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## **INFORMATION DIRECTORY**

Office Hours: 8:30 AM – 5:15 PM, Monday – Friday

All numbers, unless otherwise noted begin with 518-494-####

### Academic Office:

Dean of Academics	Dr. Tom Davis	Admin. Bldg., Ext. 1434
Grade questions	Miss Michelle Alexander	Admin. Bldg., Ext. 1478
Ministry make-up & Elective questions	Miss Shirley Richards	Admin. Bldg., Ext. 1430
Registrar/Transcript Requests	Miss Sharon Wagoner	Admin. Bldg., Ext. 1424

### Administration

CEO, Executive Dean	Mr. Mark Strout	Admin. Bldg., Ext. 1433
Associate Executive Dean	Mr. Dick Dray	Admin. Bldg., Ext. 1404
Executive Secretary	Mrs. Cathey Hare	Admin. Bldg., Ext. 1432

### Admissions

Dean of Admissions	Admissions Office	Admissions Bldg., Ext. 1400
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	Mr. Adam Cook	Admissions Bldg., Ext. 1454
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### Bookstore

(& check cashing)	Mrs. Cristy Henson	Bookstore, Ext. 1412
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### Business Office

(Payments and questions)	Mr. Bob Gray	Financial Services, Ext. 1435
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### College Catalogs

	Mr. Alan Cappella	Library, Ext. 1401
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### Computer/Telephone Help Desk

		Headquarters, Ext. 6265
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### Financial Aid

(& check cashing)	Mr. Jim Henson	Financial Services, Ext. 1514
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	Miss Kendra Lytle	Financial Services, Ext. 1429
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### Health Insurance

	Mr. Glenn Slothower	Headquarters, Ext. 6302
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### Health Center

Campus Nurse	Health Ctr. Office	Health Ctr. Ext. 1600
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Campus EMT	Mr. Tom Goodrow RN	Health Ctr. Ext. 1602
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	Mr. Robert French EMT	Health Ctr. Ext. 1603
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### Kitchen

Chef Manager	Mr. Shawn Baker	Kitchen, Ext. 1408
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Chef	Mr. Hector Hernandez	Kitchen, Ext. 1407
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Chef	Mr. Mike Parker	Kitchen, Ext. 1407
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### Library

	Mr. Alan Cappella	Library, Ext. 1401
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### Lost & Found

	Housekeeping	Housekeeping, Ext. 1488
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### Maintenance

	Mr. Ralph Deshetsy	Maintenance, Ext. 1496
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### Ministries:

Dean of Ministries	Mr. Micah Melville	Ministries Ctr., Ext. 1426
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Assistant Dean of Ministries	Mr. Butch Davis	Ministries Ctr., Ext. 1557
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Student Ministries Coordinator	Mr. Matt Layton	Ministries Ctr., Ext. 1474
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Athletic Director	Mr. Bill Bowman	Ministries Ctr., Ext. 1558
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Administrative Assistant/ Service Assignments Coordinator	Miss Alyssa Korcipa	Ministries Ctr., Ext. 1538
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Music Coordinator	Miss Euanna Pigford	Music Bldg., Ext. 1418
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## MISSION & PURPOSE

### Philosophy

Word of Life Bible Institute as an educational institution has developed its entire program around a particular philosophy of education. This philosophy of education is based on three key words: Know (*study*), Grow (*life*), and Show (*ministry*). These three words characterize our approach to education.

Believers are commanded to study the Word of God, accepting it as their foundation and authority. Since discipleship and character building are the responsibility of godly leadership, we need to build an institution that will educate students in Biblical doctrine and conduct through the classroom and lifestyle of our staff. Our goal is to produce students that practice excellence in the Christian life bringing glory to God.

### Principles

#### **A. 2 Tim. 2:15**

We believe that the Bible is not only the foundation for morality, but it is also authoritative in every area that it addresses. It is, therefore, the beginning of wisdom and a prerequisite for any academic endeavor.

#### **B. Col. 2:6-7**

We believe that any area of Bible study must be built on a proper relationship to Jesus Christ.

#### **C. 2 Tim. 2:1-2**

We believe that intellectual “knowing” is only a beginning step and that a student has not learned until he has put this knowledge into practice.

#### **D. Col. 1:9-11, 2:8,-9; Titus 2:7-8**

We believe that character development is a legitimate concern of education.

#### **E. Ezra 7:10; 1 Cor. 4:15-16, Matt. 28:19-20**

We believe that staff and faculty are more than teachers. They are role models and, as such, must display Christian character and commitment before the student.

#### **F. 2 Tim. 3:16, Titus 2:1**

We believe that doctrine is the foundation for all our endeavors.

### Mission Statement

The mission of Word of Life Bible Institute is to educate each student within a rigorous academic and structured discipleship atmosphere preparing him or her to live a life of maximum effectiveness for the Lord.

### Objectives

#### **1. Academic Objectives (Study)**

The Bible Institute offers only Bible and Bible-related courses in its standard two-year curriculum and in its electives which are designed for those able to handle additional academic work. We seek to instill within students a practical working knowledge of the Bible that will enable them to articulate and defend a biblical worldview. The specific objectives of the academic program are to provide students with:

- a. An understanding of the context, content and contribution of every book of the Bible.
- b. An understanding of all the basic doctrines of orthodox Christianity.
- c. An in-depth understanding of the major books of the Bible.
- d. Particular ministry skills in evangelism, discipleship, Bible study methodology, leadership, counseling, and biblical communication.

Courses are taught by a dynamic combination of both resident and adjunct faculty who have distinguished themselves in their fields of expertise. Courses are structured to meet high academic standards and are recognized by most Bible colleges so that students can achieve their degree (Bachelor's or Associate's in Bible) from that Institution without interruption.

The above objectives are the specific focus of the Academic Department.

## **2. Spiritual Objectives (Life)**

In addition to the study of the Bible, the Bible Institute seeks to develop students' character and life skills outside the classroom. Programs designed to enhance personal spiritual growth are an important part of the Bible Institute experience. Our specific objectives are to help every student to:

- a. Develop a habit of daily devotional time in the Scriptures.
- b. Pursue personal godly character and corporate biblical community.
- c. Apply biblical principles of physical, emotional, and social wholeness to daily life.

A team of godly, compassionate men and women provide instruction, encouragement, and counsel in both formal and non-formal settings, helping students to deepen their relationship with the Lord and to demonstrate a loving concern for others. The above objectives are the specific focus of the Student Life Department.

## **3. Functional Objectives (Ministry)**

Whether the Lord leads a student to the mission field, the ministry, a trade, a business, a profession, or any other field of endeavor, in the light of eternity, the most important issue is how effective that person is for the Lord. Effectiveness in Christian service is measured by the influence that is exerted in the lives of others to lead them to Christ or to help them toward spiritual maturity. Therefore, the Bible Institute seeks to nurture within students a passion for Christian ministry and to equip them to impact today's society for Christ by involving them in meaningful ministry to others.

Our specific objectives are to give every student the opportunity to:

- a. Share the gospel with someone and/or counsel them to trust Christ as their Savior.
- b. Use their natural abilities and their spiritual gifts in service to others.
- c. Gain first-hand experience in missions.

The above objectives are the specific focus of the Ministries Department.

## **Program**

Word of Life Bible Institute is a two-year, non-degree granting institution whose high academic standards are recognized by most Christian Colleges.

The emphasis of the first year is Biblical Foundation.  
The emphasis of the second year is Ministry Foundation.

A diploma is awarded for the successful completion of two years, each of which is comprised of two academic semesters and a summer ministry. Students who complete the first year are also recognized at graduation with a Bible certificate.

Word of Life Bible Institute is accredited by the Transnational Association of Christian Colleges and Schools (TRACS) which is a federally (USDE) recognized accrediting agency for Christian post secondary education. Word of Life Bible Institute is listed in the Accredited Institutions of Postsecondary Education Directory.

It is our desire that, as the student applies himself or herself fully to these programs and activities, and above all, yields himself or herself to the guidance and working of the Holy Spirit, his or her life might be molded into a useful instrument for the Lord's service.

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This Handbook supplies information concerning student life at the Word of Life Bible Institute. In order for several hundred young people to live decently and orderly together, certain institutional regulations are presented. The administration realizes that adherence to these regulations is not the way to spirituality, but cheerful obedience is a mark of spirituality and will make for harmonious student life at the Bible Institute.

The Doctrinal Statement, Philosophy Statement, Mission Statement, and Institutional Objectives of the Bible Institute are all reviewed annually; with the staff as part of the Staff Advance meeting before the fall semester begins and with the students as part of their orientation at the beginning of the fall semester.

## CODE OF HONOR

### STATEMENT OF FAITH

1. We believe that all the Scriptures of the Old and New Testaments are verbally inspired of God, and they are without error in the original writings, and they are the supreme and final authority for faith and life.
2. We believe in one God, Creator and Sustainer of the universe, Who is eternally existent in three persons - Father, Son, and Holy Spirit.
3. We believe in the Deity of Jesus Christ, His virgin birth, sinless life, His death to pay the penalty for everyone's sins, His bodily resurrection, His exaltation at God's right hand, and His personal, imminent, pretribulational and premillennial return.
4. We believe that all have sinned and are therefore guilty before God and are under His condemnation.
5. We believe that all who by faith receive Jesus Christ are then born again of the Holy Spirit, therefore children of God and eternally saved, and that the Holy Spirit dwells within every believer to enlighten, guide, and enable the believer in life, testimony, and service. We believe that God answers the prayers of His people and meets their needs according to His purpose.
6. We believe that God gives spiritual gifts to all believers for the building up of the body of Christ. However, the miraculous sign-gifts of the Spirit, such as tongues and healings, were limited to the early church.
7. We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved in Glory and the everlasting conscious punishment of the lost in hell.
8. We believe that all believers are called to a life of separation from all worldly and sinful practices and alliances.

A Statement on the Historicity of Genesis: Word of Life Bible Institute is committed to the historical and factual accuracy of the book of Genesis. Therefore, we teach a recent creation of the entire universe and all forms of life in the six 24-hour days of Creation Week. We believe that Adam and Eve were the first man and woman; that all of mankind has descended from them and has inherited a sin nature from their fall into sin, resulting in a cursed creation. We believe in a personal Satan who led some of the Angels to rebel, enticed Eve to eat the forbidden fruit and continues to oppose God's program for human history. We believe in a worldwide flood, which explains the disappearance of certain species recorded in the fossil record; the subsequent development of mankind from Noah; and the creation of language groups and nations from God's intervention at the Tower of Babel. We believe that Satan's attempt to overthrow God is doomed to fail and that the Lake of Fire has been prepared as a place of eternal conscious punishment for him, his demons and all humans who reject Christ.

### STANDARD OF CONDUCT

1. Word of Life Fellowship, Inc. (including domestic and foreign affiliations under the Word of Life structure) is dedicated to the Lordship of Christ in all areas of life. The distinctives of Word of Life lie in its philosophy and goals. Those who are directly associated with Word of Life, including directors, staff, faculty, and students form a community and are not a collection of autonomous individuals. These associates consequently bear certain responsibilities and obligations within the organization for the implementation of its philosophy and goals. In order that the organization functions smoothly and its goals be realized, it is necessary that there be a mutual commitment to a corpus of standards which involve the willing surrender of certain individual purposes and goals.
2. Word of Life must follow specific Biblical principles which relate to Christian behavior. Therefore, Word of Life prohibits practices which are clearly forbidden by the Word of God, such as drunkenness, sexual immorality, dishonesty, etc. (I Corinthians 6:9-20). Further, to expect the Christian to exemplify Christian love, consideration for the rights of others, honesty, and a high sense of Christian ethics is to expect only that which the Word of God teaches to be primary in the character of the Christian (Ephesians 4:24-5:8).
3. Word of Life is firmly committed to a literal interpretation of the Bible and rejects any attempt to "reinterpret" Scripture in light of "modern" moral or psychological theories. In the Biblical account of creation, the family was the first societal institution ordained by God (Genesis 1:27; 2:18-22). Furthermore, Scripture plainly declares that the first two humans created by God were a man and a woman (Genesis 1:27; 2:18-22). God joined the man and woman in the holy rite of matrimony and commanded them to be fruitful, multiply, and replenish the earth (Genesis 1:28). Therefore, the only legitimate marriage is the joining of one man and one woman (Genesis 2:24; Romans 7:2; I Corinthians 7:10; Ephesians 5:22-23).

In both the Old and New Testaments, God has commanded that no intimate sexual activity should take place outside of a marriage between a man and a woman. Accordingly, all forms of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex (Genesis 2:24; 19:5, 13; 26:8-9; Leviticus 18:1-30; Romans 1 :26-29; I Corinthians 5:1; 6:9; I Thessalonians 4:1-8; Hebrews 13:4).

Since Word of Life believes that all sexual activity outside of a marriage between a man and a woman, including homosexual practices, are in direct opposition to God's Word and constitute a direct contradiction to God's institution of the home, Word of Life will not employ or continue to employ men or women who promote or participate in homosexual behavior or any other sexual activity outside of marriage.

4. Word of Life recognizes the principles of Christian liberty within the sphere of those things which are intrinsically innocent. However, Word of Life also recognizes that liberty needs to be restricted in certain instances. Scriptural precedent is found in Acts 15 and Romans 14, where certain practices inherently innocent were forbidden because they could do spiritual harm to other members of the Christian community. Verses for reference include:  
  
I Corinthians 6:12 - Lawful, but not expedient (not profitable for our good)  
I Corinthians 10:23 - Lawful, but not edifying  
I Corinthians 8:9 - Could be a stumbling block  
Romans 1:32 - Christians are different, and by living like the world, we approve of it.  
    There should be no pleasure in watching sin.  
Ephesians 5:6-7, 11 - Don't be deceived with vanity and participate in it.  
Colossians 3:17 - Make sure it pleases the Lord, not the emotions - flesh or self.  
Hebrews 12:1-2 - Lay aside weights as well as the sin.
5. Certain principles of conduct are a necessary part of the effort to establish an atmosphere within which the goals of Word of Life can be realized. For this reason, Word of Life requires associates of the organization to refrain from the possession or use of alcoholic beverages, tobacco, illicit drugs, from gambling and the use of traditional playing cards, from the participation in oath-bound secret organizations (societies), from social dancing of any type, from attendance at the motion picture theater, and commercial stage productions. Christian discretion and restraint will be exercised in all choices of entertainment, including radio, television, audio and visual recordings, and various forms of literature. Also, Christian discretion will be exercised in observance of the Lord's day. Furthermore, it is expected that associates will actively support a local Bible-believing church through service, giving, and allegiance.
6. Word of Life rejects the principle that exposure to and/or experimentation with doubtful and objectionable practices is essential to the development of moral or intellectual discernment and/or discrimination. Word of Life reserves the right to make the final decision in any questionable area.
7. Word of Life recognizes that observance of Word of Life standards does not comprise the whole of an individual's responsibility to God and hence does not necessarily indicate that one is living a life of full commitment. The philosophy of Word of Life, however, maintains that willingness to obey these standards shows a maturity and spiritual concern for the whole Christian community (Galatians 5:13-24).
8. Conduct that is an offense to good taste, sound morality, or Christian propriety will not be acceptable. While some may not have personal convictions wholly in accordance with Word of Life standards, the purpose underlying them necessitates the honorable obedience to them. If an individual can no longer in integrity conform to them, that person should withdraw from Word of Life. Willful disobedience of these standards will bring about dismissal from Word of Life immediately.
9. To insure that the doctrinal position of Word of Life will be maintained in an uncompromising manner and believing that a consistent and exemplary life should be expected of those who undertake the instruction and guidance of Christian youth, it is required that those associated with the organization shall individually affirm by signing the following at the time of initial association and shall so re-affirm at such time as determined by Word of Life.

### III. CHARACTER & ATTITUDE

Attitude: 1 Thess. 5:18 reads *“Rejoice always for this is the will of God in Christ Jesus”*. Students are expected to display, at all times, Spirit-filled Christ-like attitudes toward fellow students, Student Leadership, faculty, staff, visitors and guests. In dealing with fellow students and staff, it is expected that students will apply Galatians 6:1 *“Brethren, if a man be overtaken in a fault, ye which are spiritual, restore such a one in the spirit of meekness; considering thyself, lest thou also be tempted.”*

- A. *Toward the LORD:* Because God’s Word teaches us to reverence the LORD and His name, any use of the LORD’s name “in vain” is inappropriate at any time. Whether intended or not, we believe that emotional exclamations such as “Oh, my God” and “Oh, my Lord” are a demonstration of disrespect for the name of the LORD and are also not acceptable.
- B. *To Fellow Students:* We all bear some responsibility for the spiritual development and peace of mind of other students with whom we come in contact. Proper respect will be shown to fellow students at all times. Derogatory and demeaning comments of any kind, including those of a racial or sexual nature, will result in the appropriate discipline. There will be no hazing or student initiation permitted.
- C. *To Student Leadership:* Dorm and Service RAs have the responsibility of carrying out procedures laid down by the administration of the school and of performing other duties. Be sure to treat them with courtesy and respect. Do not argue with Student Leadership about interpretation of rules in the Handbook. The Student Leadership does not have the responsibility or authority to change the policies or regulations of the school, so do not ask for exceptions. Only the Student Life Deans can make exceptions.
- D. *To Faculty and Staff:* Students will treat faculty and staff members with respect. All faculty and staff members are to be addressed by appropriate titles, as “Mr.,” “Miss,” “Dr.,” etc.
- E. *To Parents:* Students at the Bible Institute will be properly obedient and respectful to their parents or guardians. Students should write, e-mail or phone home at least once a week to share the spiritual development that is taking place.

### IV. GRIEVANCE POLICY

WOLBI believes that the first step in resolving any dispute, rather interpersonal or organizational, is to invoke the Mathew 18 principle by addressing the party (or office) with whom complaint has arisen and discuss the issue directly. Should this fail to bring a satisfactory resolution, the next step may be to file a formal grievance. A form is available from and should be submitted to the Executive Dean’s Office. Once submitted this form will be forwarded to the supervisor or leadership personnel equipped to decide on a course for resolution. The issue will be addressed within 14 days or forwarded to a higher office if they cannot find a solution. All issues will be resolved in writing in 30 days or less.

WOLBI believes that as two believers openly seek the mind of the Lord in the concerns of their heart, the Holy Spirit will bring peace to the situation. As these are not necessarily the conditions that result in every situation, sometimes human intervention may be required. One may note, that a human solution may not be considered satisfactory to all those involved; however, the administration of WOLBI shall seek a resolution that is both fair and practical with emphasis on the governing power of Scripture. Conflicts are expected to be resolved as quickly as possible.

*If after following through on the above mentioned steps a student believes his/her grievances were not satisfactorily addressed by the administration of WORD OF LIFE a student may contact the Transnational Association of Christian Colleges and Schools (TRACS) at: 15935 Forest Rd., Forest, VA 24551, or by telephone at (434) 525-9539.*

### SPEECH AND COMMUNICATION

The Scriptures teach us to, *“Let no unwholesome word proceed from your mouth, but only such a word as is good for edification according to the need of the moment, so that it will give grace to those who hear”* (Ephesians 4:29). As a result, we would expect the language used by our students and staff to be wholesome and God-honoring at all times.



SECTION ONE:  
STUDENT LIFE  
HANDBOOK

## I. PURPOSE & FUNCTION OF STUDENT LIFE

The mission of the Student Life Department is to provide the leadership and atmosphere so that each student can be biblically disciplined and encouraged to “bear fruit” (Gal. 5:22-24) in their relationships with one another and with Christ.

### A. OBJECTIVES

1. The Student Life Department of WOLBI desires to select and develop the leadership who will provide biblical discipleship for the students.
2. **The Student Life Department of WOLBI desires to establish & maintain an atmosphere within which biblical discipleship of the students can take place.**

### B. FUNCTION

The *Dean of Students*, under the authority of the Executive Dean and the Executive Director of Word of Life Fellowship, leads the Student Life Department. The *Dean of Men*, the *Dean of Women*, and the *Assistant Deans* assist the Dean of Students. They minister together, overseeing all the aspects of the student's life on campus. This would include housing, fellowships, spiritual activities, counseling, encouragement, discipline, and health.

