

**NATIVE AMERICAN
BIBLE COLLEGE**

STUDENT HANDBOOK

NATIVE AMERICAN
BIBLE COLLEGE
P.O. BOX 248
SHANNON, N.C. 28386
(910) 843 – 5304

Revised October 2007

GREETINGS FROM THE PRESIDENT

Allow me to welcome you as a student of Native American Bible College. Native American Bible College is the place in which you can be trained and educated to be all that God wants you to be. It is my privilege to encourage you to fulfill God's call in your life. NABC offers a quality education in a spiritual atmosphere.

Native American Bible College is a place for you to grow and thrive in your spiritual life. The focus of all that happens on campus is God Himself. His Spirit is welcome and He moves mightily in daily chapels. However, academics are not neglected. We are not the biggest, but we like to think in terms of striving to be the best. After all, it is God we must honor.

The Bible is the focus of our education. We train men and women to be pastors, evangelists, educators, missionaries, those who are called to other types of ministry, and even those who study for their own personal enrichment. For a person to be all he or she can be for God requires being qualified and trained to help build His Kingdom. I believe Native American Bible College is the place for you.

This *Student Handbook* is provided to you to better acquaint you with the rules of the College so that we can have the best relationship possible. There are many privileges contained herein, too. Take time to read this Handbook carefully. Please call on any of our faculty or administrators. We are here for you.

My prayer is that our God will bless you abundantly.

Gilbert Walker

PREFACE

General student conduct is governed by the ideals and standards of the *Student Handbook*. Each student is expected to observe these ideals and standards of conduct, whether the student is on the campus or away, as long as the student is enrolled at Native American Bible College.

The College reserves the right to modify, at any time, the standards set forth in the *Student Handbook*. The College also reserves the right to use its discretion in the interpretation and enforcement of all ideals and standards of conduct however communicated.

Each student enrolled at Native American Bible College is required to read the *Student Handbook* and know its content.

TABLE OF CONTENTS

Purpose Statement	5
Objectives	5
Philosophy	5
Statement of Faith	6
Code of Conduct	7
Devotional Life	9
Private Devotions	9
Residence Hall devotions	9
Church Attendance	9
Sunday Afternoon	9
Chapel	10
Chapel Attendance	10
Guidelines for Worship Leaders, Musicians, Singers, and Speakers	10
Counseling	11
Student Organizations	12
Missions Committee	12
World Missions Prayer Groups	12
Band	12
Choir and Worship Team	13
Yearbook Staff	13
Student Council	13
Flow Chart for Reporting Student Council Affairs	14
Student Life	15
Student Discipline	15
A Knowing Presence	15
Property Damage	15
Student Dress Code	15
Inclement Weather	16
Employment	16
Firearms and Fireworks	16
Dating and Engagement	16
Handbook	17
Hunting/Fishing	17
Orientation	17
Use of Cell Phones	17
Placement Service	18
Entertainment	18
Movie Copyright Laws	18
Student Union Rules	19
Cafeteria Hours	19
Transportation	19
Residence Life	20
Room Furnishings	20
Room Inspections	20

End of Semester Check-out	21
Cleaning and Damage	21
Key Deposit	21
Overnight and Weekend Check-out	21
Guests	21
Residence Hall Lobby Hours	22
Quiet Hours	22
Curfew.	22
Laundry Room Rules	22
Pets	22
Residence Hall Closings	23
Library.	24
Supplemental Academic Information	25
Audit	25
Night Classes	25
Examinations	25
Grading System	25
Academic Probation	26
Restrictions	26
Duration	26
Academic Suspension or Termination	26
Exceptional Circumstances	26
Graduation Requirements	26
Residence Requirements	27
Requirements for Formal Research Papers/Term Papers	28
Definition of Research/Term Paper	28
General Instructions	28
Detailed Instructions	28
Sample Title Page	29
NABC/MLA Model of Outline	30
Attendance	31
Christian Service	33
Ministry Opportunities	33
Missions Internship	33
Grievance Policy	34
Sexual Harassment	35

PURPOSE STATEMENT

It is the purpose of Native American Bible College of the Assemblies of God (NABC) to equip Christians, particularly Native American Christians, through collegiate education in a Pentecostal environment to be effective in ministry to God, the Church, and the world. NABC shall remain loyal to the teachings of the Assemblies of God as set forth in The Statement of Fundamental Truths.

OBJECTIVES

Upon graduation from Native American Bible College the student should:

1. Demonstrate a comprehensive knowledge of and deep appreciation for the Bible as the infallible and inspired Word of God, affirming the Bible as the only infallible guide for Christian faith and practice, possessing habits of devotional Bible reading and private prayer, and being able to share God's Word with both the saved and unsaved.
2. Embrace a Christian worldview predicated on a working knowledge of contrasting philosophical and religious views, and become a mature, informed, and effective Christian leader in a complex and diverse society.
3. Identify and understand personal spiritual gifts and use his or her gifts effectively in the ministry, developing ministry skills and determining personal ministry strengths and gifts, and giving evidence of skills for effective spiritual leadership.
4. Exhibit a commitment to holy living, undergirded by an understanding of Pentecostal theology, producing one who is a committed Christian growing in Godly character, personal discipline, and spiritual discernment, obedient to the Word of God, and driven by a passionate heart to serve God in life and ministry.
5. Possess career goals in accord with one's life's calling, whether in credentialed or lay ministry, and demonstrate a commitment to minister to the spiritual, physical, and social needs of others for the betterment of humanity.
6. Exhibit skills and knowledge necessary for lifelong learning in all fields of thought, both secular and religious, having a foundation in general education, Bible, and theology in order to serve a diverse religious, ethnic culture.

PHILOSOPHY

Native American Bible College holds the concept of education as cultivating growth spiritually, intellectually, socially, and physically. Every effort, as well as objective, of NABC focuses on the Christian philosophy of learning. We believe that all wisdom and knowledge come from God and that His Spirit is ever present to reveal this wisdom and knowledge to man. The Word of God is the final authority in all courses and programs at NABC.

