



**SOUTHERN BIBLE**  
INSTITUTE & COLLEGE

# STUDENT DEVELOPMENT HANDBOOK

(2018 Update)

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The information in this Handbook describes Southern Bible's student development philosophy, standards, and expectations for its students effective beginning August 2014-15 academic year. The information contained herein is not a contract or a legal document, but for planning purposes and functionality in the SBIC educational community, and is subject to change without notice; consequently, when making changes during the academic year in progress, SBIC will make every effort to inform students, faculty, and staff in a timely matter through published addendum. The *SBIC Student Development Handbook* is reviewed as part of SBIC's annual planning cycle. Information regarding revisions and updates in this Handbook is available from the Institutional Effectiveness Office. All suggestions for amending must be submitted in writing and addressed to the Institutional Effectiveness Administrator.

# WELCOME TO SOUTHERN BIBLE INSTITUTE & COLLEGE

We are grateful that you have chosen SBIC to be a part of your life. The Student Action Leadership Team is made up of people called to minister to you as servant leaders in the SBIC community. We truly desire to serve and encourage you as you follow God's plans for your life. Following God's plans brings genuine happiness, satisfaction, and true success.

We are excited about the year ahead as we live and learn together in an environment that is challenging, rewarding, and indeed, life changing. We pray your experience at SBIC will be remembered as one of the most significant times of your life.

The items addressed in this handbook serve two student development purposes. One purpose is to provide you with information about how SBIC functions, and the other purpose is to inform you about what SBIC expects from you. Each item has been placed in the handbook for the good of the whole SBIC community. The content of this student development handbook is not a contract or a legal document, and is subject to change without notice. Information regarding revisions and updates in this Handbook are available from the Institutional Effectiveness Office.

Accordingly, SBIC believes it is imperative for its students to be familiar the mission of SBIC as well as institutional goals, strategic initiatives, and educational outcomes for graduated students. These three areas are the backbone for all of the school's student development activities. We have included these three documents in Appendix I.

Read this handbook thoroughly and familiarize yourself with the different areas of student life and student support services available. Your Institute experience at Southern Bible Institute & College will profit you greatly if you diligently observe and apply the policies stated in this handbook. After all, success requires work.

## STUDENT DEVELOPMENT PHILOSOPHY

We are committed to providing educational experiences which complement our curriculum and faculty instruction. Freedom of inquiry also applies to student development by providing opportunities for a student to affirm God's leadership in their life as well as the stewardship of His gifting and abilities at work in and through them.

Student development activities are intended to contribute to a student's personal growth and support institutional level education outcomes for graduated students. This integral component of SBIC's educational mission through the support services are explained in this Student Development Handbook.

Spiritual life and ministry formation naturally plays an indispensable role, and is facilitated by the dedicated Coordinator which oversees these areas. Regular campus chapel services challenge students (and all members of the campus community) to prioritize their personal spiritual growth and build qualities of Christian character into their personal lives characterizing servant leadership. Through regular ministry experiences under the Servant Leadership Education Development (SLED) course assignments, students are challenged to develop ministry and vocational skills competencies that complement learning in the classroom. SLED requirements are facilitated within each course and the school's expectations and student responsibilities are outlined in each syllabus.

## COMMUNITY

Southern Bible Institute & College's mission is focused with broad educational outcomes possible. The mission is: *equipping men and women to be competent servant leaders with a bible-centered worldview*. Accordingly, all that SBIC undertakes seeks to constantly keep in mind our motto that we are focused on: *Equipping Servant Leaders*.

The central emphasis in our mission statement is on the word "be." This is the role student development takes on in the SBIC educational community of which students are the most important part in fulfilling our institutional mission statement. After all, our mandate and motto demand an institutional synergy that produces competent servant leaders with a bible-centered worldview.

The makes SBIC a growing community of Christian men and women committed to servant leadership under the Lordship of Jesus Christ. The point here is on the work "growing." As SBIC carries out its biblical higher educational mission, the school exercises its authority to cultivate order, promote unity, maintain standards, and invoke discipline from the source of all authority, God (Romans 13:1-7). Accordingly, SBIC thus supports and seeks to strengthen the two institutions God established: the family and the Church. In order to accomplish this, the educational community seeks to encourage one another in learning about their spiritual identity in Christ, exercising spiritual gifts, honing ministry skills, and dependency in Christ. Faculty evidence care for students, while exercising authority over them to teach, correct, guide, and model servant leadership. In this manner, SBIC executes its mission responsibility to equip men and women to be servant leaders with a bible-centered world view. After all the SBIC brand is: timeless servant leadership rooted in God's authoritative Word. We trust this will be your brand.

SBIC operates on the premise that each student has been born-again through faith in Jesus Christ. This new life is evidenced by the student growing more mature intellectually, socially, emotionally, and spiritually in their interactions. Many of the

items contained in the *SBIC Student Development Handbook* will already be a part of a student's life style, while others have to be learned. The necessity for rules and regulations diminishes as Christ lives His life through the student. By attending SBIC, students agree that it is wise and in the best interest of all concerned to submit to instruction, guidance, and direction provided through its programs and personnel.

SBIC correspondingly understands that students are individuals needing recognition, acceptance, and time. All students begin their school career somewhere in a spiritual, emotional, and social transition continuum which should end in them becoming maturing, responsible Christian servant leaders (Ephesians 5:18-21; Philippians 2:1-8). This leads Southern Bible Institute & College to initiate student development programs and functions involving spiritual formation and social interaction that in turn complement academic instruction. SBIC thus understands and practices student development that seeks to understand and value its students through respect and responsibility.

## RESPECT

Each student within the SBIC educational community should respect one another (Matthew 7:12; Romans 12:10). Administrators, faculty, staff, and student leaders should likewise be treated with respect at all times according to Romans 13:7 and Hebrews 13:17. Respect is one of the most basic human needs. One of the essential discipleship marks of a Christian testimony is respect demonstrated through our observable treatment of others in genuine love. After all, Christ said His disciples are to be known by this distinguishing mark (John 13:34-35).

Therefore, SBIC seeks to practice respect in its student development by:

- Modeling servant leadership as the foundation for all of its student development requirements and activities.
- Providing spiritual formation activities through chapels, preaching events, and week-long emphases that address the needs of all students.
- Encouraging personal spiritual growth and healthy family relationships in the classroom and activities.
- Listening to its students whether personally, corporately, or through institutional assessment activities.
- Complementing academic instruction through engagement in practical ministry that is beneficial personally and professionally (Field Education).
- Ensuring students are attending a local church where they can give and receive.
- Inviting students and families to school-wide activities.
- Assisting students with vocational preparation in line with SBIC's mission and the educational equipping students expect to receive.

## RESPONSIBILITY

Moreover, SBIC makes a conscious effort to emphasize each individual's responsibility to walk in obedience to the Lord in a personal and dynamic relationship, while not unduly emphasizing multitudinous requirements (1 Corinthians 9:24-27). Students should not interpret this to mean that God-honoring attitudes and behaviors taught in the Scriptures are of little significance. The habitual practice of scriptural attitudes and behaviors should be the norm in every Christian's life style. Some attitudes and behaviors taught in the Bible are prescriptive, while others are proscriptive. As students mature in their daily walk and servant leadership ministry in the Lord, the Holy Spirit's personal leadership transforms their attitudes and behavior to correspond with those taught throughout the Scriptures (Psalm 119:105). A renewed mind saturated with God's Word is the key to consistent spiritual growth (Romans 12:1-2).