The *Health Services Coordinator* is a New York State Licensed RN and supervises the Health Center facility that provides assistance with the health care concerns of students, including access to physicians and health education. (See Health Center section)

The *Campus Life Coordinator* is to be a godly individual that fulfills the purpose statement of the Student Life Department by specifically focusing on the various events, activities, chapels, & church services of the Word of Life Bible Institute as well as the intern program.

The *International Student Coordinator* is to be a godly individual that fulfills the purpose statement of the Student Life Department by specifically focusing on the International Student program and all that that entails.

The *Discipleship Coordinators* are selected to assist the Deans in the management of Student Life programs and the training, management, and discipleship of the Resident Assistants. Each Discipleship Coordinator reports directly to a dean within Student Life.

*Student Leadership* is comprised of students selected by the faculty and staff who have demonstrated leadership potential and responsibility. They serve to facilitate and uphold the standards of the Bible Institute as set forth in this Handbook. Dorm Resident Assistants are responsible specifically for dorm life and Service Resident Assistants are responsible for service areas. They play a vital role in the enforcement of the Handbook policies, the leadership in the dorms, at the work place, in the classroom, and on ministry teams. They also serve to encourage students unto life and godliness.

## II. INSTITUTIONAL STANDARDS AND PRINCIPLES

### A. Breaks

1. Students are expected to adhere to the Word of Life Standard of Conduct during all school breaks. Any time a student is on the Bible Institute campus or on a ministry, including any WOL mission trips, or times when students may be living on campus during breaks, the student Handbook is in effect and must be followed. We would expect that the behavior of the student be above reproach in conduct and God-honoring in spirit.
2. Students are not permitted to leave early for vacations or to return late. A \$50.00 fee will be applied to any student leaving early or returning late. Willingness to pay the \$50.00 fee does not constitute permission to return late or leave early. Public or private transportation must be arranged so that the student does not have to leave school prior to the end of all classes. All make-up work must be completed prior to leaving on vacation. Failure to do so may result in a zero for the courses missed.

- i. If a student applies for special permission and is granted an early departure, here are the potential ways that course work may be made up:
  - a. Pay \$75 per 10 hours of DVDs to make up the work at home. Arrangements must be made for taking quizzes, exams and assignments.
  - b. Make-up work before leaving by viewing last year's guest lecturer class.
  - c. Come back early to make up the work in the Library. Summer ministry requirements are not an acceptable excuse for prolonging make-up work.
- ii. All make-up work must be done by the deadline established by the academic staff, including taking any exams, quizzes or assignments. Failure to do so will result in a zero for that course.
- iii. As per the standard stated elsewhere in this handbook, no more than 20% of a semester may be made up by video. If illness or other factors result in a student missing more than 20%, they will be asked to withdraw and then reenroll when able to finish the program in the classroom.

## B. Computer Regulations and Usage Policy

Word of Life Bible Institute provides students with access to network and computing resources as an integral part of the educational environment. Students using these resources should do so responsibly, consistent with WOLBI's mission and objectives. WOLBI reserves the right to define and enforce appropriate regulations to ensure that the use of these resources is consistent with the mission of the school. Enforcement of these regulations may involve (at the school's discretion) monitoring of stored disk files and electronic transmissions (e-mail, web-site accesses, etc.). Use of the network and computing facilities implies consent to these regulations and monitoring activities.

### 1. Definitions

For sake of objectivity, the following definitions/descriptions will be considered the standard by which acceptable computer use will be judged.

- i. **The Word of Life Computer Network:** This is a network of computers tied together for several purposes including e-mailing, sharing information, fulfilling academic coursework requirements, Internet access, etc. This network can be accessed by faculty, staff, and students when authorization is granted.
- ii. **The Word of Life Intranet:** The intranet is a resource that gives much information about the Bible Institute, including daily scheduling, meal menus, class notes, etc. It is a valuable tool for keeping up to date on the happenings around the Bible Institute.
- iii. **Privacy:** Each student's account is as confidential as the student mandates through his usage practices. Since Word of Life owns the network equipment, WOL reserves the right to examine any and all information accessed by the student. This includes e-mails, anything saved on any hard drive, Internet sites visited, etc.
- iv. **Firewall and Content Filtering:** Word of Life uses a content filtering and firewall system to prohibit access to Internet content that is contrary to the Word of Life Standard of Conduct. These categories are representative of the kinds of material that is off limits because it does not fit the biblical standard of being "true, honest, just, pure, lovely, and of good report." It is also without "virtue and praise" and therefore is not suitable for a believer's thoughts (Phil. 4:8). All activity is logged and monitored by the Student Life Department.
- v. **Objectionable content:** For the purpose of definition, objectionable content includes but is not limited to the following:
  - a. Pornography: so-called "adult content," material depicting or describing sexual acts, erotic material, nudity, etc.
  - b. Violence: Graphic depiction of violent acts, including murder, rape, torture, and/or serious injury.
  - c. Drug use: Material encouraging the use of recreational drugs, including tobacco and alcohol advertising.
  - d. Gambling: on-line gambling/gaming services.
  - e. Offensive language and tasteless subjects: Crude, vulgar language or gestures. Such material includes tasteless humor (excretory functions, etc.), graphic medical photos outside of a medical context, and some forms of body mutilation (cutting, branding, etc.)
  - f. Crime: Encouragement of tools for, or advice on, carrying out criminal acts. This includes lock-picking, bomb-making and hacking information.
  - g. General material that is not in keeping with the philosophy/spirit of Word of Life.

### 2. General Policy

- i. Each student is responsible for the use of his or her network account. Resident students are responsible for any and all computing and network access from their accounts. All students must take reasonable precautions to safeguard their accounts and passwords.

- ii. Students found to have knowingly shared their username and password with other students will have their accounts deactivated for a period of at least two weeks.
- iii. Transferring copyrighted materials to or from any system or via the Bible Institute network without express consent of the owner is a violation of Federal and State laws. Examples of illegal copying include:
  - (a) Making a personal copy of software licensed to the school.
  - (b) Copying files created by another person without obtaining that person's permission.
  - (c) Installing software on a computer without first obtaining a license for that software.
- iv. Browsing, exploring, or making other unauthorized attempts to view data, files, or directories belonging to the Bible Institute or to other users is forbidden. It is also unacceptable behavior to corrupt files, introduce deviant software (worms, viruses, etc.), or interfere with someone else's legitimate computer use. Possession of a program designed to gain unauthorized access will be deemed to constitute an attempt at breaking computer security.
- v. Accessing, viewing, displaying, printing, or distributing pornographic, obscene, or offensive material is prohibited.
- vi. No computer should be connected to the Word of Life Phone System for dial-up at any time.
- vii. Your computer should not be setup as a server that will in anyway interfere with the normal operation of our network. This includes dhcp servers, dns servers, etc.
- viii. It is not permitted for "bursty" protocols such as NetBEUI or AppleTalk. These protocols are unnecessary for operation on the Word of Life network and simply degrade the performance for all other users.
- ix. Word of Life reserves the right to update or change this policy at any time without notice. Effort will be made to notify students of changes.

### 3. Word of Life Equipment Policy

- i. Students are expected to treat Word of Life equipment with appropriate care. In addition:
  - a. Computer repairs, re-cabling, etc. must be done by Information Technology staff. Students are not allowed to open the computer cases. Students are not allowed to add (or steal) memory or other internal features to the Word of Life computers.
  - b. Adding any equipment to the network, including but not limited to hubs, switches, access points, routers, wireless device of any type, etc. is prohibited and will be confiscated if found
  - c. All computer monitors must face the public and must be in clear view of supervisors.
  - d. The network, wireless and computer equipment installed on campus is essential to providing you with service. It cannot be moved, touched or messed with in any way. If there are problems, or something is not working, please submit a simple help desk request and it will be fixed.

### 4. Discipline

Any violations of the above standards will result in appropriate discipline. This discipline may include, but is not limited to, an assessment of discipline points, restriction of computer privileges, or dismissal according to the decision of the Student Life Department.

## C. Entertainment

*Any Media which is not consistent with the character of God or the principles of His Word is unacceptable at all times.*

### 1. MUSIC :

- i. Music is permitted in the dorms under the following conditions:
  - a. Music is only permitted once students have attended our Source One seminar (fall semester) and written out their biblical principles for entertainment and given a copy to their Dorm RA for accountability.
  - b. The student is willing to allow the Dorm RA to ask accountability questions about whether or not their music is in line with their biblical principles for entertainment.
  - c. All music (whether IPOD, CD, computer based video game) can only be played through headphones. Music is allowed to be played audibly only in the dorm rooms provided each student is careful to honor the biblical principle of *preferring one another* (Philippians 2:4) in regards to volume, appropriateness, preferences, personal convictions etc. Music played audibly should not be heard outside the dorm room.
- ii. Music may not be played at all in the following circumstances: Quiet Time, devotions, study hours, after 'lights out', in the classrooms (whether during class or on breaks), in the dining hall during meals (with the exception of what is played publicly via the Command Center), during service assignments or ministry.

- iii. The Deans will make the decision as to what instruments may be used in the dorms. Amplifiers, drums, keyboards, etc., are not permitted in the dorms without headphone use.
- iv. Radios, televisions, clock radios, etc. are not permitted at the Bible Institute. They are to be sent home immediately.
- v. This music policy also applies to breaks while on the Bible Institute campus.
- vi. Abuse of this privilege may result in discipline points or even the loss of privilege.
- vii. All music played publicly at the Bible Institute must be screened and approved.

2. **MOVIES**

- i. No movies of any kind (DVD, downloaded, streamed, burned, or otherwise) may be played in the dorm rooms at any time, ***nor may they be kept in the dorm room***. No movies, movie trailers, or television shows (sitcoms, etc.) may be downloaded or watched from the Internet.
- ii. Movies may not be played on ANY Word of Life property, unless it is an official activity or at a staff member's house.
- iii. According to the Standard of Conduct, there is to be no attendance at a movie theater.
- iv. Video clips may be viewed in the dorms. Headphones must be used.

3. **TELEVISION**

There are to be no televisions in the dorm rooms at any time for any reason.

4. **VIDEO GAMES**

- i. There are to be no video game consoles used in the dorm room (X-box, Playstation, etc.)
- ii. Computer installed video games cannot be played during prohibited times (Quiet Time, study hours, quiet in dorms, after 'Lights Out', etc). In addition to this, any PC-based games must be played with headphones or with the volume turned completely off. As with all entertainment, any video games that violate principles of Scripture and godliness are prohibited. ***The Student Life Department reserves the right to make the final decision on the acceptability of a video game.***

5. **WEBCAMS**

Webcams are only permitted to be used with the permission of a Discipleship Coordinator.

**D. Relationships**

6. **Marriages, Engagements, & Dating**

- i. Marriage plans made prior to attendance at the Bible Institute should be communicated to the Student Life Department upon enrollment. Marriages are not allowed during the school year without prior permission from the Executive Dean.
- ii. The Student Life Department must be consulted prior to any engagement between two current students during the school year. Generally, Parental/guardian permission must be given prior to the engagement.
- iii. Divorced or separated students are not allowed to date while enrolled at the Bible Institute.

7. **Physical Contact**

- i. Physical contact between persons of the opposite sex is not permitted on or off campus.
- ii. Physical contact between members of the same sex must be within the bounds of biblically acceptable behavior.

8. **Sexual Conduct**

Any sexual misconduct may be grounds for dismissal based on the Standard of Conduct.

9. **Third-Party Standard**

- i. Generally, two students of the opposite sex must have a third party with them at all times.
- ii. Couples in remote areas of the campus must have a third party.
- iii. The following is a list that includes, but is not limited to, on-campus areas that are off-limits for two students of the opposite sex:
  - a. All dormitories
  - b. Behind or beside all dorms
  - c. Dorm walkways and porches
  - d. The base of the stairways leading to the dorm above the Dining Room (South America)
  - e. The base of the stairway leading to the dorm above the Embers (North America)
  - f. Darkened or unlit areas of campus (e.g. Council Hall, beach, etc.)
  - g. Empty buildings or empty rooms including classrooms
  - h. Vehicles without a third party (This includes on campus.)
  - i. Ranch stables
  - j. England Classroom

- k. Maintenance shed
- l. Campground
- m. Woods
- iv. Students are exempt from the “third-party rule” only in the central area of the campus. This area extends from the Ranch parking lot to the JWC parking lot.
- v. When students in mixed company visit, use, or are invited to a home, the owner (or renter) must be present.

### III. ACADEMICS & SPIRITUAL LIFE

#### A. ACADEMICS

1. Announcements  
Scrolling announcements will be posted in the classroom during breaks. In addition, a weekly information sheet, the *WOLBI Weekly*, will be published. Students are required to read the *WOLBI Weekly* in its entirety. Evening announcements will be given in devotions Monday-Thursday evening. (For off-campus students, these announcements can be emailed. Additionally, hard-copies are available in the Administration Building)
2. Laptops are not permitted to be used **during class lectures**. Additionally, there is to be no texting or use of cell phones in any capacity (surfing the web, etc) during class. This includes any form of internet capable device (eg ‘itouch’).
3. Classroom
  - i. **First Year**  
Eating or drinking is not allowed inside the *Jack Wyrzten Center*. This includes the **entire building** and not the classroom only. During breaks eating and drinking of any type of beverage (including water) will need to be done outside the building.
  - ii. **Second Year**  
Eating and drinking is allowed inside Council Hall but **only** during breaks.  
**NOTE:** Beverages brought to class must be in a sealed, spill-proof container. Food must be in a sealed container or unopened package. These items are for the purpose of breaks only and are not to be used during class. Cough drops, breath mints and small hard candies not on a stick are allowed during class. Chewing gum is not permitted in the classrooms.
  - iii. **For all other Academic policies see the Academic Section beginning on page 37.**

#### B. SPIRITUAL LIFE

The program at the Bible Institute has been designed to encourage spiritual growth, but in the end it is the student’s responsibility under the power of the Holy Spirit to undertake the changes that the Word of God demands in order to grow. As part of the environment of spiritual growth, all students are responsible for observing the following:

1. **Chapel**  
Chapel services are held Wednesday through Friday. Adjunct faculty, resident faculty and other speakers will minister from the Word of God. All students, including off-campus students, are required to attend chapel services. Bibles and notebooks are required for all chapels and services, and students are expected to take notes.
2. **Church**
  - i. Church attendance on Sunday (morning & evening services) is required for all students. Morning and evening services are conducted at the Bible Institute each Sunday.
  - ii. Students may attend local churches; however, please dress appropriately for the church you are attending. (Since each church varies in dress expectations, “appropriately” is defined as dress that would not stand out as abnormal for a particular church.)
  - iii. There may be times, such as conferences on campus, Snow Camp, and the first four weeks of the fall semester, when students are required to attend church on campus.
3. **Dorm Devotions**  
Each evening, students meet together before “quiet-in-dorms,” for a time of small group devotions. Along with corporate prayer, this is often a great opportunity for building unity and fellowship as a dorm family.
  - i. Monday through Thursday evenings, devotions are held in the dormitories from 9:15 - 9:30PM. Devotions are generally led by the Dorm RAs, with students preparing and presenting the devotional on a scheduled basis.

- ii. The Student Life Department reserves the right to occasionally change the time and to occasionally schedule various special speakers. The Dorm RA must first obtain permission from his or her DC to have a special speaker in the dorm.
  - iii. All students are expected to participate in presenting devotions periodically each semester.
  - iv. Students giving devotions should turn in a copy of the devotions to their Dorm RA at least 24 hours prior to the devotional time; Dorm RA's should give a copy to their DC.
  - v. Off-campus students will have daily family devotions in their homes.
4. **Quiet Time**  
Time is set aside in the Bible Institute schedule each day for students to have their own personal time with the LORD, known as "Quiet Time." It is our desire that the students will learn the importance of daily time in God's Word.
- i. Each student is required to have a regular period of prayer and devotions each morning. Each student must have his Quiet Time at the scheduled time.
  - ii. Students must be at their desks during the designated Quiet Time period. **No other activities** are permitted during the designated Quiet Times. Students, who have early morning work assignments, must complete their Quiet Times by lights out that same day.
  - iii. Students are required to use the current WORD OF LIFE Quiet Time Diary as part of their devotional period and to fill in the comments for each day. To provide additional accountability, the faculty, staff and Resident Assistants will periodically check Quiet Time Diaries.
  - iv. On Saturday, Sunday and Monday, students are responsible for scheduling their own Quiet Time. In each case, they must be completed prior to "lights out."
5. **Conferences**
- i. **Missions Conference**  
Several days are devoted to a special missions emphasis at the beginning of winter season. Speakers and seminars as well as personal interactions with the missionaries themselves provide valuable insight and motivation. This is a time of providing information for students considering missions and very often dramatically changes the direction of a student's life.
  - ii. **Founder's Bible Conference**  
In the spring semester, we have the annual Word of Life Founder's Bible Conference honoring the ministry of the founder of Word of Life, Jack Wyrzten. Gifted speakers from around the world come and minister to the spiritual needs of both the students and staff of Word of Life Fellowship.

We consider these conferences to be an integral part of the Bible Institute experience, and all students are expected to be in attendance for these conferences.

#### IV. **CAMPUS LIFE**

##### A. **CARE OF BUILDINGS**

1. The dormitories and other buildings were made possible through the gifts of various donors. Please take care of them. The individual students who are held responsible will pay for repair or replacement of damage done to property. Material and labor costs will be charged.
  - i. With the exception of housing during Snow Camp, all buildings, locked or unlocked, on the North end of campus (the Ranch) beyond "Venezuela" dorm are off limits until the summer camp season begins. If you need to gain access to a building on the Ranch end, obtain permission and a key from Property Services personnel.
2. Screens are not to be lifted or removed under any circumstances. Ten dollars (\$10) will be charged to repair or replace screens.
3. Ceiling tiles are not to be lifted or removed under any circumstances.
4. Nothing should be placed between the windows and the screens on the windowsills.
5. Hot oil popcorn poppers, toaster ovens, hot pots (unless a coil is built into base), hot coils, halogen lamps, extension cords and sun lamps are not allowed in the dormitories due to fire hazard.
  - i. Hot-air poppers are allowed.
  - ii. Power strips are allowed in the dorm room, although a power strip may not be connected to another power strip.
6. Students may not store items in the boiler room or enter it at any time.

7. It is a serious violation to tamper with the temperature on hot water heaters and furnaces. Not only is it dangerous to the person tampering but also to others in the dorm. If there is a problem with the furnaces or water heaters, contact your Dorm RA. Do not take matters into your own hands.
8. Exit Signs/Fire extinguishers: It is a violation of the New York State Law to tamper with, cover, or in any way deface the exit signs. A fine levied by the State of New York for violation will be paid by the student who is responsible for the infraction.
9. All room lights and electrical appliances need to be turned off when leaving the dorm.
10. Air-conditioners are not permitted in student housing.

## B. **CLEANLINESS:**

1. Dorms will be inspected regularly at the discretion of the Resident Assistants, Discipleship Coordinators and/or the Deans. They should be clean, neat and organized at all times, not just in the mornings. Dorms and rooms must meet the following criteria:
  - i. Beds are to be made and linens are to be used. Beds should be neat and without clutter. Sleeping bags are not permitted as bedding in the regular dorm rooms but may be used when counseling during camp.
  - ii. Clean clothes are to be either on hangers or folded in drawers. Dirty laundry must be kept in a laundry bag or closed container.
  - iii. Desks, dressers and closets are to be neat and organized.
  - iv. Coats and jackets must be hung in closets or on coat racks. A coat or jacket may be hung on the back of a chair temporarily for convenience or if coat is wet due to weather conditions while the student is still in the dorm.
  - v. Towels and washcloths are to be hung on the appropriate racks.
  - vi. Personal articles should not be left anywhere in the bathroom or lying around in rooms.
  - vii. Food must be kept in plastic containers, tightly sealed. Soda and snack machines are located near the buildings. Do not keep collections of empty cans. Do not leave partially empty cans around to be tipped, resulting in rug stains. Dishes should be kept clean.
  - viii. Rooms, halls and entryways are to be vacuumed and free from clutter.
  - ix. Trash cans are to be emptied daily and washed out regularly.
  - x. Students may not keep an excessive amount of microwaves or refrigerators in their rooms. Your DC has the right to determine what is considered excessive.
2. **Dorm Jobs**
  - i. Each person will take turns cleaning the general dorm facilities.
  - ii. Dorm RAs will post and maintain this schedule.
  - iii. Each student is responsible to conscientiously complete the assigned dorm job daily.
    - a. They are to be done & checked off daily by "in dorms".
    - b. If you have a conflict, please check with your Dorm RA about the time your job should be done.
    - c. If you are away when scheduled, it is your responsibility to find a replacement.
3. **Personal Hygiene**  
 Personal hygiene is important in dormitory living. Students are expected to shower every day and to regularly launder their clothes and linens.

