Word of Life®
Bible Institute

Student Handbook

2023-2024

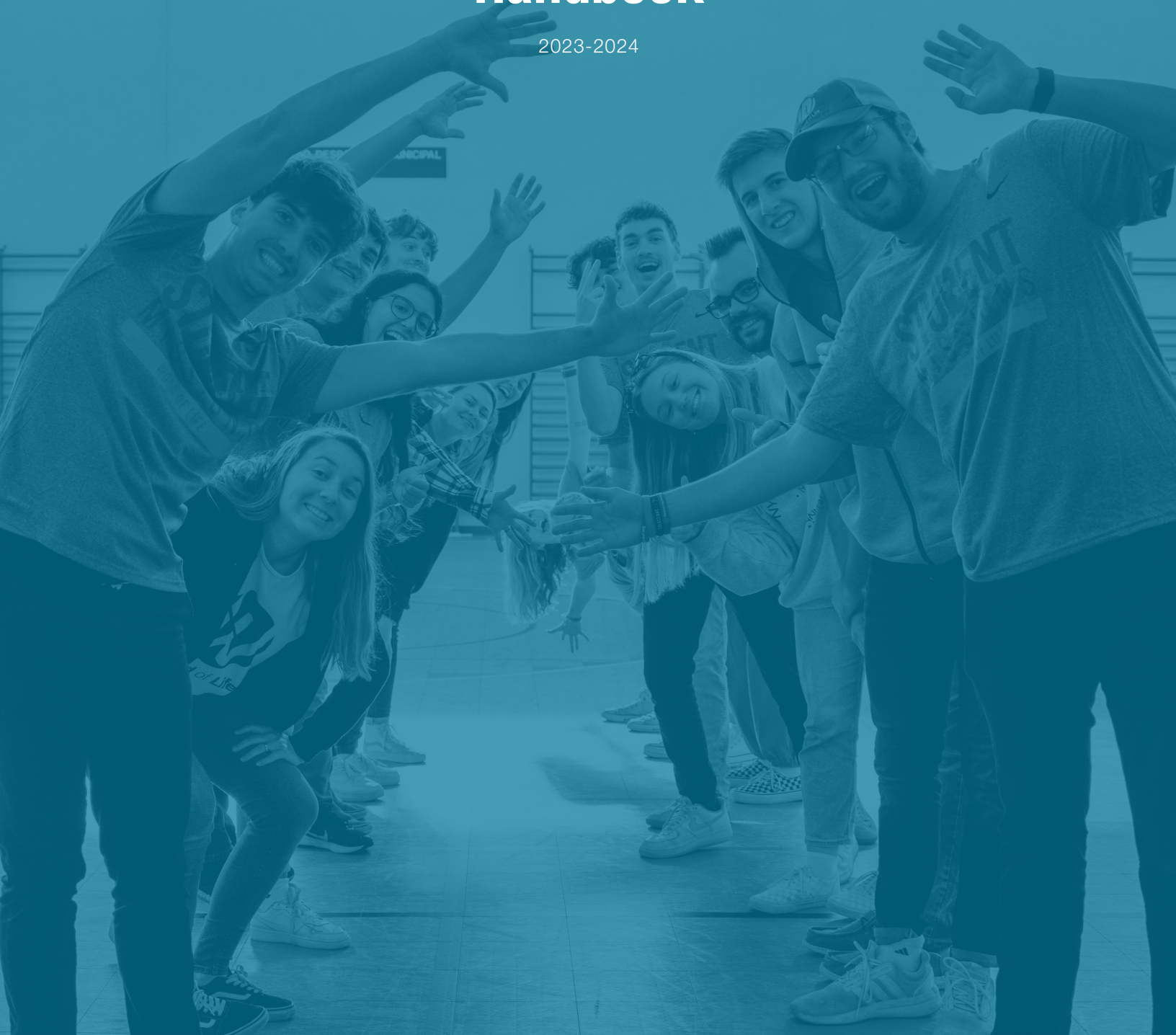


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INFORMATION DIRECTORY

- Bible Institute Switchboard: 518.494.1427. An automated attendant operates during off hours.
- Regular office hours are 8:30 AM to 5:00 PM, Monday through Friday.
- All numbers, unless otherwise indicated, begin with 518.494.XXXX

ADMINISTRATION

Executive Dean of Bible Institutes	Mr. Brian Baker	Page Ctr., Ext. 1532
Administrative Assistant	Mrs. Jennah Skau	Ext. *1543*
Vice President of Operations and Central Services	Mr. Eric Messer	Welcome Ctr., Ext. 1541
Executive Dean & Professor, Global Campuses	Mr. Mark Strout	Ext. 1433
Alumni Engagement Director	Ms. Rebecca Berga	Ext. 1439
Institutional Effectiveness Coordinator	Mr. Justin Lough	Page Ctr., Ext. 1478
Operations General Manager	Ms. Samuelle Champion	Ext. 1578

ACADEMIC DEPARTMENT

Academic Dean	Mr. Todd Steltz	Page Ctr., Ext. 1447
Assistant to the Academic Dean	Ms. Melissa Paris	Page Ctr,. Ext 1432
Librarian	Ms. Susanna Swanson	Library, Ext. 1401
Associate Professor and Bible Department Chair	Mr. Jonathan Lough	Page Ctr., Ext. 1454
Registrar & Veteran's Affairs SCO	Mr. Dan Skau	Page Ctr., Ext. 6280

STUDENT LIFE DEPARTMENT

Dean of Students	Mr. Drew Burtis	Page Ctr., Ext. 1540
Administrative Assistant	Mrs. Julia Lough	Page Ctr., Ext. 1515
Dean of Men	Mr. Justin Cousins	Page Ctr., Ext. 6341
Dean of Women	Mrs. Karen W. Smith	Page Ctr., Ext. 1476

