

SOUTHEASTERN BIBLE COLLEGE

STUDENT LIFE HANDBOOK

2006-2007

Table of Contents

Philosophy	1
Emergency Policies and Procedures	2
Emergency Numbers	5
Student Life Department Personnel and Departments	6
Spiritual Formation & Student Development	7
Entertainment Guidance	10
Dress Guidance	11
Social Guidance	12
Residential Guidance	13
Academic Departments/Programs/Emphases	18
Academic Guidance	19
Academic Integrity	23
Right to Privacy	28
Financial Guidance	31
Student Services	33
Restoration and Discipline	36
Guidance for Grievances	39
Vehicle Guidance	42
Library Handbook	43-49
Handbook Agreement (Please sign and return to Student Life Office)	51



SOUTHEASTERN
BIBLE COLLEGE

To equip men and women for Christian
living and service worldwide

—OUR MISSION—

To produce graduates who are
biblically grounded, culturally relevant
and spiritually mature

—OUR TARGET—

MAKING A DIFFERENCE, IMPACTING
THE WORLD

—OUR MOTTO—

Philosophy

The purpose of Southeastern Bible College is to equip men and women for Christian living and service worldwide. The *Student Life Handbook* communicates the lifestyle standards which support this purpose and community life here at Southeastern. In the development of these guidelines, the college seeks to assist in the personal growth and development of students by creating an environment that emphasizes wholesome attitudes, healthy habits, responsible citizenship, and the development of constructive interests and skills.

We believe that Scripture provides clear guidelines for human behavior, but since the Bible is not specific on all matters, Christian communities have followed diverse practices in a number of areas such as dress, entertainment, and separation. Each Christian community will have its own norms and standards which reflect its interpretation of Scripture, its response to the cultural environment, and its tradition. The *Student Life Handbook* will show you how to function in various aspects of college life here at Southeastern. Please become familiar with the entire book.

Your enrollment at Southeastern Bible College constitutes an agreement that you will accept your responsibilities as a member of the college community and that you will abide by its standards with a spirit of cooperation. While any set of community standards may contain some elements with which some of its members disagree, it is expected that those who join the Southeastern Bible College community have evaluated its standards and made a conscious decision to live by them. These guidelines allow students to affirm their commitment to the community and to grow in integrity by maintaining congruence between their lifestyle and these guidelines. The College expects from its students a higher standard of conduct than the minimum required to avoid discipline.

The standards of Southeastern Bible College reflect the desire of the institution to produce graduates who are *“Making a Difference; Impacting the World.”*

EMERGENCY POLICIES & PROCEDURES

General Information

In the case of an emergency during normal business hours please notify Security at **(205) 266-8355**.

If a clear emergency arises after hours, call the police department (**669-4181**), fire department (**991-6439**) or **911** and then notify the people listed below.

If an emergency arises after hours and you are unsure how to respond, you should:

1. Notify your Resident Assistant or Resident Director or
2. Notify campus security personnel or
3. Notify the Dean of Students.

Safety and Security Information

Even though Southeastern enjoys a generally safe environment, students should abide by the following precautions:

- ID's MUST be worn **at all times** while on campus!
- Park vehicles in designated spaces and keep them locked.
- Do not leave valuables in vehicles. If you must leave items in the car, place them in the trunk or out of full view.
- During dark hours walk quickly and confidently. Walk only in lighted areas. Avoid being alone.
- Keep your purse tucked closely to your body.
- Do not prop open exterior doors.
- Keep your keys with you at all times and do not lend them to anyone.
- Report any suspicious person or activity to college personnel immediately.
- Men should immediately ask if they might assist strangers .
- If accosted, do not resist. Yield your property immediately, then run to a well-lit public area.
- Carry a whistle or other sounding device to use only in an emergency.

- Never get into a car with a stranger no matter how demanding they are.
- Report any crime promptly to the police department. Immediately write down every detail possible about the person and event. Pay special attention to physical characteristics such as height, build, eye-color, race, gender, hair color, or any distinctive features including clothing.

Fire Procedures

In case of a fire, or when the fire alarm is activated, follow the following instructions:

1. Evacuate the building immediately.
2. Call the fire department 911.
3. Notify the Business Manager or the Dean of Students if during business hours.
4. If after business hours: Notify the RA and Resident Director.
5. Use a fire extinguisher (only) if it is a small fire and your safety is not jeopardized.
6. Notice fire exits in every area of the campus.

Inclement Weather Policy

SEBC will always close due to inclement weather whenever the Shelby County School System announces that they are closed. SEBC will not make it's own announcement.

However, during times that the Shelby County Schools are not in session, the decision will be made by the VP for Business Affairs and the Dean of Students, who hold the ultimate decision regarding closing. Announcements will be made on TV station ABC 33/40 and radio station 93.7 WDJC.

Severe Weather Policy

During a Severe Thunderstorm Warning or Tornado Watch, all students and employees are encouraged to move to the designated safe areas.

CONTACT NUMBERS

Emergency:

police, fire, medical.....911

Campus Maintenance/Security

David Powless, (205) 266-8355

Dean of Students

Jay Mattox, (205) 970-9244

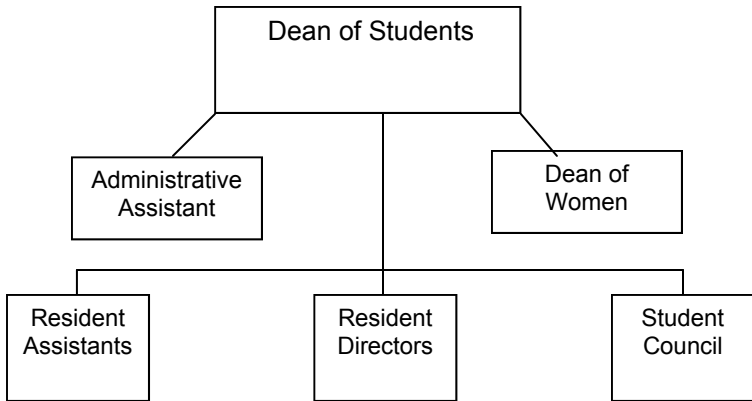
Dean of Women

Ruth Wooten, (205) 970-9243

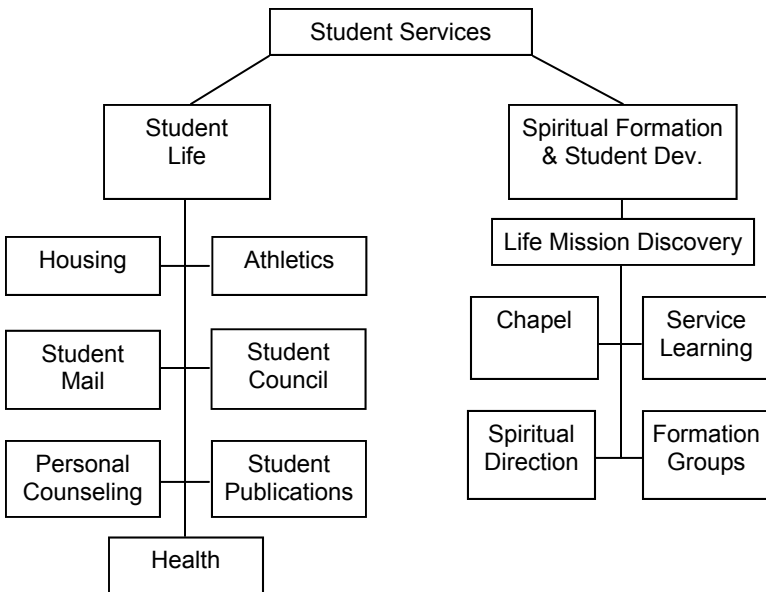
Business Office

(205) 970-9205

Personnel



Department



SPIRITUAL FORMATION & STUDENT DEVELOPMENT

The following are Non-academic requirements for Graduation:

Chapel

Chapel attendance is required each semester for all full and part-time degree-seeking students whose primary academic load is scheduled during the day (8am-5pm). Exemption forms for students who do not have classes near the chapel hour or whose work is scheduled during the M/W 9:30 hour and 10:30 Friday are available in the Student Life Office. Chapel is not generally held on Tuesdays and Thursdays.

