

# 2025-2026 STUDENT HANDBOOK



## VERITAS

BAPTIST COLLEGE

Veritas Baptist College currently operates under the Board of Directors and is recognized by the State of Indiana as a religiously exempt degree-granting institution.

Veritas 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 Reaffirmation I of its Accredited Status as a Category IV institution by the TRACS Accreditation Commission on April 19, 2016. This status is effective for a period of ten years. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

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Approved by the Board of Directors on March 18, 2025

## *From the President*



Hello, Students!

Welcome to Veritas Baptist College. We are grateful that the Lord has led you here. In a day where many are running from truth, you are running toward it! As our name, Veritas, indicates - truth matters!

College life in an online environment is an exciting way to train and follow your passion. Yet, it is not without its challenges. We have a rigorous pursuit of academic excellence balanced with a passion for biblical ministry. Add these to your family and work responsibilities and it becomes quickly evident that you will need to live in the grace of God!

Our student handbook is designed to help you succeed as an online student. We pray you find the information helpful. Our staff and faculty are cheering for you - there is a generation coming that needs you to succeed in order to impact their lives with the truth of the gospel. We want to help. We are honored that you are here. If we can help you through this journey and out into God's harvest fields, we are here to serve you.

Truth Matters!

Mike Lester, D.Min.

President, Veritas Baptist College

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## **INSTITUTIONAL INFORMATION**

### **Mission Statement**

Veritas 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**

Veritas 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; it is leading each student to spiritual maturity and Christlikeness. 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 Veritas 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 understand and articulate a biblical worldview, providing a foundation for understanding truth, guiding to a proper understanding of self, others, institutions, and cultures, leading to right conduct and relationships.
3. Each student will be able to counsel individuals, discern their needs, and help them to grow personally and spiritually.
4. Each student will demonstrate skills and understanding adequate for the work he is to do in lay or professional ministry.
5. Each student will be able to demonstrate analytical thinking and problem solving.
6. Each student will evidence knowledge common to higher education.
7. Each student will demonstrate competence in the use of tools and methods appropriate to the pursuit of higher education and lifelong learning.

# VERITAS

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## **Doctrinal Essentials** *Our Students Affirm...*

1. Both the Old and New Testaments were written by men, verbally inspired by God, inerrant in their recordings, and authoritative in faith and practice. We believe in the full historicity of the Scriptures.
2. God eternally exists as one in nature and three in Person: the Father, the Son, and the Holy Spirit. Each Person, though distinct, shares in the divine nature, possessing the same attributes and perfections.
3. Jesus is the incarnate Son of God, born of a virgin; true God and true man, having two distinct natures co-joined in one Person. He died for our sins, was buried, and bodily arose on the third day, now sitting at the Father's right hand in Heaven.
4. The Holy Spirit convicts the world of sin, of righteousness, and judgment. He regenerates, seals, baptizes, and gifts every believer in the body of Christ.
5. All humans were created as image-bearers of God. Adam, the first man, sinned, bringing about the curse of sin upon all creation.
6. Salvation is by grace through faith in Christ alone. It is based upon Christ's finished work and not human works. It is eternally secure for all those who trust in Him.
7. The return of Jesus Christ will be literal, visible, and personal. We believe in a final judgment for the unsaved, and a final justification for the saved.
8. The local New Testament church is a body of baptized believers with Christ as the Head, the Holy Spirit as its Guide, and the Scriptures as its authority. We celebrate two ordinances (Baptism and Communion), believe in the priesthood of each believer, and work together to obey the Great Commission in making disciples.
9. Human sexuality is a gift from God. Any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, and pornography. Attempts to alter one's natural-born sex, or to portray one's self in opposition to one's natural sex, are forbidden. These actions violate God's biblical instruction and natural order.
10. The term *marriage* has only one meaning. It is sanctioned by God, joining one man and one woman in a single, exclusive union, as delineated in Scripture. Sexual intimacy is intended by God to occur only within the boundaries of a biblical marriage.

