

# STUDENT HANDBOOK

2016-2017



4105 Plank Road, Fredericksburg, VA 22407

Approved by the Board of Directors on July 19, 2016



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# **INSTITUTIONAL INFORMATION**

## **MISSION STATEMENT**

Virginia Baptist College exists to equip men and women for dynamic Christian service and leadership in Bible-believing churches by providing higher education that emphasizes academic excellence, spiritual development, and preparation for ministry, both lay and professional.

## **PURPOSE**

Virginia Baptist College exists to aid local churches in their task of equipping Christians to fulfill the Great Commission. God has graciously gathered a dedicated and qualified faculty to equip believers to do the work of the ministry in order to build the body of Christ. The goal is more than imparting academic knowledge; rather it is leading each student to spiritual maturity and Christ-likeness. The college curriculum is organized to pursue this objective in a fourfold manner.

- 1.** To train leaders and workers to serve in local churches and Christian schools.
- 2.** To train pastors and missionaries to plant and lead local churches.
- 3.** To provide continuing education for pastors and church staff members who are serving in local churches.
- 4.** To provide Christians the opportunity for spiritual growth and spiritual enrichment.

## **Educational Philosophy**

Observing the random and often contradictory philosophies governing the institutions of this present world, the leadership of Virginia Baptist College believes a truly biblical and genuinely Christian educational philosophy is foundational to the pursuit and achievement of its goals. Indeed, the very formulation of these goals and objectives must be predicated on such a philosophy. It is for this reason we have chosen to set forth clearly the basic principles which will serve as the philosophical underpinnings for all of our efforts, including organizational structure, educational curricula, and instructional methodology.

It is our conviction that philosophy must first and foremost be based on theology. Our understanding of the existence and nature of God and His relationship with and purpose for mankind will necessarily affect every area of human knowledge and endeavor. Our deeply held view at VBC is that the universe in which we live is the direct product of Divine creation. We believe that the God of creation is the Triune God who has revealed Himself to us through the Scriptures of the Old and New Testaments. We believe that the Bible is the inerrant product of divine inspiration and is to be interpreted literally and accepted as God's Word and, therefore, absolute truth. The Scriptures describe mankind as having been morally and spiritually corrupted through the fall and as being incapable in himself of reformation. Redemption has been made possible only through the initiative of God through His Son, Jesus Christ. Salvation and fellowship with God can be attained only through faith in the person and work of Jesus Christ.

These precepts cause us to reject utterly the humanistic educational philosophies. These philosophies are generally characterized by a concentration on the satisfaction of human needs through the pursuit of knowledge derived from human observation by means of the scientific method. The institutions and programs under such a philosophy are guided by the prevailing tenets and mores of human society.

A thoroughly Scriptural philosophy of education begins with the centrality of Christ. All things exist by Him and for Him. From start to finish the primary goal of the educational process is to glorify God. The Christian considers God to be the source of all wisdom and knowledge. The Scriptures, as inspired divine revelation, provide not only the most important body of knowledge available to men, but they also become the filter and the illuminator which allows the Christian to properly evaluate and interpret knowledge stemming from natural revelation or any other source. The Word of God, therefore, must be in fact the foundation stone upon which Christian education is built. Its truths must be the basis of all spiritual training and must also be integrated into every academic discipline. Rather than reflecting the mores of society, the values taught in Scriptures provide the spiritual compass that guides the Christian educational process. The culmination of the process should be spiritually mature graduates who apply the precepts of God's Word to the problems of the real world. In doing so, the Christian brings glory to His Heavenly Father and compassionate help to society.

We are not so presumptuous as to believe that these lofty goals can be achieved through mere human effort. It is essential for everyone involved in the process of Christian education—administration, faculty, and student—to seek and surrender to the empowering Holy Spirit. It is only through His enabling that a truly Christian education can be accomplished.

## **OUTCOMES**

### ***Spiritual Outcomes***

1. Each student will display spiritual and emotional maturity and evangelistic zeal.
2. Each student will be able to lead others to a saving knowledge of the Lord Jesus Christ.
3. Each student will be involved in local church ministry, reflecting not only personal convictions regarding the truth, but also a servant's attitude in serving a flock through conscientious, dedicated, and sacrificial labor.
4. Each student will demonstrate a good working knowledge of the inspired, inerrant Word of God and will be able to formulate a Bible-based theology, discern doctrinal truth from error, and support his faith with Scripture.
5. Each student will be able to communicate the practical implications of the Christian faith and to apply them to the ethical issues of the day.
6. Each student will be able to personalize the Word of God through careful research and study.

### ***Educational Outcomes***

1. Each student will communicate effectively in speaking and writing the English language.
2. Each student will show a biblical self-understanding as a basis for understanding others, their institutions, and their cultures.
3. Each student will be able to summarize the history and heritage of the American Republic and will exercise his rights and responsibilities as a citizen.
4. Each student will be able to counsel individuals, discern their needs, and help them to grow personally and spiritually.
5. Each student will demonstrate skills and understanding adequate for the work he is to do in lay or professional ministry.
6. Each student will be able to demonstrate analytical thinking and problem solving.
7. Each student will evidence knowledge common to higher education.
8. Each student will demonstrate competence in the use of tools and methods appropriate to the pursuit of higher education and life-long learning.

## **STANDARD OF CONDUCT**

In this day of disappearing moral absolutes, it is imperative that all Christians be reminded that the Bible, as the revelation of God's truth, must determine not only our doctrinal beliefs, but also our lifestyle. In a changing world, the Christian has an unchanging standard, the Word of God. VBC'S STANDARD OF CONDUCT is based on the teachings and principles of Scripture. Its purpose is to aid in the development of personal holiness and discipline exemplified in a lifestyle that glorifies God.

Involvement in, or preparation for, Christian work requires personal commitment to the Lord Jesus Christ and separation from sin. All students and employees represent the Lord Jesus Christ and the local church, as well as the college. Scripture denounces specific sins and attitudes that must be avoided entirely. Certain activities have been determined by the college to be questionable and should be avoided for testimony's sake. Each member of the Virginia Baptist College family must purpose, by God's grace, to follow Scriptural principles in order to protect against destructive influences, false philosophies, and Satanic temptations.

All students and faculty are required to sign the following Standard of Conduct:

1. I believe that the ultimate priority in life is to know and love the Sovereign God. I purpose to glorify Him in all that I do, and seek to build my goals around His priorities as they are taught and revealed in His Word.
2. I consider my body to be the living temple of God and acknowledge His demand that my body be kept clean from sin and that it be daily set apart for His use.
3. I regard marriage to be a biblical and holy institution between a man and a woman, and I will endeavor to conduct myself in such a manner so as to continually strengthen my home and marriage (if applicable) and the marriages of those around me.
4. I purpose to guard my tongue and keep my words in harmony with the Word of God. I will not take God's name in vain or use profanity. I further intend to avoid gossip and unkind speech which is neither helpful nor necessary.
5. I commit to be faithful to my local church in the areas of prayer, attendance, service, and scriptural giving.
6. I aspire to use my life as a positive, godly testimony before those who do not know Christ as Savior.
7. I respect God-ordained authority and pledge to submit to and pray for those in authority that they might function according to the principles, standards, and doctrines of God's Word.
8. I purpose that my conduct will foster encouragement and growth in other believers, and will in no way weaken their biblical convictions and/or hinder their spiritual progress.