MINISTRIES DEPARTMENT

Dean of Ministries	Mr. Jonathan Bubar	Ministries Ctr., Ext. 6232
Administrative Assistant	Mrs. Caroline Tompkins	*518.494.1521*
Ministries Coordinator	Mr. Micah Melville	Ministries Ctr., Ext. 6289
Ministries Coordinator	Mr. Mark Bodlien	Ministries Ctr., Ext. 6289
Assistant Ministries Coordinators	Mr. Ethan Morin	Ext. *1321*
Assistant Ministries Coordinators	Mr. Jordan Ross	Ext. *1576*
Athletic Director	Mr. Matt Layton	Ext. 1474
Student Services	Ms. Sadie Diaz	Ministries Ctr., Ext. 1521
Service Assignments	Ms. Lindsay Bergeron	*518.494.1452*
Music Director	Mr. Ryan Arnold	Music Bldg., Ext. 1418

ENROLLMENT AND FINANCIAL AID

Dean of Enrollment	Mr. Brian Tanedo	Enrollment Ctr., Ext. 1599
Director of Financial Aid	Mr. Alex Hackett	Enrollment Ctr., Ext. 6375

BUSINESS OFFICE

Director of Financial Services	Mr. Chris Tompkins	Welcome Ctr., Ext. 1438
Business Manager	Mr. Simon Hurley	Ext. *1489*
Student Accounts Administrator	Mrs. Hannah Freeman	Enrollment Ctr., Ext. 1612

HEALTH AND SECURITY

Health Center Front Desk	Mrs. Mary Steltz	Health/Security Office, Ext. 1600
Security		Health/Security Office, Ext. 6202
Student Accident Plan		518.494.6000

OTHER

Café/Bookstore	Ms. Paige Willard	Bookstore, Ext. 1412
Computer/Logos Help Desk	Mr. CT Newell	IT Department, Ext. 6265
Kitchen		Ext. 1407
Director of Culinary Services	Mr. Daryl Jackson	Kitchen, Ext. 1507
Housekeeping/Lost and Found	Mrs. Evelyn Magoon	Housekeeping, Ext. 1488
Maintenance	Mr. Peter LaBarr	Maintenance, Ext. 1474
Title IX Coordinator	Mr. Justin Lough	Page Ctr., Ext. 1478
Visitors (for students)	Mrs. Julia Lough	Page Ctr., Ext. 1515
Director of Biblical Counseling	Mr. Joe Schenke	Ext. 1437
Director of Word of Life Youth Ministries	Mr. John Collins	

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 the Dean of Enrollment (Ext. 1599), who will work with the student to assess the need and facilitate the appropriate resource.

HANDICAP ACCOMMODATIONS

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 Vice President of Operations and Central Services, in conjunction with the Dean of Students, will work to ensure that special accommodation needs are met for each individual.

PHILOSOPHY, MISSION, AND OBJECTIVES

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 who 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.

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 our sins; His bodily resurrection; His exaltation to God's right hand, and His personal, imminent, pretribulational and premillennial return.

4. We believe that all men have sinned, and, therefore, guilty before God and are under His condemnation.

5. We believe that all who by faith receive Jesus Christ are then born again of the Holy Spirit, therefore, children of God and eternally saved, and that the Holy Spirit dwells within every believer to enlighten, guide, and enable the believer in life, testimony, and service. We believe that God answers the prayers of His people and meets their needs according to His purpose.

6. We believe that God gives spiritual gifts to all believers for the building up of the Body of Christ. However, the miraculous sign-gifts of the Spirit, such as tongues and healings, were limited to the early church.

7. We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved in Glory, and the everlasting conscious punishment of the lost in hell.

8. We believe that all believers are called to a life of separation from all worldly and sinful practices and alliances.

9. We believe that from the beginning with Adam and Eve, God ordained marriage as only between a man and a woman. All sexual activity outside of marriage, including homosexual practices, is in direct contradiction to God's Word and His 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).

4. 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.

5. 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.

6. 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 social dancing. 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).

7. 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.

8. 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).

9. 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.

10. To ensure 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

To see our full Grievance Policy, visit **wol.is/grievance**

IV. CONFIDENTIALITY OF STUDENT RECORDS (FERPA)

To see our FERPA policy, visit **wol.is/ferpa**

V. TITLE IX POLICY

To see our Title IX Policy, visit **wol.is/titleix**

VI. EQUAL EMPLOYMENT POLICY

To see our policy on Equal Employment, visit **wol.is/eep**

VII. ADDENDUMS

To see our policy on Addendums, visit **wol.is/vehicle**

SECTION ONE
STUDENT LIFE

STUDENT LIFE HANDBOOK

I. STUDENT LIFE PURPOSE 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 – Mrs. Gaby Hackett, DSO

Off Campus Student Coordinator – Mr. Drew Burtis

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

Lead Resident Assistants are selected to assist the Resident Directors in the supervision of students and fellow Resident Assistants, in their specific dorm section in keeping with Student Life Philosophy and Core Values. Each Lead Resident Assistant reports directly to a Resident Director.

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 the Student Experience Program participants assist with oversight in various service areas. RA/SEP's 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 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 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 Word of Life Bible Institute 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 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 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 Word of Life Bible Institute 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 our faith, and away from a dependence upon themselves and the tendency to pursue self-righteousness in one's 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 (Hebrews 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 for oneself (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 to 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 Word of Life Bible Institute 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 the *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 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, but, in the end, it is the student's responsibility under the guidance of the Holy Spirit to undertake the changes 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 and Friday featuring resident and adjunct faculty as well as guest speakers. All students, including off-campus students, are required to attend chapel services. Students are strongly encouraged to take notes during chapels.

B. Church – Church attendance on weekends is required. Students are highly encouraged to serve in local churches in addition to attending. Physical attendance is required; watching a service is not sufficient. There are times when students must attend on campus due to conferences, Snowcamp or special training sessions.

Bolton Community Church: Bolton Landing 518.644.9103
Calvary Bible Church: Wevertown 518.251.3304
Faith Bible: Chestertown 518.494.7183
First Baptist Church: Warrensburg 518.623.9373
Grace Bible Fellowship: Olmsteadville 518.251.3290
Horicon Baptist: Brant Lake 518.494.2584
Mountainside Bible Chapel: Schroon Lake 518.532.7128
New Hope Community Church: Queensbury 518.798.5778
Crown Point Bible Church: Crown Point 518.597.3318

Cornerstone Alliance Church: Ticonderoga 518.585.6391
Pine Knolls Alliance Church: South Glens Falls 518.793.7101
Westport Bible Church: Westport 518.962.8247

C. Dorm Devotions

1. Devotions are held in the dorms. 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 RD to have a special speaker in the dorm.
3. All students are expected to participate in presenting devotions periodically each semester.