## C. **CONDUCT:**

Since several people live in each room, each person must live for the other. Romans 12:18 tells us, "*If it is possible, as far as it depends on you, live at peace with everyone.*" You should be especially considerate in areas such as these:

1. Keep a positive attitude and a joyful spirit (1 Thess. 5:18).
2. Develop a consideration of others, such as quiet when your dorm mates are trying to sleep or study (Phil. 2:4).
3. The borrowing and lending of clothes or personal possessions is not recommended. Remember, borrowing without permission or not returning an item may be considered stealing.
4. Students are expected to be appropriately dressed in the dorms.
5. Borrowing or lending of money is not recommended. It is also recommended that large sums of money or valuables not to be kept in your dorm. ***The Bible Institute assumes no responsibility for lost, stolen or damaged property.***

**D. ROOM ASSIGNMENTS:**

1. From time to time, a student may be required to change rooms or dorms for disciplinary, academic, administrative or personality reasons.
2. Requests for room changes may be done only through the Student Life Department. If you desire to change your room assignment, please see your DC.

**E. QUIET-IN-DORMS/LIGHTS OUT:**

1. Please refer to the Daily Schedule for Quiet-in-Dorms and Lights-Out times.
2. During Quiet-in-Dorms, only desk lamps are to be used. Talking in a loud voice or making unnecessary noise is not allowed out of consideration for others who may be sleeping. An atmosphere conducive for sleeping should be maintained.
3. Students must be in bed and quiet after Lights-Out. There is to be no studying, talking or cell phone use between Lights-Out and 5:30 A.M.
4. Overseas students must notify your Dorm RA if you need to stay up later for a phone call.

**F. STUDY HOURS:**

1. Study hours are required for all on-campus students, except for those on the Dean's Honor List (3.0 GPA). See the student weekly schedule for exact times. See Section Two of Academics for more details.
2. Dorm rooms are to be quiet during the evening study hours with no talking or unnecessary noises. Study hours are for individual studying. Group studying must be left for breaks and free time. This is not the time to write letters, surf the internet, instant message, or play video games. Students must be **at their desks** and studying notes or books from the start to end of study hours.
3. Students who do not have required study hours may not excessively enter or leave the dorm during study hours.
4. In the case that a student who is on the Deans Honor List chooses to be in the dorm, that student may not participate in any activities deemed distracting to the other students during study hours.

**G. PETS:**

With the exception of fish tanks (in which only fish are permitted.), pets are not permitted while in residence at the Bible Institute. Fish tanks may not exceed 10 gallons.

**H. POSTERS & PICTURES:**

All posters and pictures in the dorm must be approved by the Dorm RA and cannot be excessive in number. Posters should not conflict with the spirit of Word of Life. (Please see "Care of Building" letter B for specific instructions.) Tape and Sticky Tac are not allowed on painted surfaces.

**I. ROOM ENTRY:**

Authorized personnel of the Bible Institute reserve the right to enter student rooms at any time for the purpose of maintenance repair, inspection, health safety or the investigation of violations of Bible Institute regulations. Exercise of this right will be used with restraint.

**J. TELEPHONES/EMAIL:**

Use of the phone system at Word of Life is a privilege and not a right. Inappropriate use of the system by way of pranks, practical jokes, lewdness, etc., may result in suspension of these privileges and/or other disciplinary action.

**1. Cell phones**

Cell phones are to be turned off during class, and are not to be used once study hours have begun. Also, they are not permitted to be used after quiet in dorms Monday through Thursday and after lights out on the weekend.

**2. Cell Tower**

For legal, safety, and insurance purposes the cell tower site and its access road are off limits to all WOL students. The cell tower is not the property of WOL and has a fence around it. Those trespassing on the site could face prosecution. Therefore, your cooperation is both appreciated and necessary

**3. Word of Life phone number**

(518) 494-1400 – B.I. Switchboard (8:00 AM – 5:30 PM), automated attendant during off hours.

**4. Email**

- i. Student email is used regularly and students are required to check their messages daily.
- ii. Students are responsible for all information communicated via WOLBI email from staff & faculty.

- iii. Failure to respond to an email issued by a staff member will be treated accordingly (see Discipline Point System "Failure to respond to an official call slip").
  - iv. See the computer usage policies on pp. 10-11 for regulations that guide the content of email messages.
5. **Collect Calls**  
Collect calls cannot be accepted. Students who choose to receive collect calls will be billed.

**K. SPECIAL PERMISSION:**

1. **Philosophy of Special Permission**

- i. Special Permission is needed from the Student Life Deans for any of the following:
  - a. To miss class, work assignment, ministry, chapel, church, discipline work hours, conferences, or any other required activities for non-medical reasons.
  - b. To travel home or anywhere that would involve an overnight stay.
  - c. To drive more than 100 miles away from school, (ie. Canada or New York City).
- ii. We would expect the student's conduct when he or she is off-campus to reflect a God-honoring testimony in the community. **All Bible Institute rules are in effect off campus, even when students are off with special permission (e.g. physical contact, third party rule).**
- iii. Special Permissions are not considered approved until an approved permission slip has been returned to the student and given to the Dorm RA.
- iv. Students who live within 100 miles of WOLBI, may apply for 'standing permission' to travel home on the weekends. All special permission policies apply.

2. **Procedures for Special Permission**

- i. Special Permission slips can be obtained from the Administration Building or the Mailroom and must be turned in by 5:00 PM on Tuesday to be considered valid for the upcoming weekend (or two full business days before you desire to leave, whichever comes first).
- ii. Generally, students will not be permitted to miss class, service assignments or Physical Education. The Ministry Department must approve any requests to miss a service assignment or Physical Education class.
- iii. No Special Permissions will be granted until makeup work or outstanding discipline work hours have been completed.
- iv. Poor disciplinary or academic standing may limit Special Permissions.
- v. During the winter season students are very involved in Snow Camp ministry; therefore, weekend Special Permissions are given only in extreme situations.
- vi. Occasionally, because of the schedule, students may be required to apply for Special Permission earlier. In this case, students will be notified.

**L. Visitors**

Students may have overnight visitors provided they adhere to the following guidelines:

- 1. Permission for an overnight visitor must be approved by the Student Life Deans at least 2 days in advance at the Student Life Department in the Administration Building.
- 2. Accommodations, if available, will be assigned by the Deans for overnight visitors. Generally this will not be permitted to extend 3 nights.
- 3. All visitors must be **at least 16 yrs.** of age.
- 4. We **do not** provide on-campus housing for parents.
- 5. The visitor pass can be obtained from the Administrative Assistant in the Administration Building between regular office hours. The cost is \$15.00/day and will cover the meals and lodging for that day. The cost is the same whether they eat on campus or not.
- 6. The third-party rule applies to students with visitors and guests.
- 7. If you have an overnight visitor come during Campus Days, the student must first contact the Admissions Department to see if room is available and then speak with the Student Life Deans.
- 8. Generally, visitors will not be permitted the final week of each semester.

**M. VEHICLE POLICIES:**

These rules and regulations are being circulated for the safety and welfare of students, employees, and visitors for the protection and maintenance of Word of Life Bible Institute property and to govern traffic on the campus. Motor vehicle regulations are in effect at all times throughout the year. It is your responsibility to know and abide by all rules and regulations; unfamiliarity with them will not alleviate your responsibility to follow them. This code is

subject to change throughout the year. Any changes will be published in WOLBI Weekly. All parking regulations are in effect 24 hours a day, seven days a week, and will be strictly enforced.

## 1. **General Regulation/Information**

### i. **Parking Permits (Decals)**

- a. All persons who bring motor vehicles or motorcycles to campus must register them with the Student Life Department. Upon approval of the appropriate registration form, a display decal is issued and must be placed, for students, on the left hand corner of the rear window behind the driver.
- b. Decals may be purchased during the school registration or in person in the Administration Building during normal business hours. Decals are non-refundable.
- c. Decals are only valid when properly displayed. The permit number of the decal must be clearly legible to the campus security officers from the back of the vehicle. Decals that cannot be clearly seen or have been placed improperly are subject to fines for improper display.
- d. WOLBI is not responsible for lost or stolen decals. Replacement decals may be purchased at the Administration Building for \$10. It is the responsibility of the permit holder to report the loss or theft of a decal promptly to the Student Life Department. The permit holder remains liable for all citations issued to vehicles displaying the lost or stolen decal before the report is filed.
- e. Permits are not transferable to another individual. Do not lend or sell your decal. If a person is caught using another person's decal, both of their driving privileges will be revoked.
- f. The same parking decals may be used the following year. However, the annual parking fee must be paid by the permit holders in the beginning of each school year for the permits to be valid.

### ii. **Parking Locations**

- a. Word of Life is a pedestrian campus. All roadways and walkways are considered fire lanes. Parking on grass or along parking lot curbing is prohibited, unless authorized by the Student Life Department.
- b. Students are not allowed to park in spaces assigned to employees or campus visitors. Vehicles parked in disabled person spaces must display state-issued disabled person identification at all times.
- c. Student parking spaces are limited to the Jack Wyrzten Center Lot, Ranch Lot.
- d. Students may NOT park in front of, or behind, the Dining Room and the Field House.
- e. The lots in front of the Administration Building, the Welcome Center, Lot D, Student Lounge/Asia, Italy, Europe, Hungary, and Scotland and the Ministry Center are reserved for faculty, staff, and campus visitors only. Student vehicles parked in those areas will be ticketed.
- f. The Council Hall (Columbia Dorm) Lot is reserved for off-campus students and faculty only. Any violation of this by on-campus students will be ticketed.
- g. All vehicles remaining for more than 20 minutes in any loading zone on campus (in front of the Laundromat, etc) will be cited. Please activate the flashers on your vehicle and complete your task as quickly as possible. Car engine and stereo must be turned off while loading.
- h. Parking or loitering on campus is prohibited.
- i. Abandoned vehicles are subject to towing at owner's expense unless special arrangements have been made in advance with the Campus Security officer.

### iii. **Driving Regulations**

- a. The maximum speed limit on the campus is 15 MPH.
- b. All traffic signs on campus must be followed.
- c. Reckless driving is not allowed. This includes allowing people to ride on the hood or trunk of a car or in the bed of a truck.
- d. The car stereo must be turned down while on the property of WOLBI. Music or noise from the stereo should not be heard outside of one's vehicle.
- e. Vehicle access and parking privileges require a WOLBI parking permit. This includes motorcycles and ATVs. Motorcycles may be parked only in areas designated for the students (see M ii.).
- f. A motorcycle permit is registered separately from a four-wheeled vehicle. The permit price is the same as that of a four-wheeled vehicle. A motorcycle permit is a permanent sticker that is not intended to be repositionable. The permit must be displayed on the left front "fork" of the motorcycle.
- g. A third party is required at all times if a person of the opposite sex is in the vehicle.
- h. The driver is fully responsible for any vehicle accident involving bodily injury, and/or property damage on WOLBI property. The driver must immediately report the incident to the Student Life Deans staff.
- i. WOLBI is not responsible and assumes no liability for damage or theft of any vehicle or its contents.

- j. Vehicles and operators must fulfill all requirements of the State of New York (e.g., insurance, inspection, registration, etc.) No unregistered or uninsured vehicles are permitted on property. This includes motorcycles, ATVs (such as 4-wheelers), etc.
  - k. Helmet laws for motorcycles and ATVs must be followed on campus.
  - l. All vehicles must stay on approved roads. Tearing up, spinning out, speeding or reckless driving on Word of Life grounds will not be tolerated. Drivers seen doing so will be asked to remove the vehicle from the property immediately and will not be allowed to have such vehicles on property until the next season.
- iv. **Offenses**
- a. There are at least four major types of offenses a student can commit while on the property of WOLBI:
    - (a) Unregistered Vehicle (or registration not properly displayed)
    - (b) Unauthorized Parking\*<sup>1</sup>
    - (c) Speeding Violation
    - (d) General Violation (Noise pollution, Reckless driving, No 3<sup>rd</sup> party, Disobeying traffic signs, etc)

\*<sup>1</sup> Every 24- hour period that the vehicle remains immobilized, or part thereof, another ticket will be issued.
- v. **Fine/Payment Process**
- Students are required to present the original ticket and fine to the Assistant Dean of Men in the Administration Building within 14 days of issuance. Failure to do so may result in not being able to take an exam and/or suspension of driving privileges. Violation records will be maintained and, on identification of repeated offences in relation to a particular vehicle, the increased penalty will be imposed as set out below:
- a. First offense: \$10.00
  - b. Second offense: \$20.00
  - c. Third offense: \$30.00
  - d. Fourth offense: \$50 and suspension of driving privilege

**N. BICYCLES:**

No bicycles may be kept or repaired in the dorms or on porches. A bike lock is strongly recommended. All bikes must be properly locked in approved storage areas during breaks. Violations of these may result in the bike being impounded and/or a \$10.00 fine. Bikes should not be on the track.

**O. DINING ROOM:**

**1. General Guidelines**

- i. Students must enter the meal line and present their own student ID before taking any food or drink from the food lines. All persons desiring to eat must come to the dining room; students are not permitted to bring food back to their roommates unless a roommate is sick and an excuse from the nurse is presented to the Chef. There is to be no 'cutting' in line.
- ii. Off-campus students and guests of any students must purchase a meal ticket. For banquets, there is no charge for off-campus students and their spouses; tickets for children, however, must be purchased.
- iii. Please only take what you can eat, and be sure to eat all that you take. Since meals are served buffet style, students may go back for seconds, if still hungry.
- iv. No food is to be removed from the dining room except that which would be appropriate for personal immediate consumption (e.g. - a sandwich or a piece of fruit). No table items (plates, cups, bowls, salt & pepper, silverware, etc.) are to be removed from the dining room.

**2. Other**

- i. Any student with special dietary needs or allergies should bring them to the attention of the Nurse and the Chef at the beginning of the semester. Every reasonable effort will be made to accommodate those special needs.
- ii. Yelling, rude behavior, and inappropriate manners are not permitted in the dining hall.

**V. DRESS CODE  
PHILOSOPHY:**

The Bible Institute strives to maintain a standard of dress that communicates modesty and discretion without magnifying or bringing undue attention to the individual. Because of this desire and in keeping with an academic and highly-disciplined environment, the Bible Institute staff has discretionary authority on matters of acceptable or unacceptable clothing while

students are enrolled at the Bible Institute. We do not believe that clothes automatically make a believer holy; however, the Bible Institute does believe that modesty *is* a matter of biblical principle, and that discipline in the area of acceptable dress is a necessary part of life preparation regardless of a student's future plans. Our goal is to represent and reflect our Savior while pointing all to Him in every area.

	<b>Men's Dress Code</b>	<b>Women's Dress Code</b>
<b>General</b>	As leaders on the campus, it is important that the male students set the pace by adhering to the detailed dress code below. The men should make a special effort to be modest in their dress and not wear clothes that draw attention to themselves. No short or excessively tight fitting clothes should be worn. This applies to dress in the weight room as well.	In presenting a feminine appearance, modesty is a key of vital importance. Women should not wear tight form fitting clothing of any kind, low necklines or "see-through" tops at any time. Skirts should not be shorter than the middle of the knee (whether sitting, standing or walking). Slips are to be worn when wearing a skirt or dress. Slits in dresses or skirts must meet the middle of the knee. Sleeveless tops should be modest. Shoulder straps should be at least 3 fingers in width.
<b>Hair</b>	<ul style="list-style-type: none"> <li>▪ Please consult the Deans before you make <i>any drastic changes</i> in style as they reserve the right to ask students to make any necessary adjustments.</li> <li>▪ Haircuts should be traditional &amp; conservative.</li> <li>▪ Hair is not to hang down over the eyes, ears or top of the collar.</li> <li>▪ Students are not allowed to bleach or color their hair other than a natural color.</li> <li>▪ "Mohawks" are not permitted.</li> <li>▪ Sideburns should not be longer than the bottom of the earlobe.</li> <li>▪ Mustaches, if worn, must be neat and trimmed and must not extend below the corners of the mouth.</li> <li>▪ Beards are not permitted, as it is expected that men are to be clean-shaven.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Hairstyles should reflect a feminine appearance and should not be distracting.</li> <li>▪ Extreme styles and coloring (other than the realm of natural colors) are not allowed.</li> <li>▪ Dreadlocks are not permitted</li> </ul>
<b>Jewelry</b>	<ul style="list-style-type: none"> <li>▪ Earrings, body-piercing, tongue rings and/or body modifications are not permitted at any time during enrollment at Word of Life Bible Institute.</li> <li>▪ Bracelets are allowed provided they are neat.</li> <li>▪ Students are not allowed to acquire tattoos at any time during their enrollment.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Body piercing, tongue rings, and/or body-modification are not allowed and jewelry resulting from body piercing should be removed.</li> <li>▪ Students are not allowed to acquire tattoos at any time during their enrollment.</li> </ul>
<b>Formal Dress (required on an occasional basis)</b>	<ul style="list-style-type: none"> <li>▪ Appearance is to be neat, clean, &amp; unwrinkled</li> <li>▪ Traditional suit/sport coat with dress slacks</li> <li>▪ Dress shirt and tie</li> <li>▪ Dress shoes</li> <li>▪ Socks</li> </ul> <p><b>Not Permitted</b></p> <ul style="list-style-type: none"> <li>▪ "Cargo" pants and denim shirts</li> <li>▪ Handkerchief style bandanas or hats</li> <li>▪ Clashing clothing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Appearance is to be neat, clean, &amp; unwrinkled.</li> <li>▪ Dresses or skirts</li> <li>▪ Tops or sweaters</li> <li>▪ Dress shoes or dress sandals</li> </ul> <p><b>Not Permitted</b></p> <ul style="list-style-type: none"> <li>▪ Casual sandals, flip-flops or socks are not permitted.</li> <li>▪ Handkerchief style bandanas or hats</li> <li>▪ Clashing clothing</li> </ul>
<b>Class Dress</b>	<p><b>Overall Appearance</b></p> <ul style="list-style-type: none"> <li>▪ Overall appearance is to be neat, clean, &amp; unwrinkled.</li> <li>▪ Dress Shirts, when worn, must be tucked in and buttoned at all times.</li> </ul> <p><b>Proper attire</b></p> <ul style="list-style-type: none"> <li>▪ Dress pants, khakis, corduroys, or cargo pants .</li> <li>▪ Polo shirt with a collar, dress shirts (including denim shirts), sweater, turtleneck, sweatshirt (hoods must not be worn over the head while in class).</li> <li>▪ Dress or casual dress shoes.</li> <li>▪ Socks.</li> </ul>	<p><b>Overall Appearance</b></p> <ul style="list-style-type: none"> <li>▪ Overall appearance is to be neat, clean, &amp; unwrinkled.</li> </ul> <p><b>Proper attire</b></p> <ul style="list-style-type: none"> <li>▪ Dress or skirt.</li> <li>▪ Dress pants, khakis, corduroys, or cargo pants.</li> <li>▪ Top, sweater, turtleneck, sweatshirt (hoods must not be worn over the head while in class).</li> <li>▪ Dress or casual dress shoes which includes leather sandals and dress or business-appropriate flip-flops.</li> </ul>

