

Table of Contents

Faculty and Staff.....3

Principles of College Life.....4

Spiritual Life.....5

Chapel Policy.....5

Chapel Probation.....5

Church Policy.....5

Church Probation.....5

Calvary Tabernacle Regulations for IBC Students.....6

 Youth World Participation.....6

Seating.....6

 Calvary Membership.....6

 Student Parking.....6

Expectations.....6

Tithing.....6

Pastoral Policy.....6

Academic Life.....7

Class Attendance Policy.....7

Grading System.....7

Grade Appeal.....7

Course Withdrawal (Dropping a Course)
.....7

Course Withdrawal Guidelines and Process.....7

Academic Integrity.....7

Plagiarism.....7

Cheating.....7

Academic Probation.....8

Academic Incomplete.....8

Financial Incomplete.....8

Business Affairs.....9

Financial Policies.....9

 General
Plan.....9

 Alternate Payment
Plans.....9

 Work
Scholarship.....9

 Financial
Probation.....9

Vehicles.....9

 Specific Rules and
Regulations.....9

Parking
 Fines.....9
 Public Address
 System.....9
 Video
 Surveillance.....9

**Student
 Development.....10**
 Standards for College
 Life.....10

Student
 Conduct.....10

Public Display of
 Affection.....10

Public
 Relations.....10

Employer/Employee
 Relations.....10

Public
 Image.....10

Appearance
 Standards.....10

Men’s Dress
 Code.....10

Women’s Dress
 Code.....11

Prohibitions.....11

Student Covenant Agreement & Disclosure
 Authorization.....11

Discipline.....11

Fines.....11

Probation.....12

Suspension.....12

Termination.....12

Check-out
Procedures.....12

Emergency
Procedures.....12

 Fire
Safety.....12

 Severe
Weather.....12

Guidelines for Living on
Campus.....12

Appliances.....12

Babysitting.....12

Beds.....13

Curfew.....13

 Damage or
Destruction.....13

 Dorm
Room.....13

 Dorm Room
Changes.....13

 Dorm Room
Inspections.....13

 Dorm
Supervisors.....13

 Fire
Safety.....13

 Guest
Policies.....13

Internet.....14

Keys.....14

 Late Night
Entrance.....14

 Leave
Request.....14

 Lock
Doors.....14

Mail.....15

 Maintenance
Request.....15

Movies.....15

Music.....15

Pets.....15

 Pranks/
Initiations.....15

 Propping Open
Doors.....15

 Quiet
Hours.....15

 Respect of People and
Property.....15

 Restricted
Areas.....15

 Roof
Access.....15

Trash.....15

 Unauthorized
Entry.....15

| | |
|---|-----------|
| Vacations Periods / Closed | |
| Campus..... | 15 |
| Weapons..... | 16 |
| Windows..... | 16 |
| Student Services | 17 |
| Bookstore..... | 17 |
| Bulletin Boards..... | 17 |
| Cafeteria..... | 17 |
| Computer Lab..... | 17 |
| Library Policies..... | 17 |
| Library Resources..... | 17 |
| Library Fines..... | 18 |
| Library Hours..... | 18 |
| Laundry..... | 18 |
| IBC Policy and Regulations | 19 |
| Email Address Required..... | 19 |
| Non-Discrimination Policy..... | 19 |
| Use of all Electronic Devices in the Classroom..... | 19 |
| Student File and Privacy Policy | 19 |

IBC Contact Information.....**20**

Appendix.....**21**

Church Attendance Form (Sample)
.....21

Leave Request Form (Sample)
.....22

Course Withdrawal Form.....23

Transferral of Credit Policy.....24

Academic Policy Addendum.....26

Faculty and Staff

| | |
|--|------------------------|
| President..... | Paul D. Mooney* |
| Executive Vice President | Robert L. Rodenbush* |
| Dean of Biblical Studies | Bobby Killmon* |
| Dean of Music..... | Lindel M. Anderson* |
| Dean of Students / Campus Pastor | Jason Gallion* |
| Dean of Distance Learning | Kenny Noble* |
| Director of Library Services | David G. Brown* |
| Director of A.I.S. / IBC Perspectives Editor | Tim Massengale* |
| Director of Community Impact / Men’s Dorm Supervisor | Jim Sleeva* |
| Administrative Dean | Jaye Rodenbush* |
| Academic Dean | Bobby Killmon* |
| Chief Financial Officer | Gail Nelson |
| Registrar..... | Jen Mast* |
| Business Office Administrator / Ladies Dorm Supervisor... | Serena Edwards |
| Financial Services | Heather Everett |
| Administrative Assistant | Christopher Henderson* |
| Music Department Secretary | Kristee Anderson |
| A.I.S. Secretary | Jaye Bannister |
| A.I.S. Secretary | Linda Massengale* |
| Ladies Dorm Supervisor/Custodial Services Supervisor | Vonnie Sizemore |
| Librarian | Jean VanRaalte |
| Director of Food Services | Pat Liford |
| Assistant Men’s Dorm Supervisor..... | |
| Maintenance..... | Aaron Fridley |

*Also serves as class instructor

Additional Instructors.....

Aaron Arrowood, Larry Arrowood, Josh Anderson; Candace Barcus; Mark Cotrill; Gabriel Cruz; Jessica DiGiovanni; Vito DiGiovanni; Matt Gordon; Tamera Gordon; Micki Mooney; Adena Pedigo; Tim Pedigo; Neal Pedro; Julia Reinking; Scott Sistrunk; Steve Waldron

All faculty and staff can be contacted by email through our website, www.go2ibc.com.

Principles of College Life

The Student Handbook is published to make you acquainted with the way of life at IBC. It will tell you what you can expect of us and what will be expected of you as you seek to prepare for Christian ministry. Students are expected to be familiar with and abide by the policies, procedures, and practices outlined herein. Questions about any aspect of the handbook should be directed to the dean of students.

