



Word of Life
Bible Institute

Student Handbook

2023-2024



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INFORMATION DIRECTORY

Office Hours: 8:00 AM – 5:00PM, Monday through Friday

If using an on-campus phone, you may just dial the last four digits of the phone number to reach their extension.

Academic Office

Professor	Mr. Mark Strout	518-494-1433
Associate Academic Dean/Assistant Professor	Mr. Dan Fahning	727-379-5068
Administrative Assistant	Miss Ginny Newton	727-379-5029
Academic Coordinator	Miss Kelsey Brown	727-379-5066
Registrar/Transcript Requests	Mr. Dan Skau (NY)	518-494-6280

Administration

Vice President of Florida Ministries	Mr. Rich Andrews	727-379-5003
VP of Bible Institutes and Camps	Mr. Brian Baker (NY)	518-494-1532
Executive Dean	Mr. Mark Strout	518-494-1433
Executive Administrative Assistant	Mrs. Fran Ingersoll	727-379-5034

Admissions

Recruitment Coordinator	Mrs. Kara Strahan	727-379-5065
Dean of Enrollment	Mr. Brian Tanedo (NY)	518-494-1599
International Student Coordinator	Mrs. Kinga Vickery	727-379-5044

Alumni Office

Miss Rebecca Berga (NY)	518-494-1439
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Business Office

Payments, check cashing, business, and financial questions	Miss Beth Hirzel	727-379-5043
Financial Aid Office	Mr. Alex Hackett (NY)	518-494-1606

Commuter Program Advisor

Mr. Ben Young	727-379-5036
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Health Insurance

(Student Accident Plan)

Mrs. Fran Ingersoll, RN	727-379-5034
Mrs. Laurie Yarosh (NY)	518-494-6302

Health Center

United Concierge Medicine	844-484-7362
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Guest Services

Mrs. Audrey Nightingale	727-379-5000
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IT Support

Network Administrator	Mr. Josh Proietti	727-379-5070
On-Site Support Engineer	Mr. Andre Casillas	727-379-5069

Kitchen

Chef Manager	Mr. Blu Chacon	727-379-5018
Chef	Ms. Sandy Adcox	727-379-5017
Chef	Mr. Austin Adcox	727-379-5629
Chef	Mr. Jonathan Casillas	727-379-5629
Chef	Mr. David Rocha	727-379-5629
Food Prep	Miss Hope Green	727-379-5629
Food Prep	Miss Victoria Barrs	727-379-5629
Dining Room Hostess	Miss Summer Primrose	727-379-5629

Library

727-379-5605

Lost & Found

Guest Services	727-379-5000
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Maintenance

Facilities Manager	Mr. Bill Steele	727-379-5051
Maintenance	Mr. James Hartwig	727-379-5050

Maintenance	Mr. Kyle Ralph	727-379-5054
Maintenance	Mr. Jeremiah Mercier	727-379-5054
Grounds	TBD	727-379-5054
Married Students Advisor	Mr. Mark Strout	518-494-1433
Ministries		
Dean of Ministries	Mr. Justin Crow	727-379-5028
Music Director	Mr. Gavyn Andrews	727-379-5071
Ministries Operations Coordinator	Mr. Joshua Auli	727-379-1426
Service Assignment/Ministry Teams Coordinator	Mr. James Koch	727-379-5610
Overflow Drama Coordinator	Mr. Matthew Dunn	727-379-5071
Spanish Ministry Coordinator	Mr. Rick Warken	727-379-1426
Registration/ Customer Service	Mrs. Vicky Steinberger	727-379-5010
Student Life Offices		
Dean of Students	Mr. Benjamin Young	727-379-5036
Dean of Men	Mr. Riley Winter	727-379-5060
Dean of Women	Mrs. Michele Jones	727-379-5041
Men's Discipleship Coordinator	Mr. Caleb DiMillo	727-379-5035
Women's Discipleship Coordinator	Miss Isabel Cate	727-379-5055
Telephone System	Mr. Josh Proietti	727-379-5070
Visitors (for students)	sign in at Front Desk	727-379-5000

ACCREDITATION

Word of Life Bible Institute is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org], having been awarded Reaffirmation III of its Accredited Status as a Category I institution by the TRACS Accreditation Commission on April 25, 2022. This status is effective for a period of ten years. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

ACCOMMODATIONS

Requests for accommodations (special arrangements) or auxiliary aids for students with disabilities should be addressed to Mr. Ben Young, Dean of Students (Ext. 5036), who will work with the student to assess the need and facilitate the appropriate resource.

HANDICAP ACCOMODATIONS

The Word of Life Bible Institute will work in conjunction with the appropriate local governmental agencies to ensure that public and residential buildings are in alignment with codes to meet the needs of the disabled. The Executive Dean, in conjunction with the Dean of Students, will work to ensure that special accommodation needs are met for each individual.

PHILOSOPHY, MISSION, AND OBJECTIVES OF WORD OF LIFE BIBLE INSTITUTE

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.

This philosophy is based on the following principles:

1. 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 (2 Timothy 2:15).
2. We believe that any area of Bible study must be built on a proper relationship to Jesus Christ (Colossians 2:6-7).
3. We believe that intellectual knowledge is only a beginning step and that a student has not learned until he has put this knowledge into practice (2 Timothy 2:1-2).
4. We believe that character development is a legitimate concern of education (Colossians 1:9-11, 2:8-9; Titus 2:7-8).
5. 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 (Ezra 7:10; 1 Corinthians 4:15-16; Matthew 28:19-20).
6. We believe that doctrine is the foundation of all our endeavors (2 Timothy 3:16; Titus 2:1).

MISSION

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.

INSTITUTIONAL OBJECTIVES

Word of Life Bible Institute seeks to produce students who:

1. **Know** – Cultivating an increasing knowledge of God and His Word through diligent and deliberate study.
2. **Grow** – Possessing a growing relationship with God through the practical application of biblical truth to daily life and participation in biblical community.
3. **Show** – Demonstrating a commitment and ability to model and share biblical truth and boldly proclaim the gospel of Christ.

PROGRAM LEARNING OUTCOMES

Word of Life Bible Institute maintains the following learning outcomes and anticipates students completing the program will:

1. Understand the context, content, and contribution of every book of the Bible.
2. Understand the basic doctrines and history of Christianity.
3. Understand the historical, grammatical, and literal hermeneutical approach and its application to Scriptures.
4. Understand how to take biblical and theological knowledge and apply it to life and ministry in any given context.
5. Understand and implement effective research and writing techniques.
6. Think critically from a Christian worldview about their studies, life, and ministry.
7. Develop and incorporate spiritual disciplines into daily life with the goal of long-term spiritual progress.
8. Study and apply biblical principles of leadership within various contexts.
9. Learn and apply principles of discipleship within various contexts.
10. Understand principles and techniques of ministry.
11. Incorporate various principles and techniques into real-world ministry opportunities.

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, and it is offered at several locations around the world. The emphasis of the second year is Ministry Foundation, and it is only offered at the main campus located in Pottersville, New York. Students who complete the first year receive a Bible Certificate. A diploma is awarded for the successful completion of both years of the program. Each year is comprised of two academic semesters and a Ministry Practicum.

CODE OF HONOR

I. STATEMENT OF FAITH

1. We believe that the Scriptures of the Old and New Testament 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 pre-millennial 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 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.
9. We believe that from the beginning with Adam and Eve, God ordained marriage as only between one man and one woman. All sexual activity outside of this biblical definition of marriage, including homosexual practices, is in direct contradiction to God's Word and His intention for the institution of the home.
10. We believe that God wonderfully and immutably creates each person as male or female for His glory. These two distinct, complementary genders together reflect the image and nature of God, and the rejection of one's biological gender is a rejection of God's decreed will and good plan for humanity and the individual.

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 the creation week. We believe that Adam and Eve were the first man and woman and 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.

II. 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 lay in its philosophy and goals. The Word of Life family is a community of a board of directors, staff members and students (hereafter referred to as "associates"). Each associate consequently bears certain responsibilities and obligations within the organization for the implementation of its philosophy and goals. In order that the organization functions efficiently 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 follows 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, and the like (I Corinthians 6:9-20). Further, to expect associates 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 13:22, 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, 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 and in an effort to maintain a consistent and above-reproach testimony to youth, Word of Life requires associates to refrain from the possession or use of alcoholic beverages, all smoking products, recreational and illicit drugs, from gambling, and from sensual dancing and dancing at clubs. Ceremonial dancing at special family events such as weddings and anniversaries is permitted. Biblical discretion and restraint will be exercised in all choices of entertainment, including radio, television, all forms of audio and visual recordings, movies, stage productions, computer and video gaming, various forms of literature and social media (Psalm 101:3, Romans 14:13-17, I Corinthians 9:22-23, I Corinthians 10:31, 2 Corinthians 6:3, Philippians 4:8, Ephesians 5:3-4, I Timothy 4:12, Titus 2:12). Furthermore, it is expected that associates will actively support a local Bible-believing church through service, giving, and allegiance (Hebrews 10:24-25).
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 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 associates shall individually affirm by signing the following at the time of initial association and shall so reaffirm at such time as determined by Word of Life.

III. GRIEVANCE POLICY

We believe that the first step in resolving any dispute, whether interpersonal or organizational, is to invoke the principles outlined in Mathew 18 and to directly address the party (or office) with whom a problem has arisen in order to seek a resolution. It is our sincere hope that as two believers openly seek the mind of the Lord in regards to their concerns, the Holy Spirit will bring peace to the situation. As this may not always be the case, human intervention may at times be required.

If, in spite of all sincere attempts, a matter remains unresolved, the next step may be to file a formal grievance. A form for such purpose is available from and should be submitted to the Executive Vice President's office in Pottersville, New York who will address the matter with all appropriate personnel within 14 days. Every effort will be made to resolve all issues in writing within 30 days or less. One must recognize that solutions may not be deemed satisfactory by all concerned parties. However, the administration will seek a resolution that is fair, practical, and based on the authority of Scripture.

If, after following through on the above procedure, a student believes his/her grievances were not satisfactorily addressed by the administration of the Word of Life Bible Institute, he or she may contact the Transnational Association of Christian Colleges and Schools (TRACS) at: 15935 Forest Rd., Forest, VA 24551, by telephone at (434) 525-9539, or by their web site tracs.org.

IV. CONFIDENTIALITY OF STUDENT EDUCATIONAL RECORDS (FERPA)

Privacy Information

The Family Educational Rights and Privacy Act (FERPA) of 1974 and its amendments give schools clear guidelines on the privacy of student records. This notice is given to inform you of your rights as a student and to help you understand how to access and disclose information from your educational records.

Definitions

Educational Records: With certain exceptions, educational records are those records, files, documents and other materials that contain information directly related to the student and are maintained by an employee or representative of the school.

School Official: A person employed by Word of Life Bible Institute in an administrative, academic, research, or support staff position; a member of the board of directors; or a student serving in an administrative support role or on an official committee, such as a disciplinary or grievance committee.

Legitimate Educational Interest: A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Word of Life Bible Institute.

Directory (public) Information: In accordance with the Act, Word of Life Bible Institute designates the following information as directory information: student name, address (home, current, and email), telephone (home and current), photo, student ID, program of study, awards, recent school attended, enrollment status, dates of attendance, participation in official organizations and sports, and height and weight of sports team members.

Students' rights under FERPA

1. You have the right, with certain exceptions, to inspect your educational records. Requests should be made to the Registrar's office or to the Executive Dean's office and will be granted within a reasonable timeframe not to exceed 45 days from the original request.

2. You have the right to request the amendment of your educational record that you believe is inaccurate, misleading, or otherwise in violation of your privacy rights under FERPA. You must make a written request including signature and date to the Registrar's office or to the Executive Dean's office for an amendment to be considered. Additional information regarding the request process will be provided to you at the time the initial request is made.
3. You have the right to provide written consent before the Bible Institute discloses elements of your educational records except to the extent that FERPA authorizes disclosure without consent. The Bible Institute may disclose information without consent to school officials with legitimate educational interest and information that Word of Life has identified as directory information. A complete list of FERPA allowable disclosures without consent may be obtained from the Registrar's office or the Executive Dean's office
4. You have the right to withhold the disclosure of directory information. If you exercise this right, Word of Life Bible Institute will not disclose any directory information to parties that may be seeking this information without your written consent. Withholding of this information may cause delays in maintaining insurance coverage and applying for transfer to other institutions and must be exercised with great caution. Written requests to opt out of directory information disclosure must be made to the Registrar's office or to the Executive Dean's office.
5. You have the right to file a complaint with the US Department of Education concerning alleged failures by Word of Life Bible Institute to comply with the requirements of FERPA. Complaints should be sent to:

Family Policy Compliance Office
US Department of Education
400 Maryland Ave SW
Washington DC 20202

V. TITLE IX POLICY

Word of Life Bible Institute is committed to providing a safe environment free from discrimination. We believe that all people are created in the image of God and are equal. With this in mind, the Bible Institute does not discriminate on the basis of sex in our education programs or activities, including recruitment, admissions, distribution of financial assistance, hiring practices, employment or promotion. This echoes Title IX of the Education Amendments of 1972, which states, "No person in the United States shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subject to discrimination under any education program or any activity receiving Federal financial assistance." The Bible Institute is required to comply with Title IX and the U.S. Department of Education's implementing regulations.

The following seeks to clearly define terms and set forth policies to educate our campus community and help ensure that our campus remains a safe environment for all to learn and grow in their walk with the Lord. The Bible Institute has designated the following individuals to coordinate our efforts in this area:

Title IX Coordinator

Mr. Justin Lough
Office of Institutional Effectiveness
4200 Glendale Road, Page Center for Student Success
518.494.1478 | jlough@wordoffie.edu

Title IX Investigator

Mr. Daniel Fahning
Assoc. Academic Dean/Professor
13247 Word of Life Dr.
727-379-5068 | dhfahning@wol.org

Title IX Investigator

Questions regarding Title IX may be referred to the Title IX Coordinator and/or to the Assistant Secretary for Civil Rights of the U.S. Department of Education Office of Civil Rights.

A. Definitions

Title IX Investigator: An employee of the school designated to ensure compliance with Title IX regulations and investigate all allegations of sex discrimination.

Sex Discrimination: Discrimination in education programs or activities, including employment, admission, and/ or participation in sports or school organizations on the basis of one's sex.

Sexual Harassment: Conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the school conditioning the provision of an aid, benefit, or service of the school on an individual's participation in unwelcome sexual conduct (quid pro quo harassment);
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking (as defined below).

Sexual Assault: Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent, that meets the definition of rape, fondling, incest and statutory rape.

Rape: The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory rape: Sexual intercourse with a person who is under the statutory age of consent.

Dating violence: Any violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse, and dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence: A felony or misdemeanor crime of violence committed: (1) by a current or former spouse or intimate partner of the victim; (2) by a person with whom the victim shares a child in common; (3) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (4) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (5) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: fear for the person's safety or the safety of others or suffer substantial emotional distress. For the purposes of this definition, course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows monitors, observes, or surveils, threatens, or communicates to or about a person, or interferes with a person's property; and reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Sexual Violence: Incidents of sexual assault, dating violence, domestic violence, and stalking.

Consent: All school standards prohibit sexual activity outside of marriage. In addition, sexual activity requires consent from both parties involved as a matter of state and federal law. Consent must be voluntary, clear and unambiguous between both parties. Consent cannot be obtained from someone who is a minor, asleep, unconscious or otherwise mentally or physically incapacitated. Consent cannot be given under coercion, threat, or force.

Education Program or Activity: Includes locations, events, or circumstances over which the Bible Institute exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the Bible Institute.

Complainant: Any individual(s) who is alleged to be the victim of conduct that could constitute sexual harassment or sex discrimination.

Respondent: Any individual(s) who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

B. Confidentiality

Individuals who wish to submit a confidential report of sex-based discrimination or sexual harassment, which does not include the complainant's name, should know that this may limit the Bible Institute's ability to fully resolve the complaint. Except as necessary to investigate and resolve complaints of sex discrimination or formal complaints of sexual harassment, the Bible Institute will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness. Reports of sexual violence will be included in the Bible Institute's crime statistics but will not include the names of the parties involved.

The outcome of an investigation involving students is part of the education record of the student parties involved and is protected from release to the public under the federal law, FERPA, with some exceptions. The Bible Institute may release publicly the name, the violation committed and the sanction imposed for any respondent who is found to have violated a Bible Institute policy by committing sexual assault or a "crime of violence," including: arson, burglary, robbery, criminal homicide, assault, destruction/damage/vandalism of property and kidnapping/abduction.

