# Table of Contents

**Information Directory** ...................................................................................................................... 2

**Philosophy, Mission, and Objectives** ..................................................................................................... 4

**Code of Honor**

I. Statement of Faith .................................................................................................................................. 6
II. Standard of Conduct ............................................................................................................................... 7
III. Grievance Policy .................................................................................................................................. 9
IV. Confidentiality of Student Records (FERPA) ...................................................................................... 9
V. Title IX Policy ...................................................................................................................................... 10
VI. Equal Employment Policy ................................................................................................................ 21

**Section One: Student Life**

I. Student Life Purpose and Structure .................................................................................................... 23
II. Student Life Core Values .................................................................................................................... 25
III. Student Life Philosophy .................................................................................................................... 28
IV. Spiritual Life ....................................................................................................................................... 29
V. Discipleship Program .......................................................................................................................... 29
VI. Relationships ..................................................................................................................................... 30
VII. Official School Breaks ...................................................................................................................... 34
VIII. Academics and Student Life ............................................................................................................ 36
IX. Campus Life ....................................................................................................................................... 38
X. Dress Code ......................................................................................................................................... 41
XI. Discipline .......................................................................................................................................... 47
XII. Computer Usage Policies ................................................................................................................ 48
XIII. Campus Security and Emergency Procedures ............................................................................... 49
XIV. Health Center ................................................................................................................................... 52
XV. General Guidelines .......................................................................................................................... 53
XVI. Student Awards ............................................................................................................................... 54

**Section Two: Academic**

I. Classroom Conduct ............................................................................................................................... 57
II. Academic Information .......................................................................................................................... 58
III. Academic Standings ............................................................................................................................ 58
IV. Graduation Requirements .................................................................................................................. 59
V. Student Study Skills Assistance ......................................................................................................... 60
VI. Standards of Academic Progress ...................................................................................................... 61

**Section Three: Ministry and Service Assignment**

I. Purpose of Ministries ............................................................................................................................. 64
II. Ministry Department Vision Statement ............................................................................................... 65
III. Objectives ........................................................................................................................................ 65
IV. Overview .......................................................................................................................................... 66
V. Ministries Available ............................................................................................................................ 66
VI. Service Assignments .......................................................................................................................... 67
VII. Student Council Overview .............................................................................................................. 67

**Student Agreement** .............................................................................................................................. 70

**Local Directory** .................................................................................................................................... 80

**Key Word Index** .................................................................................................................................... 85
**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**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Dean of Bible Institutes and Camps</td>
<td>Mr. Roger Peace</td>
<td>Welcome Ctr., Ext. 1532</td>
</tr>
<tr>
<td>Executive Dean of Student and Guest Experiences</td>
<td>Mr. Eric Messer</td>
<td>Welcome Ctr., Ext. 1541</td>
</tr>
<tr>
<td>Professor, FL/Global Campuses</td>
<td>Mr. Mark Strout</td>
<td>Ext. 1433</td>
</tr>
<tr>
<td>Alumni Director</td>
<td>Mr. Mike Bush</td>
<td>Ext. 2285</td>
</tr>
<tr>
<td>Institutional Effectiveness Coordinator</td>
<td>Mr. Justin Lough</td>
<td>Page Ctr., Ext. 1478</td>
</tr>
</tbody>
</table>

**ACADEMIC DEPARTMENT**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Dean</td>
<td>Dr. Paul Weaver</td>
<td>Admin. Bldg., Ext. 1447</td>
</tr>
<tr>
<td>Assistant to the Academic Dean</td>
<td>Mrs. Debbie Wallace</td>
<td>Admin. Bldg., Ext 1432</td>
</tr>
<tr>
<td>Librarian</td>
<td>Mr. Alan Cappella</td>
<td>Library, Ext. 1401</td>
</tr>
<tr>
<td>Registrar/Transcript Requests</td>
<td>Mr. Todd Steltz</td>
<td>Admin. Bldg., Ext. 1454</td>
</tr>
<tr>
<td>Academic Assistant (Grades and Make-up Work)</td>
<td>Mr. Dan Skau</td>
<td>Admin. Bldg., Ext. 6280</td>
</tr>
</tbody>
</table>

**STUDENT LIFE DEPARTMENT**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean of Students</td>
<td>Mrs. Julia Lough</td>
<td>Page Ctr.</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Mr. Justin Cousins</td>
<td>Page Ctr., Ext. 1515</td>
</tr>
<tr>
<td>Dean of Men</td>
<td>Mrs. Karen W. Smith</td>
<td>Page Ctr., Ext. 1476</td>
</tr>
<tr>
<td>Dean of Women</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MINISTRIES DEPARTMENT**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean of Ministries</td>
<td>Mr. Jonathan Bubar</td>
<td>Ministries Ctr., Ext. 6232</td>
</tr>
<tr>
<td>Campus Life Coordinator</td>
<td>Mr. Tommy Sewall</td>
<td>Ministries Ctr., Ext. 6289</td>
</tr>
<tr>
<td>Athletic Director</td>
<td>Mr. Matt Layton</td>
<td>Ext. 1474</td>
</tr>
<tr>
<td>Student Assignments/Services Desk</td>
<td>Mrs. Caroline Tompkins</td>
<td>Student Services, Ext. 1521</td>
</tr>
<tr>
<td>Music Director</td>
<td>Mr. Ryan Arnold</td>
<td>Music Bldg., Ext. 1418</td>
</tr>
</tbody>
</table>

**ENROLLMENT AND CUSTOMER CARE**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Customer Care</td>
<td>Mr. Eric Messer</td>
<td>Enrollment Ctr., Ext. 1504</td>
</tr>
<tr>
<td>Director of Enrollment</td>
<td>Mr. Brian Tanedo</td>
<td>Enrollment Ctr., Ext. 1599</td>
</tr>
<tr>
<td>Enrollment Office Manager</td>
<td>Miss Samuelle Champion</td>
<td>Enrollment Ctr., Ext. 1578</td>
</tr>
<tr>
<td>Financial Aid Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Aid Administrator</td>
<td>Mr. Allan Black</td>
<td>Enrollment Ctr., Ext. 1525</td>
</tr>
<tr>
<td>Student Accounts Counselor</td>
<td>Mr. Peter Cate</td>
<td></td>
</tr>
</tbody>
</table>
### BUSINESS OFFICE

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Office</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Manager</td>
<td>Mr. Chris Tompkins</td>
<td>Welcome Ctr., Ext. 1438</td>
<td></td>
</tr>
<tr>
<td>Student Accounts Administrator</td>
<td>Mrs. Abbianne Jackson</td>
<td>Enrollment Ctr., Ext. 1457</td>
<td></td>
</tr>
</tbody>
</table>

### HEALTH AND SECURITY

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Office</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Center Front Desk</td>
<td>Mrs. Mary Steltz</td>
<td>Health/Security Office, Ext. 1600</td>
<td></td>
</tr>
<tr>
<td>Security</td>
<td>Mr. Korban Bradshaw</td>
<td>Health/Security Office, Ext. 6200</td>
<td></td>
</tr>
<tr>
<td>Health &amp; Security Coordinator</td>
<td>Mr. Matt Layton</td>
<td>Health Center, Ext. 1522</td>
<td></td>
</tr>
<tr>
<td>Student Accident Plan</td>
<td></td>
<td>518.494.6000</td>
<td></td>
</tr>
</tbody>
</table>

### OTHER

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Office</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Café / Bookstore</td>
<td>Miss Paige Willard &amp; Miss Julia Gregory</td>
<td>Bookstore, Ext. 1412</td>
<td></td>
</tr>
<tr>
<td>Computer/Logos Help Desk</td>
<td>Mr. CT Newell</td>
<td>IT Department, Ext. 6265</td>
<td>Ext. 1407</td>
</tr>
<tr>
<td>Kitchen</td>
<td>Mr. Daryl Jackson</td>
<td>Kitchen, Ext. 1507</td>
<td></td>
</tr>
<tr>
<td>Housekeeping/Lost and Found</td>
<td>Miss Evelyn LaBarr</td>
<td>Housekeeping, Ext. 1488</td>
<td></td>
</tr>
<tr>
<td>Maintenance</td>
<td>Mr. Peter LaBarr</td>
<td>Maintenance, Ext. 1474</td>
<td></td>
</tr>
<tr>
<td>Title IX Coordinator</td>
<td>Mr. Justin Lough</td>
<td>Page Ctr., Ext. 1478</td>
<td></td>
</tr>
<tr>
<td>Veterans Affairs</td>
<td>Mr. Bob Gray</td>
<td>Page Ctr., Ext. 1515</td>
<td>Ext. 6223</td>
</tr>
<tr>
<td>Visitors (for students)</td>
<td>Mrs. Julia Lough</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director of Biblical Counseling</td>
<td>Mr. Joe Schenke</td>
<td></td>
<td>Ext. 1437</td>
</tr>
</tbody>
</table>

### ACCREDITATION

Word of Life Bible Institute is accredited by the Transnational Association of Christian Colleges and Schools (TRACS) which is recognized by both the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA) as a national accrediting body for Christian institutions, colleges, universities, and seminaries. TRACS can be contacted at:

15935 Forest Road  
Forest, VA 24551  
Tel.: 434.525.9539  
Website: www.tracs.org

### ACCOMMODATIONS

Requests for accommodations (special arrangements) or auxiliary aids for students with disabilities should be addressed to the Dean of Students (Ext. 2287), 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 Executive Dean of Student and Guest Experiences, 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.
PROGRAM OBJECTIVES

In keeping with the Word of Life Bible Institute’s philosophy of education and subsequent mission statement, our program is uniquely three-faceted. Our institutional mission statement reflects these three components:

1. **Knowledge** (Study) – “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.

2. **Growth** (Life) – “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.

3. **Show** (Ministry) – “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.”

We want every student to be equipped with a working and practical knowledge of the Word of God and sound doctrine (STUDY). We also want every student to be pushed to grow through our program and equipped with the tools needed to continue growing after their time here (LIFE). We endeavor to see this knowledge and growth show itself in students’ lives in practical ways through ministry to others (MINISTRY). As such, the Word of Life Bible Institute program is administered jointly by the Academic Department (Study), Student Life Department (Life), and Ministries Department (Ministry). It is our conviction that all three of the facets (study, life, and ministry) are interwoven, and that an excellent biblical and theological education must evidence all three. Consider our program objectives below in light of these three facets:

1. **Academic Objectives (Study)**

   Students who complete the program should be able to:

   A. Understand the context, content, and contribution of every book of the Bible.
   B. Understand the basic doctrines and history of Christianity.
   C. Understand the historical, grammatical, and literal hermeneutical approach and its application to Scriptures.
   D. Understand how to take biblical and theological knowledge and apply it to life and ministry in any given context (Practical Theology).
   E. Understand and implement effective research and writing techniques.
   F. Think critically from a Christian worldview about their studies, life, and ministry.

2. **Spiritual Objectives (Life)**

   Students who complete the program should be able to:

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

3. **Functional Objectives (Ministry)**

   Students who complete the program should be able to:

   A. Understand principles and techniques of ministry.
   B. Incorporate various principles and techniques into real-world ministry opportunities.
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 insure that the position of Word of Life will be maintained in an uncompromising manner and believing that a consistent and exemplary life should be expected of those who undertake the instruction and guidance of Christian youth, it is required that associates shall individually affirm by signing the following at the time of initial association and shall so reaffirm at such time as determined by Word of Life.
III. GRIEVANCE POLICY

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

If, in spite of all sincere attempts, a matter remains unresolved, the next step may be to file a formal grievance. A form for such purpose is available online through the student portal at https://studentportal.wol.org/complaints-or-concerns/. This completed form will be sent directly and securely to the Institutional Effectiveness Coordinator who will address the matter with all appropriate personnel within 14 days. Every effort will be made to resolve all issues in writing within 30 days or less. One must recognize that solutions may not be deemed satisfactory by all concerned parties. However, the administration will seek a resolution that is fair, practical, and based on the authority of Scripture. This form should be completed for general complaints and concerns. Student and employee complaints regarding sex discrimination or sexual harassment will be handled through the Title IX Policy on page 9.

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

IV. CONFIDENTIALITY OF STUDENT RECORDS

A. Privacy Information

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

B. Definitions

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

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

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

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

C. Students’ Rights Under FERPA

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

2. You have the right to request the amendment of your educational record that you believe is inaccurate, misleading, or otherwise in violation of your privacy rights under FERPA. You must make a written request,
including signature and date to the Registrar’s office or to the Executive Dean’s office for an amendment to be considered. Additional information regarding the request process will be provided to you at the time the initial request is made.

3. You have the right to provide written consent before the Bible Institute discloses elements of your educational records except to the extent that FERPA authorizes disclosure without consent. The Bible Institute may disclose information without consent to school officials with legitimate educational interest and information that Word of Life has identified as directory information. A complete list of FERPA allowable disclosures without consent may be obtained from the Registrar’s office or the Executive Dean’s office.

4. You have the right to withhold the disclosure of directory information. If you exercise this right, Word of Life Bible Institute will not disclose any directory information to parties that may be seeking this information without your written consent. Withholding of this information may cause delays in maintaining insurance coverage and applying for transfer to other institutions and must be exercised with great caution. Written requests to opt-out of directory information disclosure must be made to the Registrar’s office or to the Executive Dean’s office.

5. You have the right to file a complaint with the US Department of Education concerning alleged failures by Word of Life Bible Institute to comply with the requirements of FERPA. Complaints should be sent to:

Family Policy Compliance Office
U.S. Department of Education 4
00 Maryland Ave SW
Washington D.C. 20202

V. TITLE IX POLICY

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

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

Mrs. Laurel Taaffe
Title IX Investigator and Camp Crew Staff Coordinator
4200 Glendale Rd, Ministries Center
518.494.6215 | laureltaaffe@wol.org

Title IX Coordinator – Ethan Morin
Title IX Investigator and Assistant Camp Director at the Pines
4200 Glendale Road, Ministries Center
518.494.1321 | ermorin@wol.org

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

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

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

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

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

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

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

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

- **Statutory Rape:** sexual intercourse with a person who is under the statutory age of consent.

