



faith baptist bible college
and theological seminary

ONLINE STUDENT HANDBOOK

2023-2024

ONLINE STUDENT HANDBOOK 2023-2024

IMPORTANT CONTACT INFORMATION

Police/Fire Department

Emergency	911
Non-Emergency	515.286.3333, option 5

School Departments

Student Life	515.422.5651
Campus Security	515.210.6563
Health Services.....	515.422.5619
Main Office.....	515.964.0601
Campus Fax	515.964.1638
Admissions.....	1.888.324.8448

Faith Baptist Bible College & Theological Seminary
1900 NW 4th Street
Ankeny, Iowa 50023-2152
www.faith.edu

2023-2024 CALENDAR

Fall Semester*

8/28 – First Day of Classes
9/4 – Labor Day (No classes)
9/8 – End of Drop/Add Period
9/16 – Faithfest
10/9-10/13 – Spirit Week
10/13 -10/14 - Homecoming
10/16 -10/20 – Midterm Week
10/17-10/18 – ENLIST
10/19 -10/21 – Business Leadership Summit
10/24-10/27 – Global Reach Conference
10/31-11/3 – Spring Registration
11/9 -11/10 – Scholarship Weekend
11/10 -11/11 – Fall Drama
11/18 -11/26 – Thanksgiving Break
12/8 -12/9 – Festival of Carols
12/13 -12/15 – Finals Week
12/16 -1/14 – Christmas Break
12/23 -1/1 – Offices Closed

*Visit our [website](#) for a full calendar of events.

Spring Semester*

1/15 – First Day of Classes
1/26 – End of Drop/Add Period
1/30 - 2/2– Refresh Conference
2/29 – 3/1 – Educators ENLIST
3/4 - 3/8 – Midterm Week
3/9 - 3/17 – Spring Break
3/20 - 3/22 - MAACS
3/25 – 3/29 – Spring Spirit Week
3/25 – 3/29 – Fall Registration
4/1 – Easter Monday (no classes)
4/2 – Campus Cleanup Day
4/4 – 4/5 – Scholarship Weekend
4/5 – Spring Concert
4/9 – Assessment Day
4/26 - 4/27 – Spring Drama
5/3 – Spring Banquet
5/6 - 5/9 – Finals Week
5/9 – Commencement Concert
5/10 - Commencement

BUILDING HOURS AND DRESS CODE

- ◆ Benson Hall
 - M-F; 6:00 a.m. – 1:00 p.m. Business Casual
 - M-F; 1:00 p.m. – 8:00 p.m. Casual
 - Sa; 9:00 a.m. – 8:00 p.m. Casual
 - Su; 7:00 a.m. – 10:00 a.m. Business Casual
 - Su; 12:00 p.m. – 4:00 p.m. Casual
- ◆ Domokos Hall; Gray Hall; Nettleton Center
 - M-F; 7:00 a.m. – 1:00 p.m. Business Casual
 - M-F; 1:00 p.m. – 10:30 p.m. Casual
- ◆ Jordan Hall
 - M-F; 7:00 a.m. – 1:00 p.m. Business Casual
 - M-F; 1:00 p.m. – 4:30 p.m. Casual
- ◆ Patten Library
 - M-F; 7:00 a.m. – 1:00 p.m. Business Casual
 - M, T, Th; 1:00 p.m. – 10:00 p.m. Casual
 - W, F; 1:00 p.m. – 5:30 p.m. Casual
 - Sa; 10:00 a.m. – 5:00 p.m. Casual

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INTRODUCTION TO THE HANDBOOK

Dear Faith Student,

We are delighted to have you participate in online classes at Faith Baptist Bible College! This handbook is an adapted version of the on-campus Student Handbook designed specifically for online students at FBBC. We hope this helps you navigate some of the expectations and requirements for online learning at Faith.

The Student Handbook rules and expectations help preserve, protect and promote Biblical values. You should know, before you read any further, that there will be some standards that you are not used to following. There will be some preferences that your parents did not have, nor teach to you. The fact that this Handbook has such things does not negate what your parents taught you, or the conclusions to which you have come in your own life. Instead, I would encourage you to use the Handbook as an opportunity to humbly submit to the preferences of an authority in your life as part of your discipleship while remembering the purpose of the Handbook. It is meant to create an environment that helps us grow in Christ.

It is our desire that you graduate from Faith a more God-focused, eternity-minded, servant-hearted leader than when you started as a student. We are excited to watch that process unfold as you prepare for how God is calling you to serve Him.

If you ever have any questions about anything in this Handbook, or more importantly, in your walk with the Lord, please feel free to see me, to contact any of us in the Student Life Department, or the Online Director

For His Glory,

Noah Kephart Charlie Carter
Dean of Students Online Director

MISSION STATEMENT

The mission of Faith Baptist Bible College and Theological Seminary is to equip vocational Christian workers and other servant leaders while inspiring them to take the Word to the world.

STATEMENT OF PURPOSE

Like on-campus students and the on-campus Student Handbook, online students at Faith Baptist Bible College are required to read the Online student handbook and sign an agreement to abide with the Statement of Purpose. The Statement of Purpose is:

“The Statement of Purpose is the central criterion of conduct for all who are a part of the FBBC community. It is assumed that a student who has chosen to attend the College already exemplifies these integral facets of Christian character. In accepting and following the Statement of Purpose, students accept responsibility and discipline which will enhance their moral and spiritual growth. Such qualities should be an inherent part of the ethical code held by an educated individual.