STATEMENT OF FAITH

Native American Bible College is a regional college of the General Council of the Assemblies of God and, as such, adheres to the Statement of Fundamental Truths of the Assemblies of God as delineated in Article V of the Constitution and Bylaws. In summary, we believe:

- The Bible is the inspired and only infallible and authoritative written Word of God.
- There is one God, Creator of heaven and earth and all that is therein, eternally existent in three persons:
- God the Father, God the Son, and God the Holy Spirit.
- In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His personal future return to this earth in power and glory to rule a thousand years.
- In the blessed hope – the rapture of the church at Christ’s coming.
- The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.
- Regeneration by the Holy Spirit is absolutely essential for personal salvation.
- The redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.
- The baptism of the Holy Spirit according to Acts 2:4 is given to believers who ask for it.
- In the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.
- In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

CODE OF CONDUCT

Membership in an academic community, particularly a Christian one, carries with it a unique, demanding, and privileged responsibility. As a Christian college, NABC seeks to relate Biblical Christianity to co-curricular activities, to one's personal life, and to society in general. Native American Bible College assumes that a member is both committed to Christ and desirous of meaningful involvement in education in a Christian context. The student, by virtue of his/her enrollment, therefore, agrees to accept the responsibilities of membership in the college community.

Scripture establishes the basic principles that should guide the development of Christian character and govern all Christian behavior.

Scriptural Principles:

1. The Lordship of Christ over all of life and thought involves wholehearted obedience to the moral law of God as taught in the Old Testament and exemplified in the life of Christ; the careful stewardship of mind, time, abilities, funds, and opportunities for intellectual and spiritual growth; and the care of our bodies as temples of the Holy Spirit.
2. The responsibility to love God with all our being and to love our neighbor as our self. This means that unselfish love should be the motive in all life's decisions, actions, and relationships.
3. The responsibility to seek after righteousness, to practice justice in our dealings with one another and in our social institutions, and to help those in need.
4. The need to exercise our freedom responsibly, lovingly, and sensitively within the framework of God's moral law in relationship to the Assembly of God Fellowship at large and to other communities of which we are a part.
5. Access through Jesus Christ to the forgiveness of God and to the help of the Holy Spirit in doing heartily what God requires of us.

Practices that are known to be morally wrong by Biblical teaching are not acceptable for members of the college community. Included are specific acts such as drunkenness, stealing, the use of slanderous or profane language, all forms of dishonesty including cheating, and occult practices.

All forms of sexual sins (e.g., premarital sex, adultery, homosexual behavior, viewing pornography, etc.) are condemned by Scripture and are considered grounds for dismissal from NABC. Marriage is defined as between one man and one woman. Premarital sex includes sexual activity such as heavy petting and oral sex.

Scripture condemns such attitudes as greed, jealousy, pride, lust, bitterness, needless anger, an unforgiving spirit, and harmful discrimination and prejudice such as that based on race, sex, or socioeconomic status. While these attitudes may be difficult to detect, they are as subject to the

judgment of God as are outward forms of disobedience to Him. The college community is obliged to repudiate these and seek God's forgiveness and help so that each individual may grow in grace and righteousness.

The ideals and standards of the *Student Handbook* govern general student conduct. Each student is expected to observe these ideals and standards of conduct whether he/she is on or off campus, while he/she is enrolled at Native American Bible College. The college reserves the right to modify at any time the standards and dates set forth in the *Student Handbook*. The college also reserves the right to use its discretion in the interpretation and enforcement of all ideals and standards of conduct however communicated.

DEVOTIONAL LIFE

Private Devotions

Each student is expected to faithfully maintain his/her own private daily devotions. Success in Bible college will depend largely on maintaining devotions and a personal relationship with God.

Residence Hall Devotions

Residence hall devotions will be held as scheduled. All students will be expected to participate. Excused absences will be granted only by the Residence Supervisor.

Church attendance

All students are required to attend church services, including Sunday School, morning worship, and evening services. Early in the school year each student is to select a church to consider this his/her "home church" during the school year and faithfully support its program. Assemblies of God students are encouraged to attend Assemblies of God churches unless otherwise cleared by the Vice President for Student Affairs. The College dress code is to be followed for church attendance. A minimum of two services are required each week. Church attendance forms are required to be turned into the Student Affairs Office weekly.

Sunday Afternoon

Activities and dress should reflect reverence for the Lord's Day.

CHAPEL

Chapel Attendance

All full-time day students are required to attend day chapel services. All Monday nights students are required to attend Monday night chapel services. Attendance will be taken at each service. Part-time day students are required to attend chapel, if they have a class immediately before or immediately after chapel. The Vice President for Student Affairs must approve any exceptions.

The following rules apply:

1. Students are allowed five (5) absences each semester.
2. Each student will receive an attendance grade; "S" (Satisfactory) or "U" (Unsatisfactory) at the end of each semester according to his chapel attendance record. More than 5 absences constitutes unsatisfactory. If a student receives a "U" at the end of a semester, he/she will be placed on probation. When a student has received two (2) consecutive "U's" he/she will not be permitted to re-enroll.
3. An appeal for re-enrollment may be made in writing to the Board of Administration.
4. Starting time for day chapel is 9:50 A.M. and night chapel is 7:45 P.M. A student is tardy if he arrives five (5) minutes after chapel has begun. A student who is tardy three (3) times will be charged with one (1) absence.
5. All exemptions from chapel must be pre-approved by the Vice President for Student Affairs.

Guidelines for Worship Leaders, Musicians, Singers, and Speakers

1. Arrive early and start on time. Make prior arrangements with the audio technician if tapes, CD's, video, or special equipment will be used. Make prior arrangements with the musicians for any music.
2. The worship leader is allowed ten minutes to open with prayer, lead in worship, and introduce the speaker.
3. The speaker has thirty minutes. Day chapel ends at 10:30 A.M. and night chapel ends at 8:25 P.M.
4. All platform participants must adhere to the dress code on page 14.

COUNSELING

First semester students will be assigned a counselor. Students should meet with their counselor frequently and discuss any problems which may affect school life.