The Scriptures make some attitudes and behaviors clear. At other times, students must take responsibility and make choices. Choices should be based on both specific and general biblical truths. Situations in and of themselves do not reinterpret biblical truth. SBIC teaches students to develop and practice biblical convictions (Romans 14:1-23). At times, deference must be exercised toward other students by curtailing the student's personal Christian liberties for of another person's spiritual well-being (Philippians 2:1-4; 1 Corinthians 6:12; Romans 15:1-2) because:

- Students are at different levels of maturity.
- Consistency and impartiality must be maintained in the SBIC community.
- Student conduct should enhance Christ's reputation in public and in private.

Students sign their application as part of the acceptance process indicating their willingness to live in harmony with SBIC's requirements and community standards for student development. SBIC believes its requirements and community standards reflect appropriate applications of biblical truths for the good of its whole educational community. Personal convictions may occasionally differ; however, acceptance for study as a student obligates the admittee to assume responsibility and honorably adhere to the *SBIC Handbook* requirements and community standards. Ignorance is not acceptable as an excuse for misconduct. Admittedly, students must guard against harboring a rebellious spirit. Scripture severely condemns all rebellious attitudes (1 Samuel 15:2-3; Philippians 2:14-16), and strongly commends compliant attitudes (Romans 13:5-7; Hebrews 13:17).

In any case of misconduct, the steps of unity described in Matthew 18:15-20 should be observed when students observe other students participating in conduct that is out of harmony with biblical commands and principles, whether published or implied in SBIC's requirements and community standards.

Attitudes or behavior, on or off campus, that indicates the student has disregarded SBIC's requirements and community standards, whether implied or expressly stated in the *SBIC Student Handbook*, is sufficient reason for the Student Development Committee to place the student on warning, disciplinary probation, implement short term or full suspension, or recommend dismissal.

## STUDENT ACTION LEADERSHIP TEAM (SALT)

After admission, SBIC students gain a listening ear, friend, role model, and representative to faculty/administration through the roles of the Student Action Leadership Team (SALT). SALT members learn administrative and spiritual formation leadership skills by planning events on the institutional calendar, working with prospective and new students, participating in chapel services, and coordinating activities for the student body. Student leaders are also on occasion invited to represent student interests on selected faculty standing committees. The leadership of these students plays a vital role in understanding student perception and needs, making administrative decisions, and student retention.

SALT'S main team priority is to help Southern Bible Institute & College's students grow in their God-given potential for life and ministry during educational preparation time at SBIC. The Student Action Leadership Team ministers to students by:

- Maintaining open relationships with students as servant leaders.
- Performing assigned responsibilities for moving institutional operations and strategic initiatives forward.
- Encouraging students as they work through trials and difficulties in a biblical and responsible way.
- Sharing experiences with students as they seek to balance academics with spiritual goals, family matters, local church, social interaction, ministry assignments, and employment.
- Assisting faculty and staff in motivating students to achieve excellence.
- Ministering to students and their families in the event of serious illness, hospitalization, or death in the immediate family.
- Praying with as they make choices concerning vocational opportunities best suited to their spiritual gifts, skills, and talents.
- Encouraging students who may decide to prematurely withdraw from SBIC.
- Working with administrators and IE for ways to improve academic and student development concerns.

Student Action Leadership Team members are part of the circle of key people in every student's life at Southern Bible Institute & College for encouragement, prayer, advice, and focused mentoring. SALT's servant leadership ministry supports academic programs and business functions, thus working together to fulfill the mission statement of SBIC.

## SPIRITUAL FORMATION

### CHAPEL SERVICES

All students are expected to attend scheduled chapel services. SBIC has day and evening chapels. Chapel is a special time set aside to meet the worship and spiritual needs of all. Chapel is an inspirational and vital part of the total academic, spiritual, and social

experience at SBIC. Leaders seek to edify all through passionate proclamation from God's Word and balance worship with traditional hymnody and contemporary music. Along with instruction given by faculty through SPRF (Spiritual Formation) courses in the curriculum, chapel is a vital link to the spiritual development of each student.

All members of the SBIC community should come with a worshipful attitude, praying that God will uplift their hearts and the hearts of the people sitting around them.

## CHURCH ATTENDANCE

Regular attendance at a local church is expected for all students. SBIC encourages students to invest in their local church by working their SLED (Student Leadership Education Development) assignments there. Active participation in a local church is further encouraged because Christian growth and edification leads to a balanced life that is both evangelistic and servant-centered. Developing a pattern of absenting oneself from the local church leads to spiritual apathy and carnality. (Hebrews 3:13; 10:23-25; 1 Peter 2:1-2).

## FIELD EDUCATION

### (SERVANT LEADERSHIP EDUCATION DEVELOPMENT)

SLED (Servant Leadership Education Development) is the supervised field education part of the curriculum that overlaps with spiritual formation through student development. The Vice President of Student Development coordinates the program, however is facilitated within each course and the school's expectations and student responsibilities are outlined in each syllabus. Students are required to have a documented, completed ministry assignment each fall/spring term for a total of eight terms per academic program. Successful completion of the SLED requirement is transcribed with a "CR" credit grade.

The SLED assignment is designed to provide a setting in which the student can apply instruction gained in the classroom with actual, practical ministry involvement. If taken seriously, the student will have a richer educational experience, as well as enter full-time ministry, or the work force, with an enhanced sense of readiness and professional confidence.

## SPIRITUAL FORMATION EMPHASIS WEEK

This is a special week set aside in the fall for the purpose of spiritual evaluation, challenge, and commitment. Speakers focus on specific areas of the Christian life pertinent to a growing relationship with Christ, the disciplines of being a student, and equipping for effective ministry after graduation.

## HEALTH & WELLNESS / STRESS REDUCTION WEEKS

Health, wellness and stress reduction are not only a physiological, emotional, and mental necessity, but also an important key to a vibrant spiritual life. The Student Action Leadership Team will hosts a Health & Wellness week in the fall semester and a Stress Reduction Week in the spring in order to emphasize the importance of proper physical care and intended for relieving stress associated with finishing the term strong and doing well on final exams.

## SPIRITUAL LIFE

SBIC expects students to set time aside for reading the Word of God and prayer (Luke 18:1; Psalms 119:105). These two items are the basis for consistent growth toward spiritual maturity in the Christian life. Chapels and other spiritual life emphases contribute to spiritual growth.

SBIC likewise recognizes the indispensable place of ministry from the local church and pastor in the student's life and ministry (Hebrews 10:24-25, 13:17). SBIC likewise expects each member of the community to strive consciously to maintain relationships that support, encourage, and help others (Romans 15:1-2). When difficulties arise students should respond with truth, compassion, kindness, humility, gentleness and patience--bearing with each other and forgiving whatever grievances may occur between them and others (Colossians 3:12; Ephesians 4 :32). Furthermore, we are responsible to support those who are experiencing grief, discouragement, illness, tragedy, and other personal trials. Expressions of bearing one another's burdens include comfort, consolation, encouragement, and intercession (2 Corinthians 1:3-4).

Discipleship groups help students learn these priority habits through fellowship and accountability which in turn promotes and encourages unity within the whole Institute community (Colossians 3:16). Evangelism naturally follows strong spiritual growth. These results are God-expected results emerging from SBIC's spiritual formation emphases for student development, whether through challenge in the classroom or chapel, or field education assignment, or community events.

## SUPPORT SERVICES

### COMPLAINTS AND GRIEVANCE RESOLUTION SERVICES

From time to time a student may encounter a problem in their relationship with SBIC. When such an event occurs, whether it concerns finances, academic issues, or other matters, the student must follow the grievance resolution procedures written below. All such matters should be referred to the appropriate individual.