Complainants should know that the Bible Institute will take necessary measures to protect the complainant from retaliation on the basis of making a complaint and will put measures in place to allow the complainant to continue to work or study in a safe and supportive environment without the threat of retaliation or further discrimination or harassment. A formal complaint will be handled with the utmost of care and will allow the Bible Institute to completely investigate the complaint and issue sanctions against the respondent if a violation of this policy is found.

C. Discrimination and Sexual Harassment Grievance Procedure

Reporting sex discrimination or sexual harassment: If an individual believes that they have been denied admission, employment, or participation in a school program, activity or sport based on his/her sex or has experienced sexual harassment as defined above, he/she should contact the Title IX Coordinator immediately. Any victims of sexual violence should get to a safe place and seek medical attention immediately to ensure their personal safety and to help aid any future investigations. Preserving evidence when a crime of sexual violence occurs may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order. Complainants should not hesitate to contact a member of the school's Student Life Department or the Title IX Coordinator to report the incident, regardless of the circumstances. Any person (employees or students) may report sex discrimination or sexual harassment (even if the reporting person is not the alleged victim) to the Title IX Coordinator in person, by mail, by telephone, or by electronic mail using the contact information provided above.

- **Initial Contact with Complainant:** The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures (see below), consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, explain the process for filing a formal complaint of sexual harassment, and describe the grievance process for either sex discrimination or sexual harassment (as appropriate). The complainant will be provided with a copy of the Title IX policy.
- **Information for Victims of Sexual Violence:** If the complainant (student or employee) is reporting an incident of sexual violence, the Title IX Coordinator will also provide a written notification of the available supportive measures, a written notification of resources for victims at the Bible Institute and in the community, a list of rights and options for victims of sexual violence, information about options for involving local law enforcement and campus security, and options for obtaining a protective order (if relevant). The Title IX Coordinator will offer assistance contacting law enforcement if the complainant desires but will also explain that contacting law enforcement is not required.
- **Mandatory Reporters:** Any Bible Institute official who has the authority to institute corrective measures on behalf of the school must report sexual harassment, including sexual violence to the Title IX Coordinator. The Bible Institute's officials with authority include the Discipleship Coordinators, Dean of Men, Dean of Women, Dean of Students, Executive Dean, Academic Dean, Dean of Ministries, and Executive Vice President. The Bible Institute also

encourages all students, staff members, and other members of the school community to report sexual violence to the Title IX Coordinator immediately.

- **Supportive Measures:** Upon receipt of a report of alleged sex discrimination or sexual harassment, Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures with the Student Life, Academic, and Ministries departments, as appropriate. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the Bible Institute's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the Bible Institute's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The Bible Institute will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair its ability to provide the supportive measures. If a complainant reporting an incident of sexual violence requests a supportive measure, and it is reasonably available, the Bible Institute will provide such measure, regardless of whether the complainant chooses to report the incident to campus police or local law enforcement.
- **Emergency Removal:** In some circumstances, the Bible Institute may suspend a student-respondent from its education programs or activities on an emergency basis based on a report of sexual harassment. Before suspending the respondent, the Bible Institute will conduct an individualized safety and risk analysis to determine if there is an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment, which justifies the removal of the respondent. If the Bible Institute makes the decision to temporarily remove the respondent, the Bible Institute will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. The Dean of Students or Executive Dean will make all decisions regarding emergency removal of students. The Bible Institute has the discretion to place employee-respondents on an administrative leave of absence during the pendency of the grievance procedure.
- **Complaints of Sex Discrimination:** If a complaint of sex discrimination is filed against the Bible Institute or its staff that is not sexual harassment (as defined above), the Bible Institute will provide for the prompt and equitable resolution of the complaint. The Title IX Coordinator will investigate the complaint and report the findings of the investigation to the Executive Vice President for action. The complainant will be notified of the outcome of the complaint and any remedies provided by the Bible Institute to resolve any incidents of sex discrimination.
- **Formal Complaints of Sexual Harassment:** A formal complaint of sexual harassment must be filed before the Bible Institute will initiate its grievance process. The formal complaint can either be filed by a complainant or signed by the Title IX Coordinator. The complainant may submit a formal complaint to the Title IX Coordinator in person, by mail, or by electronic mail. The formal complaint must include the complainant's physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint. At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in an education program or activity of the Bible Institute. In cases where the complainant does not choose to file a formal complaint but where the Title IX Coordinator after considering all of the circumstances determines that the Bible Institute must initiate the grievance process to avoid being deliberately indifferent (such as when an individual or other members of the community may be at risk), the Title IX Coordinator may sign the formal complaint. The Bible Institute will not act with deliberate indifference in response to any formal complaint.
- **Dismissal of a Formal Complaint:** The Bible Institute must dismiss a formal complaint, if at any time during the investigation or hearing, the Bible Institute determines that (1) the alleged misconduct does not meet the definition of sexual harassment; (2) the alleged misconduct did not occur within the Bible Institute's "education program or activity" (defined above); or (3) the alleged misconduct occurred against a complainant located outside of the United States.

The Bible Institute may also dismiss a formal complaint, if at any time during the investigation or hearing: (1) the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; (2) the respondent is no longer enrolled at or employed by the Bible Institute; or

(3) specific circumstances prevent the Bible Institute from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

The Title IX Coordinator will promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties (complainant and respondent) and will also notify the complainant of the right to appeal a dismissal. See below for more information on appeals.

- **Consolidation of Formal Complaints:** The Bible Institute may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

D. Sexual Harassment Grievance Process

This grievance process allows for the prompt and equitable resolution of formal complaints of sexual harassment through either an informal or formal resolution process (both of which are set forth below), and the Bible Institute will respond promptly in a manner that is not deliberately indifferent (i.e., clearly unreasonable in light of the known circumstances). The grievance process includes a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process, and the Bible Institute will not impose any disciplinary sanctions against a respondent until a determination of responsibility is made. All decision-makers involved in the grievance process are required to make an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and credibility determinations may not be based on a person's status as a complainant, respondent, or witness. The Title IX Coordinator, Investigator, and any decision-makers will receive required training on this process and handling allegations of sexual harassment.

- **Time Frames for Grievance Process:** The Bible Institute plans to conclude the grievance procedure in a reasonably prompt time frame. Any time frames listed below are subject to change for good cause. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. Written notice of any delay or extension and the corresponding reasons will be provided simultaneously to the complainant and the respondent.
- **Notice of Allegations:** After receiving a formal complaint, the Title IX Coordinator will provide a written notice of allegations to the complainant and respondent in advance of the initial interview with the Investigator to give the parties sufficient time to prepare. The notice of allegations will include: 1) notification of the grievance process as well as the availability of an informal resolution; 2) a list of the allegations of misconduct, including sufficient details known at the time such as the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident; 3) a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process; 4) notification that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney; 5) notification that the parties may inspect and review evidence; and 6) the provision in the Bible Institute's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process. If in the course of an investigation, the Bible Institute decides to investigate allegations about the complainant or respondent that are not included in the original notice of allegations, the Title IX Coordinator must provide notice of the additional allegations to the parties.
- **Informal Resolution:** An informal resolution process may be applied to resolve a formal complaint, except when the complainant is a student, and the alleged respondent is an employee. To initiate the informal resolution process, the Title IX Coordinator will review the process with the complainant and the respondent in a timely manner and elicit their interest in engaging this process. Each party must receive written notice disclosing: (1) the allegations; (2) the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; (3) that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and (4) any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared. Both parties must give voluntary, informed written consent to participate in the informal resolution process.

To reach an informal resolution, the Title IX Coordinator (or designee) will speak with both parties and any appropriate witnesses to explore what actions and supportive measures can be agreed upon. If a satisfactory resolution is reached through this informal conversation, the resolution will be documented and signed by both parties. If both parties sign the resolution, they may not then pursue the formal resolution process, which includes the investigation, hearing, and appeals processes described below. If these efforts are unsuccessful or if the complainant or respondent do not accept the informal resolution, the formal resolution process may commence. Either party (complainant or respondent) may stop the informal process at any time and request that the complaint be handled through the formal process. The complainant may request to end the informal or formal process at any time prior to a determination.

- **Investigation:** One of the Title IX Investigators will conduct the investigation on behalf of the Bible Institute. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the Bible Institute and not on the parties. However, both parties must have the opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence to the Investigator. The Investigator cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional which are made and maintained in connection with the provision of treatment to the party, unless the Investigator obtains that party's voluntary, written consent to do so for the grievance process.
- **Sharing of Evidence:** During the investigation, the complainant and respondent will be provided with copies of or allowed to inspect all evidence collected. Either party may submit responses to the evidence to the Investigator or may submit any additional evidence contradicting or corroborating the evidence collected by the Investigator.
- **Preliminary Investigative Report:** The Investigator will prepare an investigative report that fairly summarizes the relevant evidence. At the conclusion of the investigation, the Investigator will provide the complainant and respondent and their advisors with a copy of the preliminary investigative report allowing a 10-day response period for both parties to review and respond to the report.
- **Final Investigative Report:** Once this 10-day response period is concluded, the investigator will review any responses received and finalize the report. The complainant, the respondent and their advisors will simultaneously receive a copy of this written report at least 10 days in advance of the scheduled hearing.
- **Advisors:** Both the complainant and the respondent have the right to have an advisor present during all phases of the investigation and hearing. The advisor can be, but is not required to be, an attorney. If a party does not have an advisor for the live hearing, the Bible Institute will appoint an advisor of its choice without fee or charge to that party, who may be, but is not required to be, an attorney, to represent the party during the hearing.
- **Police Investigations:** The Investigator will investigate the complaint independent of any external law enforcement investigations that may be ongoing. Investigators may need to postpone the investigation until law enforcement has concluded the evidence gathering portion of their investigation but will resume the investigation as quickly as possible.
- **Written Notice of Hearing:** The Title IX Coordinator and the Investigator will provide written notification of the date, time, location, participants, allegations and purpose of the hearing, to all parties and witnesses whose participation is invited or expected within 10 days of the hearing to provide sufficient time to prepare to participate.
- **Decision-maker:** If the respondent is a student, the Dean of Students will serve as the decision-maker for the hearing if the respondent is an employee, the Human Resources Manager will serve as the decision-maker. The role of the decision-maker will be to oversee the resolution of the complaint by interviewing all appropriate parties, including witnesses, determining the relevance of all questions posed under cross-examination, evaluating the relevance of all evidence submitted and rendering a decision of responsibility.
- **Hearing Format:** The live hearing will be conducted in a manner so that all parties can see and hear testimony at all times. During the hearing, the parties may be in separate rooms (at the request of either party) or the hearing (in-part or in-whole) may be conducted virtually as long as there is appropriate technology to allow for the parties, their advisors, and the decision-maker to see and hear testimony at all times. The hearing will be recorded or transcribed, and a copy of the recording/transcription will be provided to both the complainant and respondent for review.

- **Rules for Questioning Parties and Witnesses:** Only the advisors for the parties or the decision-maker may question the testifying parties and witnesses, but the advisors must be allowed to question each testifying person directly, orally, and in real time. All questioning must be conducted in a professional and polite manner. Questioners may only ask relevant questions. Before the party or witness answers a question, the decision-maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker may not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- **Impact of Testimony:** If a party or witness does not submit to cross-examination at the live hearing, the decision-maker must not rely on any statement of that party or witness in reaching a determination regarding responsibility (including a statement made to the investigator during the investigation). The decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
- **Standard of Evidence:** The decision-maker will use the preponderance of evidence standard in determining responsibility for formal complaints involving students or employees, which means the decisionmaker must determine whether there is evidence to indicate a policy violation is more than 50% likely.
- **Determination Regarding Responsibility:** After the hearing, the decision-maker will issue a written determination regarding responsibility applying the preponderance of the evidence standard which will be provide simultaneously to the complainant and respondent. The written determination will include: (1) a list of the allegations potentially constituting sexual harassment; (2) a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held; (3) findings of fact supporting the determination; (4) conclusions regarding the application of the Bible Institute's policies or codes of conduct to the facts; (5) a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility; (6) any disciplinary sanctions imposed on the respondent; (7) any remedies designed to restore or preserve equal access to the Bible Institute's education program or activity that will be provided to the complainant; and (8) the procedures and permissible bases for the complainant and respondent to appeal. The determination regarding responsibility becomes final either on the date that the parties receive the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.
- **Remedies and Sanctions:** If the respondent is found to be responsible for the alleged sexual harassment, the decision-maker will provide remedies to the complainant designed to restore or preserve equal access to the Bible Institute's education programs or activities and impose disciplinary sanctions on the respondent. Remedies may include the supportive measures discussed above but need not be non-disciplinary or non-punitive and need not avoid burdening the respondent. Potential sanctions for student-respondents include camping, work duties, counseling, suspension, or dismissal. Potential sanctions for employee-respondents include warning, leave of absence, termination.
- **Appeals:** Both parties involved have the right to appeal the determination regarding responsibility or the dismissal of a formal complaint. Appropriate measures will be taken during the appeal process to ensure an environment free of sexual discrimination and retaliation. Notice of intent to appeal must be submitted within 15 days of the written notification of the determination or dismissal, and will be based on one of the following grounds:
 1. Procedural irregularity that affected the outcome of the matter.
 2. New evidence, which was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter.
 3. The Title IX Coordinator, Investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
 4. The sanction does not seem to match the infraction.

Both parties will be notified of the notice of intent to file an appeal and the appeal procedures by the Title IX Coordinator. Both parties may submit a written statement in response to the appeal within 10 days of receipt of the notice of appeal. The Executive Vice President will consider the related documents, (such as the investigative report, hearing transcript, determination of responsibility, and prior disciplinary records) but will not consider information that is not relevant, including information about the prior sexual history of the complainant. The Executive Vice President will issue a written decision describing the result of the appeal, the rationale for the result, and the grounds on which the appeal was granted. The decision of the Executive Vice President is final and will be issued simultaneously to both the complainant and the respondent typically within 10 business days of the deadline by which the parties must submit their written statements, absent extenuating circumstances.

E. Other Related Misconduct

Word of Life Bible Institute takes the safety of its students, employees, and all members of its school community seriously and desires to create an environment where all feel free and safe to report issues in regard to any form of sex discrimination or sexual harassment. As such, the school reserves the right to extend grace to complainants and witnesses of alleged sex discrimination or sexual harassment in the form of mitigation or avoidance of discipline regarding the use of alcohol or drugs or engaging in consensual sexual activity, provided that the individuals are acting in good faith as complainants or witnesses.

F. Retaliation; False Complaints

Title IX prohibits institutions or other persons from intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing required by the Title IX regulations. Institutions are also prohibited from bringing charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX.

Word of Life Bible Institute prohibits retaliation against anyone for having raised a complaint under this policy in good faith or for cooperating with an investigation of a complaint. Any instances of retaliation should be reported to the Title IX Coordinator immediately and may result in disciplinary sanctions independent of other sanctions already implemented under the policy. Fabricated complaints alleging a violation of this policy will be subject to disciplinary action.

G. Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Sexual violence, which includes sexual assault, dating violence, domestic violence, and stalking, is prohibited by Title IX and by the Bible Institute's policies. See Section A. for the definitions of these terms. The Title IX Policy describes the procedures for reporting and responding to sexual harassment and sexual violence. As is further described in the Title IX Policy, the Bible Institute prohibits retaliation against students for bringing complaints of sexual harassment and sexual violence and makes every effort to keep such complaints confidential.

The Bible Institute provides primary prevention programs on sexual violence to incoming students via a required comprehensive oral and visual presentation on the issue by the Title IX Coordinator as part of the Opening Weekend schedule, and to new employees as part of their employee orientation. The oral and visual presentation given by the Title IX Coordinator during Opening Weekend is required for all students (not just incoming students) as part of the Bible Institute's ongoing efforts to provide students with sexual violence prevention and awareness training. The Bible Institute provides ongoing prevention and awareness training about sexual violence to all employees during the annual fall Staff Advance meeting, which is required for all staff members. Prevention training materials and information are distributed to all students and staff via electronic mail at the beginning of each semester, at a minimum. Additionally, all students participate in related child protection/sexual violence and misconduct prevention training before working at any of Word of Life's camps (approximately twice annually). Both primary and ongoing prevention training includes the following topics:

- A statement that the institution prohibits crimes of sexual violence;
- The definitions of dating violence, domestic violence, sexual assault, and stalking in this policy and in the applicable jurisdiction;
- A description of safe and positive options for bystander intervention (see below);
- Information on risk reduction (see below);
- The procedures for reporting sexual violence, including who to contact and options for confidential reporting;
- The Title IX grievance procedure for resolving formal complaints, including potential sanctions;

- The importance of preserving evidence;
- Options for involving law enforcement and obtaining protective orders;
- A description of existing on- and off-campus counseling, mental health, or other victim resources;
- A description of supportive measures available to complainants and respondents; and
- The statement of complainant's rights and options.