*The preceding doctrinal statement and positions do not exhaust the extent of our beliefs. The Bible itself – our authority concerning faith and practice – is the source for our beliefs. For the purpose of Veritas Baptist College, the Board of Directors is the institution's final interpretative authority on the Bible's application.*



At VBC, we believe in the plenary, verbal inspiration of the Bible, and it is our practice to use only the King James Version in the pulpit and in classroom instruction.

The position of Veritas Baptist College is that the Holy Spirit bestows gifts upon all believers for ministry and service, but that tongues and other sign gifts associated with the Apostolic Era are not appropriate gifts for this age.

VBC holds to the biblical teaching that the office of pastor is solely held by men. Therefore, our pastoral studies program and our preaching classes are open only to male students (1 Timothy 2:12; 3:1-7; Titus 1:5-9).

## **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 Veritas 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 one naturally born male and one naturally born female, 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 media. I will abstain from pornography in any form. I further promise to refrain from the use, possession, or distribution of harmful substances and illegal drugs. I promise to refrain from gambling, inappropriate dancing, and all forms of sexual immorality.
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 for the time I am enrolled in or employed by Veritas Baptist College. Although personal preferences may differ and every member of the College community may not agree with every detail of these standards, I agree to honorably adhere to them. Such an attitude develops Christian discipline, exhibits Christian maturity, demonstrates Christ's love in its consideration for others, and upholds the integrity of the college. I understand that failure to cooperate in maintaining these standards will lead to appropriate disciplinary action and/or possible dismissal.**

Anyone under discipline resulting from a violation of the Standard of Conduct may appeal to the Student Conduct Committee by submitting their complaint in writing to the Director of Student Services. The Student Conduct Committee will review the complaint within seven days of receipt.

#### **Student Conduct Committee**

The Student Conduct Committee shall be responsible for administering student discipline or commendations.

## STUDENT SERVICES

Student Services at Veritas 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.

### ***Academic Advisors***

An academic advisor will be to all students upon entering a degree program. Prior to registering for each new semester, contact will be initiated by the student's academic advisor assisting in course registration. Students are encouraged to meet with their advisor as needed. Appointments may be scheduled by contacting them directly.

### ***Grafton Library***

The Grafton Library is completely online and available to students 24/7 via Canvas. Students have access to millions of articles, over 50,000 journals, and over 80,000 full-text ebooks through academic and theological databases.

If students require assistance with their research, they can access a trained librarian anytime 24/7 through the Ask A Librarian icon found on the home page of each course. Students can email [library@vbc.edu](mailto:library@vbc.edu) if further assistance is required.

### ***Writing Lab***

The Veritas Writing Lab is a free resource that operates through Canvas to assist students with questions or hesitations they may have with writing projects for their courses. If students are in a writing course (EN 101, EN 103, EN 530), they should reach out to their instructor rather than the writing lab for assistance with projects in these courses.

### ***Counseling Services***

If students would like to be connected with a trained biblical counselor, they may contact [studentservices@vbc.edu](mailto:studentservices@vbc.edu).

### ***Transcript Requests***

Current or former students can request official transcripts from Veritas Baptist College [here](#).

### ***Student Conduct Appeals Committee***

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. This committee will include one or more student representatives and one or more faculty/staff representatives. A student with a disciplinary grievance may request a meeting with the Student Conduct Committee by contacting the Director of Student Services within one week of the offense. The student will have the 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 may appeal to the Administrative Cabinet, then to the President, then to the Board of Directors.

If the student still has a complaint after following the college's appeal procedures, he may contact the college's accrediting agency: Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Rd., Forest, VA 24551; Telephone: 434.525.9539; e-mail: [info@tracs.org](mailto:info@tracs.org)].

If the student still has a complaint after contacting TRACS, he may file a complaint through the State of Indiana here.

### **ACADEMIC ADVISING/STUDENT COUNSELING**

If students have issues outside the realm of a particular course, they can contact the appropriate office below:

- Academic issues – Please contact your academic advisor.
- If students would like to be connected with a trained biblical counselor, they may contact [studentservices@vbc.edu](mailto:studentservices@vbc.edu).
- Financial issues – For financial/financial aid issues, please contact [finaid@vbc.edu](mailto:finaid@vbc.edu). Students interested in receiving Tuition Assistance must first receive approval from their respective ESO before enrolling.

