

# ***THE BEACON***

## **STUDENT HANDBOOK**



*All Saints Bible College is authorized for operation as a post-secondary education institution by the Tennessee Higher Education Commission.*

*All Saints Bible College holds Applicant status with the Association for Biblical Higher Education, 5850 S. T. G. Lee Blvd., Ste. 130, Orlando, FL 32822, 407.207.0808.*

**Student Handbook for All Saints Bible College**

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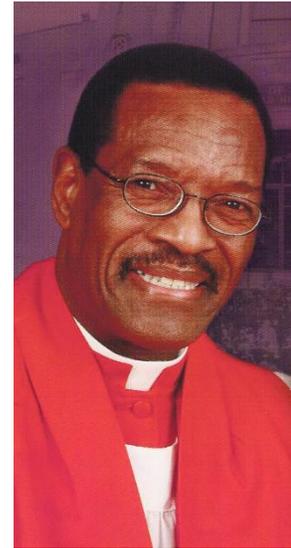
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## **OUR CHANCELLOR**

### **Bishop Charles E. Blake**

International Presiding Bishop Church of God in Christ

Bishop Charles Edward Blake serves as the International Presiding Bishop and Chief Apostle of the Church of God in Christ, a 6 million-member Holiness-Pentecostal denomination. Blake is the fifth Presiding Bishop (seventh leader) of the historically African-American denomination. Since 1985, he has been the Jurisdictional Prelate of the First Ecclesiastical Jurisdiction of Southern California, overseeing the more than 250 churches that make up the jurisdiction.



Bishop Blake received his B.A. from California Western University (now known as United States International University) and his Master of Divinity Degree from Interdenominational Theological Center in 1965. Bishop Blake obtained his Doctorate of Divinity Degree from the California Graduate School of Theology in 1982 and has received an Honorary Doctorate from Oral Roberts University.

Bishop Blake is the pastor of West Angeles Church of God in Christ, one of the largest churches in the Western United States, with a membership of over 24,000. He is recognized as one of the great preachers of this generation with a message that ministers to the whole person and brings together people of various racial and ethnic backgrounds.

Bishop Blake is also a community and world leader sought after by presidents and kings. Yet, he serves with a humility that embraces "the least of these." The heart of Bishop Blake is seen quite clearly in the love that he has for the children in Africa who have become orphans because of the HIV/AIDS pandemic plaguing the continent. In response to the HIV/AIDS crisis in Africa, Bishop Blake founded and is president of the Pan African Children's Fund (PACF). Save Africa's Children, a program of PACF currently provides support to over 160 orphanages throughout sub-Saharan Africa.

Bishop Blake was the founding Chair of the Board of Directors for C.H. Mason Theological Seminary, and has served as a member of the Executive Committee of the Board of Directors, and as a Board Member of the Board of Directors for the Interdenominational Theological Seminary. Bishop Blake has served as Chair of the Executive Committee, member of the Board of Directors of Oral Roberts University, and as a member of the Board of Directors of International Charismatic Bible Ministries.

Bishop Blake has also formerly served as an Advisory Committee Member of the Pentecostal World Conference, and as the founder and Co-chair of the Los Angeles Ecumenical Congress (LAEC), an interdenominational coalition of religious leaders and pastors.

Bishop Blake is the recipient of numerous awards, commendations and accolades. A few include: April 2007, the Distinguished Leadership Award presented by the African Presidential Archives and Research Center at Boston University, the 2006 Trumpet Award, the Salvation Army's William Booth Award, the Greenlining Institute's Big Heart Award, and the designated recipient of the L.A. Urban League's Whitney M. Young Award for the year 2000. In 2003, Bishop Blake was awarded the Harvard Foundation Humanitarian Medal for his work with Save Africa's Children and its mission to support orphanages throughout that continent. February 5, 2004 was designated as "Bishop Charles E. Blake Day" by the Los Angeles County Board of Supervisors.

Bishop Blake is married to Mae Lawrence Blake. They have three children and seven grandchildren.



**MESSAGE FROM THE PRESIDENT**  
All Saints Bible College

Welcome to All Saints Bible College. I'm glad that as an adult learner you have chosen All Saints Bible College. This is a unique place that has a great heart and passion for serving the needs of adult students. As an adult, it is a challenge to return to school, and you're juggling family, you're juggling work, you're juggling your church, and other responsibilities. We've been doing adult education for a long time because it is a priority for us. We think it is a great way to serve you and your fellow students and to serve the Lord.

I want to encourage you as you begin this program to find God's best in it. I know that for most students coming in, your initial objective is "how can I get in and get out as fast as possible?", and that's okay.

I think if you'll invest in the learning experience, you will grow, enrich your life, and be forever changed. We're going to help you get a better job, but we are also going to help you become the person God wants you to be- and that's what is most important. We want God's best in your life, and this educational experience will not only change you, but it will impact your family and those around you. As you understand and learn how God has formed and developed you to be of unique service in this world, we pray you'll find God's best. I'm glad that All Saints Bible College can be a part of your life in this next phase, and I look forward to handing you a diploma one of these days soon.

God bless.

Dr. Joseph E. Fisher, President

## MISSION

*The mission of All Saints Bible College is to provide academic programs, create a stimulating intellectual environment, and to promote spiritual renewal as it equips men and women for Christian ministry in church and society. All programs are designed to demonstrate the relationship between genuine spirituality and a disciplined intellectual pursuit.*

All Saints Bible College is an undergraduate institution that offers Certificate of Theology, as well as majors in degree programs granting the Associates of Arts and Bachelor of Arts in Religious Studies. The academic programs provide general education steeped in Biblical and theological subjects, coupled with several major areas of concentration that allow students to pursue pre-professional careers.

## **THE HISTORY OF ALL SAINTS BIBLE COLLEGE**

The Church of God in Christ Inc. has a longstanding commitment to education. The process of structuring All Saints Bible College began in July, 2001, by the directives of Presiding Bishop Gilbert Earl Patterson and the General Board of the Church of God in Christ. The school's formation was the result of three Church of God in Christ Tennessee Jurisdictions agreeing to merge their schools with the C. H. Mason Bible College of Memphis and by following the principles of the Church of God in Christ's national educational initiative.

C. H. Mason Bible College was one component of the educational vision introduced to the Church of God in Christ by the late Presiding Bishop James Oglethorpe Patterson, Sr. which included the establishment of C. H. Mason Theological Seminary in 1971, a constituent school in the Interdenominational Theological Center in Atlanta, and the Charles Harrison Mason System of Bible Colleges. While the theological seminary was the property and responsibility of the national church, the system of Bible colleges was established by individual jurisdictions. The Bible colleges offered the jurisdictions a unified curriculum for the training of laypersons and credential holders. Dr. A. J. Hines of Houston, TX and a team of supporters were assigned the task of developing this system of Bible colleges. Dr. Hines organized a pilot school in Houston. Other schools modeled after the Houston project were developed in various cities around the nation. They eventually grew to nearly 40 schools in the United States.

Beginning in 1973, the Church of God in Christ established schools in the C. H. Mason System of Bible Colleges in Memphis at the Tennessee Headquarters, Tennessee 4<sup>th</sup> and Tennessee 5<sup>th</sup> Jurisdictions. In 1998, the three-Jurisdictional Bible schools merged and Bishops G. E. Patterson, J. O. Patterson Jr., and Samuel L. Lowe, representing their respective Jurisdictions, served as Co-Presidents of the school. Elder Benjamin L. Smith was appointed the first Dean (President) and was later succeeded by Dr. Perry C. Little. In December of 2000, Bishop G. E. Patterson and the Church of God in Christ General Board appointed Dr. Alonzo Johnson and assigned him the task of merging the C. H. Mason Bible College of Memphis with the newly proposed All Saints Bible College and of steering the early days of the college. Bishop Patterson was named Chancellor and Dr. Johnson served as the first President of the college. After the merger, C. H. Mason Bible College held its final graduation ceremony on July 28<sup>th</sup>, 2001.

In October of 2003, Bishop G. E. Patterson appointed Dr. Perry C. Little, the All Saints Bible College Dean of Student Affairs and instructor, to serve as the second President. After the passing of Bishop Patterson in March 2007, Bishop Charles E. Blake became the college's second chancellor and in November 2007, the Bishop G. E. Patterson Memorial Library was dedicated. In 2011, Dr. Granville Scruggs was appointed to serve as the third President by the Board of Directors and by Bishop Charles E. Blake, Sr. January 2016, Mr. V. LaFayette Robertson became the fourth President of All Saints

College. With the sudden demise of Mr. Robertson in September 2016, Dr. Joseph Fisher took up the reins as the fifth and current President of the college.