The student's counselor will also serve as academic advisor. The counselor will help work out a total program and assist in course scheduling. If problems arise concerning course load, studies, or any academic matters, the student's counselor is to be consulted.

Depending on the nature of the problem, there are several alternatives:

1. For immediate help with a minor problem, seek the help of the Residence Supervisor. The Residence Supervisor is a person of warmth and knowledge and worthy of trust.
2. The student's counselor will help with academic problems and serve in an official capacity as the student's representative.
3. The student's counselor and the Residence Supervisor are qualified to help in spiritual matters.

A student who experiences a problem or is unhappy or troubled is urged to ask for help.

STUDENT ORGANIZATIONS

Missions Committee

It is the purpose of the Missions Committee of Native American Bible College to promote interest in world and U.S. missions through monthly missions chapel services, through world prayer groups, as well as through other missions events/activities.

The members of the Missions Committee shall consist of a faculty member as chair of the Missions Committee, a faculty/staff representative to represent the faculty/staff, a day student to represent the day students, and a night student to represent the night students.

The Missions Committee shall organize missions services once per month (usually held on the third Monday of the month, except in August when the service is held on the last Monday of the month) for both day and night chapels. This includes the following:

- (i) Prayerfully plan the details of the services: worship leader, speaker and/or presentation, person to challenge students/faculty/staff toward giving and to receive the offering, etc.
- (ii) Invite missionary speakers, usually two for the Fall semester and two for the Spring semester, as missions funds allow.
- (iii) Receive missions offerings for the missionaries to whom the College has made a commitment and/or for any special missions appeals.

Amenable to the NABC Finance Committee, the Missions Committee shall oversee the administration of missions funds.

The Missions Committee shall see that a viable prayer program is encouraged through monthly World Missions Prayer Groups to support the missionaries and missions work through prayer.

The Missions Committee shall be responsible to oversee any other missions events/activities at the College. Missions trips, however, are the responsibility of the Vice President for Student Affairs.

World Missions Prayer Groups

Prayer groups are divided by regions of the world, North America, Latin America, Eurasia, Africa, and Asia Pacific. Students are required to join one of these prayer groups. The groups meet once a month on the Tuesday following the monthly missions service during the chapel hour. Each group will select a student prayer group leader at the beginning of the school year. At least one faculty member will be assigned to each prayer group.

During missions conventions, prayer groups will be responsible to set up a booth for their region of the world.

Band

Function of the band depends upon qualified staff available.

Choir and Worship Team

The function of the choir and worship team depends upon qualified staff and students available.

Yearbook Staff

The NABC yearbook, giving a pictorial review of the events of the school year, will be published by a staff of interested students working with the yearbook advisor or Vice President for Student Affairs.

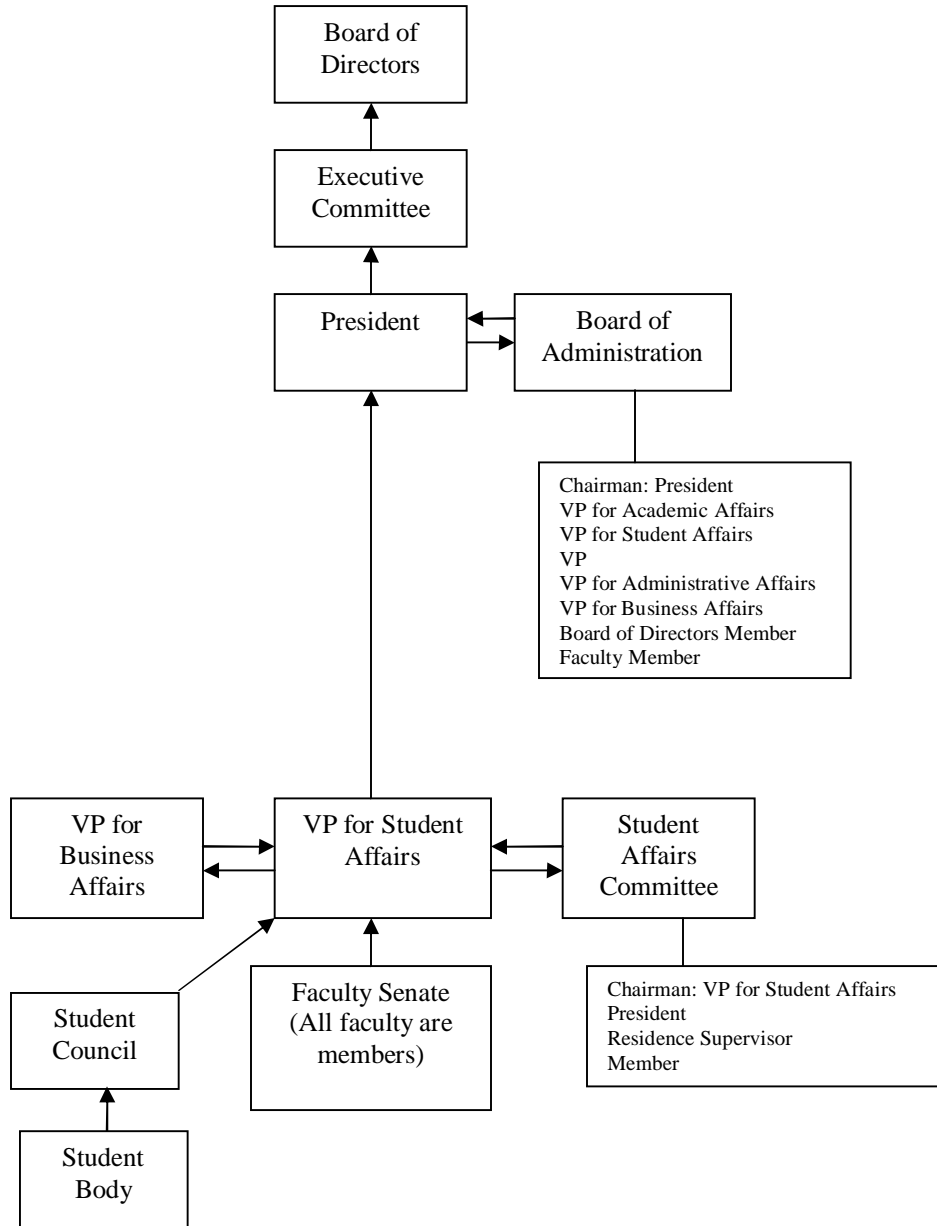
Student Council

The Student Council represents the student body to the faculty and administration in matters pertaining to student life. It serves as a vital tie between the faculty and student body, interprets student opinion, and submits to the school administration student suggestions for the welfare and improvement of the school.