An attendance sheet will be located near the chapel entrances for you to sign as you enter. Signing your name signifies that you attend the full chapel service. Students are required to attend 33 chapels per semester. Chapel make-up requirements should be obtained from the Dean of Students.

A Student cannot graduate from Southeastern Bible College without meeting chapel requirements.

Missions Conference/Day of Prayer Attendance

It is recommended that students attend all sessions, to benefit from the knowledge and experience of great men and women of God. During Missions Conference/Day of Prayer, etc. students are expected to attend the sessions that occur during their normal class/chapel hours.

Other necessary formats and presentations will occasionally be scheduled throughout the semester: Class Meetings, Elections, Department Meetings, Prayer and Worship Chapels, etc and will count as chapel attendance

Spiritual Formation Groups

These groups meet a minimum of 5 times per semester according to the dates selected in the Student Life Calendar. This is a chance to experience life-changing impact outside the classroom. The aim of the college is to see a student's personal life in Christ challenged through small group interaction (this is not another class!).

If materials or books are required, the Student Life Office will subsidize 80-90% of the cost so that the student has an investment but does not bear the entire cost. These materials will generally be available in at the beginning of the semester.

Service Learning

Service Learning is part of the Life Mission Discovery process. The goal of Service Learning is to provide practical application of classroom knowledge, progressive assumption of responsibility, progressive development of leadership skills, discovery of life mission, and clarification of ministry goals.

The required allotment of Service Learning semesters must be fulfilled in order to graduate from Southeastern. In addition to work in churches, ministries and mission agencies, students are required to serve at least one semester in a non-religious institution. Academic practicum required in a student's program may be used for meeting these requirements. Summer ministry (mission trips, camp counseling) may be considered for one semester of Service Learning.

FOUR-YEAR (PROGRAM) STUDENT:

- 2 semesters of Service I and II - 2 hours per week (minimum)
- 2 semesters of Service III and IV - 3-5 hours per week
- 1 semester of Service V - 5 hours per week

THREE YEAR STUDENT (transfer)

- A total of 4 Semesters of Service I, II, III, and IV

TWO YEAR STUDENT (transfer, two-year program)

- A total of 3 semesters of Service I, II & III

ONE YEAR STUDENT (transfer, one year certificate)

- 1 semester of **Service**

PART TIME STUDENTS

- Required to fulfill the same requirements that full time students in their program are required to meet.

Service I & II

Students locate churches, ministry organizations, mission agencies, etc., in which to serve two hours per week, minimum. This is intended to be service/task oriented rather than ministry to people-oriented. The Director of Student Ministries in the Student Life office might make exceptions.

Service III & IV

This level prepares students for future “apprenticeship”. This experience is intended to practically prepare students to go into ministry situations with progressive levels of responsibility for a minimum of 3-5 hours per week.

In addition to work in churches, ministries & mission agencies, students are encouraged to serve at least one semester in a non-religious institution.

Service V

The experience is intended to offer a student maximum exposure to leadership and responsibility with less supervision for a minimum of 5 hours per week.

ENTERTAINMENT GUIDANCE

Examples: Movies, TV, Theatre, Internet, DVD, Videos, Video Games, Printed materials, Photography, Art, Music. (For Dancing policy, see "Social Guidance")

The college asks, regardless of your convictions, that you agree to the following items in order to enroll or continue enrollment in SEBC.

Entertainment in which I participate will be constructive to life and/or faith rather than destructive. "Constructive" means that the content helps me to think meaningfully about life and/or faith. It also means that the entertainment may challenge me to more honorable, noble thoughts and actions, rather than encouraging dishonorable and ignoble thoughts and actions.

- Any type of pornographic or questionable entertainment (clubs, concerts, parties, etc.) should obviously be off limits to a person who claims to follow Christ.
- God expects each of us to live according to scriptural commands and principles at all times. (It could be best that you choose to not view a certain movie; it could be best that you leave a certain movie, or turn it off regardless of the money you paid.)
- SEBC encourages and expects what God expects for the sake of the development of each student's personal growth in Christlikeness.
- SEBC also expects its students to conduct themselves in a manner that is in line with the college's objective, which is to train people for life and service to God. Therefore students should strive to be godly examples to those around them in thoughts, actions and attitudes.
- In order to pre-determine the content acceptability of a movie, students are encouraged to log on to www.screenit.com or www.focusonthefamily.org.

If a student is involved in questionable entertainment as described above, the college will lovingly confront and determine appropriate action in accordance with the discipline procedures published in the handbook.

DRESS GUIDANCE

Day Class Dress Guidance is as follows:

All clothing worn on campus should be **NEAT and MODEST**.

Clothes that are torn, wrinkled, sloppy, dirty or overly revealing are distracting to other students. If the Student Life Staff believes that clothing is inappropriate, the student will be asked to change into more appropriate clothing before returning to class.

Shorts are not permitted in class. Shorts worn on campus should be neat, modest and not overly revealing.

T-shirts worn on campus should be neat, modest and not overly revealing

Shoes should be worn in buildings.

Men are to remove their **caps** during chapel

Professional Dress (Shirt/Tie, Dress/Pant Suit) that is neat, modest and not overly revealing should be worn for certain class presentations, Commencement, conferences, and other special events as notified.

Presentation Dress When presenting for the college in churches, or in front of the college in chapel, students should wear dress pants and shirts with collars unless otherwise specified by the church.

The Student Life Committee reserves the right to make adjustments in the Dress Guidance if and when necessary.

SOCIAL GUIDANCE

Dating/Courting/Personal Relationships

Men and women are expected to treat one another as brother and sister, with honor and respect, thinking more of others than themselves. For our unmarried students, public displays of affection should be limited to hand-holding or a discrete “arm-around” the shoulders. During class and chapel times, we ask that couples refrain from displays of affection. For the protection of your heart, and in consideration of your fellow students, please abstain from all appearance of evil.

Dating/Engagement/Marriage

Dating/pre-engagement counseling is offered by the Dean of Men and the Dean of Women. Premarital counseling is strongly encouraged for couples considering marriage. Premarital counseling and Marital counseling is available through the Dean of Students.

Academic success must be a major motivation during any academic term. Planning for a wedding and adjusting to married life warrant a great investment of time and emotional energy. Students are therefore strongly discouraged from marrying during an academic year.

Dancing Policy

SEBC does not sponsor or host dances.

At **all** times, the community of believers at SEBC should feel free to lovingly speak truth into the lives of one another regarding purity, holiness, and the clear reflection of God’s character. We need each other in order to continue to grow in grace and knowledge of Christ.

It is the responsibility of the Dean of Men and the Dean of Women to see that students are reminded about living in the light of truth and love.

We are commanded that God have first priority in our life (Exodus 20:3). When we allow food, substances, relationships, activity, achievement and ministry to meet our innermost needs we deny Him his rightful place in our heart.

RESIDENTIAL GUIDANCE

Housing

All full time single students age 19 and under, not living at home or with an immediate relative, must live in the residence halls. Exceptions to this are made by the Dean of Students and the Student Life Committee.

Students who live within 40 miles of the college will have a lower priority for dorm space. If accepted into the dorms as a “local” student, residency will be on a year-to-year basis. Students over 21 may be able to live in the dorms on a year-to-year basis if there is room. Dormitories at SEBC are usually reserved for full time students 21 and under.

Dorm Assignments

Dorm assignments are made prior to each semester. A student may request a roommate or a specific room by filling out a Dorm Application Form, which can be obtained from the Student Life office. These requests are granted, when possible, at the discretion of the Housing Director. In extreme circumstances, room and roommate assignments may be changed during an academic term. The Student Life Office should receive Dorm Application Forms before August 1st for Fall Semester and December 1st for Spring Semester.