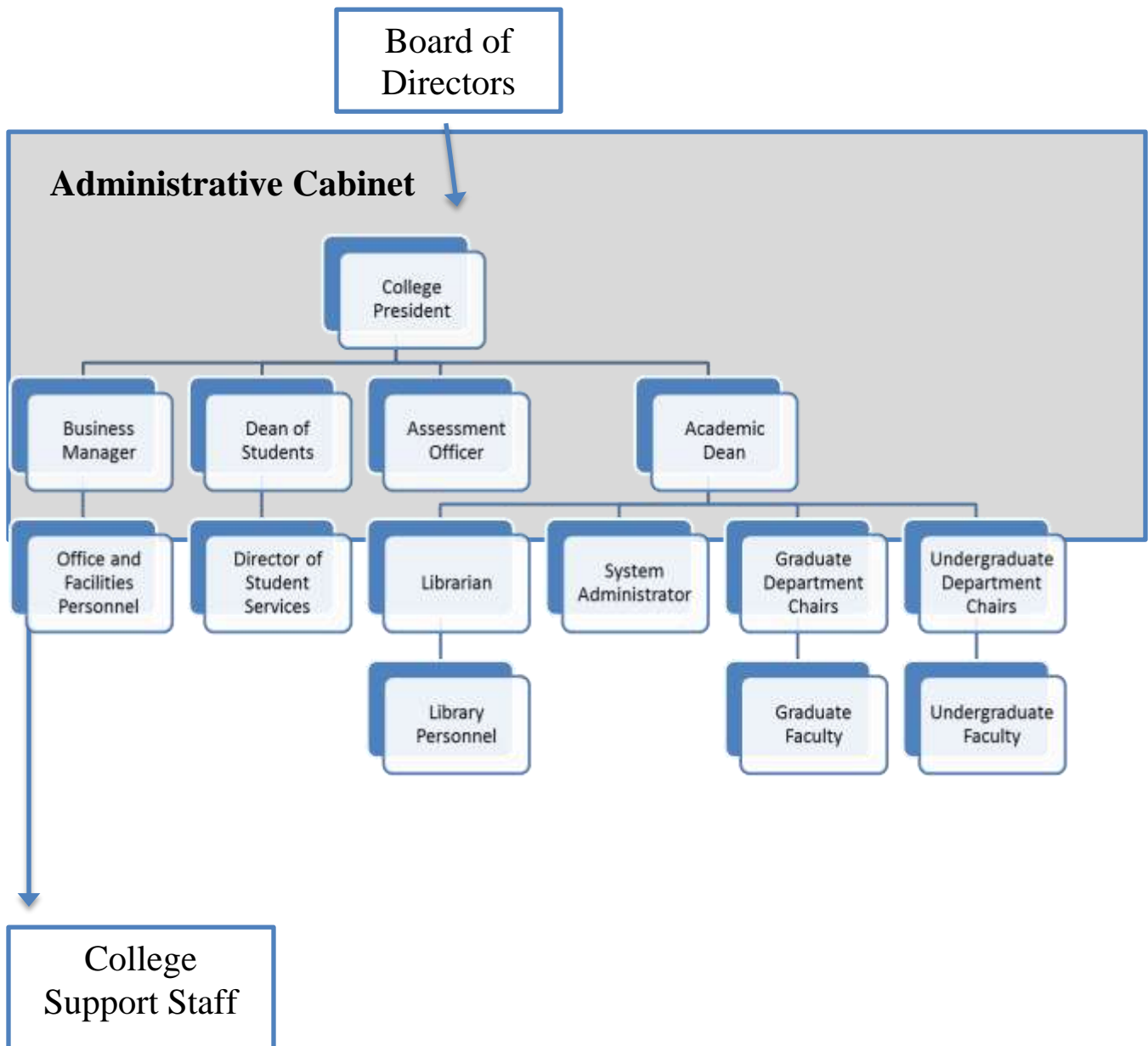
9. I acknowledge that, even under the best of conditions, differences of opinion and misunderstandings occur. I, therefore, purpose to communicate openly, honestly, and lovingly with those whom I have offended or those who have offended me. I commit to follow the principles given in the Scriptures regarding such situations.
10. I understand the importance of maintaining a godly testimony for Jesus Christ regarding one's appearance. I will abide by the dress code as described in the faculty or student handbook.
11. I refuse to defile my mind with sinful or questionable literature, music, movies and television programs. I will abstain from pornography in any form. I further promise to refrain from the use, possession, or distribution of tobacco, alcohol, and illegal drugs. I promise to refrain from gambling, dancing, and all forms of sexual immorality, including homosexuality..
12. I believe the Bible is God's inspired, infallible Word and is, therefore, the ultimate guide and the final authority for my life.

**I understand that the STANDARD OF CONDUCT is the guide to my behavior on and off campus for the time I am enrolled in or employed by Virginia Baptist College. Although personal preferences may differ and every member of the College community may not agree with every detail of these standards, I must honorably adhere to them. Such an attitude develops Christian discipline, exhibits Christian maturity, and demonstrates Christ's love in its consideration for others and the integrity of the college. I understand that failure to cooperate in maintaining the Standard will lead to appropriate disciplinary action and/or possible dismissal.**

## ORGANIZATIONAL CHART

The Administration, Faculty, and Staff count it a privilege to work together in this educational ministry for the Lord. The structure of the college's working relationship demands that there be a team effort which follows an orderly chain of command. Each member of Virginia Baptist College agrees to follow the chain of command as illustrated in the chart below.

The Board of Directors of Virginia Baptist College provides guidance for the development and management of the college, and has final authority in all matters pertaining to the college. The President, a voting member of the board, provides vision and direction for the College. The Administrative Cabinet has the responsibility to carry out their respective job descriptions as directed by the President and approved by the Board of Directors. The remaining college personnel are responsible to carry out their respective job descriptions and are obligated to follow the chain of command as shown within the organizational chart.



## **DOCTRINAL STATEMENT**

1. We believe in the Holy Scripture: accepting fully the writings of the Old and New Testaments as the inerrant Word of God, verbally inspired in all parts and, therefore, altogether sufficient as our only infallible and authoritative rule of faith and practice.
2. We believe in the one true God: Who is an intelligent, sovereign, spiritual and personal Being; perfect, infinite, and eternal in His being, holiness and love, wisdom and power; absolutely separate from and above the world as its Creator, yet everywhere present in the world as the Upholder of all things. He is revealed to us as Father, Son, and Holy Spirit--three distinct persons but without division of nature, essence or being, and each having a distinct ministry in God's relation to His creation and people.
3. We believe in the Lord Jesus Christ: Who is the second Person of the Triune God, the eternal Word and Only Begotten Son; that without any change in His divine Person, He became man by miracle of the virgin birth, thus to continue forever as both true God and true Man, one Person with two natures; that as Man He was tempted in all points as we are, yet without sin; that as the perfect Lamb of God He gave Himself in death by the shedding of His blood upon the cross, bearing there the sin of the world, and suffering its full penalty of divine wrath in our stead; that He arose from the grave in a glorified body; that as our great High Priest He ascended into Heaven, there to appear before the face of God as our Advocate and Intercessor.
4. We believe in the Holy Spirit: Who is the Third Person of the Trinity, and the divine Agent in nature, revelation and redemption; that He convicts the world concerning sin, righteousness and judgment; that He regenerates, indwells, baptizes, seals and anoints all who become children of God through Christ; that He further empowers, guides, teaches, sanctifies and fills believers who daily surrender to Him.
5. We believe in the divine work of creation: that the Biblical account of origins is to be understood literally and not figuratively; that God created the existing universe with all of its intricate systems and varied kinds of organisms in six literal days; that the entire Genesis record of primeval history is to be accepted as divinely inspired and historically accurate, including the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse on the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the Tower of Babel.
6. We believe all men are by nature and choice sinful and lost: that man was the direct creation of God, made in His image and likeness; that by personal disobedience to the revealed will of God, man became a sinful creature, the father of a fallen race which is universally sinful in both nature and practice, thus alienated from the life and family of God, under the righteous judgment and wrath of God, and has within himself no possible means of salvation.

7. We believe in salvation by grace through faith: that salvation is the free gift of God, neither merited nor secured in part or in whole by any virtue or work of man, but received only by personal faith in the Lord Jesus Christ, in whom all true believers have as a present possession the gift of eternal life, a perfect righteousness, sonship in the family of God, deliverance and security from all condemnation, every spiritual resource needed for life and godliness, and the divine guarantee that they shall never perish; that this salvation affects the whole man; that apart from Christ there is no possible salvation.
8. We believe in righteous living and godly works: not as a means of salvation in any sense, but as its proper evidence and fruit; and therefore as Christians we should obey the Word of our Lord, seek the things which are above, walk as He walked, accept as our solemn responsibility the duty and privileges of bearing the gospel to a lost world; remembering that a victorious and fruitful Christian life is possible only for those who in gratitude for the infinite and undeserved mercies of God have presented themselves wholly to Christ.
9. We believe in the existence of Satan: who originally was created a holy and perfect being, but through pride and wicked ambition rebelled against God, thus becoming utterly depraved in character, the great adversary of God and His people, leader of all other evil angels and wicked spirits, the deceiver and god of this present world: that his powers are vast, but strictly limited by the permissive will of God who overrules all his wicked devices for good; that he was defeated and judged at the cross, and therefore his final doom is certain; that we are able to resist and overcome him only in the armor of God, by the blood of the Lamb and through the power of the Holy Spirit.
10. We believe in the second coming of Christ: that His coming in the air to rapture His church, which is our blessed Hope, is always imminent; that when He has first by resurrection of the dead and translation of the living removed from the earth His waiting church, He will then pour out the righteous judgments of God upon the unbelieving world and afterwards descend with His church and establish His glorious and literal kingdom over all the nations for a thousand years.
11. We believe in future life, bodily resurrection and eternal judgment: that the spirits of the saved at death go immediately to be with Christ in Heaven, that their works shall be brought before the Judgment Seat of Christ for the determination of rewards which will take place at the time when Christ comes for His own; that the spirits of the unsaved at death descend immediately into Hades where they are kept under punishment until the final day of judgment, at which time their bodies shall be raised from the grave, that they shall be judged and cast into Hell, the place of final and everlasting punishment.
12. We believe in the separation of church and state, with each having definite and distinct spheres of responsibility.
13. We believe in the priesthood of all believers: that Christ is our Great High Priest and through Him every born-again person has direct access into God's presence without the need of a human priest; that the believer has the right and responsibility to personally study and interpret the Scriptures guided by the Holy Spirit.

