
Southeastern 2010-2011

Policy and Procedure

Manual

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TABLE OF CONTENTS

Academic Policies.....	2
Automobiles	3
Cafeteria	4
Care of Property	5
Chapel	6
Christian Service	6
Classroom Policies.....	9
College Equipment.....	12
Communications	12
Employment	13
Engagements and Marriages	14
Faculty/Staff/Student/Relationships.....	14
Financial Information.....	15
Illness and Medical Treatment.....	16
Library.....	16
Room Assignment Policy.....	17
Notice.....	18
Student Meetings and Organizations	19

Academic Policies

1. **Academic Load:** Each student should consider the credit load he or she can carry and still maintain an acceptable academic grade point average (GPA). The student must also consider the academic load in relation to other factors such as the number of work hours. The following guide of credit hours to work hours is generally expected.

Working Hours:	over 40	31-40	16-30	1-15
Class Load:	9 hrs.	12 hrs.	14 hrs.	16 hrs.

Certain restrictions to a student's academic load might apply:

- ◆ *Students under Academic Probation* cannot take more than 14 hours.
 - ◆ *Students under Academic Notice* cannot take more than 18 hours.
 - ◆ Any student who wishes to take more than 19 credit hours in one semester must have this approved by the Academic Dean. Consideration for this load might be given if the student has a cumulative GPA of at least a 3.0 and minimal work hours. Such permissions will be rare. Time pressures for a student's graduation will never be a consideration in the Academic Dean's approval for this number of hours.
 - ◆ *Students under financial pressure* may be limited to the number of hours to be taken each semester.
2. **Academic Notice:** A Student is placed on Academic Notice whose GPA is lower than that required for their classification for midterm or semester grades for all courses attempted *in that semester*. Students under Academic Probation will also be under Academic Notice requirements for the entire semester regardless of the current semester's GPA.
 - ◆ Freshmen: 0-29 credit hours with a 1.50 GPA
 - ◆ Sophomore: 30-59 credit hours with a 1.50 GPA
 - ◆ Junior: 60-89 credit hours with a 1.75 GPA
 - ◆ Senior: 90 or more credit hours with a 2.00 GPA
 - ◆ Students under Academic Notice are required to observe mandatory study hours in the dorm as outlined in the "Dormitory Regulations" section of this handbook.
 3. **Academic Probation:** Students are placed on Academic Probation whose *cumulative* GPA is less than that required for student classification as outlined above. Students under Academic Probation will also be under Academic Notice requirements for the entire semester regardless of the current semester's GPA.

- ◆ Students on Academic Probation shall not do any of the following: hold student office, take part in athletics, carry more than 14 semester hours, or represent the college in any capacity.
4. **Academic Suspension:** Students who remain under Academic Probation for two consecutive semesters shall be subject to suspension for one semester. Work done at other colleges while under Academic Suspension will not be accepted.
 5. **Academic Dismissal:** Students who are readmitted to the college after having been suspended must maintain satisfactory academic standing for the first semester after returning or be subject to dismissal from the college. Satisfactory academic standing will equal the student receiving at least a 2.0 GPA at the end of the semester.
 6. **Adding or Dropping Classes:** Students may add or drop classes up until the published “Add/Drop Deadline” date each semester with no academic consequences. The “Add/Drop” fee will apply for each class added or dropped. After the “Add/Drop Deadline” date the student will be responsible to pay tuition for that class on a prorated basis. In addition, a grade of either “WP” for “Withdrawal while Passing” or “WF” for “Withdrawal with Failure” will be entered in the student’s permanent record for that class.

Automobiles

1. All student automobiles must be registered with the college office. A parking fee is required each semester. Parking stickers must be placed on the rear window of cars parked on campus.
2. All dorm students are to park in front of dorms. Off campus students may park only in areas designated parking spaces. **Parking violations will carry a \$5.00 penalty.**
3. The speed limit on campus is 15 mph. **Students speeding on campus will be charged a \$10.00 penalty and demerits.**
4. If the privilege of having an automobile on campus is abused, students might forfeit the privilege.
5. All cars parked on campus must have a valid license and must be covered by liability insurance. Students must have all legal information needed inside the car.
6. Students may not wash cars on campus.
7. Repairs on cars must be done in the designated area (behind the maintenance building)..
8. Notices and fines for violations of any of the above may be given as the occasion demands.