Each student should recognize that Faith is committed to training students for life and ministry, and that it offers a lifestyle of commitment to Jesus Christ as personal Savior and Lord. Each student should therefore personally commit to be a person of integrity in their attitude and respect for what Faith is attempting to accomplish as a Christian institution of higher learning.

STATEMENT OF PURPOSE

1. I will strive to grow in my love for Jesus Christ, to grow in my knowledge of Him, and to follow Him regardless of the cost.
2. I will strive to encourage others to follow Christ by my behavior, my speech, my attitudes, and my desires.
3. I will strive to study to the best of my ability, to be faithful in required class and chapel attendance, and to serve the Lord in my local church with joy.
4. I will strive to follow all applicable regulations of the student handbook and those that may from time to time be adopted by the College administration.
5. I will strive to be supportive of the school, to pray for it, to speak well of it, and to do what I can to make it more effective for the glory of God."

Students should understand that, because Faith is a private school, they have no vested rights in the governing of the school. The College reserves the right to require the withdrawal of a student at any time if, in the judgment of the College President or of the Student Life Department, such action is deemed necessary to safeguard Faith's ideals of scholarship or the spiritual and moral atmosphere of the school.

Each student's signed agreement with the Statement of Purpose is a contract between the student and Faith. Furthermore, this contract constitutes a prerequisite for matriculation or continued association with the College and becomes a part of the student's permanent file. Finally, a student's acceptance of the Statement of Purpose is a promise to God as to the way in which they purpose to live life here at Faith.

Certain aspects of the statement of purpose institutional guidelines in the student handbook do not apply to or are not required for online students (e.g., classroom dress for students, curfew guidelines for campus students, etc.) This handbook will address situations where important differences in the expectations for online students exist. Even in cases where certain specific institutional guidelines do not apply to online students, online students are expected to act in a way that reflects exemplary Christian character and that embodies the values of FBBC.

The Statement of Purpose is critical to upholding the standards for conduct that Faith strives to instill in students.

The standards of conduct expressed in the college student handbook apply to all students, regardless of the number of credit hours, age, marital status, or housing. As such, violations of the ethical standards reflected in the student handbook may result in disciplinary action, including dismissal.

STUDENT LIFE

SPIRITUAL LIFE

SPIRITUAL LIFE CANVAS REPORTING

Online students taking 7 or more credits will be automatically enrolled in a non-credit Canvas class (Christian Service) where they participate in weekly discussion related to their church involvement, spiritual life, and recent chapel/church sermons. These discussions are intended to be a supplement to the spiritual formation of the online student since the online student is not present for daily chapel, Deepen Groups, conferences, etc. Participation in the weekly discussion is recorded in conjunction with the student's Christian Service Reporting and may be a determining factor in earning a Christian Service Unit (see below).

CHURCH ATTENDANCE

Faithful attendance in a local church is very important for spiritual health. For this reason, all students are required to attend all weekly services of their local church. Church attendance and christian service (how the student is serving at church) must be recorded on a weekly basis and will be recorded in Canvas.

Faith encourages online students to attend a local church aligned with the doctrine, ideals, and historic position of Faith. All students, including online students, must express in writing their agreement with the doctrinal statement of FBBC&TS before graduation. Thus, it is beneficial for students to attend a church that endorses similar doctrine.

CONFERENCES

Faith holds an annual missions conference and an annual Refresh conference. During these conferences, normal classes are suspended but not online classes. Due to the continuation of online courses through conferences, online students will not be required to report viewing conference sessions. However, online students are encouraged to participate in viewing or listening to these sessions at their leisure.

CHRISTIAN SERVICE

FBBC&TS exists to support local churches. Thus, Faith requires Christian Service of all students. All students taking 7 or more credits must report on their Christian Service on a weekly basis.

To graduate, students must have 1 Christian Service credit per semester of their degree program. One Christian Service credit will be given for 10 appearances ministries during a single semester. All 4 year programs also require that one of the Christian Service credits be earned through participating in an "Outreach" ministry.

Christian Service is reported weekly in the Online Christian Service Canvas course. If you are a degree seeking, online student and do not see this course in your Canvas account, please reach out to the Online Director or Christian Service Director.

In the Canvas course each week you will report church attendance, christian service appearances, and participate in the spiritual life discussion. As discussed above, the spiritual life discussions posts serve to facilitate spiritual formation in the life of the student in a similar way to

on-campus chapel. Both the christian service reporting and participation in the spiritual life discussion will be considered in the reception of Christian Service Credits at the end of a particular semester.

For more information see the Christian Service Handbook. Exceptions and make up credits can be discussed with the on-campus Christian Service Coordinator.

OTHER REQUIRED EVENTS

For the enrichment of the student body, Faith requires campus students to attend various concerts throughout the school year. These include the Festival of Carols and the Commencement Concert. Online students are encouraged to take advantage of the live-streaming of these events for the enrichment of their spiritual life and education at FBBC.