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

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

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

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

**Consent:** All school standards prohibit sexual activity outside of marriage. In addition, sexual activity requires consent from both parties involved as a matter of state and federal law. Consent must be voluntary, clear and unambiguous between both parties. Consent cannot be obtained from someone who is a minor, asleep, unconscious or otherwise mentally or physically incapacitated. Consent cannot be given under coercion, threat, or force.
. **Education Program or Activity:** Includes locations, events, or circumstances over which the Bible Institute exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the Bible Institute.

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

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

B. **Confidentiality**

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

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

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

C. **Discrimination and Sexual Harassment Grievance Procedure**

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

. **Initial Contact with Complainant:** The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures (see below), consider the complainant’s wishes with respect to supportive
measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, explain the process for filing a formal complaint of sexual harassment, and describe the grievance process for either sex discrimination or sexual harassment (as appropriate). The complainant will be provided with a copy of the Title IX policy.

- **Information for Victims of Sexual Violence:** If the complainant (student or employee) is reporting an incident of sexual violence, the Title IX Coordinator will also provide a written notification of the available supportive measures, a written notification of resources for victims at the Bible Institute and in the community, a list of rights and options for victims of sexual violence, information about options for involving local law enforcement and campus Security, and options for obtaining a protective order (if relevant). The Title IX Coordinator will offer assistance contacting law enforcement if the complainant desires but will also explain that contacting law enforcement is not required.

- **Mandatory Reporters:** Any Bible Institute official who has the authority to institute corrective measures on behalf of the school must report sexual harassment, including sexual violence to the Title IX Coordinator. The Bible Institute's officials with authority include the Resident Directors, Dean of Men, Dean of Women, Dean of Students Health and Security Coordinator, Executive Dean, Academic Dean, Dean of Ministries, and Executive Vice President. The Bible Institute also encourages all students, staff members, and other members of the school community to report sexual violence to the Title IX Coordinator immediately.

- **Supportive Measures:** Upon receipt of a report of alleged sex discrimination or sexual harassment, Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures with the Student Life, Academic, and Ministries departments, as appropriate. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the Bible Institute’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the Bible Institute's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The Bible Institute will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair its ability to provide the supportive measures. If a complainant reporting an incident of sexual violence requests a supportive measure, and it is reasonably available, the Bible Institute will provide such measure, regardless of whether the complainant chooses to report the incident to campus police or local law enforcement.

- **Emergency Removal:** In some circumstances, the Bible Institute may suspend a student-respondent from its education programs or activities on an emergency basis based on a report of sexual harassment. Before suspending the respondent, the Bible Institute will conduct an individualized safety and risk analysis to determine if there is an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment, which justifies the removal of the respondent. If the Bible Institute makes the decision to temporarily remove the respondent, the Bible Institute will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. The Dean of Students or Executive Dean will make all decisions regarding emergency removal of students. The Bible Institute has the discretion to place employee-respondents on an administrative leave of absence during the pendency of the grievance procedure.

- **Complaints of Sex Discrimination:** If a complaint of sex discrimination is filed against the Bible Institute or its staff that is not sexual harassment (as defined above), the Bible Institute will provide for the prompt and equitable resolution of the complaint. The Title IX Coordinator will investigate the complaint and report the findings of the
investigation to the Executive Vice President for action. The complainant will be notified of the outcome of the complaint and any remedies provided by the Bible Institute to resolve any incidents of sex discrimination.

. **Formal Complaints of Sexual Harassment:** A formal complaint of sexual harassment must be filed before the Bible Institute will initiate its grievance process. The formal complaint can either be filed by a complainant or signed by the Title IX Coordinator. The complainant may submit a formal complaint to the Title IX Coordinator in person, by mail, or by electronic mail. Those wishing to file formal complaints are encouraged to complete the Title IX Discrimination Complaint Form available through Canvas and submit the completed form to the Title IX Coordinator. The formal complaint must include the complainant’s physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint. At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in an education program or activity of the Bible Institute. In cases where the complainant does not choose to file a formal complaint but where the Title IX Coordinator after considering all of the circumstances determines that the Bible Institute must initiate the grievance process to avoid being deliberately indifferent (such as when an individual or other members of the community may be at risk), the Title IX Coordinator may sign the formal complaint. The Bible Institute will not act with deliberate indifference in response to any formal complaint.

. **Dismissal of a Formal Complaint:** The Bible Institute must dismiss a formal complaint, if at any time during the investigation or hearing, the Bible Institute determines that (1) the alleged misconduct does not meet the definition of sexual harassment; (2) the alleged misconduct did not occur within the Bible Institute’s “education program or activity” (defined above); or (3) the alleged misconduct occurred against a complainant located outside of the United States.

The Bible Institute may also dismiss a formal complaint, if at any time during the investigation or hearing: (1) the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; (2) the respondent is no longer enrolled at or employed by the Bible Institute; or (3) specific circumstances prevent the Bible Institute from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

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

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

**D. Sexual Harassment Grievance Process**

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


- **Time Frames for Grievance Process:** The Bible Institute plans to conclude the grievance procedure in a reasonably prompt time frame. Any time frames listed below are subject to change for good cause. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. Written notice of any delay or extension and the corresponding reasons will be provided simultaneously to the complainant and the respondent.

- **Notice of Allegations:** After receiving a formal complaint, the Title IX Coordinator will provide a written notice of allegations to the complainant and respondent in advance of the initial interview with the Investigator to give the parties sufficient time to prepare. The notice of allegations will include: 1) notification of the grievance process as well as the availability of an informal resolution; 2) a list of the allegations of misconduct, including sufficient details known at the time such as the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident; 3) a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process; 4) notification that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney; 5) notification that the parties may inspect and review evidence; and 6) the provision in the Bible Institute’s code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process. If in the course of an investigation, the Bible Institute decides to investigate allegations about the complainant or respondent that are not included in the original notice of allegations, the Title IX Coordinator must provide notice of the additional allegations to the parties.

- **Informal Resolution:** An informal resolution process may be applied to resolve a formal complaint, except when the complainant is a student, and the alleged respondent is an employee. To initiate the informal resolution process, the Title IX Coordinator will review the process with the complainant and the respondent in a timely manner and elicit their interest in engaging this process. Each party must receive written notice disclosing: (1) the allegations; (2) the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; (3) that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and (4) any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared. Both parties must give voluntary, informed written consent to participate in the informal resolution process. To reach an informal resolution, the Title IX Coordinator (or designee) will speak with both parties and any appropriate witnesses to explore what actions and supportive measures can be agreed upon. If a satisfactory resolution is reached through this informal conversation, the resolution will be documented and signed by both parties. If both parties sign the resolution, they may not then pursue the formal resolution process, which includes the investigation, hearing, and appeals processes described below.

If these efforts are unsuccessful or if the complainant or respondent do not accept the informal resolution, the formal resolution process may commence. Either party (complainant or respondent) may stop the informal process at any time and request that the complaint be handled through the formal process. The complainant may request to end the informal or formal process at any time prior to a determination.

- **Investigation:** One of the Title IX Investigators will conduct the investigation on behalf of the Bible Institute. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the Bible Institute and not on the parties. However, both parties must have the opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence to the Investigator. The Investigator cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional which are made and maintained in connection with the provision of treatment to the party, unless the Investigator obtains that party's voluntary, written consent to do so for the grievance process.
• **Sharing of Evidence:** During the investigation, the complainant and respondent will be provided with copies of or allowed to inspect all evidence collected. Either party may submit responses to the evidence to the Investigator or may submit any additional evidence contradicting or corroborating the evidence collected by the Investigator.

• **Preliminary Investigative Report:** The Investigator will prepare an investigative report that fairly summarizes the relevant evidence. At the conclusion of the investigation, the Investigator will provide the complainant and respondent and their advisors with a copy of the preliminary investigative report allowing a 10-day response period for both parties to review and respond to the report.

• **Final Investigative Report:** Once this 10-day response period is concluded, the investigator will review any responses received and finalize the report. The complainant, the respondent and their advisors will simultaneously receive a copy of this written report at least 10 days in advance of the scheduled hearing.

• **Advisors:** Both the complainant and the respondent have the right to have an advisor present during all phases of the investigation and hearing. The advisor can be, but is not required to be, an attorney. If a party does not have an advisor for the live hearing, the Bible Institute will appoint an advisor of its choice without fee or charge to that party, who may be, but is not required to be, an attorney, to represent the party during the hearing.

• **Police Investigations:** The Investigator will investigate the complaint independent of any external law enforcement investigations that may be ongoing. Investigators may need to postpone the investigation until law enforcement has concluded the evidence gathering portion of their investigation but will resume the investigation as quickly as possible.

• **Written Notice of Hearing:** The Title IX Coordinator and the Investigator will provide written notification of the date, time, location, participants, allegations and purpose of the hearing, to all parties and witnesses whose participation is invited or expected within 10 days of the hearing to provide sufficient time to prepare to participate.

• **Decision-maker:** If the respondent is a student, the Dean of Students will serve as the decision-maker for the hearing if the respondent is an employee, the Human Resources Manager will serve as the decision-maker. The role of the decision-maker will be to oversee the resolution of the complaint by interviewing all appropriate parties, including witnesses, determining the relevance of all questions posed under cross-examination, evaluating the relevance of all evidence submitted and rendering a decision of responsibility.

• **Hearing Format:** The live hearing will be conducted in a manner so that all parties can see and hear testimony at all times. During the hearing, the parties may be in separate rooms (at the request of either party) or the hearing (in-part or in-whole) may be conducted virtually as long as there is appropriate technology to allow for the parties, their advisors, and the decision-maker to see and hear testimony at all times. The hearing will be recorded or transcribed, and a copy of the recording/transcription will be provided to both the complainant and respondent for review.

• **Rules for Questioning Parties and Witnesses:** Only the advisors for the parties or the decision-maker may question the testifying parties and witnesses, but the advisors must be allowed to question each testifying person directly, orally, and in real time. All questioning must be conducted in a professional and polite manner. Questioners may only ask relevant questions. Before the party or witness answers a question, the decision-maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents
of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker may not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

- **Impact of Testimony:** If a party or witness does not submit to cross-examination at the live hearing, the decision-maker must not rely on any statement of that party or witness in reaching a determination regarding responsibility (including a statement made to the investigator during the investigation). The decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party’s or witness’s absence from the live hearing or refusal to answer cross-examination or other questions.

- **Standard of Evidence:** The decision-maker will use the preponderance of evidence standard in determining responsibility for formal complaints involving students or employees, which means the decision-maker must determine whether there is evidence to indicate a policy violation is more than 50% likely.

- **Determination Regarding Responsibility:** After the hearing, the decision-maker will issue a written determination regarding responsibility applying the preponderance of the evidence standard which will be provide simultaneously to the complainant and respondent. The written determination will include: (1) a list of the allegations potentially constituting sexual harassment; (2) a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held; (3) findings of fact supporting the determination; (4) conclusions regarding the application of the Bible Institute’s policies or codes of conduct to the facts; (5) a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility; (6) any disciplinary sanctions imposed on the respondent; (7) any remedies designed to restore or preserve equal access to the Bible Institute’s education program or activity that will be provided to the complainant; and (8) the procedures and permissible bases for the complainant and respondent to appeal. The determination regarding responsibility becomes final either on the date that the parties receive the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

- **Remedies and Sanctions:** If the respondent is found to be responsible for the alleged sexual harassment, the decision-maker will provide remedies to the complainant designed to restore or preserve equal access to the Bible Institute’s education programs or activities and impose disciplinary sanctions on the respondent. Remedies may include the supportive measures discussed above but need not be non-disciplinary or non-punitive and need not avoid burdening the respondent. Potential sanctions for student-respondents include campusing, work duties, counseling, suspension, or dismissal. Potential sanctions for employee-respondents include warning, leave of absence, termination.

- **Appeals:** Both parties involved have the right to appeal the determination regarding responsibility or the dismissal of a formal complaint. Appropriate measures will be taken during the appeal process to ensure an environment free of sexual discrimination and retaliation. Notice of intent to appeal must be submitted within 15 days of the written notification of the determination or dismissal, and will be based on one of the following grounds:

  1. Procedural irregularity that affected the outcome of the matter.
  2. New evidence, which was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter.
  3. The Title IX Coordinator, Investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
  4. The sanction does not seem to match the infraction.
Both parties will be notified of the notice of intent to file an appeal and the appeal procedures by the Title IX Coordinator. Both parties may submit a written statement in response to the appeal within 10 days of receipt of the notice of appeal. The Executive Vice President will consider the related documents, (such as the investigative report, hearing transcript, determination of responsibility, and prior disciplinary records) but will not consider information that is not relevant, including information about the prior sexual history of the complainant. The Executive Vice President will issue a written decision describing the result of the appeal, the rationale for the result, and the grounds on which the appeal was granted. The decision of the Executive Vice President is final and will be issued simultaneously to both the complainant and the respondent typically within 10 business days of the deadline by which the parties must submit their written statements, absent extenuating circumstances.

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

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

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

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

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

- A statement that the institution prohibits crimes of sexual violence;
- The definitions of dating violence, domestic violence, sexual assault, and stalking in this policy and in the applicable jurisdiction;
- A description of safe and positive options for bystander intervention (see below);
- Information on risk reduction (see below);
- The procedures for reporting sexual violence, including who to contact and options for confidential reporting;
- The Title IX grievance procedure for resolving formal complaints, including potential sanctions;
- The importance of preserving evidence;
- Options for involving law enforcement and obtaining protective orders;
- A description of existing on- and off-campus counseling, mental health, or other victim resources;
- A description of supportive measures available to complainants and respondents; and
- The statement of complainant’s rights and options.