9. Students are encouraged against the loaning of their cars to others. Insurance and liability for damage in the case of accidents may be affected. The college will not assume responsibility for accidents by students.
10. Off-campus single men and women students cannot ride to and from school together outside of the proper ratio.
11. Ratio for single students: 3 women to 1 man, unless approved by the respective Deans (2 women to 1 man if necessary for church services).
12. Automobiles must drive on roadways unless previously approved otherwise.
13. The college is not responsible for any acts of theft, vandalism or other damage to vehicles (or personal belongings kept in vehicles).
14. Students must receive written permission from the Dean of Students to leave their automobiles on campus during summer recess. Unapproved automobiles will be removed by Southeastern at the owner's expense.

Cafeteria

1. Students should recognize the importance of proper etiquette at all meals. This includes but is not limited to table manners, avoidance of loud/boisterous talking, misuse of food, and proper attire.
2. **No throwing of anything is permitted in the cafeteria.** Demerits will be given for these infractions.
3. All food carried in from outside must be eaten in designated areas only.
4. **Visitors and off-campus students must pay for their meals at the assigned rate.** Off-campus students may not take or eat from the plates of on-campus students unless a meal has been purchased.
5. All students are to stay out of the kitchen area. Only employees who have followed the proper guidelines for cleanliness and safety are allowed in the cooking area according to Health Department regulations.
6. Meals are served in cafeteria style. Students are to remove all trash from trays and tables before giving them to the kitchen staff for cleaning.
7. No cups, dishes or utensils (other than paper) are permitted to leave the cafeteria. Only "to go" items can be taken out of the cafeteria.
8. General Meal Schedule:
 - ◆ Monday –Friday:
 - Breakfast...7:00 - 8:00 a.m.
 - Lunch 12:00 - 1:15 p.m.
 - Supper 5:30 - 6:00 p.m.*
 - Wednesday Supper is provided by signup sheet only. (Meal will be delivered to your room).

- ◆ Saturday:
 - Breakfast ... 8:00-9:00 a.m.
 - Lunch 12:00-12:30 p.m.
 - Supper 5:30-6:00 p.m.*
 - ◆ Sunday
 - Breakfast ... 8:00-9:00 a.m.
 - Supper.....After P.M. Service
- *May be adjusted due to college and church events.
9. Proper attire for meals is as follows:
 - ◆ *Breakfast; Weekends & Holidays:* casual dress
 - ◆ *Noon meal:* Class attire for all students. Work exceptions must be cleared by the respective Deans.
 - ◆ *Evening meal:* casual dress (ladies may wear culottes)
 10. All books and student paraphernalia must be placed within the book cubicles provided in the cafeteria entrance. Books or personal items left outside this designated area will be taken to lost and found.

Care of Property

1. Students are expected to cooperate in maintaining the property of the college. This relates to conserving electricity, water, as well as heating and air conditioning.
2. Horseplay or unintentional actions resulting in property damage carries with it a minimum replacement fee of \$100.00 and demerits.
3. Willful damage to or destruction of college property carries a heavy penalty and will not be tolerated.
4. Lights are to be turned off when students leave their rooms. Faucets must not be left running.
5. No lighted candles, hot plates, or cooking appliances are allowed in the dorm rooms.
6. No food or drinks are allowed in classrooms unless authorized by the professor.