The Executive Vice President (E.V.P.) is the designated institutional contact person for giving direction and initially handling student complaints.

The following biblical guidelines should be followed for resolving complaints as part of a God-honoring grievance restoration process (Matt. 5:23-26, 18:15-16; Galatians 6:1).

Each concern **must be expressed verbally as well as in writing** to the staff, faculty or administrative person who is directly responsible for managing the institutional area.

Student Accounts	Rev. Alvin Marshall
Student Development/Field Education/Placement	Dr. Kevin Hawkins
Admissions	Rev. Terrance Ford
Institutional Development/Public Affairs	Dr. Martin Hawkins
Academic Programs	Rev. Terrance Ford
Registration	Ms. Marcia Upshaw

Information Technology Support Services	Ms. Carol Every
Educational Support Services and Website	Ms. Carol Every
Facilities and Security	Mr. Tony Myers
Institutional Effectiveness	Dr. Joel Wilson

- If the student does not believe that the complaint has been resolved appropriately, then the concern should be communicated verbally and in writing to the E.V.P.
- In the event that the student does not have the complaint resolved through this second level of appeal, then the student may express the concern verbally and in writing to the President, who is the institution's final level of appeal for complaints.
- After exhausting the institution's complaint process, current, former, and prospective students may initiate a complaint with the following groups:
- THECB (Texas Higher Education Coordinating Board) by sending the required forms either by electronic mail to the agency's web address located in Austin, Texas, <http://www.thecb.state.tx.us/index.cfm?objectid=051F93F5-03D4-9CCE-40FA9F46F2CD3C9D> , or by mail to the Texas Higher Education Coordinating Board, Office of General Counsel, P.O. Box 12788, Austin, Texas 78711-2788. Facsimile transmissions of the forms are not accepted.
- A student may also present their complaint to the accrediting association with whom Southern Bible Institute & College holds Applicant status. SBIC is not accredited and therefore is not a member school. Complaints may be mailed to: Commission on Accreditation, Association of Biblical Higher Education, 5850 TG Lee Blvd. Suite 130, Orlando, FL 32822.

## COUNSELING SERVICES

Personal and confidential counseling is available by appointment to any student with the VP of Student Services & Development. Spiritual gifts questionnaires and personal inventory type tests are available to help students assess needs and direction in their lives. In addition, students can receive professional counseling from The Harmony Counseling Center (a biblically based, Christian counseling center near campus) who has an on-going relationship and partnership with Southern Bible for counseling services for its students.

Academic advising is also available by appointment with the Registrar. Students can additionally benefit from the spiritual insight and experience of faculty members.

## HEALTH SERVICES

First aid supplies are located in the Student Services & Development Office. Access to supplies is available through the Facilities Manager and Registrar.

Students are encouraged to maintain good health through eating regular, well-balanced meals and getting plenty of exercise. Exercising three times a week can lower stress and help students balance their academic load and employment with spiritual goals.

Health insurance and physician selection are the student's responsibility. SBIC does not endorse any brand of insurance or act as a referral service for physicians.

A student with an acute or contagious illness is not permitted to remain on campus or attend classes. In some cases a student may be administratively withdrawn from SBIC for medical reasons. In order to return to campus and/or attend classes a release letter from the student's physician must be presented to the Registrar documenting that the student is not in a contagious or declining state and in the physician's opinion able to resume a full course of study.

## EMPLOYMENT AND JOB PLACEMENT SUPPORT SERVICES

Job openings and opportunities (including Work-For-Tuition) are posted through mySouthernBible student portals, in the Student Services & Development Office, and in some cases on the public website of the school. Graduate and alumni placement is handled through the Student Services & Development Office by the VP of Student Services & Development. The VP of Student Services & Development also serves as a key resource for alumni employment opportunities in ministry.

Other sources of employment and placement include information spread by word-of-mouth among students, and employers who contact the School. SBIC includes career guidance and preparation components in certain courses such as the Student Success Seminar and Capstone.

## SCHOOL EVENTS

SBIC is a commuter campus with the majority of students being adult learners. Our course schedule is built on block offering system from which students can best coordinate and maximize their time for coming to campus and work schedule. Hence, major school events are strongly linked to the school's emphases for spiritual formation e.g., Spiritual Life Emphasis Week and Stress Reduction Week. Events take place on selected days and throughout a scheduled week. Reminders for upcoming events are regularly announced through eNews (email blasts), mySouthernBible-student portal via the online information system or posted in designated areas around the campus. Events include:

### DAY OF OUTREACH

SBIC endeavors to host various events which emphasize and highlight the community and outreach. This is a way for the school to live out its servant leadership development drive in a practical way. Events target the community near and in close proximity to the SBIC campus as well as areas near partner churches and organizations.

The Day of Outreach is one event hosted by Southern Bible in partnership with CRU (formally Crusade for Christ) during their regional conference held annually in the Dallas area. SBIC has had over 1,300 students and staff on campus and engaged in community outreach and evangelism facilitated by SBIC's faculty, staff, students, and partnering churches. Students of diverse ethnic backgrounds are given firsthand experience in ministering in urban communities. All SBIC students are encouraged to participate in this event and may earn SLED credit.

Additionally, SBIC uses such events to intentionally reach out to local neighborhoods in order to meet and pray for neighbors, invite them to attend local churches, and most importantly present the gospel and give people an opportunity to respond for beginning a relationship with the Lord Jesus Christ. A final objective is to give SBIC the opportunity to share with its neighbors the mission of the school.

## CONNECTING CHRIST AND CULTURE CONFERENCE & REVIVAL

During the fall term a culturally relevant topic is introduced and explored during various chapels and Brown Bag sessions. These topics are explored in order to establish an understanding of both secular and sacred worldviews surrounding the issue. This is considered to be the conference portion of the series.

In the spring semester, the focus is continued in a revival series of worship service events which explores the topic purely from a bibliocentric worldview. The Connecting Christ and Culture Conference and Revival both endeavor to provide scholarly and ministerial focus on relevant cultural concerns from a Christian perspective. Equally purposeful is the goal of informing and encouraging alumni, local pastors and congregations through continuous connection with the school. These events are also a recruiting events for the school, in that the community at-large is invited to attend all sessions during both semesters.

## YEAR-END CELEBRATION EVENTS

At the end of each spring semester, year-end celebrations will be planned beginning on Friday and ending on first Sunday in May with commencement on graduation day. These events will serve as the annual celebration of SBIC's history and relationships with its friends, supporters, alumni, and students. The community and supporters will have opportunities to enjoy camaraderie and spiritual fellowship, as well as opportunities to meet new people, hear first-hand about strategic developments, and be challenged to support SBIC thorough prayer and financial gifts.

## GRADUATION

Graduation day is the highlight event of the calendar year. It is not only a time to honor the Lord and recognize our graduating class, but a time also to honor all who have made this life marker possible and to reflect on each ones contribution.

## COMMUNITY EXPECTATIONS

### COMMUNITY STANDARDS

Part of the acceptance process to SBIC includes signing the application indicating the student's agreement to explicitly and implicitly work at consistently upholding SBIC's community standards and maintaining a lifestyle that is consistent with the School's student life philosophy. Upholding standards also includes keeping fellow students accountable for their actions. It is not acceptable to actively disobey because one disagrees, does not get caught, or is willing to accept the consequences of disobedience. These attitudes are destructive to one's personal integrity, detrimental for one's character in the SBIC community, and potentially damaging to the student's future life and ministry.