All Saints Bible College is located on the grounds of the Headquarters of the Church of God in Christ, Inc. at 930 Mason Street, on the fringe of downtown Memphis. Historic Mason Temple was built in 1940. Both the temple and the street are named for Bishop Charles Harrison Mason, the founder of the Church of God in Christ. Mason Temple, with a seating capacity of approximately 5,000, has hosted many outstanding persons. For many years it was the largest black-owned church auditorium in the United States. On April 3, 1968, Dr. Martin Luther King, Jr., gave his final speech, "I've Been to the Mountain Top," from its pulpit. President William Jefferson Clinton, on November 13, 1993, at the 86<sup>th</sup> Holy Convocation of the Church of God in Christ, gave his most significant address on race relations and moral values from its pulpit.

Built on bluffs overlooking the Mississippi River, the city of Memphis is noted as a primary medical, educational, cultural, communication, distribution, and transportation center in the Mid-South. It is home to Elvis Presley's Graceland Mansion, and The Stax Museum of American Soul Music. According to the 2014 U.S. census, Memphis has a population of 656,861 persons. The area is populated with schools, museums, a zoo, parks, performing arts centers, sports facilities, shops, malls, movie theatres, apartments, and stately homes. A sample of annual events includes: the Southern Heritage Football Classic, the Liberty Bowl Classic, Africa in April, Memphis in May International Festival, the Federal Express/St. Jude Golf Classic, the Great River Carnival, Indian Pow-Wow and the National Business Meeting of the Church of God in Christ every April.

Downtown Memphis is experiencing a period of growth and revitalization, an urban renaissance that has transformed this vibrant city center into the residential, business, and entertainment center of the Mid-South. The Main Street trolley and city bus service provide easy access to government and corporate offices, grand hotels, and fine restaurants. Other features of the city include the Mississippi River Museum and Riverwalk, parks on the Mississippi River's shoreline, the Bass Pro Shops, AutoZone Baseball Park, world famous Beale Street, the Orpheum Theatre, the National Civil Rights Museum, Cook Convention Center, St. Jude Children's Research Hospital, FedEx Forum, the University of Tennessee College of Medicine, the Uptown housing development and other historic sites, buildings and churches.

All Saints Bible College is accessible by both public and private transportation from any part of the city. Major airlines such as Northwestern/KLM, American, and Delta serve the city's airport.

All Saints Bible College is located in the Louis Henry Ford Building, the Mason Temple Annex. This building is named after Presiding Bishop Louis Henry Ford who assumed the post after the death of Presiding Bishop J. O. Patterson, Sr. He was elected Presiding Bishop in April 1990 and served until his death in 1995.

The Bishop G. E. Patterson Memorial Library is housed on the second level of the Historic Mason Temple. There are over 40,000 volumes in the library. The collection is composed of biblical studies, education, art, business, history, science, music, math, social sciences, and psychology et.al. The book collection is being electronically catalogued. When completed, the library will be able to provide online public access to its catalog.

Currently, the Bishop G. E. Patterson Memorial Library has in place a written agreement with Mid-South Christian College. This allows our students access to its library, which includes its database and online resources as well as the usage of the Memphis Public Library System and The University of Memphis, all within the immediate vicinity of the All Saints Bible College campus.

### *MISSION*

*All Saints Bible College provides Christian-oriented academic programs, to create a stimulating intellectual environment, and to promote spiritual renewal as it equips men and women for Christian ministry and service in church and in society.*

### INSTITUTIONAL GOALS

In order to fulfill our Mission Statement we have designed a course of action which requires that the college meet the following goals.

- Students are able to study Bible/Theology, General Education, and Practical Ministry course offerings that will lead to the conferring of certificates, Associates and Bachelors degrees in Religious Studies.
- Students can be prepared as future credential holders and for the ordination and licensure examination within local congregations and jurisdictions of the Church of God in Christ.

- Students can learn in an atmosphere that allows them to gain knowledge of the Word of God as they develop authentic spiritual lives, anchored by a relationship with Jesus Christ.
- Students are taught using methods that will promote their intellectual and spiritual curiosity by exposure to guest lecturers, special events, and social and communal activities structured around their field of studies.
- Students may participate in campus activities that will contribute to their social and cultural development.
- Students will be able to take advantage of opportunities for Christian service in local churches, community settings, and Para-church agencies.

## **PURPOSE OF ASBC STUDENT HANDBOOK**

The purpose of this student handbook is to protect the rights of All Saints Bible College (ASBC) students. This handbook has been titled *The Beacon* because it is hoped that the information contained in it will help to give you direction during your collegiate experience.

*The Beacon* is meant to assist you in understanding student rights and responsibilities in this faith community and to acquaint you with the numerous resources available. This is accomplished by establishing internal procedures which will ensure the fair and equitable treatment of each student.

These procedures are designed to hold each student to a high standard of behavior, As each student is made aware of their conduct the students learns to protect the campus community as well as the rights of the students.

If any concern arises and merits the attention of the Student Affairs Advisory Committee, All Saints Bible College is primarily responsible for the code of student conduct as well as adjudicating non-academic cases at ASBC. In addition, to these core responsibilities, the Office of the Dean of Students coordinates various programs, which are designed to enhance student life on campus.

*The Beacon* will seek to assist students with understanding their role in the ASBC community, and is dedicated to helping community members achieve excellence through the acceptance and practice of Christian responsibility and integrity.

Please read this book carefully and keep it available for handy reference. It is the primary document outlining student responsibilities and rights. This document is the culmination of work by students, faculty and staff and is intended to be continually updated as the needs, desires and circumstances of members of the ASBC community change with time.

## THE OFFICE OF THE DEAN OF STUDENTS

All Saints Bible College is committed to ensure your journey towards spiritual excellence is achieved. We are concern about your endeavors in seeking to become better citizens both in the community you serve as well as worship by providing you a wholesome Christian environment that will stimulate and nurture your faith. As a community that considers your faith a valuable priority, we have sought to provide each student with every opportunity available to acquaint you with the ASBC community of faith in a uniquely Pentecostal experience.

This student handbook titled the *Beacon* will serve as a reflection of light to help you in understanding your rights and responsibilities by providing you with the available resources that ASBC community has to offer.

The Office of Dean of Students at All Saints Bible College is primarily responsible for the code of student conduct as well as adjudicating non-academic cases at ASBC. In addition, to these core responsibilities, the office coordinates various programs, which are designed to enhance student life on campus.

Please read and keep available for your reference. Upon completion of reading *The Beacon* please sign the waiver at the end. It is the college primary document outlining student rights and responsibility. It is not a completed product but a guide to facilitate your journey to excellence, which may include a continuance to be updated as needed as the ASBC community change with prevailing times. Your insight and we solicit your responsive needs, however, the ASBC reserve the right to modify, add to, and delete from this book at any time.

## STUDENT GOVERNMENT ASSOCIATION

The Student Government Association welcomes you to All Saints Bible College. *The Beacon* represents a balance between the needs of the student body and the needs of the administration. It is a working document intended to provide basic guidelines for the behavior of both students and administration. As ASBC environment change, this document will be revised to reflect those changes. Students have played a substantial role in the on-going review of *The Beacon*. If there is a need for revision towards any part of this handbook, do not hesitate exercise your right by contacting the SGA or the Vice President of the Student Government Association.

The ASBC fully endorses the concept that SGA has the responsibility of expressing, interpreting and presenting student opinion and concerns to the Faculty and Administration. Thus, elections of various offices are held in the fall on the third Monday in September of each calendar year.

The Student Government Association exists as an extension of the Office of Dean of Students and as your own organization for student voice. Our mission is as follows:

- to provide academic programs,
- to create a stimulating intellectual environment,
- to promote spiritual renewal as it equips men and women for Christian ministry in church and society.

All programs are designed to demonstrate the relationship between genuine spirituality and rigorous intellectual pursuit.

The SGA is the primary representative of the ASBC students. SGA formulate policies and allocate student activity fees to student organization. SGA also works closely with the administration on issues that directly ASBC students, giving the students the chance to express their opinions on matters that directly affect them.

Students are encouraged to get involved in SGA leadership and sponsored activities.

## **ALL SAINTS BIBLE COLLEGE TRADITIONS AND EVENTS**

The All Saints Bible College Alma Mater  
By: Iris Stevenson

Holiness and righteousness,  
Dominion and power  
Imparted by the will of God  
As beacons from his tower  
To those who stand up on his Word  
Gaining wisdom and knowledge,  
A sure foundation standing tall  
At All Saints Bible College  
A sure foundation standing tall at  
All Saints Bible College...ALL SAINTS!

### **School Colors**

The School Colors of All Saints Bible College are Red and Black

### **Chapel Services:**

The Chapel services of All Saints Bible College are held weekly. The time of services are determined at the beginning of the school year by the administration and subsequently announced to the student body. These services are mandatory for all full time and resident students. Students are encouraged to participate in all aspects of ministry.

### **Convocations and Meetings:**

There is a student convocation at the start of the new school year unless other wise alerted by the Administration or staff.

The Church Of God In Christ Convocation is the official meeting of the national church held during the first full week of November. Administrative Offices of ABSC are open during the meeting. Classes are cancelled unless otherwise alerted by the professor of a given class.

