



NATIVE AMERICAN
BIBLE COLLEGE

STUDENT HANDBOOK

NATIVE AMERICAN
BIBLE COLLEGE
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GREETINGS FROM THE PRESIDENT

Welcome 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 college's focus is on God. His Spirit is welcome and moves mightily in daily chapels. We strive to be the best; 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.

May God bless you abundantly.

James A. Keys

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.

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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. NABC is bound by the General Council of the Assemblies of God statements and practices as shown in its 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.

Living in the Community of NABC

NABC community standards and expectations 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.

NABC reserves the right to dismiss 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 the community, with the aims and ideals of the school may be dismissed 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.

STUDENT LIFE

The Purpose of Student Life Administrative Area

The Student Life Administrative Area deals primarily with the student's spiritual and ministry development; other areas of the student's life are addressed as needed to support spiritual and ministry development.

Student Life Administrative Area leaves to the student the primary responsibility of family, employment, and transportation as needed to evidence a lifestyle which can support effective ministry.

Student Life Committee

The Student Life Committee of the Faculty, chaired by the Vice President for Student Life, oversees the programs and policies of the Student Life Administrative Area.

Faculty Advisor

First semester students are assigned an advisor by the Registrar. Students should meet with their advisor frequently and discuss any problems which may affect school life. If problems arise concerning course load, studies, or any academic matters, the student's advisor is to be consulted. If the Faculty Advisor believes that a student needs professional counseling services they should refer the student to the Vice President for Student Life who will recommend a professional counseling service.

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

1. The student's advisor will help with academic problems and serve in an official capacity as the student's representative to the faculty and administration to address problem.
2. The student's advisor is qualified to help in spiritual matters.

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

Personal Spiritual Disciplines

Private Devotions

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

Class Prayer

Classes will generally begin with a time of prayer. In evening classes, this time will be expanded to allow the sharing of needs and prayer one for another as well as brief testimonies. The purpose of this expanded prayer time in the beginning of evening classes is to promote a sense of community among students who would not generally be in chapel services.

Chapel

Students are expected to attend Chapel daily based on the attendance standards.

Church Attendance

All students are required to attend church services, including Sunday morning worship, and other 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 Life. The College dress code is to be followed for church attendance. Students are expected to attend a minimum of two services each week. Full-time students must turn in church attendance forms to the Student Life Office weekly. Part-time students and pastors must report their attendance as explained in the student orientation session.

CHAPEL

The Purpose of Chapel

The purpose of chapel at NABC is to worship God, assist in the spiritual formation and professional development of students, and promote a sense of community among students and staff. The Chaplain will have primary responsibility for chapel.

Chaplain

NABC provides a designated chaplain to assist students and faculty/staff in role similar to the assistance that would be provided by a local church pastor. The Chaplain will seek to build relationships throughout the college community to facilitate the provision of support to people in times of pain, loss, anxiety, triumph, joy, and victory. A student who experiences a personal problem or is unhappy or troubled is urged to ask for help from the chaplain or any other faculty member.

The chaplain will have primary responsibility for chapel services.

Chapel Committee

The purpose of the Chapel Committee of Native American Bible College is to advise and assist the Chaplain in organizing and scheduling chapel services. It will meet as needed during the school year. The members of the Chapel Committee shall consist of the chaplain as chairman, additional faculty members and student representative(s) appointed by the Chaplain.

Student Chapel Participation

All students are encouraged to actively participate in chapel services according to their gifts and abilities. Specific opportunities and details will be given in the student orientation session.

Guidelines for Worship Leaders, Musicians, Singers, and Speakers

Guidelines will be provided by the Chaplain for those leading chapel. Those leading should arrive ready in all respects for whatever role they have undertaken. All platform participants must adhere to the dress code.

Chapel Attendance

All full-time day students are required to attend day 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 Life must approve any exceptions.