14. We believe in the institution of the home as defined by Scripture: that it was divinely established in the beginning as the union by marriage of a male and a female and is the basic unit of society; that each family member- husband, wife, or child- has distinct duties and responsibilities; that it is the responsibility of parents to train up children in the nurture and admonition of the Lord and to provide them godly instruction through Christian example and formal education.
15. We believe in the importance of the local church: that all believers should assemble and identify themselves in local churches; that a New Testament church is a local assembly of born-again, baptized believers united in organization to practice New Testament ordinances, to meet together for worship, prayer, fellowship, teaching and a united testimony, and to actively engage in carrying out the Great Commission.
16. We believe in the independence and autonomy of the local church: that each New Testament church is free to govern itself without ecclesiastical interference, and should cooperate with other New Testament churches as the Holy Spirit leads; that it is responsible to follow the pattern of the New Testament church and is directly accountable to God.
17. We believe the ordinances given to the local church are two, baptism and the Lord's supper: that baptism is by immersion of believers, thus portraying the death, burial, and the resurrection of Jesus Christ; that the Lord's Supper is the partaking of the bread and cup by the believer as a continuing memorial of the broken body and shed blood of Christ.

## FROM THE PRESIDENT

Dear Student,

Welcome to Virginia Baptist College! We hope that you find within the pages of this catalog the detailed information you need to make a wise decision concerning your college education. Our hope is that you will discover here the heart and spirit of our school. We believe that through likeminded churches, God has brought together sincere faculty members and students who desire to faithfully and effectively serve God.

Virginia Baptist College offers specialized instruction for those interested in preparing for Christian service. Whether your intention is to increase your Bible knowledge or pursue an associate's, bachelor's or master's degree for fulltime ministry, VBC can help you reach your goals. You may choose stimulating classes in a variety of subject areas taught by qualified teachers.

Based on Ephesians 4:11-12, we have chosen as our focus, "For the Work of the Ministry." In keeping with our independent Baptist heritage, we are persuaded that if we teach the inspired, inerrant Word of God, the Holy Spirit will produce mature Christians with a zeal for evangelism, a loyalty to the New Testament church, and a devotion to the study of the Bible. Our intention is that each student be actively involved in the ministry of his or her own local church.

For students' convenience, VBC offers an extremely flexible class schedule and class attendance options. Most undergraduate classes are scheduled in the evenings for the benefit of our working students, and all graduate classes are in the evenings. Students can come to our campus to attend class, can attend class live online, or can opt to access the weekly-recorded lectures through the college's learning management system. Many of our students commute to class while others choose to reside in the college dorms.

Please prayerfully consider Virginia Baptist College as a part of your preparation to serve Christ. If you have questions, do not hesitate to contact us through the College Office.

Yours in Christ,  
Daniel Stevens

## **ACCREDITATION**

Virginia Baptist College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: 434.525.9539; e-mail: [info@tracs.org](mailto:info@tracs.org)] having been awarded Accredited status as a Category III institution by TRACS' Accreditation Commission on April 19, 2016; this status is effective for a period of 10 years.

## **STUDENT AFFAIRS**

Student Services at Virginia Baptist College strives to create an environment in which students develop academically, socially, and spiritually within the context of a Christian worldview integrating academic achievement, spiritual growth, social/cultural experiences in a positive Christian environment.

## **SPIRITUAL LIFE**

It is the desire of Virginia Baptist College to reproduce Christ-likeness in the life of every student. Degree-seeking and non-degree-seeking students are encouraged to mature in spiritual development through personal Bible reading, Scripture memorization, prayer, and consistent Christian living.

## **CHAPEL ATTENDANCE**

Chapel is held several times per month. Because it is viewed as essential in the life of the student, attendance is expected if attending a class on a chapel night. Attendance is appreciated even if students are not attending classes.

## **CHURCH ATTENDANCE AND CHRISTIAN SERVICE**

Virginia Baptist College believes the Bible teaches that every believer should be actively involved in a local church. Hebrews 10:25 says, "Not forsaking the assembling of ourselves together, as the manner of some is; but exhorting one another: and so much the more, as ye see the day approaching." Therefore, we expect students to hold membership in a local church and to be faithful to all church services and special meetings. In addition, students should serve in some aspect of the church ministry. Periodically, students will be asked to fill out a short survey about their ministry involvement. One aspect of the college program is to offer field practica which evaluate and award credit for church-related activities.

Resident students have many opportunities to serve at Faith Baptist Church as the need arises – Adult choir, youth group, AWANA, children's churches and choirs, nursery, GROW ministry and outreach, Hispanic ministry and Korean ministry, to name a few.



# STUDENT LIFE

## STUDENT SERVICES

### Key Administrative Services 540-785-5440

- General Info/Front Desk ext. 302 and [www.vbc.edu](http://www.vbc.edu)
- Financial ext. 308
- Financial Aid ext 318
- Library ext. 304
- Student Services ext. 322
- Information Technology ext. 319
- Academic: your advisor, listed on your student tab
- Course: instructor for the course (contact information provided on The Learning Management System (LMS) and in syllabus)

### New Student Orientation

An online orientation will be made available through Populi during the first few weeks of the semester. All first-time VBC students are required to complete the orientation and pass a quiz with a 70%, showing that they have a good grasp of the knowledge. All resources provided during the orientation may be used for the quiz.

### Non-Discrimination Policy

Virginia Baptist College does not discriminate on the basis of race, gender, color, or national origin in administration of its educational policies, admission policies, or other school-administered programs.

## VBC GRAFTON LIBRARY

Hours are posted at the entrance to the library. Hours will vary during breaks. You may check the library link on the college website at these times for accurate information. Closing time may also vary, based on each semester's schedule.

### Reserve Shelf

Books placed on the *Reserve* shelf (at the circulation desk) may be checked out only to students taking the course for which the material has been reserved. Some reserved books may be limited to library use or building use only. Those that can be checked out must be returned within 48 hours.

### Reference Books

Books marked *Reference* should be used in the library. Some reference books may be checked out for classroom use; however, reference books should never leave the building.

### Online Databases

The Grafton Library offers access to two major online databases, one for general education, and one dedicated to theology. Both may be accessed through the library website. If

you have any questions or need help to navigate these sites, please view our videos (located on the library site) or give us a call at 540-785-5440, ext. 310.

### **Check-out, Renewals, and Holds**

Check out is limited to 30 days. It is important that materials be returned promptly. If a student needs the materials for a longer period, he may bring the material to the library and ask for an additional two weeks, or he may renew the books online. Books may only be renewed online two times before they must be visibly brought to the library for renewal, providing no one else has requested the item. If your books are overdue, you will not be permitted to renew online. Books must be brought to the library and fines paid before renewal.

### **Fines/Fees**

Fines for late materials are 10 cents per book per day, excluding weekends and holidays. Students will not be permitted to check out additional materials if overdue books have not been returned and fines not paid in full. If a student loses a book, he will be charged the replacement cost plus shipping. *Final grades will not be issued until books are returned and the fees are paid.*

Videotapes, DVDs, and some CDs are available for viewing in the library and can also be checked out for a two-week period. The same overdue charges apply to these materials.

All materials will be checked out to students in good condition. Students will be charged a replacement cost for any materials that are returned damaged beyond that of normal use: i.e. water damage, torn/missing pages, broken tapes/DVDs, etc.

### **Automated Library System**

The Grafton Library uses a computer-based system for cataloging and checkout. One benefit of the automated system is that you will be able to research for materials from your home computer.

### **Distance Education Students and the Grafton Library**

Our collection is available to all of our students. If you find resources that will benefit you, send an e-mail to the distance learning facilitator, [annmarierill@vbc.edu](mailto:annmarierill@vbc.edu). Be sure to include the title and author of the material. She will collect the materials and mail them to you. Checkout for distance students is increased to 40 days to allow for return shipping. We will pay the shipping costs on our end, but you must pay the return shipping. You will be held responsible for any materials damaged in shipping.

### **UMW Simpson Library**

Simpson Library's resources are available to the general public for in-house use. Those users who wish to borrow items and reside in the Commonwealth of Virginia, may apply for a Guest Patron card at the Simpson Library Circulation Desk. Upon approval of the application and payment of a \$75 fee, the applicant must make arrangements to have the ID card made. Items checked out by Guest Patrons have a 35-day loan period and are subject to recall. Items must be returned to the library for renewal. Two renewals are permitted, providing no one else has requested the item. Items may be renewed online at [www.library.mwc.edu](http://www.library.mwc.edu). Fines for overdue materials are 50 cents per day per item and \$3 per day

per item if the item has been recalled. For directions and library hours, please call (540) 654-1125.