Chapel Services

1. Chapel services are one of the highlights of SFWBC. It is our desire for the chapel pulpit to remain “hot” with Bible preaching. Every service is an important time for each of us and we should come prepared for God to move in our hearts in a special way. Some of the best services you will ever attend will be right here on the campus of SFWBC.
2. Chapel services are held at 9:50-10:45 a.m. on Tuesdays, Thursdays, and Fridays. This time slot on Mondays and Wednesdays are for various student and faculty meetings.
3. **All dorm students are required to attend chapel each day it meets whether they have classes or not. Off campus students are required to attend on days they have classes.** Any exceptions to this must be approved through the Dean of Students.
4. Chapel attendance is required of all students, including working students. Although work exceptions can be approved by the Dean of Students, one’s work schedule should be set with the chapel attendance requirement in mind.
5. Late arrival for and an unexcused absence from chapel will carry demerit penalties.

Christian Service Obligations

1. Practical Service in a Local Church:
 - a. Every student should recognize the privilege and responsibility of serving Christ in a practical, specific way. What one learns in the classroom should be blended with life situations of ministry primarily through a local church. The larger intent is the spiritual growth and maturity of the student to the point that he or she is involved in lifelong Christian service. Therefore, one’s Christian service work must be done faithfully and enthusiastically.
 - b. All students are required to have a specific Christian Service Assignment. These assignments must be approved by the Director of Christian Service. Assignments may include but are not limited to the following:
 - ◆ Bus work (local church)
 - ◆ Youth visitation (local church)
 - ◆ Sunday school (local church)
 - ◆ Children’s and Junior Churches (local church)
 - ◆ Jail services, nursing homes, Bible clubs, etc. as assigned by the Pastor of the Student’s local church and approved by the Director of Christian Service.

- c. Regulations during Christian Service Obligations:
 - ◆ Even though Southeastern students may work through a local church, certain college restrictions must still apply.
 - ◆ Single students of the opposite sex may not work together in any Christian Service Assignment without others along. This applies to dormitory and off-campus students. Of course, married students may do so as long as the partner is one's spouse.
 - d. Community relationships are as much a part of Christian service as anything else. A student at Southeastern automatically carries three testimonial responsibilities: (1) his personal testimony for Christ, (2) the testimony of the local church for which he works, and (3) the testimony of the college. Therefore, one should conduct himself in public so as to exalt Christ, to promote the church, and to honor SFWBC.
 - e. We understand that the situation may arise where a church will only need a small number of our students. This will only be allowed for students of the same gender.
2. Christian Service Reports
- a. The Christian Service Report serves a two-fold purpose.
 1. It is a means of recording the effectiveness of the student witness at Southeastern.
 2. It is an accountability factor aiding in one's faithfulness to a task.
 - b. Each student should personally understand the necessity of such reports and use them to gauge his or her growth in service while at college.
 - c. Each student is required to fill out a Christian Service Report each week. **All Christian service forms will be completed online at: www.sfwbc.edu/students/service. It must be submitted no later than 2:00 p.m. on Tuesdays.**
 - d. **Failure to turn in a report by Tuesday at 2:00 p.m. will result in an automatic five demerits and an additional fifteen demerits if not turned in by 2:00 p.m. on Thursday.** Exceptions about church attendance and Christian Service (sickness, etc.) must be explained on the report.
 - e. Misrepresentation on the reports constitutes lying and will not be tolerated.
 - f. A cumulative file of Christian service will be maintained for each student while in college. **Graduation approval and other honors will be considered in light of one's overall Christian service profile. The file becomes a part of one's permanent record of college work.**

3. Church Attendance:
- a. Every Christian should understand the significance of attending a local church to worship the Lord and to fellowship with others. One's spiritual stability and growth depend on this. Students need to recognize that the atmosphere of a Christian college where chapel, Biblical study and prayer are daily activities is never to be substituted for regular attendance at a local church. Again, the intent is preparing the student for life after college where one's local church is a vital place for spiritual renewal each week.
 - b. Attendance at all regular services is required. This includes Sunday school, morning and evening services, Wednesday evening service, revivals, and conferences that are part of the church program where one is attending.
 - c. Married students are required to join a local church and to give full support to its pastor and program for the entire time in college.
 - d. Part-time and audit students are required to follow the same guidelines as others
 - e. Permission may be granted for students to be excused from some services because of regular employment or sickness. Students who work nights cannot miss Wednesday or Sunday services in order to sleep. Students will not be allowed to work on Sundays unless it is in compassionate related ministries and approved by Christian Service Director.
 - f. Students who are traveling on Sunday are expected to stop and to attend Sunday school, morning service, and evening service. The trip should be planned with this in mind.
 - g. Willful absence or tardiness from church attendance without legitimate reasons will not be tolerated.
 - h. If your local church cancels a service, you must attend another approved local church.

