



2022-2023

Student Handbook

Volume 39

April 2022

Southeastern Free Will Baptist Bible College*

P.O. Box 1960 Wendell, NC 27591

Phone: 1-919-365-7711 Admissions Toll Free: 1-888-847-3922

Website: www.sfwbc.edu E-Mail: info@sfwbc.edu

***D.B.A. Southeastern Free Will Baptist College**

CONTENTS

<i>Section</i>	<i>Page</i>
1 A Personal Word from the College Dean	1
2 Mission Statement and Mission Rationale	3
3 Philosophy of Education	3
4 Ethical Values and Standards	4
5 Statement of Faith	5
6 Accreditation	10
7 Response to Immorality	10
8 General Conduct	12
9 Academic Policies.....	14
10 Automobile.....	17
11 Cafeteria	18
12 Care of Property	19
13 Chapel Services.....	19
14 Church Attendance and Christian Service	20
15 Classroom Policies	25
16 College Equipment and Supplies	27
17 Communication	28
18 Curfew at a Glance.....	28
19 Dating Privileges.....	29
20 Discipline.....	32
21 Dormitory Regulations	37
22 Dress and Appearance.....	42
23 Emergency Procedures	48
24 Employment.....	52
25 Engagements and Weddings	54
26 Entertainment	54
27 Faculty, Staff, and Student Relationships	58
28 Financial Information	58
29 Illness & Medical Treatment	61
30 Leaving Campus	61
31 Library	64
32 Off-Campus Students	65
33 Room Assignment Policy	67
34 Social Media	68
35 Student Complaint Policy	68
36 Student Meetings and Organizations	71
37 Student Services	73
38 Exceptions to Policies.....	77

1

A PERSONAL WORD FROM THE COLLEGE DEAN

Welcome to Southeastern Free Will Baptist College! You have come to a very unique place, a place dedicated to the glory of our Lord and Savior Jesus Christ. Everything you read in this *Student Handbook* appears here for this purpose.

The Scripture reminds us, “Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God” (I Cor.10:31). Every activity of the Christian must be subservient to the glory of God. No stated regulation is for the purpose of preventing the student from enjoying the college experience. It is the intent of SFWBC to encourage one’s walk in the Spirit and to discourage one’s natural tendencies in the flesh. Even the Christian heart can degenerate to the lowest spiritual and moral level when released without restraint.

There are six reasons why certain regulations are expected of students:

- ❖ ***Moral decency:*** Some of the rules are meant to prevent moral and social problems as well as to promote Christian morality. To break rules in this area indicates that one is succumbing to a spirit bent on evil.
- ❖ ***Spiritual growth:*** Some of the rules encourage good, Christian actions that should be characteristic of all believers. To break rules in this area indicates that one is becoming disloyal to Christian principles.
- ❖ ***Personal discipline and accountability:*** Some of the rules are meant to aid the student in developing personal habits of self-discipline as well as of accountability to authority and to personal responsibilities. To break rules in this area is for a student to cater to a self-seeking, self-centered will.
- ❖ ***Brotherly consideration:*** Some of the rules help the student enact love for one’s brother more than for oneself. To break rules in this area is for a student to show blatant disregard for the feelings and needs of others.
- ❖ ***Academic excellence:*** Some of the rules are meant to encourage the student to place high regard on academic pursuits. To break rules in this area is for the student to

disregard why God called him to SFWBC and to offer God second-best efforts.

- ❖ ***Institutional effectiveness:*** Some of the rules concern operational procedures necessary for a college to function efficiently and effectively. To break rules in this area indicates that the student is probably not appreciative of the institution's overall ministry.

We truly believe we have some of the finest students in the world, and we desire to see you molded into what God wants you to be. We long to see students with an undying commitment to be used for His glory. This will not come without your learning the importance of character, obedience, discipline, and integrity. This is why SFWBC has structured the rules and regulations as laid out in this *Student Handbook*. Every rule stated can be attributed to one of, or a combination of, the six reasons listed above. Making the rules which govern student life at SFWBC is not an easy task, and it is done with the best interest of our students in mind.

SFWBC is not about the rules and regulations; it is about your being molded into what God wants you to be. You may not agree with every rule, but you can observe these expectations with an acceptable understanding as to why they are necessary and perform them with a good attitude. Someone has said, "Discipline will either benefit you or irritate you, and your attitude toward it will determine the outcome." It is our prayer that God help all our students build character through a disciplined life at SFWBC.

We desire that you enjoy your time here, and we want to make student life exciting and enjoyable for every student. Your attitude will determine if this becomes a reality for you. Please understand that we love you and will always be ready to help you in any need you have. We must remember that our true loyalty is to be to the Lord Jesus Christ as we strive to glorify Him in all that we say and do. We should seek to bring our lives into conformity to that which will honor the Person of our Savior. This is not an easy task but one we can all strive for together! Thank you for your cooperation and for being a student at SFWBC!

—Dr. Russ Moots, College Dean

2

MISSION STATEMENT

The purpose of Southeastern Free Will Baptist College (SFWBC) is to train men and women for church-related ministries

MISSION RATIONALE

Students choosing to attend SFWBC do so, we hope, because our program is more "ministry-oriented" than "career-oriented." It is our intention to prepare our students for a variety of church-related ministries such as the following:

- Pastors
- Associate pastors
- Evangelists
- Missionaries
- Christian school teachers
- Youth pastors
- Church musicians
- Office personnel

In the process of offering this specialized training, we desire to emphasize the following:

- Strong local churches
- Biblical pastoral authority
- Soulwinning
- Revival
- Christian schools
- Home and foreign missions
- High academic standards with an emphasis on practical application

3

PHILOSOPHY OF EDUCATION

SFWBC is dedicated to preparing Christian men and women for Christian living and the ministry. The College operates under a biblical philosophy of education which is Christ-centered, founded in the truth of a triune personal God, revealed through creation, the person and work of His Son, Jesus Christ, and the

inspired, infallible, inerrant Word of God. As a Christian educational institution, SFWBC is committed to providing an educational opportunity where the Christian worldview is emphasized as both a basis for thinking and a pattern for living. The College is committed to developing believers to maturity in Christ.

SFWBC holds to the principle that the teaching/learning process involves the whole person. This includes developing the students' knowledge, values, and skills that will enable them to fulfill God's will for their lives. In light of this, SFWBC recognizes the necessity of a faculty consisting of regenerated individuals who are in close communion with God and a student body intent on a devotion to the Lord.

4 **ETHICAL VALUES AND STANDARDS**

These things we hold dear:

- We value a conservative philosophy of dress, music, and entertainment.
- We value a Christian worldview that permeates all our disciplines.
- We value a theological education that is orthodox in doctrine, fundamental in application, and true to our Free Will Baptist doctrine.
- We value a thorough preparation for our students for a lifetime of ministry.
- We value academic excellence and scholastic integrity among our students and our faculty.
- We value an atmosphere of biblical preaching and instruction that helps the students in their passion to live for and be like the Lord Jesus Christ.
- We value an education philosophy that teaches not only the theoretical but also the practical.
- We value an environment that promotes spiritual growth and transformation (Eph. 3:16-19).
- We value globally-accessible theological education (Matt. 28:19-20).
- We value ongoing institutional quality and improvement (Col. 3:23-24).
- We value personal soulwinning and global evangelization.
- We value self-discipline in our students and faculty.

- We value the Christian school as an extension of the home and are committed to training quality teachers for this ministry.
- We value the local church ministry model as taught in the New Testament and teach it diligently to our students.

5

STATEMENT OF FAITH

- I. **Trinity:** We believe there is but one true and living God whose essence is spirit and who exists in a Trinity of equal persons—the Father, the Son, and the Holy Spirit—and that they are each equal and infinite in their being, power, glory, and attributes.
- II. **The Father:** We believe that God the Father is the First Person of the divine Trinity who is absolute in His deity, possessing all the attributes of deity, and equal with the Son and the Holy Spirit.
- III. **Jesus Christ:** We believe in the absolute deity of Jesus Christ our Lord and that He shares equally in all the attributes of deity with the Father and the Holy Spirit. We believe in His virgin birth, in His perfect and sinless humanity, in His miracles and in their literalness, in His substitutionary, satisfactory, propitiatory, atoning death on Calvary, in His bodily resurrection, in His ascension to the right hand of the Father, in His present intercessory ministry, and in His personal return for the Church.
- IV. **Holy Spirit:** We believe in the absolute and full deity of the Holy Spirit, the Third Member of the blessed Trinity, who is equal with the Father and the Son. It was the Father who gave His Son, the Son who gave His life, and it is the Holy Spirit who today gives spiritual life to those who believe in Christ. He indwells the believer and empowers him and Christ's Church for service, giving the various gifts to the members of the body of Christ to aid the Church in accomplishing the Great Commission.
- V. **Scriptures:** We believe that holy men of old wrote the Bible as they were moved (literally "being borne along") by the Holy Spirit (II Pet. 1:21), which harmonizes with II Timothy 3:16, which teaches that all Scripture is inspired (literally "God breathed" or "breathed out by God"). This

means that the Holy Spirit so superintended the writers of the Holy Scripture that, although they utilized their own vocabularies and experiences, they wrote the very exact message God intended without any omission, addition, or error which means that the Bible is theologically, historically, scientifically, and geographically correct since the Holy Spirit is incapable of erring. Being plenary verbally inspired by the Holy Spirit guarantees the infallibility and inerrancy of the Bible in every area in which it speaks and makes it the highest authority and guide for the believer.

VI. *Salvation:* We believe in salvation by grace totally apart from any human merit. Salvation is bestowed by a gracious God upon unworthy man conditioned solely upon his faith in Jesus Christ and His finished work on Calvary (Eph. 2:8-10; Jn. 3:16).

A. *God's Offer of Salvation:* We believe that the atonement of our Lord was unlimited, that Jesus died for the sins of the whole world and therefore offers salvation to the whole world (Jn. 3:16; I Jn. 2:2; I Tim. 2:4; II Pet. 3:9). We believe that the atonement of Jesus was sufficient for all but efficient only for those who believe. We believe that the atonement is limited only by man's unbelief and not by an arbitrary decision on God's part to save some and to reprobate the rest of mankind to Hell.

B. *God's Choice of Who Will Be Saved:* We believe in conditional election, that, according to I Peter 1:1-2, God chose from the masses of mankind those who would be saved on the basis of His foreknowledge of their faith. We believe that God's foreknowledge was based on His omniscience and that in His omniscience He knew who would believe and those He elected or chose to save. (We recognize that there are some who try to distort election on the basis of a foreknowledge of faith into election by merit. If election on the condition of faith is election by merit, then salvation on the condition of faith is also salvation by merit or works.)

C. *Man's Response to God's Gracious Offer:* We believe in resistible grace, that an individual can say no to the convicting power of the Holy Spirit and be

forever lost. We believe that when God extends a call to salvation, it is a legitimate call both to the elect and to the non-elect, and that the non-elect refuse because of their own personal unbelief or rebellion and not because God refuses to enable them to believe because they were not ones whom He chose to be saved. We believe that every individual who receives the call of the gospel also receives a divine enablement to believe.

D. *Depravity:* We believe in total depravity, that a man is born dead in trespasses and sin, and that apart from the divine enablement of the Holy Spirit, man, left to his own, will never and can never repent and believe. We believe that all men born since Adam are born with a natural inclination toward sin and not toward God and righteousness, that as Adam fled in the Garden from God, unregenerate man still flees a loving and pursuing God. We believe that although man is born dead in trespasses and sin and that the image of God in man is marred, he is still in the image of God, mentally, volitionally, and emotionally. The image of God in man is marred, but not destroyed.

VII. *Security of the Believer:* We believe that the Word of God teaches the security of the believer, that God will keep securely in His hand (Jn. 10:25-30) those who are trusting in Jesus but offers absolutely no hope for that person who is not trusting in Christ (I Pet. 1:5). The link that unites God and man is faith (Jn. 3:16). The security of the believer is based upon a continuous faith in Jesus Christ (Col. 1:21-23; Jn. 3:16; Heb. 3:12-13). We believe that the Scriptures present the possibility of an authentic believer ceasing to believe (I Jn. 2:24; Heb. 3:12-13) but not the probability (Heb. 6:9). We believe that apostasy is committed by willful unbelief and is without remedy (Heb. 6:4).