Dates for moving in and out of the dorm are mailed to all campus resident students prior to the academic term.

Decorations

Students are encouraged to decorate their room to suit their own personal taste. Students are requested to be sensitive to the needs and tastes of their roommate. Decorative items may be attached to the walls with pushpins. Tacks, nails, staples, screws, hooks, and tape cause damage and may not be used on the wall or ceiling.

To avoid damage or injury, furniture must be used in the manner for which it was designed. Dorm furniture shall not be removed from its' designated room.

Students may not engage in any activity that could damage the building or furnishings or result in bodily injury.

Dorm Safety and Security

- Keep dorm doors and windows locked and shut at all times.
- Do not allow unidentified persons access into residence halls.
- Do not open a locked door for anyone who is not a student after all residents are in for the night.

Each dorm unit is designed in compliance with all code requirements for fire safety. These include smoke detectors, adequate fire exits, emergency lights, fire extinguishers and construction/design aspects of the building. In addition, no storage of personal items is permitted in the heater/water heater areas. This allows easy access to this equipment for needed repairs and safety checks, but also reduces the likelihood of fire in these areas. Dorm cleaning policies include keeping all fire exits and hallways clear.

Dorm Contact Numbers

Emergency: police, fire, medical.....911

Resident Directors: Clint McKelvey, (256) 749-5317
Merry LaCombe, (860) 338-1330

Resident Assistants: Nathan Smith, (205) 454-2578
Alyssa Lehr, (205) 936-2522

Campus Maintenance/Security: David Powless, (205) 266-8355

Dean of Students: Jay Mattox, (205) 970-9244

Dean of Women: Ruth Wooten, (205) 970-9243

Severe Weather Policy for Students living on Campus

RD's are responsible to assure compliance with the Severe Weather Policy. If the weather radio is non-operational, a replacement will be procured by the Dean of Students as soon as possible. The Resident Director and each RA will be issued a radio, flashlight and batteries to operate each of these. The items will be stored by the Resident Director or RA for convenient use in the event of an emergency. For students living on campus, the Severe Weather policy is as follows:

- When a weather bulletin is announced, the RD or other designated personnel will stay tuned to radio/TV until the bulletin is lifted. Each dorm also has a weather radio that will remain operational at all times.
- During a Severe Thunderstorm Warning or Tornado Watch, all students and employees are encouraged to move to the interior dorm areas (downstairs, center rooms with no windows such as laundry / kitchen, halls and bathrooms.)
- During a Tornado Warning, RD's should instruct everyone to move to a shelter area immediately.

Personal Property

All personal items should be kept in the student's room. The college is not responsible for the loss or damage of any resident's property. It is recommended that the student obtain adequate insurance for protection against such loss. No personal property should be left in the dorms during the summer months.

Pets

Fish or small turtles in an aquarium are the only pets allowed in the dorms. If you choose to have these pets, remember that they must be taken with you at the end of the semester.

Dorm Duties

Each student is responsible to keep his or her room and bathroom clean and in order. On a daily basis, the bed should be made, clothes hung, books and papers stacked neatly, and clutter removed from the floor. Rooms will be checked on a regular basis by Resident Directors and Resident Assistants.

Resident students are expected to help with the cleaning of common living areas. Resident Directors will assign a particular area for each student to clean on a weekly basis. Duties will be rotated from time to time.

Dorm Refuge

Students are expected to attend dorm meetings called "Dorm Refuge". Dorm Refuge serves as a relief valve for community living, which can become intense at times. If we build relationships through sharing meals together, prayer times, games, Bible studies, share-sessions, etc., conflict will be managed more easily from a basis of loving relationships. Dorm Refuge is usually led by a Resident Director or Resident Assistant.

Closing Hours

We feel a strong sense of responsibility for the safety of our students. Therefore, residential students are expected to be in their respective dorms during the hours of 11:00pm-6:00 am, if they are under 20 years of age.

All students must complete the sign-out sheet in their dorm. The sign-out sheet requires a name, destination, cell phone number, and expected time back to the dorm.

Students 20 years of age and older are expected to be a mature example. We ask that these students sign out and communicate their whereabouts as well. If at any time the Dean of Students believes that this arrangement is not in the best interest of the student or the SEBC community, the student will be asked to return to the fixed hours for those students under 20 years of age.

Quiet Hours

Not everyone in the dorms will have the same schedule. Students will not be asked to go to bed when others do; however, from 11:00 pm - 6:00 am activities that may disturb others should be avoided. No sound should be heard outside the room. Living in community requires that we be considerate of the sleep and study needs of others not only during Quiet Hours. During the last two weeks of the semester a 24 hour Quiet Hour is to be observed..

Visitors

Normally men are not permitted in the women's dorm, and women are not permitted in the men's dorm. The exception to this is during "open dorms." Dorms are open several times throughout the year and visitors of the opposite sex are welcome during designated hours.

Same-gender visitors are welcome to stay in a student's room periodically as long as they agree to abide by all campus rules. The host student should submit to the Student Life Office a Guest Permission Form before arranging for non-resident guests to stay in the dorm. Information on the visitor will be required. The first night is free and each subsequent night is \$10.00.

Weapons and Fireworks

No weapons or fireworks are permitted on campus at any time. Student vehicles, back packs, lockers and dorm rooms may be subject to search. Law officers who are required to wear weapons by law are exceptions to this rule.

Housing Deposit

The business office will require a \$200 deposit at the time of registration of the first semester in the dorm. The housing deposit will be held from semester to semester and upon request refunded when the student has graduated or moved off campus. The college may retain the deposit if the student moves off campus during the semester. The full deposit may not be refunded if the dorm room or any other area of the residence is damaged.

The following is a partial list of typical costs for damages in residence halls. The actual amounts charged may vary according to the circumstances in each case.

Paint One Wall	\$50	Paint Two Walls	\$75
Paint Ceiling	\$50	Paint Whole Room	\$150
Paint Pulled off Wall	\$10	Paint Pulled off Ceiling	\$10
Tape Mark on Wall	\$5	Tape Mark on Ceiling	\$5

Light Globe	\$25	Dart holes (minimum)	\$5
Refinish Door	\$25	Replace Room Door	\$150
Repair Lock	\$35	Broken Door Stop	\$15
Replace Lock	\$65	Carpet Stain	\$25
Clean Dirt and Trash	\$35	Hole in Wall	\$25
Broken Mirror (sq ft)	\$5	Repair Desk (minor)	\$25
Reassemble Bed	\$15	Refinish Dresser (min)	\$30
Replace Mattress	\$85	Repair Window Lock	\$25
Replace Window	\$150	Replace Window Pane	\$30
Replace Screen	\$30	Damage to Woodwork	\$25
Repair/Replace Bed	Cost	Replace Blinds	\$20
Move Furniture	\$30	Reassemble Furniture	\$30

The College reserves the right to make whatever reassignment or adjustment in accommodations deemed necessary by the staff; to determine appropriate use of rooms and furnishings; to inspect rooms for cleanliness, upkeep, security, discipline and orderly operation of the College.

Key Deposit

The business office requires a \$25 key deposit at the beginning of each fall semester. If the key is returned at the end of the spring semester, the deposit will be refunded.