The specific teachings and principles in the Word of God are the final authority for all student life matters. SBIC biblically based curriculum and student life philosophy are designed to encourage character that is pleasing to the Lord Jesus Christ. Character displeasing to the Lord is corrected through exhortation, counsel, and implementation of biblical principles (1 Thessalonians 4:1). The personnel of SBIC seek to consistently commend students in their daily walk for attitudes and actions that please the Lord. Therefore, attitudes and actions proscribed in the Bible are likewise inadmissible and expressly not sanctioned by SBIC. At SBIC these include:

In addition to the **Academic Integrity** standards for academic work published in the *SBIC Catalog*, students are likewise to refrain from:

- Possession or use of illegal narcotics and habit-forming drugs—including marijuana or any other non-prescription drug intended for recreational use (1 Corinthians 10:31; 2 Corinthians 12:9a; Hebrews 12:1-2).
- Social dancing that is lewd or defrauding (1 Thessalonians 4:4-6, 5:22).
- Gambling in any form (Proverbs 23:5; 1 Timothy 6:6).
- Stealing (Exodus 20:15; Ephesians 4:28).
- Lying, deception, and false manipulation of facts so as to mislead persons away from the truth (Exodus 20:16; Ephesians 4:25; 2 Corinthians 4:2).
- Using slanderous or profane language (Ephesians 4:29-31).
- Sexual misconduct including premarital sex, adultery, all forms of pornography including the use of school computers to access pornographic or sexually immoral suggestive sites, sexually immoral solicitation, or homosexual behavior (Romans 1:26-28; 1 Corinthians 6:18; 1 Thessalonians 4:1-8).
- Unmarried students making housing/living arrangements with unmarried person of the opposite gender.
- Attitudes of malice, greed, jealousy, pride, over-indulgence, gluttony, hate, bitterness, wrath, hostility, ill will, unforgiveness, and prejudice based on one's race, culture, gender, or socioeconomic status. (Ephesians 4:31; 1 Peter 2:1).
- Acts of violence or destruction (Proverbs 1:7, 10-19).
- Conversation that belittles or demeans another person's character, that is clamorous, crass, critical, divisive, derogatory, sexually explicit, or conversation that promotes grumbling, complaining, and discontent in and among the SBIC community. (Ephesians 4:29-32, Philippians 2:14).
- Physical or verbal intimidation that leads to physical aggression and injury is unacceptable demeanor regardless of the circumstances (Romans 12:17-21).

- Possession, use, or patronage of any literature, picture, film, internet product, stage production, video, or music that is morally degrading or spiritually debilitating (Philippians 4:8).
- Accountability for material and interactions posted or referenced on websites and for behavior or commensurate activities confessed to on social media websites and similar postings that is biblically/morally not sinful, degrading, defrauding, or suggestive (Ephesians 5:3-18).
- Participation in the occult or related activities, e.g. horoscopes, séances (Deuteronomy 18:9-12; Galatians 5:20).
- Involvement in a cult or out of the mainstream biblical religious group (Deuteronomy 18:20-22; 2 Corinthians 11:14-15; Galatians 1:8-9).
- Students under investigation or convicted of a felony or criminal activity or judicial non-compliance are subject to immediate suspension (Romans 13:1-4).

Antagonistic or presumptuous attitudes toward community standards at SBIC are, in effect, an expression of a student's desire to withdraw from the SBIC community. This is one reason SBIC has administrative withdrawal as a means to maintain order. Southern Bible Institute & College does not purpose to be a censoring agent, but is interested in tangible evidence of growth in Christ and sound judgment based on biblical principles and application. When making personal decisions in these areas, one must remember "for whatever is not from faith is sin" (Romans 14:23), "to him who knows to do good and does not do it, to him it is sin" (James 4:17), and that all in a believer's life should be done to the "glory of God" (1 Corinthians 10:31).

## CAMPUS DRESS CODE

SBIC encourages students to develop the ability to make good decisions and to assume responsibility for their personal appearance and dress in preparation for their vocational choice after graduation. Employers of SBIC graduates often require their personnel to adhere to dress code in harmony with the mission of their organization. Accordingly, students should seek to apply the following principles:

- Make your life an example (1 Timothy 4:12). Evaluate your motives (Colossians 3:23-24). Modesty involves wearing clothes that fit properly and are clean and neat in appearance.
- Emphasize the inner person by not drawing attention to the outer person (1 Peter 3:3-4). Apart from a person's words the face can reveal inner attitudes. Clothing should draw attention to the face, since eye traps need to be avoided. Eyes are attracted to bare skin and to tight fitting clothing which can be suggestive, teasing, or defrauding.
- Refuse to be conformed to the world (Romans 12:1-2). Faddish clothing, overdone accessories, or excessive cosmetics can give the wrong impression about your character.
- Avoid being a stumbling block to others (1 Corinthians 10:31-32). All that we do should ultimately be to the glory of God.

## CAMPUS MOTOR VEHICLE OPERATION

Operating a vehicle on campus is a privilege contingent on compliance with these basic requirements. All motor vehicles must be insured in accordance with the laws of the state. Motor vehicles must be parked between the lines and not in marked handicapped parking spaces, unless the vehicle has a handicap permit; the campus speed limit is 15 mph. Students' motor vehicles may also be searched in the presence of adequate witnesses when it is believed that an Institute policy or state/federal law is being violated.

## HARASSMENT

Harassment in the SBIC community based on race, gender, national origin, age, or disability is neither permitted, nor condoned. Such unwelcomed harassment is wholly inappropriate and goes completely counter to the school's conviction about human worth before God and might also violate state and federal laws.

Sexual harassment in particular includes conduct or comment of a sexual nature, including unwelcome sexual advances, requests to engage in sexual favors, suggestive comments or gestures, and other physical and expressive behavior of a sexual nature, which can be reasonably regarded as vexatious or abusive and where any one of the following conditions are met:

- The conduct is engaged in or the comment is made by a person who knows or who ought reasonably to know that the conduct or comment is unwanted or unwelcome.
- The comment or conduct is accompanied by a reward, or the express or implied promise of a reward, for compliance.
- The comment or conduct is accompanied by reprisal, or an express or implied threat of reprisal, for refusal to comply.
- The comment or conduct is accompanied by the actual denial of opportunity or the express or implied threat of denial of opportunity, for failure to comply.
- The comment or conduct is intended to, or has the effect of, creating an intimidating, hostile, or offensive environment.

Sexual harassment violates the fundamental rights, worth, dignity, and integrity of another individual as expressed above. It should be clearly understood by all associated with SBIC that sexual harassment is regarded as a serious offense, not be tolerated under any circumstances, and subject to a wide range of disciplinary measures, including immediate dismissal from campus, or disciplinary probation, suspension, or dismissal.

Moreover, bullying is likewise not tolerated. Bullying is defined as any act substantially interfering with a student's real or perceived educational performance, opportunities, expected benefits, or outcomes, that occurs on or immediately adjacent to campus. Bullying involves comment or conduct intended to, or having the effect of, creating an intimidating, hostile, or offensive environment that violates the fundamental rights, worth, dignity, and integrity of another individual. Again, it should be clearly understood

by all associated with SBIC that bullying is regarded as a serious offense, not be tolerated under any circumstances, and subject to a wide range of disciplinary measures, including immediate dismissal from campus, or disciplinary probation, suspension, or dismissal.

Any student who believes that he or she has been subjected to comment or conduct that based on race, gender, national origin, age, disability, or is sexually inappropriate, which might constitutes bullying and/or sexual harassment, should discuss the matter with the Vice President Student Development or Vice President Academic Affairs. These persons will provide the complainant with advice and assistance including advice on how a formal complaint may be lodged. A complaint, however, will not be formally dealt with until that complaint is made in writing and delivered in person to either of the aforementioned persons listed above.