Membership in a Christian, academic community carries with it a unique, demanding, and privileged responsibility. As a Christian college, it seeks to relate Biblical Christianity to co-curricular activities, to one's personal life, and to society in general. The purpose of the 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.

It is the position of the college administration that the following guidelines are not burdensome; rather, they represent Christian character and are guidelines that will facilitate the spiritual growth and character-building of each student. These rules and regulations are for the safety and protection of the student body and faculty.

The college and its various units reserve the right to revise, amend, alter, and change from time to time its policies, rules, regulations, and financial charges including those related to admission, instruction, and graduation, without notice to students. The college reserves the right to withdraw curricula and specific courses, alter course content, change the calendar, and withdraw or change programs and majors offered by the college without notice to students.

Spiritual Life

Chapel Policy

Chapel offers students opportunity to mature in their faith as they listen to a broad range of speakers from President Paul Mooney and other staff, alumni, various upperclassmen, and dynamic ministers throughout the world and in various ministries.

Chapel services are held every Tuesday and Wednesday at 10:30 am. No classes are in session during that period. It is the college's belief that chapel has an indispensable role in IBC's commitment to educate and train ministers and missionaries, and such, is a mandatory part of the weekly life at IBC.

All resident and full-time commuter students are required to attend both weekly chapel services. Students must have their Student ID card and scan in at the start of chapel between 10:25 a.m. and no later than 10:50 am to be counted present. Students arriving more than 20 minutes late will be counted absent; in addition three tardies will constitute one absence. A Pass/Fail grade will be awarded for chapel attendance.

Chapel absences resulting from medical or emergency reason must have an official excuse submitted within 48 hours to Bro. Sleevea or the Dean of Students office. It is the responsibility of the student to rectify any chapel discrepancies. Four unexcused absences result in automatic cancellation of a student's enrollment at the College.

Chapel Probation

Any student required to attend chapel having more than four absences will receive a failing grade for chapel and be placed on chapel probation for the complete subsequent semester. Chapel probation disqualifies students to participate in chapel speaking and performances, M.S.A., Student Council, and sports representing IBC in tournaments.

Church Policy

Attendance at Calvary Tabernacle is required of all resident and full-time commuter students unless otherwise approved by the Executive Vice President's office. Services are held every Wednesday night at 7:30 pm and every Sunday at 10:00 am and 6:30 pm. Students must sign-in before the start of each service to be counted absent. Students arriving more than 20 minutes late will be counted absent. A Pass/Fail grade is awarded for church attendance.

Students must fill out a church attendance record each time they miss a regular Calvary service or fail to sign in. Chapel absences resulting from medical or emergency reason must have an official excuse submitted within 48 hours to the Dean of Students office. Four unexcused absences result in automatic cancellation of a student's enrollment at the College.

Students who work during scheduled Calvary services can obtain a letter from their employer and file it in the Dean of Students' office to avoid filling out a weekly Church Attendance Record form. The letter should be on company letterhead and specify that the student is scheduled to work consistently on Wednesdays, Sundays or both. We recommend that students abstain from taking jobs that require them to work on both Wednesdays and Sundays.

From time to time, at the discretion of the administration, special seminars or services may be held. At the request of the administration these meetings are required of students.

Church Probation

Any student required to attend church having more than six absences will receive a failing grade for church and will be placed on church probation for the complete subsequent semester. Church probation disqualifies students to participate in chapel speaking and performances, M.S.A., Student Council, and sports representing IBC in tournaments.

Calvary Tabernacle Regulations for IBC Students

YOUTH WORLD PARTICIPATION

Students are not allowed to participate in Calvary Tabernacle youth functions/services except by special request from the Youth Pastor. This request must then be approved by the college administration.

SEATING

Students are not permitted seating in the balcony during regular scheduled services. The exception is allowed only during special events / conferences. Students are not permitted seating in the Calvary Youth section during regular services.

Couples are not allowed to sit next to each other in Calvary services unless traditionally engaged or married.

CALVARY MEMEMBERSHIP

Students cannot become members of Calvary Tabernacle for two years after exiting Indiana Bible College. Any exceptions would only be made with the recommendation and approval of the student's home pastor. The Administration holds the right to ask students who reside in Indianapolis without pastoral approval to refrain from visiting the campus.

STUDENT PARKING AT CALVARY TABERNACLE

All students must park only in the designated IBC lot at C.T. This triangular lot borders the interstate at the corner of Calvary Street and Fletcher Avenue.

Expectations for Church, Chapel, and Classroom

Because of the special nature of this place and what takes place here, reverence and respect are expected. Discourteous and distracting behavior is not expected or tolerated. Text messaging is prohibited during church, chapel, and all classes. Talking and shuffling of papers should be avoided. Food and beverages are not permitted in the chapel. Listening to iPods, mp3/tape/CD players, surfing the web and reading newspapers is not permitted.

Tithing

It is our conviction that all students make tithing a priority of their personal life. Resident students should tithe to IBC since this is primarily where they obtain spiritual strength and direction. Local Indianapolis area students who attend a home church should continue to tithe to that church. Exceptions to this policy can be arranged through IBC and the student's home pastor to continue tithing at their home church.

Pastoral Policy

It is the firm conviction of the College that Pastoral Authority serves in the personal benefit of each student. Pastoral reference and recommendation is required for acceptance to the College. Upon enrollment, pastoral communication is encouraged on both parties. Each year the College provides a medium during our annual Pastor's Day to keep pastors connected to their student's life and activities at IBC. Students are encouraged to take what they gain from the College and apply it to practice at their home churches. No student is encouraged or recommended to any internship or permanent ministry opportunity or position without the approval of their home pastor.

Academic Life

Class Attendance Policy

The college attendance regulations are guided by the principle that in a traditional classroom setting students receive benefit 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 class attendance with allowances provided for necessary absences. Each student will be dropped with a failing grade when they have missed more than the total absences allowed for the course.