VIII. *New Birth:* We believe that all men are born with a depraved nature and are sinful by nature and by choice and as such are alienated from God, born dead in trespasses and sin. We believe that this condition can be reconciled only by the new birth, which is a work of regeneration wrought by the Holy Spirit (Jn. 3:5-6; Titus

3:5), conditioned upon a man's personal faith in the atoning work of Jesus on Calvary as sufficient payment for his sins (Eph. 2:8-10).

- IX. *Resurrection:*** We believe in the future bodily resurrection of the believer, at which time he will receive a resurrected glorified body, and that the new body will be joined with the soul so that the child of God will spend eternity to come as a body/soul being. We likewise believe that the unbeliever will be resurrected with a body and soul which will forever suffer in the torments of Hell.
- X. *Judgment:*** We believe in the future Judgment Seat of Christ at which time the believer will stand before Christ and be judged and rewarded for the deeds done in the body whether they be good or bad (II Cor. 5:10). We also believe in the Great White Throne Judgment for the unsaved, where their lives will be reviewed and judged according to their works which will determine the degree of their punishment in the eternal flames of Hell (Rev. 20:11-15).
- XI. *Devil:*** We believe in the existence of a literal, personal, evil, and malicious being called Satan or the Devil who led a rebellion against God at some point before creation and was cast out of heaven along with the angels (demons) who followed him. He and his demonic hordes seek to tempt men to sin and thereby doom them to eternity in the fires of Hell. His doom and that of mankind who follow him has been pronounced as the lake of fire where he will one day be banished and shut up forever.
- XII. *Church:*** We believe in the local church as God's autonomous, self-governing, divinely-ordained institution for this age, whose head is Christ (Eph. 5:22-23; Col. 1:18) and whose life and vitality are produced by the regenerating indwelling presence and power of the Holy Spirit. We believe that the Great Commission (to evangelize and edify) is still the great task of the Church today (Matt. 28:18-20). We believe that the individual local church is the highest spiritual authority on earth outside the Christian home and that all other para-church organizations or institutions exist by the authority granted by the local church or cooperating local churches, and that their only right of existence is as they ultimately aid the Church in fulfilling the Great Commission.

- XIII. *Pastor:*** We believe that the pastor, as the under-shepherd, is to lead his flock as he is led by Christ through His Word (Acts 20:28). He is not to lord over God's heritage but to lead by example (I Pet. 5:2-3) and as a servant (Matt. 23:11). The sheep (as a whole or in part) are never told to lead themselves: that is the under-shepherd's task. We believe that the pastor is to work in cooperation with his church board but is never to be subservient to the board while recognizing that "in the multitude of counselors there is safety" (Prov. 11:14).
- XIV. *Creation:*** We believe in the literal historicity of the Genesis account of God's creating this earth and man in seven literal twenty-four hour days, of man's early home in the Garden paradise, of his fall by eating the forbidden fruit, of his spiritual death and depraved nature resulting from this rebellion, and of his expulsion from the Garden.
- XV. *Human Sexuality:*** We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any forms of sexual immorality—including homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography—are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance (Gen. 2:24; Gen. 19:5; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1; I Cor. 6:9; I Thess. 4:1-8; Heb. 13:4).
- We believe that the only Scriptural marriage is the joining of one man and one woman (Gen. 2:24; Rom. 7:2; I Cor. 7:10; Eph. 5:22-23).

NON-DISCRIMINATORY POLICY

Southeastern Free Will Baptist College admits students of any race, color, national or ethnic origin, and sex to all the rights, privileges, programs, and activities generally accorded or made available to the students at the College. It does not discriminate on the basis of race, color, national or ethnic origin, and sex in administration of its education policies, admission policies, scholarship and loan programs, or athletic and other school-administered programs. Because of religious beliefs, South-

eastern Free Will Baptist College reserves the right to maintain student educational and behavioral employment requirements consistent with its Christian mission and Christian philosophy of education.

6

ACCREDITATION

Southeastern Free Will Baptist College is affiliated with the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Rd., Forest, VA 24551; Telephone: 434-525-9539; e-mail: info@tracs.org], having been awarded Accredited Status as a Category II institution by the TRACS Accreditation Commission on October 26, 2020. This status is effective for a period of five years. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

7

RESPONSE TO IMMORALITY

7.1 **Standard of Conduct:** A student may be dismissed or expelled from the College or asked not to return the following year if he/she is out of harmony with the Statement of Faith, the spirit, or the policies of the College whether on or off property as determined at the sole discretion of the Administration. Readmission considerations following dismissal will be determined on a case-by-case basis.

7.2 PARENTAL SUPPORT

A. The staff desires a harmonious relationship with parents. If parents have a question about a school policy or an event that involves their student, they are to notify the Administration. An effort will be made to resolve any differences and maintain excellent communication between parents and ministry staff.

- B. Parental support is an essential part of the educational process. If, at the sole discretion of the Administration, a parent has failed to support the Administration or ministry staff or the standards articulated in the ministry's Statement of Faith, the Administration reserves the right to deny the student continued enrollment in the College.

7.3 DEFINITIONS OF IMMORAL BEHAVIOR

- A. ***Physical Contact/Immorality:*** Demonstrations of romantic involvement between students are forbidden. Hand holding, embracing, or any other contact that would contribute to undue familiarity will not be tolerated. This type of behavior will result in disciplinary action, suspension, or expulsion. Young men and young ladies should observe the six-inch rule standard at all times, and their behavior should be above reproach.

In accordance with the ministry's Statement of Faith and in recognition of biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct which includes immoral actions as well as advocating for sinful behavior. The following will not be tolerated in any form and will constitute grounds for expulsion: any actions or identifying statements concerning fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4).

- B. ***Definition of "immoral act":*** Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.
- C. ***Definition of "identifying statement":*** A statement that a student is a homosexual, bisexual, or otherwise immoral, or words to that effect or language or behavior that a reasonable person

would believe is intended to convey the statement that a student engages in or has a propensity or intent to engage in immoral and/or homosexual acts.

- 1) *Examples:* “I am gay”; “I am a homosexual”; “I have a homosexual orientation.” Homosexual conduct, defined as acts or identifying statements, is incompatible with enrollment at the College and is a basis for dismissal.
- 2) All students must be treated with dignity and respect, free of threats or harassment.

8

GENERAL CONDUCT

- 8.1 It is understood that attendance at Southeastern Free Will Baptist College is a privilege and not a right, and may be forfeited by any student who does not conform to the standards and regulations of the College.
- 8.2 A destructive, critical, and cynical attitude grieves the Holy Spirit and is destructive to Christian growth and Christian fellowship. If at any time a student manifests a detrimental influence, encourages a spirit of controversy on the campus, or engenders a spirit contrary to the purpose and principles for which the College stands, he is subject to expulsion even though he may not have broken any specific rule or regulation. We expect our students to abide by the spirit of the rules as well as to abide by the letter of the law.
- 8.3 Constructive suggestions may be offered to the Administration, and these will be welcomed; however, complaining will not be tolerated at Southeastern.
- 8.4 Since Southeastern believes that Christian young people should manifest their loyalty to Jesus Christ by separated living, the College does not permit conduct condemned in the Word of God (such as adultery, homosexuality, sexual perversions, dishonesty, and lasciviousness). Neither will it permit other non-biblical practices such as the use of illegal drugs, drinking, gambling, profanity, obscenity, the use of tobacco in any form, dancing, movie-going, and pornography.

- 8.5** A student's conduct off campus is to be compatible with the regulations contained in the *Student Handbook*. Any student whose conduct or lifestyle off campus is a contradiction to the Christian standards exemplified by the rules for daily living on campus will be disciplined according to the offense.
- 8.6** Southeastern expects the cooperation of its students in the development of, respect for, and enforcement of the rules of the College. Any student at the College for at least a year who knows or suspects that another student intends to or already has violated College rules, or one who covers a student's wrongdoing without bringing the matter to the proper authority figure, will be considered complicit and meet with the Discipline Committee to receive repercussions.
- 8.7** Students may not enter non-dormitory buildings after normal hours of operation or when those buildings are locked (even if a student has a key to that building). Two exceptions apply:
- When a student is completing one's work scholarship job in that building.
 - When a student is given permission by the respective Deans or Administration.
- 8.8** Any student who encourages or aids others to violate the College's rules will be expelled if the offense results in the expulsion of the student he encouraged or aided.
- 8.9** No student may release information of any kind to any newspaper, radio station, or television station.
- 8.10** Students are expected to listen to announcements made in chapel as well as check their Populi feed daily for announcements pertaining to student life.
- 8.11** Nothing in the regular routine of college life can take the place of the student's own personal time with the Lord. Fellowship with God in prayer and in reading His Word is essential for the Christian's life. You will not succeed if you do not plan to meet with the Lord on a regular, daily basis!

Schedule such a time daily, and allow nothing to interfere with the establishment and maintenance of it.

- 8.12 Students may not talk loudly in the hallway while classes are in session.
- 8.13 Students must be honest. Cheating, lying, and stealing will not be tolerated.
- 8.14 Although the *Student Handbook* attempts to be thorough, every potential situation cannot be addressed specifically or fully. In such cases, the interpretation offered by the Administration must be accepted as the final policy and practice.
- 8.15 The Administration of SFWBC reserves the right to change the contents of the handbook at any time. College rules are to be enforced even when schedules change.

9

ACADEMIC POLICIES

- 9.1 **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. For students who are employed, the following guidelines are suggested by the Office of the Academic Dean:

<i>Working Hours</i>	Over 40	31-40	15-30	1-15
<i>Class Load</i>	9 Hours	12 Hours	14 Hours	16 Hours

**Students living in the dorm must take a minimum of 9 credit hours per semester. Any exceptions must be cleared with the Dean of Students.*

- 9.2 **Grades and Quality Points:** Records of Progress are kept by this institution on veteran and non-veteran students alike. Progress records are furnished to the students, veterans and non-veterans alike, at the end of each scheduled school

term. Records given to those students who have outstanding balances will be marked as “unofficial.”

All students (except those classified as Special) are expected to make academic progress which will allow them to complete their courses of study within a reasonable time.

9.3 *Grade Point Average (GPA):* The GPA is based on the grade point system. It represents the average number of grade points per hour earned by the student for a given term or number of terms. It is calculated by dividing the total number of quality points earned by the total number of semester hours for which the student has registered. The following scale indicates the equivalence of the letter grade earned in a course to the quality point assigned to that grade:

- **A** (90-100)—4 Quality Points.
- **B** (80-89)—3 Quality Points.
- **C** (70-79)—2 Quality Points.
- **D** (60-69)—1 Quality Point.
- **F** (0-59)—No Quality Points.
- **I** (Incomplete)—No Quality Points. Any Incomplete must be converted to a passing grade within one month of the date received, or it will be entered as an F.
- **P** (Passing)—Not computed in GPA; included in total hours earned.
- **WF** (Withdrawal with Failure)—No Quality Points; computed in GPA.
- **WP** (Withdrawal while Passing)—No Quality Points; not computed in GPA.
- **AU** (Audit)—No Quality Points; not computed in GPA.

9.4 *Academic Monitoring:* A first-semester freshman who either has a high school GPA lower than a 2.00 or has an ACT composite score lower than an 18 is placed on academic monitoring until midterm of the semester. A student on Academic Monitoring is limited to registering for 14 semester hours or less. Also, the student is required to communicate weekly with an assigned academic advisor. If the student has a GPA equal to or greater than a 1.50 at midterm, the academic monitoring requirement is removed. A student whose GPA at midterm is lower than a 1.50 is placed on Academic Notice (see below).

- 9.5 Academic Notice:** A first semester freshman whose GPA at midterm is lower than 1.50 is placed on Academic Notice for the remainder of the semester.
- 9.6 Academic Probation:** Students must maintain a minimum cumulative GPA based on their student classification. The required grade point average is as follows: Freshmen and Sophomores, 1.50 GPA; Juniors, 1.75 GPA; and Seniors, 2.0 GPA. Students who fail to maintain the minimum cumulative GPA will be placed on Academic Probation. Students are placed on Academic Probation at the beginning of each semester, and the probation lasts the entire semester regardless of the student's midterm grades. Students on Academic Probation are not allowed to do any of the following:
- Hold student office
 - Take part in athletics
 - Carry more than 14 semester hours
 - Represent the school in any capacity
- 9.7 Academic Suspension:** Any student who remains under Academic Probation for two consecutive semesters will be subject to suspension for one semester. The Office of the Academic Dean may make exceptions to this policy if a student shows effort in academics and has not been a discipline problem. Work completed at other colleges by a student while under Academic Suspension will not be accepted.
- 9.8 Academic Dismissal:** A student who is readmitted to the College after having been suspended must maintain satisfactory academic standing for the first semester after returning, or the student will be subject to dismissal from the College.
- 9.9 Adding or Dropping Classes:** Students may add or drop classes up until the published Add/Drop Deadline each semester with no academic consequences. The Add/Drop Fee will apply for each class added or dropped. After the Add/Drop Deadline, the student will be responsible to pay tuition for that class. In addition, a grade of either "WP" for "Withdrawal while Passing" or "WF" for "Withdrawal with

Failure” will be entered into the student’s permanent record for that class.