The April Call Meeting is held every year on the site of Mason Temple. However April's call meeting does not interfere with the classes and the operation of the school. Classes

are not canceled for the April's Call Meeting unless other wise alerted by the professor of a given class.

## **STUDENT HANDBOOK POLICIES AND PROCEDURES**

This student handbook includes the expectations for students with regard to their conduct and their academic, social, and spiritual life. It gives an overview of academic regulations including the following:

- (1) Procedures for dropping/adding courses, policies for grading, withdrawal from the institution;
- (2) Coverage of the Educational Rights and Privacy Act of 1994;
- (3) Information regarding academic advising, library services and provisions for learning assistance

Further, the student handbook includes information regarding student life, including the following:

1. A general purpose statement for the student affairs unit of the institution,
2. Policies and regulations regarding student conduct (including the Code of Conduct)-including such issues as sexual harassment
3. AIDS and other transmittable diseases
4. Health services and insurance
5. Campus safety, hazing, immorality and due process
6. Opportunities for religious and social outreach/services by students
7. The purpose, organization and function of student government and a description of other student clubs and organizations which are available
8. A section on resident life and commuter life must provide information regarding these dimensions of campus community life (including the use of automobiles)
9. Campus emergency and crisis procedures
10. A listing of key administration and staff members with their location and office phone number
11. A listing of cultural, educational and religious opportunities in the geographical area, and
12. Any other student services, which may be available.

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**All Saints Bible College**  
**FAMILY EDUCATIONAL RIGHTS AND PRIVACY**  
**ACT (FERPA) POLICY STATEMENT<sup>1 [6]</sup>**

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Persons who are pursuing higher levels of education are entitled to certain rights as spelled out by the Family educational rights and privacy act. All Saints Bible College affirms these rights and the student's right to exercise these rights and privileges. The following is a policy statement explaining these rights and privileges.

**RELEASE OF INFORMATION:** "Directory Information" may be released for any purpose at the discretion of the College when it is believed to be in the best interest of the student. Under the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, students have the right to withhold the disclosure of all "Directory Information" as follows: student name, address, telephone number, major field of study, dates of attendance, enrollment status, degrees, academic honors and awards received, and club and athletic participation records. The College will disclose any of these items without prior written consent from the student, unless notified in writing by the student to the contrary. The College will disclose only dates of attendance, enrollment status, major field of study and degrees received via telephone. Other Directory Information will be disclosed by written response.

If the student does not wish to have this information released for any purpose, including the student directory, press releases, etc., the student must inform the College in writing by the end of the second week of classes in any semester. Notification forms are available in the Office of the Registrar. If the student's correspondence is not received in the appropriate office, the College will disclose the above information until the next notification.

Please consider very carefully the consequences of any decision to withhold "Directory Information." Should a student decide to inform the College not to release Directory Information, requests for all directory information from any third party will be refused.

**RIGHT TO REVIEW YOUR RECORDS:** Once enrolled, students have the right to review their educational records except those excluded by law. The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education

records. Students have the right to inspect and review their education records within 45 days of the day the College receives a request for access.

Students should submit to the appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

### **CORRECTION OF EDUCATION RECORDS**

Students have the right to ask the College to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. To amend a record, a student must request, in writing, to the College official responsible for the record. In so doing, the student shall identify the part of the record he/she wants changed and specify why he/she believes it is inaccurate, misleading, or in violation of his/her privacy or other rights.
2. The College may comply with the request or it may decide not to comply. If it decides not to comply, the College will notify the student of the decision and advise him/her of his/her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, the College will arrange for a hearing, and notify the student of the date, place and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records.
5. The College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If the College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he/she has a right to place in the record a statement commenting on the challenged information.
7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the College discloses the contested portion of the record, it will also disclose the statement.
8. If the College decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

## **REFUSAL TO PROVIDE COPIES**

With an understanding that it cannot deny students access to their educational records, the following describes the circumstances in which the College may deny students a copy of their education records

1. If the student has an unpaid financial obligation to the College or
2. If there is an unresolved disciplinary action against the student.

## **CONFIDENTIALITY**

All student records will be treated with confidentiality. College faculty and staff will have access to student records on a “need-to-know” basis. The office responsible for any particular education record or office requesting information for a legitimate educational interest will be responsible for ensuring that such confidentiality is maintained.

## **DISCLOSURE OF EDUCATION RECORDS**

Disclosure of any information other than Directory Information requires a signed release, with original signature, from the student. This may include, but is not limited to, release of grade point averages, grades, test scores, etc. Such information will not be accepted or released via any electronic or faxed method.

Deceased Students: The College will not permit the release of educational records of deceased students unless authorized in writing by the executor/executrix of the deceased student’s estate.

The College will disclose information from a student’s education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Boards of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official is performing a task that is specified in his or her position description or by a contract agreement, performing a task related to a student’s education, or performing a task related to the discipline of a student.
2. To certain officials of the U.S. Department of Education, The Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
2. In connection with a student’s request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.

3. If required by a state law requiring disclosure that was adopted before November 19, 1974.
3. To organizations conducting certain studies for or on behalf of the college.
4. To accrediting organizations to carry out their functions.
7. To comply with a judicial order or a lawfully issued subpoena after a reasonable attempt is made to notify the student. The College is not required to give prior notice when responding to a Federal grand jury subpoena or other law enforcement subpoena that states the student not be informed; and that the contents of or existence of the subpoena not be disclosed.
8. To comply with State statutes in connection with a juvenile justice system.
8. To a court when the College initiates legal action against a student, and gives the student prior notice of the intended disclosure.
9. To appropriate parties in a health or safety emergency.

Note: The College will be prohibited from permitting specific third party access to personally identifiable student information for a period of five years if that third party re-discloses personally identifiable student information in violation of FERPA. PARENTAL OR GUARDIAN ACCESS TO STUDENT'S EDUCATION RECORDS

The College may, at its discretion, release student educational records only under the following circumstances:

1. Through the written consent of the student, i.e. academic records;
2. In compliance with a subpoena;
3. By submission of evidence that the parents or guardians declare the student as a dependent on their most recent Federal Income Tax form (Internal Revenue Code of 1954, Section 152), i.e., student financial account records or notarized statement of intent to claim the student as a dependent.

### **RECORD OF REQUESTS FOR DISCLOSURE**

The College will maintain a record of all legitimate written disclosures of a student's educational record released without student's signature as set forth in the exceptions noted above.

### **ANNUAL NOTIFICATION**

1. Students will be notified of their FERPA rights annually by publication in all student handbooks published by Student Development/Dean of Students and the Accelerated Programs/Vice President for Graduate Studies and Continuing Education.
2. Other notification may be made available through publication in the college catalog, the Faculty Policy Manual and student newspapers. Also, handouts will be made available at all times in the Office of the Registrar.

## **ADMINISTRATIVE OFFICES**

There are two administrative divisions, the Division of Academic Affairs and the Office of the Dean of Students. Each has its own function and design. The Academic Dean is officiate of the Division of Academic Affairs. This office oversees the Academic and learning life of All Saints Bible College, specifically its students and its faculty. The Office of the Dean of Students Office oversees the general student body and regulates its general activity.

### **The Dean of Students Office**

The office of the Dean of Students at All Saints Bible College is established with the following objectives:

1. To provide programs and services to students for the support of their academic well being.
2. To encourage the building of the intellectual, cultural and social environment of the campus for the continued development of All Saints Bible College students.
3. The creation and organization of various processes for the practical purposes of the College and its policies.
4. To improve the quality of student participation and student life at All Saints Bible College.

All Saints Bible College is aware of the diverse and varied educational ambitions of its Students. It further acknowledges the need to offer an agenda designed to assist students in achieving these ambitions with decision-making, academic, and co-curricular plans. All Saints Bible College, through the Office of the Dean of Students, hopes to aid its students in reaching of their goals by opportunities made possible through the All Saints Bible College experience.

## **ACADEMIC COUNSELING**

All Saints Bible College provides academic advisement to all students. After deciding on a program of study, matriculated students will receive advising from a member of the

faculty. Always, before attempting to register, the student should consult with his/her advisor.

### **HONOR CODE**

Every student is expected to uphold the honor system, present work for faculty evaluation that is truly his/her own, and follow the requirements outlined by each instructor in the fulfillment of courses. Academic dishonesty is a serious offense and will be dealt with accordingly. Students may elect an Honor Council composed of representatives from the Certificate program and each class of Degree-Seekers. See the *Student Handbook; The Beacon* for more information on the disciplinary proceedings and procedures.

### **OUTREACH PROGRAM**

The Office of the Dean of Students conducts orientation programs for new incoming student, and internal students.

### **PARKING APPEAL BOARD**

Disputed student-parking tickets may be brought before the Parking Appeal Board for adjudication. This board determines guilt and imposes the parking fines. During the Holy Convocation of the Church of God in Christ in November of each year, no students are permitted to park on the parking lot directly connected to Mason Temple. The same policy also applies when the General Assembly of the Church of God in Christ is held at Mason Temple in April of each year and any COGIC activities on the main.