Attendance Standards

1. Students are allowed 7 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-seven (7) 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 through the Admissions Office.
4. Starting time for regular chapel services is 10:00 AM. During special emphases other times may be announced. A student is tardy if he arrives five (5) minutes after chapel has begun. A student who is tardy four (4) times will be charged with one (1) absence.
5. All exemptions from chapel must be pre-approved by the Vice President for Student Life

CHRISTIAN SERVICE

In the Local Church

All students should find a way to actively serve in their local church. Forms will be provided to the students so they can report how they are serving and what they may be learning through their service. Requirements for reporting will be provided in each semester's orientation session.

In the Local Community

Students are encouraged to find ways to serve their local communities.

In Missions

Students are encouraged to participate, as the opportunity becomes available, in missions trips organized by their local churches. The Vice President for Student Life assisted by the Missions Committee, may from time to time, as interest and funds permit, organize missions trips to take groups of students to locations outside the area of NABC for the purpose of promoting Christ.

STUDENT ORGANIZATIONS

World Missions Prayer Groups

The Missions Committee shall, as numbers and interest permit, promote Prayer Groups to support the missionaries and missions work through prayer. As numbers permit, separate groups will be formed for North America and each World Missions Area. The groups will select a leader at the beginning of the year. They are to meet monthly for the purpose of prayer. When missions conventions are held each group should prepare a display promoting their area. At least one faculty member will be assigned to each prayer group.

Worship Team

A student worship team will be formed each semester based on student interest and abilities. The extent of its utilization in Chapel may vary from semester to semester depending on student involvement. It will be led by a faculty member designated by the Chaplain.

Yearbook Staff

The Yearbook Staff shall be activated whenever there are at least 3 students who express a willingness to participate. 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 Life.

Student Council

The Student Council shall be activated whenever there are at least 5 students who express a willingness to participate.

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 plans much of the school's student social activities. The Student Council fosters school pride, promotes school spirit, and builds school loyalty. The Student Council represents the opinions of students in the community for the fostering of school pride, promoting school spirit, and building school loyalty.

[1]When a minimum of 5 students express a willingness to participate in Student Council 3 shall be elected as officers and 2 others shall be elected to serve as representatives at large. When at least 7 students express interest including at least 1 from each class, Student Council shall operate as described in paragraph 2.

[2] The Student Council is comprised of its officers (president, vice president, and secretary/treasurer) and the class representatives. The Vice President for Student Life 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.

At times when the Student Council is inactive, the faculty shall be reminded regularly at faculty meetings to listen and inquire about student concerns and to bring them to the weekly faculty meetings for appropriate action.

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, and at least one student appointed by the chairperson of the missions committee

The Missions Committee shall organize missions services once per month. 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 Vice President for Student Life shall be responsible to oversee any other missions events/activities at the College. The Missions Committee, will assist the Vice President for Student Life as requested.

THE PRACTICALITIES OF LIVING IN COMMUNITY

Student Conduct

General student conduct is governed by NABC community standards and expectations of conduct.

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.

A Knowing Presence

Our presence should encourage faithful behavior, not wrong behavior. 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.

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 should be about knee length when standing. Men are not permitted to wear head coverings inside.

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 while enrolled. 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, students are not permitted to wear body-piercing jewelry.

Chapel ministry is not an occasion for casual attire. When participating in chapel services, women must wear a knee length or longer dress, knee length or longer skirt/blouse combination, or appropriate dress slacks/pantsuit. Skirt/blouse or slacks/blouse combinations shall not be worn in such a way to expose midriff when bending over or with hands raised. Men are to wear dress shoes, dress slacks, and dress shirt (tucked in) with ties being optional. If ties are not worn, an undershirt must be worn and all buttons fastened except the top (collar) button. Casual footwear and wrinkled or dirty clothing is not acceptable for chapel ministry.

The same standards required of chapel ministry apply when representing the school off campus such as ministry in local churches. When visiting area churches for ministry purposes, the pastor should be contacted and asked about appropriate dress with regard to women's slacks and men wearing suits/neckties, etc. If unable to discuss the matter with the pastor, only the highest dress standards will apply (dresses/skirts for women and coat and tie for men.)