CAMP2US STUDENTS

Online students participating in the Camp2Us program are primarily governed by their partnering camp ministry. The Faith Online School defers discipleship and oversight of daily living, church attendance, personal life., to the director of the camp ministry. Camp2Us students will still be asked to report church attendance, but a Camp2Us student will automatically earn Christian Service as they serve as interns at their respective camp.

Camp2Us students will have optional Zoom meetings each month to discuss their course progress and their ministry at their camps.

Camp2Us students are encouraged to arrange designated "class" time each weekday, but this is at the discretion and decision of their camp director.

Any on-campus student desiring to enter the Camp2Us program must meet with the Online Director the prior semester for recognition and approval.

ACADEMICS

ELIGIBILITY

On-campus students may be eligible for online classes in certain circumstances. On-campus students may take online classes if (1) they have more than twelve hours of face-to-face classes and are in good academic standing, or (2) they have an unresolvable class conflict and have the registrar's approval.

ADMISSIONS

Online students are expected to meet the same criteria for admission as campus students. For the full admissions requirements see the college catalog.

Life-long learners and high school students who are part of the JumpStart program, have the status of non-degree seeking students. Non-degree seeking students complete an abbreviated admissions process.

ACADEMIC STATUS

Acceptable progress will be made by completing the necessary hours and by maintaining a 2.0 (C) grade point average (GPA) each semester. Failure to maintain the necessary GPA results in Academic Warning, Probation, or Suspension.

Academic Warning is issued to students whose record falls below the required academic level for any reason. This action is taken to help students assess their position and take whatever corrective measures are necessary to get back into good standing academically.

Academic Probation is issued to students whose work is being done below the academic standard. Normally, probation gives students one more semester to demonstrate their ability and purpose to do academic work.

Academic Suspension is issued to students whose work is consistently below the level required for continuing in College when the Academic Committee sees no likelihood that an additional probationary semester would correct this struggle.

ACADEMIC PROGRESS AND FINANCIAL AID

The Higher Education Act (HEA) of 1965, as amended, requires that each student maintain satisfactory progress toward a degree in order to receive financial aid. For more detailed information about financial aid, please refer to the Financial Aid Handbook.

CHEATING AND PLAGIARISM

The practice of cheating and plagiarism is strictly prohibited and is considered a Major Violation (Level One). If the students' submitted work is suspicious, the professor will inform the student of the infraction, and the penalties outlined in the course syllabus will be implemented. The professor will inform the Academic Dean of the infraction, and the student will then meet with the Academic Dean or the Online Director to determine the willful intent of the suspected infraction. If deemed necessary, academic and spiritual disciplines will be required.

To maintain academic integrity in the online learning environment, online students will be asked to comply with guidelines for using a lockdown browser and monitoring service during testing.

CLASS ATTENDANCE POLICIES

Remote, college classes at Faith will be recorded and then posted on the institution's Learning Management System (LMS; i.e. Canvas). The videos will typically be posted within 24 hours of the class period. Students will be expected to watch all the videos by the due date set by the professor.

Watching the class material online is required. Online students will be required to submit verification that they have watched the videos. The means of verification will be determined by the course instructor. Failure to complete the required video for a specific class period will be considered an absence for that class period. Consistent with the on-campus attendance policy, absences beyond the first absence will be subject to a grade reduction.

Because of the flexible nature of online learning, professors may adjust due dates for students to accommodate special travel plans or other activities. Students are expected to communicate with the professor in advance and to make a plan to complete the missed work as soon as possible. Similarly, students who experience long-term health issues should inform the professor as soon as possible. Because the class material will be available to online students, all class material should be viewed even in cases where the due dates are adjusted for sickness, travel, or other activities.

Per institutional policy, any student who misses more than three weeks of class for any reason (excused or unexcused) will receive a failing grade in that class. Rare exceptions must be approved by the Academic Dean.

If a student fails to complete work for a given subject, faculty members may, at their discretion, report "Incomplete" on the student's grade report at the end of the semester. This will give the student an additional four weeks to complete the semester's assignments. Faculty will be responsible to turn in the final grade before 4:30 p.m. on Monday following the fourth week after completion of the semester. Unless a faculty member makes other arrangements with the student, work not completed by this time will be given a failing grade.

CO-CURRICULAR, MINISTRY EXTENSION, AND REPRESENTATION

Faith students have the opportunity to represent the college in various venues. These opportunities include (but are not limited to) sports teams, music ensembles, classes, student organizations, and ministry teams. Because these activities typically require a substantial on-campus presence, these activities will be limited to on-campus students. Exceptions to this rule are at the discretion of Academic Dean, the Online Director, and the Deans of Students.

ONLINE ADVISOR

An Online Advisor (Faculty Advisor) will be available to help all off campus online students make the most of their online educational experience. The advisor will aid students in scheduling and enrolling in classes, will be available for vocational counsel, and will provide counsel if the student experiences academic difficulties. Students are encouraged to maintain communication with the Online Advisor and to consider them one of their primary resources for academic questions and issues.

GRADUATION REQUIREMENTS

Online students must meet the same graduation requirements as campus students. These requirements include, but are not limited to, completion of all classwork, completion of all program-specific requirements (including apprenticeships and senior projects), attainment of a C average (2.0 cumulative GPA), agreement with the doctrinal statement of FBBC&TS, settlement of all financial obligations to the college, and satisfactory completion of all Christian Service requirements. For a complete list of the graduation requirements see the college catalog.