### **Computer Use**

Personal computers are available for student/instructor use during college office and class hours in the library. Students/instructors are asked to save all work onto their own personal flash drive. Flash drives are available for purchase from local department stores at a reasonable price. Do not save personal files to any of the library computers. Any information left on the hard-drive will be deleted without notice.

### **Bookstore**

The bookstore provides textbooks and reference materials. During the semester the bookstore is open from 8 a.m. to 4 p.m. unless otherwise posted.

### **Lost and Found**

If a student misplaces items while attending classes, working in the library, or using the computer labs, he should check with the College Office. If not calling during regular office hours, the student should leave a voice mail message describing the item.

## **DISCIPLINE**

Attendance at Virginia Baptist College is a privilege and not a right. Students choosing not to conform to the spirit or standard of conduct of the College forfeit their privilege of attending classes.

### **Statement of Human Sexuality**

In keeping with our mission and our commitment to biblical fidelity, all members of VBC are expected to follow the teachings of Scripture. We believe in the Holy Scripture: accepting fully the writings of the Old and New Testaments as the inerrant Word of God, verbally inspired in all parts and therefore altogether sufficient as our only infallible and authoritative rule of faith and practice. Therefore, VBC affirms that sexual intimacy is designed by God to be expressed solely within a marriage between one man and one woman. This view of sexuality and marriage is rooted in the Genesis account of creation (2:18-25), reflected in the teachings of Jesus Christ himself (Matt. 19:4-6), and is maintained consistently throughout Scripture. It is a view based on the biblical teaching of monogamy—that God designed sexual union for the purpose of uniting one man and one woman into a permanent, lifelong, intimate, one flesh union in the context of marriage. God created human beings as male and female, to bear His image together (Gen 1:27-28), and ordained that the first human pair were to become one flesh (Gen 2:23-24). These and other similar passages show that God views marriage, sex, and procreation as good, and that male and female are necessary counterparts—differentiated partners—in a sexual complementarity. Sexual intimacy and the sexual union of intercourse between a man and a woman are intended for a purpose—to join one husband and one wife together into one flesh in the context of marriage (I Cor 6:16).

Our marriages on earth model the relationship between Christ and His bride, the church (Eph 5:31-33), a melding that the Apostle Paul calls “a great mystery.” This God-initiated oneness, as detailed in Genesis (2:18-25), is clearly recognized and affirmed by Jesus in terms of the marital union of husband and wife (Matt 19:4-6). Any sexual intimacy outside of marriage

violates God's design for marriage, and is thus to be understood as one of the disruptive consequences of the fall (Rom 1:18-32).

Thus, God's design for marriage and sexuality is the foundational reason for viewing acts of sexual intimacy between a man and a woman outside of marriage, and any act of sexual intimacy between two persons of the same sex, as illegitimate moral options for the confessing Christian. Sexual relations of any kind outside the confines of marriage between one man and one woman are inconsistent with the teaching of Scripture, as understood by Christian churches throughout history. On the other hand, chastity in the form of sexual purity for the unmarried person and chastity in the form of sexual faithfulness in marriage are blessed and affirmed. Therefore, as part of living out a consistent, biblical life, one dedicated to the pursuit of Christ-likeness, all members of the college are expected to avoid sexual intimacy outside of marriage and to refrain from encouraging the same in others. Indeed, whatever one's personal tendencies and desires, the call of Christ on our lives is the same: sexual purity manifest among the married as complete faithfulness and by those who are unmarried by living a chaste life (1 Thess 4:3-8).

Any student involved in any sexually immoral behavior, including, but not limited to, premarital sex, adultery, homosexuality, and written, verbal, or visually sexual communication should expect immediate suspension or dismissal from the College.

### **Student Conduct Committee**

The Dean of Students and the Academic Dean shall act as the Student Conduct Committee. The Student Conduct Committee shall be responsible for administering student discipline or commendations.

### **Discipline Appeals Process**

The Student Conduct Committee will also provide a student appeal process for the College. The committee is available to meet weekly to hear cases of appeal. A student with a disciplinary grievance may request a meeting with the Student Conduct Committee by contacting the College office. The student will have opportunity to present his grievance(s) to the committee and will be notified in a timely fashion as to the committee's decision. If the student is not satisfied with the committee's decision, he or she may appeal to the Administrative Cabinet, then to the President, then to the Board of Directors. The student is always entitled to contact the college's accrediting agency: Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: [434.525.9539](tel:434.525.9539); e-mail: [info@tracs.org](mailto:info@tracs.org)]

## **STUDENT RESPONSIBILITIES**

### **Chapel Announcements, Bulletin Boards/Posting Notices**

Official announcements are made in chapel and are posted on the VBC bulletin board and on the LMS. Any announcement to be made in chapel must have the approval of the Dean of Students.

Student notices and posters must be submitted to the Dean of Students or the President and must be initialed before posting.

### **Dress and Appearance**

Professional dress and demeanor are considered an important part of the training at Virginia Baptist College. These standards should be observed when attending classes.

- ***Dress Standards for Men***

Men are expected to be well-groomed and appropriately dressed for all classes. Hair must be cut above the ears and off the collar. A collared shirt is required with business-casual or dress slacks. Jeans may be worn to class if worn with an official VBC shirt on non-chapel nights.

- ***Dress Standards for Women***

Ladies are expected to wear modest, appropriate dresses or skirts of at least knee length. Women must avoid extremes in current fashion trends, such as low necklines, high hemlines or slits, tight clothing, etc. Clothing is to be professional business-casual or dress. Jean skirts may be worn to class with an official VBC shirt on non-chapel nights.

### **Financial Information**

Students should view their account on the LMS or contact the College Office for information or assistance on their tuition accounts. It is the student's responsibility to give the invoices/statements to those paying the bills; *it is not the College's responsibility.*

The student is responsible to pay his account on time. The account may be paid:

- In full at registration.
- According to the payment plan listed on the website.

Payments may be made online, dropped in the payment box at the front desk, or mailed to the College Office at the following address: 4105 Plank Road, Fredericksburg, VA 22407.

### **Work Scholarship Program**

Students may apply for work assistance, which is paid on a minimum-wage basis. Job considerations are given based on financial need and work availability. International students are not eligible for work assistance. Contact the college office for more information.

### **Legal Responsibility**

Since most students are legal adults and ultimately responsible for their own conduct, they must agree to comply with all federal, state, and local laws.

### **Respect**

Scripture commands Christians to render honor to whom honor is due. At Virginia Baptist College, that means using the proper title of address for College leaders. The President, deans, faculty, and staff members should be addressed using their appropriate title and not their first names.

### **Student Complaint Procedures**

A student with a grievance may request a meeting with the Dean of Students by contacting the college office. The student will have the opportunity to present his grievance(s) to the Dean of Students and will be notified of the decision within 14 days. If the student is not satisfied with the decision, he or she may appeal to the Administrative Cabinet, then to the President, then to the Board of Directors. These appeals must be filed within 14 days of receiving

the decision. If a student feels that his concerns have not been properly addressed, a complaint may be filed with the college's accrediting agency: Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: 434.525.9539; e-mail: [info@tracs.org](mailto:info@tracs.org)].

### **Harassment Policy**

It is the policy of Virginia Baptist College to provide, to have, and to maintain an educational environment free of harassment of any kind. Furthermore, students have a right to be educated in an environment free of harassment, whether it is sexual, racial, or otherwise. Such harassment, verbal or physical, is against the law and will not be tolerated by this institution.

Students should immediately report any acts of mistreatment or harassment to the administration. All reports will be handled in a prompt, appropriate, and confidential manner. Discrimination and harassment will result in appropriate disciplinary action, which may include dismissal.

### **Students with Disabilities:**

Students who require academic accommodations due to any physical, psychological, or learning disability should request assistance from the instructor within the first two weeks of class. Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information to the instructor within the first two weeks of class. VBC will endeavor to make any reasonable accommodation for physically disabled students or visitors on campus.

# **SOCIAL LIFE**

## **PHYSICAL CONTACT**

Physical contact, other than a brief helping hand, is not permitted.

## **DATING**

Virginia Baptist College wishes to encourage Christ-honoring, long-term friendships. Our goal is that VBC students will enjoy a rich and wholesome social life while here. We remind dating couples of our Lord's instructions to pursue holiness and moral purity. All behavior must be based on mutual respect and should reflect a desire to build one another spiritually and to honor Christ. We are committed to healthy male/female relationships between all members of the VBC community, including students, faculty, and staff. We have chosen guidelines to help safeguard testimony, safety, and moral purity.