- 9.10 Academic Guidance:** Every student is assigned to a faculty advisor whose mission is to assist the student in growth and development. This mission is accomplished through continuous and consistent personal contact which supports and encourages the student to complete the degree requirements and graduate on time. Thus, individual counseling is part of the guidance program and is available for the student regarding work, personal problems, religious experiences, or other matters.
- 9.11 Admissions:** A person who would like to enroll in the institution should visit the college website at www.sfwbc.edu to apply or call the College Office. Refer to the *Academic Catalog* for enrollment details.
- 9.12 Withdrawing:** A student wishing to withdraw from the institution should obtain a Withdrawal Form from the Office of the Registrar. Refer to the *Catalog* for withdrawal details.

10

AUTOMOBILES

- 10.1** Dorm students must park in their respective dorm parking lot.
- 10.2** The speed limit on campus is 15 mph and is to be observed on campus at all times.
- 10.3** If the privilege of having an automobile on campus is abused, the offending student will be dealt with accordingly.
- 10.4** 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.
- 10.5** Students may not wash cars on campus.
- 10.6** Students may not change oil on campus.

- 10.7** Car repairs must be done in the designated area (behind the maintenance barn) with permission from a Dean.
- 10.8** Notices and fines for violations of any of the above may be given as the occasion demands.
- 10.9** Students are discouraged from loaning 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.
- 10.10** The College is not responsible for any acts of theft, vandalism, or other damage to vehicles (or personal belongings kept in vehicles).
- 10.11** Students must receive permission from the Dean of Students to leave their automobiles on campus during summer break. *Unapproved automobiles will be removed by Southeastern at the owner's expense.*

11

CAFETERIA

- 11.1** The cafeteria is operated by an NC certified (SERV Safe), food services manager and assisted by student workers who are also certified through SERV Safe.
- 11.2** Nothing is permitted to be thrown in the cafeteria. Discipline will be implemented for these infractions.
- 11.3** 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.
- 11.4** 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.

- 11.5** Meals are served cafeteria style. Students are to remove all trash from trays and tables before returning trays to the designated areas.
- 11.6** **General Meal Schedule:** Meal times (below) are subject to change; students will be notified of any changes through Populi and/or posted signs in the cafeteria.
- A. Monday–Friday**
- 1) Breakfast 7:00–9:00 a.m.
 - 2) Lunch 12:00–1:00 p.m.
 - 3) Supper 6:00–6:30 p.m.
- B. Saturday**
- 1) Lunch 12:00–12:30 p.m.
 - 2) Supper 6:00–6:30 p.m.
- C. Sunday**
- 1) Breakfast 8:00–9:00 a.m.
 - 2) Supper After P.M. Service

12

CARE OF PROPERTY

- 12.1** Students are expected to cooperate in maintaining the property of the College, including the conservation of electricity, water, heating, and air conditioning.
- 12.2** Horseplay or unintentional actions resulting in property damage carries with it a minimum replacement fee of \$100.
- 12.3** Willful damage to or destruction of college property carries a heavy penalty and will not be tolerated.

13

CHAPEL SERVICES

- 13.1** 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; plan to come prepared for God to move in your heart in a special way. Some of the best services you will ever attend will be right here on campus.

- 13.2** Chapel services are held at 9:50-10:45 a.m. on Tuesdays, Thursdays, and Fridays. This time slot on Mondays and Wednesdays is for various student and faculty meetings.
- 13.3** 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 chapel when they have a class that meets the hour before and/or after chapel. Any exceptions to this must be approved through the Dean of Students.
- 13.4** Although work exceptions may be approved by the Dean of Students, the student's work schedule should be set with the chapel attendance requirement in mind.
- 13.5** Late arrival for and an unexcused absence from chapel will carry a discipline penalty as outlined in **Section 20**.
- 13.6** Seniors in their final semester who have no classes on Tuesday, Thursday, or Friday may, with approval from the Dean of Students, be excused from one chapel service per week for work purposes.

14

CHURCH ATTENDANCE AND CHRISTIAN SERVICE

- 14.1 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.** Because Southeastern was founded as a Free Will Baptist college to serve Free Will Baptist churches, our students are required to attend a Free Will Baptist church in the area during their time here. If a student comes to Southeastern from another denominational

church and are members of that church, they will be expected to attend that home church.

- C. All students are required to have a specific Christian Service assignment. These assignments must be approved by the Dean of Students. Assignments may include but are not limited to the following:
- 1) Bus worker (local church)
 - 2) Youth visitation (local church)
 - 3) Sunday school (local church)
 - 4) Children's and Junior Churches (local church)
 - 5) Church nursery worker (local church)
 - 6) 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.
- D. ***Regulations during Christian Service Obligations:*** Even though Southeastern students may work through a local church, certain College restrictions still apply.
- 1) Single students of the opposite sex may not work together in any Christian Service assignment outside of the company of others. This applies to dormitory and off-campus students.
 - 2) Of course, married students may do so as long as the partner is one's spouse.
 - 3) Couples must have other people with them while working in their Christian Service.
- E. Community relationships are as much a part of Christian service as anything else. Students at Southeastern automatically carry three testimonial responsibilities:
- 1) Their personal testimony for Christ
 - 2) Their testimony of the local church where they work
 - 3) Their testimony of the College. Therefore, one should conduct himself in public so as to exalt Christ, to promote the church, and to honor SFWBC.
- F. The College understands 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.

- G. Students must follow the policy found under **Section 30.8: Leaving Campus** when determining riding arrangements for church.

14.2 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. Reports for all students must be filled out online by Tuesday at 11:59 p.m.
- C. A cumulative file of Christian service will be maintained for each student while in college. The file becomes a part of the student's permanent record of college work.

14.3 CHURCH ATTENDANCE

- A. Every Christian should understand the significance of attending a local church to worship the Lord and to fellowship with others.
 - 1) One's spiritual stability and growth depend on this.
 - 2) 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.
 - 3) 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. Students are not allowed to miss church to work on Sundays unless their work is in a hospital, as a fireman, police officer, military, or some level of emergency response or compassionate care.
- D. Married students are encouraged to join a local church and to give full support to its pastor and programs during their tenure at Southeastern.
- E. Part-time and auditing students are required to follow these same guidelines.
- F. Permission may be granted for students to be excused from Wednesday night services because of regular employment. However, please note the following general guidelines:
 - 1) Students who work nights cannot miss Wednesday or Sunday services in order to sleep.
 - 2) Students should work out their schedule so as to not need to travel on Sundays.
 - 3) If circumstances arise which are out of one's control requiring travel on Sunday, the student is expected to stop and attend Sunday morning and evening services.
- G. Willful absence or tardiness from church attendance without legitimate reasons will be met with disciplinary action.
- H. If your Christian service church cancels a service, you must attend another FWB church in the area or notify your Dean that your church's services have been cancelled.
- I. Transportation to and from church is the responsibility of the student. A few of the churches provide vans to transport students to and from church; therefore, it would be wise to consider your transportation needs when choosing your Christian Service church.
- J. ***With this in mind, students (including dating couples) are allowed to ride to their Christian Service church (only) together as long as there are at least three students in the vehicle. Any other***

arrangement will require permission from the Dean of Men or Women.

- K.** When choosing a church to attend, it is important that a student do so thoughtfully and with the understanding that the church they choose will be their home for the entire school year, August to May. However, there may be circumstances which arise that require an exception to this policy. The following list is not exhaustive but contains general guidelines for possible reasons for Southeastern to approve a student to change the church they attend at the semester break:
- 1) Missions churches needing help
 - 2) Last semester T.E. students who need to attend where they student teach
 - 3) Students who were in the ensemble
 - 4) Job changes that make attending the chosen church a hardship
 - 5) Student's family moving to another church in the area
 - 6) Loss of transportation to church

14.4 FRESHMEN ATTENDANCE

- A.** Freshmen must choose from one of these three churches for their first year Christian Service: Faith FWB Church, Goldsboro, NC; Hilltop FWB Church, Fuquay-Varina, NC; or Landmark FWB Church, Cary, NC. Exceptions to this policy must be cleared by the Christian Service Director.
- B.** 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.

15

CLASSROOM POLICIES

15.1 ABSENTEE POLICY

- A. *Allowable Limit of Absences:*** The general policy for the number of allowable class absences is equal to the number of credit hours for the class (e.g., 3 absences for a 3-hour class, 2 for a 2-hour class, etc.). This policy 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.
- B. *Accepted Reasons for Absences:*** Absences are allowed for any reason, except on those “Days When Absences Are Not Allowed” as explained in item D below. It will be up to the student to decide if he or she should miss a class.
- C. *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.
- D. *Days When Absences Are Not Allowed:*** Specific class days during each semester may not warrant an allowable absence; these days as follows:
- 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.
 - Those days announced at the beginning of the semester.
 - Other days as announced by the Administration or Professor.

An absence that causes a student to miss a test or presentation will result in an academic 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 (e.g., 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.)
- Exceptions will be granted for sickness only for those students who follow the appropriate procedure. 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 town students are to call in and inform the college secretary of the absence and the reason. The student also must not be out on campus (or anywhere else) the rest of that day and must be too sick to go anywhere including work, other classes, or to lunch with friends.

E. *Penalty for Excessive Absences:* Each absence past the allowable limit will result in an academic penalty for the student. Each professor has the right to establish his or her absentee policy to suit his or her class objective. The general policy for absenteeism will be to merge attendance with a student's grade average in a particular class. Some classes may weigh absences at 5% for any absence above the allowable limit; others may weigh the grade at 10% of the student's average grade. 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.

F. *Excessive absences will result in failure for the class.* Course failure will normally occur for most courses when a student has missed three more than the allowable limit (extenuating circumstances may be considered). The Academic Dean will personally warn students of their status after the students receive two more than the allowable limit. Professors are asked to notify the Academic Dean when a student receives two more than the permissible limit in a course and when a student has reached the allowable limit of absences for a course. Students

who fail a class for an accumulation of absences may appeal their case to the Academic Committee.

15.2 TARDINESS

- A.** Tardiness is unacceptable. Any student who arrives for class ten minutes or more after the designated start time will be considered absent.
- B.** Three tardies will constitute an absence which will count against the total number allowed for a class. Excessive tardiness will not be tolerated.

15.3 CLASSROOM DECORUM

- A.** Each student is expected to take his or her own notes during each class as well as to come prepared to class with all required books and notes.
- B.** Studying for other subjects during class is unacceptable, and it is a Level One offense.
- C.** Academic hallways are to be quiet between 8:00 a.m. and 3:00 p.m., when classes are in progress.
- D.** It is up to the individual professor whether or not to allow the student to have food and drink in the classroom.
- E.** Respect for professors and staff is paramount. Students should address professors and staff appropriately (Mr., Mrs., Dr., Miss, etc.). Disrespect will not be tolerated under any circumstances.

16

COLLEGE EQUIPMENT AND SUPPLIES

- 16.1** Equipment owned and maintained by the College is not intended for student use.
- 16.2** 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 and/or a discipline penalty for the offender.

- 16.3 Use of office equipment and supplies in the offices is not for public or student use without the express permission of a staff member.

17

COMMUNICATION

- 17.1 Students are responsible for checking their e-mail and on-campus mail each day.
- 17.2 **Call Slips:** Official call slips will be sent through the College e-mail system. Upon receiving a call slip notification, 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 be treated as a Level One infraction. The call slip will then be resent (or the issuer may prefer to use personal contact to ensure the message is received), at which time the student will once again have a deadline by which they will need to respond or be moved to a Level Two offense. If it is established by the issuer of the call slip that a student refused to respond due to a bad attitude rather than just neglect, a meeting with the Dean of Students may be warranted.
- 17.3 **E-mail Accounts:** All students will be set up with a Southeastern email account hosted through www.gmail.com. Announcements, professor communications, etc. will be handled through your email account. Once you are entered into the College's Populi system, you will receive a welcome email with instructions on changing your password.

