with his/her courses that semester.

While the College and Seminary will attempt to help students to locate ministries, it is ultimately every student's responsibility to seek out opportunities for ministry. These requirements offer a great opportunity to utilize classroom learning in ministering to the needs of others.

Student Organizations

In Northern Virginia, a Student Advisory Committee serves to connect Virginia students with others in the student body.

Please interact with the Student Advisory Committee members, consider getting involved with the Committee, and bring ideas, concerns or suggestions to the Committee or Northern Virginia staff.

Procedure for Changing these Community Guidelines

The leadership of WBC/CBS fully recognizes the imperfections of any human system or program and, therefore, annually invites constructive suggestions for alterations in the *Community Guidelines.* To effect changes in this document, the following procedure has been established:

- Any student, staff, or faculty member, as well as any student group, may submit a written, signed proposal to the Dean of Students.
- Proposals should be submitted no later than March 31 if they are to be considered for the fall semester.
- The Office of Student Life and Development personnel will meet as needed throughout the spring semester to consider proposals for Guideline changes. Permission to attend these meetings may be granted to interested parties at the discretion of the Dean of Students.
- The Dean of Students will assume responsibility for editing Guideline changes. Normally, Guideline changes will become effective at the time of registration.

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Student Honor Commitment

In order to complete your registration, you must complete the **Community Guidelines Covenant** of the handbook. The Covenant is located on the institution's website at www.bible.edu