Extended Housing Days

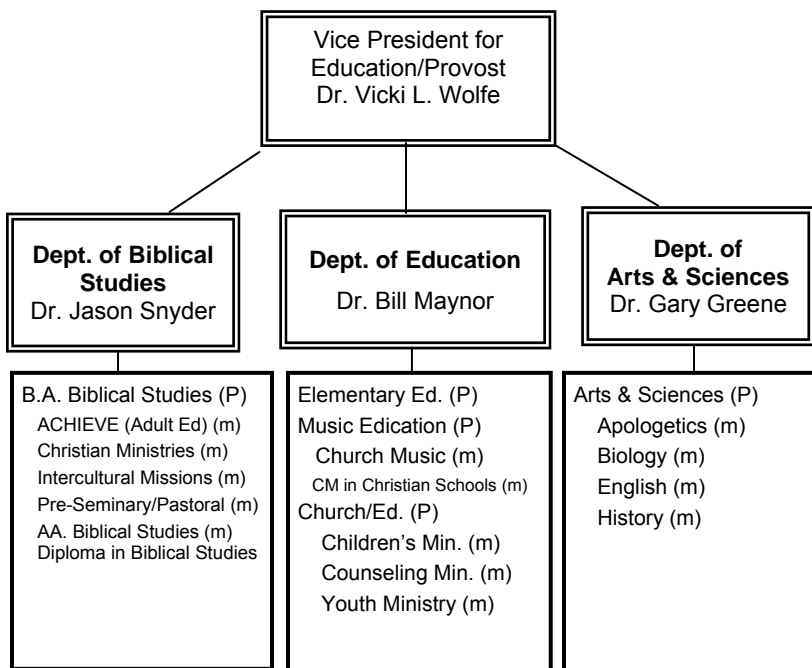
Students who require housing before or after Dorm opening or closing in the summer should make that known in writing to the Student Life Office. When space is available, students may be permitted to stay in designated Dorm areas, at the cost of \$10.00 per day or \$250.00 per month. Because this is contingent on space availability, requests are considered on a first-come-first-serve basis. All outstanding SEBC indebtedness should be paid in full for summer housing approval.

Students may stay in the dorms over the Christmas break for a flat fee.

Telephone Service

Students are responsible for obtaining their own phone service. The Student Life Office has numbers available for students who would like to set up a local or long distance phone service.

ORGANIZATIONAL CHART: ACADEMIC DEPARTMENTS/PROGRAMS/EMPHASES



(P) = Programs and (M) Minors

Biblical Studies (BA)
 ACHIEVE (BA & AA)
 Christian Ministries
 Pre-Seminary/Pastoral
 Intercultural Missions
 Biblical Studies (AA)
 Diploma in Biblical Studies

Elementary Education
 Music Educations
 Church Education
 Children's Ministries
 Counseling Ministries
 Youth Ministries

Arts and Sciences
 Apologetics
 Biology
 English
 History

Advisors

Mr. David Gannett-Malick
 Mr. Steve Cleckler
 Mr. David Gannett-Malick
 Dr. Jason Snyder
 Dr. Jason Snyder
 Dr. Hugh Huguley
 Dr. Hugh Huguley

Dr. Bill Maynor
 Mrs. Sarah Timothy
 Dr. Bill Maynor
 Dr. Bill Maynor
 Dr. Laura English
 Dr. Bill Maynor

Dr. Gary Greene, Supervisor
 Dr. Steve Cowan, Advisor
 Dr. Thomas Easterwood, Advisor
 Dr. Gary Greene, Advisor
 Dr. Dwain Waldrep, Advisor

ACADEMIC GUIDANCE

“The mission of Southeastern Bible College is to equip men and women for Christian living and service worldwide.” The commitment to both academic and ministry training results in a unique learning opportunity. In order to make maximum use of this experience, the student is encouraged to keep several biblical principles upon his or her heart.

A. **Academics are of great value.** The Scriptures teach diligence in the pursuit of knowledge.

“Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth.” (2 Timothy 2:15)

B. **Academics require faithfulness.** None of us is so gifted that knowledge enters into our thoughts without faithfulness in study. All believers should view their minds as the property of God and faithfully apply themselves to the study of Him and creation for His glory.

“Moreover it is required in stewards that one be found faithful.” (1 Corinthians 4:2)

C. **Academics involve virtues.** The biblical principles of honesty, perseverance, and integrity, as well as the biblical priorities of truth, love, service, and ministry, all apply to the academic process.

“And though I have the gift of prophecy, and understand all mysteries and all knowledge, and though I have all faith, so that I could remove mountains, but have not love, I am nothing.” (1 Corinthians 13:2)

Nomenclature

Because of the discussion held regarding the inconsistency and confusion about terminology used at SEBC, the following terms are definitions agreed upon by the Academic and Curriculum committee.

1. **Division:** A major *administrative* unit of the institution (e.g., Division of Academics; Division of Business & Finances, etc).
2. **Department:** A major *academic* unit of the institution (e.g., Department of Biblical Studies; Department of Education, and Department of General Studies). Each department will be headed by a *Chairperson*.
3. **Program:** Career oriented course comprising a set of unified curricula (e.g., pre-seminary; Arts and Sciences Program, etc.). Each program will be headed by a *supervisor*.

4. **Emphasis:** A concentrated area of study having a minimum of 18 hours in that field (e.g., youth ministry, history, biology, etc.). Each emphasis will be headed by an *advisor*.
5. **Major:** A concentrated area of study having a minimum of 32 hours of study in that field. **All SEBC graduates are Bible majors. SEBC offers only one major which is Bible/Theology. In the future, other majors could be added, e.g., Elementary Education. However, graduates would still be a Bible major and would thus have a double major.**

Academic Responsibility

The information necessary for students to succeed in the area of academic responsibility includes policies related to student classification, course load, grading information, academic discipline and withdrawals. All of this information is available in the current Academic Catalog.

Academic Discipline Procedures

The following procedures are used to help identify those students experiencing academic difficulty. Students so identified are encouraged to become familiar with these procedures and the availability of assistance.

Academic Warning: A student whose cumulative GPA falls below the required minimum (1.75 for freshman & 2.00 for sophomore) will be placed on “academic warning” for the following semester.

Academic Probation: If the student does not raise his/her cumulative GPA to the required minimum during the semester of “academic warning,” the student is placed on “academic probation” for the following semester. Students on “academic probation” must re-take all failed courses in the core curriculum or course(s) required in his/her program.

Academic Suspension: If the student does not raise his/her cumulative GPA to the required minimum during the semester of “academic probation,” the student is placed on “academic suspension” for one semester and must re-apply before returning to the college.

Academic Dismissal: A student re-admitted after “academic suspension” will be placed on “academic probation.” If the student does not raise his/her cumulative GPA to the required minimum after returning to the college, the student is dismissed from the college.

Repeating Courses: A student may repeat any course. When a course has been retaken, the first grade remains on the transcript but is not computed into the student’s GPA. Instead, the more recent grade becomes the official grade and is computed into the student’s GPA.

A repeated course may not be transferred from another college.

Class Attendance

Satisfactory completion of a course requires regular, punctual class attendance. Missing the equivalent of two weeks of class will result in the student’s grade being lowered by one letter. Each absence thereafter will result in lowering the course grade by another letter. Students missing classes for college-approved activities will be allowed up to two additional absences before the course grade is lowered. Absences for field trips in another class will be counted as an absence.

Grading Scale and Quality Points Per Hour

A	=	95-100	=	4.00
A-	=	93-94	=	3.70
B+	=	91-92	=	3.30
B	=	87-90	=	3.00
B-	=	85-86	=	2.70
C+	=	83-84	=	2.30
C	=	79-82	=	2.00
C-	=	77-78	=	1.70
D+	=	75-76	=	1.30
D	=	72-74	=	1.00
D-	=	70-71	=	0.70
F	=	Below 70	=	0.00

Discrimination Clause

Southeastern Bible College adheres to the equal opportunities provisions of Federal Civil Rights laws and regulations that are applicable to this institution. Southeastern Bible College does not discriminate on the basis of race, color, national origin, sex, age, or disability. If you feel you have been discriminated against on the basis of race, color, national origin, sex, age, or disability, contact the SEBC Equity Coordinator (see below).

If you are a student with a disability, and have a request for academic adjustments, please contact the SEBC Equity Coordinator.

Gannett-Estes Library

- The Librarian and staff are here to help you. Please ask questions!
- See Library Handbook and signs for Library Hours
- No food or drinks in the library
- All over due materials except videos are \$.25 per day. Overdue videos are \$1.00 per day. Overdue status prevents a student from further library use and also prevents him/her from receiving their grades at the end of the semester.
- SEBC has a cooperative library agreement with Samford University.
- The materials in the SEBC Library are computer cataloged using the Library of Congress Classification System. The system can be accessed in the Library as well as the SEBC website at <http://www.sebc.edu/academics/library.htm>.
- The Library houses computers primarily for student internet research.
- Major computer databases are available for student use.
- A copier is available in the Library for student use. Copies cost 10 cents per page.