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of sexual violence. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Risk reduction means options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

H. Protecting the Confidentiality of Victims and Other Necessary Parties

Reports of sexual violence (which includes domestic violence, dating violence, sexual assault, and stalking) should be made to the Title IX Coordinator. See Section C. All initial reports will be kept confidential to the extent possible. If the complainant decides to move forward with a formal complaint, the identities of parties and witnesses as well as the details of the incident will be kept confidential, except as necessary to investigate and resolve the formal complaint. Please see Section B. for further information on confidentiality in the grievance procedure. Complainants should know that the Bible Institute will take necessary measures to protect the complainant from retaliation on the basis of making a complaint. See Section F.

I. Confidentiality of any Supportive Measures Provided to the Victim

The supportive measures that the Bible Institute may provide to a complainant are described in Section C. The Bible Institute will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair its ability to provide the supportive measures.

J. Written Notification to Students and Employees About Existing Services for Complainants of Sexual Violence

The Title IX Coordinator will provide written notification to a complainant (student or employees) who reports an incident of sexual violence, which will include any available resources at the campus or in the local community related to counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community.

Students are advised of the Biblical Counseling Center which is based out of the New York campus. The mission of the Center for Biblical Counseling is to provide a private and safe "place" for students and staff to help them sort out personal struggles and make godly decisions in the midst of those struggles in order to enhance their spiritual growth. This is available to all students at no cost. Biblical Counseling is the process where the Bible, God's Word, is related individually to a person or persons who are struggling under the weight of personal sin and/or the difficulties with suffering, so that he or she might genuinely change in the inner person to be pleasing to God.

K. Written Notification to Victims About Supportive Measures

As described in Section C. under the heading Supportive Measures, the Title IX Coordinator will discuss the availability of supportive measures with a complainant and provide the complainant with a written notification of the available supportive measures. If a complainant reporting an incident of sexual violence requests a supportive measure, and it is reasonably available, the Bible Institute will provide such measure, regardless of whether the complainant chooses to report the incident to campus police or local law enforcement.

L. Written Notification to Victims of Sexual Violence of Rights and Options

As described in Section C. under the heading, the Title IX Coordinator will provide the complainant reporting an incident of sexual violence with a written notification of his/her rights and options.

M. Statement of Complainant Rights and Options

Complainants have the following rights:

1. To receive information about the importance of preserving evidence, how to report an offense, and the Title IX grievance procedure for addressing complaints.
2. To make decisions affecting their medical and emotional treatment and whether they choose to file a formal complaint.
3. To have control over making decisions about whether to cooperate with law enforcement.
4. To receive information about the availability of protective orders.
5. To be notified in advance of the date, time, and location of any investigative meetings and/or hearings in order to effectively prepare.
6. To review and comment on all evidence that will be considered in the investigation and decision-making process if a formal complaint is filed.
7. To receive written notification of supportive measures available from the Bible Institute.
8. To receive written notification of resources for victims available at the Bible Institute and in the community.
9. To be assured of confidentiality by the Bible Institute to the extent possible and consistent with procedures outlined in this policy.
10. To have an advisor of their choice, including legal counsel, during any Title IX investigation, hearing, or appeal proceeding.
11. Not to have their prior sexual history discussed during the investigation or hearing unless relevant in determining responsibility or consent.
12. To be informed of the outcome of the informal and formal resolution procedures.
13. To appeal the final determination (on the permitted grounds) or the dismissal of a formal complaint.

N. Procedures for Institutional Disciplinary Action in Cases of Alleged Sexual Violences

Formal complaints of sexual violence, which includes sexual assault, dating violence, domestic violence, and stalking, will be addressed through the Bible Institute's Title IX grievance process through either the informal or formal resolution process. If the respondent is found to be responsible for the alleged sexual violence, the decision-maker will provide remedies to the complainant designed to restore or preserve equal access to the Bible Institute's education programs or activities and impose disciplinary sanctions on the respondent. Potential sanctions for respondents are discussed in Section D. under the subheading Remedies and Sanctions.

VI. EQUAL EMPLOYMENT POLICY

ADMISSIONS POLICY

Students of any race, color, sex, national origin, and ethnic origin are admitted to all the rights, privileges, programs, and activities generally accorded or made available to students at Word of Life. While Word of Life does not discriminate on the basis of race, sex, color, nationality, or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs, as a religious institution, Word of Life reserves the right to deny admission or to terminate the enrollment of persons whose lifestyle, words, actions, or otherwise do not align with the Word of Life statement of faith, code of conduct, or other policies of this organization.

EMPLOYMENT POLICY

Word of Life Bible Institute (Word of Life) is an Equal Opportunity Employer. We believe it is our moral and legal obligation to meet the responsibility of ensuring that all management practices regarding employees are conducted in a nondiscriminatory manner. In compliance with Title VII of the 1964 Civil Rights Act and other applicable federal and state statutes, all recruiting, hiring, training, and promoting for all job classifications will be administered without regard to race, color, ancestry, age, sex, national origin, pregnancy or childbirth, disability, military veteran status or other applicable status protected by law, including state of employment protected classes. It is, therefore, our policy and intention to evaluate all employees and prospective employees strictly according to the requirements of the job.

All personnel related activities such as compensation, benefits, transfers, job classification, assignments, working conditions, educational assistance, terminations, layoffs, and return from layoffs, and all other terms, conditions and privileges of employment will be administered without regard to race, color, ancestry, age, sex, national origin, pregnancy or childbirth, disability, military veteran status or other applicable status protected by law, including all applicable state of employment protected classes.

Word of Life is a Christian religious-affiliated organization, and as such, is not subject to religious discrimination requirements. The University's hiring practices and EEO discrimination practices are in full compliance with both federal and state law; however, as a religious institution, Word of Life reserves the right to deny or terminate employment or to deny or terminate any other status of persons whose lifestyle, words, actions or otherwise do not align with Word of Life's statement of faith, standard of conduct, or other ministry policies or religious beliefs. This statement is not intended to waive the ministerial exception or other ministerial or religious exceptions to Title VII or other federal, state, or local antidiscrimination laws or regulations.

SECTION ONE

STUDENT LIFE

I. STUDENT LIFE MISSION AND STRUCTURE

The mission of Student Life is to help students cultivate healthy relationships with Christ and others through providing leadership, a discipleship atmosphere, and development in spiritual disciplines.

A. Objectives

The specific objectives of the Student Life Department are to help every student to:

1. Develop and incorporate spiritual disciplines into daily life with the goal of long-term spiritual success.
2. Learn and apply biblical principles of leadership within various contexts.
3. Learn and apply principles of discipleship within various contexts.

B. Structure

The Dean of Students, under the authority of the Executive Dean, leads the Student Life Department including the Dean of Men and Dean of Women. They minister together, overseeing all aspects of campus life including housing, spiritual, and social activities or events, counseling, discipleship, and discipline.

The International Student Coordinator and the Dean of Students assist international and off-campus students with their specific needs.

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

Student leadership (Residents Assistants) is comprised of students selected by the faculty and staff who have demonstrated leadership potential and personal responsibility. They serve to facilitate and maintain the standards of the Bible Institute as set forth in this handbook. Dorm Resident Assistants assist with the oversight of dorm life and Service Resident Assistants assist with oversight in various service areas. RAs exercise vital leadership roles in the dorms, in service areas, in the classroom, and on ministry teams. They also serve to encourage students in their walk with the Lord.

II. STUDENT LIFE CORE VALUES

The Christian life is a walk of faith. Without faith, it is impossible to please God (Hebrews 11:6). Unbelief turns us away from the Lord, hardens the heart, and neutralizes the benefits of hearing the Word of God (Hebrews 3:12-4:2) whereas faith energizes the work of the Holy Spirit in our lives. Therefore, we want to help students to learn to walk by faith and not by sight (2 Corinthians 5:7). As we seek to encourage this, it is our desire that the following biblical values guide our approach.

A. The sufficiency of Christ through His Word (Colossians 2; 2 Timothy 3:16-17; 2 Peter 1:1-4)

Sanctification is the process by which believers change to become more like Jesus Christ. Salvation and sanctification are both of the Lord, unmerited favors that we access by faith. As we trust and obey God's Word, the Holy Spirit transforms us through the renewing of our minds (Romans 12:2). Scripture alone can accurately evaluate every situation and provide effective guidance for authentic life change. When external checklists, programs, and policies claim to prescribe a cure for the human condition or to generate spiritual growth on their own, they compete with the sufficiency of Christ through His Word. Therefore, our focus will be to constantly direct students to the Scriptures and help them to internalize truth.

B. The reality of new life in Christ (2 Corinthians 5:14-19; Galatians 2:20; Colossians 1:27, 3:1-4)

The Christian life is not a matter of doing all that we can to become like Christ. It is responding by faith to the truth that Christ is now our life and allowing Him to live through us! Since all students who come to WOLBI profess new life in Christ, we take them at their word. In the words of Paul, "Therefore from now on we recognize no one according to the flesh even though we have known Christ according to the flesh, yet now we know Him in this way no longer. Therefore if anyone is in Christ, he is a new creature; the old things passed away; behold, new things have come" (2 Corinthians 5:16-17). Therefore, in matters of behavior, personal responsibility, and community life we appeal to a student's new identity in Christ and call him or her to live in a manner that is worthy of their calling (Ephesians 4:1; Philippians 1:27); no longer for self but for Him who died and rose again on their behalf.

C. Heart transformation (Romans 12:1-2; Ephesians 4:17-24; Colossians 3:15-16; Hebrews 4:12-13)

The Word of God makes it clear that our fundamental problem is deeper than a lack of information or of skill. It is in fact, our hearts which are easily led astray from faith to unbelief (Hebrews 3:12-13). Scripture teaches that the goal of instruction is a pure and a sincere heart (1 Timothy 1:5; Hebrews 10:22). Therefore, in each of the processes of instruction, admonition, correction, and restoration we aim to deepen students' understanding of how behavior originates from the heart and is ultimately linked to faith and unbelief. Our goal is to allow the penetrating light of God's Word to examine their hearts, fill them with truth (Philippians 4:8), and transform them by the renewing of their minds.

D. Edifying relationships (Hebrews 3:13, 10:24-25; Galatians 6:1-5; Ephesians 4:14-16, 25-32)

God has placed believers in a community, the Church, which is described as Christ's flock, His body, and His building. These metaphors indicate that God never intended believers to function in a vacuum! Paul compares us to the interdependent parts of the human body (1 Corinthians 12:12-31) and reminds us that we are actually "members of one another" (Ephesians 4:25) and are to build each other up in love as we minister to each other (1 Peter 4:8-10). The New Testament employs the phrase "one another" over fifty-six times in order to express the shift from the self-interest of the unbeliever to the gracious humility of the believer who now expresses love and concern for others. This is not accomplished by simply deploying a program but also by spending time listening to and building relationships with one another. Realizing that we are all tempted by sin, believers can move toward one another with understanding and humility, calling each other away from the dangers of sinful choices and pointing one another back to the truth of God's Word. Scripture teaches us that the end goal of all discipline is restoration of freedom, fellowship with God, and fellowship with one another. In this way, the loving pursuit of a brother or sister in sin becomes an act of compassion.

E. A compassionate environment (Colossians 3:12-14; Philippians 2:1-4)

We want to provide a nurturing community, where we walk with students through the issues they are struggling with. We desire to show them how to live in fellowship with other believers and what it means to walk in relationship with the Lord and to experience His grace together. The Word of God instructs us that it is the grace of God, rightly understood, which teaches us to "deny ungodliness and worldly desires and to live sensibly, righteously and godly in the present age" (Titus 2:11-12). This does not imply an absence of rules nor of correction. Rather, a compassionate environment provides the right context within which to:

- Function with the understanding that no one is perfect though we are all accountable (Philippians 3:12-16).
- Deal appropriately with sin and to pursue authentic biblical freedom (Galatians 6:1-5).
- Forgive others freely from the heart (Matthew 18:35).

III. STUDENT LIFE PHILOSOPHY

At WOLBI we pursue life change! The Student Life Department facilitates this by maintaining an atmosphere conducive to growth in faith, hope, and love. This atmosphere is cultivated in the dorms, in co-curricular activities, in campus service assignments, and in ministry. Our philosophy describes the approach we take and is well summarized in the following verses: "We proclaim Him, admonishing every man and teaching every man with all wisdom so that we may present every man complete in Christ. For this purpose also I labor, striving according to His power, which mightily works within me," (Colossians 1:28-29). To that end, the philosophy of the Student Life Department centers around three concepts:

A. Christ-Dependent - *because we tend to depend on ourselves.*

(1 Corinthians 1:30-31; 2 Corinthians 12:9-10; Galatians 2:20; Philippians 3:1-16; Colossians 2:1-23, 3:1-3)

Scripture teaches that Christ is our wisdom, righteousness, sanctification, and redemption. He is our life, our hope of glory, and the One in whom we are now hidden in God. Every day we are called to live out these realities by faith. We share the same concern as the apostle Paul, who said, "But I am afraid that, as the serpent deceived Eve by his craftiness, your minds will be led astray from the simplicity and purity of devotion to Christ," (2 Corinthians 11:3). Therefore, we desire to continually point students to Christ, who is the object of their faith, and away from a dependence upon themselves and the tendency to pursue self-righteousness in their own strength by the keeping of rules. True righteousness is through faith in Christ. Though rules are important for worship and fellowship, they can never produce genuine godliness, since they are powerless in dealing with the weakness of the flesh. Therefore, we seek to encourage students to keep their focus on Christ not on themselves nor on other people (Heb. 12:1-2) and to rejoice in Him, not in their own accomplishments.

B. Love-Driven - *because we tend to neglect others.*

(Matthew 22:36-40; Ephesians 5:1-5; Galatians 6:1-5; 1 Peter 1:22, 4:8-10)

One of the characteristics of an authentic Christian community is love for others that is the result of having experienced God's grace and love personally (John 13:34-35; 1 John 4:19). Humility, a teachable heart, and a desire to seek the best interests of others are hallmarks of sincere love. This often involves setting aside personal preferences in order to serve others or help those who may be struggling in some area of life. In cases where a brother or a sister is struggling with sin, loving them enough to walk with them through the process of repentance and restoration provides a radically different motivation for dealing with the issue. No longer is the goal to simply ignore the problem, maintain appearances, or to ensure that offenders somehow pay for their sin in order to balance the scales. Instead, the intended goal is restored fellowship and joy. Therefore, it is our desire to model genuine peace-making and burden-bearing and to pursue forgiveness and restoration whenever sin has been uncovered in someone's life by the Holy Spirit.

C. God-Glorifying - *because we tend to live for self.*

(Romans 8:29; 1 Corinthians 6:18-20, 10:31; 2 Corinthians 5:14-15; 1 Peter 2:11-12, 4:10-13)

The end goal of all spiritual growth is to be conformed to the image of Jesus Christ, reflecting Him to the world rather than pursuing our selfish desires and drawing attention to ourselves (Romans 13:14). Therefore, we encourage students to view every dimension of life as a forum for putting Christ on display and to allow Him to live through them. Seeing all of life as a platform to glorify God rather than self makes the classroom, the dorm room, and one's ministry or service assignment places where God is to be honored rather than ignored.

Compassion and Discipline

It is our desire to provide a compassionate, nurturing environment at the Bible Institute that is more like a walled garden than a fortified compound. This does not imply an absence of rules or discipline. Love does not ignore truth nor does truth override the need to be loving (Ephesians 4:15). Compassion does not preclude giving directions, issuing warnings, and providing correction and training that is consistent with truth. Discipline proves relationship. Instruction demonstrates love (Hebrews 12:8). Furthermore, biblical discipline is not heartless, nor does it follow a predetermined set of responses. The Word of God exhorts us to "admonish the unruly, encourage the fainthearted, help the weak, and be patient with everyone." (1 Thessalonians 4:15). This implies a need to exercise discernment in choosing an appropriate course of action in response to misconduct rather than dealing exactly the same way with everyone regardless of their response to correction. Therefore, in all discipline situations, we will seek to choose a response that is in a student's best interest and which is appropriate to his or her particular circumstance.