### **General Guidelines**

- Students under the age of 18 must have a signed parental dating permission form on file.
- Dating is allowed for single students of the opposite sex only.
- Dating couples should treat one another with respect and kindness at all times, observing appropriate rules of courtesy.
- Physical contact, other than a brief helping hand, is not permitted.
- A VBC student who is at least 21 years old may date a VBC faculty or staff member with approval from the administration.
- Dates who are attending VBC-sponsored activities must meet college dress and other applicable behavior standards.
- Dating couples may not be together in an area home or apartment without approved chaperones.
- Dating couples should be careful to avoid extended time alone in any private area, on or off campus, which does not provide a healthy level of accountability.
- Dating activities should be consistent with the spirit of the VBC Code of Conduct.
- In accordance with clear biblical teaching, any sexual activity outside of the marriage relationship is prohibited.

### **Guidelines for Students Living in Residence Halls**

- Students must sign out indicating accurate information about destination and companions.

- Dormitory curfews must be observed.
- Students are not permitted in student housing of those of the opposite sex unless attending an official church or college event that is chaperoned by both the men's and ladies' resident advisor.

### **Guidelines for Students Living Off Campus**

- Off-campus students are expected to abide by the general dating guidelines.
- Two off-campus students both living with their parents or guardian are subject to parental guidelines regarding chaperones and curfew.

## **STUDENT BODY GOVERNMENT**

### ***Constitution and By-laws***

#### *Statement of Purpose*

The Student Body Government is established to provide organization and leadership for the Student Body at large in order to promote the best possible communication, understanding, and cooperation among administration, faculty, and Student Body as they uphold the educational philosophy of the College..

#### *Composition*

1. The Student Body Government includes a President, Vice President, Chaplain, Activities Director, and Secretary, which are elected by the Student Body. Elections are held at the end of each spring semester for the upcoming school year.
2. In order to run for position as a Student Body officer, fellowship officer or representative, certain requirements must be met by the individual and maintained throughout the school year.

Character: This will be based upon the approval of the administrative cabinet.

Academics: An average grade of "C" or higher must be maintained. No student on academic probation may hold office.

Tenure: All positions require that a student attend Virginia Baptist College for a minimum of one semester prior to elections.

General: The Chaplain of the Student Body must be a male that has achieved the academic rating of sophomore or above.

#### *Procedure*

1. Nominations and elections of new Student Body Officers will take place in April.
2. Nominations will be submitted to the administrative cabinet, and with their approval, will be placed on the Student Body ballot.
3. All campaigning will be done after the Administration has approved the ballot. The Dean of Students must approve campaign procedures and posters.



### *Job Descriptions*

**President:** Plans Student Body chapel, oversees the yearly project for the Student Body, meets with the Dean of Students and Student Body officers periodically, and serves as liaison to the faculty and Administration.

**Vice President:** Assists the President, makes announcements in Student Body chapel, works with the Activities Director in planning activities, and assumes the duties of the President in his absence.

**Chaplain/Devotional Leader:** Is a spiritual leader, assists the President, brings the chapel message or schedules the speaker for student body chapel. The Dean of Students must approve all speakers. Works closely with President and Dean of Students in evaluating spiritual growth of the student body. Will help plan projects and activities to increase spiritual awareness and ministry opportunities.

**Activities Director:** Assists the Dean of Students in planning Student Body activities.

**Secretary:** Keeps minutes of the Student Body Meetings, posts all Student Body activities on the school calendar, confirms chapel speakers, and sends thank-you notes to the chapel speakers from the Student Body.

### *Vacancies of Office*

1. Vacancies in the Student Government may occur due to resignation, failure to maintain standards (personal or academic) or loss of confidence (in which case a petition with at least two thirds of the Student Body's signatures is required). Final decision will be made by the Administration in the presence of the Student Body officers.
2. The Vice President will fill a vacancy in the office of the Student Body President.
3. Any other vacancies may be filled by special election as deemed appropriate by the Administration and the Student Body officers.

### *Parliamentary Procedure*

1. The President oversees the order of business for all meetings of the Student Body.
2. A quorum, at each level of Student Government, shall consist of a majority of all voting members present at that level.

## **STUDENT BODY MEETINGS**

Special student body meetings take place on Mondays. These meetings are run by the student body government and are designed to convey information and to give an opportunity for students to socialize.

## **STUDENT LIFE GROUPS**

All students are expected to be involved in student leadership groups which meet during the chapel time on the third Monday of each month. These groups are designed for prayer, Bible study, and fellowship.

## **NEW ORGANIZATIONS**

Students are encouraged to start other clubs and organizations. Those wishing to do so must submit their ideas in writing to the Dean of Students for review and approval.

## **CULTURAL AND EDUCATIONAL OPPORTUNITIES**

Fredericksburg is rich in history with a vibrant downtown – from Revolutionary War and Civil War battlefields to art galleries, to scheduled community events, and located only 50 miles from Washington D.C., there is no shortage of opportunities to enrich one's cultural and educational experience.

## **DORMITORY LIFE**

The experience of living on-campus can be a wonderful time of personal development. It can also be a very enjoyable time for all involved if certain guidelines are followed. It is our desire that the student's time on campus be a time of preparation for future service, learning to respect and prefer others.

## **AUTOMOBILES**

Resident students are permitted to have vehicles on campus. The college is not responsible for any damage to or theft of vehicles on its property. We strongly recommend that students keep vehicles locked at all times.

## **BABYSITTING**

Resident students are not permitted to babysit in the dorm house.

## **CHAPEL ATTENDANCE**

Resident students are required to attend all scheduled chapel services.

## **CHURCH ATTENDANCE**

Resident students are required to attend all regularly scheduled services (including special meetings) at Faith Baptist Church unless special permission is granted by the administration. Special permission is granted for students who are actively engaged in the ministries of a church of like faith.

## **CLASS ATTENDANCE**

Resident students are required to attend all regularly scheduled classes. The college does not track attendance for student records. However, the faculty are required to give a participation grade equal to no less than 15 percent and no more than 25 percent of the final grade.

## **CLEANLINESS**

The dormitory is to be kept clean and orderly at all times. Students are responsible for providing their own cleaning supplies. The **Dorm Supervisor** is responsible for overseeing the overall cleanliness of each dorm.

## **Duties**

Each dorm will have a posted schedule of assigned weekly duties. This list should indicate which student is responsible for specific duties. Students are expected to do their assigned duty throughout the week, not just prior to inspections. Failure to complete assigned duties will result in fines and/or campus work.

### **Room Inspections**

There will be a complete inspection conducted weekly by the Dean of Students. If assigned duties have not been completed a list of fines will be posted on the Dorm Supervisor's door immediately following the inspection. The first three failures will result in a \$5.00 fine for students who failed to complete their assigned duty. All subsequent failures will result in one hour of campus work. "White glove" inspections will be conducted twice each semester.

### **COOKING AND APPLIANCES**

Each dorm includes a stove and refrigerator. All appliances are to be kept clean and in good working order at all times. Any maintenance issues should be reported immediately to the Dorm Supervisor.

### **CURFEW**

All students must be in the dorm and accounted for by 11 PM every night. Violation of curfew will result in disciplinary action. It is the responsibility of the Dorm Supervisor to ensure that students abide by the curfew policy. The Dean of Students must approve any exception to the curfew policy.

### **DAMAGE**

Students are expected to treat the dormitory facilities with care. Any damage to the dormitory which requires repair will be charged to the student(s).

### **DISCIPLINE**

VBC students living in the dormitories are expected to maintain the highest degree of morality and Christian conduct. Disciplinary issues will be dealt with appropriately by the Student Services Department. Continued disciplinary problems could result in dismissal.

### **FURNITURE/WALLS AND DOORS**

Furniture belonging to the college is not to be moved without permission from the Dean of Students. Great care should be exercised in the hanging of pictures, posters, and other personal belongings. Do not use tape or adhesive to attach wall hangings. Any damage to the walls as a result of wall hangings will be charged to the student. Nothing should be displayed which is in violation of college standards of conduct. In these matters the decisions of the Dean of Students will be final.

### **KEYS**

Keys will be distributed to students upon check-in. It is important to keep your room keys in your possession. Students who misplace their keys will be charged \$10 for a new key. Students are not permitted to make copies of dorm keys or loan them to others.

## **LAUNDRY**

Laundry facilities are available on campus. Students are asked to remove their clothes from the washers and dryers promptly. Students are expected to leave the washer clean and empty the dryer lint trap after each use. Any maintenance issues should be reported to the Dorm Supervisor.

## **QUIET HOURS**

To ensure a restful environment for students, quiet hours should be observed after midnight each night. Only quiet study, personal devotions, or sleep is permitted after lights out. Students returning from work after lights out will have 45 minutes after their arrival to take care of personal needs.