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

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

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

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

J. Written Notification to Students and Employees About Existing Services for Complainants of Sexual Violence
The Title IX Coordinator will provide written notification to a complainant (student or employees) who reports an incident of sexual violence, which will include any available resources at the campus or in the local community related to counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community.
Students are advised of the Biblical Counseling Center during the beginning of the year orientation at the Bible Institute and are advised to visit the Health and Security Department where we have information listing local medical offices, or we suggest the students contact the Health and Security Coordinator or Medical Director for information of finding additional resources for mental health and counseling.

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

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

L. Written Notification to Victims of Sexual Violence of Rights and Options
   As described in Section C. under the heading, the Title IX Coordinator will provide the complainant reporting an incident of sexual violence with a written notification of his/her rights and options.

Statement of Complainant Rights and Options

Complainants have the following rights:

1. To receive information about the importance of preserving evidence, how to report an offense, and the Title IX grievance procedure for addressing complaints.
2. To make decisions affecting their medical and emotional treatment and whether they choose to file a formal complaint.
3. To have control over making decisions about whether to cooperate with law enforcement.
4. To receive information about the availability of protective orders.
5. To be notified in advance of the date, time, and location of any investigative meetings and/or hearings in order to effectively prepare.
6. To review and comment on all evidence that will be considered in the investigation and decision-making process if a formal complaint is filed.
7. To receive written notification of supportive measures available from the Bible Institute.
8. To receive written notification of resources for victims available at the Bible Institute and in the community.
9. To be assured of confidentiality by the Bible Institute to the extent possible and consistent with procedures outlined in this policy.
10. To have an advisor of their choice, including legal counsel, during any Title IX investigation, hearing, or appeal proceeding.
11. Not to have their prior sexual history discussed during the investigation or hearing unless relevant in determining responsibility or consent.
12. To be informed of the outcome of the informal and formal resolution procedures.
13. To appeal the final determination (on the permitted grounds) or the dismissal of a formal complaint.
M. Procedures for Institutional Disciplinary Action in Cases of Alleged Sexual Violence
Formal complaints of sexual violence, which includes sexual assault, dating violence, domestic violence, and stalking, will be addressed through the Bible Institute’s Title IX grievance process through either the informal or formal resolution process. If the respondent is found to be responsible for the alleged sexual violence, the decision-maker will provide remedies to the complainant designed to restore or preserve equal access to the Bible Institute’s education programs or activities and impose disciplinary sanctions on the respondent. Potential sanctions for respondents are discussed in Section D. under the subheading Remedies and Sanctions. Student dismissal is discussed further in Section VIII.D of the Annual Security Report.

VI. EQUAL EMPLOYMENT POLICY

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

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

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

Word of Life is a Christian religious-affiliated organization, and, as such, is not subject to religious discrimination requirements. The university’s hiring practices and Equal Employment Opportunity discrimination practices are in full compliance with both federal and state law; however, as a religious institution, Word of Life reserves the right to deny or terminate employment or to deny or terminate any other status of persons whose lifestyle, words, actions or otherwise do not align with Word of Life’s Statement of Faith, Standard of Conduct, or other ministry policies or religious beliefs. This statement is not intended to waive the ministerial exception or other ministerial or religious exceptions to Title VII or other federal, state, or local antidiscrimination laws or regulations.
SECTION ONE
STUDENT LIFE
I. STUDENT LIFE 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 Vice President, 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 – Student Life Deans

Off Campus Student Coordinator – Todd Steltz

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.

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.


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. A worship service is conducted at the Bible Institute each weekend through our partnership with Grace Community Church, Warwick, NY. Students may also attend local churches in the area. Physical attendance is required; watching a service in your room is not sufficient. There are times when students must attend on campus due to conferences, Snowcamp or special training sessions.

C. **Dorm Devotions**
   1. Monday through Wednesday evenings, devotions are held in the dorms from 9:15 - 9:30 PM. Devotions are generally led by the Dorm RAs, with students presenting the devotional on a scheduled basis.
   2. The Deans may occasionally change the time of dorm devos or schedule special speakers. Dorm RAs must first obtain permission from their 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. One on One Discipleship: A yearlong journey to deeper spiritual growth. Our Student Life Department will be happy to pair you with a staff member or you can talk to your RA, LRA or RD. The discipleship application is found on the Student Portal.  
2. D Group: D-Groups are gender and topic specific to help you focus on specific areas of growth. Led by staff members, these focused groups create high accountability with other likeminded students. You can sign up for a focus group through the discipleship application found on the Student Portal.  
3. 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 Council Hall 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. ACADEMICS AND STUDENT LIFE

A. Announcements

1. Your school email and Canvas is the main source 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. 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.

For all other Academic policies see the Academic Section beginning on page 46.
IX. CAMPUS LIFE

A. Care of Buildings

1. Students collectively sign a “dorm contract” with their Dorm RA at the start of the year, which serves as a reference during room inspections at the end of the year. Damages may result in fines determined by the Student Life Deans.

2. Screens are not to be removed from windows. There is a $10 replacement fee for missing screens.

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.

B. 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.

C. “In-dorms” and “Quiet-in-Dorms”

1. Please refer to the daily schedule for “In-dorms” and “Quiet-in-Dorms” times.

2. During “Quiet-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.
D. Study Hours
1. Study hours are required for all on-campus students, except for those on the Dean’s Honor List (3.0 GPA). See the student weekly schedule for exact times. (See section two of Academics for more details.)
2. Dorm rooms are to be quiet during the evening study hours with no talking or unnecessary noises (see “Cell Phones” below). Study hours are for individual studying. Group studying, while recommended, is for breaks and free time.

Study Hours Chart “Who Studies Where”:
a. Freshmen & Sophomores: 3.00-4.00 previous quarter GPA have no required study hours.
b. Freshmen & Sophomores: 2.00-2.99 cumulative GPA study in their rooms or the Library.
c. Freshmen: 0.00-1.99 previous quarter GPA study in their rooms, not the Library.
d. Sophomores: 0.00-1.99 cumulative GPA may be asked to petition the Administration for permission to continue their studies at Word of Life Bible Institute.

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.

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 “Quiet-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, study hours, in-dorms, ministry, chapel, church, discipline work hours, conferences, or any other required activities.
   b. To travel home or anywhere that would involve an overnight stay. “Standing permission” will be handled on a case-by-case scenario. All special permission policies apply.
2. Procedures for special permissions
   a. Special permission may be obtained online and must be submitted by 5:00 PM on Wednesday to be considered valid for the upcoming weekend.
b. Generally speaking, students will not be permitted to miss class or 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 p.72 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 p.73 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. Students may listen to music on campus. Early in the fall semester, students attend Source One, which is a seminar designed to help them evaluate their entertainment choices through the principles of God’s Word. Following this seminar, students are required to write out their own biblical principles for entertainment and give a copy of them to their Resident Director and Dorm RA. This project counts toward the student’s overall Christian Disciplines grade.
      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. However, students may listen to music during study hours through headphones only.
   3. During Quiet-in-Dorms, entertainment must be played through headphones only.
   4. 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.
   5. Computer monitors and small televisions (i.e., maximum 32”) are permitted for use with game consoles.
# X. DRESS CODE

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. Modesty is a matter of biblical principle, and discipline in the area of acceptable dress is a necessary part of life preparation regardless of a student’s future plans.

<table>
<thead>
<tr>
<th>General</th>
<th>Men’s Dress Code</th>
<th>Women’s Dress Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Men should be modest in their dress and avoid excessively tight-fitting clothes or holes in inappropriate locations</td>
<td>• Women should be modest in their dress and avoid revealing, sheer, excessively tight-fitting or short clothing</td>
</tr>
<tr>
<td></td>
<td>• Extremes in fashion and hairstyle as well as an unkept or sloppy appearance are inappropriate and will be discouraged and addressed</td>
<td>• Extremes in fashion and hairstyle as well as an unkept or sloppy appearance are inappropriate and will be discouraged and addressed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hair</th>
<th>Men’s Dress Code</th>
<th>Women’s Dress Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Hairstyles are to be conventional and moderate in length</td>
<td>• Hairstyles should reflect a feminine appearance and should not be distracting</td>
</tr>
<tr>
<td></td>
<td>• Extreme styles and coloring (other than natural colors) are not allowed</td>
<td>• Extreme styles and coloring (other than natural colors) are not allowed</td>
</tr>
<tr>
<td></td>
<td>• Mohawks and man buns are not permitted</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Facial hair, if worn, must be intentionally grown, neat, and closely trimmed. Male students without beards are to be clean-shaven for class, service assignments, and ministry</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Off-campus platform ministries may require students to be clean shaven</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Students may be required to be clean shaven for Word of Life Missions Reality and Student Fusion trips</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Jewelry</th>
<th>Men’s Dress Code</th>
<th>Women’s Dress Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Earrings and body piercing jewelry are not permitted when on Word of Life required events and activities (ministry, service assignment, classroom etc.)</td>
<td>• Body piercing jewelry other than earrings is not permitted</td>
</tr>
<tr>
<td></td>
<td>• Spacers will be allowed when appropriate to help cover the large holes for those who have gauges</td>
<td>• A small, discrete nose stud or ring is allowed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Spacers will be allowed when appropriate to help cover the large holes for those who have gauges</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Events Dress</th>
<th>Men’s Dress Code</th>
<th>Women’s Dress Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation</td>
<td>• Appearance is to be neat, clean, and unwrinkled</td>
<td>Graduation</td>
</tr>
<tr>
<td></td>
<td>• Dress slacks, dress shirt, socks, and dress shoes</td>
<td>• Appearance is to be neat, clean, and unwrinkled</td>
</tr>
<tr>
<td>Conferences and Ministries</td>
<td>• Dress pants, no t-shirts, no jeans, no shorts</td>
<td>Conferences and Ministries</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Dresses or skirts, tops or sweaters</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Dress shoes or dress sandals</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Dress pants, no t-shirts, no jeans, no shorts</td>
</tr>
<tr>
<td>Class Dress</td>
<td>Proper Attire</td>
<td>Proper Attire</td>
</tr>
<tr>
<td>------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>• Appearance is to be neat, clean, and modest</td>
<td>• Appearance is to be neat, clean, and modest</td>
</tr>
<tr>
<td></td>
<td>• Collared shirts (buttoned up), pants and jeans with no holes, closed-toed</td>
<td>• Dresses or skirts</td>
</tr>
<tr>
<td></td>
<td>shoes</td>
<td>• Collared shirts, dressy t-shirts (no graphic tees), pants and jeans with</td>
</tr>
<tr>
<td></td>
<td>• Sweatshirt hoods must not be worn over the head while in class</td>
<td>no holes</td>
</tr>
<tr>
<td></td>
<td>• Sports team gear is permitted for travel on game days upon approval from</td>
<td>• Sweatshirt hoods must not be worn over the head while in class</td>
</tr>
<tr>
<td></td>
<td>the coach</td>
<td>• Sports team gear is permitted for travel on game days upon approval from</td>
</tr>
<tr>
<td></td>
<td>Not Permitted</td>
<td>the coach</td>
</tr>
<tr>
<td></td>
<td>• Slippers, flip-flops, sandals</td>
<td>• Slippers, athletic slides</td>
</tr>
<tr>
<td></td>
<td>• T-shirts, tank tops, shorts</td>
<td>• T-Shirts, tank tops, shorts</td>
</tr>
<tr>
<td></td>
<td>• Sweat pants, athletic pants, or hats</td>
<td>• Sweat pants, athletic pants, or ball caps</td>
</tr>
<tr>
<td></td>
<td>• Tattered, torn, or work clothing of any type</td>
<td>• Tattered, torn, or work clothing of any type</td>
</tr>
<tr>
<td></td>
<td>• Clashing clothing</td>
<td>• Clashing clothing</td>
</tr>
<tr>
<td>General</td>
<td>Neatness and Modesty are Important</td>
<td>Neatness and Modesty are Important</td>
</tr>
<tr>
<td>Dress</td>
<td>• Shorts must be long enough to be modest in fit and length</td>
<td>• Shorts must be long enough to be modest in fit and length</td>
</tr>
<tr>
<td></td>
<td>• Tank tops and t-shirts should not be extremely tight or excessively loose</td>
<td>• Boxer shorts, cut-offs, or midriffs are not allowed</td>
</tr>
<tr>
<td></td>
<td>fitting around the arms</td>
<td>• Anything torn or tattered is not to be extreme and must be modest</td>
</tr>
<tr>
<td></td>
<td>• Anything torn or tattered is not to be extreme and must be modest</td>
<td>• Pajama bottoms are not permitted outside the dorms</td>
</tr>
<tr>
<td></td>
<td>• Pajama bottoms are not permitted outside the dorms</td>
<td>• Bicycle shorts (spandex) may be worn under shorts only</td>
</tr>
<tr>
<td></td>
<td>• Bicycle shorts (spandex) may be worn under shorts only</td>
<td>• Tight-fitting yoga pants and leggings are to be worn with shirts that go</td>
</tr>
<tr>
<td></td>
<td>• Shoes are required at all times</td>
<td>to the top of the knee</td>
</tr>
<tr>
<td></td>
<td>• Clothing which displays controversial issues and inappropriate messages,</td>
<td>• Sweatpants with writing on the backside are not permitted</td>
</tr>
<tr>
<td></td>
<td>including those that contradict the philosophy, goals, and spirit of the</td>
<td>• Shoes are required at all times</td>
</tr>
<tr>
<td></td>
<td>Bible Institute should not be worn.</td>
<td>• Clothing which displays controversial issues and inappropriate messages,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>including those that contradict the philosophy, goals, and spirit of the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bible Institute should not be worn.</td>
</tr>
<tr>
<td>Swimwear</td>
<td>• Modest in fit and length</td>
<td>• Modest, one-piece, or the appearance of a one-piece</td>
</tr>
<tr>
<td></td>
<td>• Shirts must be worn to and from swimming and sunbathing areas</td>
<td>• Cover-ups and shorts must be worn to and from swimming and sunbathing areas</td>
</tr>
</tbody>
</table>
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. RA's 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, study hours, “Quiet-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. Dismissal

Students dismissed for disciplinary reasons:
1. Will be required to leave campus as soon as possible and may not be permitted to mix with other students.
2. May not be permitted to return for a period of time in order to provide an opportunity for growth under the ministry of their local church.
3. May have to sign an agreement that outlines the conditions for re-enrollment. In each case, a student must reapply. Conditions to re-enroll may include but are not limited to the following:
   a. Engage in biblical counseling. A positive recommendation will be required from the counselor.
   b. Demonstration of the fruit of repentance by a change of lifestyle and/or attitude.
   c. Active involvement in a local church and regular time in the Word of God.
   d. The following are examples of the types of behaviors that may result in disciplinary action or dismissal:
      • Sexual immorality
      • Harassment, including sexual harassment, assault, and stalking
      • Possession and/or consumption of alcohol, use of tobacco, use of drugs, or abuse of a substance otherwise legal or 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
   e. 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

Word of Life Bible Institute provides students with access to network and computing resources as an integral part of the educational environment. Students using these resources should do so responsibly in ways that are consistent with the school's mission and objectives. Word of Life Bible Institute reserves the right to mandate and enforce appropriate regulations to that end. Enforcement of these regulations may involve the monitoring of stored files and electronic transmissions such as email and website accesses. Use of Word of Life’s network and computer equipment constitutes agreement with these regulations and monitoring activities.