D. Quiet Time

1. Time is set aside each day for students to have their own personal "Quiet Time" with the Lord.
2. Students do not have to be at their desk for Quiet Time. While we allow students to not be at their desk, a full 30 minutes must be designated to Quiet Time. No other activities are allowed during the Quiet Time period. Students with early morning work assignments must complete their Quiet Times before going to bed.
3. 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, staff, RAs and RDs will periodically check Quiet Time Diaries.
4. 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."
5. Students must complete the Quiet Time Diary every day they are enrolled as a student, including weekends. During breaks Quiet Time is encouraged to keep accountability with other students.

E. Conferences

We consider Missions Conference to be an integral part of the program, and all students are required to attend.

1. **Missions Conference:** Several days are devoted to a special mission's emphasis during the second semester. Speakers and seminars as well as personal interaction with the missionaries themselves provide valuable insight and motivation. God often uses this conference to dramatically change the direction of students' lives.

V. DISCIPLESHIP PROGRAM

"**Deeper**" is a discipleship program for any student enrolled at Word of Life Bible institute to meet with someone with expectation of bible study, prayer, encouragement, and accountability. As a Student Life Department our desire is to help you go from just a knowledge of the Bible which we believe can puff you up and makes you prideful (1 Corinthians 8:1) to a wisdom and love that helps you build up one another (Romans 14:19) and develop a deeper personal relationship with Christ (John 17:3.)

1. D Group: D-Groups are the primary mode of yearlong discipleship on campus. Led by staff members, these gender specific groups of 3-5 people create high accountability with other like-minded students. You can sign up through the discipleship application found on the Student Portal.
2. Home Groups: Students can sign up for a specific home group that meets periodically at that staff member's home. These groups offer an atmosphere of encouraging community and relaxation with an emphasis on building relationships, discussion, and prayer. Sign-ups will be available in the fall.

VI. RELATIONSHIPS

We encourage men and women to form healthy relationships. Word of Life Bible Institute 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 Student Life Dean's Office.
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 Barn to the WC parking lot and excludes any remote or darkened location within it.
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, 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 Student Life Deans. Failure to obtain this may result in a zero grade for missed coursework.

1. If special permission is granted to leave early, coursework 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 campus intranet.
   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. As per the standard stated elsewhere, no more than 20% of a semester may be made up. If illness or other factors result in a student missing more than 20% of the semester, they may be asked to withdraw and then to re-enroll when they are able to complete the program in the classroom.

VIII. STUDENT COUNCIL OVERVIEW

What is Student Council?
Student Council is a group of students who represent and serve the entire student body. Student Council members will be elected for leadership positions and will serve in these positions as their service assignment.

What does everyone do?
All Student Council members act as representatives to the Student Life Department (Deans and Resident Directors). Student Council representatives meet regularly with the Student Life Department and have the opportunity to bring up issues concerning campus life. The Student Council also serves the student body by assisting the Assistant Ministries Coordinator in creating and running campus activities and service projects.

IX. CAMPUS LIFE

A. Announcements

1. Your school email and Canvas are the main sources of communication. Check your communication daily.
2. Students are responsible for any important announcements or meeting requests sent to their email accounts or posted in Canvas by staff and faculty.

B. 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.
2. Screens are not to be removed from windows.
3. Extension cords are not permitted in dorm rooms but power strips are. However, a power strip may not be connected to another power strip.
4. 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 being fire hazards. Hot air poppers are allowed.
5. Air conditioners are not permitted in student housing.
6. Students must not store items in the boiler room or enter it at any time.

7. Tampering with the temperature settings of water heaters and furnaces is not permitted. If there is a problem with furnaces or water heaters, contact your Dorm RA. Please do not attempt to make repairs.
8. It is a violation of New York State law to tamper with, cover, or in any way deface exit signs or fire extinguishers.
9. With the exception of housing during Snowcamp, all buildings on the north (Ranch) end of campus beyond Venezuela dorm are off limits, whether locked or unlocked, until the summer camp season begins. Those with authorized access must check with Property Services personnel to obtain a key.
10. Students are requested to turn off all lights and electrical appliances when leaving dorm rooms.

C. Cleanliness

1. Dorms are to be kept clean and neat and will be inspected regularly at the discretion of the RAs, LRAs, RDs, or Deans.
    a. Beds should be made.
    b. Dirty laundry must be kept in a laundry bag or closed container.
    c. Food must be kept in sealed containers.
    d. Rooms, halls, and entryways must be kept free of clutter.
    e. All trash must be emptied from kitchen/lounges daily or when needed.
2. Dorm Jobs
    a. Each person will take turns cleaning their dorm building. 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 "Quiet-in-Dorms" time.
    c. If you have a conflict, please check with your Dorm RA about the time your job should be done.
    d. If you are away when scheduled, it is your responsibility to find a replacement.
3. Dorm Lounges – Lounges are to be treated with respect and care.
    a. All trash emptied daily.
    b. Dishes must be cleaned daily.
    c. Furniture is to be put back to its original spot daily.
4. Students are reminded that personal hygiene is essential, particularly when living in dorms. Students are expected to shower and launder their clothes and linens regularly.

D. "In-dorms" and "Lights out"

1. Please refer to the daily schedule for "In-dorms" and "Lights out" times.
2. During In-dorms, only desk lamps are to be used. An atmosphere conducive for sleeping must be maintained for the sake of others. No forms of entertainment should be played out loud.
3. On nights when there is school the next morning, all lights and devices must be turned off and rooms quiet at 1am.

E. Pets

Fish are the only pets permitted in student housing and fish tanks cannot exceed ten gallons.
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.

F. 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 is not permitted on painted surfaces, A "sticky tack" type product should be used. Any damage could result in a dorm damage report, which may include a payment for repair.