## STATEMENT ON HUMAN SEXUALITY

SBIC believes God created humans, male and female by design, and established marriage as the institution wherein a man and a woman should live together before God in a life-long, monogamous relationship. This is affirmed in SBIC's Biblical and Theological Distinctives. Furthermore, the Bible teaches that the only legitimate context for sexual activity is within this marital relationship. Singleness is not a lesser state, but was honored by the apostle Paul as a distinct calling. SBIC does not knowingly admit students who are not in agreement with this policy statement for human sexuality. SBIC does not recognize non-marital, same sex cohabitation agreements, same sex marriage, or transgender marriage. God's Word speaks clearly to this matter according to Leviticus 18:22 and Romans 1:18-32.

Furthermore, regardless of the unsoundness of the *Obergefell* opinion, it does hold "that those who adhere to religious doctrines may continue to advocate with utmost, sincere conviction that, by divine precepts, same sex marriage should not be condoned." Furthermore, the majority opinion goes on to proclaim that the "First Amendment ensures that religious organizations and persons are given proper protection as they seek to teach the principles . . . central to their lives and faiths . . . to continue the family structure they have long revered."

Accordingly, Southern Bible Institute & College shall continue to teach that the institution of marriage will remain as set forth in the Bible. It will only teach that marriage ceremonies should be conducted for a God-made man and a God-made woman, who qualify to be Biblically married. The *Obergefell* opinion does not alter the admission requirements or personal conduct policies of Southern Bible Institute & College.

A public read-only copy of this policy can be obtained from the President's Office.

## RELATIONSHIP INTEGRITY

2 Timothy 2:22 describes the moral standards required of all couples at SBIC, "Flee also youthful lusts; but pursue righteousness, faith, love, peace with those who call on the Lord from a pure heart." Couple relationships on and off campus should consistently honor the Lord Jesus Christ and contribute to each individual's relationship with Him. Married students should seek to be role models for unmarried students. Couples should not indulge in the public or private display of affection that is considered to be in poor taste, defrauding, or unacceptable.

Sex is a gift of God special to marriage because the husband and wife relationship is the picture which God has given of the relationship between Christ and His Church (Ephesians 5:22-33). Sexual relationships outside of the marriage bond have serious consequences because immorality destroys the divine picture and violates the integrity of the persons involved.

Moreover, 1 Thessalonians 4:3-8 exhorts believers to abstain from sexual immorality because this is part of their sanctification. Christian couples are to be different from the world's standard in their conduct because God has called the believer to live a lifestyle that is pleasing to Him.

**Consequently, single couples should:**

- Keep their reputations above reproach, unmarried couples should never be alone together in inaccessible places out of public view.
- Remain in lighted areas after dark in order to avoid compromising situations leading to immorality.
- Guard against exclusiveness by spending too much time together apart from fellowship with others.
- Not date non-Christians (2 Corinthians 6:14-17).

When marriage is planned, everything possible should be done to enhance the success and stability of that marriage. Consequently, it is recommended that students not get married during the academic year. All students planning to marry should consult with the VP Student Development prior to or shortly after engagement.

If students plan to marry, they are strongly encouraged to seek premarital counseling. If students do not have access to a pastor or qualified counselors, the VP Student Development is available for counseling or to help the couple make other suitable counseling arrangements.

All name changes should be submitted to the Registrar.

## MUSIC

SBIC recognizes that students have a variety of tastes and preferences regarding music and the diversity of songs available for personal listening. Playing music with lyrics suggestive of thought and behavior unbecoming to Christ-like living is out of place in the Christian life and on the Institute campus. Students should use discretion in listening to music.

To condone or condemn a particular recording artist or station is not the issue. The Institute's primary concerns are the spiritual vitality of its students, and second that the Institute community and its members reflect a positive Christian testimony. The student should genuinely voice personal concern regarding the possible offensive nature of some songs or artists to the listener first, as well as to the Lord (Psalm 142:2; Romans 15:2; Philippians 2:3-4) when offended by another's music.

Therefore, all music on campus should create an atmosphere that is conducive to spiritual growth and unity among members of the Institute community. Students are responsible for the personal music to which they listen and play in public. Questions about music should be addressed to the VP Student Development. Students should observe the following music guidelines in selecting music:

- Musicians should follow the principle of seeking to minister to all and offend none (Romans 14; 1 Corinthians 8).
- Lyrics should be consistent with Biblical principles (Philippians 4:8).
- Music content should be uplifting or spiritually challenging (Ephesians 5:19).
- Music styles should not be imitative of music related to immorality, rebellion, new age, Satan worship, the occult, violence, etc. (1 John 2:15-17).

## ENTERTAINMENT

Any form of entertainment that is morally degrading or questionable is not in harmony with the student life philosophy of SBIC. SBIC recognizes that Scripture clearly forbids some forms of entertainment, however, SBIC does not seek to make a list of *dos* and *do nots* because no list is long enough to cover all forms of entertainment and situations in life.

Instead, SBIC seeks to focus the student on a biblical worldview lifestyle that provides for continued growth in holiness and submission to God's Word. Therefore, students are expected to use discretion in entertainment and realize that the Institute expects students to act responsibly and God-honoring discretion because we all must give an account to God at the judgment seat of Christ or Lord for the deeds done in the earthly body (2 Corinthians 5:1), and we are to follow after things which make for peace and edify each other according to Romans 14:19.

## I.D. CARDS

Each student will be issued an I.D. card for identification as an SBIC student, and also may be used for on campus library services and discounts offered by partnering businesses. External library cards are separate and are issued through TexShare.

I.D. cards are included in the registration fee are issued during the first weeks of the semester by the Facilities Office. Replacement cards will be issued for a nominal fee of \$5.00.

## LOST AND FOUND

Lost and found items can be checked on via the Facilities Manager. Items disposed of periodically when no claim of ownership has been validated.

## TECHNOLOGY ON CAMPUS

Students bringing cell phones, personal computers, or other technology media do so at their own risk. SBIC is not responsible for finding, locating, or reimbursing students for these items when lost, stolen, or damaged on campus or at School functions.

Student cell phones and other communications devices must be off and put away while in class. If a student has these types of devices out in class, the student may be asked to leave class. Any student found to be texting, reading text messages, making calls or receiving calls (including e-mail), while in class during a test, gives the appearance of cheating and may have to face disciplinary measures addressed under Integrity in this Catalog and Community Standards in the Student Handbook.

Moreover, cell/home phone numbers/e-mail addresses shared in public with friends run the risk of eventually being passed to unintended individuals. Pictures sent on cell phones run the same risk and could be posted later (e.g. Facebook, Twitter and others). It is against the law to threaten, harass, or bully others with text messages/phone calls, e-mail, or by posting comments on internet sites such as Facebook or Twitter. SBIC will cooperate with law enforcement personnel and judicial proceeding for any student involved in this behavior.

The IT Department maintains a network for student use that provides access to campus computing facilities through a computer lab, including designated software support for e-mail, internet, library research, and standard applications for preparing course assignments. All uses of the campus network and online use must conform to SBIC's published technology use policies. A student agrees to adhere to technology policies whenever they connect or login to the SBIC network. SBIC reserves the right to disconnect users without warning to protect the integrity and/or usability of the school's network. Technology use policies are available online at the SBIC website: [www.southernbible.org](http://www.southernbible.org). Southern Bible offer as a courtesy, Wi-Fi services in most areas of the campus. For access to the provided Wi-Fi connection, contact the Student Technology Services Coordinator or the Facility Manager.