	<b>Men's Dress Code</b>	<b>Women's Dress Code</b>
	<p><b><u>The following are permitted on Friday's only</u></b></p> <ul style="list-style-type: none"> <li>▪ Nice jeans.</li> <li>▪ T-shirt.</li> <li>▪ Athletic Shoes.</li> </ul> <p><b><u>Not Permitted</u></b></p> <ul style="list-style-type: none"> <li>▪ Tattered or torn clothing of any type.</li> <li>▪ Jeans (except on Friday).</li> <li>▪ T-shirts (except on Friday).</li> <li>▪ Flannel shirts.</li> <li>▪ Athletic shoes (except on Friday), combat style shoes, or slippers.</li> <li>▪ Beach and/or inexpensive flip-flops.</li> <li>▪ Clashing clothing.</li> <li>▪ Handkerchief style bandanas or hats.</li> <li>▪ Winter hats or baseball caps.</li> </ul>	<p><b><u>The following are permitted on Friday's only</u></b></p> <ul style="list-style-type: none"> <li>▪ Nice Jeans.</li> <li>▪ T-shirt.</li> <li>▪ Athletic Shoes.</li> </ul> <p><b><u>Not Permitted</u></b></p> <ul style="list-style-type: none"> <li>▪ Tattered or torn clothing of any type.</li> <li>▪ Jeans (except on Friday).</li> <li>▪ T-shirts (except on Friday).</li> <li>▪ Flannel shirts</li> <li>▪ Tank tops &amp; off-the-shoulder shirts</li> <li>▪ Athletic shoes (except on Friday), combat style shoes, or slippers</li> <li>▪ Beach and/or inexpensive flip-flops</li> <li>▪ Clashing clothing</li> <li>▪ Winter hats or baseball caps</li> </ul>
<b>Casual Dress</b>	<ul style="list-style-type: none"> <li>▪ Jeans-no holes above the knee</li> <li>▪ Shorts must be long enough to reach the extended fingertips.</li> <li>▪ Tank tops and T-shirts should not be tight or excessively loose fitting around the arms.</li> <li>▪ Neatness and modesty are important.</li> <li>▪ Anything torn or tattered is not to be extreme and must be modest.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Jeans-no holes above the knee</li> <li>▪ Shorts must be long enough to reach the extended fingertips</li> <li>▪ No boxer shorts, cutoffs or midriffs are allowed.</li> <li>▪ Tank tops must be layered.</li> <li>▪ Neatness and modesty are important.</li> <li>▪ Anything torn or tattered is not to be extreme and must be modest.</li> </ul>
<b>Swimwear</b>	<ul style="list-style-type: none"> <li>▪ Modest</li> <li>▪ Fingertip length - not tight fitting.</li> <li>▪ Shirts must be worn to and from swimming and sunbathing areas.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Modest; One-piece.</li> <li>▪ Cover-ups and shorts must be worn to and from swimming and sunbathing areas.</li> </ul> <p><b><u>Not Permitted</u></b></p> <ul style="list-style-type: none"> <li>▪ French-cut styles</li> <li>▪ Tankinis</li> </ul>
<b>Physical Education</b>	Appropriate, modest, class specific dress is expected.	Appropriate, modest, class specific dress is expected.
<b>Miscellaneous</b>	<ul style="list-style-type: none"> <li>▪ Bicycle shorts (lycra spandex) may be worn underneath shorts that meet finger-tip length.</li> <li>▪ Shoes are required at all times.</li> <li>▪ Undershirts are not to be worn except as an undergarment.</li> <li>▪ Flannel pajama style pants should not be worn outside the dorm.</li> <li>▪ Clothing which displays inappropriate messages including that which contradict the philosophy, goals and spirit of the B.I. and controversial issues should not be worn.</li> <li>▪ Extremes in fashion and hairstyle, as well as an unkempt or sloppy appearance, will be discouraged, addressed and considered inappropriate.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Bicycle shorts (lycra spandex) may be worn underneath shorts that meet finger-tip length.</li> <li>▪ Shoes are required at all times.</li> <li>▪ Flannel pajama style pants should not be worn outside the dorm.</li> <li>▪ Clothing which displays inappropriate messages, including those that contradict the philosophy, goals and spirit of the B.I. and controversial issues should not be worn.</li> <li>▪ Extremes in fashion and hairstyle, as well as an unkempt or sloppy appearance, will be discouraged, addressed and considered inappropriate.</li> </ul>

## VI. DISCIPLINE SYSTEM

The goal of the Student Life Department at the Word of Life Bible Institute is to provide students with leadership and an atmosphere suitable for discipleship. They will seek to assist the students to mature and develop self-discipline. Throughout the school year, it may become necessary that discipline be used to help in the growth process. Discipline may be preventive, remedial or punitive, depending upon the nature of the offense and the attitude of the offender. The disciplinary action may include camping, work duties, accountability, counseling or whatever is deemed to be appropriate by the Student Life Department. In some cases, it may become necessary to dismiss students.

It is important to stress the Bible Institute's desire to help students change. One indicator of a student's genuine desire to

change is whether or not he or she comes forward of his or her own volition or are simply caught. Additionally, another indicator of a student's genuine heart is whether or not he or she tells the truth. Each of these indicators, as well as others, will always be weighed when considering disciplinary action.

#### A. OBJECTIVES

1. To enable the school to be run as efficiently as possible. As in any community this size, certain rules and procedures must be established. In some cases, individual liberties have to be limited if this is to be accomplished (Romans 12:10, Philippians 2:3-4).
2. To teach self-control. One of the characteristics of spiritual maturity is self-control. Not all violations are the result of sinful actions on the part of the student but may be a matter of the student learning and growing in certain areas of his or her life (Galatians 5:23, Titus 1:8, 1 Corinthians 9:25).
3. To teach obedience to the Word of God. God holds us accountable for obedience to the standards that He has revealed to us in the Bible. We believe that discipline should seek to cause the student to consider his or her actions and attitudes and to make the appropriate biblical changes necessary (Hebrews 12:10-13).
4. To teach redemption in that we seek to instruct, warn or correct the student into deliverance from sinful and/or destructive attitudes and actions (1 Thessalonians 5:14). We also seek to forgive and restore that member within the body of Christ and the Word of Life family.

#### B. DISCIPLINE/PERSONAL CONFRONTATION

The purpose of personal confrontation is to direct the student's attention to a particular violation in order to help him or her make the necessary changes that would bring him or her into conformity with the biblical principle and/or the institutional requirement, whichever is appropriate. The course of action taken will be based on the principle set forth in 2 Thessalonians 5:14, which includes *correcting* the unruly, *encouraging* the fainthearted and *helping* the weak.

1. Personal confrontation is a result of violations of Institutional rules and regulations, for conduct that is unbecoming to Christian character and for a critical attitude.
2. While violations of standards are addressed by staff, Resident Assistants or other students designated by the Deans, we encourage students to confront one another and encourage one another toward "good works," as is biblically appropriate (Gal. 6:1; Heb 3:13, 10:24).
3. Discipline is handled in a private manner; therefore, questions concerning the disciplinary system should be voiced first to the person confronting you and not to other students who are not involved. If resolution is not accomplished or if there is any uncertainty, you should follow the guidelines for violation appeals given later (VI., E.).
4. Disciplinary action for persistent violations will be assigned at the discretion of the Student Life Deans and will be correlated to the offenses.
5. Frequent disciplinary problems, uncooperative and/or critical attitudes may result in disciplinary probation, dismissal, or not being re-enrolled for the next semester.

#### C. DISCIPLINE POINT SYSTEM

Violations of the Student Handbook at Word of Life Bible Institute will result in discipline points. Each rule is assigned a point value that is kept in the student's record. Although, these points are predetermined, the Student Life Deans reserve the right to increase or decrease the number of points assigned to a violation, as they see fit. Points are cumulative throughout the year. Although point accumulations can result in a variety of consequences, the primary consequence is discipline work hours served every Monday morning and afternoon. The following is a detailed description of the discipline point system:

##### 1. Warnings

RAs are permitted to distribute warnings for cleanliness violations and other violations of a minor nature. Three warnings **of any nature** will equal one discipline point. The following is a list that includes, but is not limited to, rule infractions for which students may receive warnings:

- i. Cleanliness of personal area (bed, desk, closet, etc) – not including dorm job (see one pt. violations.)
- ii. Quiet-in-dorms violation
- iii. Study Hours violation
- iv. Lights-out violation
- v. Telephone violations (during prohibited hours) – not including prank phone calls (see 10 pt. violations)
- vi. Computer violation (non-standard of conduct) – surfing the web, or chatting during prohibited hours, see section II. B.

2. **One-discipline point violations**

The following, is a list that includes, but is not limited to, rule infractions for which students may receive one discipline point:

- i. Accumulation of three warnings
- ii. Tardiness - being late to class, church, work, ministry, required meetings, Quiet Time, study hours, devos, curfew, etc. (Points may vary based on the extent of the tardiness.)
- iii. Failure to do dorm job
- iv. Failure to do Quiet Time
- v. Food, drink, or gum in the classroom
- vi. Attentiveness in class, chapel, church, or conferences (talking, laughing, sleeping, note-writing, studying, etc). Hollering, speaking out, or disrespect to the lecturer will be worthy of at least 1 discipline point.
- vii. Dress code
- viii. Video games (non-standard of conduct) – playing games during prohibited hours, see section II. B.
- ix. Using the restroom during class

3. **Five-discipline point violations**

The following is a list that includes, but is not limited to, rule infractions for which students may receive five discipline points:

- i. Skipping any required meetings or assignments (class, chapel, church, devos, conferences, study hours, ministry, discipline work hours, etc.)
- ii. Unauthorized visitors overnight in a dorm room
- iii. Violating the music policy, watching movies, or playing prohibited video games in the dorm
- iv. Malicious rough-housing (plus possible financial restitution)
- v. Moving, disassembling, or removing dorm furniture
- vi. Failure to report to an official call slip within 48 hours

4. **10-discipline point violations**

The following is a list that includes, but is not limited to, rule infractions for which students may receive 10 discipline points:

- i. Tampering with the thermostat, furnace, smoke or fire detectors, fire extinguishers, or exit signs. (plus any potential fines levied by the local state and or federal authorities)
- ii. Making prank or obscene phone calls
- iii. No third party
- iv. Late for curfew beyond 30 minutes
- v. Direct disobedience or disrespect

5. **15-discipline point violations (and higher)**

At the Deans discretion, standard of conduct violations or other violations of a serious nature may be deemed as suspendable or dismissable. The following is a list that includes, but is not limited to such rule infractions:

- i. Possession and/or consumption of alcohol, use of tobacco, use of drugs or abuse of a substance otherwise legal or association with those doing the same.
- ii. Gambling
- iii. Sexual immorality of any kind
- iv. Attendance at a movie theatre
- v. Dishonesty - including but not limited to: academic dishonesty (i.e. cheating or plagiarism), falsification of information on an official document, lying to a dean during an investigation.
- vi. Doctrinal error — knowingly and willfully propagating controversial teachings contrary to Word of Life's doctrinal position.
- vii. Dancing
- viii. Theft or possession of stolen property (plus financial restitution and possible legal action)
- ix. Refusal to submit to an Alco-Sensor and/or drug test
- x. Sexual harassment
- xi. Violence or threat thereof to others or oneself.
- xii. Computer violation - see Standard of Conduct & computer usage policy. (e.g. pornography, hacking, stealing a student or staff login, etc.)
- xiii. Member of the opposite sex in a dorm or the allowance of the same
- xiv. Unauthorized entry (dorm room, offices, etc)
- xv. Unauthorized possession or use of a weapon (as described in the Handbook)
- xvi. Vandalism (plus financial restitution)

xvii. Obscene or profane language

**D. DISCIPLINE POINT ACCUMULATION**

Discipline points accumulate towards a variety of disciplinary actions; however, as mentioned previously, the primary discipline action is work hours. The following is a breakdown of the number of hours that must be worked as discipline points are accumulated.

<u>Number of Discipline Points</u>	<u>Number of work hours</u>
5	2
10	2
15	2
20	2
25	3
30	3
35	3
40	3
45	4
50	4

**E. DISCIPLINARY APPEAL SYSTEM**

When any discipline is given out, there are appeals that can be made. All appeals must be made in writing on the back of the violation notice within 48 hours of the delivery (not receipt) of the violation notice. The following guidelines must be followed and decisions made within these guidelines are final:

**1. Appeals for warnings:**

Appeals for warnings may be directed to the respective Dorm RA within 48 hours of notification. *Note: Neither the Deans nor the Discipleship Coordinators consider appeals for warnings.*

**2. Appeals for 1-5 discipline point offenses:**

Appeals for 1-5 discipline point violations may be directed to the respective Discipleship Coordinator within 48 hours of notification. *Note: The Deans do not consider appeals for offenses fewer than 10 discipline points.*

**3. Appeals for 10 discipline point offenses:**

Appeals for 10 discipline point offenses may be directed to the respective Discipleship Coordinator within 48 hours of notification. If the appeal is denied, an appeal may be made to the respective Dean (men or women) within 48 hours of the denial.

**4. Appeals for 15-50 discipline point offenses:**

Appeals for 15 discipline point offenses may be submitted to the appropriate Dean (men or women) within 48 hours of notification. If the appeal is denied, an appeal may be made to the Dean of Students and/ or the Executive Dean. The decision by the Executive Dean in these cases is final.

**F. DISCIPLINE WORK HOURS**

Discipline work hours will be scheduled for all students who accumulate enough discipline points. The following is a description of how the discipline work hours will function:

1. Each Tuesday afternoon, discipline notices for those who will have to work will be placed in the students' boxes.
2. Once a student has received a discipline notice, he/she has until Friday of that week to see their Discipleship Coordinator and schedule their hours.
3. When discipline hours and previously approved special permissions conflict, students are expected to work their hours. Additionally, students who have outstanding work hours will be denied if they apply for any special permission.
4. In general, discipline work hours occur on Monday only, on which day the student may choose to work beginning at 9 AM or 2 PM (or both if necessary). For example, if a student's regularly scheduled service assignment occurs in the mornings on Monday, he/she would be expected to report at 2 PM instead. However, if a student has a school required event that prevents them from working on Monday **OR** if the student worked on Monday and still owes D-hours, he/she is expected to request to work on other days of the week from their Discipleship Coordinator.

5. All students who have received discipline work hours are to report to the housekeeping shed at either time stated above. Skipping discipline work hours after they have been assigned will be treated just like skipping a required activity.
6. Discipline may not be rescheduled. Those who are sick should follow the same procedures as they would for missing class. (Call the Health Center, be campused to their room for the day, etc)
7. If students are negligent in fulfilling their D-hours, other measures will be taken to ensure that the student does the work.
8. **Discipline hours not worked:** At the end of the Academic year, a fine of \$5 will be applied to the student's school bill for every discipline hour that has not been worked.

## G. CAMPUSING

At times, students may be campused in addition to serving discipline work hours.

1. A student who is campused to his/her room will observe the following:
  - i. The student is to be in his or her room unless he or she is in a scheduled class session, service assignment or other required activity.
  - ii. Meals are limited to 30 minutes.
  - iii. Ten minutes are allowed for traveling between classes and scheduled activities, and the most direct route is to be taken.
  - iv. There are no intra-campus phone calls during this period of time.
  - v. Students who are campused are not allowed to participate in intramurals during this time.
2. A student who is campused to the campus is not permitted to leave the Word of Life Bible Institute campus without permission from the Deans. This permission is to be obtained before leaving and will be granted only in extreme circumstances.
3. Campusing cancels out any previously granted special permission.
4. Violations of the campusing regulations will result in the student receiving further discipline from the Student Life Department.
5. Students may be campused for the following at the discretion of the Deans:
  - i. Disciplinary action
  - ii. Attitude problems
  - iii. Unexcused absences from class, ministry, or other required activity.
  - iv. Accumulation of discipline points
  - v. Snow Camp assignment: If a Snow Camp assignment is missed due to health reasons, the student will be campused at the discretion of the Health Center Staff
  - vi. Weekend Ministry: If any part of a weekend ministry is missed, the student will be campused for the remainder of the weekend through Tuesday morning, 6:00 AM.

## H. RESTORATION CONTRACTS

In the event that a student should commit a violation of a serious nature (Standard of Conduct, etc.), or accumulate, within a brief period of time, excessive discipline points, that student may be placed on a restoration contract. Depending on the scenario, a contract will be drawn that the student will sign. The conditions of this contract will vary from notification of parents, stricter regulations regarding leaving campus, discipline points, scholarship reduction, weekly accountability, and Bible studies addressing the specific area of need,. Restoration contracts are designed to serve as a warning to students, and as a means of assisting the student in his or her growth while at the Bible Institute. Generally speaking, violation of signed restoration contracts may result in a disciplinary dismissal from school.

## I. DISCIPLINARY DISMISSAL

1. Students dismissed for disciplinary reasons will observe the following:
  - i. Students will be required to leave the campus as soon as it is possible after this decision has been reached and may not be permitted to mix with the rest of the students.
  - ii. Students dismissed for disciplinary reasons are not permitted to return to the Bible Institute for a period of one year from the date of dismissal without written permission from the Student Life Department. The purpose of this is to give the dismissed student the opportunity to grow and change under the ministry of his or her local church.
  - iii. Students who are dismissed from the Bible Institute will sign a dismissal contract that outlines the conditions for re-enrollment, which may include but is not limited to the following:

- a. Received biblical counseling. A positive recommendation will be required from the person doing the counseling.
  - b. Demonstration of fruit of repentance by a change of lifestyle and/or attitude.
  - c. Active involvement in a local church and regular time in the Word of God.
  - d. In each case a student must reapply to enroll in the Bible Institute program.
2. The following is a list that includes, but is not limited to, reasons for which a student may be dismissed from school:
- i. Academic deficiency as described in the Academic section of the Handbook.
  - ii. Frequent disciplinary problems, uncooperative and critical spirit.
  - iii. Violations of the Standard of Conduct and/or other Biblical standards or morals (e.g., cheating, stealing, lying, immorality or dishonesty)
  - iv. Falsified admission documents.
  - v. Violation of New York State or Federal criminal codes. This would include the possession of, trafficking in, or distribution of illicit drugs and alcohol.
3. Students who are dismissed are responsible for getting their personal belongings home within two weeks. Students must contact the Dean of Men or Women to return to campus. Word of Life staff and students are not responsible for packing and shipping the belongings. After two weeks all belongings that remain on our property becomes abandoned property and will be donated to the share shop or discarded.

#### J. **DISCIPLINE & PARENTS**

When appropriate, parents may be notified when their student faces a serious discipline situation. The most preferable form of communication is when students assume responsibility for themselves as adults by contacting their parents regarding their own personal circumstances whether it be discipline, academics, or health. Under certain conditions, the Student Life Department may elect to require students to contact their parents when there is a major disciplinary infraction or a high accumulation of discipline points. The following will be used as a general guideline.

Any student who is less than 21 years of age and fits any one of the following categories will be required to contact their parents by way of letter or phone call under the supervision of a Student Life Dean:

1. Accumulation of 35 or more points by the end of fall semester.
2. Accumulation of 70 or more points by the end of spring semester.
3. Any situation that requires a restoration contract.

#### VII. EMERGENCY PROCEDURES

##### A. **FOR EMERGENCIES, CALL 1444**

##### B. **FIRE PROCEDURES**

You should become thoroughly familiar with specific details of the emergency fire procedure in your dormitory. While the following applies to the Bible Institute in general, there may be specific procedures to follow in each dorm. Remember that the first objective is to have everyone safely exit the dorm.

1. Steps to take upon discovering a fire:
  - i. Sound alarm by pulling the alarm box in your dorm or by shouting.
  - ii. Leave the dorm immediately. If conditions permit, secure the dorm as follows:
    - a. Close all windows.
    - b. Keep all lights on.
    - c. Close room doors.
    - d. Last one out of the hallway closes the door.
    - e. Last one out of the dorm closes the door.
  - iii. Report the fire from an adjoining building.
    - a. Report fire by calling extension 1444.
    - b. Report your name and the location of the fire.
  - iv. When exiting a dorm, wear hard-soled shoes and carry a towel for the purpose of breathing when heavy smoke is present.
  - v. Gather in the assembly area for your dorm. Each dorm is assigned an assembly area, where you should join with your roommates immediately upon leaving the dorms. This is necessary so attendance can be taken and determination made if anyone is still in the dorm. Assembly areas are listed in the dorms.