G. 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.

H. Cell Phones

1. Cell phones are to be silenced and not used during class and other public meetings. For those with required study hours, there should be no use of cell phones in the dorms or library during that time (talking or messaging). Students may use their phones for studying purposes or for listening to music (headphones only). Use of cell phones during "In-dorms" should be limited to activities that allow others to sleep (e.g. no talking, music without headphones, etc.).
2. For legal, safety, and insurance purposes the cell tower site and its access road are off limits to all students. It is fenced and is not the property of Word of Life. Trespassers could face prosecution.

I. Special Permissions

1. Philosophy of special permissions
   Special Permission is needed from the Student Life/Academics/Ministry Department for any of the following:
   a. To miss class (Other than for being sick. See attendance policy under Academics), work assignments, 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 their ministry/service assignment. The Ministries Department must approve any requests to miss any ministry/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 the winter season, students are very involved in Snowcamp. Therefore, weekend special permissions 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.

J. Visitors

1. Overnight visitors. Students may have overnight visitors provided they adhere to the following guidelines:
   a. Students may periodically spend the night in another dorm room, but they must obtain permission from their RD in advance.
   b. For outside visitors, permission must be granted by the Student Life Department at least two days in advance.
   c. A visitor's pass must be obtained from the Student Life Administrative Assistant in The Page Center during regular office hours. The cost is $30/day, which covers meals and lodging regardless if visitors eat off campus.
   d. Accommodations, if available, will be assigned by the Student Life Administrative Assistant for overnight visitors. Generally, special permission will not extend beyond three nights.
   e. Generally, visitors must be between the ages of 16 and 24.
   f. We are unable to provide on-campus housing for parents. Accommodations may be available at our Lakeside properties. Contact Customer Service at 518.494.6000, option 1, or **customerservice@wol.org**
   g. All visitors must register their vehicle upon check in, indicating the make, model, and plate number of their vehicle.

h. Generally, visitors will not be permitted during the week that precedes official school breaks.
i. 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 Welcome Center or at the Student Services Desk.
   b. All day visitors may purchase meal tickets at the Welcome Center or at the Student Services Desk.

K. Vehicle Policies

The vehicle 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 the Bible Institute property. Please see **wol.is/vehicle** for complete vehicle policies.

L. Bicycles

No bicycles may be kept in the dorms or on the porches. All bikes should be placed in a bike rack when not in use. A bike lock is strongly recommended. All bikes must be properly locked in approved storage areas during breaks. Please see **wol.is/vehicle** for complete bicycle policies.

M. Dining Room

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. Students are not permitted to bring food back to a roommate unless they are sick.
   b. Off-campus students and all guests must purchase a meal ticket at the Student Services Desk. There is no charge to off-campus students and spouses for school banquets, but tickets for children must be purchased.
   c. 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 and pepper shakers, condiments, etc.) are to be removed from the dining room.
   d. Only one temporary meal pass is permitted per week.
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 is 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 **food@wol.org**. If allergies or needs change, a meeting with the culinary staff is required to assess how those needs may be accommodated.

N. Entertainment Media

1. Music, movies, and video games are permitted under the following conditions:
   a. Early in the fall semester, students will attend a chapel/devo and be encouraged to evaluate their entertainment choices through the principles of God's Word. Following the chapel/devo, students will be required to write out their own biblical principles for entertainment. Students are encouraged to talk through them with their Resident Assistant or Resident Director.

b. The student 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 (p.9, #5) for guidelines on Christian Liberty regarding entertainment.
c. In the dorm rooms and lounges, 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, and service or ministry assignments. During In-dorms, entertainment must be played through headphones only.
3. The Deans will make the decision as to what musical instruments may be used in the dorms. Amplifiers, drums, and keyboards are not permitted in the dorms without the use of headphones
4. Computer monitors and small televisions are permitted for use with game consoles.

X. DRESS AND APPEARANCE

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's Dress for Students

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, neatly trimmed and shaped. 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, and collared shirts/sweaters. 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's Dress for Students

Women should be modest in their dress and avoid revealing, sheer, excessively tight fitting or short clothing, and holes in inappropriate locations. 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. Hats or hoods should not be worn in class or Chapel.

- **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 their 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, curfew, or required meetings. Points may vary based on the extent of the tardiness.
   c. Not following policies for Quiet Time, "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 have until Friday of the same week to see their Resident Director and schedule their work hours.
   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. 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.
   e. Discipline work hours may not be rescheduled. Those who are sick should see their RD 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.
    b. Appeals related to dorm life and classroom matters are to be brought to your Resident Director.
    c. Appeals related to Service or Ministry Assignments are to be brought to the Student Services Desk.
    d. Denied appeals may be brought to the respective Ministry and Student Life Deans, if necessary.

D. Suspension

Students suspended for disciplinary reasons:

1. Will serve either an in-school suspension or an out-of-school suspension.
2. Will receive a variety of penalties from Academics, Student Life, and Ministries.
3. Will be required to meet with the Student Life Dean Staff upon completion of suspension.

E. 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:
    1. Engage in biblical counseling. A positive recommendation will be required from the counselor.
    2. Demonstration of the fruit of repentance by a change of lifestyle and/or attitude.
    3. Active involvement in a local church and regular time in the Word of God.
4. 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 associated 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 Word of Life's Firearms Policy)
    - Violation of New York 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

5. Students who are dismissed or those that withdraw 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

To see our policies on computer usage, visit **wol.is/computer**

XIII. CAMPUS SECURITY AND EMERGENCY PROCEDURES

To see details about our campus security and emergency procedures, visit **wol.is/security**

XIV. HEALTH CENTER

To see details about our Health Center, visit **wol.is/healthcenter**

XV. GENERAL GUIDELINES

A. Bookstore

1. The Campus Store & Café is where you will find all your daily needs from school supplies, toiletries, gifts, Word of Life apparel, books and postage stamps. A copier and printer is available for a small fee per page. The Café has many items to offer including coffee, smoothies, Frappuccino, baked goods, snacks, etc.
2. Charges: The bookstore accepts personal checks, Visa, MasterCard, Discover, and debit cards.
3. 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.
4. Textbooks that are required or recommended by our institution or a course instructor are exempt from NY state and local sales tax when sold to a student. To claim this exemption, please present your student ID to the bookstore staff at the time of purchase.