## TELEPHONES AND PHOTOCOPY MACHINE

Office phones are limited to use by faculty and staff. SBIC phone numbers are answered by staff members and open at the following times:

- Monday, Tuesday, and Thursday; 8:30 A.M. - 4:30 P.M.
- Wednesday; 8:30 A.M. – 2:00 P.M.
- The campus is closed: Friday, Saturday, and Sunday unless otherwise posted.

SBIC's answering machine is on when the reception offices are closed. It is monitored regularly, except for weekends. A messaging service is available for callers. The Institute telephone numbers are: (972) 224-5481. The SBIC photocopier is for faculty and staff use only.

# CAMPUS SECURITY AND SAFETY

## CAMPUS ENVIRONMENT

SBIC seeks to provide a secure and safe environment. Suggestions for improvement or overlooked/unattended issues must be received in writing and addressed to the Vice President Business Administration or Facilities Manager & Security Liaison.

Recent violent events on campuses in the continental US have caused the administration to look carefully at campus security and safety. As a result, these security and safety measures have been put in place as ancillary to the Community Standards describing campus security and safety.

**CRIME AWARENESS** A student(s) observing criminal activity on campus or breaking of campus security and safety measures should not try to intervene, but instead immediately report the incident to the Vice President Administration or Facilities Manager. If the student(s) are victims, the student should not seek exact justice, but rather remove themselves from the situation as quickly as possible and follow the same incident reporting procedure to the Vice President Administration or Facilities Manager & Security Liaison.

As part of its crime awareness education, SBIC distributes campus security and safety procedures and updates with registration materials each fall and spring term. Current campus crime statistics are published annually.

**CAMPUS BUILDINGS** - The Vice President Administration is responsible for security on the SBIC premises. The Facilities Manager and Security Liaison or designate unlocks the facility at 7:30 A.M. each morning. The facility is locked at the close of classes or business each evening by the security staff on duty with responsibility for locking all exterior doors and ensuring that windows are closed and locked properly. Students should not enter locked areas, tamper with locks, or leave doors or windows ajar in areas that are not designated or open for entry.

**SAFETY EQUIPMENT** - Fire extinguishers, alarms, and smoke detectors are to be used only in case of a fire. Fire safety equipment is expensive to replace. Rendering safety equipment nonfunctional may jeopardize the lives of others. Exit signs in the building clearly make exit routes plain for emergency situations. SBIC publishes emergency evacuation procedures in its Catalog and Handbooks and distribution with registration materials.

**VEHICLES AND PARKING-** All students arriving or departing should use approved entry and exit areas, and park in designated areas (lighted areas for night school). For safety, students should always lock their car or other transportation. Care in driving should be observed when on campus. Vehicles left on campus without permission from the Facilities Manager are subject to being towed from campus without warning.

**WEAPONS, FIREARMS, AND EXPLOSIVES** - Firearms, ammunition, weapons, or any explosives (including fireworks) are prohibited on the SBIC campus premises. This also includes pellet and BB guns, bows and arrows, swords, large knives, and sling shots, or any other object that might be construed or used as a weapon.

Southern Bible Institute & College does not allow "Campus Carry." That means anyone, other than authorized personnel, carrying a firearm inside any of the buildings on the campus of Southern Bible Institute & College are in violation of campus policies

and the laws of the State of Texas. This policy is based on [\(Tex. Penal Code § 46.03\(a\)\)](#) and Tex. Penal Code § 46.03(f). Only licensed law enforcement personnel may have protection/peacekeeping weapons on campus while on duty.

Students, faculty, and staff who are licensed to carry a gun are allowed to keep their firearms in their locked vehicles that are parked on the campus. Again, no firearms are allowed to be taken into the SBIC facilities without prior written permission by the administration.

SBIC posts a written notice for its campus carry policy about firearms at each entrance door. SBIC also practices an active shooter protocol for safety while on the campus. A public read-only copy of these policies can be obtained from the Campus Safety Liaison.

**WEATHER DISRUPTION** - SBIC follows a policy for the school to remain open during adverse weather conditions, but may cancel or reschedule classes and/or curtail non-essential services in response to the specific conditions prevailing.

In the event of inclement conditions developing overnight, every effort will be made to communicate the decision to open/close the school by 6:30 A.M.—to local radio station such as KCBI (90.9 FM) and television station WFAA, channel 8, the ABC channel affiliate in the Dallas/Fort Worth metroplex. Information will also be posted on the school's website, e-blasts will be sent to students, faculty, and staff, and the voicemail system will be updated to reflect changes. Students should however, use personal wisdom in deciding whether or not to travel in inclement weather. Should you miss a class that is not cancelled, be sure to notify the instructor as soon as possible.

## EMERGENCY PROCEDURES

**FIRE PREPAREDNESS** - Anyone discovering a fire must immediately **activate the nearest alarm switch** (thereby setting off the alarm). **Phone the Fire Department:** Dial 911. Report the fire location at 7200 South Hampton Road. The report must include the nature and location of the fire, the fact that the fire department has been called, and any other pertinent information. Once outside the building, **Inform the Fire Team**. The daytime fire team includes the Facilities Manager and Security Liaison and Vice President Administration.

### EVACUATING THE BUILDING

- Before leaving rooms or offices, shut doors and windows where possible.
- In the classroom, the instructor will give directions and be the last person to leave the classroom.
- Exit signs in the building clearly make exit routes plain for emergency exiting.
- Do not return to the building until told to do so by a Fire Team member.

In addition to these published evacuation procedures, the SBIC Fire Team practices periodic, unannounced fire evacuation response drills as preparation for real campus fire emergencies. Emergency escape routes are posted in each room and in hallways throughout the facility.

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**TORNADO PREPAREDNESS:** Know the difference between tornado WATCH (means a tornado is possible in your county) and tornado WARNING (means a tornado has been sighted and heading for your area). Many people say an approaching tornado sounds like a freight train. In a tornado warning: **DO NOT PANIC! PRAY!** Try to stay calm, alert, and reassure others. Use common sense and caution, and avoid alarming language.

- If you are inside, go to a safe place in the center of the building where you will be protected from glass, other flying objects, and blowing debris.
- If you are outside, hurry to the basement of a nearby sturdy building or lie flat in a ditch or low-lying area.
- If you are in a car or mobile home, get out immediately and head for safety (as noted above).
- Afterward, if you venture outside when the winds have subsided, do watch out for fallen power lines. Do not enter into damaged areas. Use extreme caution when entering or leaving damaged buildings.
- Check for injuries, trapped persons, and handicapped persons. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- Do not use the telephone except for emergency use.

- Listen to the Facilities Manager for directions about what to do and to the radio for updated information and instructions.

EARTHQUAKE PREPAREDNESS: In the event of an earthquake: DO NOT PANIC! PRAY! Try to stay calm, alert, and reassure others. Use common sense and caution.

- If inside, stay there! If outside, stay there! Take cover, protect your head and face. Stay in the building on the same floor.
- Get under a sturdy table or desk or brace yourself in a doorway or corner. Stay clear of heavy objects.
- If your are outside move to an open area away from power lines, telephone poles, trees, and walls.
- Be prepared for aftershocks. Use extreme caution when entering or leaving damaged buildings.
- Check for injuries, trapped persons, and handicapped persons. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- Do not use the telephone except for emergency use.
- Listen to the Facilities Manager for directions about what to do and to the radio for updated information and instructions.

## FACILITIES USE

### INSTITUTE PROPERTY

The proper use and care of property is a priority for the SBIC community. Every effort should be made to care for and maintain property so that it is in working order for the next person. All equipment in need of repair or maintenance should be reported to the Facilities Manager immediately and documented through Maintenance Request Forms.