2. Fire Drill Procedure

Occasional drills are arranged and all students MUST respond. Instructions are posted on the floors of your dorm, and your R.A. can give you additional information. Students should follow the following procedure:

- i. Close all doors and windows.
- ii. Move quietly out of the building and gather in the assigned assembly area.
- iii. All-clear signals will be indicated by a Bible Institute staff person.

3. Hallways/Stairways

Obstructions in the hallways and personal belongings stored in the stairwells are not permitted. Such things have been determined by the Fire Marshal to be fire/safety hazards. Please keep these areas free from all furniture, luggage, clothes, boxes, appliances, etc. This will help avoid safety hazards and avoid a cluttered appearance.

C. **MEDICAL EMERGENCY PROCEDURES**

Students with Emergent health needs should call the health center at 1600 during hours of operation (Mon-Friday 8-5pm).

When the Health Center is closed, students should call 911. Then call the campus emergency line at 1444 and provide the necessary information.

D. **SECURITY**

1. All students and staff of the Bible Institute are to report any criminal activity or emergencies to the Command Center (ext. 1444) immediately so that the proper authorities can be contacted.
2. The campus night watch crew is made up of students under the supervision of a staff member and does not have arrest powers; however they alert the proper school authorities of any activity that may require attention from local authorities.
3. In compliance with Federal Law, Word of Life Bible Institute will annually publish and make available a crime report containing the crime statistics for the most recent three-year period. You can access this data online at [ope.ed.gov/security](http://ope.ed.gov/security) or the Student Life Dept. can assist you in the Administration Building with a printed report. Below are the following steps to access this data:
  - i. Go to: [ope.ed.gov/security](http://ope.ed.gov/security)
  - ii. On right, click "get data for Institution/Campus"
  - iii. Search **Word of Life Bible Institute**
  - iv. Select desired Campus-either Main Campus (NY) or Florida

E. **THEFT**

1. Students should take precautions against the possibility of theft of personal items. The Bible Institute recommends the following guidelines for theft prevention:
  - i. Always keep room doors locked when no one is in the room or occupants are sleeping.
  - ii. Never keep large sums of money in your room. Students should keep the money with him or her or deposit it in the bank.
  - iii. Don't show off or announce to your dorm that you received a sum of money.
  - iv. Do not leave purses or wallets unattended.
  - v. Always lock your bicycle when not in use.
2. In the event that a student believes he or she may have had something stolen the following should be done; Report the theft to the Dorm RA and obtain a Theft Report Form from him or her. Complete the Theft Report Form and return it to the Student Life Department.
3. While the Bible Institute assumes no responsibility for the stolen money or property, it will attempt to assist the student in recovering the stolen articles and in the apprehension of the suspect whenever possible. It is unfortunate, but many times the articles are not recovered, so please be careful with your money and items.
4. In the event of any theft or vandalism involving automobiles, the Deans should be contacted immediately so that, if necessary, the local law enforcement authorities can be contacted.

F. **SEXUAL HARASSMENT**

It is the policy of Word of Life Bible Institute to strictly prohibit any conduct that constitutes sexual harassment and to discipline any employee or student guilty of committing such conduct. This policy is based on the biblical principles of purity and on the Title IX of the Education Amendments of 1972 and the Title VII of the 1964 Civil Rights Acts.

VIII. **HEALTH CENTER**

The mission of the Word of Life Health Services Department is to provide excellence in ambulatory health care that promotes a healthy population based on biblical principles.

- A shuttle van is provided 2 days per week to facilitate transportation for the student. There is a fee for this service. (See C. TRANSPORTATION below.)
- An RN, EMT, or First Aid staff member will be in the health center during office hours listed below. Students need to make appointments during office hours for nurse evaluation and consultation.

**A. HOURS OF OPERATION**

Monday-Friday 8am-5pm  
\*Closed during all School Break

**B. AFTER HOUR OPERATION**

For urgent medical care (not life threatening), call campus emergency line at 1444.  
Students can receive care at the following locations: ***Transportation is the responsibility of the student.***

Warrensburg Health Center (518)623-2844; Hours: Mon-Sat 8am-8pm, Sun 9am-5pm  
3767 Main Street  
Warrensburg, NY 12885

Glens Falls Hospital (518)926-1000  
100 Park Street  
Glens Falls, NY 12801

**C. TRANSPORTATION**

1. In an emergency situation, an ambulance will be called to transport the student
2. As a service to students, in non-emergency situations the Bible Institute provides transportation to our local Health Centers in Schroon Lake, Chestertown, Warrensburg and Glens Falls for doctor's appointments. This transportation is only available on Monday and Thursday afternoons and departs from the WOLBI Health Center at 1:45 PM. There is a fee for transportation given by Word of Life, (Chestertown & Schroon Lake, Warrensburg, and Glens Falls \$15.00 and Albany \$75.00).
3. If non-urgent medical attention is needed at times other than those indicated above, transportation is the responsibility of the student.

**D. MISSING REQUIRED ACTIVITIES DUE TO ILLNESS**

When a student misses a class or required activity because of a health reason, the student is responsible to make an appointment with the health center **by 11am** for evaluation. To make an appointment please call or come to the health center to do so (please do not leave a voicemail; you must physically speak to a health center staff member). If the student fails to make their appointment, they will not be excused. It is the student's responsibility to walk or obtain transportation to the health center.

**E. MEDICATION**

1. Non Prescription Medications  
Students can obtain non prescription medications at the campus Health Center free of charge. Tylenol, Ibuprofen, cough syrup, etc. until they can obtain their own supply. Students are encouraged to keep a small supply of non prescription medications in their dorm room for when the Health Center is closed. You will need to purchase these items on your own. The Health Center does not sell any medications.
2. Prescription medications:
  1. Student may keep prescription medications in their room, a lock box is highly recommended.
  2. There is absolutely no sharing of prescription medications with other students.
  3. Students may also keep any and all prescription medications at the Health Center.

**F. HEALTH FORMS**

If you need a copy of your health form sent to another school, please submit a written request and \$2 for faxes, and \$2 for mailed health forms.

**G. HEALTH CENTER REGULATIONS**

1. Students seeking medical attention are asked to wait in the lobby area until called into the office by the nurse or student receptionist.

2. Students who require extensive and/or extended nursing care may be hospitalized or sent home until they fully recover. It may become necessary for a student to withdraw from school if illness or recovery hampers his or her ability to complete school requirements.
3. Students are not to call the Health Center to check on someone who is ill. They are entitled to their privacy and no information will be given out to students. Also, this will keep the Health Center phone available for those who need the nurses.

#### H. SEXUALLY TRANSMITTED DISEASES

In the event a student is discovered to have the HIV virus (the cause of AIDS) or any other sexually-transmitted disease, every effort will be made by the administration to determine a course of action that would be in the best interest of the individual student and the Bible Institute community. In all cases confidentiality will be adhered to as permissible by law.

#### I. HEALTH PLAN

1. All full-time students of the Bible Institute are eligible under the Student Accident Plan. Coverage is mandatory for all eligible students enrolled at the Institute, and the cost is automatically included in their student fees, as billed by the Institute. Premiums are non-refundable. Coverage under the plan terminates on the date of the first of the following to occur:
  1. On the date the Plan terminates.
  2. On the date the participant is no longer a full-time student at the Bible Institute (e.g. Time Out, Withdrawal, Graduation).
2. Because this is a student insurance plan, there is no COBRA continuation available.
3. In the event of an accident, the student should:
  1. If at the Bible Institute, report immediately to the WOLBI Health Center so that proper treatment can be administered or approved, and, if applicable, an accident report can be filled out.
  2. If away from the Bible Institute, consult a physician and follow his advice.  
*Treatment for any accidental injury must begin within 72 hours of the injury in order to be considered for coverage. You must report to the Health Center upon returning to the Bible Institute. They will help you complete the necessary forms.*
4. The student must submit a claim to the Contract Administrator. This will result in reimbursement to the student or direct payment to the service provider. Claim forms are available at the WOLBI Health Center. If there is dual coverage, the student must first submit to the primary insurance company, but may also submit to the Student Plan to have the claim on file within the six-month deadline for secondary coverage. Student Plan coverage is secondary.
5. If the student provides proper information to the doctor/hospital, most area providers will bill insurance companies directly. It is the student's responsibility to ask if it will be billed to insurance or if the student must submit a claim. Written proof of treatment (itemized bills) must be furnished with the claim within six months of the date of treatment in order to be considered for coverage. It is the student's responsibility to inform providers of this deadline. The claim should provide sufficient information, including the student's name, address and social security number, to allow processing of each claim. Additional forms or information may be requested by the insurance company to assist them in this process.
6. Accident Plan  
All full-time students will be enrolled in the Accident Plan regardless of any other coverage they may have personally or provided by parents. The Accident Plan is a secondary policy; therefore, all claims must be first submitted to the student's primary health insurance carrier. Any unpaid portions or deductible may then be submitted under the Student Accident Plan. Policy guidelines for eligible charges and claims procedure would remain the same as outlined in the brochure.
7. COSTS FOR HEALTH PLAN  
\$25.00 per academic season (mandatory coverage/covered in fee structure)

#### IX. GENERAL GUIDELINES

This section is designed as an aid in helping everyone live a more organized life and to conduct their everyday business in a more efficient manner. These are arranged alphabetically and are not in order of importance.

##### A. Bookstore

The Campus Bookstore offers textbooks, Christian books, gifts, cards, necessities and Word of Life signature clothing. All students will receive a 10% discount on all books, provided they show their student ID.

1. CHARGES: We accept Personal Checks, Visa, MasterCard, Discover and Debit cards.

2. RETURNS: Defective merchandise may be returned for a full refund or exchange. Exceptions include sale merchandise, and textbooks are not returnable once the class has started.
  3. BUY BACKS: We will set aside a buy back day for hard cover textbooks in good condition during the last week of class.
  4. MISC. ITEMS: Postage stamps, phone cards, USA Today newspaper, and dry-cleaning services are available at the Campus Bookstore.
  5. CHECK CASHING: Checks up to the amount of \$30 may be cashed at the Bookstore only as funds are available. If funds in excess of \$30 are needed, you will need to have your check co-signed by Word of Life prior to cashing it at the Glens Falls National Bank in Schroon Lake and/or Chestertown. Approved co-signers for Word of Life are Mr. Bob Gray and Mr. Jim Henson, whose offices are in Financial Services. Once endorsed, checks can only be cashed at the bank. All checks must be payable to the student or CASH (NOT payable to Word of Life). Any check returned for insufficient funds may be charged a fee of up to \$15.00. Due to the exchange rate for Canadian checks, they must be written in US funds. An ATM machine is available on campus. It is a good option for convenience and security.
- B. **Camping**  
Overnight camping on or off campus is only allowed with prior permission from the Student Life Deans. Camping out with mixed company is not allowed.
- C. **Campfires**  
Campfires are not allowed unless prior permission has been obtained from the Student Life Department.
- D. **Equipment**  
Equipment that is used at the Bible Institute (tools and athletic equipment) is to be treated with respect as belonging to the Lord. Students are responsible for damage due to neglect or abuse. All equipment is to be returned to its proper storage location.
- E. **Financial Services**  
The Financial Services Office is located in the Admissions Building. Check with them regarding all applications for aid and specific deadlines. "Professional judgment" decisions for students enrolled in September must be completed by May 30th of their enrollment year. However, February students need to contact the Financial Aid Office for specific deadlines. All students are expected to respond promptly to requests from the Financial Aid Office for documentation in order to resolve their aid.
- F. **Fitness Center**  
Please observe posted hours.
1. There will be a supervisor on duty during the afternoon hours Monday through Friday. There will be no supervisor on duty on Saturdays; therefore, at least two people need to be in the weight room at the same time whenever bench press equipment is in use. This is required to help prevent serious injuries.
  2. Students must sign in and out each time they use the fitness center.
  3. Always keep the fitness center clean (even if you didn't make the mess). Take care of the equipment you use.
  4. While using the fitness center, students should follow the Physical Education dress code.
  5. Any questions on policy and procedures should be directed to the Athletic Director.
- G. **Fireworks**  
Fireworks of any type, including smoke bombs, are not permitted and should be turned into the Deans' office immediately. NY State Law prohibits fireworks.
- H. **Grounds**  
The Lord has given us a beautiful campus and your cooperation in helping maintain it for future students is appreciated. Please pick up any trash you see lying around the campus.
- I. **ID Cards**  
Students will be issued identification cards for checking material out of the Library, purchasing with a discount in the Bookstore, and showing as a meal pass. ID cards must be presented when cashing all checks and eating in the Dining Hall. Lost ID cards may be replaced in the Administration Building for a \$10 fee.
- J. **Intramural Sports**  
All students at the Bible Institute are eligible to participate in any intramural sports. Students under disciplinary actions may not be allowed to participate; i.e. campused students, students negligent in working off d-hours, etc. Intramural sports include: basketball, volleyball, football, and softball.
- K. **Keys**  
Dorm room keys are provided for the security of your dorm room. Duplication of these keys is prohibited. Lost keys may be replaced at the Student Life Office for a \$10 fee. Failure to return your dorm key will result in a \$10 fee.

**L. Laundromat**

The Laundromat is located below the Administration Building and is open from 8:00 AM to in-dorms. Monday –Friday reserved for staff and off campus married students, 8:00AM to 12:00PM. Please keep the Laundromat facility clean. Items including soap products will be removed daily. Laundry is left at your own risk. Laundry is not to be hung around the rooms or over the railings of the dormitory for drying. Some clotheslines are provided outside for this purpose.

**M. Lost and Found**

Found items are to be turned in to housekeeping (open Mon.-Fri. 2:30-4:30 PM). Please check this area frequently if you have any lost property. Clothing, books, etc. left in Council Hall, the Dining Room, or public areas of the campus will be taken to Lost and Found immediately. Do not leave your belongings around campus. If you do lose something, check first in the Lost and Found. The Bible Institute assumes no responsibility for lost or stolen property. Phone calls or email will be made to students with items clearly labeled or marked with their name. Please label your notebooks and Bibles. Items are removed from Lost and Found every two weeks. Please remember, take only the items that belong to you! Be sure to label all of your belongings, so items can be returned to you.

**N. Mail Room**

Mail will be picked up and distributed from the US Post Office to student mailboxes (located next to the Laundromat) once daily. Incoming mail will usually be available after 4:00 in the afternoon.

1. If you find mail in your box that is not yours, please put it in the on campus slot located outside the mail room.
2. There is a slot available for interoffice mail outside of the mailroom.
3. Mail is distributed by box number. All papers and tests must show your box number, and be sure to include it on all correspondence.
4. Mailboxes must be checked on a daily basis. Students are responsible for everything distributed by the staff and faculty, whether they have checked their boxes or not.
5. Return name and address are required, since sometimes mail is returned for additional postage or other problems.
6. There is an additional \$10 charge to replace a lost key. Please see the Mailroom Supervisor in the Administration Building if you lose your key. The deposit will be credited to the student's account when the key is returned at the end of the year, if the student has an outstanding balance due.
7. Regular mail should be addressed to you at the following address: For all mail (US Postal Service, Fed-Ex, UPS, or DHL delivery):

**Student's Name**  
**PMB #(insert box #)**  
**4200 Glendale Rd.**  
**PO Box 129**  
**Pottersville, NY 12860-0129**

8. When you receive a package, the mailroom will notify you by putting a package slip in your box. Packages may be picked up between 2:30-5:15 PM Monday through Friday and 1:30-4:30 PM on Saturday. You must bring your package slip and your student ID to retrieve your package.
9. It is a federal offense to tamper with the mail. This includes breaking into the mailroom and/or taking mail that does not belong to you.

**O. Medication**

Students may keep medications (both over-the-counter and prescription) in their dorm rooms; however, the meds must be in their original containers. For example, a student may not have ibuprofen in the same bottle as their prescription medication. They must each be in their own separate, original container.

**P. Sunbathing**

1. Women only are to sunbathe in the area between Asia and Europe dorms. Men only are to sunbathe on the beach below Kenya Hill. Men or women may sunbathe at the Bible Institute beach between Council Hall and Embers.
2. The areas designated for women only are off-limits to men and the areas designated for men only are off-limits to women. No areas other than those above may be used for sunbathing. This includes the track and field areas, around other dorms and the Ranch Complex. Chairs, mattresses, etc., are not to be removed from the dorms.
3. Dress Code: Please refer to the swimwear section under Dress Code.

**Q. Swimming, Canoeing, etc.**

1. There is to be no swimming or wading from any area on Word of Life property.
2. Due to New York Insurance State Regulations, bridge jumping is not permissible.

3. Canoes may be used by permission only. See the Campus Life Coordinator in the Student Lounge for more information.

R. **Transportation**

Word of Life Bible Institute is not listed as a delivery service with New York State and cannot act as such. In order to assist students with arrivals and departures before a school break and afterward, please be aware of the following:

Adirondack Trailways

1. The bus departs for Pottersville from Albany International Airport at 1:50 each day. Tickets can be purchased at the ticket counter.
2. In addition, the following is a complete schedule for Adirondack Trailways, if you should choose to take the bus to Glens Falls and arrange for transportation with a friend.

Albany Bus Station to Glens Falls

Departures:

10:15AM  
12:01PM  
1:30PM  
2:35PM  
7:35PM  
8:50PM

\*Tickets are \$14.00 one way and can be purchased at ticket counter

Albany Airport to Glens Falls

Departures:

10:35AM  
1:50PM  
2:55PM  
7:50PM  
9:05PM

\*Tickets are \$11.70-\$14.00 one way and can be purchased at ticket counter

If you are unable to work out transportation on your own, WOLBI will provide transportation on a limited basis. For arrivals from the airport on the first day after a school break, or departures on the last day before a school break, transportation will be available at 11:00AM and 4:00PM and 10:00PM. There is a fee of \$25 each way to cover costs.

S. **Weapons**

All rifles, handguns, bows & arrows, knives, wrist-rockets, BB/Pellet guns, airsoft guns, etc. are not permitted in the residence rooms, in vehicles or on the person while on campus. If you bring them, you will be required to return them to your home. Small pocket-knives are acceptable.

T. **Yearbooks**

Questions regarding yearbooks should be directed to the Yearbook Coordinator. Yearbooks will be distributed on Graduation Weekend in August.

X. **STUDENT AWARDS**

Each year a number of awards are made at Graduation. Students are selected from the current class by the staff and faculty as they meet the qualifications for the various awards.

**Board of Director's Christian Leadership Award:**

An award of \$500.00 each is presented to the first and second year students demonstrating outstanding Christian commitment and testimony in leadership, organization, personal walk and work through involvement in sharing Christ with others and in bringing forth the Word of Life.

**Academic Excellence Award:**

An award of \$500.00 each is presented to the first and second year students who have shown the greatest scholastic ability in his or her studies.

**Dean of Women's Award:**

An award of \$250.00 is presented to the female student showing the most outstanding balance of Christian character.

**Dean of Men's Award:**

An award of \$250.00 is presented to the male student showing the most outstanding balance of Christian character.

**Ministry Excellence Award:**

An award of \$250.00 is presented to the student who has demonstrated an admirable combination of zeal, compassion and productivity in ministry during the school year.

**Personal Evangelism Award:**

An award of \$250.00 is presented to the student who shows effectiveness in the area of personal evangelism.

**Musical Vocal Group Award**

An award of \$250.00 is presented to the student who has shown the greatest musical proficiency while ministering as part of a vocal group combined with a balance of humility, service and exemplary Christian character.

**Musical Accompaniment Award**

An award of \$250.00 is presented to the student who has shown the greatest musical proficiency while ministering as part of a musical accompaniment team combined with a balance of humility, service and exemplary Christian character.

**Drama Award:**

An award of \$250.00 is presented to the student who has demonstrated the creative use of drama talents combined with a balance of humility, service and Christian character.

**Daren Shilton Scholarship:**

An award of \$250.00 is presented to the student going into the Second Year Program with the intent on pursuing youth work and has demonstrated earnest effort toward that goal.

SECTION TWO:  
ACADEMIC  
HANDBOOK

## ACADEMIC MISSION STATEMENT

Word of Life Bible Institute seeks to train each student within a rigorous academic atmosphere to maximize the student's effectiveness for the Lord by the practical application of Biblical truth. The Bible is the primary textbook at WOLBI. By a detailed study of this textbook, students discover how to live, love, and learn like Christ.