B. Xavante Sports Lounge

The Xavante Sports Lounge is your on-campus snack shack. We offer a variety of hot and cold items, including pizza, wings, fries, ice cream, assorted beverages and more! The lounge is a comfortable place to hang out with friends, play ping-pong or pool, and watch your favorite teams on one of our four TVs. During mealtimes this is a quiet space for discipleship meetings as well.

C. Campfires

Campfires are permitted on campus only at approved fire rings and must be signed out at the Student Life Center prior to use.

D. Camping

Camping in mixed company is not permitted without permission from the Student Life Deans.

E. 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.

F. Financial Services

1. The Financial Aid Office is located in the Enrollment Center. Check with them regarding all applications for financial aid and specific deadlines. All students are expected to respond promptly to requests from the Financial Aid Office regarding their accounts or needed Financial Aid documentation. “Professional judgment” decisions for students enrolled in September must be completed by May 30th of their enrollment year. Spring students must contact the Financial Aid Office for specific deadlines.
2. The Business Office is located in the Enrollment Center. Check with them regarding billing statements, account balances, or to make a payment. Students must have their financial obligations met in full in order to receive, certificates, diplomas, and admittance into their sophomore year. Students failing to meet their financial obligations will have a financial hold placed on their account. **wol.is/businesspolicy**

G. Fitness Center

1. Please observe posted hours. A supervisor will be on duty during the afternoon hours Monday through Friday. There will be no supervisor on duty on the weekends.
2. Two people must be present in the Fitness Center whenever bench press equipment is in use in order to prevent potentially serious injuries.
3. While using the Fitness Center, students must follow the dress code.
4. Questions on policy and procedures should be directed to the Athletic Director.

H. Fireworks

New York State law prohibits the use of fireworks of any type including smoke bombs.

I. 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 in the Health & Security Office for a $10 fee.

J. Intramural Sports

All students are eligible to participate in intramural sports, except for disciplinary or health reasons.

K. Keys

Dorm room keys are provided for your security. Rooms and dorms are to be kept locked at all times. Duplication of keys is prohibited. Lost keys may be replaced at the Page Center for a $10 fee for room keys and $20 for missing mailbox keys. Failure to return your dorm key at the end of the year will result in a $10 fee.

L. Laundromat

The laundromat is located below the Page Center and is open from 8 AM until “in-dorms” time. Please keep the laundromat clean. Items, including soap products, are removed daily.

M. Lost and Found

Found items are to be turned in to Housekeeping where they can be claimed (Mon-Fri, 2:30-4:30 PM). Clothing, books, and personal items left in any public area will be taken to lost and found. Attempts will be made to contact students whose items are clearly labeled. The Bible Institute assumes no responsibility for lost or stolen property. Lost and found items are disposed of every two weeks.

N. Mailroom

Mail will be picked up from the US Post Office and distributed daily to student mailboxes located in the Student Life Center. Incoming mail is usually available by 4:00 PM.

1. If you find mail in your box that is not yours, please put it in the on-campus slot located outside the mailroom.
2. There is a slot available for interoffice mail outside the mailroom.
3. Mail is distributed by box number. All papers and tests must show your box number. Be sure to include it on all correspondence.

4. Mailboxes must be checked daily. Students are responsible for everything distributed by staff and faculty, whether they have checked their boxes or not.
5. Return name and address are required as mail is sometimes returned for additional postage or other problems.
6. Use the following address for all mail and shipping (US Postal Service, Fed-Ex, UPS, DHL):

   Student Name
   Word of Life Bible Institute
   4230 Glendale Road PMB # (insert your personal mailbox #)
   Pottersville, NY 12860-2300

7. When you receive a package, the mailroom will notify you by putting a package slip in your box. Packages may be picked up between 2:30-5:15 PM Monday through Friday and 9:00 AM-12:00 PM on Saturday. You must bring your package slip and student ID to retrieve your package.
8. It is a federal offense to tamper with the mail. This includes breaking into the mailroom and/or taking mail that does not belong to you.

O. Medication

Students may keep 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.

P. Swimming and Canoeing

1. Due to insurance and New York State regulations, swimming or wading from any area on Word of Life property is prohibited. Jumping off bridges is against New York State law.
2. Canoes and boats may be used by permission only.
3. See the Student Activities Coordinator in the Ministries Department for more information.

Q. Transportation

Word of Life Bible Institute is not listed as a bus delivery service with New York State and cannot act as such. Adirondack Trailways provides the following services:

1. The bus departs Albany International Airport for Pottersville at 1:50 PM daily. Tickets can be purchased at the Adirondack Trailways ticket counter.
2. Note also the following if you should choose to take the bus to Glens Falls and arrange for other transportation from there to Pottersville:

   Albany Bus Station to Glens Falls
   10:15 AM; 12:01 PM; 1:30 PM; 2:35 PM; 7:35 PM; 8:50 PM
   Tickets are $14.00 one way and can be purchased at the ticket counter.

   Albany International Airport to Glens Falls
   10:35 AM; 1:50 PM; 2:55 PM; 7:50 PM; 9:05 PM
   Tickets are $11.70 to $14.00 one way and can be purchased at the ticket counter.

   If you are unable to work out transportation, Word of Life Bible Institute provides transportation on a limited basis. For arrivals from the airport on the first day after a school break or departures on the last day before a school break, van runs depart at 10 AM, 1 PM, 4 PM, and 8 PM. There is a fee of $25 each way to cover costs and must be paid at the time of request. Requests are due one week before each break. Fees are doubled to $50 each way for late requests.

R. Weapons
See **wol.is/security**

S. Yearbooks
Questions regarding yearbooks should be directed to the Registrar, Dan Skau, at **daskau@wol.org**. Yearbooks will be distributed on Graduation weekend in August.

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 $2,000 each is presented to the male and female 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 $1,000 each is presented to the first and second-year student who has shown the greatest scholastic ability in his or her studies.

Dean of Women's Award
An award of $500 is presented to the female student showing the most outstanding balance of Christian character.

Dean of Men's Award
An award of $500 is presented to the male student showing the most outstanding balance of Christian character.