CLASSROOMS – Priority classroom use is always given to class scheduled for that room at any given time. Requests to use a classroom for special study or meeting, must be approved by the Facility Manager or Business Office. If furniture is rearranged in any classroom please place it back in order upon leaving. No food or drink is permitted in the classroom during class, except with the instructor’s permission. Students who spill food or drink on the furniture or carpet are responsible to clean the spill area. Supplies and equipment for cleaning are available from the Facilities Manager.

PREVENTATIVE **MAINTENANCE** - Caring for property is expected from those who use it. Damaged or malfunctioning equipment should be reported via Maintenance Request Forms, and in emergencies to the Facilities Manager or Business Office. Students who abuse or misuse property through neglect or knowledgeable carelessness must make arrangements to pay for or replace the property through the Business Office. Students, who abuse or misuses property, may be suspended by the Student Development Committee and/or required to make restitution. Examples of abusing or misusing SBIC or property include:

- Breaking in or entering rooms/buildings without authorization.
- Ignoring posted signs.
- Misuse of Institute keys: duplicating keys, using unassigned keys to enter areas without authorization, or loaning assigned keys to others without the prior authorization of Vice President Administration.
- Misuse of Institute equipment: using SBIC Offices word processing equipment for personal use without approval, using business phones for long distance calls without prior approval, making unauthorized adjustments to thermostats.
- Inappropriate use of SBIC property: damaging vending machines or other equipment and furniture.
- Tampering with a fire alarm can result in a \$200 fine and more from the DFD.
- Entering locked areas or tampering with locks; vandalism.

CAMPUS **CLEANLINESS** - Please use trash containers for your personal trash and debris, and help keep our campus neat by disposing of trash you see lying around. Our buildings are used day and night throughout the week for educational purposes and occasionally for rent by outside groups of approved ancillary uses. Thanks for your cooperation in this matter.

#### FACULTY OFFICES, STORAGE ROOMS, AND WORK ROOMS

Offices and workrooms are private and are to be used for official business only. Entering an office, storage room, or workroom without prior approval can result in disciplinary action. Faculty and staff members post hours on their door when they are available. Students should assume that a faculty or staff member does not wish to be disturbed when the door is closed, and common courtesies should be exercised when faculty staff member is engaged with another person.

#### STUDENT SOCIAL SPACE

A student lounge is located near the north entrance of classrooms side of the building by the computer lab. The lounge is for relaxation, eating, reading, and fellowship. Students are not permitted to use the lounge as sleeping quarters.

Due to electrical and fire precautions, no external cooking appliances are permitted to be plugged into lounge outlets, except with permission from the Facilities Manager.

The cleanliness environment of the lounge is the students' responsibility, therefore students must pick up after themselves. Any damaged furnishing or equipment should be reported to the Facilities Manager and in the case of carelessness damage and replacement costs will be charged to the student's account.

#### REPAIRS

The Facilities Manger posts signs indicating ongoing repairs or if an area is unsafe. Repairs needed must be reported via Maintenance Request forms and will not be completed otherwise except in emergency cases.

## LIABILITY

SBIC does not assume responsibility for money, valuables, or other personal property left in private or public areas in buildings or the parking lot. Students should be aware that the possibility of temptation through theft is always present.

## PETS

Pets are not allowed on campus except for guide dogs. Clearance must be approved by the Student Development Office.

## STUDENT DISCIPLINARY PROCESS

Student Development disciplinary action in the SBIC community is defined as the external influence by which the student learns spiritual truth, self-discipline, commitment, community mindedness, and taking personal responsibility for choices. The purpose of this disciplinary system is to uphold the student development work of the Institute so that an atmosphere conducive to academic and spiritual growth is maintained.

God desires that all believers be conformed to the image of Christ. He accomplishes this by the work of the Holy Spirit through servant leadership, biblical freedom, and unselfish love (Mark 10:43; Romans 15:1-2; 1 Corinthians 13:4-8a). When discipline is exercised, students must respond to the Spirit's conviction of sin by confession (1 John 1:9) leading to repentance and obedience (Psalm 51:17); this will result in growing attitudes and behavior that please the Lord (1 Thessalonians 4:1). Quenching the Spirit has serious detrimental consequences (1 Thessalonians 5:19; 1 Corinthians 11:31-32). Each student must develop a personal sensitivity to the leadership of the Holy Spirit and an attitude of submission to God. As this sensitivity develops, prescribed discipline on the human level continues to decrease.

The administration of student development discipline becomes necessary when the student chooses to disregard or willfully not comply, and more seriously consistently and blatantly evidences an inability to live in harmony with SBIC's student development standards and expectations. Accountability is then called for.

Ignorance of these is not excusable because all students sign the application agreeing to abide by them. Copies of the Institute's Catalog and Handbooks are available to all students. The goals of discipline result in personal and community responsibility applicable to all, spiritual maturity, and compliance for the good of all community members. SBIC is eager to resolve all disciplinary matters at the lowest possible level.

## DISCIPLINARY ACTION

Failure to adhere to Institute standards and expectations renders the student liable to disciplinary process.

The student development discipline system explained below is designed to be an educational system modeling grace driven biblical restoration and spiritual maturity exhorted in Galatians 6:1-5 and James 5:19-29, and does not function as a court of law. Therefore, procedural issues, including the introduction and consideration of evidence, are handled in a manner consistent with that educational focus. Where the

allegations are more serious, and therefore the consequences more serious, the rules of procedure are structured appropriately.

The student discipline system is not a substitute for the criminal and civil courts but, a system put in place to resolve student issues for alleged violator enrolled in Southern Bible Institute & College. Disciplinary action may follow the order explained below. However, any disciplinary action need not be preceded by any other lesser discipline.

Disciplinary decisions are not publically disclosed, but are kept in confidence and discussed only with SBIC personnel as necessarily appropriate.

## WARNINGS

A student who violates a published student development item in the *SBIC Student Development Handbook* may be given a verbal warning or written warning regarding what they are specifically doing.

Receiving a written warning (for any reason) means that a student will have to appear before the VP Student Development, or other designated person(s). Assigned short research papers, prescribed restitution, or other appropriate measures may be required so that the aforementioned goals personal development may be achieved. This level of discipline may be repeated for students who accumulate written warnings.

Warnings are normally dropped at the end of the spring semester except in cases involving extended disciplinary action.

## STUDENT DEVELOPMENT COMMITTEE

The Student Development Committee is a faculty standing committee, which the VP Student Development chairs as a faculty member. This committee is called into session by the VP Student Development and composed of rotating faculty members, Student Action Leadership Team members, and a staff member. All constituencies of the Institute community are represented. In this way, fair and impartial decisions are made through broad representation from the whole SBIC educational community.

Students arrive at this level of student development intervention when more serious violations have occurred or written warnings have not produced consistent positive results. Students are required to appear before the Student Development Committee for a hearing which may lead to one of the levels of disciplinary action noted below (Disciplinary Probation, Suspension, and Dismissal).

In matters regarding student discipline the Student Development Committee determines the severity of the problem and may place the student on disciplinary probation, suspension, or dismissal along with requirements for community service, or professional counseling, or restitution, or reports, or removed from leadership responsibilities when student leaders are involved. In some cases the student may not be allowed on campus or allowed on campus with specified conditions.

## DISCIPLINARY PROBATION

Students arriving at this level of discipline have communicated an unwillingness to live in harmony with published expectations for student development. Disciplinary Probation is a decision reached by the Student Development Committee indicating concern as to whether or not the student measures up to the first requirements for continued matriculation, stability and cooperation with institutional requirements and expectations.