- One credit class - drop notice on third absence.
- Two credit class - drop notice on the fifth absence.
- Three credit class - drop notice on the seventh absence.
- Four credit class – drop notice on the ninth absence.

Students will not be reinstated unless the instructor agrees due to extenuating circumstances. Three tardies are equivalent to one absence.

Any student being dropped from a class can appeal to the instructor. If the instructor agrees, the student can be reinstated in the academic office by completing the appropriate form and paying the \$25.00 fee. Once reinstated no more than a maximum of two further absences may be allowed before being dropped a final time. All instructors reserve the right to maintain a different policy for each class as they deem appropriate.

Grading System

Indiana Bible College uses a 4.00 grading system: A = 4 Excellent; B = 3 Above Average; C = 2 Average; D = 1 Poor; F = 0 Failing. It is expected that students will maintain a 2.00 cumulative grade point average or above for courses taken.

Grade Appeal

Students may contest any grade with the (1) Registrar / Academic office, (2) department dean, or (3) the class instructor. Once the subsequent semester has passed those grade may not be re-evaluated.

Course Withdrawal (Dropping a Course)

Student withdrawal from a required course is prohibited. Any student who wishes to withdraw from an elective course must obtain a "Course Withdrawal / Addition Form" from their department dean or the academic office. Course withdrawals approved after the first two weeks of a semester are assigned a "withdraw pass" (WP) or "withdraw fail" (WF) at the discretion of the course instructor. An elective course may only be withdrawn from before midterm exam week each semester. Submission of forms during or after the week of midterms is prohibited and forms submitted will be declined.

Course Withdrawal Guidelines and Process

- Forms must be filled in completely and signed by the department head, course instructor, the registrar, and the student to obtain approval. (See Appendix for correct form.)
- It is the student's responsibility to be sure that all course withdrawal procedures are followed and the completed form (including all required signatures) is submitted to the registrar before the mid-term due date.
- Failure to follow the guidelines will result in a denial of the student request.

- If the request is denied, the student will remain enrolled in the course and will receive a letter grade (A, B, C, D, or F), in accordance with their attendance and completed coursework for the semester.

Academic Integrity

The following statement expresses the policy of Indiana Bible College pertaining to academic dishonesty. All infractions are considered serious and will be dealt with according to the discretion of the administration.

PLAGIARISM

Any student who engages in one or more of the following behaviors is guilty of plagiarism:

- A student who submits written material as his/her own work which has been copied in whole or in part from another person's writing without proper acknowledgment is guilty of plagiarism.
- Material, whether published or unpublished, copied from another writer must be identified by the use of quotation marks and documentation with specific citation of the source.
- Paraphrased material must likewise be attributed to the original author.
- Copying another student's paper, with or without his/her permission, or using his/her ideas with only minimal reworking is plagiarism just as is copying material from printed books and magazines without giving credit to the original source.

CHEATING

Any student who engages in one or more of the following behaviors is guilty of cheating:

- Using unauthorized notes or other material when taking an exam.
- Copying another person's work and submitting it as his/her own.
- Having another person do his/her work and submitting it as his/her own.
- Submitting a paper for more than one course without the knowledge and consent of the instructor.
- Copying answers to exam questions.
- Unauthorized securing of exam questions from any source.
- Aiding another person in securing unauthorized copies of exam questions.

Academic Probation (AP)

Any student falling below a 2.00 grade point average (GPA) both in cumulative semesters and for the previous semester will be placed on academic probation (AP). Being on academic probation disqualifies a student from participating in MSA, Student Council, work scholarship, organized sports activities, extra-curricular clubs, performances, musical groups other than choir, and may also be disqualified from other activities, etc. at the discretion of the administration. A student will be removed from academic probation when the cumulative grade point average is 2.00 or above.

Any student receiving a grade point average below 1.0 in a semester may be dismissed from the following semester without being put on academic probation.

Academic Incomplete (I – Academic)

Provision for incomplete status due to extenuating circumstances may be arranged only under the following circumstances: (1) arrangements must be made with the course instructor prior to the end of the current semester; (2) the arrangement must be approved by the department dean; and (3) all incomplete work (including final projects, papers and exams) must be completed within thirty (30) days after the start of the immediately following semester. If all incomplete work is not completed by the end of the time period that ends thirty (30) days after the start of the immediately following semester the incomplete grade will automatically convert to a grade "F".

Financial Incomplete (I – Financial)

Unless otherwise prohibited, a student having an outstanding balance on their account from the current semester (or any previous semester) will be allowed to complete their coursework for the current semester including the taking of final exams. However, the student's final grade will be held and registered with the Registrar as an Incomplete pending payment of the account. The grades will be shown as Incomplete on reports cards, transcripts etc. and may adversely impact a student's grade point average (GPA). Financial Incomplete grades for a particular semester may be converted to letter grades (A, B, C, D, F) only after payment in full of the balance on the account is made for that semester and all previous semesters.

Financial Probation (FP)

See Financial Probation under Business Affairs – Financial Policies on page 9.

Business Affairs

Financial Policies

GENERAL PLAN

Full semester tuition, the first month of room and board, and other fees are due upon registration each semester. Monthly room and board fees are due in advance by the first day of each month. Students who have not paid by the seventh of the month will be charged a \$25 late payment fee. Payments not made by the 25th of the month will result in a 72-hour pay-up-or-vacate notice.

ALTERNATE PAYMENT PLANS

While IBC desires to be compassionate and understanding, experience has shown that too often students who do not have all their required funds at the beginning of the semester are not able to get caught up during the semester and place themselves at risk of being dropped for financial reasons. However, on occasion viable alternative plans can be approved by the financial office.

WORK SCHOLARSHIP

Limited work scholarship is available on campus in the form of secretarial duties, night security, and cafeteria assistance.

FINANCIAL PROBATION (FP)

A student having an outstanding balance on their account from any previous semester will be placed on financial probation (FP). Being on financial probation disqualifies a student from participating in MSA, Student Council, organized sports activities, extra-curricular clubs, performances, and musical groups other than choir. A student on financial probation may also be disqualified from other activities, etc. at the discretion of the administration.