A. Definitions

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

1. **Word of Life Computer Network:** This is a network infrastructure comprised of computers and network equipment provided for the purpose of communication, sharing files, fulfilling academic coursework requirements, Internet access, etc. This network can be accessed by faculty, staff, and students when authorization is granted.

2. **User account:** Word of Life provides each student with a unique user account while enrolled at the Institute. This is used to access computers, online resources, email, academic systems and other tools that are provided to student success.

3. **Privacy:** Each student's account is as confidential as the student mandates through his or her usage practices. Since Word of Life owns the network equipment, Word of Life reserves the right to examine any and all information accessed by the student. This includes emails, instant messages, network traffic, stored files, internet sites visited, etc.

4. **Office 365:** Word of Life provides students with an Office 365 account while enrolled at the Institute. This provides students with their user account, email, instant messaging, word processing, presentation, and other tools that facilitate student success. Use of this system must comply with all policies and our code of conduct.

5. **Canvas LMS:** The Canvas LMS (Learning Management System) is a resource that gives much information about the Bible Institute, including daily scheduling, meal menus, class notes, etc. It is a valuable tool for keeping up to date on the happenings around the Bible Institute.

6. **Word of Life Student Portal:** The Student Portal is a web-based center for student resources such as the Library, Tech Support, Student Directories, Health and Security information, Financial Services, and Grades and Transcripts.

7. **Firewall and Content Filtering:** Word of Life uses a filtering and firewall system to prohibit access to content that does not fit the biblical standard of being “true, honest, just, pure, lovely, and of good report” (Philippians 4:8). All activity is logged and monitored by the Student Life Department.

8. **Objectionable content:** This includes but is not limited to the following:
   a. Pornography. So-called “adult content” depicting or describing sexual acts, erotic material, nudity, etc.
   b. Violence. Graphic depiction of violent acts including murder, rape, torture, and/or serious injury.
   c. Drug use. Material encouraging the use of recreational drugs including tobacco and alcohol advertising.
   d. Gambling. Online gambling and gaming services.
   e. Offensive language and tasteless subjects. Crude, vulgar language or gestures. Such material includes tasteless humor (e.g., excretory functions), graphic medical photos outside of a medical context, and some forms of body mutilation such as cutting or branding.
   f. Crime. Encouragement of tools for, or advice on, carrying out criminal acts. This includes lock-picking, bomb-making, and hacking information.

B. Acceptable Use

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

1. **User Accounts:** Students are responsible for the use of their own user account. They must take reasonable precautions to safeguard their passwords and are not allowed to share access with other students.
If account compromise is suspected, student should contact the Word of Life IT department for assistance: helpdesk@wol.org.

2. Network Access: The use of the Word of Life computer network and apps are provided as a service. Access is granted as a privilege and by IT Department permission only. Misuse, abuse, or active threats of computer resources may result in termination of access without notice.

3. Objectionable Behavior: Access to objectionable content, bullying, threatening or other use of computer resources that go against our code of conduct may result in termination of access to computer resources.

4. Unauthorized Access, Hacking, Unethical Use: Browsing, exploring, or making unauthorized attempts to view data, files, or directories belonging to the Bible Institute or to other users is forbidden. It is also unacceptable to corrupt files, introduce deviant software (worms, viruses, etc.), or interfere with someone else’s legitimate computer use. Possession of a program designed to gain unauthorized access will be deemed to constitute an attempt at breaking computer security and may be subject to disciplinary action and criminal charges.

5. Copywritten Material: Transferring copyrighted materials to or from any system or via the computer network without the express consent of the owner is a violation of Federal and State laws. Examples of illegal copying include:
   a. Making a personal copy of software licensed to the school.
   b. Copying files created by another person without obtaining that person’s permission.
   c. Installing software on a computer without first obtaining a license for that software.

4. Network Protocols: Certain network protocols may be deemed by the IT department to be a risk to the security and operation of the network or user experience may be restricted.
   a. “Bursty” network protocols such as NetBEUI or AppleTalk are not permitted and are restricted on the network. These are unnecessary for operation on the Word of Life network and simply degrade performance for all other users.
   b. The use of “Torrent” style file sharing tools are not permitted on our network.
   c. Other network protocols or network ports may be restricted without notice.

5. Internet/Network Connections: Your computer should not be set up as a server that will in any way interfere with the normal operation of our network. This includes DHCP servers, DNS servers, wireless access points, routers, VPN gateways, etc.

6. Active Protection: In order to be responsive to changes computer system, vulnerabilities, and active threats, the IT department reserves the right to block access to any technology resource, remove software, or confiscate equipment without notice.

7. Policy Change: The IT department reserves the right to update or change this policy at any time without notice. Effort will be made to notify students of changes.

C. Word of Life Computer Equipment Policy
   Students are expected to treat Word of Life equipment with appropriate care.
   1. The Word of Life network, wireless, computer equipment, printer, copier, security, and mobile devices installed on campus is essential to providing you with service. These devices must not be moved, touched, or tampered with in any way without direction from the Word of Life IT Department. If there are problems, or something is not working, please submit help desk request to helpdesk@wol.org
   2. Word of Life owned device repairs, modifications, or recabling must be done by Word of Life IT staff. Students are not allowed to open Word of Life device cases nor to add or remove components, change configurations, and wiring without permission.
   3. Adding any equipment to the network any type without permission from the Word of Life IT Department is prohibited. This includes but is not limited to personal computers, mobile devices, switches, routers, wireless access points, VPN gateways, IoT devices (cameras, voice activated AI devices, controllers), gaming consoles, etc. All such attachments must align with Word of Life IT and Cybersecurity Policies. Unauthorized devices may be confiscated, and access may be terminated without notice.
   4. All Word of Life owned computer monitors used by students must face the public and must be in clear view of supervisors.
XIII. CAMPUS SECURITY AND EMERGENCY PROCEDURES

A. How to Get Help:
   2. Report non-emergency crime or suspicious behavior by calling 518.494.6200 or email security@wol.org or by speaking with a security officer.
   3. For non-emergency injuries and illnesses, contact Telemedicine (see “Health Center” XIV).
   4. For non-emergency maintenance concerns, enter a work order or contact your supervisor.
   5. To report child abuse, sexual abuse or violations of the Child Protection Policy call 518.494.6300, email safety@wol.org, or speak with a security officer, counselor, Unit Leader, Resident Assistant, Resident Director or Dean.

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

C. Security Officers
Word of Life is a proprietary security guard agency registered with New York State. The security personnel include the unarmed security guards, armed security guards, and emergency response team members. Security personnel are not law enforcement officers, but derive authority from Word of Life. Arrest powers are limited to the citizen’s arrest regulations. Emergency response team members are full-time staff who have other roles within the organization but are armed and trained to respond to violent encounters. Security personnel communicate with local authorities including the NY State Police and the Warren County Sheriff’s Department. The Security Department is responsible for the following:

   1. Patrolling properties to deter and detect criminal or suspicious activity
   2. Providing first aid
   3. Enforcing vehicle and parking rules
   4. Locking buildings
   5. Controlling access to properties or buildings (varies seasonally)
   6. Writing reports for incidents
   7. Responding to emergencies
   8. Assisting visitors
   9. Liaison with law enforcement and emergency responders

Campus Security Authorities and Mandatory Reporters
Federal and state laws dictate that certain staff members are obligated to report crimes to the Security Department, law enforcement, or social services. These staff members include Counselors, Unit Leaders, Resident Assistants, Resident Director, Deans, HR staff, Security staff, SIC and Camp Crew Coordinators, Camp Directors, and Childcare staff.
E. Confidential Reporting
All victims or witnesses of a crime are encouraged to report it immediately to Security. They also have the option of reporting it to local enforcement, or a Counselor, Unit Leader, Resident Assistant, Discipleship Coordinator or Dean. These individuals are required to report certain crimes (crimes against minors or crimes that pose a threat to others), but the victim may choose not to share this information with Security or law enforcement. In that case, the counselor will only report to Security that a crime occurred and the nature of the crime for statistical purposes.

F. Crime and Fire Log
The Security Department maintains a daily log of crimes, fires, and other activity reported to Security. It is available in the Security Office. Additionally, the Security Department and local law enforcement agencies compile statistics for crimes that occurred on our property. See the Annual Crime and Fire Statistics for more information.

G. Emergency Alerts
In the event of an emergency, you will receive an alert via text message and email. Based on your location, you may also receive alerts over the ShoreTel phones, two-way radios, public address systems, or other means. Staff, students, volunteers, family camp guests, and camp youth leaders are enrolled in the alert system automatically. The Security Department will test the alert system twice a year, at the beginning of the BI fall semester, and at the beginning of the summer camp season. Please keep your phone number and email address on file up-to-date. Contact your camp office or the Health and Security Department to update this information.

H. Access Control
Our Bible Institute campus is generally open during the day and visitors are requested to sign in at the Welcome Center. Access to youth and family camps are limited to staff, registered guests, and approved vendors. Camp visitors must sign in at the front gate upon arrival. Members of the opposite gender are not permitted in housing units for campers, students, or single staff. Students and staff should keep housing doors locked at all times and report unauthorized persons.

Classroom doors should be locked during class or other meetings. On occasion, Property Services, Housekeeping, Security, or Student Life may enter housing units to make necessary repairs or inspections. Student Life, Security, and Law Enforcement reserve the right to enter dorm rooms and other buildings to investigate violations and crimes. Security officers patrol during the day to detect unauthorized access and to lock all buildings at night.

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

<table>
<thead>
<tr>
<th>Lockout</th>
<th>Students / Campers / Visitors</th>
<th>Staff</th>
</tr>
</thead>
</table>
| “Secure the Perimeter” | • Move indoors  
• Do business as usual | • Lock exterior doors  
• Recover students, campers, and staff from outside building  
• Increase situational awareness  
• Do business as usual  
• Account for your people |
| **Lockdown**  
| “Locks, Lights, Out of Sight” | **Students / Campers / Visitors**  
| | • Lock your door or barricade yourself inside  
| | • Move out of sight  
| | • Maintain silence  
| | • Prepare to evade or defend | **Staff**  
| | | • Lock your door or barricade yourself inside  
| | | • Lights out  
| | | • Move out of sight  
| | | • Maintain silence  
| | | • Prepare to evade or defend  
| | | • Do not open the door  
| | | • Account for your people |

| **Evacuate**  
| “To (location)” | **Students / Campers / Visitors**  
| | • Take your phone  
| | • Leave your other stuff behind  
| | • Be prepared for additional instructions  
| | • Move to the specified location | **Staff**  
| | | • Lock exterior doors  
| | | • Recover students, campers, and staff from outside building  
| | | • Increase situational awareness  
| | | • Do business as usual  
| | | • Account for your people |

| **Shelter**  
| “(for a certain hazard)” | **Students / Campers / Visitors**  
| | • Move indoors and avoid windows  
| | • Prepare for the specific hazard | **Staff**  
| | | • Move your people inside  
| | | • Prepare for the specific hazard  
| | | • Await further instructions or “all-clear”  
| | | • Account for your people |

**Emergency Line**  
518.494.1444 (ext. 1444)  
**Non-Emergency Security**  
518.494.6200 (ext. 6200)  
**Non-Emergency Health Center**  
518.494.1600 (ext. 1600)  
**Police/Fire/EMS**  
911  
**BI Entrance**  
4230 Glendale Road, Pottersville NY 12860  
**Ranch Entrance:**  
8192 US Route 9, Pottersville NY 12860
J. Medical Emergency

1. Note: Minor injuries and illnesses should be handled by contacting Telemedicine.
2. Examples of medical emergencies:
   a. Unconscious or unresponsive person
   b. Trouble breathing or not breathing
   c. Chest or abdominal pain or pressure
   d. Bleeding severely or passing blood
   e. Seizures, severe headaches, or slurred speech
   f. Possibly poisoned
   g. Injury to head, neck, or back
   h. Possible broken bone
3. Call Word of Life Emergency Line at 518.494.1444
4. Remain with the victim until help arrives.
5. Render basic first aid, if trained.
   a. Massive Hemorrhage – stop obvious major blood loss
   b. Airway – open airway
   c. Respiration – give rescue breathing
   d. Circulation – give CPR
   e. Hypothermia – keep them warm

K. Fire

1. Rescue – get yourself and others to safety, then report to the staging area
2. Alarm – sound the fire alarm, shout to alert others, call Word of Life Emergency Line at 518.494.1444
3. Contain – close, but do not lock, doors and windows
4. Extinguish – if the fire is small and you have been trained, use a fire extinguisher to fight it

<table>
<thead>
<tr>
<th>Evacuation Staging Areas/Emergency Assembly Areas</th>
<th>Outdoor</th>
<th>Indoor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary</strong></td>
<td>BI Soccer Field</td>
<td>Bollback Student Life Center</td>
</tr>
<tr>
<td><strong>Secondary</strong></td>
<td>Ranch Soccer Field</td>
<td>Wyrtzen Center</td>
</tr>
</tbody>
</table>

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

L. Active Shooter/ Critical Security Incident

1. An “active shooter” means that an individual is in the process of killing others. A “critical security incident” may include a suspicious person, violence, bomb threat, trespassing, threatening behavior, dangerous animal, or similar danger.
2. Call 518.494.1444
3. **Avoid** – move away from the threat as quickly as possible
4. **Deny** – keep distance and barriers between yourself and the threat
5. **Defend** – if you are attacked and cannot avoid or deny, do everything you can to fight back and stop the attack
M. Missing Person
Call 518.494.1444 and provide the name and information about the missing person.