Students are required to prove, by proper conduct and attitude during the probationary period, their desire to continue matriculation and return to normal status. Disciplinary probation is usually imposed for six to eight weeks during the remainder of the current term, but may also extend through the following term in cases decided during the later part of a term. Disciplinary probation is noted on any transcript request and the permanent records should the student elect to withdraw from the Institute before the disciplinary process is completed. Violating the conditions of Disciplinary Probation at any level subjects the student to further disciplinary action.

## SUSPENSION

Students arriving at this level discipline have demonstrated a pattern of not fulfilling conditions for success associated with lesser levels of discipline involving Warning and Disciplinary Probation.

A student may be suspended by the Student Development Committee from SBIC for a specified time period or indefinitely depending on the magnitude of the offense.

**SHORT TERM SUSPENSION:** In some cases, the student may be placed on short-term suspension by the Student Development Committee in accordance with the following guidelines:

- Short Term Suspension will generally be a period of one academic week.
- The student is not allowed on campus or to attend classes.
- The student will not be allowed to attend any official Institute sponsored function or represent the Institute in any official capacity.
- All academic work for the suspension period is forfeited resulting in the student not being allowed to make up missed work, hand in assignments, or withdraw from class—all possibly culminating in the student receiving a reduced course grade due to absenteeism and assignment deadlines.
- Prior to returning, the student must meet with the Vice President Student Development to discuss the short-term suspension and fulfillment of any conditions attendant for returning specified in the Suspension letter. Upon being given permission to return by the Student Development Committee; the student may be required to do community service, write papers dealing with their suspension issues, may be required to schedule accountability time with a member of the Student Development Leadership Team, or may be required to seek professional counseling in order to return the Suspension status.

- Suspension is noted on any transcript requests and in the student's permanent records should the student elect to withdraw from the Institute before the suspension process is completed.

FULL SUSPENSION: When placed on full suspension, the student must leave the campus immediately and not return. Full Suspension is normally for one complete time period. Credit for all course work in progress is lost, resulting in "F" letter grades for courses. Tuition and fees owed are due and payable.

In order to return and continue matriculating, the student must have authorization from the Student Development Committee, and have met any conditions attendant for returning specified in the Suspension letter.

- At the time of returning, the student will meet with the Vice President Student Development to discuss the short-term suspension; the student may be required to do community service and/or write papers dealing with their suspension issues, may be required to schedule accountability time with a member of the Student Development Leadership Team, or may be required to seek professional counseling in order to return to the Institute community.
- Suspension is noted on any transcript requests and in the student's permanent records should the student elect to withdraw from the Institute before the suspension process is completed.

## DISMISSAL

A student may be dismissed from the SBIC by decision of the Student Development Committee. This action is reserved for offenses that are destructive to the student, Institute, possibly to relatives, and the local community, or may involve other serious offenses in which the student has failed to respond to regarding related to lesser levels of discipline.

Dismissal requires the student to leave the campus immediately and not return. This action may prohibit the student's future matriculation at another Institute. Dismissal also means that the student will not be allowed to re-enroll in SBIC. Credit for all course work in progress is lost with "F" letter grades given for current course work. Tuition and fees owed are due and payable. Dismissal is noted on any transcript requests and in the student's permanent records.

## APPEALS

Students may submit a written appeal any time they believe inappropriate discipline has been administered to them, or have been treated unfairly. A process of appeals exists to provide a fair hearing and decision.

All appeals must be submitted to the VP Student Development within five business days after the initial disciplinary decision is mailed. The Student Development Committee's decision assigned may be upheld, lessened, or dismissed as a result of the appeal. Any appeal must follow the proper step-by-step sequential, line of appeal first to the appropriate committee appointed for reviewing their disciplinary decisions. Failing to follow the correct sequential line of appeal below invalidates any other appeals made by the student.

- Special Faculty Appointed Committee
- President's Cabinet

SBIC desires that all of its students be treated with dignity and justice, with due respect for their rights. All appeals receive a written response regarding decisions made.

# APPENDIX I

## EDUCATIONAL OUTCOMES

Through its curriculum and instruction, SBIC purposes to engage its students in biblical higher education that will enable and challenge students to:

1. Increase knowledge and understanding of the Bible and Christian theology.
  - A. Acquire a broad knowledge of the contents in the Bible.
  - B. Acquire skills in personal Bible study.
  - C. Gain applied knowledge in how to interpret the Bible.
  - D. Gain applied technical skills how to interpret Bible using Logos Bible software (College only).
  - E. Acquire a working knowledge of systematic theology.
2. Move toward a maturing Christian life by learning to apply scriptural truths.
3. Grow as passionate servant leaders, equipped with marketable skills for service, ministry, and vocation.
4. Develop skills for the work of evangelism and world missions.
5. Develop the foundation necessary for expressing a Bible-centered worldview.
6. Develop inquiry and research skills to support life-long learning.
7. Progress to further studies in biblical, theological, ministerial, and related fields.

**Institute Diploma Graduates:** Evidence the ability to integrate Bible knowledge with a Bible-centered worldview in the areas of the home, local church, community, and marketplace.

**College Certificate Graduates:** Evidence the ability to integrate Bible knowledge and a Bible-centered worldview, along with professional ministry skills, that advances vocational servant leadership.

**College Degree Graduates:** Evidence the ability to integrate a Bible-centered worldview with broad general education areas of study for ministry effectiveness and further studies.

## STRATEGIC INSTITUTIONAL INITIATIVES/PLANNING

Located in the southern sector of Dallas—Southern Bible Institute & College finds itself in an expanding, ethnically-diverse community. Within its community, Southern Bible Institute & College shines as a beacon of hope as an authoritative biblical higher education institution. The predominately African American community in which SBIC resides, desires students who are trained with a Bible-centered philosophy of education who manifest expository preaching and teaching passion and skills. Southern Bible Institute & College is poised to grow and fill this proliferate hunger for biblical preaching, teaching, and servant leadership.

## INSTITUTIONAL STRATEGIC INITIATIVES

SBIC's current institutional priorities and goals are anchored in eight (8) strategic initiatives developed through a collaborative process with the board of directors, administrative team, faculty and staff, and other constituents such as alumni. These initiatives flow from the mission statement. Each initiative expresses what SBIC believes is necessary for institutional effectiveness in a comprehensive and strategic sense to work out the mission and guide the institution's present and future work.

This leads Southern Bible to annually prepare planning and assessment documents, while confirming partnerships with individuals, businesses, churches, and professional communities who embrace our mission. SBIC will accomplish this by these eight initiatives:

1. Increasing institutional effectiveness through regular, systematic planning, and assessment to advance the mission of the Institution.
2. Improving and expanding curricular offerings to affirm student learning outcomes at all levels as well as placement after graduation.
3. Growing the student population through active, aggressive, and effective recruitment and retention strategies.
4. Implementing and sustaining the Vision through top-notch servant leadership development; and expanding the faculty to increase excellence in academic engagement and ministry effectiveness. Additionally, cultivating a professional staff who provide administrative and educational support services that complement the Institution's mission and branding statements for servant leadership.
5. Advancing the technological environment in order to enhance student learning, academic program delivery and methods, and day-to-day operations in all areas of the Institution.
6. Exercising optimal stewardship, while providing an excellent learning environment. Initially remodeling current facilities to provide an environmentally sound and safe learning environment in a growing technological age.
7. Increasing the funding base of SBIC through new relationships with dedicated partners who share the Mission and Vision.
8. Providing a stabilized educational and fiscal foundation from which to invite smaller like-minded public institutions as well as local church leadership and Christian Education programs to partner with SBIC serving as an influential resource for implementing a similar model and mission.