Biblical Mandates and Institutional Policies

The administration of WOLBI recognizes that there is a distinction between *Biblical Mandates* and *Institutional Policies*. Both can be found in our Standard of Conduct as well as in this Student Handbook. *Biblical Mandates* are specific commands from God's Word directed to all believers at all times in all places such as the command to abstain from sexual immorality (1 Thessalonians 4:3). *Institutional Policies* such as specific dress code expectations are best viewed as "house rules" intended to maintain an environment most conducive to the realization of our goals (no one appreciates chaos). As a spiritual, as well as an academic community, we ask students to adhere to both *Biblical Mandates* and *Institutional Policies*.

While a student's personal convictions may differ somewhat from *Institutional Policies*, their free choice to become a part of the Bible Institute community constitutes a commitment to willingly abide by them, both on and off campus, while the academic semesters are in session (Hebrews 13:7,17). When at home during official school breaks, students are accountable to *Biblical Mandates* but not to *Institutional Policies*. It is expected that they will conduct themselves in a way that will honor the Lord and will not discredit their identity in Christ, their parents, their local church, or the ministry of Word of Life with which they are associated during the time of their enrollment. When determining appropriate responses to misconduct, attention will be given to recognizing the differences between *Biblical Mandates* and *Institutional Policies*. The goal of the administration will always be to restore students to freedom and fellowship.

IV. SPIRITUAL LIFE

The Bible Institute program has been designed to encourage spiritual growth, however, it is the student's responsibility under the guidance of the Holy Spirit to undertake the changes that the Word of God demands in order to grow. In keeping with an environment conducive to spiritual growth, all students are responsible to observe the following:

A. Chapel

Chapel services are held Wednesday through Friday featuring staff, guest speakers, and area pastors. All students, including off-campus students, are required to attend chapel services. Students are expected to take notes as these are part of their Christian Disciplines grade.

B. Church

1. Church attendance for Sunday services is required for all students.
2. Students may attend local churches that aligns closely with the statement of faith of WOLBI. Students should 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 that particular church.
3. There may be times, such as conferences on campus and the first few weeks of the fall semester, when students are required to attend services on campus.

C. Dorm devotions

1. Monday through Thursday evenings, devotions are held in the dorms from 8:10 to 8:30 PM. Devotions are generally led by the Dorm RAs, with students presenting the devotional on a scheduled basis.
2. The Deans may occasionally change the time of dorm devos or schedule special speakers. Dorm RAs must first obtain permission from their DC to have a special speaker (besides a staff member) in the dorm.

D. Quiet Time

1. Time is set aside each day for students to have their own personal "Quiet Time" with the Lord.
2. No other activities are allowed during the Quiet Time period. Students with early morning work assignments must complete their Quiet Times prior to "In-Dorms."
3. Quiet Time can be done anywhere on the main part of campus independently. A full 30 minutes should be dedicated to personal time with the Lord.
4. Students are required to use at least the current Word of Life Quiet Time Diary as part of their devotional period and to fill in the comments for each day. As a means of providing helpful accountability, RAs or DCs will periodically check Quiet Time Diaries.
5. On Saturday, Sunday, and Monday, students are responsible for scheduling their own Quiet Time period. In each case, they must be completed prior to "In-Dorms."
6. Students are expected to complete the Quiet Time Diary every day they are enrolled as a student, including weekends. This is reflected in their Christian Disciplines grade.

E. Conferences

Several days are devoted to a special missions conference at the beginning of the spring semester. Speakers and seminars as well as personal interaction with missionaries provide valuable insight and motivation. God often uses this conference to dramatically change the direction of students' lives. We consider this conference to be an integral part of the program and all students are required to attend.

V. DISCIPLESHIP PROGRAM

Our desire is to help you move from a mere knowledge of the Bible, which can puff you up and make you prideful (1 Corinthians 8:1), to a wisdom and love that help you develop a deeper relationship with Christ (John 17:3) and build others up (Romans 14:19). To that end, our discipleship program provides all enrolled students an opportunity to meet regularly with someone for Bible study, prayer, encouragement, and accountability.

1. 1 on 1 Discipleship: You can ask the Student Life department to pair you with a staff member. There is an application process to facilitate the best possible match or you can reach out to any staff member and ask them to meet with you throughout the year.
2. Small Groups: There are segments each semester where Student Life chapels take the format of small groups. Students will select a group that covers a topic that interests them. These groups are facilitated by staff members.

VI. RELATIONSHIPS

We encourage men and women to form healthy relationships. WOLBI desires to teach and model an approach to moral purity in relationships that reflects biblical values. We believe that sexual intercourse and many of the acts leading up to it are reserved exclusively for the context of a biblically defined marriage (Genesis 2:22-25; Matthew 19:4-6). Outside this context, sexual activities such as sexual intercourse, oral sex, forms of intimate touching and homosexual behavior violate clear biblical teaching (Romans 1:26-27; 1 Corinthians 6:9-20; Galatians 5:19; 1 Thessalonians 4:3-8) and are prohibited even when consensual. God's design at creation for both sexual desire and orientation is within the context of the marriage union between a man and a woman. Therefore, gender identity is a feature of God's original creative design (Genesis 1:26-28).

Word of Life believes that the term "marriage" has only one legitimate meaning, which is how marriage is defined, described, and illustrated in the Bible: the joining of one man and one woman as their genders were determined at birth, into a single, covenantal union. Whenever there is a conflict between Word of Life's position and any new legal standard for marriage, the ministry's Statement of Faith, doctrines, and biblical positions will govern (Genesis 2:24; Ephesians 5:22-23; Mark 10:6-9; 1 Corinthians 7:1-9).

Word of Life requires its students to obey the Bible's teaching that no sexual activity be engaged in outside of marriage as defined above. Word of Life believes that any other type of sexual activity, identity, or expression that lies outside of this definition of marriage, including those that are becoming more accepted in the culture and the courts, are contradictory to the Bible's design and purpose for sexual activity (Genesis 2:24, 19:5; Leviticus 18:1-30; Romans 1:26-29; 1 Corinthians 5:1, 6:9-10; 1 Thessalonians 4:1-8; Hebrews 13:4).

Students who are involved in or are pursuing a "dating" relationship are to be guided by biblical principles. Scripture gives us helpful insight on how members of the opposite sex should interact with one another. "Do not rebuke an older man but encourage him as you would a father, younger men as brothers, older women as mothers, younger women as sisters, in all purity" (1 Timothy 5:1-2). In marriage, a husband and wife become one flesh (Genesis 2:24). In a dating relationship, however, a man and woman remain brothers and sisters in Christ. Scripture calls us to treat one another as brothers and sisters, "in all purity." It is our desire to help students who face all kinds of sexual temptations.

A. Dating, engagements, and marriages

1. Marriage plans made prior to attendance should be communicated to the Student Life Department upon enrollment. Marriages are not allowed during the school year without prior permission from the Deans.
2. The Student Life Department should be consulted prior to any engagement between two current students during the school year and that parental/guardian permission be given prior to the engagement.
3. Divorced or separated students are not allowed to date while enrolled at the Bible Institute.

B. Physical contact

1. For the sake of accountability and testimony, physical displays of affection should be limited to a brief embrace, upon leaving for or returning from official school breaks. Holding hands (except for engaged couples), kissing, or any other physical contact is not allowed on or off campus.
2. Physical contact between members of the same sex must be within the bounds of biblically acceptable behavior.

C. Third-party rule

1. Two students of the opposite sex must have a third party with them at all times except while in the central area of the campus. This area extends from the Jack Wyrzten Conference Center to the Dining Hall and does not include any wooded areas of campus, nor does it include the RV Park.
2. When students in mixed company visit, use, or are invited to a home, the owner (or renter) must be present.

VII. OFFICIAL SCHOOL BREAKS

- A. While *Biblical Mandates* apply at all times, students are not held to the *Institutional Policies* of Word of Life during school breaks unless they are on the Bible Institute campus or on a Word of Life ministry trip, in which case they are.
- B. During official school breaks (not regular weekends), the campus and dormitories close. Students are expected to arrange their own housing and transportation during those weeks.
- C. Students are typically not permitted to leave or return early or late for official school breaks. In the case of extenuating circumstances, special permission is required from the Deans. Failure to obtain this may result in a zero grade for missed course work.

1. If special permission is granted to leave early, course work can be made up in one of the following ways:
 - a. Complete the work ahead of time by viewing the previous year's class on the Student Portal.
 - b. Arrangements must then be made with the Academic Department to complete assignments and take quizzes and exams.
2. All make-up work must be completed by the deadline established by the Academic Department including all assignments, quizzes, or exams. Failure to do so will result in a zero grade for all missed assignments.
3. Any student who is approved to leave early will still be liable to the absence policy (pg 49)

VIII. ACADEMICS AND STUDENT LIFE

A. Announcements

1. Announcements are posted on Canvas within each respective class. All other announcements are posted in the FL Campus Life Canvas "course".
2. The "WOLBI Weekly" information sheet will be e-mailed to all students and posted on the FL Campus Life Canvas "course".
3. Students are responsible for any important announcements or meeting requests sent to their student e-mail accounts by staff and faculty.

B. Classroom

1. Cell phones must be put away entirely during class lectures.
2. Beverages are permitted in the classroom only if they are in a closed lid container.
3. No food or chewing gum is permitted inside the *Theis Assembly Center*. Cough drops, breath mints, and small hard candies (not on a stick) are permitted during class session.

IX. CAMPUS LIFE

A. Care of buildings

1. Students collectively sign a "dorm contract" with their Dorm RA at the start of the year, which serves as a reference during room inspections at the end of the year. Damages may result in fines determined by the Student Life Deans. Students should not move furniture without the permission of the Student Life Dept.
2. Second-hand furniture is not permitted in the Dorm rooms. As long as space allows, students are allowed to bring in personal furniture. They are responsible for its upkeep and removing it at the end of the school year.
3. Only sticky tack may be used to hang things on the wall or ceiling.
4. Power strips are allowed in the dorm room. Power Strips may not be connected to another power strip.
5. Hot oil poppers, toaster ovens, hot pots (unless a coil is built into the base), hot coils, halogen lamps, and sun lamps are not allowed in the dormitories due to fire hazard. Hot air poppers are allowed.
6. Tampering with the temperature settings of water heaters and thermostats are not permitted. If there is a problem with the air conditioning or water heaters, contact your Dorm RA. Do not attempt to make repairs.
7. It is a violation of Florida State law to tamper with, cover, or in any way deface exit signs or fire extinguishers.
8. Students are requested to turn off all lights and electrical appliances when leaving dorm rooms. The only exception is the fan in the bathroom of the Jack Wyrzten Conference Center dorm rooms.

B. Cleanliness

1. Dorms are to be kept clean and neat and will be inspected regularly at the discretion of the RAs, DCs, or Deans.
 - a. Beds should be made.
 - b. Dirty laundry must be kept in a laundry bag or container.
 - c. Food must be kept in sealed containers.
 - d. Rooms, halls, and entryways must be kept free of clutter.
2. Dorm Jobs
 - a. Each person will take turns cleaning their dorm room. Dorm RAs will post and maintain a schedule for this.
 - b. Each student is responsible to conscientiously complete their assigned dorm job daily. They are to be done and checked off daily by "In-Dorms" time.
 - c. If you are away it is your responsibility to ask a dormmate to do the dorm job in your absence.
3. Students are reminded that personal hygiene is essential, particularly when living in dorms. Students are expected to shower daily and launder their clothes and linens regularly.

C. "In-dorms" and "Lights Out"

1. Please refer to the daily schedule for "In-dorms," and "Lights out" times.
2. During "In-dorms" an atmosphere conducive for sleeping must be maintained for the sake of others. No forms of entertainment should be played out loud.
3. "Lights out" all lights and devices must be turned off and rooms quiet at 1 am.

D. Required Study Hours (does not apply to married or off-campus students)

There will be no study hour requirement for the first five weeks of a student's first semester nor for any fall semester. Every five weeks, the academic office will produce a grade run. At that point, any student who has a cumulative OR a semester GPA above 2.5 will continue to be exempt. Those not meeting the requirement will have required study hours until they raise either GPA above 2.5 in a future grade run. During this time, they will be responsible to spend a total of four hours in intentional and undistracted study each week at times and in locations of their choice. Required study hours cannot be accumulated week-to-week and then fulfilled at a later time. Observance of study hours will be reported weekly. Students who repeatedly fail to report their study hours or who do not fulfill a minimum of four hours per week will be required to study in the library and sign in and out.

E. Entertainment Media

1. Music, movies, video games, and other apps are permitted under the following conditions:
 - a. Early in the fall semester, students attend Source One, which is a seminar designed to help them evaluate their entertainment choices through the principles of God's Word. Following this seminar, students are required to write out their own biblical principles for entertainment and give a copy of them to their Discipleship Coordinator and Dorm RA. This project counts toward the student's overall Christian Disciplines grade.
 - b. Students should be willing to allow the Dorm RA, other students, and staff to ask accountability questions about whether or not their music and movies are in line with their biblical principles for entertainment. Please see the Word of Life Standard of Conduct (#5, pp. 6-7) for guidelines on Christian liberty regarding entertainment.
 - c. In the dorm, music and movies can be played audibly provided each student is careful to honor the biblical principle of "preferring one another" (Philippians 2:4) with regard to volume, appropriateness, personal convictions, etc.
2. Music, movies, and video games may not be played during the following times: Quiet Time, dorm devotions, class, chapel and ministry assignments. Music during service assignments must be approved by the supervisor. Music during study hours should assist in undistracted studying.
3. During "In-Dorms", entertainment must be played through headphones or earbuds.
4. The Deans will make the decision as to which musical instruments may be used in the dorms. Amplifiers, drums, and keyboards are not permitted in the dorms without the use of headphones or earbuds.
5. Computer monitors and televisions are allowed in dorms. Projectors are allowed, but if a screen is used, it should not be permanently fixed to the wall.

F. Pets and Service animals

1. Fish are the only pets allowed in student housing. Tanks may not exceed 10 gallons.
2. Service animals are permitted, as defined by Americans with Disabilities Act (ADA). "A dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability." Persons with service animals are requested (but not required) to make it known to admissions staff during the application process to facilitate best accommodations. Emotional support animals, comfort, therapy, or companion animals, are not permitted in student housing.

G. Posters and pictures

All posters and pictures in the dorm should not be excessive in number and must not conflict with biblical principles or values. Tape, pushpins, nails, command strips, etc. are not allowed. A "sticky tack" type product should be used.

H. Room entry

Authorized personnel of the Bible Institute reserve the right to enter dorm rooms at any time for the purpose of maintenance, inspection, health and safety, or to investigate violations of Bible Institute regulations. The exercise of this right will be carried out with restraint and discretion.

I. Cell phones

Cell phones are to be silenced and not used during class, Study Hours, Quiet Time, and other public meetings.

J. Special Permissions

1. Philosophy of special permissions

Special Permission is required from the Student Life/Academic/Ministry Deans for any of the following:

- a. To miss class for any reason other than illness, work assignments, Study Hours, in-dorms, ministry, chapel, church, discipline work hours, conferences, or any other required activities.
- b. To travel home or anywhere that would involve an overnight stay. "Standing permission" will be handled on a case by case scenario. All special permission policies apply.

2. Procedures for special permissions

- a. Special permission may be obtained online and must be submitted by 5:00 PM on Wednesday to be considered valid for the upcoming weekend.
- b. Generally speaking, students will not be permitted to miss class or service assignment. The Ministries Department must approve any requests to miss a service assignment.
- c. Special permissions will not be granted until make-up work or outstanding discipline work hours have been scheduled.
- d. Poor academic or disciplinary standing may limit special permissions.
- e. During Pursuit Camp, students will be very involved in ministry. Therefore, weekend special permissions during those weeks are only granted in extreme situations.
- f. Occasionally, due to scheduling constraints, students may be required to apply for special permission earlier. Students will be notified in these cases.

K. Visitors

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

- a. For outside visitors, permission must be granted by the Student Life Department at least two days in advance. Space may be limited.
- b. A visitor's pass must be obtained from the Front Desk during regular office hours. The cost is \$30/day, which covers meals and lodging regardless if visitors eat off-campus.
- c. Accommodations, if available, will be assigned by the Deans for overnight visitors. Generally, special permission will not extend beyond three nights.
- d. Generally, visitors must be between the ages of 16 and 30.
- e. Generally, visitors will not be permitted during the week that precedes official school breaks.
- f. The third-party rule applies to students with visitors and guests.

2. Daytime visitors

- a. All day visitors must sign in and sign out at the Front Desk while visiting the Word of Life property.
- b. All day visitors may purchase meal tickets at the Hostess desk in the Dining Hall.