Vehicles

Any student bringing a vehicle(s) on campus is required to register that vehicle(s) at the office and show proof of Liability and Property Damage coverage along with their valid driver's license. Students who cannot show coverage must not bring their vehicles on campus.

SPECIFIC RULES AND REGULATIONS

- Parking in any fire lane (yellow curbs) is prohibited by the fire marshal of Indianapolis by any persons at any time.
- Staff parking is marked and is off limits to student vehicles.
- Student cars parked on the hill, in the fire lanes, or in staff parking at any time are subject to a fine and a parking violation sticker will be pasted to their vehicle. Habitual offenders will have their right to bring a vehicle on campus revoked.
- No parking or driving on the grass. Damages incurred will be fined to the offender.
- Vehicles left in fire lanes may be towed.

PARKING FINES

All parking violations are turned into the financial office with fines added to the student's account. Note: Unpaid fines can prevent the student from taking final examinations, receiving transcripts, receiving a diploma or registering for new classes.

Public Address System

The public address system is available for the use of the staff and is off limits to all students.

Video Surveillance

Each entrance into the main campus and parking lots are under video surveillance. This serves to keep us aware of suspicious activities as well as all curfew violations. Students found tampering with or disabling the video security system will result in immediate suspension.

Student Development

Standards for College Life

All students are expected to maintain the highest standards of Christian conduct at all times. These standards include, but may not be limited to, the Articles of Faith and Position Papers, as stated in the Manual of the United Pentecostal Church International.

STUDENT CONDUCT

Practices which are known to be morally wrong by Biblical teaching are not acceptable for members of the college community. This includes but may not be limited to the specific acts such as the consumption of any alcoholic beverages, the use of tobacco, the use of any drugs other than for medicinal purposes as prescribed by a physician, stealing, the use of slanderous or profane language, all forms of dishonesty including cheating, occult practices, sexual sins such as premarital sex, adultery, homosexual behavior, the viewing of any pornographic material, and the participation in any gambling.

PUBLIC DISPLAY OF AFFECTION

Couples (students of the opposite sex) are not to show affection by any sort of physical contact while on campus. This abstention applies to the entire campus including the gym and the parking lot. While off campus, couples are expected to act in a manner reflective of a Holy Spirit filled believer. We recommend double-dating. Couples are not allowed to sit next to each other in Chapel or Calvary services unless traditionally engaged.

All moral infractions are considered serious and will be dealt with accordingly.

Public Relations

EMPLOYER/EMPLOYEE RELATIONS

IBC has built a good reputation with employers in the city. It is, therefore, expected that all students be responsible and courteous employees, which include observing the following: Arriving at work on time, completing a full day of work, calling in only when legitimately sick, and giving two weeks notice when leaving. This will speak well to the employer and make a positive reflection on the college. It will also help other students obtain employment.

PUBLIC IMAGE

All students must be very conscious of the image he/she is portraying to the public. At no time should students engage in any function that would bring reproach to Indiana Bible College, Calvary Tabernacle, or themselves as Christians. Please remember this at all times, especially at any time visitors may be on our campus.

Appearance Standards

Regular dress code standards are in affect at all times for classrooms, chapel, church, and all M.S.A. trips. Students not dressed accordingly are to be counted absent for such events.

Men's Dress Code

Men need to dress in the following manner for all classes, chapels, and Calvary Tabernacle services: dress trousers, dress shirts, dress tie and dress shoes. Jeans, sweat shirts, and T-shirts are not allowed. We request that all male students wear a suit jacket for all church services and is mandatory for all M.S.A. trips. Fatigues, tattered or torn jeans, and jogging pants are not acceptable. Men are expected to be clean-shaven while enrolled at the College.

Women's Dress Code

Ladies will need to dress in the following manner for all classes, chapels, and Calvary Tabernacle services: dress skirts, dress blouses, hose and dress shoes. Jean skirts, sweat shirts, and T-

shirts are not acceptable during these time. At any time skirts must not have a slit higher than the knee when standing or sitting. Hair should be well groomed at all times, and pinned up for all designated occasions. Ladies appearances are expected to be modest, non-tight fitting, and in good taste. Blouses and shirts must not be low-cut, revealing, or sheer. Ladies exercising in the gym on their designated night may wear approved culottes. On ladies exercise night, the gym is off limits to both male students and guests.

Any questionable attire may be called to the attention of the student. If confronted for improper dress code, the student is expected to change their attire immediately. Failure to do so will result in a penalty to the student.

At all times both on and off campus students are expected to observe Apostolic standards of modesty in dress and distinction. (eg. No shorts, tank tops, women's pants, etc. See administration for clarifications if needed.)

We ask that all students refrain from wearing jewelry and make up while enrolled at the College. Engagement rings and wedding bands are acceptable.

Prohibitions

Every student is expected to be involved in only those activities or lifestyles that are in keeping with the Standards for Community Life. Participation or involvement with any of the following will result in disciplinary probation or suspension from the college.

- Social dancing
- Use or possession of alcoholic beverages, tobacco and/or non-medicinal narcotics or hallucinogenic drugs, including marijuana.
- Immoral behavior- including adultery, fornication, homosexuality, lesbianism, abortion and/or any other form of scripturally prohibited sexual behavior. The appearance of evil should be avoided.
- Unauthorized use or possession of keys
- Possession of pornographic literature, suggestive signs, or posters (including printed materials or Internet connections including via computer, mobile phones, etc.).
- Movie theatre attendance
- Televisions/Movies on campus

Student Covenant Agreement & Disclosure Authorization

All students are required to sign a commitment form each academic year agreeing to abide by guidelines written in this handbook. It is generally assumed that an IBC student has the following resolve:

- To deepen his/her spiritual commitment and understanding by means of the Christian activities and educational opportunities available both on campus and in the local church.
- To develop his/her intellectual and creative abilities through academic work.
- To participate in the life of the college and civic communities.