ACADEMIC INTEGRITY POLICY

Rationale

A key principle integrated into the philosophy of education at Southeastern Bible College is that students develop spiritual as well as academic integrity. Integrity is an essential element of spiritual maturity. It is the responsibility of both students and instructors to maintain academic and professional integrity, as well as to refuse to participate or allow any form of scholastic dishonesty. This institution views academic integrity as part of a Christian's character and a key element in the graduation process at Southeastern Bible College (SEBC).

Evidences of a lack of Academic Integrity

Plagiarism

Definition

Plagiarism is claiming someone else's ideas, words, or arguments as one's own. This can be accomplished in a variety of fashions.

The University of Bradford says that plagiarism occurs by:

1. Copying the words or work of an author of an article or book, or including material from electronic sources in assignments without indicating the origins, i.e. claiming the work of others as original.
2. Presenting arguments that use a blend of the student's and the actual words of the original author without acknowledgement of the source.
3. Paraphrasing another person's work but not giving due acknowledgement to the author.

Stephen Wilhoit in "Helping Students Avoid Plagiarism" lists the following examples of plagiarism:

- Buying a paper from a research service or term paper mill
- Turning in another student's work without the other student's knowledge (SEBC adds "or even with the other student's consent")
- Turning in a paper that a peer has written for the student
- Copying a paper from a source text without proper acknowledgement
- Copying materials from a source text

Avoiding Plagiarism

Students must clearly indicate all authors, titles, publishers and dates of any work integrated into their written work. They should clearly cite the sources of their information in the proper format.

When paraphrasing thoughts or ideas that a student is considering from another person's work, the student must acknowledge the original author in these circumstances by such devices as quotation marks, italicization, footnotes and other forms of citation.

A bibliography should always be provided in the student's work including all the books or articles that were read even when the material has not been quoted.

Cheating

Definition

Academic cheating is an act of deceiving, swindling, dishonesty, or fraud by trickery or any other method to make or improve a grade.

Some of the examples of cheating listed by the University of Texas include: coughing or using hand signals during examinations; concealing notes on clothing or electronically; obtaining copies of examinations in advance; leaving information in the bathroom; allowing others to see answers to questions; and transmitting answers to a student in a testing area via pager, radio transmitter, or computer.

Avoiding Cheating

Various reasons exist that contribute to a person deciding to cheat. Some of these include: poor management skills, poor writing skills, taking the shortest route through a class, making bad choices, and procrastination. These can result in the student feeling they have to cheat to achieve a satisfactory grade.

The student should decide whom they want to please most in life – God or man. God desires honesty and all forms of cheating must be avoided to please God. The student should then plan to accomplish assignments early, make good choices, form study groups, and maintain good accountability with mentors and peers.

Lying

Definition

Lying is making a false statement with intent to deceive or give a false impression.

Some examples of academic lying include: knowing that others are cheating and not saying anything (passive lying), turning in a reading report that says a student has completed reading when they have not, claiming to have finished assignments when they have not, and stating they will do something when in reality there is no intent to do it.

Avoiding Lying

Faculty and students need to understand that God sees the heart. Thus it is impossible to deceive God. He knows both the action and the attitude associated with it.

Like cheating, the student should decide whom they want to please most in life – God or man. God does not lie and does not want His creatures to lie. The student should then plan to accomplish assignments early, make good choices, form study groups, and maintain good accountability with mentors and peers.

Procedure for Dealing with Academic Dishonesty (1st Offense)

It is the individual professor's responsibility to hold students accountable. While developing a trusting environment is good, students should not be blatantly given the opportunity to commit acts of academic dishonesty. An example of this might be allowing students to take an unsupervised closed book examination.

Accusations by a faculty member that a student has engaged in scholastic dishonesty should be made in private and any investigation should be as discreet as possible. During an examination, the faculty member may remove any unauthorized materials and/or ask the student suspected of inappropriate behavior to move to another location.

The faculty member should meet privately with the student to discuss the issue of suspected scholastic dishonesty. The student should be informed of the nature of the meeting and given enough notice to prepare for the meeting. At the meeting, opportunity will be given to the student to respond to the allegations and to present evidence in defense. However, the student will not be forced to comment.

If the faculty member decides that an offense has occurred, the assignment will be given a numerical score of zero. The faculty member has the prerogative to either have the student repeat the assignment (any subsequent numerical grade should be no higher than the minimum passing score for the assignment) or record the zero as the student's permanent grade for that assignment. Additionally, the faculty member will complete a form and submit a copy to the Vice President for Academic Affairs, the student in question, and keep a copy for his/her own records.

This form will be kept on file in the office of the Vice President for Academic Affairs for the duration of the student's tenure at Southeastern Bible College.

If the student disputes the decision of the faculty member, the student may appeal in writing to the Vice President for Academic Affairs within seven days. The Vice President for Academic Affairs will conduct a hearing along with the Deans and an additional faculty member appointed by the Vice President for Academic Affairs. The faculty member, student, and any additional personnel may be brought into the hearing for the sake of supporting the evidence. The Vice President for Academic Affairs will rule on the appeal in consultation with the other people conducting the hearing. If the student's appeal is granted, the form submitted by the faculty member will be destroyed and appropriate actions taken to restore the student's grade. Otherwise, the form will continue on file in the Vice President for Academic Affairs' office as a statement of first offense of Academic Dishonesty.

If the student disagrees with the ruling of the Vice President for Academic Affairs, an appeal may be made in writing to the President of the College within seven days. The President will conduct an investigation as is deemed appropriate and issue a written statement to the student and Vice President for Academic Affairs. The decision of the President will be final. If the President is the faculty member involved in the appeal, the President may delegate another person to serve as the final authority.

Procedure for Dealing with Academic Dishonesty (Second Offense)

The above mentioned procedures should be followed because the faculty member may or may not be aware of previous episodes.

If the faculty member decides an offense has occurred, the Vice President of Academic Affairs will become aware of the matter through the reporting form or when the student appeals the decision. At the point that the Vice President of Academic Affairs becomes aware that this is the second offense, the student and faculty member will be summoned to give an account of the situation.

If the accusations are upheld or validated, the student will be placed on Probation for Academic Dishonesty by the Vice President for Academic Affairs for the remainder of their time at Southeastern Bible College. Any future occurrences of academic dishonesty will result in the immediate dismissal of the student.

The student has the right to appeal all decisions to the President of Southeastern Bible College following the procedure listed above.

**Procedure for Dealing with Academic Dishonesty
(Third Offense)**

The faculty member should follow the procedure listed above because the faculty member may or may not be aware of previous episodes. At the point that the Vice President of Academic Affairs is made aware of the offense and it is substantiated as the student's third offense, the student will be dismissed from school.

As in all situations, the student has the right to appeal to the President of the school following the procedure listed above.

Right to Privacy

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that SEBC, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, SEBC may disclose appropriately designated "directory information" without written consent, unless you have advised SEBC to the contrary in accordance with SEBC procedures. The primary purpose of directory information is to allow SEBC to include this type of information from your education records in certain school publications. Examples include:

- A playbill, showing your role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

If you do not want SEBC to disclose directory information from your education records without your prior written consent, you must notify the Registrar in writing. SEBC has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Footnotes:

FERPA Notice

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

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar, written requests that identify the record(s) they wish to inspect. The Registrar 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 Registrar's office the Registrar will advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask SEBC to amend a record that they believe is inaccurate. They should write the school official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If SEBC decides not to amend the record as requested by the student, SEBC will notify the student

of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by SEBC 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 SEBC 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 school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, SEBC discloses education records without consent to officials of another school 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 SEBC 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, DC 20202-4605**

FINANCIAL GUIDANCE

The Scripture gives much clear instruction regarding personal finances. Personal responsibility in financial matters is a spiritual matter. The biblical principles of love, sacrifice, honesty, and integrity apply as much to your finances as they do to any other aspect of your life.