### **COMMUNITY SERVICE/VOLUNTEERISM**

Community Service/Volunteerism opportunities are rich in the Memphis metro area. Students are encouraged to participate in these activities and have a wide range of sites to select from. The office of the Dean of Students currently works collaboratively with the Memphis Inter-Faith Association (MIFA), which offers a number of community service/volunteerism opportunities.

# **ASBC STUDENT CODE OF CONDUCT**

## **EDUCATION OF STUDENTS**

ASBC provides programs upon request to a variety of student audiences; topics include substance abuse and addiction, stress management, and sexual assault. ASBC also provides informational resources, which includes a listing of counseling centers in the Memphis metro area, videotapes, audiotapes, and computer assisted materials focusing on substance abuses and addiction as well as other alcohol and drug related topics. These educational materials as well as descriptions of campus alcohol and drug resources and services are made available to all students at orientation.

### **I. STUDENT CONDUCT**

All Saints Bible College is strongly committed to the development of the student and promotion of personal integrity and self-responsibility. Students enrolling at ASBC become citizens of the community and are entitled to enjoy the privileges and assume the responsibilities associated with this affiliation. ASBC affirms its commitment to achieving diversity in higher education and continues to improve the quality and increase the diversity of its student body. The college consistently strives to create a community that welcomes and celebrates differences. Since the rights of all students are protected, and an atmosphere conducive to intellectual development, personal growth and community association are to be promoted, standards and guidelines on student behavior are necessary. This Code of Student Conduct is intended to outline certain responsibilities and expectations of ASBC students, assist the students to understand their role in the academic community and to establish procedures that ensure due process in the adjudication of complaints concerning students.

### **II. PURPOSE, GENERAL, PROVISION, AND PHILOSOPHY**

- A. All Saints Bible College can make its maximum contribution as an institution of higher learning only if every member of the ASBC community maintains higher standards of courtesy and integrity. It is incumbent upon students to conduct themselves within the framework or reasonable rules and regulations designed to prevent interference with or obstruction of the orderly operation of ASBC. Misconduct which violates the basic standards of behavior necessary for the maintenance of an educational environment or which adversely affect the ability of others to pursue their educational goals may ultimately call into question the student's membership in the ASBC community.
- B. The primary purpose of this Code of Student Conduct is to serve the interest of both the ASBC community and the individual student by: (1) Prescribing the Standard of Conduct expected of students; (2) Outlining actions which can be taken when misconduct occurs; (3) Establishing procedures which ensure due process in the adjudication of complaints concerning students; and (4) Imposing sanctions in the ASBC community to protect, deter and educate.
- C. The Office of the Dean of Students promotes the concepts of fairness and due process throughout the ASBC community, while striking a balance between community standards and individual behavior through the educational development of students.
- D. All Students are subject to the Code of Student Conduct. Individuals who are not currently enrolled at ASBC remain subject to the disciplinary process for conduct that occurred during a period of enrollment, for conduct that occurred during a period between any consecutive semesters, terms, or summer sessions for which they are enrolled, or for conduct that occurred during the time after admission to ASBC but prior to the first enrollment, and for statements, acts or omissions related to application for enrollment.
- E. ASBC is strongly committed to an academic environment that supports the humanity and dignity of all persons. As such any behavior, which threatens that principle, shall be subject to severe sanctions. In this regard, any physical sexual assault or other act which threatens the safety or well-being or other persons shall be viewed as extremely serious and subject to the most serious sanctions, including suspension or expulsion from ASBC.
- F. Any violation or attempted violation of ASBC rules and regulations, which is motivated by the persons, or groups, racial identity, religion or beliefs, disability, national origin, sex, or sexual orientation shall subject a student to a more severe sanction than would ordinarily accompany that violation or attempted violation.
- G. ASBC is also strongly committed to an academic environment that supports the health, safety, and well-being of all persons. Any behavior that violates this principle shall be subject to severe sanctions. To that end, the possession, use, or distribution of controlled dangerous substances of alcohol shall be viewed as extremely serious. Violations, of this kind shall

subject a student to the most serious sanctions, which may include suspension or expulsion from ASBC.

- H. ASBC is committed to an academic and employment environment free from unwelcome sexual advances, requests for sexual favors, and other forms of sexual harassment. Sexual harassment is a form of sex discrimination and is illegal. Harassment and retaliation against persons filing discrimination charges is illegal.

### III. DECORUM GUIDE

#### A. Student Responsibility to Know Rules and Regulations

Each student is responsible of and compliance with the provisions of ASBC rules and regulations. All students are expected and required: (a) to obey the law, (b) to comply with ASBC rules and regulations and with directives issued by officials of ASBC in the course of their authorized duties, and (c) to observe standards of conduct appropriate for a Christian academic institution. Each student is charged with the obligation to conduct himself/herself in manner compatible with ASBC's function as a Christian education institution.

#### B. Rules and Regulations

Any student found to have violated the following rules and regulations is subject to disciplinary sanctions outlined in Section C below:

##### 1. Violation of Fire and Safety Regulation

This rule prohibits, but is not limited to the following:

- a) Failure to comply with posted evacuation procedures;
- b) Tampering with fire protection apparatus;
- c) Possession use, or threatened use of fireworks, bombs, or explosive devices of any character;
- d) Use of open flame devices or combustible material, including chemicals, which endanger the safety or well-being of the ASBC community or;
- e) Unauthorized use of, tampering with, or misuse of electrical equipment, burglar alarms, fire exits, or telephone system, or giving false alarms or false reports of fire or emergency.

##### 2. Behavior that Jeopardizes the Emotional or Physical Safety of Self or Others.

This rule prohibits, but is not limited to, the following:

- a) Unauthorized/illegal possession storage, or use of weapons or firearms;
- b) Acts, or threats of physical assault or abuse;
- c) Sexual assault or rape (e.g., date, acquaintance or stranger);
- d) Violence;

- e) Intimidation;
- f) Physical or emotional harassment;
- g) Sexual Harassment or misconduct;
- h) Suicide attempts;
- i) Disorderly conduct;
- j) Hazing;
- k) Forcible detention;
- l) Threatening behavior;
- m) Indecent exposure;
- n) Alcohol poisoning; or
- o) Drug overdose.

### 3. Misconduct Involving Alcohol

ASBC prohibits the use, possession or distribution of alcoholic beverages. ASBC enforces all state and federal laws or regulations that regulate and control the sale or use of alcohol. The policy of ASBC is alcoholic beverages will not be used on the campus of ASBC at anytime.

This rule prohibits, but is not limited to, the following:

- a) Unauthorized or illegal use of any alcoholic beverages;
- b) Aiding or abetting an underage person in the purchase of alcoholic beverages;
- c) Disorderly conduct due all or in part to being under the influence of alcohol;
- d) The possession, consumption, or distribution of alcohol in any ASBC facility or event;
- e) Misrepresentation of age to obtain alcoholic beverages;
- f) Providing alcohol to underage persons;
- g) Possession of an open alcohol container in a public area;
- h) Consumption of in a public area; or
- i) Possession, use, or distribution of alcohol to underage persons.

### 4. Misconduct Involving Illegal Drugs or Controlled Substances

ASBC prohibits the possession, use, sale or distribution of illegal drugs or controlled substances, and enforces all state and federal laws that prohibits the possession or sales of illegal drugs or drug paraphernalia. This rule prohibits, but is not limited to, the following:

- a) Possession, use distribution, sale, manufacture, or processing of illegal or non-prescribe narcotics,

- illegal drugs, hallucinogens, and controlled dangerous substances;
- b) Possession, use, or sale of drug paraphernalia;
- c) Possession, use, sale, or distribution of legal drugs which were not prescribed to the recipient or person in possession;
- d) Misuse of prescribed drugs or over the counter drugs; or
- e) Failure to take prescribed drugs or over the counter drugs as agreed between an ASBC official and the student.

### C. Controlled Substances

ASBC is strongly committed to an academic environment that supports the health, safety, and well being of all persons. Any behavior, which violates this principle, shall be subject to severe sanctions. To that end, the possession, use, or distribution of controlled dangerous substances shall be viewed as extremely serious. Violations of this kind shall subject a student to the most serious sanctions, which may include suspension or expulsion from ASBC.

The ASBC Code of Student Conduct makes the possession, use, distribution, sale, manufacture or processing of illegal or non-prescription narcotics, drugs, hallucinogenic, and controlled dangerous substances and drug paraphernalia a violation subject to ASBC sanctions, including suspension or expulsion. Violations of federal, state, and local laws are also violations of the ASBC Code of Student Conduct.

Federal law states that it is unlawful knowingly or intentionally to possess any controlled substance, including marijuana, cocaine, and heroin, for any illegal purpose. Penalty for simple possession includes imprisonment of not more than one year and/or a fine of at least \$1,000. If the substance is cocaine, or contains cocaine base, the penalty for simple possession is imprisonment from 5 to 20 years and/or a fine of at least \$1,000. The penalties increase if the possession includes intent to manufacture, distribute, or dispense a controlled substance. The maximum punishment is doubled if the distribution involves an individual under the age of 21. The maximum punishment and fine are double if distribution or manufacturing takes place at a college or university. Additionally, any person who violates this law shall also be liable to the U. S. for penalties. (21 USCA Section 841(1994), 844(1990), 884(a) (1990), 854(1990), 860(1994).