The Student Council is composed of its officers (president, vice president, and secretary/treasurer) and the class representatives. The Vice President for Student Affairs represents the administration on the council. Class representatives are elected by each class, and executive officers are elected by the student body. Students on academic or disciplinary probation are not allowed to serve.

The Student Council plans much of the school's social activities. The Student Council fosters school pride, promotes school spirit, and builds school loyalty.

Flow Chart for Reporting Student Council Affairs



STUDENT LIFE

Student Discipline

Because NABC believes that it is responsible not only for the intellectual and spiritual development of its students, but also for their moral development; every effort is made to cultivate a positive, constructive approach to Christian living and behavior. Frequent visitation of the Holy Spirit's presence in chapel, in classrooms, and in residence halls facilitates the achievement of this goal.

General student conduct is governed by the following ideals and standards:

1. While enrolled at NABC, each student is expected to observe these ideals and standards of conduct, whether he/she is on or off campus.
2. Modesty and conservatism in appearance and dress are expected at all times (see the Student Dress Code on page 14).
3. No student enrolled at NABC shall use tobacco in any form, an illicit drug, or alcohol on or off campus.
4. NABC reserves the right to require the withdrawal of students because of low standards of scholarship, because of poor physical or mental health, or because of conflict of their attitudes and standards of behavior with those which the school seeks to maintain. A student who does not fit in with the aims and ideals of the school may be asked to withdraw whenever the general welfare demands it. Refusal to conform to rules and regulations of the school may result in dismissal without refund of tuition or board.

A Knowing Presence

A "knowing presence contribution" is defined as: behaviors, active or passive, which fail to confront or correct the misconduct of fellow community members. Students who choose to remain in the vicinity when one or more violations are occurring are choosing to accept the consequences of that decision. Anyone who creates an opportunity or encourages another person to violate regulations may be deemed as responsible as the actual perpetrator and may be subject to the same sanctions.

Property Damage

Each student is expected to protect and preserve school properties. Any student causing damage or breakage will be held responsible.

Student Dress Code

The Biblical principles that NABC students are asked to follow in their dress and wearing of jewelry are found in the following Scriptures:

- (i) John 3:30 “He [Christ] must increase, but I *must* decrease.”
- (ii) I Corinthians 10:31 “Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God.”

Students are to select clothing that is not body-revealing, that is simple, modest, and neat and avoid fads and extremes in fashion. Modest trousers, slacks, or blue jeans may be worn. Women’s necklines are to be discreet (no cleavage showing). Hemlines on skirts/dresses are to be no higher than the knee. Muscle shirts or sleeveless shirts are unacceptable. Shorts may not be worn in the Academic Building, the Chapel, the Administration Building, or the Library. Men are not permitted to wear head coverings inside.

When participating on the platform in chapel services, women must wear a dress or skirt and blouse, and men must wear dress pants, shirt tucked in, and a necktie, bolo, or clerical collar. Students must wear appropriate dress shoes; flip flops and/or casual footwear are not acceptable.

Hairstyles must be neat and clean with no extremes or fads. Beards and mustaches must be kept neat.

Students are not allowed to get tattoos or piercings or any other body markings from the time they enroll until they receive their diploma/degree. Students with existing tattoos are to keep them covered, if possible. With the exception of female students being allowed to wear one set of modest earrings not exceeding one inch in size, students are not permitted to wear body-piercing jewelry.

Inclement Weather

In the case of inclement weather (snow, ice, and etc.), tune in to WRAL, TV channel 5, for closings or delays of classes.

Employment

Students who plan to work part-time while in school are advised to come to NABC with sufficient funds to pay their first semester's expenses.

Students must provide their own transportation to and from work.

Firearms and Fireworks

All firearms and fireworks, **without exception**, are prohibited on campus.

Dating and Engagement

A great concern to single students is finding God's choice as their lifetime marriage partner. Brief courtship and hasty marriage could result in missing God's divine plan for your life and possibly ending in divorce. Students are encouraged to complete their education before assuming the responsibilities of marriage. Students are discouraged from becoming engaged until they

have dated at least one school year.

Students desiring to become engaged during the school year must be willing to receive two months of weekly marriage counseling sessions with an assigned counselor.

Couples who involve themselves in romantic relationships must be willing to accept counseling. Couples are not to spend time socializing during specific study periods, work periods, or ministerial trips.

No public display of affection inappropriate to modesty and Christian testimony is allowed. Making out will result in disciplinary action. Dating unsaved persons is discouraged (2 Corinthians 6:14).

Men are not allowed to visit women in their residence hall rooms at any time, nor linger in the women's residence hall area. This rule also applies to women visiting men in their residence hall area. When it is necessary to see a student of the opposite sex within the residence hall area, arrangements must be made with the residence supervisor.

Students will be permitted to date off-campus with proper authorization.

Handbook

The *Student Handbook* contains school regulations and policies governing student life and activities at NABC.

Hunting/Fishing

A student who desires to hunt or fish must have a valid license for such and must obey the laws of North Carolina pertaining to hunting and fishing.

Orientation

New students entering NABC are required to take part in the orientation program schedule on the official school calendar. During orientation the course of study, rules and regulations of the college, and extra-curricular opportunities are explained. Details of orientation will be given to each student as he/she arrives on campus.

Use of Cell Phones

Cell phones must be silenced during class and chapel time and should not be answered until a break between classes or between chapel and class.

Placement Service

The facilities of the placement service are available to all students in:

1. Assisting students to obtain the kind of ministry for which they will have prepared themselves.
2. Providing inquiring students accurate information regarding the opportunities in different fields of the ministry.

