

# STUDENT HANDBOOK

## *Statement of Purpose*

Louisville Bible College is a Christian educational community committed to training men and women for leadership and service in the body of Christ. This Student Handbook outlines the expectations and policies expedient for such a community. The purpose of these guidelines is to help the College fulfill its mission by encouraging safe and smooth operations, promoting Christian character and leadership within students, and setting forth the rights and responsibilities of students.

Certain guidelines in this Handbook are founded on clear biblical standards. Some expectations, which are not based on explicit biblical commands, find their justification in the welfare of the students and the College. Other standards, admittedly, represent matters of preference, interpretation, opinion, and tradition.

Because the Bible is inspired of God, there is no room for discussion on matters of clear scriptural command. In contrast, individuals may very well disagree on appropriateness of policies regarding other matters. LBC administrators, faculty, and staff are always open to respectful, reasoned discussion in matters of opinion. However, disagreement with the rationale and particulars of a policy is *not* license for non-compliance. Enrollment as a student of LBC does not necessarily imply agreement with all the policies of the College. However, it represents acceptance of those rules, and necessitates adherence to them.

A copy of the Student Handbook is available to all students at their request.

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# Student Life

## **Student Lounge**

The Student Lounge, located in the Administration Building, is available for LBC students during class hours. It offers a lounge area with tables, vending machines, and a microwave for the convenience of the students. Each student has a mailbox outside the Student Lounge where papers and other information will be placed.

## **Library**

The Ira M. Boswell Memorial Library is housed in the Virgil D. & Mary E. Oetzel Memorial Building located behind the Administration Building. There students will find a variety of resources and services to supplement their coursework, as well as ministry and personal pursuits. In addition to a wide selection of books, periodicals, and audiovisuals, the library is equipped with computers with high-speed, wireless internet access for research, communication, word-processing, etc. Students may also use the copier and computer printer for a nominal fee. Students are permitted to checkout materials that are not on reserve, provided that they do not have overdue items. Drinks are allowed in the library as long as they are kept by the tables, however, food is not permitted and cell phones should either be turned off or the ringer set to vibrate.

## **Chapel Attendance**

A student is expected to attend Chapel any night it is held when he/she is on campus for class, unless excused by the Director of Christian Service. Campus Residents are expected to attend every Chapel service. A record is kept of Chapel attendance. The student must sign the attendance sheet legibly each time they attend. Chapel attendance affects a student's Christian Service grade.

## **Christian Service**

Any degree seeking student and all on-campus residents must participate in the Christian Service program every semester they are enrolled. Each student is responsible for finding a place to serve. The student will spend at least sixteen (16) hours per semester in this placement.

# Rules for Students

Students of Louisville Bible College will adhere to the following guidelines out of respect for the safety and conscience of other Christians and out of submission to state and federal laws:

- Tobacco and alcoholic beverages are strictly prohibited on campus, in all facilities, at all times.
- Weapons, firearms, knives, etc. are prohibited.
- Unseemly or inappropriate literature and language shall not be permitted.
- Recreational fireworks are not allowed on campus.
- Christian standards will regulate movie selections.

## Guideline for Dress

- a) \*Acceptable classroom attire:  
slacks or dress jeans (or a skirt for women)  
neat, appropriate shirt  
clean shoes or sandals
- b) Unacceptable classroom attire:  
hats or caps (outside only)  
shorts

***\*Anyone coming from or going to work will be permitted to wear appropriate work clothes.***

- c) Special Events attire:  
Men: Suit or sport coat and slacks, dress shirt, tie.  
Women: Dress, skirt, or slacks with blouse or sweater.  
Hair: Neatly groomed

## Sexual Conduct

Louisville Bible College expects relationships to be conducted in a Scriptural manner. Unacceptable behavior includes, but is not limited to the following: immodest public displays of affection, sexual relations outside of marriage, homosexual activity, and cohabitation with members of the opposite sex.

## **Sexual Harassment**

Louisville Bible College will not tolerate the sexual harassment of any member of the College community by any other member. Sexual harassment is any behavior that emphasizes the sexuality of another person in a manner that prevents or significantly impairs that person's full enjoyment of the benefits and opportunities to live, learn, or work at LBC; is unsolicited; and is met with resistance, with non-cooperation, or with coerced or self-defensive cooperation. Any person who believes that he or she has been sexually harassed by any other member(s) may turn for assistance to any official of the College or member of the faculty or staff.