4. Freshmen Attendance

All freshmen students will be required to attend one of the following churches: Beacon Baptist Church, Raleigh, NC; Faith FWB Church, Goldsboro, NC; Hilltop FWB Church, Fuquay-Varina, NC; or Landmark FWB Church, Cary, NC. SFWBC understands the importance of each student having a good experience at their Church for the year. Each of these churches offers ample opportunities and the proper supervision for your training during your Christian Service experience. Exceptions to this policy must be cleared by the Christian Service Director. These exceptions include the following:

1. The student attends another local church within close proximity to the college.

2. The student is on staff at a local church. This must be approved and verified by the local church pastor.
3. The student's immediate family is involved in the planting of a church, and the student is actively involved in the building of this new local church.

Classroom Policies

Absentee Policy:

1. **Allowable Limit of Absences:** The general policy for the number of absences allowed for a class is equal to the number of credit hours for the class (e.g., 3 absences for a 3-hour class, and 2 for a 2-hour class, etc.). This can be adjusted by the professor with notice to the students at the beginning of the semester and approval from the Academic Dean. Absences related to representing the college in an official capacity will not count toward the allowable absences. A student cannot miss chapel unless ill or out of town for the entire day.
2. **Accepted Reasons for Absences:** Absences are allowed for any reason except those “**Days When Absences Are Not Allowed**” as explained in item 4 below. It will be up to the student to decide if he or she should miss a class.
3. **Assignments Due on days Absent:** All work is to be turned in on time whether a student is absent or not. Extensions may be granted by the professor for extenuating circumstances.
4. **Days When Absences Are Not Allowed:**
 - a. Students are not allowed to be absent on the following days:
 - ◆ Test days or days when a presentation is to be made by the student.
 - ◆ The class day immediately before or after a holiday or special event when school is out.
 - ◆ These days will be announced at the beginning of the semester.
 - ◆ Other days as announced by the Administration or Professor.
 - b. An absence that causes a student to miss a test or presentation will result in an academic and a disciplinary penalty. The only exception is if a student is providentially hindered or the absence is related to representing the college in an official capacity.
 - ◆ The academic penalty will be a 30% deduction (eg. 30 points on a 100 point test) for each day or portion of a day the test is late (this begins immediately after the class missed).
 - ◆ The disciplinary penalty will be 20 demerits.

- c. Exceptions will be granted for sickness only for those students who follow the appropriate procedure.
 - 1. Dorm students are to inform the Dean of Men or Women at the beginning of the day when they are too sick to go to class and the town students are to call in and inform the college secretary of the absence and the reason. A “Student Illness Form” must be completed and taken to the professor in this case.
 - 2. Also, to be granted an exception because of sickness, the student must not be out on campus (or anywhere else) the rest of that day. Also, he or she must be too sick to go to work, to go to other classes, or to be in the lunch line with friends, etc.
- 5. Penalty for Excessive Absences:**
- a. Each absence past the allowable limit will result in demerits for each class missed. Ten demerits will be given for the first offense, twenty demerits for the second, and so on. The only exception to this is if the absence is related to representing the college in an official capacity. There are no other exceptions for any reason including sickness.
 - b. Excessive absences will eventually result in failure for the class. This will normally occur when a student has missed Three more than the allowable limit. This decision will be made by the Academic Committee.
- 6. Notification:**
- a. Professors are asked to notify the Academic Dean using the “Excessive Absenteeism Report” form when the following occurs:
 - ◆ A student has reached the allowable limit of absences for a class. The Academic Dean will personally warn the student of his/her status at this point.
 - ◆ A student is one absence away from reaching twice the allowable limit. The Academic Committee will meet with the student at this point.
 - ◆ A student has reached two more than the allowable limit. The Academic Committee will make the decision noted in 5.b.
 - b. Notification of the Academic Committee’s decision will be given to the student, the Professor, and placed in the student’s file.
- 7. Attendance and Your Grade:** Professors have the prerogative of including “attendance” as part of the course grade. “Attendance” can be defined to include both absences and tardiness. This policy will be explained by the professor at the beginning of the term and included in the course syllabus.