L. Vehicle policies

The following policies have been set in place to ensure the safety and welfare of students, employees, and visitors as well as for the protection and maintenance of Bible Institute property.

1. Parking Permits

- a. All persons who bring motor vehicles to campus must register them with the Ministries Department (\$25 per semester).
- b. A display decal will be issued and should be placed on the left hand corner of the rear window behind the driver. Replacement decals may be purchased at the Ministries Building for \$5.
- c. Motorcycles and ATVs all require a permit and registration. The permit must be displayed on the left front "fork" of the motorcycle or front handlebars of the ATV.

2. Parking Locations

- a. Vehicles parked in disabled person spaces must display state-issued disabled person ID at all times.
- b. Overnight parking is only to be in the appropriately assigned parking lots – across the street from the Conference Center, or the TAC parking lot.
- c. Students may NOT park in the loading area behind the Dining Hall or behind the BPAC.
- d. All vehicles remaining for more than 20 minutes in any loading zone on campus (in front of the Laundromat, the Conference Center, etc) will be cited.
- e. Students are not to park their cars in the circle in front of the Conference Center.
- f. Students are not to park in front of the cabins or in the South America parking lot.

3. Driving Regulations

- a. All traffic signs on campus must be followed by all vehicles.

- b. Riding on the hood, top, trunk, side, or bumper of a vehicle is not permitted nor is hanging on to a moving vehicle while riding a bike, skateboard, or rollerblades. Riding in the back of a truck is permitted when seated on the bed. It is not permitted to ride in any vehicle with legs out the side or the back.
 - c. Golf carts must not be filled beyond their normal seating capacity and all occupants must be seated when it is moving.
 - d. A vehicle's music volume should be turned down while on the property.
 - e. WOLBI is not responsible and assumes no liability for damage or theft of any vehicle or its contents.
 - f. Vehicles and operators must fulfill all requirements of the State of Florida (e.g., insurance, inspection, registration, etc.) Unregistered or uninsured vehicles are not permitted on property. This includes motorcycles, ATVs (such as 4-wheelers)
 - g. Helmet laws for motorcycles and ATVs must be followed on campus. See the Florida Department of Motor Vehicles website for more info: <http://www.dmv.org/fl-florida/motorcycle-license.php>
 - h. All vehicles must stay on approved roads.
4. Offenses
- There are at least four types of driving offenses a student may be cited for on campus:
- a. Unregistered vehicle (or registration not properly displayed)
 - b. Unauthorized parking
 - c. Speeding
 - d. General violation (reckless driving, disobeying traffic signs, loud sound system, etc.)
5. Fine and Payment Process
- Students are required to present the original ticket and fine payment to the Front Desk within 14 days of issuance. Violation records will be maintained and, upon 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. Each additional offense increases by \$10 (2nd: \$20; 3rd: \$30)
 - c. Fourth offense: \$40 and suspension of parking privileges
 - d. Fines that are not paid within 14 days will result in a suspension of parking privileges. Unpaid fines at the end of the year will be added to a student's account and may result in their diploma being withheld.
 - e. Staff may also use a local towing service for parking violations if necessary.

M. Bicycles

All bikes should be parked in a bike rack, not under porches or awnings. The use of a bike lock is strongly recommended. During breaks, bicycles may be stored in the dorms.

N. Dining Hall

- 1. General Guidelines
 - a. Students must enter the meal line and present their own student ID before taking any food or drink from the food lines.
 - b. Students are not permitted to bring food back to a roommate unless their roommate is sick.
 - c. Off-campus students and all guests may purchase a meal ticket at the Hostess desk or Front Desk. Children ages 0-3 eat free. Children ages 4-12 are half price. There is no charge to off-campus students and spouses for school banquets or meals at special events (i.e. campus days)
 - d. No food is to be removed from the dining room or picnic table area except that which would be appropriate for immediate personal consumption, such as a sandwich or a piece of fruit. No table items (plates, cups, bowls, silverware, salt & pepper, condiments, etc.) are to be removed from the dining room.
 - e. Tables should not be moved.
 - f. Students are only allowed in the kitchen if they are serving there.
 - g. Cut-off shirts cannot be worn in the Dining Hall.
- 2. Special dietary needs
 - a. Students with special dietary needs or allergies should bring them to the attention of the chef at the beginning of the semester. Every reasonable effort will be made to accommodate special needs once staff has been informed. Combinations of allergies, allergies not listed, and other special dietary needs must be reviewed with culinary staff before approving the ability to serve. A doctor's note may be requested.

- b. Word of Life is not an allergen-free facility, as we regularly serve foods containing peanuts and tree nuts, dairy products, seafood and fish, eggs, gluten, refined sugars, soy, and other common allergens. Word of Life strives to keep allergen items separate during preparation, serving, and storage for your safety, but it is not guaranteed. We cannot guarantee that as a student you will completely avoid contact with a particular food while at our facilities, and we may not be able to accommodate those with severe allergies, who react not only to a food being ingested, but also to skin contact, close proximity, or an airborne allergen.
- c. It is the responsibility of the student to communicate with the culinary staff to guarantee accommodations. To reach the culinary staff, email blucherchacon@wol.org. If allergies or needs change, a meeting with the culinary staff is required to assess how those needs may be accommodated.

O. Student Council

Student Council is a ministry team selected to serve the entire student body. Student Council members assist in organizing and leading campus activities and service projects.

Student Council leadership is composed of:

- *President and Vice President* - responsible for organizing Student Council meetings and organizing campus activities.
- *Chaplain* – responsible for assisting in organizing and leading campus worship services and devotions.
- *Secretary* – responsible for taking notes during meetings and providing other administrative assistance.
- *Treasurer* – responsible for keeping track of budgeting, purchases, receipts, and ticket sales for activities.

X. DRESS CODE

Our approach to standards for dress and appearance seeks to honor biblical principles of modesty as humility expressed in dress and to provide general guidelines appropriate for a Christ-centered educational institution. The Bible Institute strives to maintain a standard of dress and appearance that communicates modesty and discretion without magnifying or bringing undue attention to the individual. The biblical expectation of modesty is that the conduct of both men and women, which includes but is not limited to dress, serves to enhance rather than detract from the reputation of the Gospel (1 Tim. 2:3–10; 1 Pet. 3:3–4). Manifestation of modesty includes seeking to adorn the Gospel by placing emphasis on the condition of one's heart expressed by living with humility in attitude, behavior, and dress (1 Sam. 16:7). Therefore, students are encouraged to portray servant attitudes toward Christ and other people in their dress and appearance. The specific guidelines included below are shaped by biblical principles and community preferences.

Men should be modest in their dress and avoid excessively tight-fitting clothes or holes in inappropriate locations. Hairstyles and fashion should avoid extremes. Facial hair, if worn, should be intentionally grown, neat, and closely trimmed. Earrings and plugs may be worn in ears. No other facial jewelry is permitted. Clothing should not have slogans that are inconsistent with Bible Institute values.

- Class Dress is required in chapel and class. Class dress should be neat and consist of footwear, dress pants or jeans with no holes, collared shirts/sweaters or WOL branded T-shirts. Hats or hoods should not be worn in class or Chapel.
- Casual Dress is acceptable any time class dress is not required. Casual dress consists of class dress and/or modest t-shirts and shorts (minimum 4-inch inseam), warm-ups, and footwear. Swimwear should be a modest swimsuit (shorts style swimsuit, not briefs).

Women should be modest in their dress and avoid revealing, sheer, excessively tight-fitting or short clothing. Hairstyles and fashion should avoid extremes. Earrings and plugs may be worn in ears and small studs/rings may be worn in the nose. No other facial jewelry is permitted. Clothing should not have slogans that are inconsistent with Bible Institute values.

- Class Dress is required in chapel and class. Class dress should be neat and consist of footwear, modest length skirts or dresses (top of the knee), dress pants or jeans with no holes (including capri/cropped pants), and dress shirts/blouses/sweaters or WOL branded T-shirts.
- Casual Dress is acceptable anytime class dress is not required. Casual dress consists of class dress and/or modest t-shirts and shorts (minimum 4-inch inseam), warm-ups, and footwear. Leggings/Tights should have a skirt, dress, or shirt over top that falls to the top of the knee. Swimwear should be a modest swimsuit (one-piece swimsuit or the appearance of a one-piece).

Students are expected to abide by these guidelines both on and off campus when not on official school breaks. In addition, our campus culture supports the professional development of students and allows administration to communicate additional dress guidelines for special events and conferences. We also acknowledge additional guidelines for certain off-campus ministries and/or mission trips.

XI. DISCIPLINE

The Student Life Department desires to provide students with leadership and an atmosphere suitable for discipleship. Staff will seek to help students to mature and to develop self-discipline. Throughout the school year, discipline may become necessary to assist in this growth process. Discipline may be preventative or remedial, depending upon the nature of the offense and the attitude of the student. Disciplinary action may include campusing, work duties, accountability, counseling, or other measures deemed appropriate. In some cases, it may become necessary to suspend or dismiss students.

It is important to realize that our desire is to help students grow into conformity to Christ. One indicator of a genuine desire to change is whether or not a student comes forward on their own or is caught. Another indicator of a genuine heart is whether or not they tell the truth. These indicators of a repentant spirit, as well as others, will be taken into consideration when taking disciplinary action.

As stated earlier, Scripture teaches us that punishment and discipline are not end goals when dealing with sin. Our objective must be biblical restoration as stated in Galatians 6:1. Realizing we are all tempted by sin, the believer can move towards another with understanding and humility, calling them away from the dangers of sinful choices. In all disciplinary matters, the staff will seek to pursue an approach that harmonizes both compassion and correction seeking what is deemed to be in the best interest of both the individual and the wider Bible Institute community.

A. Disciplinary objectives

1. To teach obedience to the Word of God. God holds us accountable for obedience to the standards that He has revealed to us in His Word. We believe that discipline should cause students to consider their actions and attitudes and to bring them into alignment with biblical directives (Hebrews 12:10-13).
2. To promote harmony. As in any community, certain "house rules" must be established so that things function smoothly and efficiently. In some cases, individual liberties have to be limited if this is to be accomplished (Romans 12:10; Philippians 2:3-4).
3. To teach self-control. One of the characteristics of spiritual maturity is self-control. Not all offenses 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).
4. To model restoration as we seek to help students abandon sinful or destructive attitudes and actions (1 Thessalonians 5:14), be forgiven, and be restored to a right relationship within the body of Christ.

B. Biblical confrontation

The purpose of confrontation is to direct students' attention to a particular problem in order to help them make the necessary changes in keeping with *Biblical Mandates* or *Institutional Policies*. The course of action taken will be based on the principles set forth in 2 Thessalonians 5:14, which include correcting the unruly, encouraging the fainthearted, and helping the weak.

1. Even though misconduct is addressed by staff, Resident Assistants, or others designated by the Deans, we encourage students to respectfully confront one another and encourage one another toward "love and good works" as is biblically appropriate (Galatians 6:1; Hebrews 3:13, 10:24).
2. Confrontation should first be handled privately and in person rather than bringing others into the picture who are not involved. If resolution is not achieved, you should follow the guidelines for appeals.
3. Recurring disciplinary problems and uncooperative and/or critical attitudes may result in disciplinary probation, inability to enroll for the following semester, or dismissal.

C. Discipline point system

Violations of *Institutional Policies* may result in discipline points (D-points). The primary consequence for discipline points is work hours served on Mondays. The following is a general description of the discipline point system.

1. Warnings
 - a. RAs distribute warnings for cleanliness violations and other violations of a minor nature.
 - b. Students may receive warnings for cleanliness of personal area such as bed, desk, closet, bathroom, etc.
2. One D-point violations

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

 - a. Accumulation of three warnings.
 - b. Being late to class, church, work, ministry, service assignment, devos, In-Dorms, or required meetings. Points may vary based on the extent of the tardiness.
 - c. Not following policies for Quiet Time, study hours, in-dorms, etc.
 - d. Failure to do dorm job.
 - e. Failure to do Quiet Time.
 - f. Eating or chewing gum in the classroom.
 - g. Inattentiveness or being disruptive in class or meetings.

- h. Dress code infractions.
 - i. Entertainment policy infractions.
3. Five D-point violations
- The following is a list that includes, but is not limited to, infractions for which students may receive five D-points:
- a. Skipping any required meetings or assignments (church, devos, conferences, study hours, ministry, service assignment, discipline work hours, etc.)
 - b. Hosting unauthorized visitors overnight in the dorms.
 - c. Disassembling or removing dorm furniture.
 - d. Failing to have a third party.
 - e. Being late for curfew beyond 30 minutes.
4. D-point work hours
- Accumulated D-points can result in a variety of consequences with work hours being the most common. Two work hours will normally be assigned for every five D-points accumulated. The following is a description of how the discipline work hours function:
- a. Notices for students having required work hours are emailed to students.
 - b. Students receiving notices will be scheduled for their work hours through Paycom.
 - c. When work hours conflict with approved special permissions, students are expected to work their hours. Students with outstanding work hours will be denied special permission applications.
 - d. In general, discipline work hours occur on Mondays. Work will begin at 9:00 AM or at 2:00 PM (or both if necessary). For example, if a student's regularly scheduled service assignment occurs on Monday mornings, they are expected to report at 2:00 PM. However, if a student has a school-mandated responsibility that prevents them from working on Monday **OR** if the student worked on a Monday but still owes work hours, they are expected to request of their Discipleship Coordinator to work on another/additional day(s) of the week.
 - e. All students assigned discipline work hours are to report to the assigned work area at the designated time. Skipping assigned work hours will be considered the equivalent of skipping a required activity.
 - f. Discipline work hours may not be rescheduled. Those who are sick should see their DC to get reassigned.
5. Campusing
- a. At times, students may be campused in addition to serving discipline work hours.
 - b. A student who is campused is not permitted to leave campus without permission from the Deans.
 - c. Campusing cancels out any previously granted special permission.
6. D-point appeals
- All disciplinary actions may be respectfully appealed as follows:
- a. Appeals must be made within 48 hours of receiving the D-point(s).
 - b. Appeals related to dorm life matters are to be brought to your Discipleship Coordinator.
 - c. Appeals related to Service or Ministry Assignments are to be brought to the Ministry Department.
 - d. Appeals related to classroom and academics are to be brought to the Academic Department
 - e. Denied appeals may be brought to the respective Ministry and Student Life Deans if necessary.

D. Dismissal

Students dismissed for disciplinary reasons...

- 1. Will be required to leave campus as soon as possible and may not be permitted to mix with other students.
- 2. May not be permitted to return for a period of time in order to provide an opportunity for growth under the ministry of their local church.
- 3. May have to sign an agreement that outlines the conditions for re-enrollment. In each case, a student must reapply. Conditions to re-enroll may include but are not limited, to the following:
 - a. Engage in biblical counseling. A positive recommendation will be required from the counselor.
 - b. Demonstration of the 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. The following are examples of the types of behaviors that may result in disciplinary action or dismissal:
 - Sexual immorality
 - Harassment, including sexual harassment, assault, and stalking
 - 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
 - Theft or possession of stolen property

- Violence or threat thereof to others or to oneself
 - Hazing
 - Unauthorized possession or use of a weapon (see WOL Firearms Policy)
 - Violation of Florida State or Federal criminal codes. This would include the possession of, trafficking in, or distribution of illegal drugs or alcohol
 - Willful propagation of doctrinal error or teachings which are contrary to Word of Life's Statement of Faith
 - Failure to comply with written or verbal directives from staff or faculty in the performance of their duties
 - Dishonesty, including, but not limited to cheating, plagiarism, falsification of information on official documents, lying to a staff member during an inquiry, and forgery.
 - Frequent disciplinary problems or an uncooperative/rebellious spirit
 - Unauthorized possession, duplication, or use of keys to any campus or camp premises or buildings
 - Academic deficiency as described in the Academic section of the handbook
 - Failure to attend classes, service assignments and/or ministry.
- e. Students who are dismissed are responsible for getting their personal belongings home within two weeks. Word of Life staff and students are not responsible for packing and shipping their belongings. After two weeks, all belongings that remain on Word of Life property will be considered abandoned and will be donated or discarded.

E. Communication with parents

We encourage students to maintain regular communication with their parents. The preferred form of communication is when students assume responsibility for themselves as adults by contacting their parents regarding their own personal circumstances whether they are related to academics, health, or discipline. Under certain conditions, the Student Life Department may ask students to contact their parents.