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.

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.

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 or private display of affection inappropriate to modesty and Christian testimony is allowed. Violation of this standard will result in disciplinary action. Dating unsaved persons is discouraged (2 Corinthians 6:14). Students who deliberately and knowingly pursue romantic relationships with unsaved persons are in violation of NABC community standards will be subject to disciplinary action when the relationship becomes known to the college leadership.

Firearms and Fireworks

All firearms and fireworks are prohibited on campus.

MISCELLANEOUS

Employment

The start of college is a time requiring many personal adjustments. Due to this, beginning 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 should carefully consider how many hours they are capable of working while maintaining adequate time for study, Christian service, and family obligations. Students working off campus must provide their own transportation to and from work.

Transportation

The college does not provide transportation services except for group transportation for ministry or class purposes.

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

Pastors and district officials are encouraged to contact the school about ministry openings. When possible, the college will help students arrange personal interviews. Graduating students are asked keep the registrar apprised of their contact information so that any inquires for them can be properly answered.

School Closings

In the case of inclement weather or other emergency the administration may decide to close the college. In general if Robeson county schools close due to weather conditions the college will also be closed. If a student wishes to be notified of school closings they must provide a number capable of receiving a text message. Closings will also be posted on the NABC Populi website.

Orientation

Full time students are required to take part in the orientation at the beginning of each semester. Summaries of the orientation material will be posted in the student break area of the academic building. Part time students not present at the regular orientation sessions are nevertheless required to make themselves aware of the information presented.

BUILDINGS AND FACILITIES

Break Area in the Academic Building

A break area is maintained in the academic building for the comfort and convenience of students and staff.

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. week nights or 11 P. M. Friday and Saturday nights.
2. All games need to be in harmony with Christian ideals and local culture.
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. 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.

Cafeteria

When the college deems that a sufficient number of students justifies regular cafeteria operation, hours and costs will be presented to students.

RESIDENCE HALL 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 under 21 must be approved in advance by the Vice President for Student Life.

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. For example: students must respect fellow students by not entering another's room or borrowing items without permission.

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. Monday through Thursday. Students may study quietly with other students.

Men are not allowed to visit women in their residence hall rooms at any time, nor linger in the women's residence hall area. Women are not allowed to visit men in their residence hall rooms at any time, nor linger in the men's residence hall area. If it is necessary to wait for someone this may be done in the lobby area.

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

Student should maintain their assigned room in a neat and clean condition. 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 Life, and ultimately, may become ineligible to remain in the residence hall. Room inspection fines are as follows: first failure = warning; second failure = \$10 fine; third failure = \$25 fine; 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.

Property Damage

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

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 \$25 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. If damage is done by the student or extensive cleaning is required, then the student is responsible for the entire cost of the cleaning or repair. These costs will be added to the student's account. 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. If a student has a balance due on their account the refundable portion of the deposit will be applied to this balance.

Key Deposit

Students must pay a \$5 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 Life 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. These costs will be added to the student's account. 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. If a student has a balance due on their account the refundable portion of the deposit will be applied to this balance.

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 who are off campus on personal trips.

Guests

Overnight guests may be accommodated if beds are available in residence halls. Permission must be secured from the Residence Supervisor. All guests must abide by NABC Community standards and expectations of conduct. Guest fees are \$25 per night plus meal costs if the cafeteria is operating. 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

Lobby hours are 9 A.M. to 10 P.M. week nights or 11 P. M. Friday and Saturday nights. (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. Be considerate of others and do not leave clothes in the washer or dryer once the cycle is complete. Unattended clothes may be removed.
4. The lint filter on the dryer must be cleaned after each cycle.
5. 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.

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 this manual. Copies are available in the library or electronically on the NABC intranet

<http://nabcserver/> choose official documents

Library Hours

Library hours are posted each semester.

SUPPLEMENTAL ACADEMIC INFORMATION

The registrar will also serve as academic advisor in consultation and coordination with the Vice President for Academic Affairs. They will help work out a total program and assist in course scheduling for all students.