At SEBC part of your spiritual development is to learn to practice financial responsibility by the proper handling of your student account.

Student Accounts

- Payment of Accounts – All semester charges are due and payable on the day of registration. If extended payment terms are necessary, the student must pay 50% of the total charge and must make arrangements through Tuition Management Systems, Inc.
- Dropping Individual Courses – To add or drop classes after registration, a \$20.00 administrative fee will be charged. Tuition refunds for individual courses dropped will be made only if the courses are dropped during the first two weeks of classes. In order to drop a class, the proper form must be submitted through the registrar's office.
- Official Withdrawal from School – The official withdrawal process begins with contacting the Dean of Students, who will conduct an exit interview and assist with the proper procedure for withdrawals. There is a withdrawal fee of \$100.00. If a student does not officially withdraw, there is a charge for all the classes for which he/she is registered.

Financial Aid

Financial Aid in the form of loans, grants, or scholarships may be used as a down payment only if the student has completed and submitted the required applications, which determine student eligibility, to the Director of Financial Aid prior to registration. Any student is eligible to apply for any form of financial aid. You are encouraged to investigate this possibility with the Director of Financial Aid.

Refunds

There are two refund policies: Institutional and Federal (see the college catalog for more information.)

- **Institutional Refund Policy** – refunds will be issued on the following scale:

During week 1 and 2 of classes	100% of tuition only
During week 3 of classes	50% of tuition only
After week 3 of classes	No Adjustment

Room and board refunds will be prorated for the actual period in attendance plus an overhead charge.

- **Return of Title IV Funds** – Refund for Title IV recipients will follow federal government guidelines. Please see the college catalog for more information.

Office Hours

The college offices are open Monday – Friday from 8:00am to 4:30pm. Some offices may be closed during the lunch hour.

STUDENT SERVICES

Counseling Services

- Students are encouraged to discuss any personal matters and seek guidance from a faculty or staff member.
- The Dean of Men and the Dean of Women are available to assist students in any need (physical, personal, psychological, emotional, spiritual, practical, or relational).
- Referral to competent Christian professionals is available through the Deans' office.

Mail Services

Mail is placed in student mailboxes daily (Monday thru Friday).

Your mailing address while on campus is:

Your Name & Box Number
Southeastern Bible College
2545 Valleydale Road
Pelham, Alabama 35244

- First class mail received during a break between semesters will be forwarded to your home address or the address you designate. Mail received less than five days before registration for the new term will be held for your arrival.
- Mailbox key deposit is \$10.00 and will be returned at the end of the Spring semester, when the key is returned or when the student departs school with no plan to return.

Employment Services

- On campus employment is arranged through the Business Office.
- Assistance locating off campus employment is available through the Student Life Office.
- Students are encouraged to consider the responsibilities of any employment position in light of questions of ethics, morality, and biblical lifestyle.
- The following is the recommended maximum number of work hours in relation to the academic load:

16 credit hours	30 work hours
12 credit hours	35 work hours
10 credit hours	40 work hours

NOTE: This recommended maximum, may not be realistic for everyone.

You are reminded that at your place of employment, your work effort, quality, efficiency, attitude, and faithfulness reflect on your reputation, and the reputation of SEBC. Remember you ultimately represent God in the community.

Announcements

Announcements are made through a weekly newsletter placed in mailboxes and in an e-mail on Friday for the following week. Announcements should be submitted to the Student Life Office no later than Tuesday to be included in the newsletter for the following week. All announcements are subject to approval by the Deans. Announcements are also run on PowerPoint outside of the Student Life Office.

The Dean's office must approve posters, letters and notices prior to distribution or posting.

Tutoring

New Students are strongly encouraged to attend Study Skills class their first semester.

Community Centers

The Aulds Recreation Center and The Commons are meeting places for students during class breaks in the evening hours and on weekends. In the ARC are Ping-Pong and pool tables, other games, television, movies and snack food machines are available. In The Commons are a gazebo and sitting areas.

The Community Centers are designed for the Students of SEBC. Children under 14 years of age should not be left unattended and should never, for any reason, operate equipment in the ARC. If for any reason someone is misusing the Community Centers, please inform the Student Life Office. Any misuse of equipment that produces damage will result in application of the appropriate fines as defined by the business office. Fines will be added to student's school bill.

General Policy for Children at Southeastern Bible College

While on the campus of Southeastern Bible College, children 13 years of age and younger must be accompanied at all times by an adult. Children 14 years of age and older must conform to all the rules appropriate behavior of Southeastern Bible College. Persons not adhering to the rules of the college will be excluded from the premises.

Student Organizations

Student Council serves as a liaison between the student body and faculty/staff. Their primary function is to voice the concerns of students and coordinate activities that promote spiritual, social, physical and mental development within the student body. Activities include community and campus outreach, fundraisers, interactive outings, etc.

Student Missions Fellowship (SMF) exists to glorify God by informing and promoting missions involvement, via student-led prayer, chapels, an annual conference, and promotion in behalf of worldwide service. SMF is led by students elected yearly by the student body.

Epic Men's Ministry, extending beyond the usual and ordinary; pursuing God with reckless abandon. Men of Southeastern believe strongly in accountability, prayer, leadership and service. We aim to provide ministry opportunities to encourage, instruct, and challenge men to become all that God has called and purposed them to be in their school, home and community. Titus 1:9

P31 Women's Ministry is a student led organization that exists to help unify the ladies at Southeastern through encouragement, service and a genuine love for one another. This is accomplished through weekly meetings, service projects, retreats and fun times. Philippians 2:2-4

RESTORATION AND DISCIPLINE

The college does not claim to see or “catch” every infraction. We believe that students should either proactively abide by the guidelines or be willing to come into compliance on their own. However, as we discover infractions, we seek to deal personally and lovingly with students as we respond appropriately to their choice of behavior or attitude. The goal is restoration if possible.

It is in the best interest of the student who struggles with any of the following guidelines, issues, and attitudes, or feels that he/she has fallen into some habit or sin, to come forward for help. Issues that have been addressed in the Student Handbook and are kept hidden will more than likely be dealt with in a more formal manner. A student who brings issues to the Student Life office for help will be dealt with as one seeking help.

Minor Violations

Points are given to students for various minor infractions. **Points are simply warnings.** Listed below are some of the infractions for which students may receive points. Unless otherwise stated, students automatically will receive the number of points designated for each infraction.

- Room inspection infraction **1-5 Points**
- Quiet hour infraction **1-5 Points**
- Stereo/audio equipment violations **1-5 Points**
- Dress code violation **3 Points**
- Public display of affection **3 Points**
- Chapel misconduct (studying, sleeping, talking, etc.) **3-5 Points**
- Failure to register an overnight guest **3 Points**
- Use of inappropriate language **5 Points**
- Curfew violations **1-20 Points**

Resident students are allowed 20 points per semester without penalty. Commuting students are allowed 10 points per semester without penalty. Penalties for excessive point accumulation are as follows:

- First Accumulation of 10/20 Points - 3 hours of community service and an interview with your RD or a Dean.
- Second Accumulation of 10/20 Points - 6 hours of community service and an interview with a Dean.
- Third Accumulation of 10/20 Points - Referral to the Student Life Committee

Major Violations

The following are regarded as more serious violations and are subject to **one warning** in writing before a Dean recommends suspension to the Student Life Committee:

- Any defiant attitude toward authority – whether in a “kind” or “harsh” spirit.
- Any refusal to comply with authority – whether in a “kind” or “harsh” spirit.
- Any misconduct, or behavior, considered seriously inconsistent with the testimony of a Christian leader as indicated clearly in Scripture.