### **OFFICE OF COMMUNITY ENGAGEMENT**

The Office of Community Engagement is designed to foster community. At Veritas, we are passionate about building relationships, and finding “your people” at an online college is easier than you think! Click the link to join our [Student Body Facebook Group](#) and be a part of our "Give and Take" sessions each Monday at noon (EST) during the fall and spring terms. This is where we get to know each other, share helpful tips, and learn from our leaders.

During their time at VBC, some find close friendships; some find mentors; but all find community. Students are encouraged to join Facebook Live on Mondays at 12p (EST) during the fall and spring terms.

## SPIRITUAL LIFE

It is the desire of Veritas Baptist College to reproduce Christlikeness 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.

### **CHURCH ATTENDANCE AND CHRISTIAN SERVICE**

Veritas 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 may 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.

## STUDENT INFORMATION

### ***Students with Disabilities***

VBC will endeavor to make every reasonable accommodation for students with disabilities. Students who require academic accommodations due to any physical, psychological, or learning disability should request assistance from the instructor by the end of the drop/add period for the relevant term. Official documentation must be provided to keep in the student's file. Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information to the instructor by the end of the drop/add period for the relevant term. Declarations of disabilities made after the drop/add period will not impact previous coursework.

### ***Veritas Baptist College Accommodation Policy for Students with Documented Disabilities***

#### **Purpose:**

This policy outlines the accommodations available for students with disabilities or other qualifying needs. Its goal is to ensure that all students have an equitable opportunity to succeed while maintaining the integrity of our online courses, which are structured in 8- and 15-week modules with pre-distributed content and assignments.



### General Principles:

- **Equity:** Accommodations should provide students with disabilities or other qualifying needs the same opportunity to succeed as other students.
- **Reasonable Accommodations:** Accommodations must be reasonable and should not fundamentally alter the nature of the course or compromise academic standards.
- **Flexibility:** The online format and modular course structure already offer significant flexibility, and accommodations will complement this setup.

### Types of Accommodations:

- **Untimed Quizzes/Tests:**
- Most quizzes and tests are not timed. For those that are, students with documented disabilities, who have received pre-approval, may request an untimed version.
- **Assignment Flexibility:**
- Students generally have at least four days to submit the first assignment most weeks, providing flexibility to complete assignments.
- **Alternative Formats for Course Materials:**
  - Closed captioning is available for lectures upon request.
  - Textbooks are available in electronic formats, and students are able to purchase audio versions if available or to use assistive technology to have the texts read aloud.
- **Flexible Office Hours or Alternative Communication:**
- Students who need additional support (e.g., hearing, vision challenges) may request flexible office hours or alternative communication methods (e.g., email or video calls with captioning).

### Process for Requesting Accommodations

The following steps outline how students can request accommodations at Veritas Baptist College:

1. **Documentation Submission:**

Students must submit official documentation of their disability from a licensed professional (e.g., doctor, therapist, or disability services office). This documentation should be submitted to the **Registrar's Office** for inclusion in the student's permanent record.
2. **Accommodation Approval:**

The **Disability Services Coordinator (DSC)** will review the submitted documentation and approve appropriate accommodations. The student will be notified of the approved accommodation(s) within **5 business days**.
3. **Accommodation Request by Course:**
  - Students must notify their instructors **within the first two weeks of the course** to request accommodations for that course.
  - Students will provide necessary documentation (e.g., a letter from the **DSC**) to the instructor.
  - **Requests submitted after drop/add** will apply only to assignments or assessments whose due dates have not yet passed.

- The instructor will work with the student to implement the approved accommodations with guidance from the **DSC**.
- Students must communicate with instructors first and then with the DSC if accommodations are not being properly implemented.

#### **Limitations of Accommodations:**

- Due to the structure of our 8- and 15-week online courses, excessive accommodations that interfere with course timelines or academic integrity will not be considered.
- Accommodations that alter the essential academic requirements of the course (e.g., modifications that affect learning objectives or assessments) will not be granted.

#### **Confidentiality:**

All information related to accommodations will remain confidential and shared only with the necessary staff, instructors, and administrators involved in the implementation of accommodations.