Pastors and district officials are encouraged to contact the school about ministry openings. When possible, personal interviews are arranged. Graduating students are asked to register with the Placement Service so that pertinent information is always available.

Entertainment

Members of the NABC community are expected to practice discretion and restraint in the participation in all forms of entertainment. Questionable entertainment and activities, including those that diminish a person's moral sensitivity are to be avoided. If any person present is uncomfortable with the content of entertainment, all persons present should respect that person and desist from viewing or listening to the material. As a general rule entertainment that contains any unbiblical values and conduct is discouraged. This standard applies to all entertainment including live theater, television, movies, videos, video games, radio, computer usage, concerts, and music. The possession, viewing, or listening to any form of media on or off campus with the following rating is prohibited: parental advisory, M and MA (mature), R (restricted), NC-17, or X. Music that contains immoral content or explicit lyrics is strictly forbidden. Gambling is prohibited. NABC reserves the right to confiscate equipment and/or destroy media that violates this policy.

Movie Copyright Laws

Viewing a movie in one's room with friends is permitted; however, without a license or written permission from the copyright holder, copyright law prohibits movies to be shown in public areas. The owner of the copyright in a motion picture has the exclusive right to permit the copyrighted work to be shown publicly. Lobbies and the Student Union are considered public areas because they are not private living areas. Anyone who shows a motion picture publicly by using a VCR, DVD, or by an unauthorized interception of a cable TV transmission without first securing permission from the copyright owner violates the Copyright Act and subjects himself /herself to statutory damages, forfeiture of equipment and tapes, DVDs, CDs, attorneys' fees and the cost of litigation. The penalties for copyright infringement may include substantial fines from the governing authorities and imprisonment and appropriate College disciplinary action.

Student Union Rules

The Student Union is provided for student recreation and activities. Consideration for others is primary. Students should consider others carefully, because, one may want to play games, another may need to study or read, and others may be having a discussion.

1. The Student Union is open from 9 A.M. to 10 P.M.
2. All games need to be in harmony with Christian ideals and local culture. For example, playing cards used for games like poker or solitaire are not allowed.
3. Guests are allowed to use the Student Union if invited and accompanied by a student.
4. Guests must sign in on the guest sign-in sheet.
5. The NABC dress code applies to everyone using the Student Union.
6. A snack bar is provided and the honor system is used for making purchases.
7. Cleanliness is everyone's responsibility. Please dispose of papers, soda cans, and trash. Put away games and other items. Move furnishings back to where they belong.
8. A public restroom is available in the entry area of the Cookman Residence Hall.
9. Women are not allowed in the men's residence area.

Cafeteria Hours

A cafeteria Schedule will be posted by the cafeteria staff.

Transportation

Students must provide their own transportation.

When it is impossible for a student to provide his/her own transportation, there will be a fee of \$20.00 one way within a 30-mile radius for transportation to/from the train station, bus depot, or airport, etc. Students must make their own arrangements for any other transportation needs.

RESIDENCE LIFE

All unmarried students under 21 are required to live in the college residence halls except where the student is living with his/her parents or immediate relatives, or where a work situation makes it necessary for him/her to "live in" at the place of work. All off-campus housing arrangements for single students must be approved **in advance**.

The residence hall is your home while enrolled at NABC. You are a part of a big family, living in close quarters. Mixing with students of diverse backgrounds may be a new experience for you.

First, students must realize that all residents are members of God's family. This means that residents are brothers and sisters in Christ and should demonstrate Christian love for each other.

Secondly, students must respect each other's privacy as much as possible. This includes quiet times to study during the 7:00 PM. to 9:00 P.M. period, Monday through Thursday. Students may study quietly with other students. Students must respect fellow students by not entering another's room or borrowing items without permission.

Room Furnishings

Residence rooms are furnished by the school, but students are asked to bring their own bed linens and curtains. The following is a suggested minimum list: 1 mattress pad, 3 twin-bed sheet sets, 2 blankets, 1 bedspread, 3 pillowcases, 1 pillow, 4 towels, 4 washcloths, 4 hand towels, and clothes hangers.

Hot plates and other items that violate the fire safety code are not permitted. Each student should provide a study lamp and bulbs for personal use. Excessive amounts of personal items may cause a student to fail room inspection, and he/she may be asked to return items to his/her home.

Furniture is to remain in the room to which it is assigned. Any exceptions to this must be authorized by the Residence Supervisor.

Room Inspections

Room inspections are conducted on a regular basis by the Residence Supervisor or another assigned NABC staff member to encourage sanitary conditions, promote harmonious roommate relationships, and help reduce wear and tear on residence hall facilities. Students who consistently fail room inspections are subject to fines, must meet with the Vice President for Student Affairs, and ultimately, may become ineligible to remain in the residence hall. Room inspection fines are as follows: first failure = warning; second failure = \$10; third failure = \$25; fourth failure = \$100 and possible removal from the residence hall. Suite mates should decide on a fair schedule for bathroom cleaning. An unclean shared bathroom may cause both rooms to fail inspection.

End of Semester Check-out

Students must schedule a check-out time with the Residence Supervisor (or his designee). The key and ID card (if not returning the next semester) are to be turned in.

Cleaning and Damage

There is a \$100.00 cleaning and damage deposit for each resident student. This deposit covers any cleaning, replacement, or repair which has to be done once the student has vacated his residence room. NABC reserves the right to inspect residence rooms at any reasonable time. The deposit is a deposit only and if damage is done by the student or extensive cleaning is required, normal wear and tear excepted, then the student is responsible for the entire cost of the cleaning or repair. Any amount of deposit which is due the student will be returned within three weeks of the last day of exams. This allows time for room inspections and the issuing of checks. Refunds of deposits cannot be made if any payments are due on the student's school account.