Audit – Add/Drop Registration

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.

Class Offerings

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.

The following policy applies to an “incomplete grade.” When a student fails to complete a course requirement by the end of the semester, only in extenuating circumstances may he/she appeal for an extension of time. The appeal must be made in writing addressed to the instructor. The instructor may allow up to six weeks for the completion of the requirement. Failure to complete the requirement within the specified time period will result in a grade of 0% for the incomplete requirement. The final grade for the course will be determined by the instructor’s grading procedure as specified in his/her syllabus for the course. The instructor will explain this policy to the student, indicating the specified time period allowed for completion and what the final grade would be if 0% were applied for the incomplete requirement. The student will then sign a statement indicating that he/she understands this grading policy and is in agreement with the grade he/she would receive if he/she should fail to complete requirement.

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		See policy above
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.

Academic 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.

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.

Demonstration of meeting conditions 1 through 4 will be determined by a vote of the Faculty Senate. Fulfilling of condition 5 will be certified by the Registrar. Fulfilling of condition 6 will be certified by the business office. Degrees, diplomas, and certificates will be granted only upon election of the faculty.

Attendance

The College attendance regulations are guided by the principle that in a traditional classroom setting students receive benefits from the discussion, interaction, and emphasis of a class session which they can get no other way, even with the assignment of make-up work. To miss class is to experience a loss that may not show up on a final examination, but is nevertheless real.

Accordingly, the following regulations encourage faithful attendance with allowances provided for necessary absences.

Absences: The faculty understands that there may be legitimate needs to miss classes and allows absences to meet those needs (sickness or emergencies, etc.). A student is allowed 5 absences without penalty for a class that meets 3 hours a week, 3 absences for a class that meets 2 hours a week, etc. (Please see the chart below). More than the allowable absences will result in a grade penalty. The professor will reduce the final grade by 5 points for each absence in the penalty phase. If a student misses more than 20% of the class for any reason, it is an automatic failure. If a professor chooses to allow a student to make up assignments or classes missed due to a legitimate absence, these assignments must be submitted according to terms agreed upon between the instructor and the student. Absences include missing class entirely, arriving to class more than 10 minutes after it begins, and leaving class early. When a VA student is required to keep a related VA appointment, an excused absence will be given.

If the class meets at a different rate the class syllabus will indicate the absence policy.

Frequency of Class	Hours of Credit	Absences Without Penalty	Absences With Penalty	Absences With Failure
3 times a week	3 hours	5	No.'s 6,7,8,9	No. 10
2 times a week	2 hours	3	No.'s 4,5,6	No. 7
1 time a week	3 hours	2	No. 3	No. 4
1 time a week	2 hours	2	No. 3	No. 4
1 time a week	1 hours	1	No. 2	No. 3

Exceptions to the above policy can only be made by written appeal to a board of appeals comprised of the class instructor, the Vice President for Academic Affairs, and the College President.

Tardiness: Four tardies (up to 10 minutes late) will constitute an absence. Tardiness in excess of ten minutes will constitute an absence.

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.*

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.

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.

NABC uses the standards/guidelines set forth in *MLA Handbook for Writers of Research Papers*, current edition. Within MLA standards some variations are allowed. An instructor may provide unique instructions for a particular class. Students are obligated to follow these instructions.

General and Detailed Instructions may be found:

<https://owl.english.purdue.edu/owl/resource/747/01/>

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 of Student Life. The Vice President of Student Life will acknowledge receipt of the complaint in writing within ten working days. Depending upon the nature and severity of the grievance, the Vice President of Student Life 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 President's Council for action.
- If the parties involved are not satisfied with the decision of the Vice President of Student Life, he/she may appeal to the President and then, if still not satisfied, to the President's Council. Decisions made by the President's Council 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 Life. 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 Life. If the complaint can be resolved at this level, then the Vice President for Student Life 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 Life 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 Life. 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.