SCHEDULE CHANGES

The Drop/Add Period for online courses depends on the teaching format. If you are taking a remote class (uploaded videos from a 16-week on-campus class), you have 10 days from the first day of college classes. A 16-week Online Pedagogy class (indicated by the course code) follows this same format. For either of these options, the drop/add will be the second Monday of the school year (third if following the remote course calendar). For an 8-week online class, the drop/add is one week, or 5 days.

ASSESSMENT DAY

On an annual basis, Faith conducts various surveys and academic assessments. Students taking more than six credit hours will be asked to participate in these surveys and tests. These assessments help reveal areas of institutional strength as well as areas for improvement.

REQUIRED TECHNOLOGY

Students who are taking online classes are required to have access to adequate technology to fulfill the requirements for the class. This includes a reliable internet connection to access Canvas and play class recordings as well as a webcam to facilitate monitoring during online tests.

All students are encouraged to check their campus e-mail daily, and are responsible for all information it contains.

COMMUNICATION EXPECTATIONS

Students are expected to demonstrate respect for instructors and fellow students at all times. Proper communication is especially important in online posts and email communication. Proper communication includes abiding by Faith's institutional netiquette statement. All communication to students, instructors, and institutional representatives should be professional, respectful, appropriate, constructive, and Christ-like. For the full netiquette statement see the college catalog.

ACCOMMODATIONS

Faith strives to make provisions to accommodate any student who has documented physical or academic needs. This includes online students. Online students should coordinate their requests through the Online Advisor who will coordinate with the appropriate on-campus departments.

ACADEMIC RESOURCES

Faith provides a number of resources to help students succeed academically. These resources are available to online students.

The Faith library has a number of resources that are available for online students. The library database and various online resources are available to students through the library webpage: <https://www.faith.edu/resources/library/>. Some resources require a password which can be obtained by contacting the library. For further assistance, contact Faith's library at (515) 964-0601 extension 253, or email libstaff@faith.edu.

Faith has tutoring services available for online students. The Study Skills Instructor is available to provide students with individual tutoring or assistance in coordinating peer tutoring. Arrangements for online tutoring can be coordinated through the Online Advisor.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

In Compliance with Public Law 93-380, FBBC&TS follows this policy thereby establishing the responsibility of guaranteeing to students the following:

- The right of access to official records directly related to them;
- The right to challenge such records on the grounds they are inappropriate;
- That a student's written consent will be obtained prior to releasing personally identifiable data from the records, other than basic directory data.

Directory information is not required by law to be restricted; however, the College does not release this information except for evidently valid reasons. It contains the following:

A student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, e-mail addresses, grade level, photograph, height and weight of athletes, dates of attendance, degrees and awards received, and the most recent previous school attended. To restrict any of the above

information, a written request must be turned in to the Registrar's Office during the first two weeks of the semester.

Students desiring to challenge the accuracy or appropriateness of information included in any of their official records may do so by request to the Registrar. College regulations and procedures provide a hearing process. Additional information may be obtained from the Registrar.

VISITING CAMPUS

Faith welcomes online students to the campus at any time. Online students may participate in a number of campus activities including athletic events, concerts, conferences, chapel, homecoming, commencement, and other event.

Online students should be careful to follow all institutional guidelines that apply to on-campus students while they are on-campus. Specific on-campus guidelines (dress, grooming, etc.) may be found in the On-Campus Student Handbook.

STANDARDS OF CONDUCT

OVERVIEW

EXPECTATIONS AND PROCEDURES

Students at Faith are expected to maintain a godly testimony and to exemplify consistent Christian character. While online students are not under the daily oversight of the campus community, online students are expected to act in a way that is consistent with biblical regulations and institutional expectations.

For a full description of Faith's philosophy of discipline, disciplinary procedure, terminology, and appeals process see the on-campus student handbook (abbreviated is above). For the purposes of the disciplinary system, online students will be classified with off campus students. On-campus students who take online classes will be under the normal student handbook expectations for on-campus students.

INSTITUTIONAL GUIDELINES

Faith has established guidelines to regulate behavior in several areas in which believers differ in how they apply biblical principles. While many of these guidelines cannot be strictly monitored in the online environment, FBBC asks that students voluntarily comply with these guidelines as a matter of testimony as a member of the Faith family. These guidelines include the dress and grooming rules, the interpersonal relationships regulations, the media and entertainment guidelines, the music philosophy, and the use of certain substances.

While these guidelines cannot be strictly monitored in the online environment, when the institution is made aware of repeated, blatant, or scandalous violations, disciplinary action will be pursued.

Concerning dress and grooming, classroom dress requirements do not apply since the online student is not in campus buildings during class. However, the student should observe the principles of modesty and appropriateness (1 Timothy 2:9-10), deference (Romans 12:10), and glorifying God (1 Corinthians 6:19-20; 10:31).

Concerning interpersonal relationships, Christians should strive for purity and appropriateness in their relationships, especially with members of the opposite sex (1 Thessalonians 4:3-7; 5:22-23). Faith desires for students to avoid all situations that could lead to temptation and moral failure.

Concerning media and entertainment, Faith urges students to fill their minds with good things and to use their time wisely. The stated guidelines are intended to foster godliness and pure thoughts (Philippians 4:8). While some of the regulations included in this statement apply specifically to dorm life, the underlying principles should be observed by all members of the Faith family.