Suspension

Some examples for which a student might be suspended are: unauthorized entry, assault and battery, thievery, alcohol/substance use and/or abuse on or off campus, extra-marital sexual relations, sexual harassment, possession of weapons and any second major violation.

The Student Life Committee determines everything about a suspension within these categories: short term immediate and long term immediate. The Student Life Committee will assess any misconduct or attitudes that are of a serious nature and will determine the appropriate suspension.

The Dean of Students has the prerogative in some situations to immediately suspend if he/she deems it in the best interest of the student body.

Long Term Suspension means that the student is to leave the campus the day the decision is made and not return until the date indicated in the letter. The Dean of Students will deliver the written letter of decision to the student.

Short Term Suspension means that the student will be suspended for a short enough period of time so that he/she can stay in school. It is meant to show the student the seriousness of his/her offense.

Restorative help means that some sort of corrective measure will be required and will begin immediately for each category of suspension. (ex. assignment, counseling, mentoring, etc.)

Note: It is the policy of this institution to attempt to help or restore people who are subject to any disciplinary procedure no matter how the issue or issues come to be known by the administration.

Expulsion

Expulsion is the permanent dismissal of a student from school. The Student Life Committee determines an expulsion. Some examples for which a person can be expelled are assault/battery and sexual assault.

Appeals procedure

If a student acknowledges his/her guilt and agrees to abide by whatever sanctions have been imposed, the matter is closed. If he/she wishes to appear before the Student Life Committee, he/she will be informed of the charges and be given the right to present a defense. The student will be given 24-48 hours to prepare the defense.

Appeal Steps:

1. The student will present a written request to the Dean of Students to request audience with the Student Life Committee.
2. The student will be asked to write a written defense within 3 working days and present that to the Dean of Students.
3. The Student Life Committee will set a time to meet with the student in person, via the Dean of Students. This meeting will be attempted within 3 working days of the time the request is received.
4. The Student Life Committee will consider the student's written appeal after the student has presented and stepped outside the meeting room.
5. If a decision cannot be given the student immediately after the appeal meeting, another meeting time will be set to occur within 3 working days if at all possible. The decision will be given to the student by word of mouth and then in writing.

Academic Discipline –

[see the Academic Guidance section of this handbook]

FINES

\$100 Fines:

Tampering with burglar, fire alarms or other types of safety and security devices.

Using candles or other open flames in the college facility without administrative approval.

See Damage Charge List on pp. 16-17.

Open Fines:

Practical jokes which produce the need for man-hours, cause damage to, or loss of college property will result in a charge to the students involved. Fine for loss, damage or man-hours will be estimated by the business office. The fine will be paid before the student may enroll the following semester.

Games and Computers on Campus

Any misuse of electronic or computer games including changing settings, installing software/uninstalling software, use of violent or pornographic content, may result in removal of equipment and/or disciplinary action for the student(s) involved.

Weapons and Fireworks

No weapons or fireworks are permitted on campus at any time. Student vehicles, back packs, lockers and dorm rooms may be subject to search. Law officers who are required to wear weapons by law are exceptions to this rule.

GUIDANCE FOR GRIEVANCES

Student Concerns

Southeastern Bible College readily acknowledges the ability of students to contribute to the solving of problems or difficulties that they may experience while part of this community.

Therefore, an open-door policy exists throughout the institution through which students may voice their concerns, suggestions, and needs. In addition, pertinent matters may be brought to the attention of the faculty, Student Services Department, and administration by completing a written form (located in the Student Services Office) or through one of the Student Council Officers.

Grievances Procedure

If you are a student and feel that you have been discriminated against based on race, color, national origin, gender, age or disability, please note the following steps in filing a grievance:

1. The student must submit to the Student Life Office a written letter explaining the grievance within 30 calendar days of the alleged discrimination incident.
2. The student will be contacted by the Student Life Office within fourteen-calendar days to schedule an appointment to review the grievance.
3. The student and Student Life Office will seek to mediate the grievance and resolve the issue.
4. If the mediation process does not resolve the issue, the student may wish to appear before the Grievance Committee and present his/her case.
5. The committee will notify the student in writing within 30 calendar days of the official determination and subsequent remedies if indicated.

6. The student may appeal the Grievance Committee's decision by submitting a written statement within 14 calendar days to the President of Southeastern Bible College. The appeal must be limited to allegations or charges made in the original complaint. Additionally, the appeal must include the following:
 - a. Identification of the conclusion made by the Grievance Committee with which the student is in disagreement.
 - b. The specific reason why the student feels the conclusion is incorrect or based on erroneous information.
 - c. Identification of any data that the student thinks will support his/her appeal or any material evidence the student believes was overlooked.(It should be noted that merely expressing the student's dissatisfaction with the Grievance Committee's determination will not be sufficient.)
7. The President will notify the student in writing of his/her determination within 30 calendar days of receipt of the student appeal.

Members of the Grievance committee include: Dean of Students, Equity Coordinator, Assistant Equity Coordinator, and other administration/faculty as appropriate.

Complaints from students regarding SEBC's compliance with ABHE criteria, policies or procedures should be submitted in writing to ABHE at the address below. The complaint will be considered by the executive director. For information regarding ABHE criteria, responsibilities of the complainant, institutional compliance or a copy, of ABHE's "Policy on Complaints Against an Institution", please see someone in the office of assessment and research.

Southeastern Bible College is accredited by the Association of Biblical Higher Education, an institutional accrediting body recognized by the Council for Higher Education Administration and the U.S. Department of Education.

Attn: Executive Director
Association of Biblical Higher Education
5575 S. Semoran Blvd, Suite 26
Orlando, Florida 32822-1781
Phone: 407-207-0808

Sexual Offense Policies and Procedures

Sexual Harassment Policy

Southeastern Bible College defines Sexual Harassment as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is undesired.”

Procedure

Each student should feel the freedom and the responsibility to report sexual harassment to a Dean or the VP of Business Administration. Substantiated sexual harassment will not be tolerated by the college. Appropriate actions will be taken in accordance with the Disciplinary section of this handbook.

Sexual Assault Policy

Southeastern Bible College defines sexual assault as “any sexual act directed against another person, forcibly and/or against that person’s will where the victim is incapable of giving consent” [US Department of Justice, Federal Bureau of Investigation; Uniform Crime Reporting Handbook (National Incident-Based Reporting System), Edition 1982].

Procedure

Everyone in the Southeastern Bible College community is asked to report crime when they see or know of an occurrence. A person should call the Deans or the VP of Business Administration. Also, the Police Department should be notified immediately.

If you are the victim of a sexual assault, you should immediately go to a doctor or hospital for treatment of any injuries and for other tests which can provide important medical evidence. You will also want to preserve any evidence that may be necessary to prove criminal conduct.

College Actions

Southeastern Bible College will be forced to expel any student who is determined to have committed sexual assault.

An on-campus student who, has been assaulted, may request that his or her living arrangements be changed, and the college will do everything possible to accommodate this request.

Any victim of sexual assault who needs counseling will receive the first counseling session at the expense of the college at a mutually agreed upon counseling agency.

VEHICLE GUIDANCE

General

Every student with a vehicle parked on the campus, should include all student vehicle information on registration forms when registering for classes each semester.

Automobiles/ Motorcycles

- All students parking or driving on campus must have proof of insurance for their vehicle.
- Repairs of Automobiles and Motorcycles - Major repairs will be permitted on campus only in the designated area. All inoperable vehicles must be removed from the campus within two weeks, or will be towed at the owner's expense..

Parking

- Parking on campus is regulated in order to improve security for the campus.
- At registration all students will be issued a numbered parking permit which must be hung from the rear view mirror of their vehicle when parked on campus.
- Parking areas in front of the dorms are reserved for the residents of those buildings.
- There is no parking in handicap parking spaces without an official Alabama State law handicap ID on the car. An automatic fine of \$50.00 will be placed on the student's school bill. Unauthorized parking by non-students may result in a fine of \$100, issued by the Police Department.
- Any unpaid fine will prevent grades from being released.

LIBRARY HANDBOOK

Welcome!