N. Maintenance Emergency
A maintenance issue is considered a maintenance emergency if the issue is likely to result in one of the following:
1. Serious personal injury or health issues
2. Major impact on a ministry
3. Major environmental impact
4. Additional facility or equipment damage

If these concerns are evident, please call 518.494.1461 or 518.494.1444 if there is no answer.

O. Severe Weather
Examples of severe weather include the following: thunderstorm, tornado, or other natural or man-made environmental hazard. If one of these weather-related emergencies occur:
1. Get inside and stay there for 30 minutes unless you receive other instructions
2. Call 518.494.1444 to report the severe weather
3. Stay indoors until an “all clear” message is given

P. Off-Campus Emergency
Examples of off-campus emergencies may include: vehicle accident, assault, missing person, or another incident requiring assistance. If one of these weather-related emergencies occur:
1. Call 911 if this is a crime or life-threatening emergency.
2. Call 518.494.1444.
3. Don’t leave someone alone.

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

R. Firearms and Weapons
Word of Life policy prohibits the possession or use of firearms, fireworks, or weapons on Word of Life property. This applies to staff, volunteers, students, campers, guests, visitors, and vendors. This also applies to individuals with permits to carry concealed weapons. Criminal possession will be reported to law enforcement authorities. Below is a list of prohibited items:
1. Firearms (pistols, revolvers, shotguns, rifles, muzzleloaders, BB/pellet guns, paintball guns, starter pistols)
2. Bows or throwing weapons (crossbows, bows, arrows, dart guns, wrist braced slingshots)
3. Batons (clubs, nightsticks, billy sticks)
4. Knives (longer than 4 inches, switchblades, butterfly knives, gravity knives, daggers, swords)
5. Stun Guns (tasers, electric dart guns)
6. Fighting weapons (metal knuckles, chuka sticks, sandclubs)
7. Bombs (improvised explosives, grenades, Molotov cocktails)
8. Fireworks (pyrotechnics)
9. Homemade weapons (potato guns, chemical based weapons)
10. Ammunition
11. Replica, antique, training, or toy versions of any of the above
S. Student Sexual Discrimination or Sexual Violence
1. If an individual believes they have been denied admission, employment, or participation in a BI program or sport based on their sex or has experienced sexual harassment as defined above, they should contact the Title IX Coordinator immediately.
2. If any student, staff member, or other member of the BI community is a victim of, or is made aware of sexual violence or sexual assault, they should report it to the Title IX Coordinator immediately. The Title IX Coordinator will conduct an investigation to determine if sexual discrimination or sexual violence occurred. See the Title IX policy for more information.

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

U. Registered Sex Offenders
1. Background checks are performed on all staff, students, volunteers, and many of our vendors. We follow up on any records of criminal activity. Those who have been convicted for child abuse may not be employed at Word of Life and may not work with or near children at any Word of Life property or activity.
2. You may obtain a listing of registered convicted sex offenders living in our area by visiting the NY State Division of Criminal Justice website at www.criminaljustice.ny.gov/nsor. The zip code for Pottersville is 12860, and the zip code for Schroon Lake is 12870. Additionally, the site users.nyalert.gov will allow you to enroll to receive alerts when sex offenders relocate into our area. The Security Department includes nearby registered sex offenders in our security watch list.

V. Training
The Security Department conducts security and emergency training throughout the year. While the training is tailored for certain audiences, it includes emergency procedures, crime prevention and crime reporting.
1. Beginning of fall semester students, RDs, RAs, and Bible Institute staff
2. Beginning of summer camp – counselors, camp crew, students, camp staff, volunteers
3. Spring and summer missions trips – Missions Reality and Student Fusion trip leaders and participants
4. Winter – Cross Cultural Interns (CCI) before departing for two-year international deployments
5. Fire evacuation drills – twice each year at the BI and once each summer
6. Occasionally we partner with local first responders to train in active shooter or mass casualty scenarios.

W. Missing Person Notification
Students are allowed to specify who Word of Life should contact in the event they are reported missing. This may be the same person or persons as their emergency contact or different persons. Word of Life Emergency Procedures prescribes contact attempts to the missing person, property searches, and notification to their “missing person contacts.”
XIV. HEALTH CENTER

A. Emergency Medicine
1. The campus security team responds to medical emergencies, which include severe bleeding, difficulty breathing, loss of consciousness, broken bones, or other severe illness or injury.
2. For urgent medical care (non-life threatening), please call the emergency line at 518.494.1444.

B. Non-emergency Medicine
1. Upstate Concierge Medicine provides Telemedicine access for routine illnesses and injuries. This service provides fast and easy health care access 24/7/365. All students are automatically enrolled as members in this program while they are enrolled at the Bible Institute. With this program, students have access to a physician by phone, with secure messaging and/or video chat. An application may be downloaded from the following locations:
   a. ‘App Store’ or ‘Google Play’ (UCMnow) for phones
   b. Website: upstatevipmedicine.com
   c. Call 844.484.7362
2. Plan Design:
   a. Students can request a consult with a physician by phone from any location.
   b. Students can share pictures and/or video with a doctor if necessary.
   c. The doctor will send prescriptions directly to the pharmacy.
   d. Students can create a patient portal.
   e. The doctors will follow up to track the student’s recovery.
3. In addition to the Telemedicine service, students can receive health care at the following locations:

<table>
<thead>
<tr>
<th>Warrensburg Health Center</th>
<th>Glens Falls Hospital</th>
<th>Ticonderoga (Moses Ludington) Hospital</th>
</tr>
</thead>
<tbody>
<tr>
<td>3767 Main Street</td>
<td>100 Park Street</td>
<td>1019 Wicker St</td>
</tr>
<tr>
<td>Warrensburg, NY 12885</td>
<td>Glens Falls, NY 12801</td>
<td>Ticonderoga, NY 12883</td>
</tr>
<tr>
<td>Phone: 518.623.2844</td>
<td>Phone: 518.926.1000</td>
<td>Phone: 518.585.2831</td>
</tr>
</tbody>
</table>

4. Transportation is the responsibility of the student.
5. The pharmacies that are the closest to the Bible Institute are:

<table>
<thead>
<tr>
<th>Schroon Lake Pharmacy</th>
<th>Walgreens</th>
</tr>
</thead>
<tbody>
<tr>
<td>1081 Main Street</td>
<td>6272 State Route 9</td>
</tr>
<tr>
<td>Schroon Lake, NY 12870</td>
<td>Chestertown, NY 12817</td>
</tr>
<tr>
<td>518.532.7575</td>
<td>518.494.3211</td>
</tr>
<tr>
<td>M-F 9 AM to 5:30 PM, Sat 9 AM to 1 PM</td>
<td>M-F 9 AM to 6 PM, Sat 9 AM to 5 PM</td>
</tr>
</tbody>
</table>

6. Medication can be delivered to the Bible Institute Health Center

C. Transportation
1. In emergency situations, an ambulance will be called to transport students.
2. In non-emergency situations, transportation is the responsibility of the student.

D. Missing Required Activities Due to Illness
1. Service assignments are required.
2. Students can miss up to three Service Assignments per semester for sickness without penalty. Sick students, who will miss a Ministry or Service Assignment, are required to fill out an excuse form through Canvas.
3. Missed Service Assignments do not roll over to the following semester. If a student misses more than three assignments, they will be assigned appropriate d-points (see p. 37), will be reassigned to make up missed assignments, and their Christian Disciplines grade will be reduced appropriately.
4. Students with significant or prolonged medical conditions should email the Health Center at healthcenter@wol.org to make reasonable accommodation regarding class, ministry, and Service Assignment. Students who require extensive and/or extended nursing care may be hospitalized or sent home until they fully recover. It may become necessary for a student to withdraw from school if illness or recovery hampers his or her ability to complete school requirements.

E. Medication
1. Non-prescription medication. Students can purchase some non-prescription medication at the campus bookstore and may keep a small supply in their dorm room.
2. Prescription medication
   a. Students may keep prescription medication in their room. A lock box is highly recommended.
   b. There is to be absolutely no sharing of prescription medication with other students.

F. Health Forms
If you need a copy of your health form sent to another school, please submit a written request to have it sent either by fax or by mail.

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

H. Student Accident Plan
1. All full-time students are eligible for coverage under the Student Accident Plan and will be enrolled in the plan regardless of any other coverage they may have personally or have provided by their parents. The cost of the plan is $45 per semester and is automatically included in their student fees as billed by the Business Office. Premiums are non-refundable. Coverage under the plan terminates when the plan terminates or when the student is no longer enrolled, whichever occurs first.
2. The Student Accident Plan is a secondary policy. Therefore, all claims must first be submitted to the student’s primary health insurance carrier. Any unpaid portions or deductible may then be submitted under the Student Accident Plan. Policy guidelines for eligible charges and claims procedures are outlined in the brochure.
3. Because this is a student accident plan, COBRA continuation is not available.

In the event of an accident:
1. If at the Bible Institute, report immediately to the Word of Life Bible Institute Health Center so that proper treatment can be administered or approved and, if applicable, an accident report can be filled out.
2. If away from the Bible Institute, consult a physician and follow his or her advice. Treatment of any accidental injury must begin within 72 hours of the injury in order to be considered for coverage. You must report to the Health Center upon returning to the Bible Institute, where assistance will be provided in completing the required forms.
3. Students must submit claims to the Contract Administrator. This will result in reimbursement to the student or direct payment to the service provider. If there is dual coverage, the student must first submit to their primary health insurance carrier but may also submit to the Student Accident Plan to have the claim on file within the six-month deadline for secondary coverage.
4. If students provide proper information to the doctor or hospital, most area providers will bill insurance companies directly. It is the student’s responsibility to ask if fees will be billed directly to insurance companies or if they must submit a claim. Written proof of treatment (itemized bills) must be furnished with the claim within six months of the date of treatment in order to be considered for coverage. It is the student’s responsibility to inform providers of this deadline. The claim should provide sufficient information including the
student’s name, address and social security number to allow processing of each claim. Additional forms or information may be requested by the insurance company to assist them in this process.

5. The Student Accident Plan does not provide coverage for accidents that occur while students are using skateboards, long boards, razor scooters and variations thereof.

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, postage stamps, and dry cleaning upon request. 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. Check cashing: Checks up to $30 may be cashed at the bookstore only as funds are available. If larger sums are needed, checks will need to be cosigned by Word of Life prior to cashing them at Glens Falls National Bank in Schroon Lake. The approved cosigner is Mr. Chris Tompkins, whose office is located in the Welcome Center. Once endorsed, checks can only be cashed at the bank. All checks must be payable to the student or to CASH and NOT to Word of Life. Checks must be written in US funds. Checks returned for insufficient funds may result in a $15 fee. An ATM machine is available on campus.

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 transcripts, certificates, diplomas, and admittance into their sophomore year. Students failing to meet their financial obligations will have a financial hold placed on their account.
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  
      4200 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 Firearms and Weapons (p.45).

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 $1000.00 each is presented to the first and second-year student demonstrating outstanding Christian commitment and testimony in leadership, organization, personal walk and work through involvement in sharing Christ with others and in bringing forth the Word of Life.

**Academic Excellence Award**
An award of $500.00 each is presented to the first and second-year student who has shown the greatest scholastic ability in his or her studies.

**Dean of Women’s Award**
An award of $250.00 is presented to the female student showing the most outstanding balance of Christian character.

**Dean of Men’s Award**
An award of $250.00 is presented to the male student showing the most outstanding balance of Christian character.

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

**Personal Evangelism Award**
An award of $250.00 is presented to the student who shows effectiveness in the area of personal evangelism.

**Musical Vocalist Award**
An award of $250 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 $250 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 $250.00 is presented to the student who has demonstrated the creative use of drama talents combined with a balance of humility, service, and Christian character.

**Daren Shilton Scholarship**
An award of $250.00 is presented to the student going into the Second-Year Program with the intent 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.