18

CURFEW AT A GLANCE

- 18.1 The times listed below are general curfew times. Certain circumstances (such as work schedules and church attendance) may warrant special curfew exceptions for

some students. These exceptions must be approved by your respective Dean.

- 18.2** Returning to Campus: Students must be on campus and in their respective dorm by and no later than 10:00 p.m. Saturday–Thursday and 11:00 p.m. on Friday. Students are not to be outside on campus before 6:00 a.m. unless they have permission from their Dean or Dorm Supervisor.

19

DATING PRIVILEGES

- 19.1** Dating is recognized as a very important aspect of life and is encouraged at SFWBC. Students should understand that biblical and ethical guidelines are applied under supervision to safeguard the testimony of both the students and the College. Dating should also be considered a privilege and not a right. Dating privileges are subject to a student's grades and deportment. College students may receive permission to date high school students provided the parents of both students are in agreement.

- 19.2** The biblical guideline every Christian should observe when choosing whom to date can be found in 2 Corinthians 6:14, "Be ye not unequally yoked together with unbelievers." Following this principle, Southeastern cannot approve a date between a student and someone who is not a believer. This must be taken into consideration by the student before requesting a dating permission.

19.3 DATING REQUIREMENTS FOR COUPLES

- A.** Students must meet the minimum GPA requirement for their classification and be in good standing with the Deans concerning their general deportment in order to be granted Double Dating permission. This does not apply to a chaperoned date.
- B.** Requests for dates must be submitted to the Dean of Men and Dean of Women at least two (2) hours prior to the time for the date to begin. Couples failing to

submit a date request on time should not blame the Dean for rejecting the request.

- C. All dates may last for up to four (4) hours, and dating couples must return to campus no later than 10:00 p.m. for Friday dates and 9:00 p.m. on all other approved dates, even if this means that the length of the date is less than four hours. (*Exceptions to the length of time may be granted for special circumstances; i.e., State Fair, weddings, etc.*)
- D. Students may only double date with other Southeastern couples, and Freshmen may only double date with upper classmen who are 21 or older.
- E. Unapproved dates are a serious offense and could lead to expulsion.
- F. A student's dating activity may be subject to approval by the parents of both the boy and the girl, but always within College guidelines.
- G. Rules for dating apply at all times while students are staying on campus whether classes are in session or not. This specifically applies to holiday breaks.
- H. Dates for dormitory students will not be approved if the date includes an expelled student.
- I. Off-campus students who are dating must follow biblical ethics of propriety. Violations of dating ethics subject the student to College discipline.

19.4 CHAPERONED DATING

- A. Chaperones may include, but are not limited to, parents, pastor, and faculty/staff members.
- B. A chaperoned date may be approved for an extended time as deemed appropriate by the respective Dean. This permission is only granted for a student's parent, pastor, or faculty/staff member.
- C. All chaperoned dating must be approved by the Dean of Men and the Dean of Women, and the proper

procedures must be followed. Any chaperone that violates his/her responsibility may lose this right.

- D. The only exception to the above rule is the Sunday lunch meal. Dating couples may eat together (off-campus) when accompanied by an approved chaperone and properly supervised, which includes travel to and from the Sunday meal.

19.5 GROUP OUTINGS

- A. Students may leave campus for (2) hours in mixed groups of (3) for shopping, eating, or running errands. The three (3) must remain together for the duration of the outing.
- B. Mixed groups of (5) or more may leave campus together for dining, going to parks, or other approved venues. Those in these groups must remain together for the duration of the outing.
- C. All instances where students are leaving campus in mixed ratios must have the approval of both Deans.

19.6 ACTIONS CONSIDERED IMPROPER BETWEEN MALE AND FEMALE STUDENTS

- A. Students are strictly forbidden from kissing, petting, holding hands, and other acts of familiarity which lead to immorality and violate the command of I Corinthians 6:18: "Flee fornication..." Consider what the Bible says about this: Having sexual passion stirred through physical activity is not running from fornication but running towards it. Romans 12:10 teaches, "Love is the fulfilling of the law." Love is doing what is right, and a young person who violates someone physically does not have the proper kind of love for them.
- B. Students should keep an appropriate distance between themselves and the opposite sex.
- C. Students may not meet privately either on campus or off campus.

20

DISCIPLINE

20.1 It would be impossible for Southeastern to predict all of the possible scenarios or rule infractions which may occur. Therefore, it must be understood by the student that in our attempt to provide a list of infractions, it is only to serve as a general template by which to govern and should in no wise be viewed as exhaustive. The Administration reserves the right to interpret and address issues among our student body on an individual basis and will endeavor to deal with those issues as consistently as is humanly possible using this list as a general guide. Multiple infractions of a given category or individual rule will result in the student being moved to a higher level of discipline until said student is willing to comply.

20.2 ***Level One Infractions:*** A violation that would be viewed as a Level One infraction may be dealt with by issuing a verbal warning, a written warning, and/or restricting a student to their room between the hours of 6:30 p.m. and 9:00 p.m. for a length of time considered to be appropriate for the circumstance. Infractions that would qualify as Level One would include, but not be limited to, the following:

- Behavior on campus
- Classroom behavior, such as disruptiveness, studying for another class, etc.
- Curfew violations
- Entertainment: music and videos, etc.
- Failure to fill out reports: Christian service, etc.
- Failing to fulfill work discipline requirements
- Improper/unapproved use of facilities
- Not answering call slips
- Off campus without permission
- Out of room after hours
- Personal appearance: hair, clothing, shoes, etc.
- Riding in unapproved ratio
- Room cleaning duties
- Sensual behavior: inappropriate and constant touching, suggestive comments, etc.
- Late to chapel, church, or required College service

- Unapproved room décor
- Unapproved off-campus visits
- Un-Christian behavior at off-campus job
- Using College equipment without permission

20.3 *Level Two Infractions:* A violation that would be viewed as a Level Two infraction would be considered to be of a moderately serious nature and would carry a weightier consequence. Possible consequences for a Level Two infraction would be the assignment of campus work hours, room restriction between 6:30 p.m. and 9:30 p.m., and/or a monetary fine for each occurrence. Monetary fines will be assessed to those students who live off campus and would incur more hardship by driving long distances to fulfill on-campus work assignments. Others who might receive monetary fines would be those whose work schedules would create a conflict in fulfilling the on-campus work assignment. A higher monetary fine will be assigned to that student who fails to fulfill his or her work assignment in the time allotted. All fines must be paid before a student will be allowed to return for a following semester, and unpaid fines will result in a \$25 transfer fee.

Infractions at this level may also require a meeting with the Dean of Students. Infractions that could qualify as Level Two consequences could be repeated infractions of Level One rules as well as the following:

- Borrowing w/o Permission
- Failure to attend Church/Chapel service and or fulfill CS service responsibilities
- Christian Service violations
- Dating Rules Infraction
- Disobedient Attitude
- Disorderly Conduct
- Disrespect to Faculty or Staff
- Failure to Comply with Discipline Requirements
- Fighting
- Horseplay Resulting in Damage or Injury
- Inappropriate/Unapproved Relationships
- Inappropriate Male/Female Contact
- Working Sundays

20.4 **Level Three Infractions:** Infractions that could qualify as Level Three consequences could be repeated infractions of Level Two rules as well as the following:

- Dishonesty
- Plagiarism/Cheating
- Gambling
- Aggressive anger
- Intentional damage
- Private meeting with the opposite sex
- Possession of weapons or explosives (including fireworks)
- Attendance at unapproved movie, concert or other
- Stealing
- Tattoos and body piercing
- Viewing pornography
- Use of tobacco or nicotine in any form
- Use of profanity in any form

Infractions that fall into this category will require a meeting with the DC-2 Committee where discipline measures will be discussed and determined. Possible consequences for a Level Three infraction include the assignment of campus work hours (6), restriction to a student's room between 6:30 p.m. and 9:30 p.m., restriction to campus for a determined period of time, monetary fines, and restriction from participating in Society activities. Monetary fines will be assessed to those students who live off campus and would incur more hardship by driving long distances to fulfill on-campus work assignments. Others who might receive monetary fines would be those whose work schedules would create a conflict in fulfilling the on-campus work assignment. A higher monetary fine will be assigned to that student who fails to fulfill his or her work assignment in the time allotted. All fines must be paid before a student will be allowed to return for a following semester, and unpaid fines will result in a \$25 transfer fee.

20.5 **Level Four Infractions:** A Level Four infraction can result in an automatic expulsion from the College for a minimum of one full semester. This would not include the semester in which the infraction/suspension occurred. Readmission

after this type of action would require that the student in question show verifiable evidence of a change in heart, attitude, and character. Infractions that would be considered serious enough to warrant this measure would include but not be limited to the following:

- Alcohol—purchase, consumption, and promotion
- Illegal drug use
- Abuse of prescription drugs
- Use of prescription drugs which are not prescribed to the student by a physician
- Attending events where the above-mentioned are present
- Immoral/sexual activity
- Participation in Satanic/Cultic practice/Witchcraft

20.6 ***Consequences Defined:*** Consequences to infractions can vary in degree of accountability and will be based upon the integrity, response, and willingness to correct the offense. The Deans monitor the students' actions so as to address repeated offenses in a timely manner. Off-campus students and students with employment scheduling issues may be assessed a monetary fine rather than other types of penalties. This will be subject to the discretion of the Deans. Consequences for a given infraction may be a combination of the following:

- Restriction to campus
- Restricted to dorm
- Restricted to room
- Assigned campus work
- Restricted from dating and/or other social activities
- Placed on Disciplinary Probation
- Suspended/Expelled from the College

20.7 ***Disciplinary Probation:*** Students who have been approached about an offense and show little or no effort to correct the offense (regardless of the offense level) may be placed on Disciplinary Probation. Once a student has reached the Disciplinary Probation level, they will remain there until the Deans feel there is evidence of a change in attitude. If the semester ends before the Deans feel a change has occurred, the Probation will carry over to the successive semester. If this occurs:

- The student may be required to forfeit all leadership positions.
- The student may not be allowed to participate in society sports or events.
- The student may be placed on Social Restriction.

Should Southeastern feel at any time that a student's attitude, spiritual desire, or behavior is incompatible with its philosophy, purpose, or mission, the student may be notified that his or her continued attendance may be in jeopardy and is under evaluation by the Administration. No effort to correct an attitude issue will be subject to expulsion regardless of the student's current level of discipline.

20.8 ***Restriction to Campus:*** Campusing refers to a student being restricted to campus for a specific amount of time determined by the nature and extent of an infraction. Any campused student will only be allowed to leave for attendance at their Christian Service church for regularly-scheduled services and a regularly-scheduled job. Any student who is campused will only be allowed to participate in society activities. This is for the purpose of preserving the continuity of competition among the participants; however, if the offense or level of the student's discipline warrants, this may also be suspended by the Dean of Students. Permission to leave campus for reasons other than those listed must be obtained from the student's respective Dean or the Dean of Students. All dating permissions, home visits, and group outings will be suspended while a student is campused.

20.9 ***Fines:*** The following are the monetary values of fines that may be assigned:

- \$20 for Level 2 infractions
- \$40 for Level 3 infractions
- \$60 for Level 4 infractions

Fines for unfulfilled work assignments will be $\frac{1}{2}$ again the value of the fine for that particular level; (i.e. the fine for a Level 2 infraction is \$20; if a student has a Level 2 work assignment unfulfilled by the designated time, the fine will be \$30). Students who engage in an activity that results in damage to College property or physical injury to

another student will be held liable for the cost of the damage/injury along with whatever consequence the Administration deems appropriate. Unpaid fines at the end of each semester will be charged to the student's account with a \$25 transfer fee. Southeastern's policies concerning students' bills will apply.

21

DORMITORY REGULATIONS

21.1 GENERAL RULES

- A. Students should recognize that living in a dormitory is not the same as living at home. Institutional rules are developed for the good of all who live in the dorms. Every effort possible will be made to insure the health, safety, and harmony of students. This is your home away from home," but the size of your family has considerably increased. One's personal home habits may need to be set aside in consideration of the needs of others.
- B. Dorm students may not have duplicates made of their room keys.
- C. Dorm students may not loan their keys to off-campus persons.
- D. Dorms are never "co-ed" under any circumstances at any time. Women are not allowed in the men's dormitories nor are men allowed in the women's dormitories; this includes parents, relatives, and friends, unless express permission has been given by the respective Deans for each occurrence. However, this does not include the beginning and end of semesters when helping students move in and out of the dorms.