#### ***Review and Appeal Process***

A student with a grievance may request a meeting with the Director of Student Services (non-academic grievance) or the Academic Dean (academic grievance) by contacting the appropriate office either [studentservices@vbc.edu](mailto:studentservices@vbc.edu) (Director of Student Services) or [annmarierill@vbc.edu](mailto:annmarierill@vbc.edu) (Academic Dean). The student will have the opportunity to present his grievance(s) to the Director of Student Services or Academic Dean 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)].

#### ***New Student Orientation***

Once a student is accepted, he is enrolled in a new student orientation and instructions to access the orientation are sent to the student's VBC email. The orientation will include an introduction to Canvas, Populi, and some additional, important information.

All first-time VBC students are required to complete the orientation by passing a quiz, which shows they have a good grasp of the knowledge covered in the orientation. Failure to do so may result in the student waiting until the following term to begin classes. All resources provided during the orientation may be used for the quiz.

The financial check-in is a requirement in orientation. Students cannot register until orientation is complete and they have been cleared by the financial office. Students must be completely through the Orientation process by 4 p.m. EST the Friday before classes to begin. Failure to do so may result in the student waiting until the following term to begin classes.

The orientation course is open continuously. Students will be automatically added to the orientation course (no fee) once they are accepted. If a student does not engage in the course with 90 days, he will be removed and his student status made inactive until he requests to be placed back in the course. Students who remain inactive for a period of one year are required to resubmit the application before entering Orientation.

### ***Entrance Placement Exam/ Introduction to College English, Composition I, and Composition II***

All incoming freshmen and all students who are transferring to VBC without the appropriate accepted English transfer credits will be required to take an English grammar examination. Students who score under a 60, must register for EN 111: Introduction to College English. Students who fail EN 111 must re-enroll in the course every semester until it is passed successfully.

All program students are required to complete both Composition I and II within their first three semesters at VBC. Students who begin as non-program students and later enter degree programs must immediately enroll in Composition I and Composition II if those courses have not already been taken. Students who fail to take Composition II by the end of their third semester will be removed from their degree program. They may continue to take classes as a non-program student but will not be permitted to be considered a program student until this requirement is met.

## **STUDENT ADVISORY BOARD**

### ***Non-Discrimination Policy***

It is the policy of the College to ensure equal treatment without discrimination or harassment on the basis of race, color, national origin, sex, age, disability, marital status, or any other characteristic in accordance with the VBC Doctrinal Statement and the Holy Scriptures.

## **DISMISSAL FOR CONDUCT**

Attendance at Veritas 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 naturally born man and one naturally born 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 (1 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 Christlikeness, 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 manifested 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 Student Conduct Committee shall be responsible for administering student discipline or commendations.

### ***Student Conduct Appeals***

The Student Conduct Committee provides a student appeal process for the College. A student with a disciplinary grievance may request a meeting with the Student Conduct

Committee by contacting the Director of Student Affairs within one week of the offense. The student will have the 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 may appeal to the Administrative Cabinet, then to the President, then to the Board of Directors.

If the student still has a complaint after following the college's appeal procedures, he may contact the college's accrediting agency: Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Rd., Forest, VA 24551; Telephone: 434.525.9539; e-mail: [info@tracs.org](mailto:info@tracs.org)].

If the student still has a complaint after contacting TRACS, he may file a complaint through the State of Indiana at <https://www.in.gov/che/2744.htm>.

## **STUDENT RESPONSIBILITIES**

### ***Announcements***

Official announcements are posted on the LMS.

### ***Dress and Appearance***

Professional dress and demeanor are considered an important part of the training at Veritas Baptist College. These standards should be observed when the students are video recording themselves for course work, participating in video conferences, or attending VBC functions.

- ***Dress Standards for Men***

Men are expected to be presentable and appropriately dressed. Hair must be above the ears and off the collar. A collared shirt is required with professional business-casual or dress slacks.

- ***Dress Standards for Women***

Ladies are expected to wear professional business or business-casual attire. Women must avoid low necklines and tight-fitting clothing.

### ***Financial Information***

Students should view their account on Populi or contact the College Office for information or assistance on their financial 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. Students who have not made their first payment will be removed from classes. Students who have not made their last payment will be locked out of classes. The account may be paid in full at registration or according to the payment plan listed on Populi. Payments may be made

online or mailed to the College Office at the following address: 4105 Plank Road, Fredericksburg, VA 22407.