Concerning the music philosophy, Faith realizes that musical standards differ widely. In general, Faith desires for those within the Faith community to display deference, foster holiness, avoid

worldliness, and honor God in their musical choices. As a representative of Christ and of FBBC, Faith urges students to consider their testimony in musical styles and venues. Concerning the use or sale of tobacco, narcotics, non-prescribed drugs (including misuse of prescribed drugs) or alcoholic beverages, the student handbook guidelines for on-campus students apply to all off-campus, online, or commuter students. Off-campus behavior may also cause a student to go through the Student Disciplinary Process or other appropriate administrative action when it is reasonably perceived to pose an imminent threat of harm to the safety of the student or others, adversely affects the college community and/or the pursuits of its objectives.

The President reserves the right to grant exceptions for appropriate appeals from online, off-campus, or commuter students.

Listed below are abbreviated excerpts from the on-campus student handbook regarding interpersonal relationships, music, and media and entertainment. Online students should be familiar with any specific guidelines below and strive to be above reproach and be discerning in their application of the standards of the handbook.

INTERPERSONAL RELATIONSHIPS

The following standards help to protect, preserve, and promote purity in relationships and apply to all students, regardless of the type of relationship.

- ◆ Students ought to demonstrate the love of Jesus Christ in all of their relationships.
- ◆ Students should strive to guard the purity of their brothers and sisters in Christ.
- ◆ Couples should strive to be above reproach and be discerning with any physical contact with the opposite sex, in or out of a dating relationship.
- ◆ Physical contact with the same sex ought to be above reproach in its appearance and should not make others feel uncomfortable.

DATING, ENGAGEMENT, AND MARRIAGE

Relationships that originate and develop through the avenue of dating should mirror the high and holy standards clearly laid out in the Bible (*Romans 6:11-13; 1 Thessalonians 4:3-7, 5:22-23*) and should affirm God's design for Biblical marriage – the union of one man and one woman. Dating standards and guidelines apply to all single students regardless of whom they are dating, and the status of the relationship.

- ◆ Students may not date unsaved individuals, or those who are married or divorced (*2 Corinthians 6:14- 18; 1 Corinthians 7:39*).
- ◆ Group dating is always encouraged and usually preferred.
- ◆ Couples should be above reproach and be discerning if they spend time alone in rooms or parked cars.

MUSIC PHILOSOPHY

GENERAL GUIDELINES

We believe music is a gift created by our Heavenly Father for His glory, and music should be used for His glory. In light of these truths, any music (considering both the lyrical and musical expressions) which promotes ideas that are opposed to the character of God or His Word, is sinful. Careful thought should also be given to the influence the music has upon the listener, and whether the music expresses the believer's separation from the world that is in opposition to God.

We believe excellent music ought to be balanced, organized, and generally based on the standards of good music (appealing melody, supportive harmony, and appropriate rhythm) within cultural and historical contexts. Special attention should be given to the lyrics of a song in order to be sure that the lyrics are free of any corrupt communication and instead cause the listener to think about things that are pure, right, true, honorable, lovely, virtuous, and praise-worthy.

Following the Music policies and guidelines (see On-Campus Student Handbook) are typically a minor violation, which will rarely be observed in the life of an online student. Online students are encouraged to listen to wholesome, God-honoring music.

MEDIA AND ENTERTAINMENT

MOVIES, TELEVISION, AND LIVE ENTERTAINMENT

The content and overall message of entertainment should be considered and carefully discerned. Upon encountering any inappropriate content, students should immediately remove themselves from the entertainment. Students may utilize services such as ClearPlay® and VidAngel to help filter inappropriate content from movies. The principles guiding selection of movies should also guide the selection and use of video games, social media, the internet, and other forms of technology and entertainment.

Online students should be above reproach and be discerning of all media and entertainment choices.

The College expects students to use social media responsibly, following biblical principles and maintaining content that promotes a consistent Biblical testimony that honors the Lord. Language used on social media should not violate Scriptural commands regarding speech that could be characterized as blasphemous, profane, obscene, abusive, slanderous, complaining, and/or disrespectful. Students' social media content should be biblical and avoid promoting a lifestyle contrary to the principles found in Scripture. Videos and photos taken on-campus and posted on students' sites should comply with campus dress and social standards. Students who wish to express a concern or register a grievance should follow the grievance policy stated in the student handbook and not air their grievances and complaints on social media. Students are not to speak for the college on Social Media.

Due to the hookup culture and objectification of people often promoted through dating apps and websites, students should refrain from using such services.

ACCOUNTABILITY AND DISCIPLINARY PROCEDURES

PHILOSOPHY OF DISCIPLINE

As an educational institution with rules it is necessary to have procedures in place for enforcing those rules consistently and fairly. We also recognize God's use of discipline in the life of the believer as a loving means to teach, correct, or chasten (*Hebrews 12:6*). Since the rules vary in nature and importance, the resultant disciplinary actions are designed to match the nature and gravity of the infraction. Mistakes and accidents will be treated differently than willful disobedience to direct commands of God. For instance, disregard for an institutional preference might result in a simple fine, whereas transgression of a Biblical mandate may result in more

severe discipline and spiritual counseling. The disciplinary procedures are designed to be remedial and restorative rather than merely punitive and retributive, and the goal is to help students to grow to be more like Jesus Christ.