21.2 Although not exhaustive, the following list includes items not allowed in the dorm rooms: space heaters, televisions, hot plates, electric skillets, coffee makers without automatic shutoffs, lighted candles, guns, weights, and

pets. Each dorm room is equipped with a microwave and compact fridge for snacks.

21.3 All prescription medications must be stored in a secure, locked container. We also strongly recommend that all students provide for themselves a “fireproof safe” for the storage of important papers and finances.

21.4 ***Weapons on Campus:*** According to North Carolina State General Statute **§ 14-269.2.**, *It is the responsibility of every student to abide by the statutes and laws governing all firearms.* Any student who makes violent threats against the faculty, staff, or another student will be immediately reported to the proper authorities and may be expelled from the College; this includes any threat that may be considered to be in jest. Any student who uses a weapon of any kind to threaten bodily harm will immediately be expelled from SFWBC and reported to the proper authorities. This includes any threat that the student may consider to be in jest.

21.5 DORM ROOMS

A. Students may not make changes in their rooms with furniture, color, drapes, or curtains without permission.

B. Any furniture added to dorm rooms must be approved by the respective Deans prior to its use.

C. All added furniture must be removed at the end of the year or when the student goes home.

D. Any items hung on the walls or door in a dorm room must be attached with a 3M Command Strip-type product (easily removable) so that nothing punctures the surface of the wall or leaves a residue.

E. Curtains or shades are to be drawn at sundown or at any time when the student is not fully dressed.

F. Computers are a necessary tool for today’s student. We realize each student may desire to connect his or her computer to a monitor. We also acknowledge that flat screen TV’s are being widely used today for this purpose.

However, special considerations must be taken when choosing a monitor for a dorm room. Follow these guidelines:

- 1) No monitors may be attached to, nor hung from, the wall or ceiling. Therefore, monitors will be required to fit on a desk top and not exceed 27" in size (unless a student has a medically-substantiated vision issue which requires a larger screen).
- 2) If it is deemed at any time the computer monitor is being used as a television without prior permission from the Deans, the monitor may be confiscated and held until the end of the semester or shipped to the student's home (at the student's expense).

21.6 ***Dorm decorum:*** On-campus students must abide by the following protocols:

- Students must be fully dressed whenever they are outside their dormitories.
- Students must sleep in their own beds.
- Students must not enter another student's room without permission from the occupant(s).
- All dorm students are required to attend Prayer Group.
- Students must change and clean bed linens each week. They may not sleep on a bare mattress without sheets. Each mattress must have a mattress cover.
- All food must be kept in sealed containers or in the room Micro fridge.
- Wrestling and horseplay in the dorms are not allowed. Any property damage as a result of such is subject to a ***minimum*** charge of \$100.00.
- No loud talking, singing, music, etc. is permitted in the dormitories at any time; this includes the hallways and the rooms. Doors to each room must be closed.
- Students are advised against loaning personal articles.
- Use of someone else's possessions without permission will be considered stealing, and this is considered very serious as to one's status as a student.

21.7 STAYING IN THE DORM

- A. No off-campus person may use dorm facilities without permission from the Office of the Dean. Prospective students are generally allowed to visit SFWBC with prior approval by the respective Dean.
- B. Adults who are beyond potential student age and children under 13 are not allowed to stay in the dorm at any time except during an emergency as so deemed by the Dean of Students
- C. Former students who attended SFWBC and are in good standing may, under circumstances deemed to be acceptable by the Administration, be given permission to stay in the dorms for a limited time as room availability allows with the stipulation that they agree to abide by any and all rules and policies during that stay. A general charge of \$15.00 a night may apply for anyone staying on campus. Southeastern as a local church and missions-minded institution reserves the right to allow those in ministry to stay on campus while preaching in chapel and teaching in the classroom.
- D. If at any time a person who by permission is staying in the dorm breaches College rules or policies, they will be required to exit the dorm and campus.

21.8 *Inspection of rooms:* Southeastern reserves the right to do random inspections of any room and its contents at any time deemed necessary for the welfare of all occupants of the dorm system. All students are expected to have their rooms ready for a walk-through inspection at the discretion of the Dean. The following areas must be in order:

- Room straightened
- Trash emptied
- Beds made
- Furniture dusted
- Clothes hung up
- Floor cleaned
- Bathroom cleaned
- Sink area cleaned (including mirrors)

Students who sleep in must have room duties completed and bed made according the schedule given by the Dean.

21.9 *End of Semester Final Inspections:* These inspections apply when students leave at the close of the semester, withdraw from college, or are expelled. Your room deposit will be refunded when your room is determined to be clean and damage-free by the Dean of Men or Dean of Women. This fee will be retained for second semester if the student is returning and then refunded at the end of the year per request of the student and clearance from the respective Dean.

The room must be cleaned thoroughly. A room is not considered clean when items are left in the hallway or outside the dorm. Any damages caused by the student beyond reasonable wear and tear will be added to the student's bill. Dorm key, room key, and mailbox key must be turned in. If a dorm room is not cleaned according to the established school policy, the student will forfeit the room deposit and may be assessed a damage fee.

21.10 *Quiet hours/Study hours:* One of the main priorities of college life is the pursuit of academic excellence. Students who do not use the time allotted for study must not disturb those who do.

- Mondays, Tuesdays, and Thursdays from 6:30 to 9:00 p.m. are set aside as a study time (Quiet Hours) in the dorms for all students.
- There should be no talking in the halls during this time; neither should there be talking within a dormitory room that would disturb a studying roommate.
- The Library will be open until 9:00 p.m. (Mon., Tues., and Thurs.), and the Computer Lab will be open until 10:00 p.m. At that time, the building will be locked and no longer available for use until the next day at 7:30 a.m.

21.11 *Prayer group:* Students are expected to help set the proper atmosphere for prayer group by sitting up and paying attention during the devotional and prayer request time. Refusing to attend prayer group will not be tolerated.

If a student is sick or has a legitimate reason for missing prayer group, that student first must speak with his or her Dean or Dorm Supervisor.

- Prayer group meets nightly from 10:05-10:15 p.m. Everyone should be seated and ready to begin at 10:05 p.m.
- The Dorm Supervisor must grant special permission to anyone wishing to be excused from prayer group.
- If a student feels that prayer group is not satisfying, that student should speak to his or her Dean.

21.12 *Dormitory hours:* Dorm students are to be in their dorms by 10:00 p.m. Monday–Thursday, Saturday, and Sunday. On Fridays, dorm students are to be in their dorms by 11:00 p.m. Dorm students may travel between their respective dorms until 11:00 p.m. without permission. This needs to be done in a quiet and orderly manner.

Students may not use their dorm room or Southeastern’s campus to conduct or operate a small business. This includes, but is not limited to storing items for sale or selling food and drinks from their room, whether it is to fellow students or to non-students.

22

DRESS AND APPEARANCE

The following positions have been formulated to give direction in matters that require discernment. While not trying to be unkind to those who have adopted different standards, the College has applied these guidelines in an effort to align with the spirit and intention of biblical principles and to reflect conservative values.

22.1 MEN’S CLOTHING AND APPEARANCE

In contrast to unkempt and morally-suggestive styles, Southeastern College desires to emphasize conservative and biblical guidelines of modesty, distinction, moderation, and appropriateness. Students must remember that Christians are called to follow Christ and represent Him in all things.

NOTE: Off-campus students are expected to follow the College's dress guidelines.

- A. Modesty:** Choosing attire that encourages purity; avoiding morally-questionable clothing.
- 1) Revealing and tightfitting clothes are immodest. Skinny (tight) pants, snug sweatpants, tank tops, and shirts that are too thin may not be worn.
 - 2) Shirts must be buttoned appropriately.
- B. Distinction:** Dressing in gender-appropriate clothing.
- C. Moderation:** Avoiding extremes in dress and appearance; choosing conservative styles and a professional appearance. The following are not allowed:
- 1) Torn, ill-fitted, ragged, and otherwise unkempt clothes
 - 2) Getting tattoos and body piercings
 - 3) Ornamental necklaces, bracelets, or earrings; sport bands may be worn in moderation.
 - 4) While Southeastern wants students to feel comfortable choosing their individual hair styles, the College also requires all hair styles to look neat and conservative.
 - NEAT: Hair must be neatly trimmed, combed, and managed.
 - CONSERVATIVE: Hair must be tapered (shorter on the sides than on the top) and may not come over the ears, eyebrows, or collar. When combed, hair should not rise more than 1.5" on top. For students who wear High Tops, hair must also be tapered up the sides above the ear and in the back above the collar and may not exceed 2" on top and 1.5" on the sides. Sideburns may not extend beyond the bottom of the ear. Fads and extreme styles such as the following are not acceptable: unnatural hair colors; lines or artwork shaved into hair; and thin lines along the cheekbones, chin, or lip.
 - 5) Men may choose to be clean-shaven or to maintain neatly trimmed facial hair according to the following guidelines:

- All facial hair must be groomed to remain defined and of uniform length at all points of growth. Mustaches, goatees, and beards must be fully grown in ($\frac{1}{4}$ - $\frac{1}{2}$ inch in length) with clean lines and trimmed an inch above the Adam's apple. Mustaches may not extend below the upper lip or below the corners of the mouth. Goatees and beards should be fully grown in under the bottom lip, symmetrical on both sides, and connected to an appropriately grown mustache.
- If you plan to start growing facial hair, it should be done only during Christmas or summer vacations. Facial hair must meet the guidelines listed in this policy when checking in and throughout the semester. Students not in compliance will be asked to modify their beard or hair accordingly. Those who cannot meet the standard will be asked to remain clean-shaven.
- Students who represent the College in an official capacity (ensemble and summer camp) will not be allowed to maintain facial hair.
- The following are examples of mustaches, goatees, and beards as permitted in the policy.



D. Appropriateness: Discerning what clothing is fitting for particular occasions; evaluating levels of propriety, respect, and reverence. Refer to the following chart:

<i>Dress Categories</i>	<i>Occasion</i>	<i>Guidelines</i>
<i>Formal</i>	Formal banquets, fine arts performances	Traditional formal wear or nice suit, with belt or

		suspenders, dress shoes, and dress socks
Church	Sunday church, banquets, conferences, and other College functions as determined by the Administration	Suit or sport coat; dress shirt (top button fastened and tie pulled tight); tie (not cartoon or themed); dress pants with belt or suspenders; appropriate dress shoes and socks NOTE: Ties are not required for Sunday night services or church revivals unless required by the pastor.
Chapel Days	Classes (Tuesday, Thursday, and Friday); chapel services	Ties, dress shirts (no writing or pictures) with appropriate slacks or pants and dress shoes with socks which cover the ankles (no athletic shoes, flip flops, work boots, or ragged and dirty footwear) <i>(Chapel attire must be worn until lunch or the student's final class, whichever comes last.)</i>
Non-Chapel Days/Smart Casual	Monday and Wednesday classes as well as Wednesday evening services	Casual pants (no cargo style, denim, drawstrings, joggers, or athletic materials); belt or suspenders; collared shirts (tucked in and not worn as outerwear, no writing or pictures except SE polos); semi-professional shoes with socks. (No athletic shoes, flip flops, work boots, or ragged and dirty footwear)
Casual	On and off campus Monday-Friday after 4:00 p.m. and all day Saturday, sporting events, and employment	Jeans, loose-fitting knee-length shorts which extend to the top of knee when sitting or standing, and active attire

22.2 WOMEN'S CLOTHING AND APPEARANCE

In contrast to unkempt and morally-suggestive styles, Southeastern College desires to emphasize conservative and biblical guidelines of modesty, distinction, moderation, and appropriateness. Students must remember that Christians are called to follow Christ and represent Him in all things.

NOTE: Off-campus students are expected to follow the College's dress guidelines.

A. *Modesty:* Choosing attire that encourages purity; avoiding morally-questionable clothing.

- 1) Dresses and skirts are acceptable for all categories unless otherwise stated and must cover to the top of the knee when standing or sitting.
- 2) Slits in skirts and dresses cannot rise above the knee. They must overlap (a kick pleat) or be sewn.
- 3) Shorts must extend to the top of the knee when sitting or standing.
- 4) Revealing and tightfitting clothes are immodest and may not be worn at any time.
- 5) Tops are to cover the shoulder, back, midriff, and cleavage. Necklines and backs that are too low must be avoided; shirts/blouses must be buttoned up appropriately.
- 6) Undergarments should be worn but not seen. Sheer material alone is not considered adequate for coverage.
- 7) All formal attire must be approved by the Dean of Women before being worn to a college function.