## **Disciplinary Action**

At times, a student may unwittingly or purposely violate a rule or fail to display the courtesy due to other students, faculty, and staff. The following principles and procedures are intended to provide redemptive discipline or resolution at these times.

A student who breaks a rule should confess his infraction to an appropriate authority. An individual with knowledge of an infraction should go to the offender privately and encourage him to confess his wrongdoing. Voluntary confession may mitigate penalties for infractions. Students and faculty have a responsibility not to stand by passively when a brother or sister is in error.

In the case of personal conflict, one should first make the effort to resolve conflict in a private setting. If this brings no resolution, the individuals involved should seek the counsel and arbitration of a third party who is a mature Christian (perhaps a member of the faculty or administration).

Should inappropriate student behavior or alleged incidents of such behavior be brought to the attention of faculty or staff, those faculty or staff who are directly involved will discuss the matter with the student(s) in private. Agreed upon penalties or corrective measures will be implemented. Unresolved issues and issues that require further disciplinary action will be forwarded to any Administrator, who may refer the question to the Christian Conduct Committee.

## **Formal Disciplinary Decisions**

The Christian Conduct Committee will hear unresolved matters forwarded by any Administrator. The committee will consist of three members: Academic Dean, Director of Christian Service and Librarian. The President may serve as an ex-officio member. Disciplinary actions taken by this committee will be communicated to the student in person and in writing.

Behavioral Probation and Expulsion may be assigned at the discretion of the Christian Conduct Committee. If a student on Behavioral Probation continues to violate any rules at LBC, that student may be immediately expelled. An expelled student will receive an “F” grade for all courses in which that student is enrolled. One full semester must pass before the student is eligible to apply for readmission to the College.

The reasons a student might be put on Behavioral Probation or expelled include but are not limited to the following: being or having a guest in a restricted area, physical violence, abusive or vulgar language, giving false statements to the College orally or in writing, theft of college or personal property, violation of civil law, sexual misconduct, and recurrent disregard for college policies.

## **Grievance Policy**

Each student, by virtue of his or her enrollment, implies his or her agreement to abide by the standards set forth in this Handbook and in the current Academic Catalog. These policies, while generally appropriate, may on occasion need to be reconsidered in the context of individual circumstances. In the event that a student feels that a policy has been applied inappropriately or seeks an exception to existing policy, such a request may be submitted in writing to the appropriate office as indicated below. This same process is appropriate for a student seeking to appeal a decision on matters of academics, conduct, finances, etc.

The written appeal will describe the decision or policy in question and the basis for the student’s appeal, and when appealing a decision, must be submitted within five days of the initial action. Upon submission, the appropriate college personnel will review the appeal.

Within three days, the student will receive a verbal response to the appeal, and within five days, a written explanation.

If the student is unsatisfied with the response to the appeal, the student may make a final appeal in writing to the office of the President. Appeals initially involving the president must be sent to the Chairman of the Board of Regents.

In academic matters, the initial appeal will be submitted to the Academic Dean. In matters of finance, the initial appeal will be submitted to the Finance Office. In other matters, including disciplinary action, the initial appeal will be submitted to the Academic Dean. In the event that the individual functioning in any of these roles is unavailable, a delegate will be appointed by the President to handle the appeal.

## Emergency Information

### **Campus Safety**

Campus Safety and Security is provided by Campus Security Officers (CSO). A current CSO list is posted in the apartments and in every campus building. If any situation arises that threatens or compromises campus safety or security for any student, a CSO must be notified immediately.

Facilities are equipped with fire extinguishers and smoke detectors. Fire doors must remain closed at all times. Should a fire occur on campus, evacuate affected buildings, call 911 and then notify a CSO.

The basement accessible through Apartments 2 and 3 will be available to students in times of severe weather. Students should not remain upstairs, but go to a central hallway or restroom on the first floor in other buildings.

In case of emergency, administrators can be contacted at the numbers listed in the Annual Telephone Directory.

### **Inclement Weather**

In the event of cancellation of classes, an announcement will be made over the radio on WHAS 840 AM or on television on channels WAVE 3, WHAS 11, WLKY 32, or WDRB 41.

# Residential Life

Housing on campus is handled on a first-come basis. Students are expected to have proper regard for facilities furnished and abide by all housing rules.