The Student Life Department reserves the right to exercise discretion when handling disciplinary issues.

Students are encouraged to speak with the Student Life Department about any questions, concerns, or problems they may be having in relationship to the rules and standards of the institution.

DISCIPLINARY PROCEDURE

In cases involving Sexual Misconduct or Relationship Violence, please see the *Sexual Misconduct and Relationship Violence Policy* for recommendations regarding the initial response to these scenarios. In cases involving any Major Violation (Level One or Two) and/or any kind of violence, or threat of harm, or if a member of the institution (staff, faculty, administration, and students) fails to respond to the encouragement of others and continues to act in disparity with the Statement of Purpose, Student Handbook, or Word of God, then the matter should be taken to the deans of students. Depending on the nature of the problem, the deans of students may select one or more avenues of action.

- They may do the counseling themselves or refer the student to another counselor.
- They may take disciplinary action up to but not including dismissal from school. T
- he Dean of Students may call a meeting of the Student Administrative Committee.

COMMITTEE ON ADMINISTRATION OF STUDENTS

The Committee on Administration of students, known as the Student Administrative Committee (SAC) consists of the President, Executive Vice President, Deans of Students, faculty representative, and appropriate Resident Advisors or Student Association President. This committee will meet at the discretion of the Dean of Students. In case a situation arises which is not sufficiently covered in the handbook, the SAC will meet and deliberate before taking appropriate action. The SAC is responsible to do the following:

- ◆ Hear disciplinary cases that have not been solved by individual confrontation or by additional counsel from others, including the deans of students.
- ◆ Invoke one of the following: Disciplinary Suspension,
- ◆ Disciplinary Probation,
- ◆ Dismissal, or
- ◆ Dishonorable Dismissal.

Appeals concerning the decisions made by the SAC will be considered by the President and Dean of Students under the following criteria:

- If an appeal is made in writing to the Dean of Students **within 24 hours** of the original decision;
- If there is proof that proper procedure was not granted during the disciplinary process;
- If new evidence has been discovered which was not known at the time of the decision;
or
- If there is substantial evidence that a member or members of the SAC were biased regarding the student.

VIOLATIONS

A system of violations has been designed to help maintain Faith values. These standards are a combination of applications of Biblical principles and institutional preferences and requirements. They are applied in the context of an educational institution in a way that helps each student honor the Lord by their actions and in a way that protects other students.

For a full list of violations and how they are classified, see the student handbook. Without regular observance of the daily life of an online student, the Deans and Directors will rarely have basis for assigning minor violations. The Deans and Directors will take appropriate disciplinary action for an online student if they are made aware of a major violation (listed below).

All individuals associated with Faith (including online students) must strictly adhere to the behavior standards reflected in special policies like the Sexual Misconduct and Relationship Violence Policy and the Substance Abuse Policy. These policies are not exhaustive but address special situations that may arise.

The deans of students (in consultation with the Academic Dean and Online Director) reserve the right to make final decisions concerning the application and the interpretation of the standards found in the student handbook.

Major Violations (Level One) are defined as committing any of the following:

- o Display of lewd, obscene, or indecent conduct
- o Disrespect for God-given authorities
- o Excessive neglect for Christian Service responsibilities (
- o Excessive complaining and sowing discord
- o Participation in gambling, dancing, or other places of questionable entertainment
- o Practice of plagiarism, academic cheating, lying of any sort, or speaking profanely
- o Use or possession of indecent, pornographic, occultic, or New Age material

◆ **Consequences for Major Violations (Level One)**

- o A combination of fines, assigned work, loss of privileges, meetings with the deans or Online Director, suspension, and probation.
- o Consequences are subject to the severity of the Violation, circumstances, response, and the discretion of the deans or the Online Director.

◆ **Major Violations (Level Two)** are defined as committing any of the following:

- o Assault and battery upon another person
- o Serious threat of harm to self or others
- o Extreme or multiple Major Violations (Level One)
- o *Involvement in sexual harassment, sexual abuse, sexual promiscuity, or sexual intercourse out of wedlock*
- o *Use, possession, or sale of tobacco, narcotics (including marijuana and all derivatives), non-prescribed drugs (including the misuse of prescribed drugs), or alcoholic beverages.*

◆ **Consequences for Major Violations (Level Two)**

- o The consequences for Major Violations are class suspension, probation, or dismissal, combined with fines, assigned work, and meetings with the deans or the Online Director.
- o Dismissal can be expected for the italicized Violations listed above, and two or more Major Violations.

APPEALS PROCESS

Students may choose to appeal disciplinary actions, but should follow the appeal process below. As part of that process, written appeals must be submitted to the Student Life Department within one week of the date of Minor Violations. For Major Violations, a written appeal must be submitted to the Student Life Department within 24 hours of notice of the decision.

RIGHTS OF COLLEGE

The deans of students along with the Online Director reserve the right to make final decisions concerning the application and the interpretation of the standards found in this handbook. The College reserves the right to require the withdrawal of a student at any time if, in the judgment of the College President or of the Student Administrative Committee, such action is deemed necessary to safeguard Faith's ideals of scholarship or the spiritual and moral atmosphere of the school. The College reserves the right to confiscate anything that violates campus policies such as weapons, music, and indecent materials.