B. *Distinction:* Ladies must dress in gender-appropriate clothing and avoid masculine or extreme hair colors and styles.

C. *Moderation:* Avoiding extremes in dress and appearance; choosing conservative styles and a professional appearance. The following are not allowed:

- 1) Torn, ill-fitting, ragged, and otherwise unkempt clothes are not allowed.
- 2) Getting tattoos and body piercings.
- 3) No more than two piercings in each ear are allowed.
- 4) Hose, stockings, and/or leggings that are extreme in appearance are not approved.

- 5) Hair must be clean, neatly styled, and dry.
- 6) Footwear must be worn outside the dorm.

The following are examples of women's clothing as permitted in this policy:



D. Appropriateness: Discerning what clothing is fitting for particular occasions; evaluating levels of propriety, respect, and reverence. Refer to the following chart:

Dress Categories	Occasion	Guidelines
Formal	Formal banquets, fine arts performances	Traditional formal wear or best dress (meeting SFWBC dress standards) and dress shoes
Church/Chapel	Sunday church, Chapel, classes; (Tuesday, Thursday, and Friday);	Nice dresses or skirts (no denim); dressy blouses, tops, or sweaters; dress shoes (including sandals, flats, heels,

	conferences and other College functions as determined by the Administration	or boots); no athletic shoes, flip flops, work shoes/boots. NOTE: No shirts or blouses with writing or pictures, except for SE polos
Non-Chapel Days/Smart Casual	Classes (Monday, Wednesday); Wednesday evening services	Casual dresses, casual skirts, and denim skirts (not faded, ragged, or torn); blouses, tops, polos or sweaters; casual footwear (any shoe that does not resemble athletic shoes, beach wear, flip flops, or work shoes/boot types). NOTE: No shirts or blouses with writing or pictures, except for SE polos
Casual	On and off campus Monday-Friday after 4:00 p.m., all-day Saturday, sporting events, employment	Denim skirts, capris, athletic/wind pants that are loose-fitting (not a pant/jean fit); knee-length walking shorts which extend to the top of the knee when sitting or standing. When required for employment, loose fitting slacks, capris, and wind pants are allowed.

23

EMERGENCY PROCEDURES

23.1 EMERGENCY CONTACT INFORMATION

- *Dean of Students:* Mr. Gaynor (919) 606-1498
- *Maintenance/Security:* Mr. Price (919) 422-6963
- Mr. Osborne (919) 709-5258
- *Dean of Men:* Mr. Pendley (919) 210-2435
- *Dean of Women* Mrs. Clark (610) 780-4703

23.2 EMERGENCY POLICY AND SAFETY PROCEDURE

- A.** Southeastern's goal is to provide an environment that ensures the safety and well-being of all its students, faculty, staff, as well as support personnel. To the best of our ability, we strive to prevent any

circumstances which may cause harm to our residents. Therefore, to increase our ability to ensure the safety of our residents Southeastern's campus is closed to the public. However, there may be circumstances which arise that are beyond human control or predictability. Accordingly, anything that is observed which may lend itself to unsafe or hazardous situations must be reported immediately to the Office of the College Dean and/or the Office of the Dean of Students during working hours (8:00 a.m. to 4:00 p.m.) or the head of maintenance after hours.

- B. Everyone, whether a student or visitor on campus, plays a key role in ensuring campus safety through personal observation and taking personal responsibility for one's own actions.
- C. Southeastern's campus is monitored 24/7 through video surveillance and overseen by key college personnel. The purpose of this video surveillance is to ensure that no unauthorized persons enter the campus at any time during the day or night

23.3 **CAMPUS LOCKDOWN/ACTIVE SHOOTER**

- A. A **campus lockdown** will generally be issued when an armed intruder is thought to be on or near campus. A lockdown **does not** mean that an active shooter situation is occurring. The lockdown is initiated so that appropriate personnel or law enforcement can attempt to confirm the existence and intent of an armed intruder. However, be aware that a lockdown could become an active shooter situation at any time. The campus lockdown notification will be sent by one or more of the following methods:
 - Text message
 - Email
 - Website posting
 - Self-initiated (i.e., hearing gunshots)
 - Verbal notification
- B. Response to Campus Lockdown
 - Lock exterior doors to your building if possible.

- If in a classroom, lock the door, turn off all the lights, remain quiet, silence any cell phones/ devices, and line up all students along a wall away from any doors or windows.
- If in a hallway or other common area, proceed to the nearest classroom or other room that can be secured with a locking door.
- If you are outside on campus, leave the grounds immediately if it is safe to do so. If it is not safe to leave the campus grounds, seek shelter in a building or room that can be locked.

C. An **active shooter** is defined as one or more people who are actively engaged in the act of shooting people with a firearm. Past occurrences tell us that the shooter will continue to shoot people until they commit suicide or are stopped by law enforcement. **REMEMBER TO RUN-HIDE-FIGHT.**

- If you are in the vicinity of an active shooter, **RUN** away if it is safe to do so.
- If you cannot run away, **HIDE** from the shooter. If you can, lock the door of the room you are in, keep a low profile, and remain quiet and silence your cell phone.
- The best thing to remember when finding a hiding spot is not just concealment but taking refuge behind an object that can stop bullets such as the engine compartment of a car if outside, thick wooden doors, heavy furniture, etc.).
- If the shooter finds you, be prepared to **FIGHT** to save your life.

23.4 FIRE SAFETY

- A.** Southeastern's head of maintenance has developed a fire safety procedure in conjunction with the North Carolina Office of Fire Marshall. Posted according to the State Fire Code is a detailed plan for egress of all buildings in case of fire.
- B.** In conjunction with the State Fire Marshall office and NC Fire Code, drills are conducted to familiarize students, faculty, and staff with proper procedure in the event of a fire.

- C. Fire alarm pulls as well as fire extinguishers are placed in areas where needed in compliance with NC Fire Code.

23.5 WEATHER EMERGENCIES

- A. Southeastern's goal is to keep our campus open whenever possible; however, there will undoubtedly be weather situations that require class to be cancelled. On those days, announcements will be posted on all local television news stations, and text messages will be sent out through Populi.
- B. If conditions exist which are conducive to tornadic activity, the deans will inform students of the threat, monitor the weather for impending warnings, and follow protocols for moving students to safe locations as the need arises.
- C. In the event of tornado warnings, students should make their way to the Administration Building and assemble in the hallway and await further instruction. This should be done in an orderly manner.
- D. In the event of a hurricane, students will be advised in an appropriate amount of time what course of action to take.
- E. Depending on the direction and intensity of the storm, Southeastern will determine what action needs to be taken. Possibilities include but are not limited to dismissing students who live away from the path of the approaching threat and bussing students to a safe location away from the approaching threat.

23.6 MEDICAL EMERGENCIES

- Do not move a seriously injured person unless he or she is in a life-threatening situation.
- Immediately notify or ask someone in the vicinity to call 911.
- Render first aid if possible.
- Do not leave the injured person except to summon help.

- When reporting a medical emergency, provide the following information: type of emergency, location of the victim, and condition of the victim.

23.7 BOMB THREATS

A. In the event that a bomb threat is phoned in on campus, it should be considered a valid threat. It is most likely that the caller will not reveal his/her identity; however, people who make such threats usually want you to know what they are going to do, and often, why. If you receive a bomb threat, immediately have another person contact the police while you keep the caller on the line. Make notes to identify the caller by the following information:

- Gender
- Approximate age
- Caller ID
- Voice characteristics
- Accent
- Manner (i.e., calm, angry)
- Background noises

B. **TIPS:** Keep calm; pretend difficulty hearing; keep the caller talking; if possible, ask questions such as the following:

- When will it go off?
- Where is it located?
- What kind of bomb is it?
- What does it look like?
- Why are you doing this?
- What is your name, address, phone number, etc.?

24

EMPLOYMENT

24.1 **On-Campus Employment:** The Work Scholarship Program provides a limited number of on-campus jobs available to students. These are assigned according to need and experience. On-campus jobs are administered through the appropriate College department heads. 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.

- 24.2 Working Off Campus:** The College will offer any assistance possible in helping students obtain off-campus jobs; a number of business references are available through the College Office. A student's place of employment and/or work hours may be subject to administrative approval. Note the work guidelines below:
- Students may **not** work in places where alcoholic beverages must be directly handled.
 - Students may not miss church to work on Sundays; any exceptions must be cleared with the Dean of Students.
 - A 2-to-1 riding ratio may be granted by the Dean(s) for work situations.

A student's conduct at work may be scrutinized by the College as well as the student's employer. The intent is to provide the best Christian testimony possible by Southeastern students to the business community at large. The following guidelines apply:

- Students receiving reprimands for delinquency, tardiness, or laziness on the job from his employer might be subject to discipline from the College.
- Students are to give sufficient notice of employment termination to employers—usually two weeks.
- Students must dress for work according to 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 Level of Discipline 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 student's respective Dean.

25

ENGAGEMENTS AND WEDDINGS

- 25.1 Any Southeastern dormitory students who choose to marry mid-semester must notify the Administration at the beginning of the semester in which a wedding is scheduled to take place. Students must also realize that any absences incurred during such a time will be counted against them.
- 25.2 Engaged couples who leave campus to plan their weddings may receive special privileges from the Dean of Students to leave in a one-to-one ratio.

26

ENTERTAINMENT

- 26.1 **ENTERTAINMENT PRINCIPLES**
- A. We recognize entertainment as an important part of a Christian's life. We also recognize that it is difficult to develop a list that would include every music group or movie of which a student would be allowed to listen to and watch. Therefore, the student must use his/her judgment and engage in entertainment that fits into the following guidelines:
- 1) ***Colossians 3:16 and Ephesians 5:19*** clearly teach that the Christian is to admonish, teach, and speak to one another in "psalms and hymns and spiritual songs, singing and making melody in your heart to the Lord." This is an obvious statement to the moral value a song can have. The Christian's entertainment should be a righteous expression of the heart unto the Lord.
 - 2) ***Romans 12:1-2; 2 Corinthians 6:14-18; Ephesians 5:6-16; and 1 Peter 1:13-16*** teach the Christian to separate himself from the world and unto God in every area of his life. This would certainly include all entertainment. The Christian should avoid entertainment that is an inappropriate medium to proclaim the Christian

message. SFWBC recognizes the following as inappropriate (this list is not exhaustive and is subject to change): Movies that contain profanity, glamorize immorality, and alcohol and drug use and listening to Rock & Roll, Heavy Metal, Black Metal, Death Metal, Rap, Reggae, Punk Rock, Hip-Hop, Underground Hip-Hop, New Age, Indie Rock, R&B, Dance, Alternative, Pop Music, Country-Pop, Country, Alternative Country, and any music labeled Christian that is patterned after one of these genres (Christian Rap, Christian Rock, CCM, Christian Country, Christian Alternative, Christian Dance, etc.).

- 3) **Philippians 4:8** teaches the importance of what is put into the mind of the believer. Moral excellence will only come when one makes a choice to think on “whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report.” Any entertainment that violates one of these areas is considered to be inappropriate.
- 4) **1 John 2:15-17** admonishes the believer to not love the things of this world. This is what the unsaved person does, and the Christian today should clearly avoid the evil practices of the world. Secular, ungodly entertainment is an evil practice of the world that should be avoided by the believer.
- 5) **Ephesians 6:10-18** reveals that the Christian is in a spiritual warfare. It is important to note that the believer’s enemy is a Satanic World System governed by Satan himself. The Christian today must avoid entertainment that would give Satan an advantage in his/her life. Music is a powerful tool and considered to be an important agent in the occult. Any music which violates the principles of Scripture will allow Satan to have a stronghold in your life as you have violated **James 4:7**. When the Christian chooses not to submit to God, the devil will not flee since you have stopped resisting him. The same also can be said of the movies one chooses to view.