Discipline

Violations of any policy contained in this handbook, or any other policy handed down by the College Administration will be dealt with on an individual basis by either the President of the College, the Executive Vice President, or the Dean of Students. The college reserves the right to withdraw a student for cause at any time. Any student violating the policies contained in this handbook or any other policy set down may be dismissed at the discretion of the administration.

FINES

The college reserves the right to assess students a fine for tampering, removing or damaging personal or college property.

PROBATIONS

Any student with serious and/or repeated infractions of the Student Handbook, including but not limited to moral and spiritual matters, may be placed on General Probation for not less than one semester.

SUSPENSIONS

The President, Executive Vice President and Dean of Students reserve the right to suspend students for the violation of the policies outlined in this handbook or for any behavior not consistent with Christian conduct. Any suspension can be appealed to the President, who at his discretion may appoint a committee to review and make recommendations confirming suspension or recommending reinstatement.

TERMINATIONS

Students who are terminated for disciplinary reasons are not to visit the campus property unless special permission has been granted by the Vice President for Student Development.

Check-out Procedures

Students exiting the campus for the final time as a student, each summer or after graduation, must fill out an exit form with their respective dorm supervisors after cleaning out their room. Failure to follow the exiting procedure will result in the student's forfeiting his/her room deposit. At the end of each semester, students must complete a statement of intent form and submit it to the Dean of Students.

All personal belongings must be taken with the student upon exiting. Furniture and belongings left on campus will be considered abandoned and will be disposed of accordingly. Students with a fully paid bill and the room deposit credit for the following year may store a limited amount of items in their reserved room. All items stored must be listed and approved by administration before exiting. We are not responsible for items stolen or damaged.

Any vehicle left on campus after June 1 will be considered abandoned and will be disposed of accordingly.

All students must return to their home churches. Exceptions to this policy may be arranged between the student and his/her home pastor.

Emergency Procedures

FIRE SAFETY

All persons must immediately vacate the building when the fire alarm sounds. Exit signs are located on all floors of the buildings providing direction to the nearest exit. All persons must respond to every alarm and convene immediately outside near the volleyball court.

SEVERE WEATHER

The IBC front office will notify the Dorm Supervisors in the event of severe weather. Central Indiana's severe weather generally comes in the following ways:

- **Lightning and Thunderstorms:** Students should remain calm and remain indoors.
- **Tornadoes:** When the Civil Defense sirens sound, one should move to an interior hallway on the lowest possible level.

Guidelines for Living on Campus

APPLIANCES

Students may have a small refrigerator and microwave in their rooms. There is a limit of one refrigerator per room. No air conditioners or space heaters are permitted on campus.

BABYSITTING

Babysitting in any campus facility is not permitted.

BEDS

Regular twin beds are provided by the college. Mattresses are provided. However, if you wish to bring your own twin size mattress you may, provided you take it home with you at the end of the year. Please note a mattress pad is required.

CURFEW

For student health and safety, curfew is from 11:00 PM until 6:00 AM Monday night through Thursday night and from 12:00 AM until 6:00 AM Friday night through Sunday night. The Dean of Students evaluates security reports and video surveillance to determine trends of inconsistency. Patterns of irregularity will be dealt with according to the severity of the scenario in probation, suspension, or termination.

DAMAGE OR DESTRUCTION

At no time is any student permitted to engage in any activity, carelessness, or recklessness that would destroy school property. Destruction of property is taken seriously. Violators are responsible for replacement cost of destroyed material. Amount to be paid will be determined by administration.

DORM ROOM

Rooms cannot be painted or altered in any way including the use of wall paper or border. Rugs can be put down, but it cannot be sealed to the floor with either glue or two-sided tape. A \$5.00 refundable key deposit is required at check-in to get into your room.

DORM ROOM CHANGES

No room changes can take place during the check in process. Once students have been on campus for approximately two weeks and have had an opportunity to meet other students, then a room change can be requested through their dorm supervisor. All room changes must first be approved.

DORM ROOM INSPECTIONS

Students are expected to keep their rooms in a clean and neat manner. All clothes are to be put away, the floor free of obstacles, trash taken out and the bathroom clean. Dorm inspection will be done weekly. As an incentive to promote health and safety in the dormitory, any student failing dorm inspection will be fined \$10.00. NOTE: Unpaid fines can prevent the student from borrowing additional materials, taking final examinations, receiving transcripts, receiving a diploma or registering for new classes.

DORM SUPERVISORS

- Jim Sleeva.....ext. 332
- Vonnie Sizemore.....ext. 334
- Serena Edwards.....ext. 309
- Daniel Gebhard.....

FIRE SAFETY

Lit candles, incense, any open flames, or fireworks are not permitted in the buildings. Fire doors and emergency exits must not be propped open.

GUEST POLICIES

Visitors are not allowed to attend Chapel services without the approval of the Dean of Students. No visitors are allowed on campus after 7:00 PM or to stay overnight except immediate family members (i.e. Mother, Father, Brother, Sister). All visitors must abide by regulations set forth in

the Student Handbook. Meal tickets must be purchased in the financial office for those guests who wish to eat in the cafeteria.

Please give a week's notice to the Dean of Students before hosting a family member on campus.

In order to maintain security on the campus, students should be very discreet in bringing people on campus, especially in the dormitories. Students who violate this policy (i.e. leaving doors open for other students after curfew) are subject to suspension.

INTERNET

Wireless internet is provided in each of the dorms and student lobby. You will need to register your computer's MAC address with the college I.T. department. Students are responsible for all activities performed using their personal account. A student's conduct on the Internet must be in accordance with the college's standards of conduct, whether accessed through the college's Internet service or an outside provider. To aid in accountability, students accessing the Internet from their dorm rooms should keep the door to their room open while accessing the Internet.