Students' accounts must be paid in full before accessing grades or transcripts. All students will have a registration lock placed on their account each term, pending clearing by the financial office. Delinquent accounts must be paid in full before a student registers for additional courses. Students on academic probation cannot have their lock removed; they can register directly through Advising in accordance with credit limitations after the financial office has cleared them.

### ***Payment of Bill***

After the drop/add period, the student is responsible for that semester's tuition. For exceptions, refer to the section on refund policies. All tuition and fees must be paid in full before final grades can be accessed. Students may access their financial information including balance, method of payment, and scholarship information on the LMS.

Payment may be made by cash, check, e-check, credit card, money order, or cashier's check. Credit card and e-check options are the fastest and most reliable. Checks are permitted, but mail to our office is often slow and unreliable. Payments made by credit card will be posted to the student's account based upon approval and authorization from the credit card company. Any check returned to the college will incur a \$35 fee per check. **Students who are paying via e-check through Populi will be subject to a \$100 "returned check fee" for rejected payments.** Students who render two bad checks will no longer be permitted to pay by check.

### ***Tuition and Fees***

Refer to the college website for the most current tuition and fees information.

### ***Payment Plan Dates***

Refer to the college website for the most current dates.

### ***Late Payment***

Any payment not made in full by the due date will result in a \$25 late charge being added to the account.

### ***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 Veritas 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.

***Due Process and Student Complaint Procedures***

A student with a grievance may request a meeting with the Director of Student Services (non-academic grievance) or the Academic Dean (academic grievance) by contacting the appropriate office either [studentservices@vbc.edu](mailto:studentservices@vbc.edu) (Director of Student Services) or [annmarierill@vbc.edu](mailto:annmarierill@vbc.edu) (Academic Dean). The student will have the opportunity to present his grievance(s) to the Director of Student Services or Academic Dean 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)].

***Student Recommendations***

All official student recommendations for ministry-related positions must be submitted to the Academic Dean or the President.

## ACADEMIC LIFE

**PROTOCOL FOR STUDENTS**

Administrators, faculty, staff, students, and alumni should follow College Protocol at all times relative to the President and Board of Directors concerning matters of the College.

Students should address academic questions to their teachers before contacting the department chair, the Academic Dean, or the President.

**EMAIL ADDRESSES**

All students will be assigned a vbc.edu e-mail address. This address must be the primary e-mail set up in Populi and Canvas and must be checked regularly. Graduates or students who are inactive will lose access to their vbc.edu email accounts and associated Google tools after one year. It is the student's responsibility to download messages and documents connected to this account before the account is deactivated. Veritas cannot guarantee that items not downloaded by the student will be recoverable once the account has been deactivated.

**CLASS ATTENDANCE**

VBC does not track attendance for student records. It is important that students engage in distance education courses from the very first session and remain engaged throughout the semester if they wish to succeed. Engagement within each course will be monitored according to the guidelines below.

### ***Verifying Attendance***

To comply with U.S. Department of Education policies, attendance is measured by any submission of an assignment that can receive a grade within the enrollment dates of the course or by initiating contact with the professor regarding a question related to the course-specific content studied in the course.

To simplify the process of verifying attendance for our students, the submission of a graded Syllabus Quiz is required. Please make sure to complete the Syllabus Quiz by midnight Sunday of Week One for this course. This verifies your attendance and secures your enrollment. Students who fail to complete the Syllabus Quiz by the deadline will be administratively removed from the course on Tuesday of Week 2.

### ***Drop/Add Period***

The period to drop and/or add classes to a student's schedule without academic penalty will end at 11:59 PM ET on the last day of module one for each term (e.g. the first Sunday after classes begin at 11:59 PM ET). During the drop/add period each term, a student may add or drop a course through consultation with his academic advisor. If a student's course registration is locked, it is the responsibility of the student to contact the academic advisor via email by the deadline to add or drop the course.