Tardiness:

1. Tardiness is unacceptable. Each student must organize his time himself to be on time. **Any student who arrives for class ten minutes or more after the designated start time will be considered absent.**
2. A student will be allowed to be tardy twice in any class without penalty. Five demerits will be given on the third tardy and subsequent tardies. Therefore, there will be five demerits given on the third tardy, five demerits on the fourth tardy, etc.
3. Excessive tardiness will not be tolerated. A student who accumulates an excessive amount of “tardies” and/or develops a pattern of consistent tardiness in a class is subject to expulsion from that class as determined by the professor and approved by the Academic Dean. An “excessive amount” of tardies is defined as “more than four times the amount of credit for the class” (i.e. more than 8 for a 2 hour class). A “pattern of consistent tardiness” will be defined as averaging one tardy per week. If such an expulsion should occur, the student will receive a grade of “F” and will be responsible for the full tuition charged for the class.

Classroom Decorum:

1. Each student is expected to take his or her own notes during the class as well as to come with all the books and notes required for the class. Students should always take notes in class. Understand that both the written notes handed out and the discussion of the professor concerning those notes form the basis of test material. Students are responsible for both.
2. Studying for other subjects during class is unacceptable, and it is a demerit offense.
3. Students are not to be in any academic hallway while classes are being held. Students must wait until the class bell has rung before entering the hallways. Academic hallways are not to be gathering places or places for conversational fellowship.
4. It is up to the individual professor whether or not to allow the student to have food and drink in the classroom. The student must not take upon himself to assume the preference of the professor. It will be clearly stated at the beginning of each semester and can be changed at anytime by the respective professor.
5. Respect for professors and staff is paramount. Students should address the professors appropriately (Mr., Mrs., Dr., etc.). Disrespect will not be tolerated under any circumstances.

College Equipment

1. Any equipment owned and maintained by the college is not for public use.
2. Students may use designated equipment only with permission by college personnel.
3. The use of the campus television will be limited to the cafeteria. It will be used only by permission of the staff person on duty; even then, the choice of programs will be limited. Also, someone will be authorized by the same staff person to be in charge of **turning off commercials during approved watching periods.**
4. Game room equipment is expensive and should be well taken care of by the student body. **Abusing this equipment will not be tolerated and may carry a monetary fine along with demerits to the offender.**

Communications

1. Students are responsible for checking their mail boxes each day on campus.
2. Official call slips will be sent through the college e-mail system. Upon receiving one of these slips, a student must contact the sender immediately (not to exceed 24 hours after its receipt). **Failure to respond to an official call slip or chapel announcement will result in 10 demerits per day the student fails to respond.**
3. **All students will be set up with a Southeastern email account** hosted through www.gmail.com. Chapel announcements, professor communications, etc. will be handled through your email account.
 - a. You will need to check your email every day. Your email address will consist of your *firstname.lastname@sfwbcmail.com*.
 - b. Your default password is your last name plus the last four (4) digits of your social security number.
 - c. Upon your first login, you will be required to change this password.
 - d. Your Southeastern email account storage limit is 2 gigabytes. This should be more than sufficient.
 - e. Along with the email account is a calendar module that can subscribe to other public calendars. We encourage you to subscribe to the college's calendar so that you can conveniently know what is ahead.
4. You can log into your email account at www.sfwbc.edu/students/email (Note, the email accounts are not available until after registration closes).