Ministry Excellence Award
An award of $500 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 is presented to the student who shows effectiveness in the area of personal evangelism.

Musical Vocalist Award
An award of $500 is presented to the student who has used his or her singing ability and ministry position to worship God and serve others with consistency, sincerity, and humility.

Musical Instrumentalist Award
An award of $500 is presented to the student who has used his or her instrumental ability and ministry position to worship God and serve others with consistency, sincerity, and humility.

Drama Award
An award of $500 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 is presented to the student going into the Second-Year Program with the intent of pursuing youth work and has demonstrated an earnest effort toward that goal.

SECTION TWO
ACADEMIC

ACADEMIC HANDBOOK

ACADEMIC MISSION STATEMENT

To provide students with a thoroughly biblical worldview utilizing 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.

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.

TOOLS FOR MEASURING ACADEMIC OUTCOMES

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

ACADEMIC STANDARDS AND PROCEDURES

I. CLASSROOM CONDUCT

A. Attendance

Due to New York State Department of Education regulations, Word of Life Bible Institute requires every student to attend all scheduled classes. Any missed classes must be made up (See "Make-up Work" below). Students can miss up to 10% of classes per semester (24) for legitimate, debilitating sickness only. Upon reaching 24 sick hours used, the student will be required to meet with the Student Success Committee. Students who miss (skip) class for unapproved reasons will receive a grade reduction of 1% per skipped class in the affected course.

Examples of unapproved reasons to miss (skip) class are:

- Sleeping in.
- Being unprepared for class
- Leaving early for or arriving late from school breaks.
- Fatigue, mild soreness, headache, or lack of motivation

Examples of approved reasons to miss class are:

- Approved special permissions (i.e., wedding, funeral, doctor's appointment, family emergencies)
- Word of Life ministry assignment.
- Health Center mandated quarantine.
- Serious injuries or illnesses such as vomiting, migraine, diarrhea.

Students are expected to be in class on time so as not to be a distraction to other students. If a student misses 10 minutes or more of any class hour, that hour will be regarded as an absence.

Students may submit an appeal to the Academic Dean if they feel that an absence(s) should not count against their final grade. This appeal must be made within 48 hours of the hour being appealed.

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.

B. Test/Quiz Absences

1. If a student misses a test or quiz, he/she will receive a 0 for that test/quiz (sickness is not an excuse to miss a test/quiz). In extreme situations, within 48 hours the student must fill out an appeal to the Academic Assistant, and it will be reviewed by the Academic Dean.
2. Students, who have been approved to make up quizzes/tests through special permission, will be able to make them up upon returning to campus.

C. 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.

D. Cheating

Confessed cheating will result in a zero for the test or assignment. Students caught cheating may be dismissed. Even though instructors use new tests each year, students are not permitted to use old tests from former students as study aids. Students should not give hints to those who still have make-up work to be completed. All tests are the property of Word of Life Bible Institute.

E. Plagiarism:

(The following information is provided by Mrs. Britney Sewall's Research & Writing course content presented to students)

Plagiarism is defined as "The unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." Plagiarism is not clearly distinguishing between your words and the words of someone else. Plagiarism is considered cheating, lying, and stealing.

Note that there are 3 types of plagiarism:

1. Intentional Plagiarism includes submitting a work found online, copying portions of a written work, and "borrowing" papers from other students.
2. Unintentional Plagiarism includes lack of knowledge regarding source use, misunderstanding of citation rules, and careless note taking.
3. Self-Recycling includes recycling your own writing for another assignment.

Please be advised that WOLBI utilizes a plagiarism detection software (Unicheck) that reviews every submitted assignment.

The consequence for participating in any of these types of plagiarism may include receiving a zero for the assignment, being put on a Growth and Change Plan, and/or dismissal from 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. Classroom

1. Cell Phones must be put away during class lectures. Laptops and tablets are to be used only for classroom related tasks.
2. Beverages are permitted in the classroom only if they are in a closed lid container.
3. Students should restrict eating to the WC lobby. Any trash or spills should be taken care of immediately. Snacks are to be limited to breaks only.
4. Cough drops, breath mints, and small, hard candies not on a stick are permitted in the classroom during class session.
5. Students should not prop their feet on classroom chairs, and should not have headphones or earbuds in during class.

II. ACADEMIC INFORMATION

A. Graduation

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

B. 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. 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.

C. Grades

1. Grade Reports: Grades may be checked online at **studentportal.wol.org**. They are updated regularly.
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	0.0

3. Computation of Grade Point Averages: Grade point averages (GPA) are determined at the end of each grading period. The cumulative GPA is computed using the following 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 Assistant to the Academic Dean.

D. Study Hours

There will be no study hour requirement for the first five weeks of the fall semester. Every five weeks, the academic office will run student GPAs. At this point, any student who has a cumulative or semester GPA above 2.5 will continue to be exempt. Those not meeting the requirement will be placed in study hours. Students in study hours will be responsible to spend a total of four hours in intentional and focused study throughout the week. Students may study wherever they like.

It will be the responsibility of the student to track their time and report it periodically. Any student who fails to report their time will be required to study in the library and sign in and out.

This policy applies to spring students as well.

E. 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 an email from the Academic Assistant. 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.

Late Submission Policy: When assignments are submitted late, there will be a 3% penalty for each day after the due date it is submitted up to 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.

F. Overview of the School Year

1. The school year is divided into two academic semesters and a required Ministry Practicum.
2. One special seminar is held during the school year: Missions Conference. Since these sessions are considered by the government to be part of a Word of Life Bible Institute student's training, attendance is expected and monitored. Those missing conference sessions will be expected to make up the conference videos.
3. Outside Summer Ministries: Only a few non-Word of Life ministries are approved each year for the summer. In order to be considered, the student must have previously worked at this ministry for an entire summer. The ministry opportunity must be similar to that offered at a Word of Life camp. There is a non-refundable outside ministry application fee of $10.00. The application and fee should be turned into the office no later than Monday of Thanksgiving week. Students starting in the spring semester have until March 1st to submit their application request and fee.