### D. Alcohol

As a Christian College, owned and operated by a Pentecostal Holiness Church, it is the policy of ASBC that no alcoholic beverages be used or distributed on the property of ASBC at any time.

It is illegal in the state of Tennessee for any person under 21 to falsify or misrepresent his or her age to obtain alcohol, or to possess alcoholic beverages with the intent to consume them. It is also illegal in most situations to furnish alcohol to a person under 21, or to obtain alcohol on behalf of a person under 21.

E. Theft or Property Damage

The rule prohibits, but is not limited to the following, whether by intentional or negligent acts and whether attempted or completed acts.

1. Destruction damage, abuse, theft or fraudulent use of ASBC or private property, including credit cards; or
2. Destruction, damage, abuse, theft or fraudulent use of ASBC services, such as computer systems, telephones, and mail services.

F. Unauthorized Entry or Presence in or on ASBC

Property. This rule prohibits, but is not limited to, the following:

1. Failure or refusal to leave ASBC grounds, or a specific portion; thereof, or any ASBC facility when requested by an authorized ASBC official; or
2. Improper or unauthorized entry into an ASBC building, facility or campus residence.

G. Acts of Dishonesty or Falsifying ASBC Records.

This rule prohibits, but is not limited to, the following:

1. Falsifying, forging, altering, causing the alteration of, or furnishing false information (written or oral) on, or relative to, official ASBC records, or to ASBC officials.
2. Falsifying, forging, altering, causing the alteration of, or furnishing false information regarding identification cards, absence excuses, parking stickers, transcripts, grade reports, test papers, answer sheets, examinations, admissions, or financial aid applications, registration materials, and computer records;
3. Unauthorized possession or use of ASBC records, documents, instruments, or property (e.g. identification card, key);
  - a. Failure to provide student identification, or other identification, to ASBC officials upon requests;

- b. Providing false or misleading information on police reports, residential life information forms, or during testimony before the parking appeals board; or
- c. Furnishing false information to any ASBC official or office.

H. Failure to Meet Financial Obligations to ASBC

This rule prohibits, but is not limited to the following:

- 1. The failure to pay delinquent accounts, including parking violation fees, after ASBC has notified the student of the debt; or
- 2. The use of worthless checks, money orders, or credit cards in payment to ASBC for tuition, room and board, fees, library fines, traffic, penalties, etc.

I. Disruption of any ASBC Activity.

This rule prohibits, but is not limited to, the following:

- 1. Acts inhibiting, interfering with obstruction, or damaging either an academic activity (e.g., teaching, research, or ASBC administration) or organized student activity; or a campus resource relating to academic materials (e.g., library books, audiovisual materials and tapes);
- 2. Any intentional act substantially interfering with the freedom of expression of others on ASBC property or at ASBC sponsored activities; or
- 3. Activity that disrupts or interferes with normal ASBC functions or operations.

J. Gambling

This rule prohibits, but is not limited to the following:

- 1. Gambling including raffles, on campus:
- 2. Pools and other bets on sporting events.

K. Violations of Federal, State, and Local Laws.

Students are responsible for knowing and observing all local, state, and federal laws. Action by law enforcement agencies or lack of such action will not preclude action by ASBC as well, in the event the misconduct is in question also shall constitute a violation of this code.

L. Violation of Published ASBC Rules, Regulations, or Policies.

Students are responsible for knowing and observing all ASBC rules, regulations, and policies regarding the use of ASBC equipment, grounds and facilities, the time, place, and manner of expression or expression-related conduct, and campus demonstrations, among other ASBC policies.

M. Improper Use of Computers and Technology

This rule prohibits the breach of computer security, harmful access, unauthorized copying of programs and/or data.

N. Failure to Comply with the Request of an ASBC Official.

This rule prohibits, but is not limited to, the following:

1. Failure to comply with a reasonable and lawful request or directions by an ASBC official; or
2. Interference with students, faculty, staff, or law enforcement officials acting in the performance of their official duties.
3. Failure to comply with a student conduct notification.

O. Aiding and Abetting Misconduct.

This rule prohibits aiding or abetting misconduct by others, which would be in violation of the rules outlined in this code or of federal, state, or local law.

#### IV. GRIEVANCES

All Saints Bible College encourages open and honest communication between members of the community. Any student who believes he or she has a complaint and the conflict cannot be mutually resolved, may file a written complaint through the SPSO. In the event the complaint alleges a violation by the Dean of Students, or from any other administrative office, detailed information regarding the grievance procedures can be obtained from the office of the SPSO.

A. Resolution of Complaints and Grievances

1. Informal Grievances - Conflict and differences of opinion can be resolved by the individuals directly confronting issues and exploring alternatives jointly. ASBC provides an avenue to students for the resolution of a grievance or complaint when the grievance is not one which automatically requires formal action.
2. Formal Grievances - An aggrieved student may request resolution of the grievance by initiating the following formal procedure.
  - a) A formal grievance is a complaint in writing from the student to the Dean of Students, seeking a hearing

before the Student Faculty Advisor. (In the event that the complaint is against the Dean of Student, the written complaint goes directly to the Academic Dean). The written complaint should be filed within two months of the event to which it refers and should include the following, as appropriate:

- i. Statement of the allegation
  - ii. Description of the alleged facts
  - iii. Summary of steps he/she already has taken in attempt to resolve the problem
  - iv. Name/s of the person/s thought to be responsible for the alleged events
  - v. Other facts considered to be pertinent to the case
  - vi. Signature of the person initiating the complaint
- b) The Dean of Students appoints a committee consisting of a representative of the Faculty Council, at least one member of the School's administration, and a student, chosen by the SGA, who has completed at least one semester at the school. This committee is appointed and shall convene within ten working days of receipt by the Dean of Students of the written complaint, or sooner if immediate action is required. In all cases, confidentiality is maintained during the selection and appointment process. A quorum requires that all members be present. The Dean of Students appoints the chairperson of the committee.
- c) The committee investigates the grievance. This investigation includes, but need not be limited to:
- i) Meeting/s with the person aggrieved and the person/s (or representatives of the department) grievied against.
  - ii) Consultation with such others as the grievance committee deems necessary to provide a thorough investigation of the grievance, including scientific ramifications or concerns, and other mitigating or extenuating circumstances that bear upon the situation.
- d) The grievance committee expeditiously considers the facts of the case and presents a report to the Dean of Academics. The report includes findings of facts and recommendations, if any. Every precaution is taken to ensure the confidentiality of information obtained at meetings of the

grievance committee. The committee also makes every effort to conclude the investigation promptly and to take any needed remedial action.

- e) Upon receipt of the report, the Dean of Academics exercises the following options:
  - i) Take whatever action he or she feels is warranted, using the report of the grievance committee as advisory information.
  - ii) Return the matter to the grievance committee for further consideration. This action returns the grievance to Step ‘c’ of this procedure.
  - f) The final action of the Dean of Academics constitutes the formal completion of the grievance procedure. The grievance committee is then discharged. The final action is communicated to both the person aggrieved and the person/s (or department) grieved against. Once the procedure is completed, all records of the meetings of the grievance committee and the final report of the committee remain in the possession of the Office of the Dean of Students and are treated with appropriate confidentiality.
- g) Any request for exceptions to the foregoing should be addressed to the Dean of Students. By mutual agreement of the Dean of Students and the student, the stated formal procedure may be waived in favor of a procedure more appropriate to a particular circumstance.

## **GENERAL REGULATIONS ON STUDENT CONDUCT AND DISCIPLINARY SANCTIONS**

### **A. Institution Policy Statement**

Students of All Saints Bible College are citizens of the state, local, and national governments and of the academic community and are, therefore, expected to conduct themselves as law-abiding members of each community at all times. Admission to this institution of higher education carries with it special privileges and imposes special responsibilities apart from those rights and privileges enjoyed by non-students. In awareness of the relationship that exists between the institution and the academic community which it seeks to serve, All Saints Bible College of the Church Of God In Christ, has authorized the president of this institution under its jurisdiction to take action as may be essential to preserve campus conditions and preserve the integrity of the institution and its educational environment.

In accordance with this sanction and in execution of its duty to provide a secure and invigorating environment in which individual and academic pursuits may flourish, All Saints Bible College has in place the following rules which are intended to govern student conduct on the campus. These rules may be extended or supplemented by this institution subject to board approval. Furthermore, students are subject to all national, state, and local laws and ordinances. If a student's violation of such laws or ordinances negatively affects All Saints Bible College's pursuit of its educational goals, the institution may enforce their own regulations regardless of any proceedings instituted by other authorities. Therefore, violation of these regulations may subject a student to disciplinary measures by the institution whether or not such conduct is concurrently in violation of state, local or national laws. The rules and regulations are listed in the text of the Student Handbook for All Saints Bible College. A violation of these rules will be dealt with in the following manner:

A notice to report to the 1) Office of the President, 2) and/or the office of the Dean of Students, 3) and/or the Dean Of Academics, 4) and/or any parties deemed necessary for further action and designated by the Chancellor or President takes precedence over all duties and is to be attended to in accordance with the statement of the notice. A student who does not heed such a summons is subject to the sanctions and/or disciplinary actions that are listed in the following.