- 6) **Galatians 5:16-17** clearly teaches that a Christian has a daily choice to make: submitting to the Spirit or submitting to the flesh. When one submits to the Spirit of God, he will live a life that is pleasing and prosperous for God. When one submits to the flesh, destruction is imminent. In **Romans 7:18**, Paul states: "For I know that in me (that is, in my flesh,) dwelleth no good thing..." **Jeremiah 17:5** states: "Thus saith the LORD; Cursed be the man that trusteth in man, and maketh flesh his arm, and whose heart departeth from the LORD." Rock, Rap, Country, etc. all appeal to the flesh and must be avoided. The CCM industry (including Christian Rap, Rock, Country, etc.) or Southern Gospel groups that use a musical genre that drives the flesh is inappropriate for the Christian and should be avoided.
- 7) **1 Corinthians 6:18-20** and **1 Thessalonians 4:3-7** clearly teach that it is the will of God for the Christian to flee fornication. This applies to all areas of entertainment since they can be used to enhance the romantic atmosphere in a dating situation and should be avoided; God has provided the physical relationship between a man and woman to be permissible, and good, only in the marriage relationship. This would include any music which is of a sensual nature as well as movies with displays of immodest clothing, sensual scenes, vulgar language, etc.
- 8) To summarize the above principles regarding the entertainment one chooses. Southeastern has a responsibility to our supporting pastors, parents, and churches to ensure that the testimonies of the staff, students, and College are safeguarded; therefore, movies and television shows, regardless of content, that are rated R, PG-13 TV-14, and MA are not allowed to be viewed at any time. Additionally, only video games rated T and under are permitted.

- B. When in doubt, the student should have their entertainment cleared by their respective Dean prior

to rental, purchase, streaming, and certainly before watching.

- C. All music and movies listened to, or viewed by, a student of Southeastern is subject to inspection at any time.
- D. Students who fail to adhere to the afore mentioned guidelines will be subject to disciplinary measures as laid out in Section 20.

26.2 MOVIE THEATER ATTENDANCE

- A. Attendance at movie theaters is prohibited while a student is enrolled at SFWBC. SFWBC believes it is best for students to abstain from this form of entertainment as the vast majority of it is anti-God and spiritually harmful. David said in **Psalm 101:3**, “I will set no wicked thing before mine eyes. I hate the work of them that turn aside; it shall not cleave to me.” **Philippians 4:8** has already been mentioned in the previous section, but it applies to this area as well. The Christian who desires moral excellence (*virtue*) must think on the things listed in this verse. Any movie that violates this verse should be avoided by the believer who desires a clean heart and mind.
- B. **1 Thessalonians 5:22** states, “Abstain from all appearance of evil.” This could easily be applied to activities like attendance at movie theatres due to the fact that in today’s world partial nudity and foul language now appear in PG rated movies. This same principle also applies to the movies viewed online and on DVD.

26.3 THEATRICAL EVENTS/CONCERTS

- A. Any student who desires to attend a Broadway-type event must get permission before buying the tickets. Failure to do so could result in the student paying for an event and not being able to attend it.
- B. A concert of any kind must be approved by the Dean of Students **before buying the tickets.**

27

FACULTY, STAFF, AND STUDENT RELATIONSHIPS

- 27.1 Faculty/Staff Responsibility:** The College faculty and staff 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. 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.
- 27.2 Student Responsibility:** Students should make appointments with faculty members and be prompt to the appointment. Faculty or staff members may communicate or request a meeting with students via email or text, and 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 professor 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 Level One Infraction.

28

FINANCIAL INFORMATION

- 28.1 GENERAL POLICIES**
- A.** All financial obligations must be satisfied with the College in order to receive diplomas and transcripts.
 - B.** If a student defaults on an agreed upon financial payment plan, he/she may not be considered in good standing with the College and penalties may ensue to include fees, interest, restriction from class and campus, and/or exam restriction up to expulsion. Additionally, a lock out may occur on the student's Populi account if payments are not up to date and/or a student has an outstanding balance and is not an actively enrolled student.

- C. Accounts may be turned over to a collection agency and students are responsible for any costs associated with efforts to collect outstanding amounts due.
- D. Payment records will be considered in any application for re-admission and if found to be not in good standing, admission may be denied or special restrictions enforced (i.e., payment of bill in full up front).

28.2 SPECIFIC POLICIES

- A. All fees, tuition, room/board (if applicable) charges associated with attending the College will be added to a student's account on Populi. Textbook charges may be added as well with permission from the Business Office.
- B. All students living in the dorm must register and pay to eat in the cafeteria.
- C. Once registered, students must elect one of the following payment plans:
 - 1) 100% Paid Up Front. (Students will receive a 5% discount off of the tuition charge when payment is made in full at registration.)
 - 2) 4-Payment Semester Plan with payments due at registration, Oct., Nov., and Dec. 1. (In the spring, payments will be due at registration, Mar., Apr., and May 1.)
 - 3) 5-Payment Semester Plan with payments due at registration, Oct., Nov., Dec., and Jan.1. (In the spring, payments will be due at registration, Mar., Apr., May, and June.). Reminder: No transcripts or diplomas are granted until accounts are paid in full.
 - 4) 12-Month Payment Plan. Fall charges and an estimate for spring charges will be added together and divided by 12 payments due at registration, Oct., Nov., Dec., Jan., Feb., Mar., Apr., May., Jun., Jul., and Aug 1. Once the student registers in the spring, the remaining monthly payments will be adjusted to reflect the student's actual charges. If a student registers for the first time at the College during a spring semester, the 12-month plan is not

available; however, the student can elect to make payments through August 1 of that calendar year with payments being due at registration, Mar., Apr., May, Jun., Jul., and Aug. 1.

- D. All payments are due the 1st of each month, and a late fee of \$25 will be applied after the 5th of each month. No bills will be sent out to students apart from what is published on Populi. Students are responsible for viewing their Populi accounts regularly and making their payments in a timely basis.
- E. Payments can be made in the Business Office or via online payment by accessing the student's account on Populi. The College accepts payment by cash, check, VISA, MASTERCARD, AMERICAN EXPRESS, and DISCOVER. The Business Office is usually open to receive payments weekdays between the hours of 8:00 a.m. and 4:00 p.m.
- F. Students who have not visited the Business Office after registering or who are behind in making their full payments and have not discussed their situation with the Business Manager may not be allowed to attend class and may be subject to further penalties including fees, interest, restriction from campus, a Populi lock-out and/or exam restriction up to expulsion. The student's name will 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 can result in the failure of a class for the semester.
- G. If a student's account is behind by three months or more, or if consistent payments are not made monthly, the student's account may be turned over to a collection agency, and all costs and fees associated with efforts to collect the outstanding debt will be the responsibility of the student.
- H. All students must have their bill down to \$1000 or less to return each fall. Students are not allowed to move into the dorm and/or start classes until their balance is at or below this level.

- I. External and Online Studies payments follow the same guidelines as on-campus classes.

29

ILLNESS AND MEDICAL TREATMENT

- 29.1** *Illness Procedures:* Southeastern does not offer nor provide for its students' medical insurance. In case of emergencies, students must contact their respective Dean immediately. They must also inform their Dean when the following situations are applicable:
- Medical attention is needed from a doctor; inform your Dean both before and after the visit.
 - Medication is taken regularly; all prescription medications must be stored in a secure, locked container.
 - Personal medical conditions exist 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.

Students must properly report class absences because of illness; dormitory students who are ill must remain in the dormitories. Arrangements for meals will be made. If needed, recommendations for medical treatment can be obtained through the Deans or staff.

30

LEAVING CAMPUS

- 30.1** Southeastern's concern is the responsibility of accounting for the safety and whereabouts of dorm students in case of accidents or emergencies. Students should understand and be fully cooperative in this matter.
- 30.2** Students must obtain permission from their respective Dean to travel further than 75 miles from the campus.
- 30.3** Students are allowed to take an unlimited number of home visits each semester.

- A. A *home visit* is defined as a student spending the night in his/her home as long as one or more of the student's parents (or sibling if babysitting) will be home for the duration of the visit. These visits will only be granted for weekends from Friday after a student's last class until Sunday night after church. Students of the opposite sex will not be allowed to take home visits together unless closely related.
- B. Engaged couples may, with advanced notice, be given permission to take a home visit in order to discuss and make plans concerning the wedding, as long as they do not spend the night together in the same home. They also cannot miss their Christian service church more than two times per semester or a required Southeastern event.
- C. Any student who chooses to take a home visit is required to inform his/her Dean even if he does so each weekend.
- D. While taking a home visit, students must remember they are still subject to the rules of the College. Infractions of the rules during a home visit may result in a revocation of this privilege.
- E. A student may miss only two Sundays in the church they have chosen for their Christian service per semester outside of holidays.
- F. The student is responsible to see that his or her Christian Service assignments are taken care of in their absence.
- G. Students who travel home to attend church must return to the College by curfew the same day of the last church service attended.
- H. Exceptions to any of the above may only be granted in the event of extenuating circumstances (e.g., emergencies).

30.4 *Staying Off Campus:* Special circumstances may require a student to stay off campus on Saturday night. These circumstances are defined as follows:

- Students who are on a church staff as a youth pastor, assistant pastor, or similar position as determined by the pastor.
- Students whose family is directly involved in planting and growing a mission church.

For students whose Christian service assignment or work responsibilities require a Saturday night stay at home, the guidelines are as follows:

- The Christian service assignment must be home church-related involving Saturday and Sunday duties. The necessity of this situation is determined by the Christian Service Director and the Dean of Students.
- Work-related situations must be approved by the Dean of Students.
- The student must stay in his/her own home with one or more of the parents being home for the duration of the stay. College rules will apply.

30.5 *Special Home Visits:* Students who live more than four (4) hours from the College and would otherwise be unable to take a Home Visit may be allowed to visit a home other than his/her own home (i.e., a sibling, grandparent, fellow student's home, an adoptive family at the church you are attending while at college, etc.) under the following circumstances:

- There must be written permission from both the parents of the home to be visited and parents of the student doing the visiting.
- Permission must be given by the respective Dean before the student is allowed to leave campus.
- The student should prepare ahead of time for these occasions.
- At least one (1) parent will be home for the duration of the visit.

30.6 *Rules While on a Home Visit:* On-campus students must abide by the College dating rules and procedures even when staying in the homes of others. This means that dates must still be either a chaperoned or double date arrangement.

30.7 Leaving Campus at Breaks and Special Circumstances: Permission may be granted for students to ride home in mixed ratios at the end of semesters, during holiday breaks, or for special circumstances on a case by case basis, as determined by the Dean of Students (special circumstances concern times of emergency, etc.). This permission will only be granted in cases where there is no other means of transportation available.

The College realizes that there will be times when a student might visit the home of his or her girlfriend or boyfriend during Thanksgiving and/or Spring Break. However, Southeastern cannot assume the responsibility of approving this type of activity. We believe great care should be exercised by both the student and the parent of the home being visited to ensure that there is no appearance of impropriety during such visit, since the student will ultimately be held responsible for his behavior while on such a visit. Therefore, we require any student who intends to spend an in-semester break in the home of his or her girlfriend or boyfriend's parents or legal guardian to have both sets of parents or guardians fax or email a signed letter of permission.

30.8 Students are not allowed to leave campus one on one with a member of the opposite sex unless they are related (i.e., siblings, close cousins, etc). Exceptions to this policy may be granted for engaged couples by the respective Dean for certain circumstances as warranted.

30.9 Students may leave campus with the opposite sex in groups of three (3) for shopping, eating, running errands, etc. **This arrangement is never to be used as a substitute for double dates and should only be done after the respective deans are notified.**

31

LIBRARY

31.1 The College Library is an integral part of a college education. The Library Director establishes regulations for use and therefore may include procedures in addition

to those stated below. Both individual and group study locations are available throughout the building.

- Library hours are posted in Populi and on the entrance door; after hours, books may be returned in the Book Drop outside the library entrance.
- All library books and materials are the property of the College.
- Any books or materials knowingly taken from the library without proper permission will be considered an act of stealing. A student may be held accountable for the cost of the item plus applicable fees.
- The Library Director and student workers oversee all aspects of the Library including student behavior and resource materials.
- 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 plus any applicable processing fees.
- Overdue books accrue fines for each day the book is late. Students may pay fines with cash in the Library or with card in the Business Office.
- Students are to respect the atmosphere of the Library by refraining from loud talking and boisterous behavior.
- Students are encouraged to make use of digital resources available 24/7, accessed from their Populi account.
- New students are required to participate at the beginning of the fall semester in an orientation seminar conducted by the Library Director. This seminar will familiarize the student with procedures to enhance the learning experience.

32

OFF-CAMPUS STUDENTS

32.1 *Students Permitted to Live Off Campus:* Those who are permitted to live off campus are the following:

- Married students
- Single students who are 23 years old. (Exceptions to this may be granted for students who are twenty-two and in their final semester and working or training full

time in a church or school ministry or are in their fifth year of college.)