### ***Course Withdrawals/Additions/Drops***

To withdraw from a course without academic penalty, a student must notify the advisor during the drop/add period. The advisor will update the registration. Students will receive refunds according to the following policy:

#### **15-week courses**

Week 1	100% refund
Week 2	75% refund
Week 3	50% refund
Week 4	25% refund
Thereafter	0% refund

#### **8-week courses**

Week 1	100%
Week 2	50%
Thereafter	0%

### ***Withdrawal Procedures***

Students may withdraw from courses from the 2nd to the 9th session of a 15-week course or from the 2nd to the 4th session of an 8-week course and receive a W which does not affect the GPA. Students may withdraw from courses from the 10th to 15th session of a 15-week course or from the 5th to 8th session of an 8-week course and will receive a WP (does not affect GPA) or WF (affects GPA) based on the academic status at the time of withdrawal.



The College's withdrawal policies remain the same for CEC students, as the Financial Aid Office will use the CEC student's enrollment date as the specified start date and the end date as the date in which the CEC student submitted his/her Course Withdrawal Request Form.

Students who wish to withdraw from a course or from the College must complete the [Course Withdrawal Request](#) form on the college website.

### ***Nonattendance***

On Monday of Week Two, attendance in this course will be reviewed. If you have not made a submission of an assignment that can receive a grade or have not initiated communication with your professor regarding an academic subject within the first week of the course, you will be dropped from the course. The registrar must receive an email from you in writing by noon ET Wednesday of Week 2 if you wish to be reinstated in the course. You will not be permitted to take the Syllabus Quiz but rather will receive a grade of zero on that assignment. Submissions made and communication initiated prior to first Monday do not qualify as attendance.

### ***Unofficial Withdrawal for Nonattendance***

Students who initially attend the course but eventually cease submitting assignments or communication with their instructor regarding course-specific content for a period of 21 consecutive days or longer — and who do not officially request a withdrawal — will be removed from the course and assigned a Withdraw Fail for Nonattendance (WF) grade. If you receive all WF grades in a term, you may be subject to a reduction and/or return of all Financial Aid. Students are fully responsible for all resulting charges on the account. If you are initially pulled for failure to complete the Syllabus Quiz in Week One and are then reinstated, be aware that those initial 7-10 days of non-attendance do count toward the period of 21 consecutive days that can lead to an unofficial withdrawal for nonattendance.

### ***Official Withdrawal***

If you wish to officially withdraw from a course, you must complete the form found [here](#) where you will also find the policy for tuition reimbursement. Nonattendance or communication with your instructor or any other college official regarding your intent to withdraw from the course is not an official withdrawal. The official date of withdrawal will be the date that your completed form is received.

Any student whose commitment to successfully completing a degree is questioned due to the lack of progress and regular activity in multiple classes may not be permitted to enroll in courses the following semester.

## **LEAVE OF ABSENCE**

As a credit hour institution, students are not offered a leave of absence option for Title IV funds. Per Military Policy Requirement, students in the Armed Forces, including reserve components and National Guard, can be readmitted if such members are temporarily unavailable or must suspend enrollment by reason of serving in the Armed Forces. VBC will accommodate short absences for such services in the Armed Forces.

## **HEALTH SERVICES AND STUDENT INSURANCE**

As an online institution, 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 with no campus, VBC does not require proof of vaccinations.

## **CHEATING AND PLAGIARISM**

### **Artificial Intelligence (AI)/Cheating/Plagiarism Policy**

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.

Self-plagiarism occurs when you reuse your own work without proper citation or permission from your professors. While it may seem harmless, self-plagiarism is a breach of academic integrity. It undermines the principles of originality and honesty that form the foundation of education. To avoid self-plagiarism, always cite your previous work and seek guidance from your instructors on how to appropriately reference your prior research or assignments in a new context. Upholding academic integrity is essential for personal growth and maintaining the credibility of your academic work.

Students are prohibited from utilizing artificial intelligence (AI), such as ChatGPT, for completing assignments. All work submitted must be the effort and original work of the individual student. This work should reflect their own ideas, insights, and understanding from the material taught in the class delivered by the Veritas instructor.

To ignore these guidelines is to plagiarize. Any student who plagiarizes, 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.