## Definition of Sanctions

- a. Restitution. A student who has committed an offense against property may be required to reimburse All Saints Bible College or the owner for damage to or misuse of such property. Any such payment in restitution shall be defined by All Saints Bible College
- b. Fine. Fines will apply to violations of the following disciplinary offenses: misuse of documents or identification card and failure to cooperate with institutional officials.
- c. Warning. The appropriate college official may notify the student that persistence or the recurrence of specified conduct may be cause for disciplinary action.
- d. Reprimand. A written reprimand, or censure, may be given any student or student organization whose conduct violates any part of the Code of Student Conduct. Such a reprimand does not restrict the student in any way, but it does have the appropriate penalties and consequences. It signifies to the student that he or she is being given another chance to conduct himself or herself, by definition, as a proper member of the college community, and any further violation may result in more serious penalties.
- e. Restriction. All Saints Bible College may impose restrictions on a student's or an organization's privileges for a period of time determined by the college. These restrictions may include a denial of the right to represent the All Saints Bible College in any way, a loss of the use of campus facilities, parking privileges, participation in extra-curricular activities or a restriction of organizational privileges.
- f. Counseling. A student may receive mandated visits to an assigned counselor for evaluation and follow-through on any prearranged or approved treatment program.
- g. Constructive/educational projects. A student or student organization may be assigned projects positive to the individual's or group's growth, the campus, and/or community. This project will be related to the offense that student or organization is guilty of violating.
- h. Work detention hours. A particular number of hours of work to be supervised by the administration and completed on the campus as assigned. This work will be proportionate to the offense the student is guilty of.
- i. Probation. Probation is based on the continued enrollment of a student that has violated the Code of Student Conduct. Students that receive probation will be notified of this decision in writing. At that time the student will be notified of the stipulations and duration of the probationary period. Probation may include restrictions on any other privileges the student may otherwise have including extra-curricular activities. Further violation of the Code of Student conduct by a student while on probation may result in more serious disciplinary action.
- j. Suspension. While a student is suspended, he or she is dispossessed of student status. He or she is separated from the institution for a specified period of time. At the end of this period the student will be readmitted under the conditions of readmission stated at the time of suspension. The suspension will remain on the student's academic and disciplinary record regardless of their successfully re-admittance.

- k. Expulsion. Expulsion is a permanent severance from the institution. This sanction is a permanent block to the student's readmission to the institution.
- l. Interim Suspension. An interim suspension is given while the due process of a student's case is starting. This is imposed when it is determined that the student's presence at the institution is detrimental to both the student and the institution. This however is not a final judgment and is not intended to affect the out come of a particular case.

### **Special Conditions**

- a. The president or a designee may in his or her judgment convert any sanction, or withdraw any previous sanction, when it is deemed necessary.
- b. The college shall continue to have authority over the students who have been suspended or placed on probation. This is for the function of reviewing the actions of the students that may be in or are in violation of the period of the student's probation or suspension or any further violation of college policy even though the student may not be enrolled at the time the violation occurs.
- c. While the college cannot take responsibility for the behavior of students off campus who are not participating in college-sponsored activities or representing the college, this institution reserves the right to inflict sanctions against students whose actions are unlawful or inordinately creating a danger or threat to the safety and well-being of other students or members of the All Saints Bible College community.

### **Procedures and Guidelines for the Enforcement of Student Discipline**

In creating and maintaining an academic environment that promotes spiritual, intellectual, social growth, All Saints Bible College has created a Code of Student Conduct. This Code, in the student handbook is given to the student when he or she enrolls. The handbook spells out and informs students at the college the requisites of appropriate student conduct.

The following is a description of the procedures by which the college enforces its standards of student conduct. Inherent in these procedures is the college's recognition of its obligation to protect the rights and privileges of its students in accordance with the guarantees afforded all citizens under the Constitution of the United States and due process as interpreted by appropriate judicial authority.

The maintenance of order and the enforcement of the rules and regulations of the college and the Tennessee Board of Regents are vested with the president of the college or his designee. This responsibility is routinely delegated to the vice president for student affairs who in turn delegates this authority to the dean of students and the faculty and students appointed to participate in the administration of these procedures.

The college believes that the two disciplinary procedures described below will serve the interests of students in obtaining full and fair hearings.

## **Pre-hearing Procedures**

The **Office of the Dean of Students** (hereinafter referred to as Dean of Students) shall collect all relevant information concerning the alleged violation, including if possible written statements from the accused student, any witnesses, and all other parties with knowledge of the incident.

At a preliminary conference, the dean shall advise the student of the charge, and the student shall elect either to agree with or contest the charge.

If the student chooses not to contest the charge, the student shall waive in writing a hearing on the charge, and the dean shall advise him/her of the proposed sanction. The student may elect, in writing, to contest the proposed sanction through a hearing before the Student/Faculty Advisory Committee. The hearing in such a case shall be limited to a determination of the appropriate sanction.

If the student chooses to contest the charge, the case shall be referred for a hearing. At any time, however, informal disposition of the case may be by stipulation, agreed settlement, default, or consent.

Execution of a waiver of hearing, agreed settlement, consent, or stipulation shall be binding on the student and may not be altered or revoked without concurrence of the president.

At the conclusion of the preliminary conference, the dean shall execute the “Preliminary Conference Form” reflecting the action taken or to be taken in the case.

If the student fails to appear for the preliminary conference, the formal hearing procedures may be initiated as described below. These pre-hearing procedures are subject to the will of the president or his designee.

## **College Hearing Procedures**

If a hearing becomes necessary under these procedures to contest a charge of misconduct, the student shall receive reasonable notice of the hearing in writing. The notice shall include the following:

- ❖ The student shall be advised of the date, time, and place of the hearing.
- ❖ The student shall be advised of the breach of regulations of which he or she is charged.
- ❖ The student shall be advised of the following rights:
  - i. The right of the accused student to present or state his/her case;
  - ii. The right to be accompanied by an advisor [Students who intend to use legal counsel as advisors must so inform the college, through the dean of students’ office, seven (7) days before the hearing date for the purpose of having college legal representation. Counsel’s participation shall be limited to directly advising the student];
  - iii. The right to call witnesses in his/her behalf;
  - iv. The right to confront witnesses against him/her; and
  - v. The right of the accused student to receive a written decision from the Committee, within 72 hours of the conclusion of the hearing, which shall

specify any regulations it determines the student has violated and the recommendation to the vice president for student affairs of the appropriate sanction. The dean of students shall forward such decision to the vice president for student affairs who shall make the determination of the appropriate sanction.

The date of the hearing should be set no fewer than ten (10) calendar days following receipt of the notice of the hearing, which should be served in person by a designated official of the college, or, if the student is not available for service in person, the notice should be served by return receipt mail to the student's last known address. The person making personal service on a party shall make an affidavit or oath as to the time and place of service. The notice should also contain a description of the procedure and miles under which the hearing will be conducted. Further, the student shall be advised of his/her opportunity to respond to the notice within five (5) days of service of the notice and to review any evidence or materials in possession of the college, which can reasonably be expected to be entered in the record of the hearing.

### **Student Affairs Administrative Council**

The Student Affairs Administrative Council will be comprised of the chairperson of the Student/Faculty Advisory Committee or an Advisory Committee representative to serve at times when the chairperson is not available. The committee shall consist of three professional student affairs staff members, one faculty member, and one staff member. The vice president for student affairs will appoint members.

### **Student/Faculty Advisory (Hearing) Committee**

The Student/Faculty Committee will serve as the principle judicial body for violations of the college's Code of Student Conduct. The vice president for student affairs in consultation with the chairperson of the Student/Faculty Committee will determine when it is desirable for a student to have the option to appear before the Student Affairs Administrative Council.

Due process rights will be vigorously adhered to in all cases, whether handled by the Student/Faculty Committee.

The Student/Faculty Committee shall conduct the hearing. This Committee is appointed by the vice president of SGA acting upon authority delegated to that office by the president of the college. The committee is composed of members of the college faculty and/or staff recommended by the deans and students. The recommendations are given to the President of the Student Government Association for final submission.

### **Function**

The Student/Faculty Committee is the principle judicial body for hearing violations of the college's Code of Student Conduct. It has the responsibility for determining the guilt or innocence of and recommending penalties for students accused of violating college regulations. Its proceedings are conducted in a manner so as to conform to accepted standards of "due process" in reviewing violations. During the course of a hearing conducted by the chairperson, no fewer than two of the faculty

representatives and two student representatives must be present. Regardless of the number present, the representation of faculty or students cannot outweigh or exceed the other.