## **Inventory**

The Dean of Students or Resident Assistant (or appointed staff member) will inspect an apartment prior to a student's occupancy of that room. An inventory of all items present will be made; any pre-existing damage will be noted. College-furnished items are not to be removed from the apartment to which they are assigned.

## **Occupancy**

Students will not be allowed to move into the campus apartments until all references have been received and reviewed. Also, every resident prior to moving into campus housing must sign an Apartment Safety Disclosure Statement. The College reserves the right to assign students to specific apartments. Students are not to change apartments without express permission from the Dean of Students or Resident Assistant.

A \$50.00 security deposit is required from each student resident and a deposit of the first and last month's rent from each non-student resident(s). There is also a \$10.00 deposit required for each key issued. Damage to apartments or furnishings must be reported immediately to the Director of Maintenance. If the cost of subsequent damages or cleanup should exceed the amount of the deposit, the difference will be added to the account of the resident.

Upon vacating, if the key is returned, the resident will receive a refund of the \$10.00 key deposit. If the apartment is left in an acceptable condition (to be determined by the Dean of Students or Resident Assistant and Director of Maintenance), the security deposit will be credited to the student's account.

Residents must furnish bedding and personal belongings.

**Keys are not to be copied by the students.**

## **Care and Use of Apartments**

Each apartment has a cooking range, microwave, and refrigerator. Toasters and other cooking appliances may only be used in the kitchen area. All open flames are strictly prohibited.

Apartments must be locked when residents are absent or asleep; lights and appliances are to be turned off. Stereos, computers, and televisions are to be used in a courteous manner. Fire doors must remain closed at all times.

Any damage to paint will be charged against a resident's security deposit. Walls are not to be painted, papered, etc., by the students. No nails, screws, or tacks may be used. Inappropriate posters and wall hangings will not be allowed. In cases of question, this will be at the discretion of the Dean.

Pets are not permitted in the apartments.

Students may not have a member of the opposite sex in their apartments at any time without first receiving permission from the Dean of Students or Resident Assistant. This includes family members.

## **Room Inspection**

Routine inspections will be conducted by a Staff member at his discretion between 10:00 a.m. and 6:00 p.m. on weekdays. Notice of the day will be given. The College reserves the right to inspect apartments without the residents present. Authorized college personnel may enter any apartment at any time for inspection, maintenance, or repairs.

Residents are expected to share housekeeping duties. Apartments will be neat and clean at all times. This includes but is not limited to the following guidelines, which are the responsibility of each resident:

1. The bathroom will be cleaned with disinfectant.
2. The garbage will be taken to the dumpster as needed.
3. The sweeper will be run as necessary. The kitchen and bathroom floors must be swept and mopped as needed.
4. The refrigerator and freezer must be kept clean and emptied of outdated food items.

Apartments failing inspection will receive specific warnings. Failure to heed the warnings before the next inspection will result in a fine of one week's rent, an increase in rent or dismissal from housing.

## **Laundry Facilities**

There are NO laundry facilities on campus. However, there are several local Laundromats easily accessible for usage.

## **Curfew and Quiet Hours**

Residents are to be on campus by 12:00 a.m. Sunday through Thursday, and 12:30 a.m. on Friday and Saturday. Residents leaving or arriving on campus after curfew and before 6:30 a.m. without prior arrangements are in violation of curfew. Residents who have a cumulative GPA below 2.5 will not be granted the privilege of staying out past curfew.

Quiet hours will be observed from 10:00 p.m. until 7:00 a.m. During Final Exam Week, quiet hours will be observed continually.

## **Check-out Procedure**

1. Student will contact the Dean of Students or Resident Assistant at least one week in advance of vacating the apartment.
2. Apartment will be inspected after the student has vacated.
3. Deposits will be refunded if the apartment is in proper order and key is returned.

Students who violate check-out procedures forfeit their deposits and will be liable for any damages without appeal.

## **Parking of Student Automobiles**

Each semester students will be assigned parking spaces.

**Inoperable automobiles are not allowed to remain on campus. They must be towed to a repair shop or to an off-campus location.**

## **Overnight Guests**

All overnight guests are to be registered with the Office Manager before they arrive on campus. Guests are subject to the same policies and guidelines as students. The fee for overnight guests, payable in advance, is \$8.00 per guest per night.



# Louisville Bible College

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Training leaders for the local church

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**2010-2011  
Academic Year**