The library staff of Southeastern Bible College looks forward to serving your information needs. This handbook helps us to help you.

Mission Statement

The mission of the Gannett-Estes Library is to support the mission of Southeastern Bible College by continuously improving collection development and patron services to meet the curriculum and research needs of the students and faculty.

To enable students to be successful in their academic pursuits and to promote the development of quality educators, the library staff, to the fullest extent of our abilities and resources, will acquire, organize, and make accessible a well-balanced spectrum of information in both print and non-print formats, provide instruction in the use of library resources, and offer an environment conducive to academic study.

The secondary mission of the library is to serve the staff, alumni, and community patrons as they pursue goals of personal enrichment, research, and service.

Library Hours

Monday - Thursday:	8:00 a.m. - 9:00 p.m.
Friday:	8:00 a.m. - 5:00 p.m.
Saturday:	12:00 p.m. - 4:00 p.m.
Sunday:	closed

Holiday, summer, and other exceptions to regular hours will be posted.

Patronage

The SEBC Library serves students, faculty, staff, graduates, and community patrons. Students, faculty, staff, and graduates are not charged a fee to use the library. Community patrons may use any library resources in-house for no charge, but are charged an annual fee of \$25.00 to check out materials.

General Library Policies

1. No food or drink in the library.
2. Patrons are expected to be as quiet as possible to maintain an atmosphere conducive to study.
3. Cell phones should be turned off or placed on vibrate. Cell phone conversations should take place outside the building.
4. The library telephone is a business line and is not available for patron use.
5. Only library staff are permitted in the library office. Do not shelve books. The library staff will shelve books and count them for statistical purposes.
6. Any patron exhibiting improper behavior, including viewing inappropriate Internet sites, will be asked to leave the library.
7. Children under the age of 14 must be accompanied by an adult at all times while on campus.
8. The library director reserves the right to refuse use of the library to any patron who does not follow library policies.

Circulation Policies

1. Reference materials, periodicals and reserve books may not be checked out.
2. All circulating materials except equipment, videos, and DVDs may be checked out for a three-week period and renewed for one more three-week period. Materials may be renewed by phone at 970-9233.

3. Videos and DVDs may be checked out for one week and may not be renewed.
4. Patrons may have a maximum of 10 items checked out at one time. Only 3 of the items may be movies.
5. Patrons should return items to the library front desk.
6. Do not take any materials from the library without checking them out! If a patron takes materials from the library without checking them out, appropriate disciplinary action will be taken and fines incurred to the patron.

Notice about Journals and Reserve Materials

Journals in the Gannett-Estes Library do not circulate. They are not to be taken from the library. Patrons may read journals in the library or make copies of articles to take from the library.

Remember that a missing journal may be the one you need for an assignment! Any patron found taking journals from the library will be charged \$25.00 per issue and will not be allowed to check out any materials until the fine is paid.

Materials on reserve are not to be taken from the library. Be careful not to leave the library with reserve materials. Any patron who takes reserve materials from the library will be charged \$25.00 per reserve and will not be allowed to check out any materials until the fine is paid.

Overdue Materials and Fines

Notices of overdue materials and fines are emailed monthly to the students campus email account. Patrons are responsible for returning materials on time without being notified. Patrons having fines above \$5 or overdue items may not check out any other materials until this matter is resolved.

Overdue videos and DVDs - \$1.00 per day.

All other materials - \$0.25 per day.

All materials must be turned in, and all library fines paid before a student receives transcripts or a diploma. If an item has been overdue for three months or more it will be considered lost and replacement fees will apply (see lost materials). If an item is out of print the library director will determine the amount charged to the student. At the point when an overdue item becomes a lost item, a notice will be placed in the student's box.

Lost Materials

If you lose a library item, notify the library at once. The overdue fine will then be stopped. After a month, if the item cannot be found, you will be charged the replacement cost plus a \$10.00 processing fee.

Cooperative Agreement with Samford University

SEBC and Samford University allow currently registered students from each institution to use each other's libraries. Students are responsible for observing each library's policies and procedures. SEBC students must present their current SEBC ID cards at the Samford University Library in order to use the library resources. The Samford University Library web site is <http://library.samford.edu/>.

Interlibrary loans

If you need items not available at SEBC or Samford, check with your public library. The web site for Shelby county libraries is www.shelbycounty-al.org. The web site for Jefferson county libraries is www.jclc.org. Items that cannot be located in local libraries may be requested through interlibrary loan. See the library staff for details.

Catalog

The materials in the SEBC Library are computer cataloged and can be accessed at the library computer workstations. The library catalog can also be accessed on the web at www.sebc.edu/LibraryHome.asp.

Computers

The library houses computers primarily for research. When patrons are waiting for computers, research needs will take priority over word processing and non-research activities. Patrons may be asked to relinquish terminals.

All documents must be saved to a disk or other removable storage device. Documents left on the computer will be deleted from the hard drive daily.

Printers are available with the computers and black and white printing is free for academic purposes. Color printing and printing for non-academic purposes costs \$.10 per page. Please pay at the circulation desk.

Computer Databases

1. A to Z, index to full-text periodicals.
2. ATLA religious database with ATLASerials.
3. Britannica Online, online encyclopedia with extra features.
4. Christian Periodical Index Online.
5. GroveMusic, interactive online music database (headphones available at circulation desk).
6. Infotrac Expanded Academic ASAP, online academic journals database.
7. International Index to Music Periodicals Full Text
8. Newsbank, database of worldwide newspapers and some news magazines.
9. Oxford English Dictionary online.
10. WorldCat, online catalog of books in libraries worldwide.

Computer Programs

1. Microsoft Office products
2. Gramcord Greek New Testament with Bible Companion
3. Hammorah Hebrew Grammar Tutorial

The following items are on reserve – see library staff

4. Greek Master
5. Parsons Hebrew Tutor
6. Church Clip Art
7. Past issues of Journal of Biblical Counseling (1977-2001)

Search Engines That May Help You

Google.com Excite.com Yahoo.com Infoseek.go.com
Dogpile.com Lycos.com MSN.com Webcrawler.com

New Technology Notice

New computer and electronic resources may be added during the school year. Please check with the library staff for any updates in computer databases, programs, or other resources.

Electronic resources

Electronic books (e-books) and electronic journals (e-journals) are available through the library catalog. Ask a library staff member for assistance in accessing them.

Catalog Classification

All materials in the library are cataloged by the Library of Congress classification system, which separates materials into 20 classes. Classes are identified by a letter of the alphabet, subclasses by combinations of letters, and sub-topics by numerical notation. For more details on this system, see the librarians or the information rack in the library.

Copier

A photocopier is available in the library for anyone's use. All copies are \$0.10 each. Duplex copies count as two copies. The copier is run on the honor system, please pay after making copies. Due to staffing restraints the library cannot take IOUs. If you cannot pay when the copies are made, the library staff will be glad to hold the copies at the circulation desk until payment is made.

Some articles are protected under copyright and should not be copied. There is a note posted by the copier to remind patrons of the copyright laws.

Enlarger

A color screen monitor for enlarged print and photo viewing is available for low vision patrons. The enlarger offers distortion free magnification of books and other print material and can be used for note writing also.

Please see the SEBC tutorial, SOFIA, for an introduction to the library and to research skills. SOFIA can be accessed from the desktop of all computers in the library lab and the computer lab.

SEBC does not discriminate on the basis of age, gender, race, color, national or ethnic origin, or disability.

STUDENT AGREEMENT TO HANDBOOK GUIDANCE

By enrolling at Southeastern Bible College, a student assumes responsibility for becoming familiar with and abiding by the guidelines for attitude, character, and conduct described in the handbook. Violation of any of these while taking classes, may lead to disciplinary action as explained in the Restoration and Discipline Section.

Please complete this page and submit it to the Student Life Office at registration.

I will become familiar with and abide by the guidelines in the Student Handbook and Library Handbook of Southeastern Bible College.

Signed: _____

Print Name: _____

Date: _____