## **LINENS**

Students are responsible for supplying their own bed linens and towels.

## **PERMISSIONS**

Permission must be granted for certain activities such as dating, overnight stays, and out-of-town trips.

### **Off-Campus Permissions**

For the benefit of your family, friends, and the college, resident students are required to sign out and back in when leaving the campus. See *Dating Policies* for information on off-campus dating permissions.

## **DEAN OF STUDENTSPETS**

Animals of any kind are not permitted in the **dormitory**.

## **RESIDENCE REQUIREMENTS**

Dormitory residents must be full-time students taking their entire course load in class. Exceptions must be approved by the Dean of Students.

## **VISITORS**

No visitors or commuter students are to be in the dormitories without permission from the Dorm Supervisor. Any visitors must leave the campus at curfew unless special permission has been granted by the Dean of Students.

# **ACADEMIC LIFE**

## **COLLEGE PROTOCOL**

Administrators, faculty, staff, students, and alumni should follow College Protocol at all times relative to the President and Board of Directors. Only the President of the College will take matters of College business to the Board of Directors in both official and unofficial contacts. Questions not related to the College or of a pastoral nature may, of course, be discussed with the President at any time.

Faculty and staff members may discuss concerns with their immediate supervisors at any time. Faculty and staff members can then appeal to the Department Chair and ultimately to the Academic Dean, as necessary.

Regarding College business, a College employee may contact the Board of Directors only with the written approval of the President.

Conversely, it is expected that contacts from the Board of Directors to any employee, student or alumni of a business/official nature should be made only with the approval of the President. Students must follow the chain of command as outlined in the organizational chart.

Alumni and Advisory Board Members are asked to first contact the faculty member and/or Department Chair related to their specific concerns or questions. Following such contacts, the President can be involved, if need be.

## **EMAIL ADDRESSES**

All students will be assigned a vbc.edu e-mail address. This address must be the primary e-mail set up in the college's LMS and must be checked regularly.

## **VBC SCHEDULED CONFERENCES**

Students will attend the shortened classes before and after VBC fall and spring conferences and mission services. Students are expected to attend these special services on campus or through live streaming for distance education students.

## **HEALTH SERVICES AND STUDENT INSURANCE**

All health needs and serious illnesses or injuries are referred to off-campus medical facilities – urgent care or a nearby hospital. VBC does not accept responsibility for illness or accident on or off campus or extracurricular activities. Students use school facilities and participate in school-directed or school-related activities at their own risk. VBC does not accept financial responsibility or provide insurance for students needing emergency medical care, hospitalization, or off-campus medical attention. Students are responsible either to provide their own health insurance coverage, coverage through their parents, or pay the cost themselves.

## **VACCINATIONS**

As a private, non-profit institution, VBC does not require proof of vaccinations.  
<http://law.lis.virginia.gov/vacode/23-7.5/>

## **CHEATING AND PLAGIARISM**

Plagiarism is purposely or accidentally using any ideas or opinions from other sources within a paper or speech without giving the author proper credit. Even if you use information that is not a direct quotation but is rather summarized or paraphrased in your own words, you must give proper credit to the author.

To ignore these guidelines is to plagiarize. Students who plagiarize, accidentally or intentionally, will receive a failing grade on the assignment and may be required to rewrite the paper before receiving credit for the course.

Instructors reserve the right to require a student to present any original sources when the proper documentation is in question.

## **TERM PAPERS/RESEARCH PAPERS**

All term papers and research papers prepared for courses at the College must be written in accordance with the specifications below:

Undergraduate Level—Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*, 7<sup>th</sup> ed. New York: The Modern Language Association, 2009.

Graduate Level—The Chicago Manual of Style, 16th ed. (Chicago: U of Chicago P, 2010).

It is strongly recommended that students purchase a copy of the handbook for their continued use. A copy is available as reference only in the Grafton Library. It may not be checked out.

### **Late Work**

At least five points should be deducted from the final grade of a project/paper for every day it is late. Anything due before Session 8 that is not turned in by Session 8 will be given a zero. All work for the second half of the semester must be turned in by the final exam.

### **Late Assignments and the End of the Semester**

No course work may be submitted/accepted once the final exam officially opens – all outstanding work, quizzes, tests, projects, not submitted prior to this event will receive an automatic zero.

### **Final Exams**

Because students taking exams early 1) potentially compromises the security of the examination process, 2) creates additional pressures for the professor, and 3) complicates the VBC office end-of-semester tasks, final exams may not be taken before the scheduled

examination period. Final exams must be taken within the time provided. Exams may not be taken after the close of the semester.

### **COURSE CHALLENGING**

A student may challenge a skills or application course for which he has sufficient background if he receives the approval of his advisor/department chair. A student may challenge a course once. Course challenges are permitted only during the first week of each semester. A student may not challenge the following:

- A course for which the student is or has been registered (except during the drop/add period)
- A course in which the student has received a final grade
- Bible Courses
- Composition I and II

A student will receive credit, which will be recorded a “P” (passing), upon passing the examination with a minimum grade of 70% (C). Examination results judged inadequate will be recorded as NP (not passing). Neither “P” nor “NP” will be included in the grade point average. Course challenges may not be used to meet the 25% residency requirement for transfer students.

After receiving permission from the advisor, the student must take the challenge examination from the instructor selected by the chair of the department in which the course is offered; this is usually the instructor who teaches the course. See financial section in the catalog for schedule of fees.

### **Learning Assistance**

Study Skills and Writing Workshops are offered free of charge each semester to assist students. Limited one-on-one tutoring is available. For students seeking ongoing assistance, tutors may be available at the expense of the students. Students on academic probation may be assigned to a faculty member for assistance and accountability to plan for a successful semester.

### **GRADING SCALE**

The following chart shows our grading scale:

<b>Letter</b>	<b>Minimum Points</b>	<b>Maximum Points</b>	<b>Grade Points</b>
A+	98.00	100.00	4.00
A	93.00	97.00	4.00
A-	90.00	92.00	3.70
B+	87.00	89.00	3.30
B	83.00	86.00	2.70
B-	80.00	82.00	2.30
C+	77.00	79.00	2.00
C	73.00	76.00	1.70
C-	70.00	72.00	1.30
D+	67.00	69.00	1.00

D	63.00	66.00	0.70
D-	60.00	62.00	0.30
F	0.00	59.00	0.00
P	Passing		
W	Withdrew		
WF	Withdrew failing		
AU	Audit		

## **COURSE CHANGES**

### **Drop/Add Period**

This period ends after seven days from the first day of classes

### **Additions**

During the drop/add period each semester, a student may add a course to his schedule using the LMS. The student must notify his advisor who will update the registration. A course addition is subject to approval from the Admission's office.

### **Drops**

To drop a course without academic penalty, a student must notify the advisor during the drop/add period. The advisor will update the registration.

### **REFUNDS**

The student will receive a 90% refund for courses dropped during the drop/add period. The student will receive an 80% refund for courses dropped during the second week of courses and 70% during the third week. After the third week, the full semester charges must be paid.

### **WITHDRAWAL**

Students who pre-register for classes but do not attend are entitled to a 100 percent refund of all moneys submitted to the institution for tuition. All requests for official withdrawal prior to the start of the semester must be submitted to the student's advisor.

*At the beginning of the second week, all dropped courses will be recorded with either a WP (Withdraw Passing), or WF (Withdraw Failing) based upon the present academic status in each class. The student may remove this classification by successfully passing the course at a later date.*

Once the credit adjustment has been calculated and applied to the student's account after a withdrawal, the College will determine whether any scholarships or financial aid must be returned to the appropriate organization. In addition, all college-funded awards for the semester are rescinded, and the student assumes financial responsibility for any remaining charges due the College.

Students who wish to withdraw from a course or from the College must complete the appropriate withdrawal form on the college website.



## **STUDENT CLASSIFICATIONS**

Freshman	0-27 credits
Sophomore	28-59 credits
Junior	60-93 credits
Senior	94 credits and above

## **PROBATION AND DISMISSAL POLICY**

### ***Probation***

Any student enrolled in a degree program whose GPA falls below 2.0 will be placed on academic probation. A record of this status will be placed on the student's permanent record.

The student must make progress toward raising the cumulative GPA to 2.0. If the student fails to raise the cumulative GPA to 2.0 by the end of two semesters, the student will be suspended for one semester.

A student on academic probation is limited to no more than 6 credit hours (excluding practicum). Any student on academic probation must meet with his faculty advisor once a month and demonstrate proof that satisfactory academic performance is being maintained.

### ***Dismissal***

Any student returning after a semester of academic suspension will be placed on probation. The student must achieve a 2.0 average for the semester following the return. Failure to achieve a GPA of 2.0 for the semester will result in dismissal for a period of two regular semesters.