Key Deposit

Students must pay a \$ 5.00 key deposit per key. Keys issued to students may not be duplicated or loaned and must be turned in to the Vice President for Student Affairs or the Residence Supervisor no later than the day after the last day of exams each semester. No grades or transcripts will be issued until keys are returned. If keys are lost or stolen, the Residence Supervisor must be notified immediately. The cost of having locks re-keyed or replaced must be paid by the student. A refund of a deposit will not be given if any payment is due on the student's school account. For the convenience of not having to pay a series of key deposits and then issuing refunds each semester, deposits will be retained and a refund made when the student withdraws or graduates. Keys will still need to be returned each semester and reissued upon return to campus. Key deposits which are due the student will be returned within three weeks of the last day of exams. This allows time for the issuing of checks.

Overnight and Weekend Check-out

A student wishing to spend a night or weekend off campus must complete an Overnight Check-out form available from the Residence Supervisor. The purpose of this checkout procedure is to have a telephone number available to reach the student in case of an emergency; however the College does not assume responsibility for locating students or for their safety when they are off campus on personal trips. A student may not spend the night with a member of the opposite sex (unless with their spouse or parents).

Guests

Overnight guests may be accommodated if beds are available in residence halls. Permission must be secured from the Vice President for Student Affairs. All guests must abide by NABC regulations. Guest fees are \$25 per night plus meals. All non-campus residents are to be off campus by 10:00 P.M. Guests are expected to leave their room in a clean and orderly condition.

Residence Hall Lobby Hours

9:00 a.m. – 9:00 p.m. lobby hours (men and women).

Quiet Hours

The designated quiet hours are from 10:00 P.M. to 7:00 A.M. Sunday through Thursday and from 11:00 P.M. to 7:00 A.M. on weekends. During this time all conversations and media are to be at a level which cannot be heard outside of the room.

Curfew

Campus curfew is 11:00 P.M. until 5:30 A.M. Sunday through Thursday and 12:00 P.M. until 5:30 A.M. Friday and Saturday. Students planning to work late or attend a special ministry event which will cause them to return to NABC past curfew should contact the Residence Supervisor in advance to apply for curfew extension. If something unexpected arises that delays the student's return, the student must contact the Residence Supervisor.

Laundry Room Rules

Laundry facilities are located in each residence hall for residence hall students' use.

For laundry room usage keep in mind the Scriptural admonition, "Do unto others as you would have them do unto you." The laundry room is to be used only between the hours of 7:00 A.M. and 10:00 P.M. If the laundry room is in use after hours, the Residence Supervisor has the authority to remove the clothing from the laundry room.

Students must observe the following rules:

1. Do not leave detergent, softeners, clothes baskets, hangers, and other products in the laundry room. They will be removed.
2. Do not overload the washer. Your clothes will not get clean and it will cause the washer to break down and wear out.
3. Do not leave clothes in the washer or dryer once the cycle is complete. Be conscious of the time. Unattended clothes will be removed.
4. Use the laundry room only during your scheduled time. Do not rob others of their scheduled times.
5. The lint filter on the dryer must be cleaned after each cycle.
6. Please report any problems, mechanical or otherwise, to the Residence Supervisor.

Pets

No pets are allowed on campus.

Residence Hall Closings

The residence halls are closed during the Christmas holidays. The school reserves the right to close residence halls during Thanksgiving, Spring, and Fall vacation periods. The cafeteria will be closed during Christmas, Thanksgiving, Spring, and Fall holidays. All campus regulations are in force during vacation periods.

LIBRARY

The Native American Bible College Library is a major source of information for theological study and research serving the needs of the faculty and students of the college. The *Mission* of the Library is to provide bibliographic resources, research services, and the study environment necessary for training men and women for Christian ministry.

The library Patron Manual explains library policies in detail. Students must read the manual. Copies are available in the library or electronically on the NABC intranet (<http://nabc1>).

Library Hours

Day	Time	Access
Monday - Friday	7:45 a.m. - 12:45 p.m.	open, except during chapel
Monday - Friday	2:00 p.m. - 5:00 p.m.	open when librarian is on duty, or by special arrangement
Monday and Thursday	5:30 p.m. - 9:00 p.m.	open, except during chapel
Saturday	9:00 a.m. - 5:00 p.m.	open by special arrangement
Sunday	all day	closed

SUPPLEMENTAL ACADEMIC INFORMATION

Audit

Normally, auditing of a course is permitted only in cases where a student has already taken the course for academic credit and wishes to refresh his skills in the subject area. The decision to audit a course must be made with academic permission at the time of registration or within the allowable time for schedule changes.

Night Classes

Night classes are offered in addition to day classes. Any student of NABC may avail themselves of either day or night classes.

Examinations

Examinations and normal class participation are mandatory and should be completed on schedule, as outlined by the instructor. See Attendance Policy for additional information.

Grading System

The instructor is in absolute charge of the class at all times. Assignments and regulations made by him shall be diligently followed.

An "incomplete grade" must be made up within six (6) weeks or the grade automatically results in failure. A failure cancels any credit and required courses must be repeated for graduation requirements

A "withdrawal" will incur no grade points; neither shall it have any bearing upon the cumulative grade point average.

Class work is graded as follows:

Grade		Per Semester Hour
A - Excellent	90-100	4 grade points
B - Good	80-89	3 grade points
C - Average	70-79	2 grade points
D - Passing	60-69	1 grade point
F - Failure	Below 60	0 grade point
I - Incomplete		0 grade point
W - Withdrawal		No grade point
V - Audit or Enrichment		No grade point

Academic Probation

1. Restrictions

Students whose cumulative grade point average falls below 2.0 (C) for any semester will be placed on probation. Students entering on academic probation must achieve a 2.0 average by the end of the semester.

The student on academic probation shall not hold any office, must not allow social or recreational activities to interfere with any available study time, and may not be a member of the music department or school sports team, if these activities would interfere with any available study time.

2. Duration

Once placed on probation, a student continues on probation if either the current semester grade point average or the accumulative grade point average established remains below the average established for each year level. The student who remains on academic probation at the close of the following semester will be ruled academically disqualified and will be ineligible to re-enroll the following semester. A disqualified student may appeal to the Board of Administration to request re-admission after an absence of at least one (1) semester.

3. Academic Suspension or Termination

Habitual underachievers may be suspended or terminated when it becomes evident they may not be able to qualify academically for graduation.