KEYS

Room keys are issued to each student upon their arrival to campus. Any problems encountered with the keys or locks should be reported to the front office. Keys issued through the college are not to be duplicated. Keys that need to be replaced should be reported within 24 hours to the front office.

A replacement fee of \$5.00 is charged to the student's account.

LATE NIGHT ENTRANCE

Students who because of unforeseen circumstances must come in after curfew, are required to contact their dorm supervisor to gain entrance to the building. Opening the doors for another student after curfew or assisting another student in so doing is a curfew violation and is considered a serious offense.

LEAVE REQUEST

All on-campus students must submit a leave request and receive authorization before leaving each weekend requested including M.S.A. trips. Weekend leaves must be terminated by 12:00 midnight Sunday evening. Leave requests must be filed by Thursday at 2:00 p.m. Students who submit leave requests later than this will be charged \$3.00 for processing. It is the responsibility of the student to make parents/guardians aware of any journey or overnight stay away from IBC.

Overnight leaves to the Indianapolis area are not permitted. Students are not allowed to stay overnight with former IBC students who still reside in the Indianapolis area. We suggest that students use their highest discretion in visiting students who live off campus. Students are prohibited from visiting a home of a person of the opposite sex in the Indianapolis area at any time unless one or more parents are present. Violators are subject to suspension.

Mixed groups must have a parent/guardian at the traveling destination call the Dean of Students and confirm their (guardian) knowledge of the visit and their (guardian) willingness to accept supervision responsibilities.

Any deviation from times listed on the leave form, such as early departure or late return must be approved by the Dean of Students' office (ext. 333). In the event that destination plans change from the one listed on the leave request, students must notify their dorm supervisor and/or the Dean's office. Automatic suspension will occur if it is confirmed that a student is not at the place listed on his/her leave request without having called Dorm Supervisor the Dean of Students.

LOCK DOORS

At no time should students do anything which would endanger the security of the school, such as propping open a door which is to remain locked. Such an action allows any person off the street

to come into the school, possibly unbeknownst to either students or staff. All students should endeavor to make sure the school remains secure. Whenever a locked door has been opened for a student(s), they must lock it as they leave.

MAIL

Mail is delivered daily to the mailboxes near the Student Lobby. Each student is given a personal mailbox and key. Personal mail should arrive at the college address to the students attention.

MAINTENENCE REQUEST

All student repair requests must be made through their dorm supervisor. For all emergencies please see the front office.

MOVIES

Movies are not permitted on campus and may be confiscated by any staff. Sermon, ministerial, and Christian concert DVDs are permitted.

MUSIC

The appropriateness of music on campus is determined by the lyrical content and the volume. Music may be confiscated by the staff if the lyrics are considered inappropriate. Community living standards must dictate the volume in which music is played.

PETS

No pets of any kind are allowed on campus or in student dorm rooms.

PRANKS/INITIAIONS

Pranks of a destructive nature or of a personal embarrassment to another student is not permitted on or off the college campus.

PROPPING OPEN DOORS

For the safety and security of all students in the dormitories, it is strictly forbidden to prop open any exterior door including fire doors in the hallways and stairwells.

QUIET HOURS

During the hours of 12:00 AM and 7:00 AM noise should be kept at the level heard only in one's room. Quiet hours are to be observed both inside and outside of buildings.

RESPECT OF PEOPLE AND PROPERTY

Students are expected to show respect to all faculty, staff, volunteers, and peers, including the property of other students. Any school equipment used by students is to be returned to its proper place.

RESTRICTED AREAS

Our dorms are not co-educational, therefore, at no time are men allowed to be in the ladies' dorm, or ladies to be in the men's dorm. Violations of this policy are extremely serious and may form the basis to warrant instant dismissal.

ROOF ACCESS

Students are never allowed on the roof for any reasons.

TRASH

Several trash cans are located on each of the ladies dorm floors. Men's dorm trash must be taken to the dumpster on the northeast side of the building. All personal trash must be bagged. Trash piled outside dorm room will result in dorm inspection failure fine.

UNAUTHORIZED ENTRY

Students are not to enter another student's room without their presence or their consent.

VACATION PERIODS / CLOSED CAMPUS

Campus is closed whenever school is not actively in season. This includes summer break (from graduation to registration day), Winter Break (from fall semester finals to spring dorm open date), as well as Fall and Spring breaks. Please note, room and board covers sixteen weeks of school which does not include Fall and Spring breaks. For an additional fee, students may stay on campus during Fall, Christmas, and Spring break, but only after written approval from the Dean of Students office.

WEAPONS

No weapon of any kind may be brought on campus. Likewise, no explosive of any kind may be created or possessed on campus. Violations in this area will make students liable to local law enforcement agencies.

WINDOWS

Students are not to enter or exit an area through a window. Throwing any object from a window is not permitted.

Student Services

Bookstore

The Campus Bookstore stocks textbooks, religious books, Bibles, school supplies, stationery, candy, official school clothing and other such items.

Bulletin Boards

Bulletin boards are for the benefit of informing students and are located at conspicuous places in student lobby, stairwells, and hallways. Certain kinds of information are not permitted, and therefore, must be cleared with the administration.

Cafeteria

Monday – Friday Hours

| | |
|-----------|----------------------|
| Breakfast | 7:30a.m. – 8:00a.m. |
| Lunch | 12:00p.m. – 2:00p.m. |
| Dinner | 4:00p.m. – 5:30p.m. |

Saturday Hours

| | |
|-----------|----------------------|
| Breakfast | 8:00a.m. – 9:00a.m. |
| Lunch | 12:00p.m. – 1:00p.m. |
| Dinner | 4:00p.m. – 5:00p.m. |

Sunday Hours

| | |
|-----------|--------------------------------------|
| Breakfast | 8:00a.m. – 9:00a.m. |
| Lunch | Served for one hour after CT service |

Other than these hours listed, the cafeteria is closed and will not be open for service between meals, including drinks. Vending machines are provided throughout the campus to accommodate students during these times.