- Single students under 23 years of age who live with their immediate families or legal guardians. Students under 23 living with immediate family members or legal guardians are considered to be living *at home*. “At home” is defined as spending each night at the immediate family or legal guardians’ home.
- Those who wish to live with married siblings must obtain written permission from the Dean of Students.

All exceptions must be approved by the Dean of Students. At no time will it be allowed, nor will exceptions be granted, for students who meet the requirement to live off campus in a co-ed (mixed ratio) situation, unless the parties are closely related (i.e. brothers, sisters, first cousins).

32.2 *Off-campus students:* Off-campus students are subject to the same guidelines of propriety, rules, and regulations as the on-campus students relating to conduct, character, appearance, and travel. All off-campus students are asked to follow the guidelines concerning entertainment as specified in the “Entertainment” section and are required to attend College programs and activities which the Administration considers important to their education. Additionally, off-campus students are expected to live above reproach in the community.

32.3 Because students living at home may not be subject to all the regulations governing dormitory students, any off-campus student who deliberately influences a dormitory student to disregard any regulations will be subject to serious discipline.

32.4 Disciplinary measures necessary for off-campus students will be considered in the forms of fines, work assignments, suspension, or expulsion (as the situation demands). Violators will be dealt with on the same basis as dormitory students.

32.5 Auditing students are subject to the same regulations as all other students with the exception of class requirements.

33

ROOM ASSIGNMENT POLICY

- 33.1** Since the College's mission is to train young people for full-time Christian service, 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 students how to deal with real life people issues. Students learn how to interact with people with whom they are different and how to find solutions to everyday problems. For this reason, the room assignments are created in order to best achieve our stated goals.
- 33.2** ***Freshman Policy:*** It is our general policy to try to place new students with upperclassmen; however, in some cases it may be necessary to place freshmen and/or new students in the same room. With this in mind, we do allow incoming freshmen to make requests for roommates, but this request must be mutual between both parties. 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 to the respective Dean.
- 33.3** ***Upperclassman Policy:*** There are several considerations which must be made when making assignments for upperclassmen.
- The Room Request Form which students had opportunity to fill out at the conclusion of the Spring semester
 - The student's decorum in all areas of life the previous semester
 - How well the student interacts with others in the dorm environment

33.4 ***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 to the responsibilities laid on these student leaders.

33.5 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 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.

34

SOCIAL MEDIA

34.1 Any Southeastern student who creates and maintains an account through any social media site must be aware that their account as well as its content will be under the guidelines of and subject to the approval of the Administration. Any such account must be opened to all Deans of Southeastern whether permission is requested by the Deans or not. Failure to adhere to this policy will result in disciplinary measures.

35

STUDENT COMPLAINT POLICY

35.1 FORMAL COMPLAINT

A. Students have an opportunity to present their complaints and to appeal administrative, faculty, or other employee decisions through a dispute resolution or complaint procedure. SFWBC will attempt to resolve promptly all complaints that are appropriate for handling under this policy.

- B. During the implementation of this policy, the student's privacy will be maintained. Only those with a "need to know" will be apprised of the proceedings. Reports will be kept in a locked cabinet in the College Office.

35.2 POLICIES

- A. An appropriate complaint is defined as a student's expressed feeling of dissatisfaction concerning any interpretation or application of a work, discipline, or academic issue by one or more members of the Administration, faculty, or other employee(s) or an unsatisfactory encounter with any of these individuals. Complaints also include matters of accusations of discrimination or sexual harassment.
- B. Students must notify SFWBC in a timely fashion of any complaint considered appropriate for handling under this policy. The complaint procedure is the exclusive remedy for students with appropriate complaints. As used in this policy, the terms *timely fashion*, *reasonable time*, and *promptly* generally mean seven days.
- C. Students will not be penalized for proper use of the complaint procedure. However, it is not proper for a student to abuse the procedure by raising complaints in bad faith or solely for the purposes of delay or harassment; likewise, it is not acceptable for a student to repeatedly raise complaints that a reasonable person would judge to have no merit.

35.3 PROCEDURE

- A. Any student having a complaint with an SFWBC employee should personally approach that employee in a spirit of humility and discuss the complaint. If a resolution cannot be reached, then the student should proceed to Step 2.
- B. The student should bring the complaint to the attention of the supervisor of the administrator, faculty, or employee in a timely manner (an organization chart to determine the supervisor is available in the College Office). The supervisor is to

investigate the complaint, attempt to resolve it, and give a decision to the student within a reasonable time. The supervisor should prepare a written and dated summary of the complaint and proposed resolution for file purposes.

- C. The student may appeal this decision to the next level (the supervisor's supervisor). An appeal must be made in a timely fashion in writing. That supervisor will confer with the student, the alleged offending party, and any other employees or students considered appropriate. Having investigated the issues, this supervisor will then communicate a decision in writing to all parties involved.
- D. If the student is unsatisfied with the decision, the process in Step 3 may be repeated through the levels of the College until the matter reaches the President. If the complaint reaches the Office of the President, he will take the necessary steps to review and investigate the complaint and will then issue a written, final, and binding decision.
- E. Final decisions on complaints will not be precedent setting or binding on future complaints unless they are officially stated as SFWBC policy. When appropriate, the decision will be retroactive to the date of the student's original complaint.
- F. Information concerning a student's complaint is to be held in strict confidence. Only those with a "need to know" will be apprised of the proceedings. Reports will be kept in a locked cabinet in the College Office. Employees who investigate a complaint are to discuss it only with those individuals who have a need to know about the complaint or who are needed to supply necessary background information.

35.4 TRACS Complaint Process: Students who feel that the Administration or faculty are not dealing properly with their complaint may contact Transnational Association of Christian Colleges by mail at TRACS, P.O. Box 328, Forest, VA 24551; by phone at (434) 525-9539; or by e-mail at president@tracs.org.

35.5 NC Post-Secondary Education Complaint Procedures: If a complaint cannot be resolved through the complaint process of Southeastern Free Will Baptist College, students may file a complaint with the North Carolina Post-Secondary Education Complaints unit. Please review the NC Post-Secondary Education Student Complaint Policy, print and complete the NC Post-Secondary Education Complaint Form, and submit the complaint to the following:

North Carolina Post-Secondary Education Complaints
c/o Student Complaints
University of North Carolina System Office
910 Raleigh Road
Chapel Hill, NC 27515-2688
Phone: (919) 962-4550
Email: studentcomplaint@northcarolina.edu
Website: northcarolina.edu/complaints

35.6 Complaints Regarding Fraud or False Advertising: To file a complaint with the Consumer Protection Division of the North Carolina Department of Justice, visit the State Attorney General's webpage at ncdoj.gov/complaint or call one of the following numbers:

- (877) 566-7226 (North Carolina residents)
- (919) 716-6000 (outside North Carolina)
- (919) 716-0058 (en Espanol)

35.7 If you choose to mail a complaint, use the following address:

Consumer Protection Division
Attorney General's Office
Mail Service Center 9001
Raleigh, NC 27699-9001

36

STUDENT MEETINGS AND ORGANIZATIONS

36.1 Societies: College life is enhanced socially by the functioning of the men's and women's societies. Societies 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. College Societies are Delta Kappa and Sigma Chi. Societies meet on designated days, and all members are expected to attend; attendance will be taken at each meeting. 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. Elected society officers consist of the President, Vice President, Athletic Director, and Secretary. Qualifications for society officers are as follows:

- Christian character commensurate with the position of leadership
- Maintaining a GPA as required for the student's classification
- Approval by the College Dean

36.2 ***Class meetings:*** Each class at Southeastern is unique. Students should seek to develop their own class identity and make positive contributions to the traditions of Southeastern. Class meetings are held on designated days, and all members are expected to attend; attendance will be taken at each meeting. Class officers are elected annually for the purpose of leadership in the class and the student body. Elected class officers consist of the President (male), Vice President, Secretary, and Chaplain (male). Qualifications for class officers are as follows:

- Christian character commensurate with the position of leadership
- Maintaining a GPA as required for the student's classification
- Approval by the College Dean

36.3 ***Student Body:*** 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 the College. Student Body officers are elected annually and consist of the President (male), Vice President, Secretary, and Chaplain (male). Qualifications for student body officers are as follows:

- Christian character commensurate with the office

- Maintaining a GPA required for their classification
- Approval by the Academic Dean and the Business Office

36.4 *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 World Missions Fellowship is voluntary, we encourage all students to become a part of this worthwhile organization. World Missions Fellowship officers are elected annually and consist of the President (male), Vice President, and Secretary. Qualifications for World Missions Fellowship officers are as follows:

- Christian character commensurate with the office
- Maintaining a GPA required for their classification
- Approval by the Academic Dean and the Business Office

36.5 *Student Government Organization:* There is also the opportunity for students to participate in the Student Government organization. Students interested in participating in Student Government appoint fellow students from various classes to represent them in meetings. The Student Government organization is under the direction of the Academic Dean and meets monthly to discuss issues relating to student affairs.

36.6 *Dorm Prayer Captains:* Each dorm will have an allotted number of Prayer Captains based on the number of students. The candidates for Prayer Captain will be chosen based on qualities the deans feel are exemplified by one's decorum. Candidates must also meet the requirements for office as listed in the *Student Handbook*.

37

STUDENT SERVICES

37.1 *Student Services:* Southeastern offers its students a variety of opportunities and areas for students to receive the full college experience.

- Campus Corner, a café area adjacent to the cafeteria with a relaxed atmosphere for eating meals, purchasing drinks, snacks, and College merchandise, socializing with friends, and watching television
- Student game lounge just off the gymnasium, offering a ping-pong table, pool table, game table, and video gaming area
- Wi-Fi hot spots conveniently located around the campus
- On-campus Bookstore, available for students to buy books, class notes, and other class resources

Students at Southeastern are also encouraged to participate in one of their society's sports teams. Each year, societies compete in soccer, football, volleyball, basketball, and other activities that contribute to society points.

37.2 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

(FERPA): FERPA affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

- 1) The right to inspect and review the student's education records within 45 days after the day SFWBC receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask SFWBC to amend a record should write the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be

changed. If SFWBC decides not to amend the record as requested, SFWBC will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- 3) The right to written consent disclosures before SFWBC discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. SFWBC discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by SFWBC in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of SFWBC who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for SFWBC. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by SFWBC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is as follows:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

37.3 **Administrative Offices:** Refer to the information below for help finding the office you need.

- 1. College Office**
 - General College information
 - Student records
 - Registration assistance
 - Academic/Class information
 - Package pick up
 - Admission assistance
 - Transcript requests
- 2. Business and Financial Aid Offices**
 - Payment of student bills
 - Financial counseling and aid
 - Arrangement of payments for student accounts
 - Implementation of VA funds
 - Scholarship applications and fulfillment
 - Student payroll information
- 3. Office of the Academic Dean**
 - Student Government
 - Summer mission trips
 - Academic policies
- 4. Office of the Dean of Students**
 - Christian service assignments and fulfillment
 - Student policies
- 5. Promotional Office**
 - Student recruitment
 - Student activities
 - Society functions
 - Leadership Conference

37.4 **New Student Orientation:** Four orientation sessions are conducted for the incoming freshmen and new students in an effort to familiarize them with the *Student Handbook*, financial requirements (this includes a sample budget and methods of implementation), keys to academic success, as well as a tutorial on using Populi.

37.5 Reasonable Accommodation Policy: In accordance with The Americans with Disabilities Act, Southeastern Free Will Baptist College will reasonably accommodate otherwise qualified individuals with a disability unless such accommodation would pose an undue hardship, or would result in a fundamental alteration in the nature of the service, program, or activity, or in undue financial or administrative burdens. Changes in teaching techniques occur continually as instructors discover new ways to aid handicapped students. The term “reasonable accommodation” is used in its general sense in this policy to apply to employees, students, and visitors.

Student requests for reasonable accommodation should be addressed to the College Office which will contact the appropriate Administrator. A student must self-identify as an individual with a disability and provide appropriate diagnostic information that substantiates the disability. The College Office will then assess the impact of the disability on the student’s activities and performance and will ensure that appropriate accommodations will be approved. Individuals who have complaints alleging discriminations based upon a disability may file them with the College Dean.

38

EXCEPTIONS TO POLICIES

Any exception to the policies in this *Student Handbook* must be addressed to the proper administrator: student services issues to the Dean of Students, financial issues to the Business Manager, and academic issues to the Academic Dean.