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

Attendance is required at all scheduled classes. All missed classes must be made up (See “Make-up Work” below; IID). Students can miss up to 10% of classes per semester (24) for sickness. These hours do not roll over to the following semester. After being absent more than 24 class hours (10%), the student loses 3% off his/her grade per class hour missed beyond the allowed 24 classes. Students may submit an appeal to the Associate 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 exceeding the maximum allowed sick hours. Class absences due to Word of Life ministry assignments will not be counted against the 24 hours. If a student abuses the sick day policy (skipping class, etc.), disciplinary action may result, including receiving a zero for the course(s) missed. Permission to miss class for other reasons must be arranged through a special permission request. If permission is granted, the missed hours will still count towards the 24-class hour limit. Students are expected to be in class on time so as not to be a distraction to other students. After 10 minutes, the classroom doors are locked for security reasons. At that point, students are not able to enter the classroom. If a student misses 10 minutes or more of any class hour, that hour will be regarded as an absence.

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 and/or Associate 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.

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.

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.

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 daily.
2. Explanation of Grades:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Letter Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-100</td>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>90-92</td>
<td>A-</td>
<td>3.70</td>
</tr>
<tr>
<td>87-89</td>
<td>B+</td>
<td>3.30</td>
</tr>
<tr>
<td>83-86</td>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>80-82</td>
<td>B-</td>
<td>2.70</td>
</tr>
<tr>
<td>77-79</td>
<td>C+</td>
<td>2.30</td>
</tr>
<tr>
<td>73-76</td>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>70-72</td>
<td>C-</td>
<td>1.70</td>
</tr>
<tr>
<td>67-69</td>
<td>D+</td>
<td>1.30</td>
</tr>
<tr>
<td>63-66</td>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>60-62</td>
<td>D-</td>
<td>0.70</td>
</tr>
<tr>
<td>0-59</td>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

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. 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.

E. 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.
F. 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.

G. 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.

H. 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. Dean’s Honor students do not have required study hours. However, if students choose to study in the dorm or Library, they must observe the study hour rules. Dean’s Honor students may not enter or leave the dorms while study hours are in progress. The Deans may revoke these privileges prior to the end of the semester if the student’s grades fall drastically. If the student’s current semester GPA falls below 3.0 at the midpoint or at the end of the semester, the student will be placed in study hours for the remainder of that quarter, or for the first half of the next quarter (whichever applies).

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. Dean’s List students do not have required study hours. However, if students choose to study in the dorm or Library, they must observe the study hour rules. Dean’s List students may not enter or leave the dorms while study hours are in progress. The deans may revoke these privileges prior to the end of the semester if the student’s grades fall drastically. If the student’s current semester GPA falls below 3.0 at the midpoint or at the end of the semester, the student will be placed in study hours for the remainder of that quarter, or for the first half of the next quarter (whichever applies).

C. Academic Probation
Students who have demonstrated low academic achievement in high school or prior college work may be accepted to the Bible Institute on Academic Probation. Students may be placed on Academic Probation when, at the end of the semester, their cumulative GPA falls below a 2.00, or their current semester GPA falls below a 1.50 regardless of their cumulative GPA. Students on academic probation cannot miss study hours to participate in intramural sports. 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.

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

C. Freshmen students meeting all the requirements, but with a cumulative average of less than 2.00, receive a Certificate of Attendance at the commencement exercises.

D. Sophomore students having a cumulative grade point average of less than 2.00 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 Associate Academic Dean. 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 Associate Academic Dean.
2. The Associate 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 Associate 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 1.0 or better for each course taken. A 1.0 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:
<table>
<thead>
<tr>
<th></th>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>3rd Semester</th>
<th>4th Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instructional</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weeks Completed</td>
<td>15</td>
<td>30</td>
<td>45</td>
<td>60</td>
</tr>
<tr>
<td><strong>Instructional</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours Completed</td>
<td>515</td>
<td>1016</td>
<td>1531</td>
<td>2032</td>
</tr>
<tr>
<td><strong>Cumulative GPA</strong></td>
<td>1.20</td>
<td>1.80</td>
<td>1.90</td>
<td>2.00</td>
</tr>
<tr>
<td><strong>Successful</strong></td>
<td>Minimum of 1.0 or above on all coursework</td>
<td>Minimum of 1.0 or above on all coursework</td>
<td>Minimum of 1.0 or above on all coursework</td>
<td>Minimum of 1.0 or above on all coursework</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th></th>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>3rd Semester</th>
<th>4th Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instructional</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weeks Completed</td>
<td>22.5</td>
<td>45</td>
<td>77.5</td>
<td>90</td>
</tr>
<tr>
<td><strong>Instructional</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours Completed</td>
<td>515</td>
<td>1016</td>
<td>1531</td>
<td>2032</td>
</tr>
<tr>
<td><strong>Title IV GPA</strong></td>
<td>1.20</td>
<td>1.80</td>
<td>1.90</td>
<td>2.00</td>
</tr>
<tr>
<td><strong>Successful</strong></td>
<td>Minimum of 1.0 or above on all coursework</td>
<td>Minimum of 1.0 or above on all coursework</td>
<td>Minimum of 1.0 or above on all coursework</td>
<td>Minimum of 1.0 or above on all coursework</td>
</tr>
</tbody>
</table>

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 coursework 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.
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, “That ye might walk worthy of the Lord unto all pleasing, being fruitful in every good work, and increasing in the knowledge of God”. We trust that when this year is finished, you can review it and see how you have grown in your knowledge of the Word of God and also have become fruitful as a servant, well-pleasing to God.

Thank you for choosing the Word of Life Bible Institute as the place 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

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: church support ministry, jail ministry, after-school programs, community service, and individualized 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. Drama Ministry Team
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.

B. 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.

C. 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

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.

D. Music 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.

E. Gaming Ministry
Our new gaming ministry is on a trial basis. It is designed to generate opportunities to share the gospel with young people and point them to Jesus. We record games, livestream matches, and in the future, we will use in-person tournaments to engage with young people where they are at. This ministry option is open to both first and second year students.

F. Individualized Ministry (Second Year Only)
As a second-year student, you have the opportunity to tailor a ministry to your specific interests and abilities. This will require a detailed ministry proposal to be approved through the Ministries Department. Forms are available at the Student Services Desk. Depending on the nature of your ministry proposal, you may be required to provide your own transportation.
G. **Travel Teams**
Second year students will be assigned to travel teams to assist in various Word of Life Local Church Ministries roundups.

H. **Video Testimonies**
Each first year student will complete a recording of their personal testimony and share it across social media outlets for the sake of learning how to effectively tell their story and how to creatively share that story with the world around them.

**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 Council Hall, 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. **Timesheets** – Students are required to personally sign in and out for each shift on the timesheet provided, and they are to total the work hours at the end of the week’s final shift.

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.

**VII. STUDENT COUNCIL OVERVIEW**

**What is Student Council?**
Student Council is a group of students who represent and serve the entire student body. Second-year Student Council members will be selected 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 Discipleship Coordinators). 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 in creating and running campus activities and service projects.

**What do specific positions do?**
President and Vice President – Responsible for organizing Student Council meetings, representing student body concerns and needs to the Student Life department, and organizing campus activities.

*Chaplain* – Responsible for assisting in organizing and leading chapels, campus worship services, and devotions.

*Secretary* – Responsible for taking notes during meetings and providing other administrative assistance.
ADDENDUMS

VEHICLE REGULATIONS AND POLICIES

Revised April 2020

518.494.6200......................................................... Security Office
518.494.1600......................................................... Health Center
518.494.1444......................................................... Emergency Line
518.494.1487......................................................... Fax

security@wol.org
healthcenter@wol.org

TABLE OF CONTENTS

Introduction................................................................................................................................................................71
Definitions....................................................................................................................................................................72
Vehicle Registrations.............................................................................................................................................72
Parking Locations...................................................................................................................................................74
Driving Regulations...............................................................................................................................................74
Offenses...................................................................................................................................................................75
Weather and Snow Removal ............................................................................................................................76
Disabled Vehicles...............................................................................................................................................76
Payment Process..................................................................................................................................................76
Fines and General Enforcement........................................................................................................................77
Ticket Appeal Process.........................................................................................................................................77
Bicycles, Skateboards, and Other Forms of Transportation.............................................................................78
Vehicle Accidents.................................................................................................................................................79
Local Garages and Towing Services ................................................................................................................79

INTRODUCTION

The rules and regulations presented below were created to assist Word of Life Security Officers and those utilizing
the parking and traffic facilities of Word of Life Bible Institute and the properties owned and operated by Word of Life
Fellowship. These rules and regulations were also created to maintain and uphold safety and order for the parking lots,
roadways, and fire lanes located on Word of Life properties, as well as to maintain the property and ensure the safety
of the assets and blessings God has provided to Word of Life Fellowship. The Bible Institute is a pedestrian/walking
campus, which means the regulations and policies listed in this document are created to ensure the safety of those
walking on campus.

Anyone utilizing parking and traffic facilities are expected to read and follow the rules and regulations presented in this
manual. This includes but is not limited to Word of Life Bible Institute students, staff, guests, volunteers, and contractors.
DEFINITIONS

The following terms and phrases are defined below to provide clarity and clear meaning to the rules and regulations presented in this manual:

- **15-Minute Loading and Unloading Zone** – Any parking spot on WOL owned/operated property that is designated with a “15-Minute Loading and Unloading Zone” sign is to be used for loading and unloading equipment, people, supplies, etc. to and from a building.
- **Appeal** – An attempt to clear, remove, or change a ticket that has been written.
- **Authorities** – A person or organization having power or control in a particular sphere. (i.e., Campus Health & Security, Police, Fire, EMS, etc.)
- **BSLC** – Bollback Student Life Center
- **Guest** – A person invited to participate in an official event.
- **WC** – Jack Wyrtzen Center
- **MVA** – Motor Vehicle Accident
- **Parking Lot** – An area used for and designated as a place to park motor vehicles.
- **Parking Spot/Space** – A location that is designated for parking either by a parking sign or lines on the pavement.
- **Red Pass** – A pass issued to a staff member or vehicle who, for work purposes, needs to park close to a particular building in a Red Pass parking space.
- **Staff** – Person employed by Word of Life with a valid staff identification card.
- **Ticket** – A citation issued by a Word of Life Security Officer due to a violation of a rule, regulation, or agreement listed in this manual.
- **Vehicle** – Any motorized or non-motorized method of transportation.
- **Visitor** – A person visiting a person or place, especially socially or as a tourist.
- **Volunteer** – A person who freely offers or donates their time, work, and/or resources.
- **WOL** – Word of Life
- **WOLBI** – Word of Life Bible Institute

VEHICLE REGISTRATIONS

A. All persons who bring motor vehicles on campus must register them with the Health & Security Department.

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee:</th>
<th>Replacement Cost:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>$25.00 per semester</td>
<td>$5.00</td>
</tr>
<tr>
<td>Temporary Student Registration</td>
<td>$20.00 (Limit one per semester)</td>
<td>$5.00</td>
</tr>
<tr>
<td>Staff</td>
<td>Free</td>
<td>$5.00</td>
</tr>
<tr>
<td>WOL Owned Vehicle</td>
<td>Free</td>
<td>Free</td>
</tr>
<tr>
<td>Guest/Visitor/Volunteer</td>
<td>Free</td>
<td>Free</td>
</tr>
<tr>
<td>Contractors</td>
<td>Free</td>
<td>Free</td>
</tr>
</tbody>
</table>
B. Bicycles, motorcycles, ATVs and snowmobiles all require a permit and registration. The permit must be displayed on the left front “fork” of the motorcycle or front handlebars of the bike.

C. The WOL Health & Security Department may issue temporary handicap passes to staff and students based on physical need and ability. Please note the following restrictions/regulations for obtaining temporary handicap passes:
1. Temporary handicap passes must be obtained prior to using designated handicap parking spaces.
2. Temporary handicap passes must be hung on the rearview mirror of the vehicle and must be clearly visible.
3. Temporary handicap passes are only valid for the time indicated on the pass. They must be renewed with the Health & Security Department if needed longer than what is indicated on the pass.
4. Temporary handicap passes issued by the Health & Security Department are only valid on WOL owned and operated properties and are not considered valid elsewhere.
5. Vehicles displaying a physician or state issued handicap pass must have the pass clearly displayed on the rearview mirror of the vehicle if using it on campus.
6. Vehicles displaying a physician or state issued handicap pass are permitted to use designated handicap parking spaces on WOL property and are not required to receive a WOL handicap pass unless told otherwise by a Health & Security Coordinator.
7. Those requesting a temporary handicap pass from the Health & Security Department must supply a physician’s note or be interviewed by a Health & Security medical professional prior to getting a pass.
8. The use of an expired temporary pass will result in a ticket.

D. Student Parking Pass
1. Student Parking Passes are issued to students (off-campus students included) for them to display on the left-hand corner of the rear window behind the driver.
2. Replacement decals may be purchased at the Health and Security Department for $5.

E. Staff Pass
1. Staff Passes are issued to all WOL staff who bring their personal vehicles onto WOL property.
2. Staff Passes permit users to park in the WC and Ranch parking lot, as well as any designated “Staff Only” parking spaces located on WOL properties.

F. Red Pass
1. Red Pass parking spots are reserved for staff whose temporary work requires them to park close to the building where they are working.
2. Why do we have a “Red Pass” reserved parking?
   • Parking space is limited.
   • There are times when certain staff need to park near a building or other place.
   • Most staff do not need this.
   • It is not a privilege, perk or benefit but is based on need and job function at the moment.
   • It allows Security to enforce parking rules without harassing legitimate users.
   • It shows students, visitors and staff that you are complying with the parking rules and are not ignoring them or flaunting your position.
3. Examples of appropriate use include:
   • Maintenance staff parking a vehicle, while working, with tools or supplies near the building needing repairs.
   • Housekeeping parking near a building when cleaning.
   • Security or Health Services parking near a building while responding to an incident.
   • AV, IT or Culinary Services parking near a site while responding to an issue or special event.
4. Examples of inappropriate use include:
   • Parking when staff or handicap spots are full.
   • Parking at the Dining Hall while eating lunch.
   • Daily routine work.
   • Allowing others to borrow your Red Pass.