G. Registration

Registration for classes will be held at the beginning of each semester. All students are required to arrive by 5:00 PM 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, Business Manager, and Registrar for processing. Failure to do this may result in the student being issued F's for all coursework 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 Dean of Women to return to campus. Word of Life staff and students are not responsible for packing and shipping the belongings. After two weeks all belongings that remain on our property become abandoned property and will be donated or discarded.

Please Note: The email address of any student that withdraws will be disabled.

I. Transferring Students

When courses have been approved for transfer credit, students have the option to replace them with electives for no additional fee.

III. ACADEMIC STANDINGS

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

A. Dean's Honor List

Students achieving an average of 3.50 or higher at the end of a semester (not including the Ministry Practicum), 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), 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. 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 (see disciplinary campusing).

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. Freshmen 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 Bible Institute through the Academic Dean. Students must demonstrate that they have been working at near capacity to qualify for an exception to the above policy.

IV. GRADUATION REQUIREMENTS

A. Students must complete the core curriculum and obtain a cumulative grade point average of 2.00 or higher.

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. Students must successfully pass Christian Disciplines, a non-classroom, non-credit bearing course, to receive the respective Bible Certificate or Bible Diploma.

B. Students will be allowed to participate in commencement exercises but will not receive their diploma/certificate until all financial obligations have been met in full.

C. Freshmen 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 grade point 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.

V. STUDENT STUDY SKILLS ASSISTANCE

A. Study Intensive: Students struggling academically may receive group tutoring by a student tutor.

B. Peer Tutoring: Students can request a personal tutor from the Academic Assistant. This program is limited and will be based on need.

C. Casual Tutoring: Students are encouraged to help each other prepare for quizzes and tests in their free time. No tutoring will take place in the dorms during evening study hours.

D. Academic Advising: Academic advisement is available from the 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 and Resolution: In the event that the student is unhappy with the performance of the assigned tutor, the following procedures will be followed:

1. The student should explain in writing the concerns with the tutor and give the concerns to the Academic Dean.
2. The Academic Dean will evaluate the concerns. If correctable, the concerns will be addressed with the tutor, and two more sessions will pass before the student can resubmit a written complaint requesting a different tutor.
3. Upon receiving the second written complaint, or if the first complaint appears to be irresolvable, the Academic Dean will appoint a new tutor.

VI. 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 and/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 who 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 timeframe to complete and a maximum timeframe 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 who 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 coursework (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 timeframe, the student must complete the following minimum benchmarks:

	1st Semester	2nd Semester	3rd Semester	4th Semester
Instructional Weeks Completed	15	30	45	60
Instructional Hours Completed	493	986	1,479	1,972
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 timeframe to complete academic coursework is 60 weeks of study as outlined above. Similarly, the maximum timeframe 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.

	1st Semester	2nd Semester	3rd Semester	4th Semester
Instructional Weeks Completed	22.5	45	77.5	90
Instructional Hours Completed	493	986	1,479	1,972
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 Circumstances

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 a committee. A written response will be filed.

VII. VA AND MILITARY STUDENTS

The following requirements will be met for VA and military students:

1. Allow enrolled members of the Armed Forces, including reserve components and National Guard to be readmitted if such members are temporarily unavailable or must suspend enrollment by reason of serving in the Armed Forces.
2. Accommodate short absences for such services in the Armed Forces.

SECTION THREE
MINISTRY AND SERVICE ASSIGNMENT

MINISTRY AND SERVICE ASSIGNMENTS HANDBOOK

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

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

I. PURPOSE OF MINISTRIES

The purpose of Word of Life Bible Institute 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. MINISTRIES DEPARTMENT VISION STATEMENT

As a result of their ministry and service assignment experience, we want students to understand the importance of excellence in training, communication, coordination and teamwork. 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

The Ministries Department aims to train and equip students to:

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

IV. OVERVIEW

A. Preface

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

B. Ministry Requirements

1. Every student must participate in a ministry each semester they are enrolled. A ministry assigned at the beginning of the semester is not completed until the semester 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. Request for Ministries

1. Freshmen:
   At the beginning of the fall semester, first-year students will be given an overview of ministries. Unless the student is on a ministry team for which they tried out, first-year students will be placed on a ministry team that will be involved with a large teen outreach (Reverb) and a campus and/or community service. In the spring semester, all first year students will travel to New York City to do Open Air Evangelism.
2. Sophomores:
   At the beginning of the fall semester, second-year students are provided with an overview of the many different ministries available to them. Ministries include, but are not limited to: local church support ministry, campus community ministry, individualized ministry and traveling local church ministry. Second-year students also have the opportunity to try out for ministries such as sports and music teams.
3. Assigned ministries take priority over employment and extracurricular activities.

D. Ministry Reports

After a student returns from ministry, they will be required to fill out a brief ministry survey online.

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 their ministry assignment or service assignment. Students must be aware of their ministry schedule, which is made available at the beginning of each semester, and plan accordingly.
3. 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. Most ministries will require class dress. Team warm-ups for sports teams are required.

G. Ministry Transportation

1. Transportation for all scheduled ministries is provided. Unless otherwise communicated, students should plan to use transportation provided by Word of Life to go to their scheduled ministry. Students must get permission from the Ministries Department before using their personal vehicle to go to their scheduled ministry. Ministry transportation is for ministry purposes only. Except in extreme circumstances, students cannot use ministry transportation to go home for the weekend, visit friends, etc.
2. You may drive a ministry vehicle only if you have been approved and tested by the Word of Life Operational Services Department. Students are not to drive personal vehicles to ministry assignments without permission from the Ministries Department.
3. Vans are to be parked in the WC parking lot. Vehicles and keys are to be returned as soon as you return from ministry unless prior arrangements have been made with transportation. Returning vehicles must be cleaned out, refueled, and parked in the WC parking lot. Keys are to be returned to the Student Services Desk. The driver is responsible for that vehicle and for the safe operation of it.
4. Everyone in the vehicle must wear a seat belt. This includes all passengers as well as the driver. This is a requirement of Word of Life's insurance.
5. Passengers will be held responsible for violations as well.