### **Members**

Four (4) students and one (1) alternate are selected for one-year terms by the vice president for student affairs from nomination by the Student Government Association. Four (4) faculty representatives and one (1) alternate are selected for one-year terms by the vice president for student affairs from faculty members nominated by the dean of students.

### **Officers**

Chairperson (appointed by the president); Secretary (elected by the committee).

### **Hearing Officer**

The hearing officer serves as chairperson of the Student/Faculty Committee. The chairperson is responsible for the conduct of the hearing, including relevant rulings on the admissibility of evidence, and for preparing the committee's written determination of guilt or innocence and recommendation of sanction.

The Student/Faculty Committee, including the chairperson, shall make a determination of the facts in the case based exclusively on the evidence present at the hearing and on matters officially noted for the record. If the Student/Faculty Advisory Committee, by a simple majority of the committee's members present and voting, including the chairperson, finds a student guilty, the committee shall recall the dean and the student for a review of the student's past record in determining the appropriate recommendation of sanction. Voting members will be divided equally between students and faculty members. The hearing officer will vote only when needed to break a tie vote.

### **Meetings**

Meetings are irregular and called by the chairperson of the Committee upon being informed that an alleged violation of the Code of Student Conduct exists and that a hearing is necessary. Three faculty members and two students shall constitute a quorum to do business.

### **Record**

A record, which may consist of a taped or similar electronic recording, shall be made of the proceedings. A party at that party's expense may transcribe such record on request. If the college elects to transcribe the proceedings, any party shall be provided copies of the transcript upon payment to the college of a compensatory fee. The record shall include all evidence, statement, affidavits, or matters officially noticed.

### **Sanction**

Upon receipt of the determination and recommendation of the Student/Faculty Committee, the Dean for Students shall, within a reasonable length of time, determine the appropriate

sanction(s) to be imposed. This determination shall be based solely on the record made at the hearing and the written decision and recommendation of the committee. The dean for student affairs is not restricted to the recommendation of the committee or council and may choose to impose a penalty of greater or lesser severity when appropriate. The Dean of Students is responsible for service of the decision to all parties. Service shall be made in person or, if the student is not available for service in person, the decision shall be mailed by return receipt mail.

### **Petition for Rehearing/ Appeal**

The recipient of a disciplinary action who deems himself or herself aggrieved by the committee's final decision has a right of an appeal. This appeal must be submitted in writing to the Office of the Dean of Student Affairs within ten (10) days of the date of the decision and must specify in detail the grounds for the relief sought. The filing of such an appeal or petition for rehearing shall not extend, modify, suspend, or delay the effective date of the Student/Faculty Committee decision unless set aside by the vice president of SGA or the president of the college. Petitions for rehearing will be considered on the following grounds only:

- ❖ Some material error in procedure,
- ❖ Some material error in the Committee's finding of fact or conclusions of law,
- ❖ Discovery of new evidence unavailable at the time of hearing sufficiently strong to reverse or modify the decision which could not have been previously discovered by due diligence.

Copies of such petition for rehearing shall be served on all parties of record by the dean of student affairs.

The vice president for student affairs may at his or her own discretion set the petition for rehearing before the committee or enter an order with reference to the petition without a hearing within ten (10) calendar days after the filing thereof. If no order disposing of the petition within a ten-day period is filed, the petition for rehearing shall be deemed to have been denied as of the conclusion of the ten-day period.

### **Petition for Reconsideration**

A student aggrieved by the decision of the vice president for student affairs who desires to have the same modified or set aside may, within ten (10) days of the date of the decision, file a written petition for reconsideration with the Office of the Dean for Student Affairs, stating the specific ground upon which relief is requested. The filing of such petition for reconsideration shall not extend, modify, suspend, or delay the effective date of the decision unless specifically so requested and/or directed by the vice president of SGA. Additionally, the thirty (30) day period in which a party may file an appeal shall be tolled by the submission of a timely petition for reconsideration and a new thirty (30) day period shall start to run upon disposition of the petition for reconsideration. The vice president for

student affairs, within ten (10) days after the filing of the petition, shall either grant or deny the petition. If granted, the vice president for student affairs may modify his/her prior decision in whole or in part. If no action has been taken on the petition for reconsideration within ten (10) days of its filing, the petition shall be deemed to have been denied.

### **Administrative Review**

At his/her discretion, the vice president for student affairs may review the Student/Faculty Committee's decision and may affirm the decision or may reduce or set aside sanctions that are imposed by the committee. At his/her discretion, the president of the college may review the prior decisions and may affirm such decisions or may reduce or set aside the actions of the Student/Faculty Committee, or the dean for student affairs.

### **Appeal**

The decision of the dean of SGA may be appealed to the president of the college within thirty (30) days of its filing. The president may affirm or overturn the decision of the vice president of SGA in whole or in part. The president may also reduce or set aside the sanctions imposed. The president's determination shall constitute the final decision at the institutional level.

### **Tennessee Uniform Administrative Procedures Act**

All cases that may result in (i) suspension or expulsion of a student from the institution, a program, or a course for disciplinary reasons or (ii) revocation of registration of a student organization during the terms of the registration are subject to the contested case provisions of the Tennessee Uniform Administrative Procedures Act and shall be processed in accordance with the Uniform Contested Case Procedures adopted by the Tennessee Board of Regents unless the student/organization waives those procedures in writing and elects to have his/her/its case disposed of in accordance with college procedures established by these rules.

### **Chronic Communicable Diseases Policy**

All Saints Bible College greatly desires to provide a safe and scholarly environment for its staff and students and takes suitable measures to support the health maintenance and regular attendance of all its employees and students.

The college is uniquely perceptive to those issues involving the spread of chronic and communicable diseases.

The college understands and accepts its role to provide the significant information to its employees, students, and the overall community on prevention.

The college accepts the responsibility to offer the necessary spiritual guidance as a means of caregiving.

Persons identified with chronic or communicable diseases may be employed or admitted provided the transmission of the disease to others and/or the risk of further injury to the individual and others is not at issue

The college is responsible to make employment and placement decisions with this as a guideline and standard in conjunction with the current public health guidelines relating to the specific disease in question. Furthermore, an individual with a chronic communicable disease may be employed or attend All Saints Bible College at the discretion of the College and in accordance with those guidelines affirmed by the All Saints Bible College.

### **Health Insurance**

The students of All Saints Bible College are encouraged to have health insurance to cover various illnesses and accidents that may occur while they are enrolled. All Saints Bible College does not offer health insurance coverage.

# ACADEMIC POLICIES AND PROCEDURES

## THE OFFICE OF ACADEMIC AFFAIRS

The Academic Dean is the head of the Office of Academic Affairs. The goal of the Office of Academic Affairs is to develop and monitor institutional retention efforts and to supervise programs and services that enhance the potential success for all students. Also, it is to instill in our students a commitment to lifelong learning, spiritual development and service to God, through a program characterized by academic rigor, practical experience, and spiritual direction in a Christian environment. The following policies are the regulatory procedures for the grading and graduation of students at All Saints Bible College.

### WITHDRAWAL AND REFUND POLICY

Withdrawal from All Saints Bible College requires official written notice to the Office of the Registrar. Refunds of tuition are based on the date of official notification of intent to withdraw from school. There is no refund of fees. Refund checks, when applicable, are issued in accordance with policies governing withdrawals.

Assuming that tuition is paid in full at the time of registration, refund of tuition will be as follows:

#### For Full Session:

Registration week	100%
Within 1 <sup>st</sup> week	90%
Within 2 <sup>nd</sup> week	80%
Within 3 <sup>rd</sup> week	60%
Within 4 <sup>th</sup> week	40%
Within 5 <sup>th</sup> week	20%
After 5 <sup>th</sup> week	no credit or refund

#### For Evening:

Registration week	100%
Within 2 <sup>nd</sup> week	80%
Within 3 <sup>rd</sup> week	50%
Within 4 <sup>th</sup> week	20%
Within 5 <sup>th</sup> week	no credit or refund
After 5 <sup>th</sup> week	no credit or refund

Students who withdraw under disciplinary action and/or are suspended are not entitled to any refunds for any part of the semester.

## **SPECIAL FEES AND DEPOSITS**

Application Fee	\$ 30.00
Re-Entry Fee (after absence for 1 year)	10.00
Late registration fee	25.00
Return Check Charge	25.00
Graduation Fees	
Certificate	30.00
Associates	60.00
Bachelors	90.00
Transcripts	5.00

\*Fees may be waived by the President as a promotion.

## **HONOR CODE**

Every student is expected to uphold the honor system. Students are required to present work for faculty evaluation that is truly his/her own, and follow the requirements outlined by each instructor in the fulfillment of courses. Academic dishonesty is a serious offense and will be dealt with accordingly. Students may elect an Honor Council composed of representatives from the Certificate program and each class of Degree-Seekers. This honor council will operate under the same guidelines and procedures of the SGA that have been presented in **Article XI of the SGA Handbook**. The same process of student discipline will be followed for a violation of the Honor Code with the process being over-seen by the Dean of Students. Violators of the Honor Code will also be subject to those sanctions outlined in the **Student Code of Conduct**.