G. Visitor Pass
   1. Visitor Passes are issued to those who are coming to visit a person or place on WOL property.
   2. These passes are not for permanent use and must be hung on the rearview mirror when in use.
   3. Visitor parking is limited to the WC and Council Hall parking lots, as well as the designated visitor parking spaces located near the BSLC.
   4. Visitor Passes will expire after a certain period of time as designated at time of issuance of pass.

H. Volunteer Pass
   1. Volunteer Passes are issued to those who come to WOL property to donate their time or services to WOL.
   2. Volunteer Passes allow volunteers to park in the WC and Council Hall parking lot, as well as the Visitor Parking spaces during meals in the BSLC.

I. Ranch Day Camper
   1. Ranch Day Camper passes are issued to the parents or guardians of campers at The Ranch who are dropping off/ or picking up their camper from The Ranch or The Wild Camp.
   2. Ranch Day Camper Parking is limited to the WC and BSLC rear parking lots, as well as the Visitor Parking area behind the BSLC.

PARKING LOCATIONS

A. All roadways and walkways are considered fire lanes and are not to be used for parking. Parking on grass or along parking lot curbing is prohibited.

B. Student parking spaces are limited to the Jack Wyrtzen Center lot and Ranch lot.

C. Students are not allowed to park in spaces assigned to staff or campus visitors.

D. Vehicles parked in handicap spaces must always display a state issued handicap pass or a valid WOL issued handicap parking permit.

E. Students may not park in front of or behind the Huskies Den and Recreation Center or on walkways near the Bollback Student Life Center.

F. The parking lots in front of the Administration Building, Welcome Center, Asia, Europe, Hungary, and Huskies Health and Athletic Center are reserved for faculty, staff, and campus visitors only. Student vehicles parked in those areas will be ticketed.

G. The Council Hall lot is reserved for handicap parking and faculty.

H. Abandoned vehicles are subject to towing at the owner’s expense unless special arrangements have been made in advance with the Health & Security Coordinator.

I. Overnight parking is limited to the WC and Ranch parking lots. Full or part-time staff living on the WOLBI property may be granted permission from the Health & Security Coordinator to park near their residence overnight.
DRIVING REGULATIONS

A. The maximum speed limit on campus is 15 MPH unless otherwise marked.

B. Seatbelts must be worn while operating any motor vehicle.

C. Riding on the hood or trunk of a car or in the bed of a truck is prohibited.

D. WOLBI is not responsible and assumes no liability for damage or theft of any vehicle or its contents.

E. Vehicles and operators must fulfill all requirements of the State of New York (e.g., insurance, inspection, registration, etc.). Unregistered or uninsured vehicles are not permitted on property. This includes motorcycles, ATVs (such as 4-wheelers), and snowmobiles.

F. Helmet laws for motorcycles, ATVs, and snowmobiles must be followed on campus.

G. All vehicles must stay on approved roads (or pathways for ATVs and snowmobiles).

OFFENSES

Below are the different types of driving/vehicle offenses a driver or vehicle owner may be ticketed for on campus:

A. Unregistered Vehicle
   1. Not registering your vehicle within 24 hours of bringing your vehicle on campus.
   2. Failing to display a proper staff, student, visitor, etc. pass/registration.
   3. Using or displaying a pass/registration that belongs to a different vehicle.

B. Unauthorized Parking
   1. Parking in a handicap space without a handicap pass.
   2. Parking in a fire lane or within 15 feet of a fire hydrant.
   3. Double parking, parking in a roadway, or parking so that the vehicle occupies more than one space is not permitted.
   4. Parking any place other than a designated parking space.
   5. Parking in a Red Pass, Staff, Visitor, or any space without having the appropriate parking pass.
   6. Parking in front of driveways, dumpsters, loading docks, or any other place that hinders or interferes with the daily operations on WOL property.

C. Speeding
   1. Exceeding the 15 MPH speed limit throughout campus or any WOL owned property, including snowmobile and ATV trails.
   2. Exceeding speeds that are appropriate for the weather conditions.
   3. Exceeding speeds that are appropriate in pedestrian traffic areas.
   4. Campus Health & Security vehicles or emergency response vehicles (Fire, Police, and EMS) may exceed the speed limits on campus in a reasonable and safe manner, if necessary, to perform their duties.

D. General Violations/Moving Violations
   1. Reckless operation of a motor vehicle.
   2. Disobeying campus traffic signs.
   3. Littering.
   4. Driving without headlights after dark.
   5. Passing another vehicle moving in the same direction.
   6. Tampering with, defacing or removing any parking or traffic control sign or device including traffic cones and road closure signs or caution tape.
7. Failure to yield the right of way and/or immediately stop for a safety vehicle when emergency lights are activated.
8. Those who commit a moving violation may receive a ticket in their mailbox within 5 business days after the violation has been committed.
9. No one is permitted to “save” or “reserve” a parking space by leaving objects/items in the space. Those objects/items will be turned into lost and found.

E. Vehicle Accidents
1. Property damage due to a vehicle accident.
2. Reckless driving resulting in a vehicle accident.

F. Failure to Stop or Fleeing/Evading
1. Failure to Stop
   a. All vehicles ARE REQUIRED to pull over to the side of the road when approached by ANY Public Safety or Emergency Response vehicle with its emergency lights on. This includes any WOL Health & Safety vehicle and any Fire, Police or EMS vehicle.
   b. Any vehicle failing to pull over and stop for a Public Safety or Emergency Response vehicle is considered to be disobeying an officer and may lose their parking privileges on WOL property. They will also be ticketed appropriately and may receive further disciplinary action as deemed necessary by the Health & Security Department and the Student Life Department.
2. Fleeing/Evading
   Any person who purposefully attempts to flee or evade Health & Security officers on foot or while operating a vehicle is considered to be disobeying an officer and will be ticketed accordingly.

WEATHER AND SNOW REMOVAL
It may be necessary for faculty/staff and students to assist Maintenance in moving vehicles so the parking lots can be cleared. Notification will be sent through text alerts that will include scheduled date, time and location to be cleared. It is the owner’s responsibility to move their vehicle out of the lot by the requested date/time.

DISABLED VEHICLES
All disabled vehicles must be reported to the Health & Security Department within 24 hours. Health & Security will issue a special “disabled vehicle pass” in this situation. This pass is valid for 24 hours. After that time, the Health and Security Department has the right to tow and store the vehicle at the owner’s expense.
   A. Any vehicle with a dead battery can request a jump from the Health & Security Department by calling the Health & Security Office at 518.494.6200. Requesting a jump does not guarantee that the Health & Security Department will be able to help you right away or at all.
   B. Any vehicle owner/driver that has locked their keys in the vehicle may call the Health & Security Department to request assistance using their lockout kit.
   C. Requesting help from the Health & Security Department does not guarantee that they will be able to help right away or at all and does not guarantee that their attempt to help will be successful.
   D. WOL assumes no responsibility for any damages done while helping a vehicle owner operate, jumpstart, unlock, or repair a flat tire on their vehicle.

PAYMENT PROCESS
   A. Students are required to present the original ticket and fine payment to the Health & Security Department during open hours within 14 days of issuance.
B. All unpaid fees or fines belonging to students will be applied to their school account after 14 days. Unpaid fines at the end of the year will be added to a student’s account and may result in their diploma being withheld.

FINES AND GENERAL ENFORCEMENT

A. The table below lists the different fines associated with each type of violation. Please note that additional fines are issued for those who receive numerous violations.

<table>
<thead>
<tr>
<th>Tier 1</th>
<th>Violation</th>
<th>Fine</th>
<th>Further Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Parking Violation</td>
<td>$25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unregistered Vehicle</td>
<td>$25</td>
<td></td>
</tr>
<tr>
<td>Tier 2</td>
<td>Speeding</td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reckless Driving</td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td>Tier 3</td>
<td>Fire lane/Fire Hydrant</td>
<td>$75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Parking Violation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Handicap Parking</td>
<td>$75</td>
<td></td>
</tr>
<tr>
<td>Tier 4</td>
<td>Property Damage due to</td>
<td>$100</td>
<td>May lose parking/driving privileges on WOL Property</td>
</tr>
<tr>
<td></td>
<td>vehicle accident</td>
<td>(plus cost of repair/ replacement of damaged property)</td>
<td></td>
</tr>
<tr>
<td>Tier 5</td>
<td>Fleeing/Evading or</td>
<td>$150</td>
<td>Will automatically lose parking/ driving privileges on WOL property</td>
</tr>
<tr>
<td></td>
<td>Failure to Stop</td>
<td>(plus legal consequences)</td>
<td></td>
</tr>
</tbody>
</table>

B. All unpaid fees or fines belonging to students will be applied to their school account after 14 days.

C. Fines that are not paid or that have no appeal form submitted within 14 days may result in a suspension of parking privileges.

D. Unpaid fines at the end of the year will be added to a student’s account and may result in their diploma being withheld.

E. Anyone who receives four violations is liable to lose their parking privileges.

F. Vehicles may be towed by a private company if one or more of the following criteria is met:
   a. The vehicle or vehicle registrant has four or more violations.
   b. The vehicle has been abandoned or disabled for more than 14 days, and the vehicle owner/registrant has not contacted the Health & Security Department.
   c. The vehicle or vehicle registrant has lost parking privileges on WOL owned property and the vehicle is on property.
   d. The vehicle is not usable or damaged in a way that disables the vehicle.
**TICKET APPEAL PROCESS**

A. Students and staff may attempt to appeal a ticket by filling out the “Parking Ticket Appeal Form” at [wol.to/ticketappeal](http://wol.to/ticketappeal). This does not guarantee a ticket will be appealed.

B. Appeals made more than 14 days after a ticket has been issued will not be accepted or considered.

C. Email, text, or verbal conversations made in attempt to appeal a ticket will not be accepted.

D. One of the following may happen when a ticket is appealed:
   1. The appeal is denied, and the fine will be upheld.
   2. The appeal is denied, and the fine is reduced or waived.
   3. The ticket may be changed to a warning with no fine, but the ticket remains on file.
   4. The appeal is granted, the fine is waived, and the ticket is cleared from the file.

E. Appeals made for the following reasons will not be considered/accepted:
   1. Ignorance or lack of knowledge of the regulations and policies stated in this manual.
   2. Inability to find a parking space.
   3. Running late to a class, meeting, or appointment.
   4. Forgetting about a rule or regulation listed in this manual.
   5. Failure to see, read or follow posted signs or markings.
   6. The spot you can park in was taken.
   7. Mechanical problems.
   8. Locking your keys in your vehicle.
   9. Not receiving a copy of your ticket.
   10. Any reason related to irresponsibility of the driver or person to whom the vehicle is registered.

F. Appeals Board – If requested, an Appeals Board can be formed in order to review a parking ticket appeal request. The Appeals Board would be made up of three or more security supervisors who will gather to evaluate the legitimacy of the ticket and the request to have the ticket appealed. Requesting the Appeals Board does not guarantee a ticket will be reduced, waived or cleared.

**BICYCLES, SKATEBOARDS, AND OTHER FORMS OF TRANSPORTATION**

A. Bicycles
   1. All bicycles must be registered with the Health & Security Department within 24 hours of being on WOL owned property.
   2. Bicycles require a permit and registration. The permit must be displayed on the left front handlebar of the bike.
   3. 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.
   4. WOL is not liable for any theft, damage, or harm done to or by a bicycle, skateboard, skates, longboard, etc.

B. Skateboards/Longboards
   1. It is strongly recommended that all skateboards and longboards be registered with the WOL Health & Security Department. This will help to identify and return lost or stolen boards.
   2. All skateboards, longboards, etc. must be placed in a skateboard rack when available.
**VEHICLE ACCIDENTS**

**A. On Property Motor Vehicle Accidents (MVA)**
1. Any MVA that occurs on WOL owned property must be reported to the WOL Health & Security Department immediately. This includes anything from a fender-bender to an injury accident.
2. The WOL Health & Security Department will respond to the scene, render medical care as needed, call for EMS/Fire/Police as needed, document the accident and write an incident report. They will assist those involved in the accident to provide evidence and information regarding the accident.

**B. Off Property Accident**
If a student is involved in an MVA off WOL property in a WOL owned vehicle, then they are required to complete a police report of the accident and call their supervisor immediately. The WOL Health & Security Department will complete an incident report and follow up appropriately.