H. 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:
   a. To make arrangements for team prayer meetings and any other activity associated with the ministry.
   b. To take attendance and fill out ministry reports for their teams, and report to the Ministries Department concerning their ministries.
   c. 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 cannot excuse students from their ministry assignment. Only the Ministries Department can do so.

I. Cancelled Ministries

No student or team leader is authorized to cancel any ministry. Any and all cancellations must be run through the Ministries Department.

J. Ministry Behavior

1. Students are to be punctual at all times.
2. Students may listen to music while traveling ONLY.
3. Students are to be prepared to give their testimonies on a moment's notice. The testimony is to be written out in advance.
4. 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.
5. After dark, girls should sit with girls and guys with guys.
6. Students are to complete each decision slip legibly and accurately and give the white copy to your group supervisor before arriving back to Word of Life Bible Institute.
7. Students are responsible for returning all unused literature to their team leader before leaving the ministry vehicle on their return trip.
8. Students are to be considerate of others at all times and, in particular, when leaving and returning to their dorm.
9. Students are to stay with the group and participate in all activities. Any requests for exceptions should be run through the Ministries Department 48 hours prior to departure for the weekend.
10. Part of the student's Christian disciplines grade will come from their weekend ministry participation.

K. Special Permission While on Ministry

Students may receive special permission to go home or visit family while on ministry such as OAE or weekend travel groups. Students may only leave after their ministry requirement has been fulfilled.

L. Literature and Follow Up

Literature, including gospel tracts, Gospels of John, and follow-up material, is available at no charge to you for your ministry only. Any tracts or material needed for your own personal use should be purchased at the Bookstore Café. Occasionally, material is donated to the Ministries Department and is available in the Ministries Department or at the Student Services Desk.

V. MINISTRIES AVAILABLE

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

A. Word of Life Evangelism Ministries

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

Second-year students will have the opportunity to be a part of a team in the fall to do a few weekends of Word of Life Evangelism Ministries.

B. Sports Ministry

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

Sports Offered:

1. Men's Basketball
2. Women's Basketball
3. Men's Soccer
4. Women's Volleyball
5. Women's Soccer
6. Women's Softball
7. Cross Country

Requirements – The student desiring to be in the sports ministry must first try out for the team. Once on the

team, you will have to maintain an acceptable Grade Point Average (GPA) as determined by the Word of Life Bible Institute Administration throughout the athletic season. Men's and women's soccer and women's volleyball take place in the fall, men's and women's basketball in the winter, and women's softball in the spring. During the winter season, all men's and women's sports teams will be involved in Snowcamp. The cost for warm-ups and uniforms is $250. Students may keep their warm-ups. Specific expectations for student-athletes will be communicated with them upon their selection to a team.

C. Worship Arts Teams

The Unseen is the name of our worship bands. These bands are given opportunity to be involved in a wide variety of ministry events such as campus worship services, weekend ministry trips, Missions Conference, Snow Camp, and tours. There will likely be 1 male vocalist and 1 female vocalist in each band, and the typical instruments played in The Unseen are acoustic guitar, electric guitar, bass guitar, keyboard, and drums, with an occasional cajon, banjo, violin, or something out of the ordinary. There will also be 1 tech member per band. Students in this group will constantly be placed in roles of leadership, inviting a congregation to worship God through song, so it is vitally important that their lives off stage reflect consistent worship of God in all they do. Because of this, this group is just as much, if not more, about spiritual development and maturity as it is about improving and using musical talent. Members of The Unseen must commit to fulfilling the entire summer ministry with Word Of Life New York. Auditions for The Unseen will take place by video submissions throughout the year and then personal interviews during Opening Weekend.

Collegians is our student choir, a group that sings mostly contemporary worship songs, as well as some gospel songs, hymns, and a cappella pieces. Collegians will have the opportunity to perform for a variety of on-campus events such as chapels, Snow Camp, and conferences throughout the year. Students in this group will grow in their knowledge and application of music theory. This class is extra-curricular, requiring just a little more than 1 hour per week for rehearsal (periodically extra time will be needed for performance preparations such as sound checks or sectionals). Auditions for Collegians usually take place during Opening Weekend, but can be scheduled earlier.

The Drama Team is an exciting ministry that allows students to use their theatrical abilities for the glory of God by participating in skits and programs that present various aspects of the Christian life in action. These dramas are used to preach the Gospel and help others know Christ and live a more consecrated Christian life. Practices will be held weekly and presentations may happen during chapels, church services, conferences, and camps. Tryouts take place during Opening Weekend. Drama is evaluated on a year-by-year basis. When there is ample interest and support from faculty, Drama will be a ministry, but when there isn't ample interest and support, Drama will be an activity. Drama team members are chosen on a try-out basis.

D. Church Support Ministry (CSM)

Church Support Ministry is reserved for Sophomore and Davis students. Students must attend the Ministry Fair, become acquainted with the various local church ministries and be matched to their local church based upon mutual interest between the church and the student. CSM students will attend and serve in their assigned local church each week and their area assignment within the church is under the supervision of that local church's leadership. CSM assignments remain the entire academic year.

E. Travel Teams

Second year students will be assigned to travel teams to assist in various Word of Life Local Church Ministries roundups.

VI. 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. Word of Life is committed to the evangelism and discipleship of youth. *Manthano*, a derivative of the Greek, means "to learn by putting what one learns into experience." Perhaps one of the greatest lessons we teach others is not so much in what we do but in how we do it.

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

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

Sunday Service Assignment – There are no regular service assignments scheduled on Sundays. Therefore, a system has been implemented that tries to be fair and to ensure that all students have the same amount of Sundays off. Thus, each student should expect to serve a few Sundays per semester. Sunday service assignments will be communicated at the beginning of each semester. As this schedule is subject to change, every student is responsible for checking their messages in Canvas each week for his/her assignment.

A. Absence/Late – Please see "Missing Required Activities" (p. 33, XIV). Ministry assignments scheduled by the Ministries Department serve as valid excused absences. Staff appointments are not considered valid reasons and should be scheduled around service assignments.

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

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

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

E. Paycom – Students are required to personally sign in and out for each shift in Paycom.

F. 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 Canvas as well as be attentive to class announcements which will take precedence over the regular service assignment schedule.

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 when 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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