### ***Appeals***

Any student placed on academic probation, or who has been notified of pending academic suspension, may appeal to the Academic Dean who will report the appeal to the Academic Appeals Committee. Students placed on academic suspension must apply for readmission through the Academic Appeals Committee. Letters to the Committee should be sent to the Academic Dean.

### ***Rehabilitation***

Academic rehabilitation offers former students a way to redeem their records. Those wishing to apply for academic rehabilitation may write to the Admissions Office. Students may apply one year after their previous experience at VBC.

## **FINANCIAL AID PROBATION AND APPEALS**

### **Satisfactory Academic Progress (SAP) Standards**

Virginia Baptist College's Standards of Satisfactory Academic Progress (SAP) measures a student's academic performance in the following three areas: completion rate, cumulative grade point average (GPA), and maximum time frame (Pace). The Financial Aid Office is responsible for ensuring that all students who receive federal financial aid are meeting these standards. The Standards of SAP apply to all federal, state, institutional financial assistance programs. Progress will be measured at the end of each payment period (semester, summer, or module) that a student

is taking classes.

- 1. Completion Rate:** At the end of each payment period, a student's academic progress will be measured by comparing the number of attempted credit hours with the earned credit hours (i.e., received a grade of A, B, C, D or P). This includes any course for which the student has remained enrolled past the Drop/Add period. A student must earn 70 percent of credits attempted to maintain SAP.
- 2. Cumulative GPA (Qualitative):** All students must meet the following standards of academic achievement. The qualitative standard requires the student to achieve a minimum grade point average of 2.0 and must maintain a cumulative grade point average of at least 2.0 for the remainder of the program.
- 3. Max Time Frame (Quantitative):** The student is not eligible to receive financial aid once 150 percent of the normal credits required for a degree or certificate program have been attempted or it becomes academically impossible for the student to complete the degree or certificate within pace. For example, a student in a program requiring 128 credit hours for graduation will be eligible for financial aid during the first 192 attempted hours as an undergraduate. All attempted hours are counted, including accepted transfer hours, whether or not financial aid was received or the course work was successfully completed.

### **Satisfactory Academic Progress (SAP) Standards: Graduate Program**

- 1. Cumulative GPA (Qualitative):** All students must meet the following standards of academic achievement. The qualitative standard requires the student to achieve a minimum grade point average of 3.0 and must maintain a cumulative grade point average of at least 3.0 for the remainder of the program.
- 2. Max Time Frame (Quantitative):** Students are not eligible to receive financial aid after the max time frame of 6 years (5.5 credits per year) for the M.Min. program and 10 years (6 credits per year) for the MBS program.

### **SAP Assessments**

Academic progress will be reviewed at the end of each payment period. Those students not meeting the standards stated above will be placed on Financial Aid Warning during the next payment period and will receive notification from the Financial Aid Office.

### **Financial Aid Warning**

- The student is placed on Financial Aid Warning for the payment period following the payment period in which SAP standards were not met.
- The student is eligible to receive financial aid funds during this payment period but must meet the SAP standards by the end of the payment period.
- At the end of the Warning period, a student not meeting the SAP standards will be notified of ineligibility (unable to receive financial aid for the next payment period).

### **Financial Aid Probation**

- The student will be placed on Financial Aid Probation and will be eligible to receive financial aid for the next payment period IF...
  - The student appeals the determination of ineligibility AND
  - It is determined that the student should be able to meet the SAP standards by the end of the probation period
- The student will not receive financial aid funds for the subsequent payment period unless the SAP standards are met by the end of the Probation period or a new appeal is submitted and approved.
- A denied appeal indicates that students will be ineligible to receive federal financial aid.
- Ineligible status may not be appealed more than three times.

### **Financial Aid Ineligible**

- A student will be considered Ineligible IF
  - at the end of the Warning period the student does not meet SAP standards and does not appeal the ineligible status
  - the appeal for probation is denied
  - at the end of the probation period the SAP standards were not met and the student does not submit a new appeal to remain on probation status
- If SAP standards are met at the end of the period of ineligibility, financial aid eligibility will be reinstated.
- A student in ineligible status may not receive federal financial aid.

### **Appeals**

To appeal an Ineligible status, the student must, within 15 calendar days of notification of the status, submit to the Financial Aid Director a signed and dated letter of appeal. The appeal must include the reason the student failed to meet the SAP standards and an explanation of what has changed that will allow the student to meet the standards by the next evaluation. Reasons for an appeal may include, but is not limited to the following: health, family, catastrophe, etc. Documentation verifying the situation may be requested. After all requested information is received, the Appeal Committee, which is made up of the Financial Aid Director and the President, will make a determination on the appeal. The student will be then be notified of the approval or disapproval of the appeal and of his or her financial aid status for the next payment period. This notification will be sent by the Financial Aid Director within a reasonable time frame

### **Reinstatement**

A student may be reinstated to a “qualified for financial aid” status after meeting the SAP standards.

### **ACADEMIC APPEALS**

Any student placed on academic probation, or who has been notified of pending academic suspension, may appeal to the Academic Dean who will report the appeal to the Academic Appeals Committee. Students placed on academic suspension must apply for readmission through the Academic Appeals Committee. Letters to the Committee should be sent to the Academic Dean.

## **GRADUATION**

Students who are planning to graduate within the current academic year must complete a Petition to Graduate, available on the college website. At least 25% of study at Virginia Baptist College is required for graduation. The last semester of the senior year must be taken at VBC.

The Administration will contact the student once the petition has been received and reviewed. Graduates are expected to participate in commencement exercises unless granted an exception. Students graduating in absentia will still be charged the current graduation fee. Students graduating with the 32-hour Bible Certificate are expected to participate in the ceremony and will be charged the current graduation fee. All tuition and fees must be paid before a diploma is issued. Refer to the college website for the most current fee schedule.

## **HONORS**

A baccalaureate candidate earning at least a 3.25 grade point average for courses completed at VBC (with a minimum of 25% of credits from VBC) is eligible for honors recognition. Evaluation is based upon the successful completion of the course requirements and the required number of credits for the degree. Scholastic honors are as follows:

Undergraduate:	Graduate:
Summa cum laude (3.75-4.00)	Summa cum laude (3.90-4.00)
Magna cum laude (3.50-3.74)	Magna cum laude (3.70-3.89)
Cum laude (3.25-3.49)	Cum laude (3.50-3.69)

## **ACADEMIC ADVISING**

Each student is assigned an Academic Advisor. The Advisor will answer questions, assist in semester schedules, and provide spiritual assistance as needed. Final registrations for each semester must be made through the assigned academic advisor.

## **PRIVACY POLICY**

At this time there are no additional student fees associated with student verification. In the event any verification fee is needed, it will be posted on the course registration site to provide an advance alert to students.

Under the federal Family Educational Rights and Privacy Act (FERPA), on-campus and distance education students have the right to inspect and review their education records at VBC and the right to request amendment of those records if they are inaccurate, misleading, or otherwise in violation of their privacy rights. See the Financial Information section on the website for the applicable fees. Educational records are considered confidential personal information. Students wishing to extend rights to others for accessing their personal information need to complete and submit a signed authorization form. This form is available from the download page on the college website ([www.vbc.edu](http://www.vbc.edu)). Information concerning FERPA can be found at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

VBC faculty members are obligated to guarantee the privacy of information related to a student's academic and/or department records. In addition, faculty must provide a student with access to their own personal information in a confidential manner. Certain information may be

considered directory information and is available without notice to students. Unless the college office is notified in writing of the information a student does not wish made public. The following is considered as directory information:

1. Name, address, e-mail address, phone number, dates of enrollment, class, major, degree(s).
2. Past and present awards, honors, school sports, or student activities.

Test scores, grades, class standing, physical status, attendance records, disciplinary action(s), or terms of dismissal are not considered directory information and will not be released without written permission of the student.

### **SCHOOL CLOSING PROCEDURES**

The Administration will have the final decision to cancel classes due to inclement weather or other catastrophic events. The Administration will contact all faculty and students primarily by using the following methods: emailing, posting a message on the College LMS, voicemail and posting a message on [www.vbc.edu](http://www.vbc.edu).

### **USING THE LEARNING MANAGEMENT SOFTWARE**

There is extensive assistance provided under the help link on The LMS which will help students to navigate, download, upload and utilize instructional features associated with each of their classes. Additional training is available each semester upon request.

### **DUAL ENROLLMENT POLICIES**

Virginia Baptist College offers courses for dual-enrollment to high school juniors and seniors who meet the eligibility requirements. A twenty-five percent discount in tuition is given to dual enrollment students. Application, registration, and technology fees are waived.