4. Exceptional Circumstances

It shall be understood that the school may retain a student and allow him/her to audit courses for non-credit when he/she gives evidence of a call and a need for exposure to the program. He/she will be given a certificate of three (3) years performance but will not receive a diploma at graduation. This category of students shall not exceed ten (10) percent of the total student enrollment and shall be retained as space is available.

Graduation Requirements

In addition to scholastic requirements, the student must demonstrate the following conditions:

1. character above reproach.
2. understanding of sound Biblical doctrine.
3. active interest in and zeal for Christian service.
4. reasonable proficiency in English.

5. completion of the residence requirements before issuance of a degree or diploma.
6. payment in full of all financial obligations to NABC.

Degrees, diplomas, and certificates will be granted only upon election of the faculty.

Residence Requirements

Students who anticipate receiving a degree or diploma from NABC must take the last year of study with a minimum of thirty-two (32) semester hours of study at the College.

Any student enrolling for more than seven (7) hours must declare a major. Exceptions may be made only by the Vice President for Academic Affairs.

Requirements for Formal Research Papers/Term Papers

Definition of Research Paper/Term Paper:

A research paper is a formal, written presentation of information gathered from several sources, such as books, the Internet, journals, videos, audio cassettes, and interviews of people knowledgeable on the subject, and of the writer's processing (synthesizing and analyzing) that information. It is written in the writer's own words and credit is given to the sources used through a list of works cited and text notes, such as footnotes, endnotes, or parenthetical notes.

General Instructions:

The research paper/term paper is to be written in MLA (Modern Language Association) format, using the MLA section of Hacker's Rules for Writers, 5th ed., as a guide.

Detailed Instructions:

- (1) There is to be a title page. It must include the title of the paper, the student's name, the name of the course, the course number, the instructor's name, the name of the college, and the date due; see the attached sample.
- (2) There is to be a table of contents or a formal outline; see sample.
- (3) The paper must be double-spaced and typed/printed in 12 point Times New Roman font. (Do not type your paper in capital letters.)
- (4) The paper is to be on unlined white paper on one side only.
- (5) There is to be a 1-inch margin on all sides (top and bottom, left and right).
- (6) Paragraphs must be indented ½ inch.
- (7) Pages must be numbered in the upper right hand corner. The student's last name must be written along with the page number. The title page is not to bear a page number.
- (8) Grammar, spelling, capitalization, and punctuation must be in correct form, as detailed in Hacker's Rules for Writers, 5th ed. Proofreading is a must.
- (9) The paper is to be written in a formal style. References to self must be few and limited. If necessary, any reference to the writer must be in third person, not first person; i.e. do not use "I" or "me," but rather "the author" or "the writer" when referring to yourself.
- (10) Quotations must follow approved format.
 - a. A quotation of 3 lines or less is incorporated, with quotation marks setting it off, in the main paragraph, and properly cited.
 - b. A quotation of 4 lines or more is set off in a paragraph which is indented 1 inch, is typed single space in block style, and bears no quotation marks, but is properly cited.
- (11) Documentation must be given for quotes and research. Citations must be in MLA format. In addition to in-text citations, there must be a page listing all the works cited. Not giving proper documentation for quotes and research is plagiarism (stealing someone else's ideas and writing), a serious offense.
- (12) The paper is to be stapled in the upper left-hand corner. Papers are not to be placed into any type of cover.

Title of Paper

Presented to Name of Instructor

Native American Bible College

In Partial Fulfillment of the Requirements

of Course Number

Title of Course

by

Student's Name

Date

NABC/MLA MODEL of OUTLINE

Title of Paper

Introduction

I. First Main Heading

A. Subheading 1

B. Subheading 2

C. Subheading 3

II. Second Main Heading

A. Subheading 1

1. Subdivision 1

2. Subdivision 2

a. Further subdivision

b. Further subdivision

B. Subheading 2

III. Third Main Heading

IV. Fourth Main Heading

A. Subheading 1

B. Subheading 2

C. Subheading 3

D. Subheading 4

Conclusion

NOTES:

1. The title is neither underlined, quoted, nor put in quotation marks (unless a title or quote is included within your title).
2. Every I. or 1. must have at least a II. or 2.
3. Every A. or a. must have at least a B. or b.
4. Different Main Headings may have a differing number of Subheadings or none (compare I., III., and IV. above). However, it would probably be unusual not to have at least two Subheadings.
5. It is not necessary to break your outline down past the Arabic numeral Subdivisions; however, to do so is fine (as in II. above.) If so, various Subdivisions may have no further subdivisions or have a differing number of them; but if you use further subdivisions at all, there would have to be at least two!
6. Every section of your outline should be **parallel** in the beginning word of that section. For example, all Main Headings should begin with the same part of speech (usually a noun or adjective). Every Subheading should begin with the same part of speech. Every Subdivision should begin with the same part of speech. Every Further subdivision should begin with the same part of speech.
7. Never mix topics and sentences in one outline.
8. Begin every section (Main Headings, Subheadings, Subdivisions, Further subdivisions with a capital letter.

ATTENDANCE

Regular and punctual class attendance is essential for the satisfactory completion of a program of study at Native American Bible College. Excessive absences can and will result in a failing grade in a course. Therefore:

1. Students are expected to attend classes, complete all assignments, and take all examinations for their enrolled courses.
2. When absences for any reason accumulate to three times the number of **periods** the class meets per week, an automatic failure will be recorded for the course.