The academic goal of WOLBI is for the student to study, learn, and pass the course assignments. To achieve this desired end, the student must master the process of listening, reading, thinking, and note-taking in the collection of the raw facts for a knowledge base. The student must translate, interpret, correlate, and extrapolate these facts for comprehension. The student must learn how to apply the acquired principles to new situations. The student must be able to analyze the individual components of a principle and identify the interrelationships. The student must learn to synthesize principles and life experiences for new applications. Finally, the student must learn how to evaluate the whole academic process and end product.

Certain facts, definitions, and scriptural passages must be memorized. The student must also be able to express information in well-organized oral and written form. To this end, each student will have opportunity of leading devotional Bible studies and writing research essays, consulting both book and journal resources in the Library, complete with proper bibliographic entries.

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### TOOLS FOR MEASURING ACADEMIC OUTCOMES

1. Individual assignment grades
2. Individual course grades
3. Report cards
4. Cumulative grade point averages
5. Dean's Lists and Dean's Honor Lists
6. Academic Probation and Academic Discipline lists
7. Comparison of beginning and end-of-year Bible Content Test scores
8. Class averages in individual courses, cumulative grade point averages, and Bible Content Test scores
9. Transfer and academic success at other colleges
10. Faculty evaluations
11. Alumni testimonials, references, and job success
12. Employer testimonials, references, and training satisfaction

### ACADEMIC STANDARDS AND PROCEDURES

#### I. CONDUCT

##### A. **Attendance:**

Attendance is required at all scheduled classes. If sickness occurs, the student must contact the WOLBI nurse prior to class time for an excused absence. Permission to miss class for other reasons must be arranged with the Deans. All missed classes must be made up. See "Make-up Work" below. Certain required courses involve sign-up for a particular time slot (such as the weekly Physical Education class period and electives for certain ministry groups). Failure to sign-up for these classes once they have been announced will result in a failing grade for that course.

##### B. **Attention:**

All students are expected to pay attention in class. Students should demonstrate attention by taking notes during lectures, chapels, and preaching services. Disrespectful posture, whispering, passing notes, snacking, and chewing gum are not appropriate. The instructor, not the bell, ends the class period. It is impolite to close notebooks and pack up before the instructor dismisses the class. Students should not visit the restroom during the lecture or exam period.

##### C. **Attitude:**

Students should speak respectfully to both resident and visiting lecturers. Disruptive and annoying noises are not appropriate.

##### D. **Aptitude:**

Study is hard work. There are no shortcuts. Effort will be required to succeed.

##### E. **Cheating:**

Confessed cheating will result in a zero for the test or assignment. Students caught cheating may be dismissed. Even though instructors use new tests each year, students are not permitted to use old tests from former students as study aids. Students should not give hints to those who still have make-up work to be completed. All tests are the property of the WORD OF LIFE Bible Institute. When the instructor says to "pass in the exam," there are to be no exceptions. Every exam must be returned or the holder will be open to the charge of potential cheating.

F. **Questions:**

Questions will be limited during lectures due to class size. Students should only ask questions that are relevant to the whole class. Students should be careful not to monopolize class question opportunities. Disrespect to lecturers in any form will not be tolerated. Questions can be directed to the instructors between classes, but students must be sitting in their seats before the second bell rings to start class.

II. **ACADEMIC INFORMATION**

A. **Graduation:**

Attendance at graduation is expected. Students must notify the registrar if they plan to miss graduation. There will be an administration fee of \$10.00 to mail the yearbook and/or diploma.

B. **Electives:**

Each elective meets once a week for one or two hours and runs for nine weeks. There is an additional charge for electives as listed in the catalog. Withdrawals from electives are permitted prior to the start of the second week. Class dress must be worn to electives. First-semester students who take electives should have been in the upper 50% of their High School class for one elective and the upper 25% to attempt two electives. Returning students must have a minimum GPA of 2.50 to take one elective and a minimum of 3.00 to take two electives. Those involved in Open Air Evangelism, Spanish Ministry, and Sports Ministry are required to take at least a one hour elective in the semester(s) in which they are involved in a week-long ministry. There is no charge for the one-hour elective if the student must take an elective because of ministry requirements.

C. **Grades:**

1. **Grade Reports:** Grades may be checked online at: [bicampus.wol.org](http://bicampus.wol.org). They are updated daily. Parents can get the username and password from their student to view grades online.

2. **Explanation of Grades:**

Percentage	Letter Grade	Grade Points
93-100	A	4.00
89- 92	B+	3.50
85- 88	B	3.00
81- 84	C+	2.50
77- 80	C	2.00
74- 76	D+	1.50
60- 73	D	1.00
0- 59	F	0

3. **Computation of Grade Point Averages:** Grade point averages (GPA) are determined at the end of each grading period. The cumulative GPA is computed by averaging the work from the beginning of the student's attendance at the Bible Institute through the period covered by the grade report. (Quality points earned divided by hours attempted determine the GPA.)

4. **Distribution of Grades:** Students should share their intranet username and password with their parents, if they desire to have access to their student's grades.

5. **Correction of Grades:** Students have only two weeks to question grades by completing the "Grade Question" form.

D. **Make-up Work:** All classes missed due to any absence must be made up by viewing the class on the campus Intranet or by listening to the audio in the Library. No more than 20% of the work in any semester may be taken as make-up work. Students are required to obtain a "Request to Make up Work" form from the office prior to returning to classes after an excused absence or illness. All work must be completed within two weeks of returning to classes. The completed form must be returned to the office as soon as the work is complete. All make-up work must be completed prior to going on vacation breaks. Special Permissions will not be granted until make-up work has been completed.

E. **Overview of the School Year:**

1. The school year is divided into two academic semesters and one summer ministry or internship period.

2. Two special seminars are held during the school year: the Missions Conference and the Founder's Week Bible Conference. Attendance is expected. Those missing conference sessions will be charged an administration fee, they will make up the conference videos, and write a paper describing the session content.

3. **Outside Summer Ministries:** Only a few non-Word of Life ministries are approved each year for the summer. In order to be considered, the student must have previously worked at this ministry for an entire summer. The ministry opportunity must be similar to that offered at a Word of Life camp. There is a non-refundable outside ministry application fee of \$10.00. The application and fee should be turned into the office no later than Monday of Thanksgiving week. Students starting WOLBI in the spring semester have until February 28th to submit their application request.

F. **Registration:** Registration for classes will be held at the beginning of each semester. All students are required to arrive by 5:00 p.m. on the scheduled dates in order to facilitate this procedure. A \$50.00 late-registration fee will be charged to all students who register late. All financial obligations for the semester must be met at this time.

- G. **Textbooks:** In order to insure that all students adequately study for the course work and to encourage students to build a Library covering fundamental areas of Scripture, each student is required to have in their possession textbooks for all courses.
- H. **Withdrawal Procedure:** Students are not permitted to withdraw from the regular scheduled courses of the Institute. Students may withdraw from electives without a penalty before the second class. Students withdrawing from the Bible Institute are required to see the Dean of Men or Women, Business Manager and Registrar for processing. Failure to do this may result in the student being issued F's for all course work taken during the semester. Keys and ID's need to be turned in at this time. Refund policies are stated in the catalog. Students who withdraw at any point during the school year are responsible for getting their personal belongings home within two weeks. Students must contact the Dean of Men or Women to return to campus. Word of Life staff and students are not responsible for packing and shipping the belongings. After two weeks all belongings that remain on our property becomes abandoned property and will be donated to the share shop or discarded.
- I. **Transferring Students:** All students must carry the same academic load. Transfer students may replace particular courses with electives. Students should see the Academic Dean for this approval.

### III. ACADEMIC STANDINGS

When grades are finalized at the end of each semester, students are placed in one of several classifications depending upon their GPA for that semester.

#### A. Dean's Honor List:

Students achieving an average of 3.50 or higher at the end of a semester (not including the summer ministry), are placed on the Dean's Honor List. Students who graduate with a cumulative GPA of 3.50 or higher for the entire year of the Bible Institute will graduate with high honor. Dean's Honor students do not have required study hours for the entire next semester. However, if students choose to study in the dorm or Library, they must observe the study hour rules. Dean's Honor students may not enter or leave the dorms while study hours are in progress. The deans may revoke these privileges prior to the end of the semester if the student's grades fall drastically.

#### B. Dean's List:

Students achieving an average of 3.00 to 3.49 at the end of the semester (not including the summer ministry), are placed on the Dean's List. Students, who graduate with a cumulative GPA of 3.00 to 3.49 for the entire year, will graduate with honor. Dean's List students do not have required study hours for the entire next semester. However, if students choose to study in the dorm or Library, they must observe the study hour rules. Dean's List students may not enter or leave the dorms while study hours are in progress. The deans may revoke these privileges prior to the end of the semester if the student's grades fall drastically.

#### C. Academic Probation:

Students who have demonstrated low academic achievement in high school or prior college work may be accepted to the Bible Institute on Academic Probation. Students are placed on Academic Probation when their grades fall below certain minimums. If the student has declining grades, the deans may assign the student to Academic Probation prior to the end of the semester. Special permissions may be limited. Students on AP cannot miss study hours to participate in intramural sports.

1. **Freshmen:** A cumulative GPA below a 2.00 computed at the end of the semester will place the student on Academic Probation. A current semester GPA below a 1.50 at the end of the semester will place the student on Academic Probation regardless of his cumulative GPA. Freshmen will be given a memo stating where they will study for the semester. This may involve spending the first session of study hours in a supervised study hall. Students may be assigned a personal tutor. Students may be offered group tutoring.
2. **Sophomores:** Students whose current semester GPA is below 2.00 at the end of the semester, regardless of cumulative GPA, are required to study in their dorms or in the Library during study hours.

#### D. Academic Discipline:

Students who have demonstrated low academic performance will be placed on Academic Discipline (AD), according to the following standards. If the student has declining grades, the deans may assign the student to Academic Discipline prior to the end of the semester. Special permissions may be limited. Students on AD cannot miss study hours to participate in intramural sports.

1. **Freshmen** students may spend both sessions of evening study hours in a supervised study hall. Freshmen below the following current semester or cumulative GPA will be placed on Academic Discipline:  
First semester GPA: below 1.50
2. **Sophomore** students below a cumulative GPA of 2.00 are placed on Academic Discipline. A current semester GPA below a 1.80 at the end of the semester will place the sophomore student on Academic Discipline, regardless of the cumulative grade point average. Sophomore students on Academic Discipline must study in the dorms, not the Library, during evening study hours.

Study Hours Chart: "Who Studies Where":

- i. Freshmen & Sophomores: 3.00-4.00 current semester GPA have no required study hours.

- ii. Freshmen: 2.00-2.99 cumulative GPA with current semester GPA above 1.50 study in their rooms or the Library.
- iii. Freshmen: 2.00-2.99 cumulative GPA with current semester GPA below 1.50 study in their rooms when not in AP Study Hall.
- iv. Sophomores: 2.00-2.99 cumulative GPA with current semester GPA above 1.80 study in their rooms or the Library.
- v. Sophomores: 2.00-2.99 cumulative GPA with current semester GPA below 1.80 study in their rooms.
- vi. Freshman: 0.00-1.99 cumulative GPA or current semester GPA below 1.50 may be assigned to a supervised study hall. Otherwise they study in their rooms, not the Library.
- vii. Sophomores: 0.00-1.99 cumulative GPA may be asked to petition the Administration for permission to continue their studies at WOLBI.

E. **Academic Campusing:**

Students below a 2.00 GPA who do not appear to be using their time wisely or studying to the best of their ability may also be placed on Academic Campusing. Students will be required to fulfill the Academic Discipline requirements as well as Campusing requirements. Students on Academic Campusing are subject to dismissal at the end of any grading period if their work shows no improvement. (See Disciplinary Campusing).

F. **Special Students:**

Students with special learning disabilities or handicaps are advised by the faculty on an individual basis. Their continuance in school will be based on their willingness to work up to their ability and maintain a positive spirit while in attendance at the Bible Institute. It will be the student's responsibility to communicate with the Academic Dean concerning any special needs.

G. **Academic Dismissal:**

Students may be subject to Academic Dismissal on the following basis:

1. Freshman students below a 1.00 cumulative GPA, and sophomore students below a cumulative 1.50 GPA at the end of one semester and who have been on Academic Probation for the previous period may be dismissed.
2. Freshman students below a 1.50 cumulative GPA, and sophomore students below a 1.90 cumulative GPA at the end of two semesters may be dismissed.
3. Exceptions to this policy may only be made by petition to the Bible Institute through the Academic Dean. Students must demonstrate that they have been working at near capacity to qualify for an exception to the above policy.

IV. **GRADUATION REQUIREMENTS**

- A. Students must complete the core curriculum and have a cumulative grade point average of 2.00 or higher.
  1. Students who successfully complete the freshman year will receive a Certificate of Completion at the graduation ceremony in August.
  2. Students who successfully complete the sophomore year will receive a diploma at the graduation ceremony in August.
- B. Students must successfully complete the required Summer Ministry with an approved summer internship or ministry.
- C. Students must be in agreement with the Statement of Faith.
- D. Students will be allowed to participate in graduation ceremonies, but will not receive the diploma/certificate or transcripts until all financial obligations have been met in full.
- E. Freshman students meeting all the requirements, but with a cumulative average of less than 2.00, receive a Certificate of Attendance at the commencement exercises.
- F. Sophomore students having a cumulative average of less than 2.00 may elect to participate in commencement exercises, but they do not receive a Certificate of Attendance.
- G. Students who begin their academic year in February and successfully complete their year the following February are eligible to participate in commencement exercises the following August.

V. **STUDENT STUDY SKILLS ASSISTANCE**

- A. **Group Tutoring:** Students assigned to AP/AD may receive group tutoring by the student supervisor of the study hall. Those students not assigned to AP/AD but interested in this tutoring are also encouraged to attend with prior approval from the Study Skills Coordinator. If one chooses to attend the tutoring session, he or she must attend for the entire semester on the nights scheduled.
- B. **Peer Tutoring:** Students can request a personal tutor from the Study Skills Coordinator. This program is limited and will be based on need.
- C. **Casual Tutoring:** Students are encouraged to help each other prepare for quizzes and tests in their free time. No tutoring will take place in the dorms during evening study hours.
- D. **Academic Advising:** Academic advisement is available from the Study Skills Coordinator, and the academic staff. Questions relating to specific assignments and instruction can be directed to the resident professors during regular office hours. The Deans are also available to assist students with questions regarding academics or study advice.

- E. **Study Skills Seminars:** Study skills and "How to Research" seminars are offered during the school year to assist students desiring help in these areas. Some students may be required to attend these seminars if in the judgment of the Deans, this would be helpful to the student.
- F. **Tutor Complain Policy:** Complaint resolution: In the event that the student is unhappy with the performance of the assigned tutor, the following procedures will be followed:
  1. The student should explain in writing the concerns with the tutor and give the concerns to the Study Skills Coordinator.
  2. The Study Skills Coordinator will evaluate the concerns. If correctable, the concerns will be addressed with the tutor and two more sessions will pass before the student can re-submit a written complain requesting a different tutor.
  3. Upon receiving the second written complain, or if the first complaint appears to be irresolvable, the Study Skills Coordinator will appoint a new tutor.

**VI. CONFIDENTIALITY OF STUDENT EDUCATIONAL RECORDS**

- A. The Family Educational Rights and Privacy Act of 1974 provides the following rights for students attending the Word of Life Bible Institute:
  1. The right of a student, with minor limitations, to inspect and review his or her educational records.
  2. The right, with certain exceptions, to prevent disclosure to third parties of information from his or her educational records.
  3. The right to withhold public disclosure of any or all items of "public information" by written notification to the Office of the Vice President of the Bible Institute. Otherwise, the College may, without prior consent, disclose information considered to be part of the public record of a student's attendance. This includes a student's name, confirmation of enrollment, date of enrollment, diploma/certificate earned (if applicable) and similar information.
  4. The right to challenge and/or add to the factual basis of any record entry contained in records, files and/or data.
- B. If a student wishes to exercise any of these rights, he or she should make a personal request in writing to the Vice President of the Bible Institute. Information concerning a student who is a dependent (as defined in the Internal Revenue Code of 1954) may be released to the student's parents.

**VII. STANDARDS OF ACADEMIC PROGRESS**

***The following standards apply to any student receiving aid from any TITLE IV eligible program. (Pell Grant, FSEOG, Federal Work Study & or Federal Loans)***

Word of Life Bible Institute will evaluate a student's SAP to consider if the student is on pace to complete the two year program within a proscribed timeframe and with a minimum cumulative GPA of 2.0 or better. To do this the school reviews various academic benchmarks: Cumulative GPA, Successful Completion of coursework, and the Maximum Timeframe allowable to complete. *A student that fails to meet the pace requirements is considered permanently ineligible for further disbursements of Federal Financial Aid.*

**Definitions:**

SAP – Standard of Academic Progress

Cumulative GPA- calculation of the grade point average for all coursework attempted

Successful Completion- a grade of 1.0 or better for each course taken

Maximum Timeframe- in order to improve a grade or replace an incomplete term a student may require additional time.

Aid eligibility is dependent on the circumstance.

**A. Normal time frame to complete:**

Students that receive Federal Title IV Aid must maintain a cumulative GPA consistent with the Standard of Academic Progress (SAP). A student must also successfully complete the clock hours in a payment period in order to progress to the next period and be eligible for additional Title IV funds. SAP is evaluated after successful completion of 15 weeks of course work for freshmen students. A student progressing as a sophomore will be evaluated at 30 weeks, and again at 45 weeks. To complete within the normal time frame the cumulative GPA required is as follows:

	<b>15 Weeks</b>	<b>30 Weeks</b>	<b>45 Weeks</b>	<b>60 Weeks</b>
<b>SAP</b>	661 clock hours	1317 clock hours	1978 clock hours	2634 clock hours
<b>Cumulative GPA</b>	1.20	1.80	2.0	2.0

<b>Successfully Completed Clock Hours</b>	Minimum of 1.0 or above on all coursework	Minimum of 1.0 or above on all coursework	Minimum of 1.0 or above on all coursework	Minimum of 1.0 or above on all coursework
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If a student falls behind in meeting any of these benchmarks they become temporarily ineligible for further disbursements of Federal Financial Aid. Additional time is allowed for the student to regain eligibility and have their Aid reinstated.

**B. *Maximum time frame to complete:***

A student must successfully complete all attempted clock hours with a satisfactory cumulative GPA *within a specified duration of time*. The normal time to complete academic coursework is in 60 weeks of study. The maximum time frame allowable is 90 weeks. A freshman student has a maximum total of 45 weeks attempted to complete academic coursework in order to progress as a sophomore. A sophomore must maintain a 2.0 cumulative GPA from 77.5 weeks until completion.

	<b>22.5 Weeks</b>	<b>45 Weeks</b>	<b>77.5 Weeks</b>	<b>90 Weeks</b>
<b>SAP</b>	661 clock hours	1317 clock hours	1978 clock hours	2634 clock hours
<b>Cumulative GPA</b>	1.20	1.80	2.0	2.0
<b>Successfully Completed Clock Hours</b>	Minimum of 1.0 or above on all coursework	Minimum of 1.0 or above on all coursework	Minimum of 1.0 or above on all coursework	Minimum of 1.0 or above on all coursework

At any time it becomes evident that a student is mathematically incapable of meeting any of these benchmarks they become permanently ineligible for further disbursements of Federal Financial Aid.

**C. *Withdrawal / Incomplete / Repeated Courses.***

1. **Withdrawal:** A student who withdraws in the middle of an academic period and returns after 180 days may be required to retake all course work upon readmission.
2. **Timeout:** A student that withdraws and then returns within 190 days is said to have “timed out.” Aid that was returned for their prior semester is reinstated when the student returns. At the point the student meets all SAP requirements and has completed ½ of the clock hours scheduled for the academic year they are eligible for a second disbursement. To complete the academic year the student may be required to retake all of the semester in which they initially withdrew (no additional loan funds are allowable for that period).
3. **Incomplete:** Course work that is NOT completed will be graded as “Incomplete.”
4. **Repeated Courses:** A repeated course may improve a student’s cumulative grade and replace a previous failing mark.
5. All course work attempted at the school will be included in the quantitative analysis of a student’s academic progression (maximum timeframe).