XII. COMPUTER USAGE POLICIES

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 in ways that are consistent with the school's mission and objectives. Word of Life Bible Institute reserves the right to mandate and enforce appropriate regulations to that end. Enforcement of these regulations may involve the monitoring of stored files and electronic transmissions such as email and website accesses. Use of Word of Life's network and computer equipment constitutes agreement with these regulations and monitoring activities.

A. Definitions

The following definitions and descriptions will be considered when discussing acceptable use:

1. Word of Life Computer Network: This is a network infrastructure comprised of computers and network equipment provided for the purpose of communication, sharing files, fulfilling academic coursework requirements, Internet access, etc. This network can be accessed by faculty, staff, and students when authorization is granted.
2. User account: Word of Life provides each student with a unique user account while enrolled at the Institute. This is used to access computers, online resources, email, academic systems and other tools that are provided to student success.
3. Privacy: Each student's account is as confidential as the student mandates through his or her usage practices. Since Word of Life owns the network equipment, Word of Life reserves the right to examine any and all information accessed by the student. This includes emails, instant messages, network traffic, stored files, internet sites visited, etc.
4. Office 365: Word of Life provides students with an Office 365 account while enrolled at the Institute. This provides students with their user account, email, instant messaging, word processing, presentation, and other tools that facilitate student success. Use of this system must comply with all policies and our code of conduct.
5. Canvas LMS: The Canvas LMS (Learning Management System) 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.
6. Word of Life Student Portal: The Student Portal is a web-based center for student resources such as the Library, Tech Support, Student Directories, Health and Security information, Financial Services, and Grades and Transcripts.
7. Firewall and Content Filtering: Word of Life uses a filtering and firewall system to prohibit access to content that does not fit the biblical standard of being "true, honest, just, pure, lovely, and of good report" (Philippians 4:8).

8. **Objectionable content:** This includes but is not limited to the following:
 - a. **Pornography.** So-called “adult content” 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.** Online gambling and gaming services.
 - e. **Offensive language and tasteless subjects.** Crude, vulgar language or gestures. Such material includes tasteless humor (e.g., excretory functions), graphic medical photos outside of a medical context, and some forms of body mutilation such as cutting or branding.
 - f. **Crime.** Encouragement of tools for, or advice on, carrying out criminal acts. This includes lock-picking, bomb-making, and hacking information.

B. Acceptable Use

All users of Word of Life computer resources are subject to Word of Life IT and Cybersecurity policy. Below is the summary of the most commonly applicable policies.

1. **User accounts:** Students are responsible for the use of their own user account. They must take reasonable precautions to safeguard their passwords and must not allow access by other students. If account compromise is suspected, student should contact the Word of Life IT department for assistance at helpdesk@wol.org.
2. **Network Access:** The use of the Word of Life computer network and apps are provided as a service. Access is granted as a privilege and by IT Department permission only. Misuse, abuse, or active threats of Computer resources may result in termination of access without notice.
3. **Objectionable behavior:** Access to objectionable content, bullying, threatening or other use of computer resources that go against our code of conduct may result in termination of access to computer resources.
4. **Unauthorized access, hacking, unethical use:** Browsing, exploring, or making unauthorized attempts to view data, files, or directories belonging to the Bible Institute or to other users is forbidden. It is also unacceptable 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 and may be subject to disciplinary action and criminal charges.
5. **Copywritten material:** Transferring copyrighted materials to or from any system or via the computer network without the 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.
6. **Network Protocols:** Certain network protocols may be deemed by the IT department to be a risk to the security and operation of the network or user experience may be restricted.
 - a. If your device is found to be interfering with the Word of Life Wi-Fi network, Word of Life IT will block it from the network and/or confiscate the device until the problem is mitigated.
 - b. If your computer is found to be plugged into our secure data network we will confiscate it until the problem is mitigated.
 - c. The use of “Torrent” style file sharing tools are not permitted on our network.
 - d. Other network protocols or network ports may be restricted without notice.
7. **Internet/Network connections:** Your computer should not be set up as a server that will in any way interfere with the normal operation of our network. This includes DHCP servers, DNS servers, wireless access points, routers, VPN gateways, etc.
8. **Active protection:** In order to be responsive to changes computer system, vulnerabilities, and active threats, the IT department reserves the right to block access to any technology resource, remove software, or confiscate equipment without notice.
9. **Policy change:** The IT department reserves the right to update or change this policy at any time without notice. Effort will be made to notify students of changes.

C. Word of Life Computer Equipment Policy

Students are expected to treat Word of Life equipment with appropriate care.

1. The Word of Life network, wireless, computer equipment, printer, copier, security, and mobile devices installed on campus is essential to providing you with service. These devices must not be moved, touched, or tampered with in any way without direction from the Word of Life IT Department. If there are problems, or something is not working, please submit help desk request to helpdesk@wol.org
2. WOL owned device repairs, modifications, or recabling must be done by WOL IT staff. Students are not allowed to open WOL device cases nor to add or remove components, change configurations, and wiring without permission.

3. Adding any equipment to the network any type without permission from the Word of Life IT Department is prohibited. This includes but is not limited to personal computers, mobile devices, switches, routers, wireless access points, VPN gateways, IoT devices (cameras, voice activated AI devices, controllers), gaming consoles, etc. All such attachments must align with Word of Life IT and Cybersecurity Policies. Unauthorized devices may be confiscated, and access may be terminated without notice.
4. All WOL owned computer monitors used by students must face the public and must be in clear view of supervisors.

XIII. CAMPUS SECURITY AND EMERGENCY PROCEDURES

A. How to get help:

1. Report emergencies by calling **5001 (from a WOLBI Campus Phone) or 727-379-5001**.
2. Report non-emergency crime or suspicious behavior by calling 727-379-5031 or emailing erwarren@wol.org.
3. For non-emergency injuries and illnesses, contact Telemedicine at 844-484-7362 (see "Health Center" XIV).
4. For non-emergency maintenance concerns, enter a work order or contact your supervisor.
5. To report child abuse, sexual abuse or violations of the Child Protection Policy call 518-494-6300, email safety@wol.org, or speak with a counselor, Unit Leader, Resident Assistant, Discipleship Coordinator or Dean.

B. Safety Tips

1. When walking or jogging, do so in pairs or groups, and stay in well-lit areas.
2. Stay alert to your surroundings. Don't be distracted by headphones, mobile phones, or conversations.
3. Always keep your dorm room locked when occupants are away or sleeping.
4. Never leave large amounts of cash in your dorm room.
5. Keep the exterior doors to your dorm secured at all times; never prop them open.
6. Never leave personal belongings or valuables unattended (i.e., classroom, dining hall, cafe).
7. Park your bicycle in a bike rack and use a bike lock.
8. Get training in first aid and CPR.
9. Immediately report any theft, crime, or suspicious activity to Security.
10. If you see something, say something. WOL has almost no crime and we must work together to maintain this. If you see a crime committed, suspicious activity, or have information about an incident, contact Campus Security.

C. Campus Security Authorities and Mandatory Reporters

Federal and state laws dictate that certain staff members are obligated to report crimes to the Deans, law enforcement, or social services. These staff members include counselors, unit leaders, resident assistants, Discipleship Coordinators, Deans, HR staff, SIC and Camp Crew coordinators, camp directors, and childcare staff.

D. Confidential Reporting

All victims or witnesses of a crime are encouraged to report it immediately to the Deans. They also have the option of reporting it to local enforcement, or a counselor, Unit Leader, Resident Assistant, Discipleship Coordinator or Dean. These individuals are required to report certain crimes (crimes against minors or crimes that pose a threat to others), but the victim may choose not to share this information with the Deans or with law enforcement. In that case, the counselor will only report to the Deans that a crime occurred and the nature of the crime for statistical purposes.

E. Crime Log

A log is maintained of any reported on-campus crimes and is available in the Student Life office. Additionally, local law enforcement agencies compile statistics for crimes that occurred on the property.

F. Emergency Alerts





In the event of an emergency, you will receive an alert via text message and email. Based on your location, you may also receive alerts over the ShoreTel phones, two-way radios, public address systems, or other means. Staff, students, volunteers, family camp guests, and camp youth leaders are enrolled in the alert system automatically. Please keep your phone number and email address on file up to date. Contact your camp office or the BI Student Life Department to update this information.

G. Access Control

Our BI campus is generally open during the day and visitors are requested to sign-in at the Front Desk. Access to youth and family camps are limited to staff, registered guests, and approved vendors. Camp visitors must sign in at the front gate upon arrival. Members of the opposite gender are not permitted in housing units for campers, students, or single staff. Students and staff should keep housing doors locked at all times and report unauthorized persons. On occasion, Property Services, Housekeeping, or Student Life may enter housing units to make necessary repairs or inspections. Student Life and Law Enforcement reserve the right to enter dorm rooms and other buildings to investigate violations and crimes.

H. Emergency Procedures

The Standard Response Protocol summarizes the four main actions we ask our staff, students, campers, guests, and visitors to take during an emergency. Instructions will be given via text alerts and other methods.

 <p>Lockout</p> <p>"Lockout - Secure the Perimeter"</p>	<p>Students / Campers / Visitors</p> <ul style="list-style-type: none"> • Move indoors • Do business as usual 	<p>Staff</p> <ul style="list-style-type: none"> • Lock exterior doors • Recover students, campers, and staff from outside building • Increase situational awareness • Do business as usual • Account for your people
 <p>Lockdown</p> <p>"Lockdown - Locks, Lights, Out of Sight"</p>	<p>Students / Campers / Visitors</p> <ul style="list-style-type: none"> • Lock your door or barricade yourself inside • Move out of sight • Maintain silence • Prepare to evade or defend 	<p>Staff</p> <ul style="list-style-type: none"> • Lock your door or barricade yourself inside • Lights out • Move out of sight • Maintain silence • Prepare to evade or defend • Do not open the door • Account for your people
 <p>Evacuate</p> <p>"Evacuate -To (location)"</p>	<p>Students / Campers / Visitors</p> <ul style="list-style-type: none"> • Take your phone • Leave your other stuff behind • Be prepared for additional instructions • Move to the specified location 	<p>Staff</p> <ul style="list-style-type: none"> • Lead your people to Evacuation Location • Account for your people
 <p>Shelter</p> <p>"Shelter - (for a certain hazard)"</p>	<p>Students / Campers / Visitors</p> <ul style="list-style-type: none"> • Move indoors and avoid windows • Prepare for the specific hazard 	<p>Staff</p> <ul style="list-style-type: none"> • Move your people inside • Prepare for the specific hazard • Await further instructions or "all-clear" • Account for your people

Emergency Line 727-379-5001 (ext. 5001)
Police/Fire/EMS 911
BI Entrance: 13001 Word of Life Dr, Hudson, FL 34669

I. Medical Emergency

1. Note: Minor injuries and illnesses should be handled by contacting Telemedicine at 844-484-7362.
2. Examples of medical emergencies:
 - a. Unconscious or unresponsive person
 - b. Trouble breathing or not breathing
 - c. Chest or abdominal pain or pressure
 - d. Bleeding severely or passing blood
 - e. Seizures, severe headaches, or slurred speech
 - f. Possibly poisoned
 - g. Injury to head, neck, or back
 - h. Possible broken bone
3. Call WOL Emergency Line at 727-379-5001
4. Remain with the victim until help arrives.
5. Render basic first aid, if trained.
 - a. Massive Hemorrhage - stop obvious major blood loss
 - b. Airway - open airway
 - c. Respiration - give rescue breathing
 - d. Circulation - give CPR
 - e. Hypothermia - keep them warm

J. Fire

1. Rescue - get yourself and others to safety, then report to the staging area
2. Alarm - sound the fire alarm, shout to alert others, call WOL Emergency Line at 727-379-5001
3. Contain - close, but do not lock, doors and windows
4. Extinguish - if the fire is small and you have been trained, use a fire extinguisher to fight it

Evacuation Staging Areas/Emergency Assembly Areas

	Outdoor	Indoor
Men	Basketball Court	Theis Assembly Center
Women	Behind Conference Center	Bollback Performing Arts Center

It is important to always exit a building immediately when you hear a fire alarm, whether or not you see a fire, and not return to the building until directed to do so by responding staff, even if the alarm has stopped sounding. All students should become familiar with the emergency exits in their dorms and other buildings on campus. Please keep all exits free from obstructions.

L. Active Shooter/ Critical Security Incident

An "active shooter" means that an individual is in the process of killing others. A "critical security incident" may include a suspicious person, violence, bomb threat, trespassing, threatening behavior, dangerous animal, or similar danger.

1. Call 727-379-5001
2. *Avoid* - Move away from the threat as quickly as possible
3. *Deny* - Keep distance and barriers between yourself and the threat
4. *Defend* - If you are attacked and cannot avoid or deny, do everything you can to fight back and stop the attack

M. Missing Person

Call 727-379-5001 and provide the name and information about the missing person.

N. Maintenance Emergency

A maintenance issue is considered a maintenance emergency if the issue is likely to result in one of the following:

1. Serious personal injury or health issues
2. Major impact on a ministry
3. Major environmental impact
4. Additional facility or equipment damage

If these concerns are evident, please call 727-379-5001.

O. Severe Weather

Examples of severe weather include the following: thunderstorm, tornado, or other natural or man-made environmental hazard. If one of these weather-related emergencies occur:

1. Get inside and stay there for 30 minutes unless you receive other instructions
2. Stay indoors until "all clear" message is given

P. Off-Campus Emergency

Example of off-campus emergencies may include: vehicle accident, assault, missing person, or other incident requiring assistance. If one of these weather-related emergencies occur:

1. Call 911 if this is a crime or life-threatening emergency.
2. Call 727-379-5001.
3. Don't leave someone alone.

Q. Alcohol, Drugs, and Tobacco

WOL policy prohibits the possession or use of alcohol, drugs, tobacco, or other illicit substances on any property or off-property sponsored event. This includes marijuana, smokeless tobacco, nicotine and non-nicotine vaping, and applies to all staff, students, volunteers, campers, guests, and visitors. Visitors will be asked to leave and staff, students, volunteers, or campers will be dismissed. If the possession or usage is in violation of the law, the police will be notified. Those struggling with addiction to these harmful substances are encouraged to seek the help of a Discipleship Coordinator, Unit Leader, or Dean.

R. Firearms and Weapons

WOL policy prohibits the possession or use of firearms, fireworks, or weapons on WOL property. This applies to staff, volunteers, students, campers, guests, visitors, and vendors. This also applies to individuals with permits to carry concealed weapons. Criminal possession will be reported to law enforcement authorities. Below is a list of prohibited items:

1. Firearms (pistols, revolvers, shotguns, rifles, muzzleloaders, BB/pellet guns, paintball guns, starter pistols)
2. Bows or throwing weapons (crossbows, bows, arrows, dart guns, wrist braced slingshots)
3. Batons (clubs, nightsticks, billy sticks)
4. Knives (longer than 4 inches, switchblades, butterfly knives, gravity knives, daggers, swords)
5. Stun Guns (tasers, electric dart guns)
6. Fighting weapons (metal knuckles, chukka sticks, sandclubs)
7. Bombs (improvised explosives, grenades, Molotov cocktails)
8. Fireworks (pyrotechnics)
9. Homemade weapons (potato guns, chemical based weapons)
10. Ammunition
11. Replica, antique, training, or toy versions of any of the above

Additional note for the Florida campus: According to Florida Statutes 790.115 and 790.251, students and staff are prohibited from possessing firearms on Word of Life property except as provided by Florida law and statute 790.25.

S. Student Sexual Discrimination or Sexual Violence

1. If an individual believes that they have been denied admission, employment, or participation in a BI program or sport based on their sex or has experienced sexual harassment as defined above, they should contact the Title IX Coordinator immediately.
2. If any student, staff member, or other member of the BI community is a victim of, or is made aware of sexual violence or sexual assault, they should report it to the Title IX Coordinator immediately. The Title IX Coordinator will conduct an investigation to determine if sexual discrimination or sexual violence occurred. See the Title IX policy for more information.

T. Sexual Misconduct

1. WOL believes that all sexual acts outside of a biblically defined marriage between one man and one woman are sinful.
2. WOL also takes seriously our responsibility to care for those attending our camps, BI, or are serving as staff or volunteers. Staff are not permitted to be alone with someone below the age of 18. Staff and students are also prohibited from being alone in vehicles with people of the opposite gender if one of them is married. Students and campers are not permitted to have physical contact with the opposite gender, and dating or courting must include a third party.
3. Instances of dating violence, domestic violence, sexual assault, sexual harassment, or stalking should be reported to the Deans immediately. Any criminal acts will be referred to law enforcement.