#### **Purpose**

The purpose of dual enrollment courses is to allow high school students who have mastered the relevant high school curriculum to receive advanced placement designation on their high school transcripts where available *and* to also receive credit towards a college degree.

#### **Student Eligibility**

Virginia Baptist College offers courses for dual-enrollment to high school juniors and seniors who have a current GPA of 2.5 or higher and whose department reflects a level of maturity conducive to a post-secondary environment. Dual enrollment status is in effect as long as the student is actively taking at least one high school course and is under the age of twenty.

#### **Structure and Administration of Dual Enrollment Offerings**

1. All Dual Enrollment courses are comparable to college courses.
2. All Dual Enrollment courses are approved by Academic Dean.
3. Instructors of Dual Enrollment courses must meet accrediting requirements.
4. Faculty and students are encouraged to complete a course evaluation at the end of the semester.

5. All Dual Enrollment courses must be taken for college credit. Virginia Baptist College does not offer courses solely for high school credit.
6. All courses will be offered in a traditional format as well as online format. It is the responsibility of the student to check with the institution granting the high school diploma as to whether the online option can be used as dual enrollment credit. Some institutions may require physical attendance to the class for high school credit.
7. The academic support for Dual Enrollment students is identical to that offered to traditional college students.
  - a. Students will be required to complete testing and submit all written work through the college's learning management system, Populi.
  - b. Students will have unlimited access to the Grafton Library resources and the computer lab during regular hours of operation.
  - c. Students will be assigned an academic advisor.
  - d. Students will have access to all college administration.
  - e. Students will have access to the college bookstore, student center, and all other areas open to the general college population.

### **Assessment**

Assessment of a Dual Enrollment student's work is identical to that of the traditional college student. Students' progress will be assessed through quizzes, tests, exams, written work, projects, and presentations. Students have access to their grades and semester averages on a daily basis. There is no reporting to the school until the end of the semester when final grades are sent to the school in the form of an official transcript.

### **Limitations of Credits earned and Transferability of Credit**

Dual Enrollment students are limited to twelve college credits per semester unless special permission has been granted by the Chief Academic Officer. Transfer of credit differs among college institutions. It is the responsibility of the student to research the possibility of credit transfer. Virginia Baptist College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: 434.525.9539; e-mail: [info@tracs.org](mailto:info@tracs.org)] having been awarded Accredited status as a Category III institution by TRACS' Accreditation Commission on April 19, 2016 ; this status is effective for a period of 10 years. TRACS is recognized by the [United States Department of Education \(USDE\)](#) , the [Council for Higher Education Accreditation \(CHEA\)](#) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

## **CAMPUS LIFE**

### **ACCESSING FACILITIES**

Students and faculty have access to the college facilities during normal operating hours and during all college-sponsored activities. Any access to the facilities outside of these times must be requested in writing through the college office. Advance notice is appreciated.

### **SECURING EQUIPMENT AND SUPPLIES**

Faculty members and students have access to all the instructional materials available in each classroom which includes dry erase white boards, dry erase markers, laptop with internet

access and video projectors. Instructors also have access to some additional resources through the Grafton Library. Faculty members may not remove any equipment from the classroom without permission from the Systems Administrator.

## **AUTOMOBILES**

Students have access to ample parking in front of the college building. Two handicap parking spaces are available. The college is not responsible for any damage to vehicles parked on campus. We strongly recommend that students keep vehicles locked at all times.

## **CAMPUS SAFETY AND SECURITY**

### **Procedures to Report Emergencies**

In the event of a medical incident, the student should notify the present faculty member. He should give the location of the emergency, cite some details of it, and identify himself. The faculty member will take all precautions necessary to keep the student(s) calm and reassured and assist in keeping a crowd from forming. In the event of an emergency, the faculty member should call for help by dialing 911.

### **Gun Policy**

The Gun-Free School Zones Act is a federal United States law that prohibits any individual from possessing a firearm in a school zone. VBC must remain gun-free since it shares the campus with Faith Baptist School.

### **Criminal Offense Charges**

The College reserves the right to review the case of any student who has been implicated in a criminal offense prior to admission to determine eligibility for admission and participation in extracurricular activities.

### **Fire Evacuation Plan**

In case of a fire, students should exit the building through the nearest exit.

### **Safety Precautions**

1. Never walk around campus unescorted after dark.
2. Always keep your car door locked.
3. Always have your keys with you. Do not lend them out or leave them lying around.
4. Report any lost or stolen keys to the College Office.
5. Have your keys ready to enter your car.
6. Park and walk along lighted paths or sidewalks. Avoid dark paths or shortcuts.
7. Report any suspicious activity to a present faculty or administration member.
8. Report all incidents of crime or assault.

## **CAMPUS SECURITY POLICIES**

The following is a general description of Virginia Baptist College's current security policies and procedures. This information is provided to you in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (as amended

through 2000, and codified at 20 USC 1092 (f) as part of the Higher Education Act of 1965), and is available upon request to any applicant for enrollment or employment.

## **REPORTING CRIMINAL ACTIVITY**

Any criminal actions or other emergencies occurring on the campus of Virginia Baptist College should be immediately reported to appropriate county emergency personnel, then to the staff person on duty at the front desk, then to the President or another member of the administrative cabinet. The front desk phone number is 540-785-5440.

Staff will advise and assist the complainant by notifying the appropriate college and/or county authorities. College personnel are sensitive to the seriousness and importance of each report of criminal activity or concern about security and will give priority to addressing each instance completely and responsibly.

Sex offenses such as rape, date-rape, etc. are reprehensible sins and also constitute criminal activity. A student who has been sexually assaulted in any way should report the offense immediately to the county sheriff's department or to a college administrator or both. The student should be careful to preserve all evidence of the assault. An appropriate college officer will assist a student with counsel and advice relative to the incident or refer the student for counsel.

A student who perpetrates sexual assault is subject to both criminal charges and immediate expulsion from VBC.

Changes in the academic situation of a victim of sexual assault will be made if requested and if such changes are reasonably available.

## **CAMPUS SECURITY PROCEDURES**

Due to the nature of our institution, serious crime on campus is extremely rare. However, the safety of students and protection of their property is of paramount concern. When students are present in the classroom building, all access doors except the main entrance remain locked. A college staff person is assigned to remain on duty at the front desk at the main entrance any time students are present in the building.

Campus buildings are secured each night by grounds personnel. Prior to being locked, these buildings are monitored by college personnel.

## **TIMELY WARNING POLICY**

In an emergency situation, various methods of mass notification will be used to alert students and staff. Means of notification include but are not limited to the following: mass emails, recorded messages to phones or voice mail boxes, text messages, mass media (public radio or TV announcements), personal phone calls, and building alarm systems.



These means will especially be utilized if there is an ongoing situation which could pose an immediate threat to individuals and the community.

## **VOLUNTARY CONFIDENTIAL REPORTING**

If a student is the victim of a crime and does not want to pursue action through the administrative staff or the sheriff's department, he/she is still encouraged to make a confidential and/or anonymous report. A report can be made in writing to the President. Should the victim choose to press charges later, a report will increase the possibility of successful prosecution.

The college cannot take disciplinary action solely on this report. The purpose of a confidential report is to comply with the student's wish to keep the matter confidential, while taking steps to ensure the future safety of that student and others. With such information, the college can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

## **CRIME STATISTICS**

Crime statistics are kept by the college office and may be viewed at that office during office hours. Student offenders are disciplined and, depending on the circumstances, may be expelled from VBC.

Information concerning registered sex offenders is available through the Spotsylvania County Sheriff's Department.

## **DRUG AND ALCOHOL ABUSE PREVENTION**

VBC maintains a policy of zero tolerance for alcohol and drug use or distribution. The use of illegal drugs poses both a health risk and a risk of criminal prosecution. The use, sale, possession, or facilitation of the use or sale of any illegal drug(s) is prohibited. Violations could result in arrest by the local, state, or federal law enforcement agencies. Students guilty of drinking alcoholic beverages or using/distributing drugs will be dismissed. Students annually sign a Standard of Conduct form pledging to remain drug- and alcohol-free and to maintain personal conduct that is consistent with biblical standards and preparation for Christian ministry.

The use of alcohol or illegal drugs constitutes a serious health risk to the user and to others. Additionally, the Christian testimony of the user is compromised. It is the desire of the college to assist those who have been or become involved in these practices. Past drug or alcohol use does not exclude one from full participation as a VBC student. If a student becomes involved with drugs or alcohol, the disciplinary action taken will be accompanied by efforts to help the student seek counsel and treatment with the goal of returning to alcohol and drug-free living and complete restoration to college life. In addition, students may lose financial aid eligibility as a result of drug and alcohol related offenses.

VBC willingly answers inquiries concerning these or other policies. Questions may be directed to the President or Academic Dean or any other college administrator.