Students who cheat on any assignment (projects, discussions, tests, quizzes, etc.), including plagiarizing and AI, may be removed from the class and could face expulsion.

### ***Copyright Infringement***

Regarding file sharing and copyright policies and resources, Veritas adheres to the [Digital Millennium Copyright Act](#) (DMCA). VBC is dedicated to maintaining the integrity and survivability of the college's network; we will act on each notice and investigate each incident to validate reports. Reports of copyright infringement violations should be submitted to the Academic Dean via email.

### **TERM PAPERS/RESEARCH PAPERS**

The writing manuals for VBC programs are listed below:

Turabian, Kate. *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9th ed., Chicago: University of Chicago Press, 2018. (All programs except the EdD)

Publication manual of the American Psychological Association: *The Official Guide to APA style*. (2020). American Psychological Association. (EdD only)

It is strongly recommended that students purchase a copy of the relevant resource for their program for their continued use.

### **LATE ASSIGNMENTS AND THE END OF SEMESTER**

Ten percent is to be deducted from the final grade of a project/paper every day it is late. No assignments or exams may be accepted after 11:59 p.m. on Friday of the final session of the course. Anything due before Module 8 that is not turned in by Module 8 for a 15-week course will be given a zero. All work for the second half of the semester must be turned in by midnight Friday of the final module. For 8-week courses, anything due before Module 5 that is not turned in by Module 5 will be given a zero.

### ***Incomplete Grade Policy***

Students may receive an incomplete grade based on extenuating circumstances. "Extenuating" is defined as "circumstances beyond the control of the student that directly affect the student and impede his ability to complete his work in a timely manner." Students must complete an academic appeal form to request an end-of-year extension before the term actually ends. The appeal must include specific information about the extenuating circumstance. If approved, the Academic Dean and the instructor will come to an agreement on the amount of time a student should be given to complete his work. Additional extensions must be requested using the process.

### **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 or after the scheduled examination period. Final exams will open on Monday of week 8/15 and remain open through midnight Friday of that week.

### **TEXTBOOKS**

Textbook information is available by requesting a course overview from the student's advisor. This information is also posted within individual courses on Canvas. Students are responsible to purchase textbooks and supplies from their preferred vendor.

### **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	4.00
B+	87.00	89.00	3.00
B	83.00	86.00	3.00
B-	80.00	82.00	3.00
C+	77.00	79.00	2.00
C	73.00	76.00	2.00
C-	70.00	72.00	2.00
D+	67.00	69.00	1.00
D	63.00	66.00	1.00
D-	60.00	62.00	1.00
F	0.00	59.00	0.00
P	Passing		
W	Withdrew		
WP	Withdrew passing		
WF	Withdrew failing		
AU	Audit		

### **PROGRAM CHANGES**

Students who wish to change their program should consult with their advisor and with the Financial Aid department. After those communications have taken place, students may complete a Program Change Form available on the VBC website. Students may not change their program while on academic probation. Refer to the college website for the most current tuition and fees information. Per Military Policy Requirement, students must register themselves using Populi, which prevents auto-renewal of courses and/or programs and ensures student approval of enrollment.

#### ***Financial Aid Student Policies***

- To remain in courses, Pell-only students who incur a balance that the Pell Grant does not fully cover must make their first payment by the end of drop/add.

- To remain in courses, students who are selected for verification must submit all verification documents or make their first payment by the end of drop/add.
- Refunds (if applicable) will be sent using Electronic Funds Transfer (EFT). Please complete the [secure form](#) for fast, reliable refunds.
- The scholarship application deadline is one week before the start of each module. Click [here](#) to access the current scholarship application. Pell Grants are packaged at the beginning of the semester for all modules. Students benefit from registering for all modules at the beginning of the semester to maximize their Pell Grant.