U. Registered Sex Offenders

1. Background checks are performed on all staff, students, volunteers, and many of our vendors. We follow up on any records of criminal activity. Those who have been convicted for child abuse may not be employed at WOL and may not work with or near children at any WOL property or activity.
2. You may obtain a listing of registered convicted sex offenders living in our area by visiting the following website: <https://offender.fdle.state.fl.us/offender/sops/offenderSearch.jsf>. The zip code for Hudson is 34669.

W. Missing Person Notification

Students are allowed to specify who WOL should contact in the event that they are reported missing. This may be the same person or persons as their emergency contact or different persons. WOL Emergency Procedures prescribes contact attempts to the missing person, property searches, and notification to their "missing person contacts."

XIV. HEALTH AND MEDICAL CARE

A. Non-emergency medicine

1. United Concierge Medicine provides telemedicine access for routine illnesses and injuries. This service provides fast and easy health care access 24/7/365. All students are automatically enrolled as members in this program while they are enrolled at the Bible Institute. With this program, students have access to a physician by phone, with secure messaging and/or video chat. An application may be downloaded from the following locations:
 - a. 'App Store' or 'Google Play' (UCMnow) for phones
 - b. Web site: www.unitedconcierngmedicine.com
 - c. Phone: 844-484-7362
2. Plan Design:
 - a. Students can request a consult with a physician by phone from any location.
 - b. Students can share pictures and/or video with a doctor if necessary.
 - c. The doctor will send prescriptions directly to the pharmacy.
 - d. Students can create a patient portal.
 - e. The doctors will follow up to track the student's recovery.
3. In addition to the Telemedicine service, students can receive health care at the following locations:

<u>Bayfront Health Spring Hill Hospital</u> 10461 Quality Dr Spring Hill, FL 34609 Phone: (727) 688-8200	<u>Care One Urgent Care</u> 11115 County Line Rd Spring Hill, FL 34609 Phone: (352) 683-1982	<u>Gulf Coast Medical Center</u> 11528 US-19 Port Richey, FL 34668 Phone: (727) 868-2151
<u>HCA Florida Bayonet Pt Hospital</u> 14000 Fivay Rd Hudson, FL 34667 Phone: (727) 819-2929	<u>MedExpress Urgent Care</u> 8849 State Road 52 Hudson, FL 34667 Phone: (727) 863-7150	
4. Transportation is the responsibility of the student.
5. The pharmacies that are the closest to the Bible Institute are:

<u>Publix Pharmacy</u> 14851 FL-52 Hudson, FL 34669 (727) 856-0602	<u>CVS</u> 13839 Little Rd Hudson, FL 34667 (727) 868-9420	<u>Walgreens</u> 8951 Hudson Ave Hudson, FL 34667 (727) 869-7224
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B. Transportation

1. In emergency situations, an ambulance will be called to transport students.
2. In non-emergency situations, transportation is the responsibility of the student.
 - a. For regular (non-emergency) doctor's appointments, the Bible Institute provides transportation for a fee (\$35). Transportation can be requested at the Front Desk during business hours.

C. Missing required activities due to illness

1. Service assignments are required.
2. Students can miss up to three Service Assignments per semester for debilitating illness without penalty. Sick students, who miss a ministry or Service Assignment, are required to fill out an excuse form through Canvas.
3. Missed Service Assignments do not roll over to the following semester. If a student misses more than three assignments, they will be assigned appropriate d-points (see "Discipline", p. 23, XI), will be reassigned to make up missed assignments, and their Christian Disciplines grade will be reduced appropriately.
4. Students with significant or prolonged medical conditions should contact the respective Dean(s) to make reasonable accommodation regarding class, ministry, and service assignment. 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.

D. Medication

1. Students may keep a small supply of over the counter medication.
2. Prescription medication
 - a. Students may keep prescription medication in their room. A lock box is highly recommended.
 - b. There is to be absolutely no sharing of prescription medication with other students.

E. Health forms

If you need a copy of your health form sent to another school, please submit a written note to Mrs. Fran Ingersoll to have it sent either by fax or by mail.

F. Sexually-transmitted diseases

In the event that 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 will be in the best interest of the student and the Bible Institute community. In all cases, confidentiality will be adhered to as permissible by law.

G. Student Accident Plan

1. All full-time students are eligible for coverage under the Student Accident Plan and will be enrolled in the Plan regardless of any other coverage they may have personally or have provided by their parents. The cost of the Plan is \$45 per semester and is automatically included in their student fees as billed by the Business Office. Premiums are non-refundable. Coverage under the plan terminates when the plan terminates or when the student is no longer enrolled, whichever occurs first.
2. The Student Accident Plan is a secondary policy. Therefore, all claims must first be 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 procedures are outlined in the brochure.
3. Because this is a student accident plan, COBRA continuation is not available.
4. In the event of an accident:
 - a. If at the Bible Institute, report it immediately to your DC or to the Student Life Deans so that proper treatment can be administered or approved and, if applicable, an accident report can be filled out.
 - b. If away from the Bible Institute, consult a physician and follow his or her advice. Treatment of any accidental injury must begin within 72 hours of the injury in order to be considered for coverage. You must report it to the Student Life Deans immediately upon returning to the Bible Institute where assistance will be provided in completing the required forms.
5. Students must submit claims to the Contract Administrator with the assistance of Mrs. Fran Ingersoll. This will result in reimbursement to the student or direct payment to the service provider. If there is dual coverage, the student must first submit to their primary health insurance carrier but may also submit to the Student Accident Plan with the assistance of Mrs. Fran Ingersoll to have the claim on file within the six-month deadline for secondary coverage.
6. If students provide proper information to the doctor or hospital, most area providers will bill insurance companies directly. It is the student's responsibility to ask if fees will be billed directly to insurance companies or if they 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.

7. The Student Accident Plan does not provide coverage for accidents that occur while students are using skateboards, long boards, razor scooters and variations thereof or self-inflicted wounds.

H. Health Campusing

The purpose of health campusing is to provide the opportunity for students to get needed rest and to benefit from a time of recovery from sickness or injury.

1. Students may be campused to their room at the discretion of the Student Life staff.
2. Students who are campused to their room must observe the following:
 - a. Meals are limited to 30 minutes.
 - b. Participation in intramurals sports is not permitted.
 - c. Any previously granted special permissions will be cancelled.
3. If a ministry assignment is missed due to health reasons, the student will be campused at the discretion of the Student Life staff and will remain so until released by the same.
4. If any part of a weekend ministry is unexcused, the student will be campused until the next day.

XV. GENERAL GUIDELINES

A. Bookstore

The campus bookstore offers textbooks, Christian books, gifts, cards, and Word of Life signature clothing. Enrolled students receive a 10% discount on all books provided that they show their student ID.

1. Charges: The bookstore accepts 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 which are not returnable once class has started.

B. Campfires

Campfires are not permitted unless prior permission has been obtained from the Student Life Department.

C. Camping

Over-night camping on or off campus is only allowed with permission from the Student Life Deans. Camping in mixed company is not permitted.

D. Equipment

All Bible Institute 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

1. The Financial Services Office is located in the upstairs lobby of the Conference Center. Check with them regarding all applications for financial aid and specific deadlines. "Professional judgment" decisions for students enrolled in September must be completed by May 30th of their enrollment year. Spring semester students must contact the Financial Services Office for specific deadlines. All students are expected to respond promptly to requests from the Financial Services Office regarding their accounts or needed Financial Aid documentation.
2. Checks up to the amount of \$30 may be cashed at the Financial Services Office as funds are available. All checks must be made 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.

F. Fireworks

Fireworks of any type, including smoke bombs, are not permitted and should be turned into the Deans' office immediately.

G. ID Cards

Students are issued ID cards as meal passes, for checking material out of the library, and for bookstore discounts. Cards must be presented when cashing checks. Lost cards may be replaced for a \$10 fee.

H. Keys

Dorm room keys are provided for your security. Duplication of these keys is prohibited. Lost keys may be replaced at the Student Life Office for a \$5 fee. When you receive your key, a \$20 deposit will be collected. When the key is returned at the end of the year the deposit will be returned (or credited to your account if you have an outstanding balance due).

I. Laundromat

The Laundromat is located on the north end of the old maintenance building. Please keep the Laundromat clean.

Items, including soap products, are removed daily. Laundry is left at your own risk. Laundry is not to be hung around the rooms or over railings of the stairwells for drying.

J. Lost and Found

Found items are to be turned in to the Front Desk. Please check this area frequently if you have any lost property. Clothing, books, and personal items left in any public area will be taken to the lost and found. The Bible Institute assumes no responsibility for lost or stolen property. Lost and found items are disposed of every two weeks.

K. Mail Room

Mail will be delivered by the US Post Office and distributed daily to student mailboxes. Incoming mail is usually available by 4:00 PM.

1. If you find mail in your box that is not yours, please return it to the mailroom.
2. Mail is distributed by box number. All physical assignments not submitted to canvas must show your box number (i.e. maps). Be sure to include it on all correspondence.
3. Mailboxes must be checked daily. Students are responsible for everything distributed by staff and faculty, whether they have checked their boxes or not.
4. Return name and address are required as mail is sometimes returned for additional postage or other problems.
5. Use the following address for all mail and shipping (US Postal Service, Fed-Ex, UPS, DHL):

Student's Name & Box #
Word of Life Bible Institute
13001 Word of Life Drive
Hudson, FL 34669

6. When you receive a package, the mailroom will notify you by putting a package slip in your box. You must sign off to retrieve your package.
7. 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.

L. Medication

Students may keep medication (both over-the-counter and prescription) in their dorm rooms. However, all medication must be in its own separate, original container. Example: ibuprofen must not be placed in the same bottle along with prescription medication.

M. Sunbathing

1. The pool area is designated for sunbathing.
2. Dress Code: please refer to the swimwear section under Dress Code.
3. Please return any pool furniture you have moved to its proper location.
4. Please wear a cover-up to and from the pool area.

N. Swimming and Canoeing

1. There is to be no swimming or wading in any pond on Word of Life property.
2. Personal boats and canoes are not allowed on Word of Life property without permission from the Student Life Department.
3. Students wishing to use boats that are on campus but not owned by a student must be given prior permission by owner.

O. Shuttle Service

Shuttle service is available at the beginning and end of each semester, for scheduled breaks, and for Campus Preview Days.

1. There are two ways to submit a request:
 - a. Call the front desk at 727-379-5000.
 - b. Use the form found on FL Campus Life homepage in Canvas or at <https://forms.monday.com/forms/588401ab051d773af57e4e5e6f2351ec>
2. Shuttle pricing:
 - a. \$35 one way.
 - b. All requests submitted within 72 hours of travel time will be subject to a \$25 late fee.

Students ages 23+ may apply to become a Word of Life approved van driver for ministry purposes.

Word of Life van keys should be returned promptly to the Front Desk or to the "After Hours" key deposit box located by the mail room in the Conference Center.

P. Yearbooks

Yearbooks will be distributed on graduation weekend at the completion of the Summer Ministry Practicum.

XVI. STUDENT AWARDS

Each year a number of awards are handed out during graduation weekend. Students are selected from the current class by a committee comprised of staff and faculty. Note the following awards and qualifications:

Board of Director's Christian Leadership Award

An award of \$2000.00 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 \$1000.00 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 \$500.00 is presented to the female student showing the most outstanding balance of Christian character.

Dean of Men's Award

An award of \$500.00 is presented to the male student showing the most outstanding balance of Christian character.

Ministry Excellence Award

An award of \$500.00 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 \$500.00 is presented to the student who shows effectiveness in the area of personal evangelism.

Musical Vocal Group Award

An award of \$500.00 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 \$500.00 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 \$500.00 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 \$500.00 is presented to a student going into the Second Year Program with the intent of pursuing youth work and has demonstrated earnest effort toward that goal. This award is given to either a Florida or New York first year student.

SECTION TWO

ACADEMICS

I. ACADEMIC MISSION STATEMENT

The mission of the Academic Department is to provide students with a thoroughly biblical worldview utilizing a curriculum that covers all sixty-six books of the Bible and every category of theology while caring for the daily academic needs of the student and helping students and alumni transition to their future collegiate, graduate, and post-graduate level studies.

II. ACADEMIC EXPECTATIONS

A. Attendance (class absence policy)

Word of Life Bible Institute is accredited as a classroom-based institution of higher learning, not as an online school. Physical class attendance is a basic requirement when enrolled in this type of program. For this reason, there is a limit to the number of class hours which may be missed for any reason, even though all missed class periods must be made up by watching video recordings. This limit is set at 24 class periods per semester which represents approximately 10% of the total number of periods. Unused hours do not roll over to the following semester.

This allowance exists to accommodate debilitating illness, family emergencies, or well-justified special occasions like weddings; not to provide an option for students to intentionally miss class due to fatigue, unpreparedness, mild headache or soreness, lack of motivation, or early/late departures/arrivals for school breaks. Using these hours for such reasons is the equivalent of skipping class and results in a grade reduction of 1% per skipped class in the affected course; even though the class(es) must be made up by watching recordings.

Please note the following:

1. Students who miss class due to debilitating illness must complete an online Health Excusal Form by 12:00 PM on the day of their illness. This form can be accessed on the Campus Life home page in Canvas. Students who miss class due to illness are campused for the day unless excused by the Student Life Deans.
2. Special permission to miss class for any reason other than illness must be obtained from the Student Life Deans. If permission is granted, the missed class period(s) still count towards the 24 period limit.
3. Class absences due to Word of Life Ministry Assignments will NOT be counted towards the 24 period limit.
4. If a student misses 10 minutes or more of any class period, it will be counted as an absence.
5. Exam periods are considered class hours. If a student misses a quiz or an exam due to an unexcused absence, he/she will receive a 0 for that quiz or exam. Students who have arranged for Special Permission with Student Life Deans will be able to make up quizzes and exams upon returning to campus.

When a student reaches the limit of 24 missed class periods, it prompts the following:

1. A grade reduction of 1% for each additional (beyond 24) missed class period in the affected course. This grade reduction simply reflects the fact that the student is not meeting the academic requirements of the program as it relates to class attendance.
2. A review of the student's health condition to determine if they are well enough to remain enrolled in a higher ed program requiring physical class attendance. Students who reach the limit must therefore present an "Appeal for Continuation" to the Academic Office. The purpose of the appeal is not to strike missed class hours from the record or to justify additional missed classes due to illness (although in rare cases it may do so). Rather, it is to justify a student's continuation in the program by showing that they are taking their health challenges seriously and making every effort to address them.
For this reason, the appeal must include a description of the specific health condition(s) which caused the recurring absences and clear evidence that medical help has been sought which will make it possible for them to immediately and significantly improve their class attendance. This can include evidence of visits to the Health Center (NY campus only), doctor's appointments, or evidence that the student has contacted Telemedicine, the online medical consultation service available at no cost to all enrolled students on the UCMnow app, online at www.unitedconcierngemedicine.com, or by calling 844-484-7362.
Failure to successfully make this appeal can result in a discontinuation of a student's enrollment at the Bible Institute.
3. In the case of students who have signed a FERPA release form, parents are informed that the 24 period limit has been reached so that they are aware and can potentially provide assistance.

B. Attention:

All students are expected to pay attention in class. The instructor, not the bell, ends the class period. It is disrespectful to close notebooks/computers and pack up before the instructor dismisses the class. Students should not visit the restroom during the lecture or exam period.

C. Cheating:

Confessed cheating will result in a zero for the test or assignment. Students caught cheating may be dismissed. 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.

D. 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 assigned seats before the second bell rings to start class.

E. **Graduation:**

Attendance at graduation is expected. Students must notify the Academic office if they plan to miss graduation. There will be a modest administrative fee to mail the yearbook and/or diploma.

III. ACADEMIC PROCEDURES

- A. **Electives:** 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 except if watching them via livestream. 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.

B. **Tools for measuring academic outcomes**

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

C. **Grades**

1. **Grade Reports:** Grades may be checked online at: studentportal.wol.org. They are updated daily.