If a student has pending legal, civil, or criminal allegations or accusations against them, it is in the best interest of that student, according to legal counsel, to be suspended from school until there is resolution of those charges. Resolution means 1) charges will not be filed, 2) charges have been dropped, or 3) the person is innocent of the alleged charges.

In light of the mental and emotional strain that such allegations leave upon the accused, and due to the subsequent investigation and legal processes, it is advised that the student leave the campus until resolution of the charges has been realized. This action enhances the protection of the school and the student.

If the accused has been found guilty of any of the allegations, appropriate discipline will be administered by the Student Administrative Committee. If the accused is innocent, they will be allowed to make up all academic work and will not be penalized for late papers, missed assignments, and examinations. The student will also be allowed to move back on-campus.

STUDENT APPEAL PROCESS

Throughout the academic school year, many decisions are made by the faculty, staff, and administration that have a direct effect upon the lives of the student body. Such things as attendance and academic requirements, and responses from Faith employees are all subject to appeal by concerned students.

The following steps should be taken to complete the appeal process:

1. Every effort should be made to solve the problem by personally visiting with the appropriate professor, staff member, or administrator. This must be done with a genuine spirit of love and respect.
2. If the results are not satisfactory, a detailed written appeal should be given to the appropriate Vice President who will bring the concerned parties together with the goal of carrying the matter to an honorable conclusion.
3. The appeal may be brought before the Administrative Council for further action, only if deemed necessary by the appropriate Vice President.
4. The final result of the appeal should be accepted by all parties with gratitude and with a humble spirit, believing that the will of God has been accomplished.

STUDENT GRIEVANCE POLICY

The objective of the following policy is to resolve concerns as quickly and efficiently as possible at the level closest to the student. Every effort should be taken to solve the problem by the student communicating personally with the appropriate professor, staff member, or administrator.

The following process should be initiated when resolving a grievance with faculty, staff, or students:

1. In light of Matthew 18, the first approach students should take is to resolve the issue informally followed with steps of reconciliation beginning with the professor.
2. A detailed written and signed letter should be submitted to the Student Life Department, which will present the complaint to the appropriate Vice President to follow up with those involved in the departments that answer to him. That Vice President will be responsible to provide a written record of the complaint's resolution to the Dean of Students.
3. If the student is not satisfied with the department's resolution, then an appeal may be made to the President.
4. The final result of the complaint should be accepted by all parties with gratitude and with a humble spirit.

STUDENT GRIEVANCES-INTUITIONAL RESPONSE

The College will record and act upon formal student complaints and grievances in the Student Life Department. Students may find instruction regarding due process in the Student Handbook. When a concern is not resolved at an informal level, the student may file a formal complaint in the Student Life Department.

The Dean of Students will take that complaint to the appropriate Vice President for further action. That Vice President will review the complaint and meet with the student to discuss the issue in an attempt to resolve the concern. If the student is not satisfied with the resolution, the student may appeal to the President. The President will review the complaint and work with the student and the appropriate Vice President to reach a resolution. Once a final decision has been reached, a written summary of the school's response will be given to the Student Life Department to be filed with the original complaint.

FINANCIAL INFORMATION

OVERVIEW

TUITION AND FEES

Online tuition and fees differ from on-campus tuition and fees. The current online tuition and fees may be found in the college catalog. Note that different rates for online instruction apply to different classifications of students (degree-seeking, non-degree, Camp2Us, etc.). We encourage students to contact Student Accounts with any billing questions.

FINANCIAL AID

Fulltime online students may be eligible for various forms of financial aid. Online students are encouraged to review the appropriate sections of the catalog and to contact the financial aid office to check on the requirements and eligibility for receiving financial aid.

POLICY STATEMENTS

SEXUAL MISCONDUCT POLICY

SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE POLICY (TITLE IX)

In accordance with Title IX of the Education Amendments Act of 1972, Faith Baptist Bible College & Theological Seminary ("FBBC&TS") prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 C.F.R. § 106.30), against any individual participating in any education program or activity of the FBBC&TS. This prohibition on discrimination applies to students, employees, and applicants for employment.

FBBC&TS will adopt procedures for any individual to report sexual harassment to the FBBC&TS Title IX Coordinator, for the provision of supportive measures to anyone who has been subjected to sexual harassment whether or not they proceed with a formal complaint under those procedures, and for the investigation and resolution of such complaints, as required by Title IX. This Title IX grievance process shall be used to respond to all complaints of sexual harassment that fall within the scope of Title IX. For complaints of sexual harassment that do not fall within the scope of Title IX, FBBC&TS may still offer supportive measures to the target of such conduct and shall apply any other policy or procedure applicable to the alleged conduct.

Any individual with questions about FBBC&TS's Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact FBBC&TS's designated Title IX leadership: Coordinator: Mrs. Faith Taylor, Title IX Coordinator (Taylorf@faith.edu); Rachel Palma, Deputy Coordinator (palmar@faith.edu); Charlie Carter, Deputy Coordinator (carterc@faith.edu).