Employment

1. **Working On Campus:**
 - b. The Work Scholarship Program provides a limited number of on-campus jobs available to students. These are assigned according to need and experience.
 - c. On-campus jobs are administered through the appropriate college department heads.
 - d. As in any employment situation, failure to accept the assigned responsibilities and perform the assigned duties properly will result in dismissal from the Work Scholarship Program, and the duties will be awarded to another student.
2. **Working Off Campus:**
 - b. The college will offer any assistance possible in helping students obtain off campus jobs. A number of business references are available through the office; these are available to students looking for work.
 - c. A student's place of employment may be subject to administrative approval. Students may not work in places where alcoholic beverages must be directly handled. As a general rule, students may not work on Sunday. Any exceptions must be cleared with the Dean of Students.
 - d. A student's conduct at work may be scrutinized by the college as well as his employer. The following guidelines apply:
 - ◆ **Any student fired from employment might be subject to expulsion from college depending on the reasons for his termination.**
 - ◆ Students receiving reprimands for delinquency, tardiness, or laziness on the job from his employer might be subject to demerits/discipline from the college.
 - ◆ Students are to give sufficient notice of employment termination to employers—usually two weeks.
 - ◆ Students must dress for work in accord with the college dress guidelines concerning modesty and appearance.
 - ◆ A student who lies, steals, fights, is rude, shows a bad attitude, or intentionally disobeys while at work will receive the same number of demerits for these offenses as if they occurred on campus.
 - ◆ All students working off campus must submit a work form indicating one's regular work schedule. This is to be submitted to the Dean of Students.
 - e. The intent is to provide the best Christian testimony possible by the students of Southeastern Free Will Baptist College to the business community at large.

Engagements and Marriages

1. Students planning to get married during the Christmas holidays must inform the college of their plans at the beginning of the fall semester. This request must be submitted in writing to the Director of Student Life.
2. No Southeastern dormitory students will be allowed to marry in mid-semester and to remain in school. Off-campus students may get married during the semester with prior permission from the Director of Student Life. This request must be submitted in writing during the previous semester.
3. Engaged couples who leave campus to plan their weddings must do so by following the same guidelines for dating couples. Special privileges may be given by the Dean of Students.

Faculty/Staff/Student Relationship

1. The faculty and staff of Southeastern Free Will Baptist College are here to serve the needs of the students with the understanding of the role a college faculty serves. All faculty/staff members have earned their positions through hard work and deserve the highest respect from students.
2. Students are always to refer to faculty/staff members with proper courtesy of position (Mr., Ms., Dr.) and last name.
3. Faculty members serve as counselors for all students in areas of academic and personal needs. Students are encouraged to seek out their counsel and advice.
4. Students should make appointments with faculty members and be prompt in the appointment.
5. At times faculty/staff members may communicate or request a meeting with students via mailboxes. Any request from a faculty/staff member is to be considered an official call slip and is to be honored as soon as the note is received or within 24 hours. If a student cannot see a teacher during his office hours, the student must leave a note indicating his own free hours and information about how he can be reached. Failure to answer this request promptly is a demerit offense (10).
6. Regular office hours for the Administration Building are 8:00 a.m. until 4:00 p.m., Monday-Friday. Equipment and supplies in the offices are not for public or student use without personal reimbursement. Operation of any college equipment must be by permission of the properly delegated authority.