2. **Explanation of Grades**

Percentage	Letter Grade	Grade Points
93-100	A	4.00
90-92	A-	3.70
87-89	B+	3.30
83-86	B	3.00
80-82	B-	2.70
77-79	C+	2.30
73-76	C	2.00
70-72	C-	1.70
67-69	D+	1.30
63-66	D	1.00
60-62	D-	0.70
0-59	F	0.00

3. **Computation of Grade Point Averages:** Grade point averages (GPA) are determined at the end of each grading period. The cumulative GPA is computed using the formula: quality points earned divided by hours attempted.
 4. **Distribution of Grades:** Students should share their student portal username and password with their parents, if they desire to have access to their student's grades. Due to FERPA regulations, without written consent from the student, WOLBI is not authorized to discuss the student's academic standing with any third parties.
 5. **Correction of Grades:** Students have two weeks to question grades by contacting the Academic Office.
- D. **Make-Up Work:** All classes missed due to any absence must be made up by viewing the class on the student portal. Students will receive a make-up slip in their mailbox. Unless otherwise communicated, all work must be completed within one class day of the class missed. In the event that consecutive days of class are missed, the student has one class day for each of the class days missed. The completed form must be returned to the Academic Office as soon as the work is complete. All make-up work must be completed prior to going on vacation breaks. Since WOLBI is not accredited as a "Distance Learning Program ("Online Classes"), an excessive number of class periods being made up may result in a student being unable to complete the program and having to withdraw.
- E. **Late Submission Policy:** assignments that are permitted to be submitted late will incur a 3% penalty for each day beyond the due date up to a maximum of 50% off the total grade. This penalty does not apply to tests/quizzes and assignments that are approved to be submitted late by the Academic Office. Professors have the right to deny late submissions or to impose stiffer late penalties if so desired.
- F. **Overview of the School Year**
1. The school year is divided into two academic semesters and a required Ministry Practicum.

2. Our annual Missions Conference is held in January. This conference is considered by the government to be part of a WOLBI student's training, attendance is expected and monitored. Those missing conference sessions will be expected to make up the conference by viewing the recordings.
 3. Outside Summer Ministry Practicum: Because the Summer Ministry Practicum serves as an accredited internship, only a few non-Word of Life summer ministries are approved each year, primarily for married students and students with unusual or debilitating limitations. The ministry opportunity must be similar in terms of expectations and experience to that offered at a Word of Life camp. A formal application must be turned into the ministries office no later than February 15. This date also applies to students starting in the spring semester.
- G. **Registration:** Registration for classes will be held at the beginning of each semester. Students are required to arrive by 5:00 p.m. on the scheduled dates in order to facilitate this procedure. All financial obligations for the semester must be met at this time.
- 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. 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 personal belongings. After two weeks all belongings that remain on our property becomes abandoned property and will be donated or discarded.
- I. **Transferring Students:** When courses have been approved for transfer credit, students have the option to replace them with electives (if available) for no additional fee.

IV. 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 Ministry Practicum or Internship), 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.
- B. **Dean's List**
Students achieving an average of 3.00 to 3.49 at the end of the semester (not including the Ministry Practicum or Internship), 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.
- 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 may be placed on Academic Probation when, at the end of the semester, their cumulative GPA falls below a 2.00, or their current semester GPA falls below a 1.50 regardless of their cumulative GPA. Students on academic probation cannot miss study hours to participate in sports or worship arts ministry teams. Special permission requests may be denied. Students on academic probation may be required to have a personal tutor and/or attend study intensives. In extreme situations, students may be campused.
- D. **Students with Special Needs**
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.
- E. **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 1.50 cumulative GPA at the end of one semester and who have been on Academic Probation for the previous period may be dismissed.
 2. Failure to attend classes.
 3. Exceptions to this policy may only be made by petition to the Associate Academic Dean. Students must demonstrate that they have been working at near capacity to qualify for an exception to the above policy.

V. GRADUATION REQUIREMENTS

- A. Students must complete the core curriculum and obtain a cumulative GPA of 2.00 or higher. They must also receive at least a passing grade in the Christian Disciplines program.
1. Students who successfully complete the Freshman year and associated Ministry Practicum receive a Bible Certificate.
 2. Students who successfully complete the Sophomore year on the main campus in New York and associated Ministry Practicum receive a Bible Diploma.

3. Successful passing of Christian Disciplines, a non-classroom, non-credited bearing course, is required to receive the respective Bible Certificate or Bible Diploma.
- B. Students will be allowed to participate in commencement exercises but will not receive the diploma/certificate or transcripts until all financial obligations have been met in full.
- C. Freshman students having a cumulative average of less than 2.00 or not successfully passing Christian Disciplines receive a Certificate of Attendance at the commencement exercises.
- D. Sophomore students having a cumulative average of less than 2.00 or not successfully passing Christian Disciplines are not able to participate in commencement exercises. They do not receive a Bible Diploma or a Certificate of Attendance.
- E. Students who begin their academic year with the spring semester and successfully complete their year at the end of the fall semester are eligible to participate in the next commencement exercise.

VI. STUDY SKILLS ASSISTANCE

- A. **Study Intensive:** Students struggling academically may receive group tutoring by a student tutor. Any students interested in this tutoring are also encouraged to attend.
- B. **Peer Tutoring:** Students can request the help of a tutor from the Academic Office. This program is limited and will be made available based on need.
- C. **Casual Tutoring:** Students are encouraged to help each other prepare for quizzes and tests in their free time.
- D. **Academic Advising:** Academic advisement is available from 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. **Complaint 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 submit this to the Academic Office.
 2. The Academic Office 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 complaint requesting a different tutor.
 3. Upon receiving the second written complaint, or if the first complaint appears to be unresolvable, the Academic Office will appoint a new tutor.

VII. STANDARDS OF ACADEMIC PROGRESS

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

Word of Life Bible Institute will evaluate a student's standard academic progress to consider if the student is on pace to complete the two year program within a prescribed timeframe and with a minimum 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 in the Word of Life Bible Institute program of study.

Definitions:

Standard Academic Progress: Standard Academic Progress (SAP) refers to the minimum academic benchmarks for progression toward the completion of the program. These standards include a normal time frame to complete and a maximum time frame to successfully complete the prescribed curriculum.

Cumulative GPA: Calculation of the grade point average for all coursework attempted from the beginning of the student's attendance at the Bible Institute.

Successful Completion- A grade of 0.7 or better for each course taken. A 0.7 is equivalent to a letter grade of D- in each course taken.

Maximum Timeframe- In order to improve a grade or replace an incomplete term a student may require additional time to complete the prescribed curriculum. Students must complete each grade level of the program in a maximum of three academic periods.

A. Normal Timeframe to Complete

Students that receive Federal Title IV Aid must maintain a Cumulative GPA consistent with the SAP set forth in the table below. A student must also successfully complete all coursework in a payment period in order to progress to the next period and be eligible for additional Title IV funds. For freshmen students, SAP is evaluated after successfully completing one half of the coursework or 15 weeks of course work (whichever is greater). A student progressing as a sophomore will be evaluated at the greater of 30 weeks or just prior to beginning their sophomore year. Further evaluation will occur at the greater of 45 weeks or halfway through their sophomore year. Summer grades count towards the calculation of the SAP but do not contribute toward the weeks or hours completed. To complete within the normal time frame, the student must complete the following minimum benchmarks:

	1 st Semester	2 nd Semester	3 rd Semester	4 th Semester
Instructional Weeks Completed	15	30	45	60
Instructional Hours Completed	493	986	1479	1972
Cumulative GPA	1.20	1.80	1.90	2.00
Successful Completion	Minimum of 0.7 or above on all coursework	Minimum of 0.7 or above on all coursework	Minimum of 0.7 or above on all coursework	Minimum of 0.7 or above on all coursework

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 Timeframe to Complete

A student must successfully complete all attempted coursework with a satisfactory Cumulative GPA within a specified duration of time. The normal time frame to complete academic coursework is 60 weeks of study as outlined above. Similarly, the maximum time frame allowable to complete the program is 90 weeks. A freshman student has a maximum total of 45 weeks to complete academic coursework in order to progress as a sophomore. A sophomore must maintain a 1.90 Cumulative GPA from 77.5 weeks until completion.

	1 st Semester	2 nd Semester	3 rd Semester	4 th Semester
Instructional Weeks Completed	22.5	45	77.5	90
Instructional Hours Completed	493	986	1479	1972
Title IV GPA	1.20	1.80	1.90	2.00
Successful Completion	Minimum of 0.7 or above on all coursework	Minimum of 0.7 or above on all coursework	Minimum of 0.7 or above on all coursework	Minimum of 0.7 or above on all coursework

If 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. A student is not eligible for federal aid to retake a course that has been successfully completed in a prior term.
2. Incomplete: Coursework that is NOT completed will be graded as "Withdrawn Passing" or "Withdrawn Failing."
3. Repeated Courses: A repeated course may improve a student's cumulative grade and replace a previous failing mark.
4. All coursework attempted at the school will be included in the quantitative analysis of a student's academic progression (maximum timeframe).

D. 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.

E. 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.

F. 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

MINISTRIES

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 Bible Institute Ministries. 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** “so that you may walk worthy of the Lord, fully pleasing to him: bearing fruit in every good work and growing 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.

I. MISSION STATEMENT

The mission of the Ministries 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. 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

- A. Understand principles and techniques of ministry.
- B. Incorporate various principles and techniques into real-world ministry opportunities.

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.

Our pursuit of these objectives takes many forms. Examples include:

- Teaching students to accept and to be faithful to the responsibility of ministry.
- Placing students in situations that stretch them and expand their vision.
- Providing opportunities for students to serve together, learning teamwork, mutual dependence and cooperation.
- Promoting the development of ministry skills and spiritual gifts through actual service.
- Helping students cultivate a right attitude toward serving the Lord, a burden for souls, and a desire to be used of God.
- Giving students practical experience in the “how-to’s” of Christian ministry by providing on the job training.
- Increasing the student's effectiveness by training them to personally share their faith, providing field supervision, evaluating their service, and offering individual counseling.
- Assisting the student in maintaining a proper balance between learning and serving.
- Training and preparing students for current and future ministry.

IV. OVERVIEW

- A. **Preface:** *Acts 1:8, But you will receive power when the Holy Spirit has come on you, and you will be my witnesses in Jerusalem, in all Judea and Samaria, and to the end 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 Ministries Department will review and determine if permission may be granted.
- C. **Ministry Assignments**
- Many types of ministries are available and will be discussed in detail in the remainder of this manual. Assigned ministries take priority over employment, service assignments, and any extra-curricular activities. Students will be notified about events/assignments via a scheduling application called "Sling-Paycom." They will also receive notification messages through their Canvas account. Students are required to regularly check Sling-Paycom and Canvas to know about upcoming ministry events/assignments.
- D. **Ministry Reports**
- It is the responsibility of each **Ministry Team Leader** to submit the electronic ministries recap form to the Ministries Department before 2:00 p.m. the day after the ministry takes place.
- E. **Absences and Excuses**
1. For missed ministry assignments, see "Missed Required Activities" (p. 33, XIV).
 2. Approved Special Permissions do **not** excuse students from Ministry or Service Assignments. Students must be aware of their ministry schedule, which is made available at least two weeks in advance, and plan accordingly.
 3. If a replacement is needed, approval must be made with the Ministries Department.
 4. Any ministry absences without permission from the Ministries Department, will be considered an unexcused absence.
- F. **Dress Code for Ministry**
- Dress for ministry will be determined by ministry type and will be communicated in advance. Special dress at church functions or other ministries should be approved through the Ministries Department.
- G. **Ministry Transportation**
- Vans are to be parked in the Ministries parking lot. A vehicle should never be taken to a dorm. All vehicles are to be signed out from the Front Desk between the hours of 8:00 a.m. and 9:00 p.m. unless prior arrangements have been made through the Ministries Department. Vehicles should be returned as soon as you return from the ministry. Returning vehicles should be cleaned out and parked in the designated lot. Keys should be returned to the Front Desk during business hours. 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 Ministries 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, wind, 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 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. Florida 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 Ministries 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 Ministries Department
 - iii. To take attendance and fill out ministry report forms for their teams, and report to the Ministries Department concerning their ministries.
 - iv. To give the Ministries 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 are required to communicate all ministry events and assignments to their teams. But this does **not** take the place of each student checking their own Canvas Account and Paycom account.
3. 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 Etiquette

1. Students are to be punctual at all times.
2. Students are to be prepared to give their testimonies on a moment's notice. The testimony should be written out in advance.
3. Students 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.
4. After dark, girls should sit with girls and guys with guys.
5. Students are responsible for returning all unused literature to their Team Leader or his designated helper before leaving the ministry vehicle on their return trip.
6. Students are to be considerate of others at all times and in particular when leaving and returning to their dorm.
7. Part of the student's Christian Disciplines grade will come from their ministry participation. The student's Team Leader and/or Pastor will evaluate them.

L. Literature and Follow- Up

Literature, including Gospel tracts, Gospels of John, and follow-up material are 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 Ministries Department, and may be made available to you.

V. AVAILABLE MINISTRIES

A. Overflow Bands

The Overflow Bands minister on campus, at special events, and at schools and churches. Weekly practices are held. Auditions for this team are held in the fall. Students participate in this ministry all year long, including the summer at Word of Life Florida *The Coast*. All band members are required to serve at Word of Life *The Coast* through the summer.

B. Overflow Drama

The Overflow Drama 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

Each student must try out for the team during the first week. Following the tryouts, the team will be selected. The drama team presentations will vary and will be in places such as Christian schools, churches, WOL conferences, and on campus. All drama team members are required to serve at the Word of Life Florida *The Coast* through the summer.

C. Creative Arts Team

The Creative Arts team is a group of specifically skilled students in areas such as graphic design, marketing, carpentry, and artistry. These students will serve alongside our media department with set designs and various projects. This team will also have opportunities to help local Churches with websites, set designs, and promotional videos.

D. Camps & Events Team

Camps & Events teams will work directly with the Ministries and Camps departments. These teams will operate the extreme camp activities as well as travel with the inflatables activities in partnership with other Churches and organizations in the Southeast. They will also serve alongside Word of Life Youth Ministries Missionaries to help with events at local churches.

E. Local Church Ministry Teams

Local Church Ministries is a great opportunity to serve the Lord on a weekly basis (every Sunday/Wednesday) in an assigned local church. You as a student, will receive “hands-on” experience with Student and Adult ministries. Each Church has its own program, so there will be different opportunities depending on which Church you are placed. The students who participate in this ministry will be assigned to the same church for each academic semester unless the ministries department makes special changes.

F. Frontline

The Frontline Team will serve with the Local Church Ministries Club Churches in the Tampa Bay area. The team will have a focus in teaching, preaching, small group leading and programming in student meetings.

G. Child Evangelism Fellowship Teams

The CEF teams will do ministry at a local elementary school on a weekly basis. The students who are placed on this team must be passionate about children’s ministry and participate faithfully throughout the school year.

H. Care127 Team

The Care 127 team ministers to those in great need, often from broken family situations, as described in James 1:27. They have opportunities to visit places like children’s homes and pregnancy centers to share the love of Christ.

I. Student Council

Student Council is a ministry team selected to serve the entire student body. Student Council members assist in organizing and leading campus activities and service projects.

J. Cross Cultural

The Cross Cultural team serves in conjunction with Spanish-speaking congregations in the Tampa Bay Area. The team serves with student events and other evangelistic opportunities. Speaking Spanish is not a prerequisite for joining the team, but it certainly helps!

VI. SPECIAL EVENTS

Fall semester

- Evangelism Ministry: Students go to public areas to present the gospel.
- Reverb: Assisting Local Church Missionaries share the gospel at all night youth events.
- Fall Festivals: Teams will assist Churches in Fall themed evangelistic events.

Spring semester

- Pursuit Camp: Five weekends in January and February that is a condensed version of summer camp for teens.
- Evangelism Ministry: Students go to public areas to present the gospel.
- Mission Trips: Students will have the opportunity to minister on an overseas Mission Trip.
- D-Now: A weekend of leading a small group of youth in gospel centered conversations and community work. These events are run by Local Church Missionaries.

VII. SERVICE ASSIGNMENTS

A unique aspect of the Ministries Department is the area of Service Assignments. Service Assignments provide each student the opportunity to develop teamwork, 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. *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.

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 that was filled out by the student at registration as well as the student’s assigned ministry and by the needs of the Bible Institute. All service assignments will be scheduled using the Paycom application and notifications will be sent through your Canvas inbox.

Sunday Service Assignment: There are no regular service assignments scheduled on Sundays. This is an opportunity for students to participate in Work-for-Pay.

A. **Absence/Late**

Students who believe they are sick and unable to work must first connect with their RA or DC for an assessment. Students who are missing a service assignment due to sickness must complete the designated form found in *Florida Campus Life* in Canvas to notify the Ministries Department.

B. **Breakfast Service Assignments:** Breakfast shifts are often desired because they are shorter, but you have to wake up early! Students must continuously arrive on time in order to maintain breakfast shifts throughout the semester. Students are not allowed to be late for class upon completing their shifts.

C. **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.

D. **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.

E. **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 Paycom and (or) a message in their Canvas inbox.

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 Usage Policies, 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.*

REFERENCE COPY

Please keep for your
records

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