Sack lunches are provided for those who work during dinner hours. Each Monday students must sign-up with the kitchen to receive a sack lunch for that week

We ask that food, trays, and “red” cups be kept in the cafeteria.

Computer Lab

A lab equipped with computers running Microsoft Windows and Microsoft Office is located behind the chapel. The lab is available to all current students and is to be used for school related projects. Hours generally are from 8:00 AM – 11:00 PM. Personal use of the computers is permitted, but students are asked to yield use of the computers to others needing to do school work. Installation of software not already provided may result in loss of computer privileges.

Students using the computer lab are expected to have working knowledge of Microsoft Windows based computers. The charge for using the computer lab is included in the general fee. Food and drinks are not permitted in the computer lab.

Library Policies

LIBRARY RESOURCES

The library offers a number of valuable resources and services:

- Book collection of more than 19,000 volumes.
- Computer lab with PC's and Microsoft software including Word, Excel, and PowerPoint.
- Reference help in doing research.
- Copy Machine (small charge for copies)

STUDENT HANDBOOK – 2009–2010 Edition

- Printer
- High-speed internet data ports

LIBRARY FINES

All library related late fees and fines are to be paid in the library. Late fees accrue (25 cents per day per book) until materials are returned. NOTE: Unpaid fines and/or overdue books can prevent the student from borrowing additional materials, and ultimately, if left unpaid, from receiving transcripts, receiving a diploma or registering for new classes.

LIBRARY HOURS

Monday – Friday.....9:00 AM – 3:00 PM*

*Groups may set-up special times after hours with the Director of Library Services.

Laundry

Laundry facilities are available in the dormitories. Cost is \$1.25 per load of wash and \$1.00 per load of dry

IBC Policy and Regulations

Email Address Required

All college students are expected to have an email address. If students do not have an account when they come they should be set up with a free email service, such as yahoo, hotmail, junio, etc. within the first week of the semester.

Non-Discrimination Policy

Indiana Bible College admits student of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, gender, national or ethnic origin in the administration of its educational policies, admissions policies, work scholarship, and other school-administered programs.

Use of all Electronic Devices in the Classroom

As a member of the IBC academic community, each student has a responsibility to instructors and fellow students who are members of the college community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, Indiana Bible College prohibits the use of cell phones and pagers in class. All such devices must be turned off or put in a silent mode and cannot be taken out during class. Wireless/laptop computers, palm pilots, and similar electronic devices may be used for taking notes in class, subject to professor's approval. However, these devices are never allowed to be used during classroom exams. They must always be kept in silent mode during class sessions and they may be used for academic use applicable to that course only.

If you use an electronic device during an exam, use of such a device could lead to a charge of "cheating" or academic dishonesty and additional sanctions listed under "Academic Integrity" in the Student Handbook. All special circumstances or exceptions should be cleared with the instructor.

Student File and Privacy Policy

The administration maintains the right to inform and confer with Pastors and/or parents regarding necessary measures of discipline concerning spiritual, academic, and/or financial matters.

Except as otherwise provided herein all information contained in each student file is deemed confidential.

Follow IBC news and announcements on Twitter and Facebook as well as our website, www.go2ibc.com.

Indiana Bible College

1502 East Sumner Avenue
Indianapolis, IN 46227
T: 317.554.8069
F: 317.783.9464
www.go2ibc.com

IBC Church Attendance

• **STUDENT'S NAME (PRINT):** _____

- Students working regularly during church should submit a formal letter from their employer to the Dean of Students office.
- Church Attendance forms and official excuses should be turn in within 48 hours of absence to the Dean of Students office.
- Four unexcused absences will result in automatic cancellation of student's enrollment.

Service: _____



Date: _____

____ Was at Calvary Tabernacle on time and did not sign in on time.

____ Was late to Calvary and did not sign in.

____ Working: Hours _____ to _____.

____ Place of Employment: _____

____ Was absent. Reason: _____

Service: _____



Date: _____

____ Was at Calvary Tabernacle on time and did not sign in on time.

____ Was late to Calvary and did not sign in.

____ Working: Hours _____ to _____.

____ Place of Employment: _____

____ Was absent. Reason: _____

Service: _____



Date: _____

____ Was at Calvary Tabernacle on time and did not sign in on time.

____ Was late to Calvary and did not sign in.

____ Working: Hours _____ to _____.

____ Place of Employment: _____

____ Was absent. Reason: _____

*(Above: Sample church attendance form) Church attendance forms can be found outside the Dean of Student's office and should be submitted at that office only.

IBC LEAVE REQUEST 2009

- ☉ Turn in Leave Request by Thursday at 4:00 PM.
- ☉ Late leave request must be accompanied by a \$3 late fee.
- ☉ Deadline: Leave request will not be approved after Friday.

Student

Name: _____

Cell Phone: _____ Mailbox: _____

List all traveling companions: _____

Is this a mixed group? _____

*Mixed groups must have the head of destination household confirm their knowledge & supervision responsibility with Dean of Students office. (317) 554-8069 ext. 333

Destination

City / State of visit: _____

Leave Date: _____ Leave Time: _____

Return Date: _____ Return Time: _____

Reason for leaving: _____

Are your parents/guardians aware of your leave? _____

Office Use Only

Received Call for mixed company travel?

Approved?

Authorization: _____

Dean of Students Signature

*(Above: Sample leave request form) Leave request forms can be found outside the Dean of Students office and should be submitted at that office only.