Financial Information

1. **General Policies:**
 - a. A student may not be allowed to attend classes if his account is 45 days in arrears.
 - b. Bills must be paid on time. The office will be open to receive money weekdays between the hours of 8:00 a.m. and 4:00 p.m.
2. **Specific Policies:**
 - a. All students living in the dorm must register and pay to eat in the cafeteria.
 - b. All fees and books for a semester are to be paid at registration along with one-fourth of the tuition, room, and board. The balance can be paid in three equal payments. For the Fall Semester, remaining payments are due October 1, November 1, and December 1. For the Spring Semester, remaining payments are due February 1, March 1, and April 1. Payments can be made by cash, check, VISA, or MASTERCARD.
 - c. Payments for tuition, room, board, and dormitory charges are due on the first of each month. A five (5) day grace period is given before a \$25 late fee is charged. Thus, if full payment is not received before the sixth of each month, a \$25 late fee charge will be added to the student's bill.
 - d. Students who are forty-five days behind in paying their bills and have not discussed their situation with the Business Manager may not be allowed to attend class. The student's name may be sent to their professors with the request to count them as absent until arrangements have been made concerning his or her school bill. Reminder: excess absences result in the failure of a class for the semester.
 - e. All final payments for tuition, room, board, correspondence, fees, etc. are due before semester exams.
3. **External and Online Studies Policy:**
 - a. External and Online Studies payments are due the semester in which the student registers for the course. These charges will be added to the student's school bill and become part of his or her monthly payments.
 - b. Exception: Those students registering for external/online after December 1 for the fall semester and April 1 for the spring semester will have their charges carried over to the following semester, at which time this charge would be included in the four payments for tuition, room, and board

Illness and Medical Treatment

1. **In case of emergencies, students must contact the respective Dean of Men/Dean of Women immediately.**
2. Students needing medical attention from a doctor must inform the respective Dean of Men/Dean of Women before and after the visit.
3. Students who take medication regularly must inform the respective Dean about the medication. **All prescription medications must be stored in a secure, locked container.**
4. Students must inform the respective Dean concerning personal medical conditions important to the student's well being and care. The Dean may request for the student to verify the information in writing, especially as it relates to procedures of special care.
5. Students must properly report class absences because of illness.
6. Dormitory students who are ill must remain in the dormitories. Arrangements for meals will be made.

Library

1. The college library is an integral part of a college education. It is to be used by the regulations provided by the college librarian. These may be in addition to those stated herein.
2. All books and materials in the library are the property of the college and are not for use apart from the regulations established by the librarian.
3. Any books or materials taken from the library without proper permission will be considered an act of stealing. A student may be severely disciplined or expelled for such an act.
4. The college librarian and assistants are for the oversight of the library. This oversight includes student behavior as well as study and resource materials.
5. Lost or damaged books are the responsibility of the student who checked them out. The student will be required to pay for replacement materials when this occurs.
6. Overdue books require fines for each day overdue. Students with overdue books may not check out others until accounts are settled and the books returned.
7. Students are to respect the atmosphere of the library by refraining from loud talking and boisterous behavior.
8. Students are encouraged to make use of public libraries in the area.

9. Students may not date in the library or during library study hours.
10. Men and women must sit at separate tables, since their presence in the library is solely academic.

ROOM ASSIGNMENT POLICY

1. **Introduction:**

Southeastern Free Will Baptist College has as its mission a goal to train young people for full time Christian service. For this reason we utilize every means possible to reach this goal. Since ministry is 100% people oriented the best classroom for achieving the practical aspect of our goal is the student's dorm life.

Close living arrangements such as dorm life are the best teachers we can enlist in teaching our student's how to deal with real life people issues. They learn how to deal with people with whom they are different and how to find solutions to everyday problems without the intervention of others which we all face at some time.

For this reason the room assignments which we make are done so in order to best achieve our stated goals.

2. **Our Freshman Policy:**

It is our policy to never place an incoming student, (*consideration may be given to those who are 21 and over*) especially a freshman, in a room with another freshman. Because of the complexity of our rules and our overall agenda we believe it is best for freshmen to be in a room with an upperclassman. With this in mind, we do allow incoming freshmen to make requests for roommates as long as the request is for an upperclassman. This request must be mutual between the incoming freshman and the upperclassman. (*An upperclassman is considered to be any student who has completed two semesters at this or another Christian College of similar structure*). **However, requesting someone as a roommate does not guarantee that the request will be granted, only that it will be considered.** These requests can be made during the application process by filling in the appropriate information on the application or by sending an email, for the men to: tgaynor@sfwbc.edu or for the ladies to: jrager@sfwbc.edu

3. Our Upperclassman Policy:

There are several considerations which must be made when making assignments for the upperclassmen. First is the "Room Request" form which students had opportunity to fill out at the conclusion of the spring semester. Second is the student's decorum in all areas of life the previous semester. Third is how well the student interacts with others in the dorm environment.