They can be reached: Faith Baptist Bible College & Theological Seminary 1900 NW 4th Street Ankeny, IA 50023 (515) 964-0601

Retaliation against a person who made a report or complaint of sexual harassment, assisted, or participated in any manner in an investigation or resolution of a sexual harassment report or complaint is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believed they have been retaliated against in violation of this Policy should immediately contact the FBBC&TS Title IX Coordinator.

SUBSTANCE ABUSE POLICY

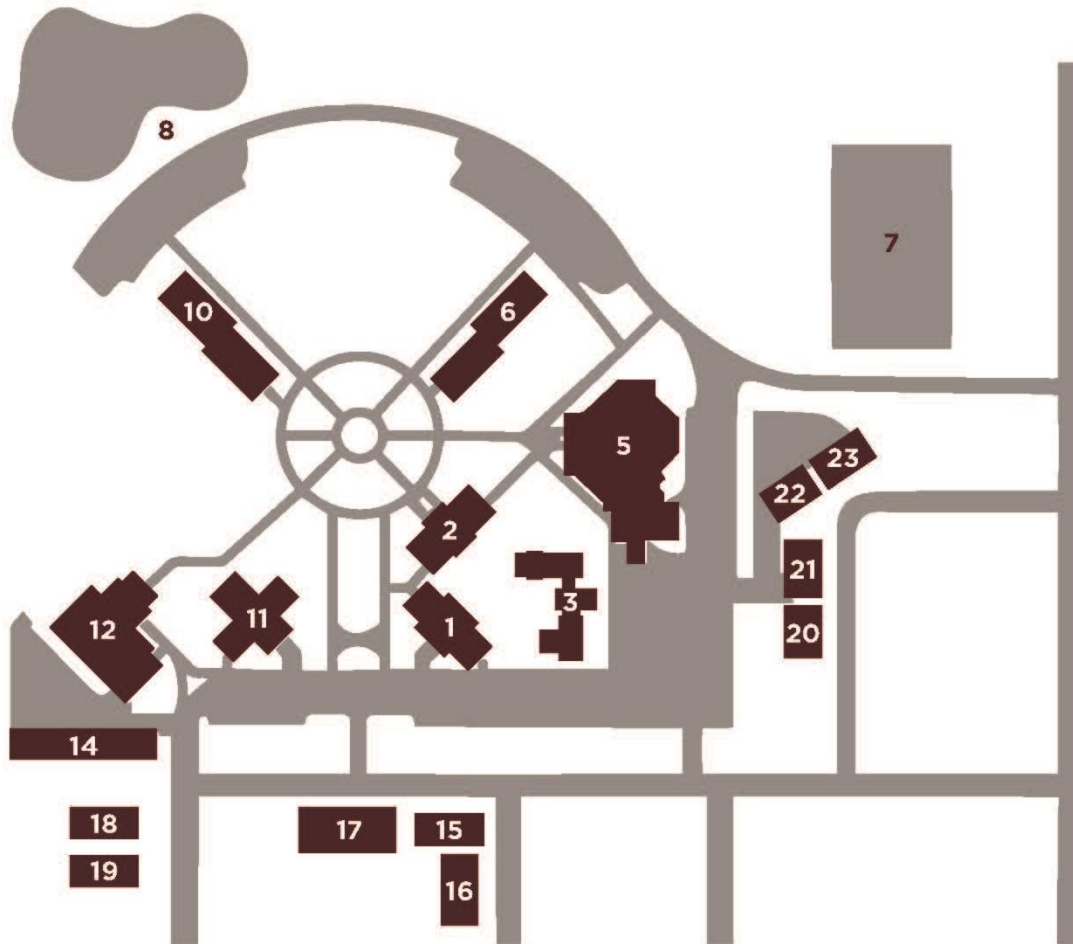
SUBSTANCE ABUSE POLICY

The policy of our school is to maintain a drug-free campus in accordance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). If needed, the following rehabilitation programs are available to our students:

1. Biblical counseling by our deans of students, professors, or other qualified personnel;
2. Information and assistance from the College Nurse;
3. Qualified counselors in the area including the following:
 - A. Pastors of local churches in the Des Moines area.
 - B. All the major hospitals in Des Moines that have drug and alcohol treatment facilities.

As stated clearly in the *Violations* section of this handbook, the College prohibits the use, possession, or sale of tobacco, narcotics (including marijuana and all derivatives), non-prescribed drugs (including the misuse of prescribed drugs), or alcoholic beverages. Dismissal can be expected for violation of this policy. Students who are interested may contact the Student Life Department for information regarding substance abuse prevention programs or drug and alcohol counseling and rehabilitation programs. The full policy is available on our website.

CAMPUS MAP



- | | |
|--|---|
| 1 Jordan Hall | 14 Security/Maintenance |
| 2 Gray Hall | 15 Duplexes (east/west) |
| 3 Domokos Hall | 16 Duplexes (north/south) |
| 5 Nettleton Center | 17 Seminary Building |
| 6 Brong Hall (women's residence hall) | 18 Apt Complex 320 |
| 7 Pyche Soccer Field | 19 Apt Complex 316 |
| 8 Crown Park | 20 Apt Complex 414 |
| 10 Taylor Hall (men's residence hall) | 21 Apt Complex 418 |
| 11 Patten Library | 22 Apt Complex 422 (women's residence) |
| 12 Benson Hall | 23 Apt Complex 426 |



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