**LOCAL GARAGES AND TOWING SERVICES**

**A. Auto Repair and Towing services**
1. Pottersville Garage
   518.494.3631
   7920 U.S. 9, Pottersville, NY 12860
2. J&L Automotive
   518.532.0253
   203 U.S. 9, Schroon Lake, NY 12870
3. Brant Lake Collision Inc.
   518.494.0135
   11 Landfill Rd., Brant Lake, NY 12815
4. North Country Towing & Repair
   518.532.9892
   21 Industrial Dr., Schroon Lake, NY 12870

**B. Word of Life Property Services**
1. 518.494.1461
2. 8072 State Route 9, Pottersville, NY 12860

**C. Word of Life Health & Security Department**
1. Emergency Line – 518.494.1444
2. Office – 518.494.6200
3. 4200 Glendale Road, Pottersville NY 12860
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
LOCAL DIRECTORY

ADIRONDACK ATTRACTIONS

Adirondack Mountain Club: 814 Goggins Rd, Lake George ................................................................. 518.668.4447
Gore Mountain Mineral Shop & Garnet Mine Tours .................................................................................. 518.251.2706
  45 min. guided tour; Garnet Jewelry & cut gemstones in Mineral Shop; 9:30 AM - 5:00 PM M-F, 11 AM - 5 PM
  Sun.; Tours leave every hour on the hour; Weekends through Columbus Day. Barton Mines Rd, North River
Natural Stone Bridge & Caves .................................................................................................................. 518.494.2283
  Self-guided tours of caves, gorge, falls; picnicking (M-Sat), 10 AM - 6 PM (Sun) thru Labor Day. Stone Bridge
  Rd, Pottersville
Whitewater Challengers: .......................................................................................................................... 518.257.3746
  20 min. away; whitewater rafting on the Hudson River; open Fall & Spring; 4511 State Rt. 28, North River

AUTOMOBILE REPAIRS

AAA: Glens Falls ........................................................................................................................................... 518.792.0088 | 1.800.222.4357
J&L Automotive ............................................................................................................................................. 518.532.0253
  General auto repairs; Open 8-5 M-Th., Fri 8-8; Rt. 9, Schroon Lake
Pottersville Garage ......................................................................................................................................... 518.494.3631
  General auto repairs; AAA wrecker & tow service, Rt. 9, Pottersville

BANKS

Glens Falls National Bank
  Schroon Lake ............................................................................................................................................... 518.532.7121
  Chestertown ............................................................................................................................................... 518.494.2691
    Open 9 AM-3 PM (M-W, F); 9 AM-6 PM (Th)
TD Bank .......................................................................................................................................................... 518.623.2666
  3852 Main St, Warrensburg
Ticonderoga Federal Credit Union .............................................................................................................. 518.585.6725

CHAMBERS OF COMMERCE

Adirondack Regional Chamber of Commerce ............................................................................................. 518.798.1761
  Info center for NY State’s Southern Adirondack Region: 5 Warren St, PO Box 158, Glens Falls
Chestertown/Pottersville/Brant Lake ................................................................................................................ 518.494.2722
  serving the Adirondack lakes area (I-87 exits 25-26), area brochures; new info center, Dynamite Hill,
  Rt. 8, Chestertown
Gore Mt. Regional Chamber of Commerce .................................................................................................. 518.251.2612
  Home of Gore Mt. Ski Center, Hudson River Whitewater Rafting – free brochures; Main St, North Creek
Indian Lake Chamber of Commerce ............................................................................................................ 518.648.5112
  Open daily; info center, Routes 28 & 30, Indian Lake
Lake George Chamber of Commerce ........................................................................................................... 518.668.5755
  Fine dining, sightseeing, outlet & village shopping; amusement parks, cruises, all sports;
  2176 US 9, Lake George
Lake Luzerne Regional Chamber of Commerce ................................................................. 518.696.3500

Experience the charm of a turn-of-the-century Adirondack village, pristine lakes, mountain scenery, snowmobiling, whitewater rafting, info center – brochures; Bridge St, Lake Luzerne

Schroon Lake Chamber of Commerce .................................................................................. 518.532.7675

Main St., Schroon Lake

CHURCHES

Faith Bible: Chestertown ........................................................................................................ 518.494.7183

Services: Sunday School 9 AM; Morning Worship 10 AM

Grace Bible Fellowship: Olmsteadville .................................................................................. 518.251.3290

Horicon Baptist: Brant Lake .................................................................................................. 518.494.2584

Lighthouse Baptist: Pottersville ............................................................................................ 518.494.2862

Mountainside Bible: Schroon Lake ....................................................................................... 518.532.7128

Services: Saturdays 6 PM, Sundays 10 AM

New Hope Community Church ............................................................................................ 518.798.5778

454 Corinth Road, Queensbury (Exit 18) Services: Saturdays 6 PM, Sundays 10 AM

CONVENIENCE STORES/GAS/FOOD

Stewarts Shops

Chestertown, Rt. 8 ................................................................................................................. 518.494.3208

Schroon Lake, Rt. 9 ............................................................................................................... 518.532.9095

Pottersville Market (At the Mobile Station) ........................................................................ 518.494.9600

Pottersville, across from Post Office

DENTISTS

Hudson Headwaters Health Network ..................................................................................... 518.623.2844

Dr. Sandler: Warrensburg .................................................................................................... 518.623.3188

Dr. Cook: Ticonderoga ......................................................................................................... 518.585.2864

DRY CLEANING

Bl Campus Bookstore

FACTORY OUTLET CENTERS

The Adirondack Outlet Mall ................................................................................................. 518.793.2161

Only enclosed outlet mall in the region; save up to 75% at stores offering brand name clothing, housewares, toys, books, clocks, watches, linens, collectibles, etc. and food court; Rts 9 & 149 (I-87, Exit 20) Lake George

French Mt. Commons Outlet Center .................................................................................... 518.792.5316

Savings of up to 70% at factory outlet stores; deli; Rt. 9 (I-87, Exit 20) Lake George

Log Jam Factory Stores ....................................................................................................... 518.792.5316

Outlets; Rt. 9 & 149 (I-87, Exit 20) Lake George
FLORIST
Rebecca’s Florist & Country Store ................................................................. 518.623.2232
3984 Main St., Warrensburg

GENERAL STORES
Adirondack General Store........................................................................... 518.494.4408
A true Adirondack general store: groceries, supplies, unique gifts, deli-eat in/take out – great breakfast & lunch;
East Shore of Schroon Lake – open year-round, opposite Post Office, Adirondack

GOVERNMENT REPRESENTATIVES
24th Congressional District Offices: Elizabeth Little, Representative, 21 Bay St., Glens Falls

GROCERY STORES
Tops Markets
   Chestertown.............................................................................................. 518.494.7111
   Schroon Lake............................................................................................ 518.532.7885
   Price Chopper......................................................................................... 518.964.6500
      16 Lake George Plaza Rd, Warrensburg

HOSPITAL
Glens Falls Hospital ...................................................................................... 518.792.3151
   100 Park St., Glens Falls

LIBRARIES
Chestertown Library ..................................................................................... 518.494.5384
   Limited hours
Crandall Library ............................................................................................ 518.792.6508
   Glens Falls; M-W 9 AM-9 PM; TH-F 9 AM-6 PM; SAT 9 AM-5 PM; SUN 12-5 PM; 251 Glen St., Glens Falls
Schroon Lake Library: limited hours; located in Town Hall

MEDICAL CENTERS
Hudson Headwaters Health Network: primary medical care (walk-ins); office hours vary
   Chestertown – Rt. 9 .................................................................................. 518.494.2761
   Schroon Lake – South Ave ....................................................................... 518.532.7120
   Warrensburg – Main St ........................................................................... 518.623.2844
   Urgent Care Facility

MINIATURE GOLF
Pirate’s Cove: 2115 US Rt. 9, Lake George
MUSEUMS

The Adirondack Museum.............................................................................................................................. 518.352.7311
A regional museum of history and art; the Adirondacks from colonial times to the present; new “A Wild Sort of
Beauty” and “One Unbroken Domain”; daily 9:30 AM - 5:30 PM, May-Mid October;
Rt. 28/30, Blue Mountain, Lake
Adirondack Park Visitors Interpretive Center ................................................................. 518.582.2000
Rt. 28, Newcomb
Chapman Historical Museum:.............................................................................................................. 518.793.2826
Modern gallery, museum store, lectures, Saturday programs; open 12 PM – 5 PM Tues-Sat;
348 Glens St, Glens Falls
Chestertown Local History Museum ................................................................................................. 518.494.2711
Turn of the century bedroom, country store, post office, tools, clothes, Town Hall, Chestertown
Fort Ticonderoga................................................................................................................................. 518.585.2821
Restoration of famous colonial fortress; active from 1755-1785; open May-Oct. Rt. 74, Ticonderoga
Hancock Museum .............................................................................................................................. 518.585.7868
Gallery entailing display and sale of works by both novice and established artists from the area. In season: June
– October, Mon-Sat 10 AM-4 PM; Off-season: October – May, Wed-Sat 10 AM-4 PM;
Moses Circle, Ticonderoga
The Hyde Collection ............................................................................................................................ 518.792.1761
A distinguished collection of European old masters & American art; original home of one of Glen Falls founding
families; Tues-Sat 10-5; free admission Sun 10-2; 161 Warren St., Glens Falls
Museum of Local History ....................................................................................................................... 518.623.2928
Permanent exhibit of local artifacts, guided tour; June –Sept or by appointment; 47 Main St, Warrensburg
Old Warren County Courthouse ........................................................................................................... 518.668.5044
Home of the Lake George Historical Association; Adirondack exhibits, jail, films, bookstore, memberships; open
year around; Canada St, Lake George
The Penfield Museum
Home of the Penfield family (1824-1954); owners of Crown Point iron mines vital in Civil War; Antiques,
utensils, equipment from 19th century; 703 Creek Rd., Crown Point
Saratoga Battlefield National Park
648 NY-32, Stillwater
Schroon Lake Museum
Located on Rt. 9 in Schroon Lake
Skenesborough Museum...................................................................................................................... 518.499.0226
Naval museum, railroad, other exhibits; open daily 10-5 PM & by appointment; Skenesborough Dr., Whitehall
The Wild Center
45 Museum Dr., Tupper Lake

PHARMACY

Walgreens: 6272 State Rt. 9, Chestertown .................................................................................... 518.494.3211
M-F 9-7; Sat 9-6
Schroon Lake Pharmacy ..................................................................................................................... 518.532.7575
M-F 9-5:30; Sat 9-1; Main St., Schroon Lake
RELIGIOUS BOOK & GIFT SHOPS

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

Word of Life Lodge Bookstore
Wide assortment Christian books, unique gift room, Word of Life clothing, tapes and CDs; Word of Life Lodge, Schroon Lake, phone ext. 2283. Limited hours; only open during retreats/conferences.

RESTAURANTS

Adirondack General Store................................................................. 518.494.4408
Deli-eat in/take out: breakfast and lunch; 899 E Shore Dr., Adirondack

Café Adirondack............................................................................... 518.494.5800
Specializing in authentic Coastal Southern Seafood. Reservations required

Dragon Lee .......................................................................................... 518.623.3796
Chinese food, Warrensburg

9 Mile Coffee Shop.......................................................................... 518.260.4385
Main St., Schroon Lake

Main St. Ice Cream Parlor................................................................. 518.434.7940
Main St, Chestertown

McDonalds
Warrensburg (I-87 Exit 23) and Ticonderoga; Rt. 74
Moe’s ................................................................................................. 518.615.0233
756 Upper Glen St., Glens Falls

Olive Garden.................................................................................... 518.743.9590
Past Aviation Mall on Quaker Rd and R.t 9, Glens Falls

Pitkin’s Restaurant............................................................................ 518.532.7918
Homemade meals, open 7 days, Main St, Schroon Lake

Red Lobster ....................................................................................... 518.761.0021
750 Upper Glen St., Glens Falls

PIZZA

DeCesares......................................................................................... 518.532.9200
Rt. 9 Schroon Lake; open weekends only during winter

Mini Mart (Valero Gas Station)
Chestertown..................................................................................... 518.494.2032
Pottersville (referred to as “Mobile Pizza”)........................................ 518.494.9660
Xavante Sports Lounge (BSLC) ....................................................... Ext. 1510

SHOPPING MALLS

Aviation Mall: located off Exit 19 (off I-87) and to the right; stores include: JC Penney, Dick’s Sporting Goods, Target, and many other shops; food court also available; 40 min. drive; 518.793.5516

Wilton Mall: exit 15 on State Rt. 50, less than a quarter mile north from I-87 exit; stores include: American Eagle, Old Navy, Maurices, food court, and much more; 1 hr. drive; 518.581.5999

Walmart (Super): Glens Falls 518.793.0309; Ticonderoga: 518.585.3060
SPORTING GOODS SHOP
Crossroads ................................................................. 518.494.3821
   40 Dixon Road, Chestertown
Eastern Mountain Sports ............................................ 518.580.1505
   3066 Route 50, Saratoga Springs
Mountaineer .............................................................. 518.576.2281
   1866 NY-Rt. 73, Keene Valley

STORAGE FACILITIES
Rt. 9, Schroon Lake .................................................... 518.532.7585

TRANSPORTATION
Adirondack Trailways and Greyhound .......................... 1.800.225.6815
Albany Airport .......................................................... 518.242.2200
Brant Lake Taxi .......................................................... 518.494.2507

Shuttle services for North Country community; including Albany Airport; www.brantlaketaxiserviceinc.com

KEY WORD INDEX

Academic Dismissal, 58
Academic Probation, 57
Accommodations, 3
Appeals, 37, 54, 61
Attendance, 54
Biblical Confrontation, 36
Bicycles, 32
Bookstore, 49
Camping, 49
Campusing, 37
Campus Security, 41
Chapel, 26
Church, 26
Churches (local), 81
Cleanliness, 30
Computer Usage Policies, 39
Dating, 28
Dean of Men, 2
Dean of Students, 2
Dean of Women, 2
Devotions, 26
Dining Room, 32
Discipline Point System, 36
Dismissal, 38
Divorced or Separated Students, 28
Dorm Jobs, 30
Dress Code 34
Electives, 55
Engagements, 28
FERPA, 9
Financial Aid, 49
Fitness Center, 50
GPA, 56
Grades, 56
Grievance Policy, 9
Health Center, 47
ID Cards, 50
Local Directory, 80
Lost and Found, 50
Mail, 50
Make-Up Work, 56
Marriages, 28
Medication, 48
Missions Conference, 27
Official School Breaks, 29
Pets, 31
Philosophy, 4
Physical Contact, 28
Posters, 31
Quiet-in-Dorms, 30
Quiet Time, 27
Registration, 57
Resident Directors, 23
Service Assignments, 68
Special Permissions, 31, 64, 68
Spiritual Life, 26
Standard of Conduct, 7
Statement of Faith, 6
Student Agreement, 79
Student Council, 69
Student Leadership (Residents Assistants), 23
Study Hours, 31
Third-Party, 28
Title IX Policy, 10
TRACS Accreditation, 3
Transportation, 51
Tutoring, 58
Vehicle Policies, 71
Visitors, 32
Warnings, 37
Weapons, 45, 51
Withdrawal Procedure, 57
Work Hours, 37