Number of periods <u>class meets per week:</u>	Number of period <u>absences allowed:</u>	Number of period absences <u>resulting in failure:</u>
3	8	9
2	5	6
3. Absences include:
 - a. Missing class entirely
 - b. Arriving to class more than 10 minutes after it begins
 - c. Leaving class early
4. Tardiness affects attendance as follows:
 - a. Four tardies constitute an absence.
 - b. Tardiness in excess of ten minutes constitutes an absence.
5. Consideration for unavoidable absences will be given when an absence is due to the following:
 - a. Illness verified by a doctor, nurse, or the Vice President for Student Affairs.
 - b. A serious unavoidable emergency.
 - c. Participation in authorized NABC activities or field trips.
6. If circumstances necessitate an unavoidable need for a student to arrive at class late or leave early, instructors are given the authority to waive the necessary absence.
7. In order to receive consideration for making up missed assignments and tests, a student must file a written explanation for the absence with the instructor within one week from the date the student returns to class. *The instructor makes the decision as to makeup work.*

NOTE: *Students who absent themselves from class are at risk of class failure even though some of their absences might otherwise be allowed as unavoidable.*

8. Students with unavoidable absences are responsible for obtaining missed material, arranging with the instructor for make-up tests, exams, etc., and turning in missed assignments.
9. Students having a prolonged absence because of illness must have permission from the

Vice President for Academic Affairs to return to class.

10. If an academic- or attendance-related issue cannot be resolved with the instructor, the student has the right to file a written appeal to the Vice President for Academic Affairs within thirty days. (See Student Handbook, *Grievance Policy*, p. 34.)

CHRISTIAN SERVICE

Ministry Opportunities

The students of NABC are preparing themselves to help others through full-gospel ministry, and therefore must be involved in some ministry while at NABC. Christian Service is divided into six (6) broad areas:

1. Church Ministries – serving as pastor, musician, or teacher.
2. College Ministries – conducting Bible studies or personal witnessing on secular college campuses.
3. Children’s Ministries – conducting Bible clubs, story hours, Royal Rangers, Missionettes, or kids’ crusades.
4. Youth Ministries – being involved in street witnessing, travel teams, door-to-door evangelism, or church youth groups.
5. Representative Teams – being involved in church presentations, youth presentations, music ministry, or itinerary representation for NABC.
6. Recruitment Teams – being involved in various venues for recruitment of students.

Any other areas of ministry must be approved by the Vice President for Student Affairs.

The Student Affairs office can assist students in finding places of ministry as well as coordinating the various ministry activities of the student body. A total of six (6) semesters of student ministry is required with a satisfactory grade. Weekly ministry reports must be turned in with the church attendance report on Mondays at chapel.

Missions Internship

Periodically students of NABC are given the opportunity to gain practical experience in missions by working on the mission field under the direction of experienced missionaries. Mission trips are organized through the Student Affairs Office.

GRIEVANCE POLICY

Students are protected against unjust and arbitrary penalties or dismissal under the provisions of the grievance policy. Students, who feel they have received unjustified or arbitrary penalties from a faculty or staff member or have received improper, inappropriate, or unwarranted treatment from a fellow student, have the right to grievance proceedings. The student should take action as listed below.

- Informal discussions should be undertaken with the faculty or student involved as the first course of action to resolve any grievance.
- All parties involved shall be guided by Christian principles and conduct themselves at the highest level of courtesy and respect.
- If informal actions do not solve the grievance, then one should submit a written complaint to the Vice President for Student Affairs. The Vice President for Student Affairs will acknowledge receipt of the complaint in writing within ten working days. Depending upon the nature and severity of the grievance, the Vice President for Student Affairs will either:
 1. personally investigate and arbitrate the grievance.
 2. establish an ad hoc committee of uninvolved parties to investigate and recommend appropriate action, or
 3. refer the case to the Board of Administration for investigation.
- If the parties involved are not satisfied with the decision of the Vice President of Student Affairs, he/she may appeal to the President and then, if still not satisfied, to the Board of Administration. Decisions made by the Board of Administration are final.
- A written response to the grievance will be made within thirty (30) days of receipt of a written grievance.

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. NABC believes each student, staff, or faculty member should be able to work in an atmosphere free of discriminatory intimidation based on sex, as well as intimidation based on race, color, age, national origin, or disability. Sexual harassment or discrimination of students, staff, or faculty by any member of the NABC community will not be tolerated. Sexual harassment includes any repeated or unwanted verbal or sexual advances, sexually explicit derogatory remarks, or offensive statements made by someone in the workplace when: 1) submission to the conduct is either explicitly or implicitly a condition of employment, grades, or good will; or 2) submission to or rejection of the conduct is used as a basis for grading or relational decisions affecting any person; or 3) the conduct has the purpose or effect of substantially interfering with student, staff, or faculty performance, or of creating an intimidating, hostile, or offensive work or learning environment. Grievance policy of a complaint is as follows:

- Any student, staff, or faculty member experiencing or observing sexual harassment or discrimination as described in any of the above categories should report the incident immediately to the Vice President for Student Affairs. An individual has up to ninety (90) days to file a complaint.
- A sincere attempt will be made to thoroughly investigate all complaints and to assure preservation of reputation and integrity of the involved individuals. Names, facts, and any written information regarding an investigation will be kept confidential.
- One should try to resolve the issue between individuals involved if possible. If informal efforts fail to solve the issue, formal procedures exist so that an individual has an opportunity to pursue their allegations without fear of retribution and seek relief from harassment. Alleged offenders will have an opportunity to defend themselves and clear themselves of the complaint. Proven offenders will be subject to disciplinary actions which may include dismissal from the school.

The process for investigating a complaint is as follows:

- The complaint shall be reported to the Vice President for Student Affairs. If the complaint can be resolved at this level, then the Vice President for Student Affairs shall file a report to the President so that the school will be aware of any pattern of harassment by a particular individual and also be aware of all complaints concerning harassment or discrimination. The report shall detail the complaint and the resolution.
- If the complaint cannot be resolved informally, then the Vice President for Student Affairs will file a report within ten working days of when the incident was first reported to him/her. A sexual harassment committee will be appointed to formally investigate and resolve the complaint. The committee will include, but is not limited to, a faculty member chosen by the President and a student chosen by the Vice President for Student Affairs. The committee will confirm the name and position of parties involved, thoroughly ascertain all the facts, and determine the type of alleged harassment, dates and location(s)

when the incident occurred, and identify any witnesses to the event, and report their findings to the President.

- The investigation will begin within fifteen (15) working days from the time the complaint is referred to the committee. The committee will report its conclusions within thirty (30) working days of its reception of the complaint.
- The President will take any disciplinary action deemed necessary immediately upon receiving the committee's report.