## **ATTENDANCE**

At the beginning of every course, instructors will inform students of class attendance policies. It is the responsibility of the student to contact the instructor if he/she will be absent and to gain make-up work. Make-up work should be submitted, whether the absence is excused or unexcused. Excessive absences may jeopardize the quality of the student's work. In that event, the instructor may contact the Dean of Students who in turn may contact the student's advisor. Upon review, the student may be withdrawn from the course and/or given a "W" grade or an "F" grade. The "W" is an option only if the deadline for withdrawals has not passed.

## **ACADEMIC STANDING AND RETENTION**

A student is considered to be in good standing and eligible to continue studies at the Bible College if he/she maintains a cumulative grade point average of 2.0 or better.

A student will be placed on probation if his/her cumulative grade point average is less than 1.75 and his/her grade point average for the semester is less than 2.0. If the student fails to improve his/her performance in the next semester, he/she may be suspended for one regular semester. Students suspended in the spring may not enroll for the summer or fall. After the period of suspension, the student may re-enroll. Notification of suspension as well eligibility for re-enrollment will be given by the Office of the Registrar.

A student who believes that he/she has extenuating circumstances may appeal academic suspension. The Office of the Dean of Students will determine if the student should be readmitted.

## **INCOMPLETES**

A grade of “I” (Incomplete) may be given by an Instructor if the student has not completed all of the requirements for a course or experiencing undue hardship. The student must make arrangements with the Instructor to complete the course. Failure to resolve an “I” grade by the middle of the following term will result in a grade of “F”. Extensions are granted only at the request of the Instructor. A student receiving an “I” grade may not continue in a sequel to the course without the Instructor’s approval.

## **REPEATING COURSES**

A student may repeat any course for which an “A” or “B” grade was not earned. The student’s grade point average will be calculated using the last grade assigned to the repeated course, even if the last grade is lower than the previous grade. The student is not allowed to repeat a course more than twice.

# **GRADING POLICIES AND PROCEDURES**

## **GRADES**

All Saints Bible College uses the following letters in its grading system:

A	Excellent
B	Good
C	Average
D	Below Average
F	Failure
P	Pass
S	Satisfactory
I	Incomplete
W	Withdraw
AU	Audit

Quality points and percentage for letter grades A thru F are as follows:

A	4.0	90-100
B	3.0	80-89
C	2.0	70-79
D	1.0	60-69
F	0.0	59 or less

### **Grade Point Average**

A student's grade point average (GPA) determines his/her academic standing. The GPA is computed by the following formula:

$$\text{GPA} = \frac{\text{total quality points earned}}{\text{total quality hours attempted}}$$

Courses with grades of I, W, S, P or AU are not considered in the calculation of GPA. Transfer credit is not included in hours attempted.

### **Grade Changes**

If a student believes that he/she has been assigned an incorrect grade for a course, he/she should contact the instructor as soon as possible to review the grade received. If the consultation with the instructor results in a change of the previously assigned grade, the Instructor will notify the Office of the Registrar of the grade change. The time limitation for the changing of a grade is the same as the time limitation for the removal of an "I" (incomplete).

### **Grade Appeals**

Students have the right to know and understand the reasons for decisions affecting their academic study. Students are entitled to review their examinations and assignments, to

know the correct answers to tests, and how the instructor calculates grades. Instructors are obligated to correct any grade erroneously calculated or assigned. In matters of interpretation, the judgment of the instructor, as the professional in the discipline, will prevail over student objections. The process of grade appeals shall with the instructor of a given class, and to the Academic Dean if necessary. The decision of the Academic Dean is final.

### **Grade Reports**

At the end of each term, grade reports are mailed directly to the student through the Office of the Registrar. However, if any debt is owed to the Bible College, grade reports will be held and transcript requests denied until payment is received.

## **GRADUATION POLICIES**

Students are expected to attend the commencement exercises. This requirement stands even for students whose work was completed during the previous school term. Candidates must submit to the Registrar's Office an *Intent to Graduate Form* within 30 days of enrollment in the intended term of graduation. The Bible College will only recognize students at commencement who have completed all academic requirements and met all financial obligations.

### **Requirements for Graduation**

A student must meet each of the following requirements for graduation:

1. Complete of all courses required for his/her program
2. Achieve a minimum GPA of 2.0
3. Complete the residency requirement of at least 25% of credit toward the certificate or degree earned at All Saints Bible College
4. Settle all financial obligations to the Bible College
5. Meet the approval of the faculty and board of trustees, as evidenced by having a sound grasp of Christian doctrine, display of moral character, and commitment to serving church and society.

### **Graduation Catalog Limitations**

Students may graduate under any catalog in effect during their enrollment at All Saints Bible College, as long as it is not more than five (5) years old.

### **Withholding of Certificate or Degree**

For graduation, a student's financial and academic record must be free from all encumbrances. This entails payment of outstanding debts to All Saints Bible College, having earned the appropriate number of credit hours, completing specific courses, and maintaining at least a 2.0 quality point average. The certificate or degree will not be issued nor posted to the student's transcript until he/she has fulfilled any and all requirements.

**Graduation with Honors**

Students with GPA's falling within the following range will graduate with honors:

SUMMA CUM LAUDE	3.70 - 4.00
MAGNA CUM LAUDE	3.50 - 3.69
CUM LAUDE	3.25 - 3.49

**LIMITATIONS ON CERTIFICATES AND DEGREES TO BE EARNDED**

All Saints Bible College limits students to one certificate and/or one degree with the same title or major. The student may receive a second certificate or second degree, provided that all requirements for the second certificate or degree and each subsequent major are met.

A second major will be posted to the student's degree, if he/she has fulfilled all requirements for a second major.

A student who has earned a degree from another institution is subject to all regulations applicable to transfer students.

**CAMPUS SECURITY**

Campus security is provided by the Church Of God In Christ around the clock. The Security post is stationed on the grounds at the gated entrance of Mason Temple.

**EMERGENCIES**

In the case of Emergencies the student should contact the proper authorities and administrative officials. Those contact numbers are listed below. If there is a student injury or other emergencies, the number of the emergency contact provided by the student will be accessed.

**EMERGENCY TELEPHONE LIST**

Emergency Service	Dial 911
Memphis Fire Department	901 458.3311
Memphis Police Department	901 545.2677

Methodist University Center E/R (Union Ave & Bellevue)	901 516.8193
Minor Medical Center-Mid Town 1803 Union Ave Suite #2	901 722.3152
National Properties Manager (extreme emergency - day)	901 947.9332
<b>ALL SAINTS BIBLE COLLEGE DIRECTORY</b>	
Dr. Joseph E. Fisher – President	901 322.0120.x354
Dr. Maurice Chandler – Dean of Academics	901 322.0120
Mr. Francis Ssebikindu – Dean of Students	901 322.0121
Mrs. Tauris Nelson – Registrar	901.322.0120.x338
Ms. Johnie Oliver –Administrative Assistant	901 322.0120 x349

### **INCLEMENT WEATHER**

To facilitate communications in the events of inclement weather, the All Saints Bible College has adopted the following guidelines. Announcements concerning the rescheduling or canceling of classes will be announced on:

- TV – (stations: Fox News, WREG, WMC-TV) – (channels 3, 5, 9)
- Radio - (station: WREG) – (channel AM600)

### **COMPUTER CENTER RULES AND REGULATIONS**

The Computer lab is for All Saints Bible College students and designated persons only. It is open during regular school hours. Any and all inappropriate (adult web-sites and associated sites) material is prohibited. Students found in violation of this will be subject to a loss of lab access and any other sanction deemed necessary.

Lab hours will be posted each semester.

### **LIBRARY REGULATIONS**

All Saints Bible College has a contracted agreement with Mid-South Christian College to use its library during the academic school year. Articulation agreements allow students to use other college libraries within the immediate vicinity of the campus. Students of All Saints Bible College are permitted to use the library facilities of Mid-South Christian College.

Library hours are posted each semester.

## **VEHICLE REGISTRATION AND PARKING**

All vehicles must be registered in the Administration Office. Students must demonstrate that they have adequate liability and property insurance according to Tennessee Vehicle laws.

All Saints Bible College assumes no responsibility for fire, theft, or accident involving any vehicle that it does not own.

The Bible College will provide alternative parking for students during conventions and special events at the main campus.

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This page is to be signed and returned to the Administration Office

I acknowledge that (please print name) \_\_\_\_\_ has read all of the policies and procedures contained in this student handbook involving rules and regulations for All Saints Bible College. I also further understand that violation of any of the outlined rules and regulations may result in disciplinary actions also outlined in this student handbook.

The office of the Dean of Students

Sign this page and return it to the Administration Office

Signature \_\_\_\_\_ Date \_\_\_\_\_