WITHDRAWAL / COURSE ADDITION FORM

Indiana Bible College

| | |
|---|---|
| <p>Instructions for Course Withdrawal / Addition:</p> <ul style="list-style-type: none"> • Complete course withdrawal / addition information and obtain signatures from your department dean and the course instructor. • Submit form to Registrar for assessment – Student file is reviewed to ensure changes are in accordance with policies & graduation plans <p>Notes:</p> <ul style="list-style-type: none"> • Withdrawal from a required course is not permitted. • Withdrawal forms turned in during or after the week of mid-terms will not be approved. | |
| Student's Name: _____ | Date: _____ |
| <input type="checkbox"/> ELECTIVE COURSE WITHDRAWAL | <input type="checkbox"/> REQUEST TO ADD COURSE |
| Course Title: _____ | Course Title: _____ |
| Instructor's Signature: _____ | Instructor's Signature: _____ |
| <p><small>After the first two weeks of a semester, instructor please check "withdraw pass" or "withdraw failing"</small></p> <input type="checkbox"/> WP <input type="checkbox"/> WF | Student's Signature: _____ |
| Academic Office | Signature of Department Dean: _____ |
| <input type="checkbox"/> Approved <input type="checkbox"/> Denied | <small>88 Studies – Robinson/MJ Dep. - Anderson</small> |
| Date Entered into the Student Record: ____/____/____ | Authorized Signature: _____ |

Course Withdrawal Guidelines:

- Student withdrawal from a required course is prohibited.
- Course withdrawals approved after the first two weeks of a semester are assigned a "withdraw pass" or "withdraw fail" at the discretion of the course instructor.
- Submission of forms during or after the week of mid-terms is prohibited. Forms submitted will be declined.

Procedures:

- Any student who wishes to withdraw from an elective must obtain a "Withdrawal / Course Addition Form" from their department dean or the academic office.
- Forms must be filled in completely and signed by the department head, course instructor, the registrar, and the student to obtain approval.
- Each student is responsible for verifying the approval status of their request. All requests are subject to the policies of Indiana Bible College.

Note to the Student:

- It is the student's responsibility to be sure that all course withdrawal procedures are followed and the completed form (including all required signatures) is submitted to the registrar before the mid-term due date.
- Failure to follow the guidelines will result in a denial of the student request.
- If the request is denied, the student will remain enrolled in the course and will receive a letter grade (A, B, C, D, or F), in accordance with their attendance and completed coursework for the semester.

Transferral of Credit Policy: IBC

A. Undergraduate Transfer of Credit

IBC allows undergraduates who wish to take a course at another college or university to apply those courses toward their IBC degree provided the following conditions are met:

- The course is completed at a approved institution
- The course is substantially similar to a IBC course
- The course is completed with a grade of C- (C minus) or better
- The course does not duplicate, overlap or regress previous work
- The college or university offering the course allows the course to be used for credit toward its own undergraduate degree

B. Limitations on Transfer of Credit

Each Department has established its own specific limits on the number of credits that may be transferred.

Transfer Credit Policy

Credit for work completed at accredited institutions before enrollment at Indiana Bible College must be submitted during the admission process and is subject to evaluations and approval by the College. The criteria for credit to transfer include, but are not limited to, the following:

1. A grade of "C-" or better is earned for the course.
2. The course was not used as part of a student's high school requirements and/or remedial credits taken at a college.
3. The course is from an approved institution of higher education.
4. Online courses which are considered as regular courses in a degree program with approved institutions are acceptable at Indiana Bible College. Approved courses are those which are numbered according to that institution's official numbering system for courses which satisfy degree requirements.
5. Credits will not transfer to IBC core class requirements unless that class is the exact equivalent as course offered at IBC.

Grades associated with transfer credits are not calculated in the student's IBC grade point average (GPA). Specific limitations on transfer credit are listed below.

Transfer Credit Limitations

The OYB and TYB programs transfers credits for the approved only classes and cannot meet the core requirements of said programs. The maximum transfer credit the College will accept for degree-seeking undergraduates is 96 semester course credits. Distance Learning and correspondence work apply to electives only not required core classes. Extension or correspondence work will be accepted for transfer if they are the equivalent of IBC classes.

Distance Learning Credits obtained through international study or domestic exchange/visit are limited to 16-credit maximum (with approved work).

Transfer Credit for Domestic Exchange/Visit, International Study

Students who participate in domestic exchange/visit or international study programs will have their transfer credit evaluated upon receipt of the official transcript provided by the program or institution. The same transfer policies, equivalents, and limitations apply to these credits as to any transfer credit. These credits are included in the transfer limits stated above.

Academic Policy Addendum

(to coincide with page 7–8 of Handbook)

Grade Appeal

Students may contest any grade with the (1) Registrar / Academic office, (2) department dean, or (3) the class instructor. Once the subsequent semester has passed those grade may not be re-evaluated.

Course Withdrawal (Dropping a Course)

Student withdrawal from a required course is prohibited. Any student who wishes to withdraw from an elective course must obtain a "Course Withdrawal / Addition Form" from their department dean or the academic office. Course withdrawals approved after the first two weeks of a semester are assigned a "withdraw pass" (WP) or "withdraw fail" (WF) at the discretion of the course instructor. An elective course may only be withdrawn from before mid-term exam week each semester. Submission of forms during or after the week of mid-terms is prohibited and forms submitted will be declined.

Course Withdrawal Guidelines and Process

- Forms must be filled in completely and signed by the department head, course instructor, the registrar, and the student to obtain approval. (See Appendix for correct form.)
- It is the student's responsibility to be sure that all course withdrawal procedures are followed and the completed form (including all required signatures) is submitted to the registrar before the mid-term due date.
- Failure to follow the guidelines will result in a denial of the student request.
- If the request is denied, the student will remain enrolled in the course and will receive a letter grade (A, B, C, D, or F), in accordance with their attendance and completed coursework for the semester.

Academic Probation – Revised

Any student falling below a 2.00 grade point average (GPA) both in cumulative semesters and for the previous semester will be placed on academic probation (AP). Being on academic probation disqualifies a student from participating in MSA, Student Council, work scholarship, organized sports activities, extra-curricular clubs, performances, musical groups other than choir, and may also be disqualified from other activities, etc. at the discretion of the administration. A student will be removed from academic probation when the cumulative grade point average is 2.00 or above.

Any student receiving a grade point average below 1.0 in a semester may be dismissed from the following semester without being put on academic probation.