**D. *Probation Period:***

A student may successfully complete all attempted coursework but still fail to meet one or both of the cumulative qualitative or quantitative standards when measured at the end of a nominal increment. The student will be placed on a probation period for the following 7.5 weeks. The student will be eligible for financial aid during that period. If the student does not meet the cumulative qualitative and quantitative standards at the end of the probation period, the student will not be eligible for federal financial aid for the remainder of the program.

**E. *Appeal Process:***

If a student wishes to appeal his/her loss of federal student financial aid eligibility, a student may submit an appeal *in writing* to the Financial Aid Office. A committee will review the matter and a written response will be filed within 2 weeks of receiving the appeal.

Students may appeal their loss based on mitigating circumstances (documented serious illness, immediate family member death, etc.), which must be *appropriately documented* when submitted to the Financial Aid Office.

F. **Reinstatement:**

A student's aid may be reinstated if grades in a particular academic period bring his or her cumulative GPA into SAP. It is the student's responsibility to work closely with the Financial Aid Office on his or her intent to reapply for lost aid and to submit new applications as necessary.

A student should recognize that applications for aid must be submitted prior to deadlines imposed by the Department of Education, including submission prior to graduation or withdrawal. Therefore, a student should file the Free Application for Federal Student Aid each year regardless of whether the student is making Satisfactory Academic Progress.

G. **Mitigating Circumstance:**

Mitigating circumstances (documented serious illness, death in immediate family, etc.) may be considered in a student's situation. The student must offer a written appeal that is documented appropriately to the Financial Aid Office for review by committee. A written response will be filed.

SECTION THREE:  
MINISTRY & SERVICE ASSIGNMENTS  
HANDBOOK

## MINISTRIES

Our desire is that this year will be one of the greatest of your entire life as you seek to learn, grow, and serve our wonderful Lord and Savior, Jesus Christ. This handbook will give you an overall view of what the ministries are all about. It is also our desire to help you in your walk with the Lord by equipping you to become the servant that the Lord wants you to be. Remember that the Lord has given us the exhortation in Colossians 1:10 **“That ye might walk worthy of the Lord unto all pleasing, being fruitful in every good work, and increasing in the knowledge of God”**. We trust that when this year is finished, you can review it and see how you have grown in your knowledge of the Word of God, and also have become fruitful as a servant, well pleasing to God.

**Thank you for choosing the Word of Life Bible Institute as the place of  
your Christian education and preparation for a life of service!**

### Introduction to Christian Ministry

#### I. Purpose of Ministry:

The purpose of the Word of Life Bible Institute Ministry Department is to provide training and opportunity for each student to participate in multiple, meaningful ministry opportunities that have the potential to significantly impact the lives of others.

#### II. Ministry Department Vision Statement

As a result of their ministry and service assignment experience, we want students to understand the importance of excellence in training, communication, coordination and team work. Our desire is that at the end of the year, students feel they had a substantial role in the functioning of the Bible Institute and its impact on our community and the surrounding area.

Ministry should provide the student with many different experiences in which they can demonstrate their faith in a practical and life-changing way. Through serving, the student can experience the joy of being used by God, which brings reality to their Christian life.

#### III. Objectives of Ministry

- A. To contribute to the total development of the student by teaching them to accept and to be faithful to the responsibility of ministry
- B. Place students in situations that stretch them and expand their vision
- C. To provide opportunities for students to serve together, learning teamwork, mutual dependence and cooperation
- D. To assist the student in the development of a functioning personal faith that discovers Christ is all that is needed for life's changing demands
- E. To promote development of ministry skills and spiritual gifts through actual service
- F. To motivate the student to have a proper attitude toward serving the Lord, a burden for souls and a desire to be used of God.
- G. To give the student practical experience in the how-to's of Christian ministry by providing on the job training
- H. To increase the student's effectiveness by: training them to personally share their faith, providing field supervision, by evaluating their service, and by individual counseling
- I. To assist the student in maintaining a proper balance between academic work and Christian ministry
- J. To train and prepare students for current and future ministry

To reach these objectives we use a three-fold approach:

1. **Education...**Early in the school year students will have classes covering different aspects of ministry. Examples are: how to share their testimony, how to do street meetings, personal one-on-one evangelism, etc.
2. **Experience...**Applying the principles of the Word of God is what life is all about. Throughout the school year we will give the students opportunities to use the principles and methods that they have learned.

3. **Evaluation...**A student's ministry is evaluated by a supervisor in the church or ministry. This enables the student as well as the staff to become aware of areas of achievement or areas in need of improvement.

#### IV. Overview

A. **Preface:** *Acts 1:8, "But ye shall receive power, after that the Holy Ghost is come upon you: and ye shall be witnesses unto me both in Jerusalem, and in all Judea, and in Samaria, and unto the uttermost part of the earth."* Following God's command not only to reach the world but also our area through Christian Service has been a very important part of the student's educational program at the Word of Life Bible Institute. Serving Christ is both the privilege and the responsibility of every Christian. Therefore, we consider the practical Christian ministry a vital part of a Biblical education. The student will not only get great Bible truths while he/she is sitting in the classroom but will learn how to apply them. Each student will learn how to share them with a lost and dying world, just as the disciples were taught by Christ to do in His Word. It is the desire of the Bible Institute staff to make each ministry meaningful and profitable. If we can help in any way to do this, we stand ready to do so.

#### B. Ministry Requirements

1. Every student must participate in a ministry each term they are enrolled. A ministry assigned at the beginning of the term is not completed until the term has ended, even if the student has fulfilled the requirements of the ministry.
2. In the event of a necessary change, a request must first be made. The Dean of Ministries will review and determine if permission may be granted.

#### C. Request for Ministries

1. Freshman:  
At the beginning of the fall term, first year students will be given an overview of ministries. Unless the student is on a ministry team for which they tried out, first year students will be placed on a ministry team that will be involved with a large teen outreach, campus or community service and one on one presentations of the Gospel.
2. Sophomore:  
At the beginning of the fall term, second year students are provided with an overview of the many different ministries available to them. Ministries include, but are not limited to: Local Church Ministry, Rescue Missions, Prison, Soup Kitchens, Community Service, Crisis Pregnancy Centers, Teen Crisis intervention, and individualized ministry. Second Year students also have the opportunity to try out for ministries such as sports, collegians, music team, etc.
3. Assigned ministries take priority over employment and extracurricular activities.

#### D. Ministry Reports

It is the responsibility of each **Ministry Team Leader** to turn in a ministry report to the Command Center before 2:00 p.m. the day after the ministry takes place. It is also the **Ministry Team Leader's** responsibility to make sure that all forms are filled out correctly.

#### E. Absences and Excuses

1. In order to be excused from one's Service Assignment or Ministry, all the following conditions must be met. Remember, absences are the exception, not the rule!!! Only very special cases will be considered.
  - i. Approved Special Permissions do not excuse students from ministry. Students must be aware of their ministry schedule, which is made available at the beginning of each semester, and plan accordingly.
  - ii. If you are ill, you must have a note from the Bible Institute nurse turned in at the Command Center prior to your ministry excusing you from ministry.
  - iii. Approval must be made for a replacement in advance and a notice given to the church/organization accordingly.
2. Any absences without permission from the Student Life Department, Ministry Department or Health Center will be considered an unexcused absence, resulting in appropriate disciplinary action.

#### F. Dress Code for Ministry

1. Dress for ministry will be determined by ministry type and will be communicated in advance. Team warm-ups for sports teams are required. Under certain circumstances, women will not be allowed to wear pants during their weekend ministry. Special dress at church functions or other ministries should be approved through the Dean of Ministries.
2. Students may change from Sunday dress to return to the Bible Institute after all services and meals are completed and only when specific instructions have been given by the staff advisor or supervisor.

**G. Ministry Transportation**

Vans are to be parked in Lot D (behind the Dining Hall). A vehicle should never be taken to a dorm. All vehicles are to be signed out from the Command Center between the hours of 1:45 p.m. and 4:00 p.m. on Friday unless prior arrangements have been made through the Transportation Department. Vehicles should be returned as soon as you return from the ministry. Returning vehicles should be cleaned out, refueled when possible, and parked in Lot D. Keys should be returned to the Command Center. The driver is responsible for that vehicle and for the safe operation of it.

**H. Driving**

1. You may drive a vehicle only if you have been approved and tested by the Word of Life Operational Services Department. Students do not drive personal vehicles to ministries without the permission of the Dean of Ministries.
2. Be aware of what is around all four sides of your vehicle at all times.
3. Obey all speed limits. We will not tolerate any speeding. You are to drive according to conditions - rain, snow, ice, construction, pedestrians, etc.
4. Drive defensively. Watch out for the other guy!
5. Use extreme care in emergency situations.
6. Take care backing up; 75% of all traffic accidents happen while backing up. You have mirrors - use them!
7. Always use turn signals to show your intentions (preferably prior to turning).
8. Use extreme care at all intersections.
9. Keep your loads secure at all times. Make sure there are no loose objects, especially on trucks.
10. New York State law requires anyone in a van to wear a seat belt. This includes all passengers as well as the driver. Wear it!
11. Do not tailgate.
12. Remember that just because you have a Word of Life vehicle does not mean you have a "free" vehicle with which to do personal errands with. (example: running to your dorm for something)
13. Do not haul freight in vans.
14. Passengers will be held responsible for violations as well.

**I. Ministry Team Leaders**

1. Team Leaders are students appointed by the Ministry Department to provide spiritual and organizational leadership in the various ministries. Some of their responsibilities are the following:
  - i. To make arrangements for team prayer meetings and any other activity associated with the ministry.
  - ii. To be aware of and communicate transportation for their teams in cooperation with the Ministry Coordinator and the Transportation Department.
  - iii. To take attendance and fill out ministry reports for their teams, and report to the Ministry Department concerning their ministries.
  - iv. To give the Ministry Department an evaluation of each team member's involvement and effectiveness in the work and to report any problems that might arise.
2. Team Leaders cannot excuse students from their ministry. Only the Dean of Ministries, the nurse, or the Student Life office can do so.

**J. Cancelled Ministries**

No student or Team Leader is authorized to cancel any ministry. Any and all cancellations must be run through the Dean of Ministries' office or the Executive Dean's office.

**K. Ministry Behavior**

1. You are to be punctual at all times.

2. Students may listen to Christian Music in WOL vehicles if it is played by a Christian Radio station. The team leader may approve CD's and/or MP3's to be played through the vehicles speakers if it is similar music that is played at the Word of Life Bible Institute. With the exception of OAE, Students may listen to music on headphones while travelling ONLY, if the trip is greater than 2 hours in distance, but must respect the Team Leaders decision on time off from music for ministry preparation purposes.
3. You are to be prepared to give your testimony on a moment's notice. Your testimony is to be written out in advance.
4. You are obligated to follow the Bible Institute rules and regulations on your weekend ministry. Your conduct is to conform to Christian behavior as outlined in our Standard of Conduct.
5. After dark, girls should sit with girls and guys with guys.
6. You are to complete each decision slip legibly and accurately and turn the white copy to your group supervisor before arriving back to WOLBI.
7. You are responsible for returning all unused literature to your Team Leader or his designated helper before leaving the ministry vehicle on your return trip.
8. You are to be considerate of others at all times and in particular when leaving and returning to your dorm.
9. Ministry locations are off limits to students not assigned to those locations except with special permission from the Dean of Ministries.
10. You are to stay with the group and participate in all activities. Any requests for exceptions should be run through the Student Life Office (Special Permission Slips) 48 hours prior to departure for the weekend.
11. Part of your Christian Character grade will come from your weekend ministry participation. Your Team Leader and/or Pastor will evaluate you.

**L. Special Permission while on Ministry**

Students may receive special permission to go home or visit family while on ministry such as OAE or weekend travel groups. The student must provide the ministry Team Leader a written signed note from the Ministry or Student Life Departments. Students may only leave AFTER their ministry requirement has been fulfilled.

**M. Literature and Follow-Up**

Literature, including Gospel tracts, Gospels of John, and follow-up material, is available at no charge to you for your ministry only. Any tracts or material needed for your own personal use should be purchased at the Bookstore. Occasionally, material is donated to the Ministry Department, and is available in the Ministry Department or at the Command Center.

**V. Ministries Available**

Unless on a ministry that required tryouts, first year students will be assigned a ministry team for the fall and take part in Snow Camp in the winter. First year students may join a second year ministry team in the spring, if space is available. The following are some of the Ministries available:

**A. Adirondack Club Ministry**

**Summary** - This is a ministry that will allow our second year students who are interested in Local Church Ministries to be actively involved in establishing and running a Bible Club Ministry. The student will be involved directly under the leadership of the local Bible Club Director, and will receive training from him in the specific requirements and functions of this ministry. The churches involved will be those that have already had a prior connection with WOLBI. There will be weekly involvement through training as well as the actual ministry at the churches. The students involved will be selected from those applying based on prior ministry experience and performance. The student must be committed to this ministry and will have to follow a standard. The student must be at all club meetings and activities. If classes are missed, all work must be made up as soon as possible. The student must take the course: "Anatomy of a Word of Life Club" as an elective.

**B. Ministry Team**

**Summary** - All first year students, not involved in a try-out ministry, such as Collegians or sports, will be assigned to a ministry team for the fall term. These ministry teams will be involved in Open Air Evangelism, an on-campus ministry, and some type of teen outreach or community service. For the spring semester, ministry teams will be involved in civic functions, Local Church events as well as on-campus retreats.

C. **Drama Ministry Team**

**Summary** – The Drama Ministry Team is one of the exciting ministries that allows a student to take advantage of his or her theatrical abilities and use them for the glory of God by participating in skits and programs that present various aspects of the Christian life in action. It could be missionary or Bible stories, but all are used to preach the Gospel and help others to know Christ and live a more consecrated Christian life.

Each student must try out for the team during the first week. Following the tryouts, the team will be selected. If a student is not selected for the drama team, he/she will then be assigned a ministry. Practices will be held twice a week. The drama team presentations will vary and will be in places such as Christian schools, churches, WOL conferences, and on campus. During the winter months, they will be involved in Snow Camp. Drama team members will participate in the Christmas and Easter presentations at the Florida Campus.

D. **Local Church Outreach Ministry**

**Summary** - The Local Church Ministry is limited to second year students and is a great opportunity to serve the Lord on a weekly basis in a particular local church. This gives the student an opportunity to develop the gifts God has given them and to prepare them for future service. The ministry will vary in each local church, but the student will learn to win souls and disciple them, teach in Sunday school classes, and be involved in the overall projection of the Local Church Ministry.

E. **Collegians**

**Summary** - The Collegians are made up of several 6-8 member ensembles as well as the general vocal talent for the complete group. Knowledge of music is good, but it is not absolutely necessary however, it is necessary to have a musical talent. Tryouts are held to choose the students who would be best suited to participate. The Collegians are used to evangelize in many areas and for many special events such as the Christmas and Easter presentations, which are held each year in Florida. There will also be weekend ministry opportunities that allow the students to minister in local churches and for special activities that are held at the Word of Life Bible Institute and other areas.

The Collegians must audition the first week of school. If chosen, they must purchase their own choir outfits, which cost approximately \$130 for men, and \$100 for women. The Collegians practice 2 days per week for 2 hours each time. Because of this commitment, they will receive one-semester hour of transfer credit per academic semester.

F. **Open Air Evangelism Ministry**

**Summary:**

**Fall:** Every first year student will be assigned to one weekend of Open Air Evangelism in New York City. Students will receive training on how to personally share their faith and then be given hands on opportunity to make it practical. This ministry goes directly onto the streets to reach the unsaved on the very grounds where they work and live. Students will be on the streets witnessing and helping churches in the area to reach out to their neighbors who need Christ. You will learn how to win souls using a variety of methods that have been time-proven. The leadership of this ministry are men who are experienced with open-air work and have a passion for winning the lost. The students will go to the New York City metropolitan area and present the Gospel in public places under the direction of a Word of Life staff member. The effective tools of the open-air ministry are music, drama, surveys, sketch boards, tract distribution and counseling.

**Spring:** All Students will have the opportunity to sign up for OAE in the spring as a week-long ministry. The Ministry Department will provide training prior to the ministry. The students will need to make up the classes and assignments that they have missed, as well as take an elective for the spring semester. The students will be involved in Snow Camp during the winter.

G. **Open Air Evangelism Team Leader (Fall; Second Year Students only)**

**Summary** - You will travel with the first year students to NYC four times in the fall semester, as well as one week in the spring semester. Working closely with Sam Frey, you will have extensive opportunities to share your faith as well as encourage the first year students throughout the trip. In the spring, it will be necessary to take an elective or make up the missed classes while on OAE.

#### H. **Spanish Ministry**

##### **Summary:**

**Fall:** This ministry has the goal of going into areas where Spanish is known and used. This will usually be the metropolitan New York City area. The ministry there is a full week long with the privilege of going into Spanish churches and from there reaching out to the neighborhoods and winning souls. There are times when the team members will participate in other Spanish-related ministries in and around the Word of Life Bible Institute area. The students should know Spanish, but it is not necessary.

**Spring:** The students go on a one-week trip during the spring semester. They may also be involved in teaching Sunday school and participating in inner-city church services. The students will need to make up the classes and assignments which they have missed, as well as take an elective for each semester in which they go on ministry. The elective will make up for the guest lecture that is missed. The students will be involved in Snow Camp during the winter.

#### I. **Sports Ministry**

**Summary** - The sports ministry has an incredible opportunity for discipleship and evangelism through the avenue of sports. This ministry is available for those students who have special abilities in the area of athletics. Tryouts are necessary to select the students who will form the teams that represent the Word of Life Bible Institute. A bulk of our games will be played against the secular colleges in the area. Along with the scheduled games that compose the athletic season, there is the opportunity to participate in running various high school tournaments that are held on our campus. These tournaments give our athletes the opportunity to referee, keep score and even have one-on-one input into the lives of the high school athletes who attend. Another opportunity for some of our players is that of going into prisons at various times to play the inmates and have a chance to witness and disciple in this field of evangelism.

##### **Sports Offered:**

1. Men's Basketball
2. Women's Basketball
3. Men's Soccer
4. Women's Volleyball

**Requirements** - The student desiring to be in the sports ministry must first try out for the team. Once on the team, you will have to maintain an acceptable Grade Point Average (GPA) as determined by the Word of Life Bible Institute Administration throughout the athletic season. The students will participate in this ministry in the fall, with the exception of men's and women's basketball, which continues into the winter season. The men's soccer and basketball teams will participate in sports outreach in New York City in the spring. The women's volleyball and basketball teams will participate in Open Air Evangelism in the spring. During the winter season, all men's and women's sports teams will be involved in Snow Camp. The cost for warm-ups and uniforms is \$150. Students may keep their warm-ups

#### J. **On campus Ministry Teams**

**Summary** - Teams will have the opportunity to serve during various on campus retreats and events. Opportunities include: outdoor activity leader, teaching children, leading music, service area leaders and other various needs.

#### K. **Travel Ministry Team**

**Summary** - Teams will travel to churches and other Christian ministries to assist with a local church in their youth ministry, spend a weekend serving at a local camp or assisting various organizations with operational or maintenance needs. Teams will also provide essential campus support while the second year students are on Missions Reality.

#### L. **Community Service Teams**

**Summary** - Teams will participate in multiple community service events and meet needs within the local community. These events will take place on various Mondays or Saturdays. Community Service Teams will also be the backbone of on campus support while the second year students are on Missions Reality.

#### M. **Elderly Ministry**

**Summary** - This is a ministry to elderly residents of Schroon Lake and the surrounding community. Students will regularly visit elderly School Lake residents, as well as coordinate nursing home visits for other students interested in this ministry.

N. **Albany Medical**

**Summary**-While serving on the Albany Medical Center team, students will have the unique opportunity to interact with children staying at the Albany Medical Center. Teams will be responsible to plan activities and crafts for the children. You will also have the opportunity to serve at the Ronald McDonald house to be a testimony to the families and employees working there.