Our Student Leader Policy:

Because our student leaders have assumed responsibilities other students do not have, they are afforded the opportunity to exercise first choice in choosing a roommate. A student leader is defined as any student who holds an office or position of responsibility; this can include prayer captains, student body and society officers, as well as ensemble members. This deference is necessary due the responsibilities laid on these student leaders.

Conclusion:

Southeastern is known for producing Christian workers that are in a class by themselves. We are not alone in this endeavor as we depend upon you the parent or guardian to assist us in accomplishing this task. When we set about to make room assignments our goal is to create an environment which works best for everyone. Sometimes that means a student will not get exactly what he or she requested this year, but next year they may. Thank you for your support and for entrusting the faculty and staff of Southeastern Free Will Baptist College with your child.

Notice

In the event of a natural catastrophe such as but not limited to fire, windstorm, tornado, hail, riot, civil disturbance, aircraft, vehicle, etc., Southeastern Free Will Baptist College is not liable for any damage to personal belongings of faculty, staff, or students.

Student Meetings and Organizations

1. **Societies:**

- a. College life is enhanced socially by the functioning of the men's and women's societies. Societies are to contribute to the development of campus life through planned social activities, sports, and spiritual challenges. Students should recognize the importance and privileges of each society and participate in all activities possible.
- b. College Societies are Delta Kappa and Sigma Chi. The ladies societies will also be called Delta Kappa and Sigma Chi.
- c. Though Greek letters are used to designate the men's societies, the names are based on a Christian/Biblical interpretation and not the Greek society system of secular colleges. Any similarities are merely coincidental.
- d. Societies meet on designated days. All members are expected to attend. Roll will be taken at each meeting.
- e. Society officers are elected at the close of the Spring semester in anticipation of the Fall semester for the purpose of leadership in the society and the student body. Society officers are: President, Vice President, Secretary-Treasurer, and Chaplain.
- f. Student qualifications for society officers are:
 1. Christian character commensurate with the position of leadership
 2. Maintaining a GPA of at least 2.0
 3. Approval by the Dean of Students

2. **Class meetings:**

- a. Each class at Southeastern is unique. Students should seek to develop their own class identity and make positive contributions to the traditions of Southeastern.
- b. Class meetings are held on designated days. All members are expected to attend. Roll will be taken at each meeting.
- c. Class officers are elected annually for the purpose of leadership in the class and the student body. Class officers are: President, Vice President, Secretary-Treasurer, and Chaplain.
- d. Qualifications for class officers are:
 1. Christian character commensurate with the position of leadership
 2. Maintaining a GPA of at least 2.0
 3. Approval by the Dean of Students

3. **Student Body:**
 - a. The Student Body meetings **are mandatory** meetings for all on campus students and meets on designated days for the purpose of establishing the unity of the students, planning of projects and carrying on the traditions of Southeastern Free Will Baptist College.
 - b. Student Body officers are elected annually which include: President, Vice-President, Chaplain, and Secretary-Treasurer.
 - c. Qualifications for officers are:
 1. Christian character commensurate with the office
 2. Maintaining a GPA of at least 2.0
 3. Approval by the Dean of Students
4. **World Missions Fellowship:**

The purpose of this organization is to promote the cause of worldwide missions within the student body. The leadership qualifications and meetings are the same as previous organizations. While participation in the World Missions Fellowship is voluntary, **we encourage all students to become a part of this worthwhile organization.**
5. **Other Organizations:**

Other student fellowships may be organized in cooperation with the Administration.