O. **Campus Music Team**

**Summary** – The Campus Music Team is the Praise Band made up of bass, acoustic and electric guitarists, a drummer, keyboardist and vocalists. Teams will assist in Sunday Worship Services, Chapels, Snow Camp and several outings at various churches or Christian ministries

P. **Public School Release Time**

**Summary** -Release Time is an established after school ministry in the Schroon Lake Central School. Each week teams will have the opportunity to lead games and songs, teach a lesson, or help review the memory verse. Be prepared to use the gifts and abilities God has given you, as well as step out of your comfort zone to participate in sharing the Gospel each week, Thursday, 2:00-4:00PM.

Q. **WOL Inn Ministry Team**

**Summary** –The Inn Ministry team will travel 9 miles up the lake to Word of Life Inn and spend multiple weekends ministering to the guests. While staying up at the Inn, involvement will include childcare, guest hosting, serving, and event programming. This ministry has a wide range of opportunities.

R. **Open Door Soup Kitchen**

**Summary** –Students serving at the Open Door Soup Kitchen will travel every other Monday to serve meals and interact with those in need in the Glens Falls area.

S. **Albany Rescue Mission**

**Summary** -The Capital City Rescue Mission of Albany, NY will provide students on this team with the opportunity to serve through a work project, leading chapel services, and serving the guest dinner.

T. **STORM/FASCAR Team**

**Summary** –Also Known as “Fusion”, these teams will work closely with the team of IDP students assigned to coordinate local STORM and FASCAR rallies. These events are operated through the local church and will provide exciting opportunities to interact with both teens and children with the goal of presenting the Gospel in a rally type setting. Your team will be on the road multiple weekends each semester, including 4 during Snow Camp.

U. **Off Campus Childcare**

**Summary** -This ministry opportunity is open to 2 students interested in coordinating student volunteers for a bi-weekly childcare ministry to our off campus students.

V. **Individualized Ministry (Second Year Only)**

**Summary** - As a second year student, you have the opportunity to tailor a ministry to your specific interests and abilities. This will require a detailed ministry proposal to be approved through the Student Ministry Department. Forms are available at the Command Center. Depending on the nature of your ministry proposal, you may be required to provide your own transportation.

VI. **Service Assignments**

A unique aspect of the Ministry Department is the area of Service Assignments. Service Assignments provide each student the opportunity to develop: team work, a godly work ethic and hands on training in various areas. Service assignments cover every area from maintenance to housekeeping and from food service to administration. Each individual student is key in ensuring the operation of the Bible Institute as a whole. Word of Life is committed to the evangelism and discipleship of youth. *Manthano* a derivative of the Greek means “to learn by putting what one learns into experience.” Perhaps one of the greatest lessons that we teach others is not so much in what we do, but in how we do it.

There are two types of service assignments that are scheduled throughout the year: regular service assignments and Sunday service assignments. Here is a specific definition of each:

**Regular Service Assignment:** This is the 6-8 hour-per-week assignment that each student is expected to fulfill during the academic year. This assignment has been determined in part by the Form W that was filled out by the student as well as the student's assigned ministry and by the needs of the Bible Institute.

**Sunday Service Assignment:** There are no regular service assignments scheduled on Sundays. Therefore, a system has been implemented that tries to be fair and ensure that all students have the same amount of Sundays off. Thus, each student should expect to work several Sundays per semester. Sunday service assignments will be posted at the beginning of each semester on the bulletin board in the Field House. As this schedule is subject to change, every student is responsible for checking the board as well as the WOLBI Weekly each week for his/her assignment. Students are required to attend church services as required by the stated dress code, even if they work on that day.

A. Absence/Late:

Students must notify their supervisors or the Command Center prior to any absence from a service assignment. Voice mail notifications do not count as we may need to find an immediate replacement. Health Center and Dean's excuses as well as ministry assignments scheduled by the Ministry Department, serve as valid excused absences. Staff appointments are not considered valid reasons and should be scheduled around service assignments.

Any student missing his/her service assignment without an excused absence must make-up the missed hours in addition to any discipline work hours incurred through D-points. The make-up hours will be scheduled by the service assignments Resident Leader.

B. Breakfast Service Assignments: Those working breakfasts must come prepared to go to class immediately after being dismissed from the service assignment (i.e., bring a change of clothes to work). Students are not allowed to be late for class or chapel in order to change.

C. Lunch Service Assignments: Students working lunch Food Service assignments Tuesday through Friday will be dismissed first from class and are required to report for work directly after dismissal. No student is allowed to return to the dorm to change for work; therefore a change of clothes, if desired, should be taken to class. Students may change in the restroom facilities in either Council Hall or the Field House.

D. Special Permissions: Special Permissions do not excuse a student from a service assignment. A student with a service assignment that is scheduled during special permission will need to arrange with another student to trade shifts within the same work week by submitting a completed Temporary Service Assignment Switch Form. These forms can be picked up at the Command Center and must be turned in 48 hours before the first affected shift. When reporting to work for another student, sign in under their name on the timesheet.

E. Timesheets: Students are required to personally sign in and out for each shift on the time sheet provided and they are to total the work hours at the end of the week's final shift.

Changes/Notifications: During the school year we may need to facilitate special events and schedule changes, therefore rearrangement of student service assignments will be necessary. Students should be alert to notification via their email, notices in mailboxes and/or the WOLBI Weekly as well as be attentive to class announcements which will take precedence over the regular service assignment schedule.

## Student Council Overview

### **What is Student Council?**

Student Council is a group of students who represent and serve the entire student body. Second year student council members will be elected into officer positions and will serve in these positions as their service assignment.

### **What does everyone do?**

All student council members act as representatives to the Student Life Department (the deans and DC's). Your student council representatives will meet regularly with the Student Life Department and have the opportunity to bring up issues concerning campus life, scheduling, rules, etc. The Student Council will also serve the student body by assisting the Assistant Dean of Ministries in creating and running campus activities, service projects, the on campus Sunday worship service, and chapels.

### **What do specific positions do?**

*President and Vice President* - responsible for running Student Council meetings, collecting student opinions to be represented in meetings with the Student Life department, creating and helping to run activities for the student body.

*Chaplain* – responsible for assisting the Campus Life Coordinator in organizing chapels and the on campus worship service, helping to lead chapels and services, running student lead chapels, and will be given opportunities to speak in chapels throughout the year.

*Secretary* – responsible for taking notes during meetings, coordinating a bulletin and prayer request sheet for Sunday services, providing other administrative assistance to the President and Chaplain as needed

*Treasurer* – responsible for keeping track of petty cash and ticket sales for events, assisting the Campus Life Coordinator in creating a quarterly budget for student activities, and assisting in promotion and ticket sales for activities.

# STUDENT AGREEMENT

1. *I have read the Word of Life Bible Institute Student Handbook in its entirety.*
2. *I will continually seek the guidance of the Holy Spirit and allow Him to help me cheerfully obey the standards therein, as well as the authority of Word of Life Bible Institute under which I have placed myself..*
3. *I understand that any Student Handbook cannot possibly address every issue and detail pertaining to student life. Therefore, I will strive to conduct myself not only according to specific rules, but also according to the spirit of what is trying to be accomplished.*
4. *I have read and am willing to submit to the Statement of Faith of Word of Life. I have read and am willing to submit to the Standard of Conduct. I will seek, with the help of the Holy Spirit, to live an exemplary Christian life as an example and encouragement to others within Word of Life and before the world. If at any time during my association with Word of Life I am no longer willing to submit to the Statement of Faith or Standard of Conduct, I will withdraw from Word of Life.*
5. *I will seek to maintain the utmost honesty and integrity in the classroom, on the campus, throughout the community and at home, knowing that my life is a testimony of our Lord Jesus Christ.*
6. *I have read the Computer Regulations and Usage Policy, agree to it in its entirety, and will abide by it while using any computer while at Word of Life.*
7. *Illegal drugs, weapons, and other such items are not permitted at Word of Life, and I understand that Word of Life reserves the right to search for and remove such items from anyone suspected of possessing them.*
8. *I understand that Revisions to the Student Handbook will be made by the Deans from time to time, as needed. Changes that go into effect will be immediately announced to students.*
9. *I hereby give the Word of Life Bible Institute, and any of its representatives, permission to speak to my parent(s) or guardian regarding any matter concerning my education, spiritual, personal, and other conditions that may arise during the course of my education or counseling at the Word of Life Bible Institute. I give this permission to supersede the provisions of FERPA and other Federal and State laws requiring privacy in my personal matters.*

**REFERENCE  
COPY**

Please keep for your records

## LOCAL DIRECTORY

### ADIRONDACK ATTRACTIONS:

**Adirondack Mountain Club:** 814 Goggins Rd, Lake George (518) 668-4447

**Gore Mountain Mineral Shop & Garnet Mine Tours:** 45 min. guided tour ; Garnet Jewelry & cut gem stones in Mineral Shop; 9:30 AM – 5:00 PM M-F, 11 AM – 5 PM Sun.; Tours leave every hour on the hour; Weekends through Columbus Day. Barton Mines Rd; North River (518) 251-2706

**Natural Stone Bridge & Caves:** self-guided tours of caves, gorge, falls; picnicking & Snack Bar; Open 9AM – 7PM (M-Sat), 10AM – 6PM (Sun) thru Labor Day. Stone Bridge Rd, Pottersville (518) 494-2283

**White Water Challengers:** 20 min. away; white water rafting on the Hudson River; open Fall & Spring; North River (518) 257-3746

### AUTOMOBILE REPAIRS:

**AAA:** Glens Falls, (518) 792-0088/ 1-800 222-4357

**J&L Automotive:** general auto repairs; Open 8-5 M-Th., Fri 8-8; Rt 9, Schroon Lake (518) 532-0253

**Pottersville Garage:** general auto repairs; AAA wrecker & tow service, Rt 9, Pottersville, (518) 494-3631

### BANKS:

**Citizens Bank:** (518) 521-2441

**Glens Falls National Bank:** Schroon Lake – (518) 532-7121; Chestertown – (518) 494-2691

Open 9AM-3PM (M-W, F); 9AM-6PM (Th)

**Ticonderoga Federal Credit Union:** (518)-585-6725

### CHAMBER OF COMMERCE:

**Adirondack Regional Chambers of Commerce:** Info center for NY State's southern Adirondack Region. 5 Warren St, PO Box 158, Glens Falls, (518)798-1761

**Chestertown/Pottersville/Brant Lake:** serving the Adirondack lakes area (I-87 exits 25-26), area brochures; new info center, Dynamite Hill, Rt 8; Chestertown, (518) 494-2722

**Gore Mt. Regional Chamber of Commerce:** Home of Gore Mt. Ski Center, Hudson River White Water Rafting – free brochures; Main St, North Creek, (518) 251-2612

**Indian Lake Chamber of Commerce:** open daily; info center, Rt's 28 & 30, Indian Lake, (518) 648-5112

**Lake George Chamber of Commerce:** fine dining, sightseeing, outlet & village shopping; amusement parks, cruises, all sports; Lake George, (518) 668-5755

**Lake Luzerne Regional Chambers of Commerce:** experience the charm of a turn-of-the-century Adirondack village, pristine lakes, mt. scenery, snowmobiling, white water rafting, info center – brochures; Bridge St, Lake Luzerne (518) 696-3500

**Schroon Lake Chamber of Commerce** Main St., Schroon Lake (518) 532-7675

### CHURCHES:

**Faith Bible:** Chestertown (518) 494-7183

**Grace Bible Fellowship:** Olmsteadville, (518) 251-3290

**Horicon Baptist:** Brant Lake, (518) 494-2584

**Lighthouse Baptist:** Pottersville, (518) 494-2862

**Mountainside Bible:** Schroon Lake, (518) 532-7128

### CONVENIENCE STORES/GAS/FOOD:

**Stewarts Shops:** Schroon Lake, Rt 9, 532-9095; Chestertown, Rt 8, (518) 494-3208

**Nice 'N Easy:** Pottersville, across from Post Office. (518) 494-9600

### DENTIST:

**Hudson Headwaters Health Network:** (518)-623-2844

**Dr. Ida:** Lake George, (518) 464-5457

**Dr. Sandler:** Warrensburg (518) 623-3188

**Dr. Cook:** Ticonderoga (518) 585-2864

### DRY CLEANING:

**BI Campus Bookstore**

### FACTORY OUTLET CENTERS:

**The Adirondack Outlet Mall:** only enclosed outlet mall in the region; save up to 75% at stores offering brand name clothing; house wares, toys, books, clocks, watches, linens, collectibles, etc. and food court; Rts 9 & 149 (I-87, Exit 20) Lake George (518) 793-2161

**French Mt. Commons Outlet Center:** savings of up to 70% at factory outlet stores; deli; Rt. 9 (I-87 Exit 20) Lake George (518) 792-5316

**Log Jam Factory Stores:** outlets; Rt. 9 & 149 (I-87 Exit 20) Lake George (518) 792-5316

**FLORIST:**

**Becky's Bloomers:** Chestertown (518) 494-5416

**Rebecca's Florist & Country Store:** (518) 623-2232

**GENERAL STORES:**

**Adirondack General Store:** a true Adirondack general store: groceries, supplies, unique gifts, deli-eat in/take out – great breakfast & lunch; East Shore of Schroon Lake – open year round, opposite Post Office, Adirondack (518) 494-4408

**GOVERNMENT REPRESENTATIVES:**

**24<sup>th</sup> Congressional District Offices:** Elizabeth Little, Representative, 21 Bay St. Glens Falls

**GROCERY STORES:**

**Grand Union:** Chestertown (518) 494-7111; Schroon Lake (518) 532-7885

**HOSPITAL:**

**Glens Falls Hospital:** 100 Park St. Glens Falls (518)792-3151

**LIBRARIES:**

**Chestertown Library:** limited hours; (518) 494-5384

**Crandall Library:** Glens Falls; M-W 9AM-9PM; TH-F 9AM-6PM; SAT 9AM-5PM; SUN 12-5 PM; City Park, Glens Falls (518)792-6508

**Schroon Lake Library:** limited hours; located in Town Hall

**MEDICAL CENTERS:**

**Hudson Headwaters Health Network:** primary medical care (walk-ins); office hours vary

Chestertown – Rt. 9 – (518) 494-2761

Schroon Lake – South Ave. – (518)532-7120

Warrensburg – Main St – (518) 623-2844

**MINIATURE GOLF:**

**Pirate's Cove:** Rt 9 Lake George

**MUSEUMS:**

**The Adirondack Museum:** a regional museum of history & art; the Adirondacks from colonial times to the present; new "A Wild Sort of Beauty" & "One Unbroken Domain"; daily 9:30-5:30, May-Mid October; Rt 28/30, Blue Mt. Lake (518) 352-7311

**Adirondack Park Visitors Interpretive Center:** Rt 28, Newcomb, (518) 582-2000

**Chapman Historical Museum:** period home (1860-1910), modern gallery, museum store, lectures, Saturday programs; open 12 PM – 5 PM T-Sat; 348 Glens St, Glens Falls, (518) 793-2826

**Chestertown Local History Museum:** turn of the century bedroom, country store, Post Office, tools, clothes, Town Hall, Chestertown (518) 494-2711

**Fort Ticonderoga:** Restoration of famous colonial fortress; active from 1755-1785; Open May-Oct. Rt 74, Ticonderoga (518) 585-2821

**Hancock Museum:** Gallery entailing display and sale of works by both novice and established artists from the area. In season: June – October, Mon-Sat 10 AM-4PM; Off-season: October – May, Wed-Sat 10AM-4PM; Located on Moses Circle, Ticonderoga (518) 585-7868

**The Hyde Collection:** a distinguished collection of European old masters & American art; original home of one of Glen Falls founding families; Tues-Sat 10-5; free admission Sun 10-2; located at 161 Warren St., Glens Falls (518) 792-1761

**Museum of Local History:** permanent exhibit of local artifacts, guided tour; June –Sept or by appointment; 47 Main St, Warrensburg (518) 623-2928

**Old Warren County Courthouse:** Home of the Lake George Historical Association; Adirondack exhibits, jail, films, book store, memberships; open year around; Canada St, Lake George (518) 668-5044

**The Penfield Museum:** home of the Penfield family (1824-1954); owners of Crown Point iron mines vital in Civil War; Antiques, utensils, equipment from 19<sup>th</sup> century; off Rt 74, Ironville, Crown Point

**Saratoga Battlefield Nat'l Park:** Schuylerville

**Schroon Lake Museum:** located on Rt 9 in Schroon Lake

**Skenesborough Museum:** Naval museum, railroad, other exhibits; open daily 10-5PM & by appointment; Skenesborough Dr. Whitehall (518) 499-0226

**The Wild Center:** Tupper Lake, NY

**PHARMACY:**

**Rite Aid:** Main St, Chestertown (518) 494-3211; M-F 9-6 PM; Sat 9-5 PM

**Schroon Lake Pharmacy** Main St., Schroon Lake (518) 532-7575

### **RELIGIOUS BOOK & GIFT SHOPS:**

**Word of Life Bible Institute Campus Bookstore:** textbooks, wide range of Christian topics, school supplies, necessity items, clothing, greeting cards, stamps, newspapers, dry cleaning service – 10:00-4:45 weekdays

**Word of Life Inn Bookstore:** wide assortment Christian books, unique gift room, WOL clothing, tapes and CDs; WOL Inn, Schroon Lake, phone ext. 2283

### **RESTAURANTS:**

**Adirondack General Store:** deli-eat in/take out: breakfast and lunch; 899 E Shore Dr, Adirondack (518) 494-4408

**The Bagel Shop:** Chestertown, variety of donuts & bagels; (518) 494-4006

**Café Adirondack:** Specializing in authentic Coastal Southern Seafood. Reservations recommended, walk-ins welcome. (518)494-5800

**Dragon Lee:** Chinese food, Warrensburg (518) 623-3796

**Higher Ground Coffee Shop:** Main St., Schroon Lake (518) 532-9092

**Main St. Ice Cream Parlor:** Main St, Chestertown (518) 434-7940

**McDonalds:** Warrensburg (I-87 Exit 87) and Ticonderoga – Rt 74

**Morning Star Bistro:** Main St., Schroon Lake (518)532-0707

**Olive Garden:** past Aviation Mall on Quaker Rd and Rt 9, Glens Falls (518) 743-9590

**Pitkins Restaurant:** homemade meals, open 7 days, Main St, Schroon Lake (518) 532-7918

**Red Lobster:** Glens Falls (518) 761-0021

**Wells House:** Pottersville, NY (518) 494-5995

### **Pizza:**

**Alpine:** Main St. Schroon Lake, (518) 532-0545

**DeCesares:** Rt 9 Schroon Lake (518) 532-9200; open weekends only during winter

**Family Deli:** Rt 9 Pottersville (delivers to dorms) (518) 494-3168

**Luna Pizza:** Chestertown (518) 494-7500

**Nice 'n Easy:** Chestertown (518) 494-2032; Pottersville Valero (referred to as "Mobile Pizza") (518) 494-9660

**Pizza Hut:** Glens Falls (518) 793-8911

### **SHOPPING MALLS:**

**Aviation Mall:** located off Exit 19 (off I-87) and to the right; stores include: JCPenney, Sears, Bon Ton, Target, TJ Max, and many other shops; ATM machine; food court also available; 40 min. drive (518) 793-5516

**Wilton Mall:** exit 15 on State Rt 50, less than a quarter mile north from I-87 exit; stores include: Sears, Bon Ton, Foot Locker, The Limited, Brooks, food court, and much more; 1 hr. drive (518) 581-5999

**Walmart (Super):** Glens Falls (518)793-0309; Ticonderoga (518) 585-3060

### **SPORTING GOODS SHOP:**

**Crossroads:** 40 Dixon Road | Chestertown, NY 12817 (518) 494-3821

**Eastern Mountain Sports:** 3066 Route 50 Saratoga Springs, NY 12866 (518)580-1505

**Mountainer:** Keene Valley

**The Trading Post,** sporting goods, equipment, clothing, boots, fishing/hunting licenses, groceries, gas, newspapers; major credit cards; across from Mountainside Bible Chapel on Route 9

### **STORAGE FACILITIES:**

Rt 9 Schroon Lake – (518) 532-7585

### **TRANSPORTATION:**

**Adirondack Trailways and Greyhound:** 1 (800) 225-6815

**Albany Airport:** (518)242-2200

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