### **TITLE IV FUNDS RETURN POLICIES**

Veritas Baptist College (VBC) will utilize the Return of Title IV Funds Policy required by the U.S. Department of Education for those students who have received Title IV Funds (Federal Student Aid) and withdraw or are terminated. For a student who receives Title IV Funds, the School must determine the amount of Title IV funds a student has earned at the time of withdrawal/termination using the Return of Title IV Funds Policy. This amount of Title IV assistance earned is based upon the amount of time the student attended and has no relationship to the institutional charges the student has incurred. Up through the 60% point of the payment period, a pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of his or her withdrawal/termination. After the 60% point, the student has earned 100% of the Title IV funds for the payment period. The formula for Return of Title IV Funds also specifies the order in which funds are to be returned to the financial aid programs. Refunds on behalf of Title IV recipients must be distributed according to said order. Sample Return of Title IV calculations are available from the Financial Aid Office upon request. Funds will be returned to the Title IV programs within forty-five (45) days after the date the school determines that the student withdrew, and this may result in the student owing the School for institutional charges previously covered by Title IV assistance.

***Cancellation/Withdrawal/Rejection Calculations and Policies:*** Students wishing to cancel or withdraw must complete the official withdrawal form found here. All tuition paid will be refunded to students who enroll and do not attend class. The registration and application fees are not applicable toward tuition. Refunds will be made according to the refund policy. All registration fees will be refunded if the student is not accepted into his/her particular program. All monies paid by a student will be refunded if cancellation occurs within three business days after signing this agreement and making initial payment. When due by the School, all refunds will be made within forty-five (45) days from the date of determination (the last day of attendance if written notification has been provided to the School by the student—official withdrawal, or from the date the School terminates the student or determines withdrawal by the student—unofficial withdrawal) of the student's withdrawal and without requiring the student's request. Any funds paid for supplies, books, or equipment which can be and are returned to the institution, will be refunded to the students who withdraw prior to the start of class upon return of said items which can be resold. The school reserves the right to determine if such items are returnable. All balances owed to the institution due to the

return of Title IV funds or withdrawal calculation or a balance due at time of graduation will be billed to the student. Any direct Loan student who withdraws, is terminated, or graduates from any program is required to complete [Exit Counseling](#).

### ***Unofficial Withdrawal***

Students who stop attending all of their classes are required to officially withdraw from the college. An unofficial withdrawal is a student who does not successfully complete any of his courses (receives all F grades or U grades), stopped attending classes, and did not complete any coursework as of the 60% point of the semester without officially withdrawing from the college, as required.

When a student leaves the college with notice, faculty will be contacted to determine the last date of academically-related activity. Since attendance is not required to be taken by all instructors, the last date of academic activity will be used to determine an effective date for both Title IV and institutional refund purposes. If an effective date cannot be accurately determined, the midpoint of the term will be used as the effective date. A different effective date may be used for refund purposes of institutional expenses compared to Title IV funds when there are differences between the date the withdrawal was initiated compared to when the student completed the process and vacates campus. An unofficial withdrawal may be required to repay a portion of the financial aid received for the term. All financial aid reductions are calculated based on formulas published by software received from the Department of Education.

### ***Leave of Absence***

As a credit hour institution, students are not offered a leave of absence option.

## **WITHDRAWAL**

Students may withdraw from courses from the 2nd to the 9th session of a 15-week course or from the 2nd to the 4th session of an 8-week course and receive a W which does not affect the GPA. Students may withdraw from courses from the 10th to 15th session of a 15-week course or from the 5th to 8th session of an 8-week course and will receive a WP (does not affect GPA) or WF (affects GPA) based on the academic status at the time of withdrawal. Students who wish to withdraw from a course or from the College must complete the appropriate withdrawal form on the college website.

### ***Refunds***

Once the credit adjustment has been calculated and applied to the student's account upon 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. Any remaining balance will be returned to the student.

Students will receive refunds according to the following policy and are responsible for any remaining balance:

**15-week courses**

Week 1	100% refund
Week 2	75% refund
Week 3	50% refund
Week 4	25% refund
Thereafter	0% refund

**8-week courses**

Week 1	100%
Week 2	50%
Thereafter	0%

**PROFESSIONAL JUDGMENT POLICY**

The Financial Aid Office of Veritas Baptist College can make adjustments on a case-by-case basis in two specific areas only as specifically defined by legislation; the values of the data items required to calculate the expected student or parent contribution, and the cost of attendance. When considering the application, the Financial Aid Office takes into account the availability of funds, the timeliness of the original application for financial aid, the timeliness of the application and the nature of the change in circumstances. All information required to process a Professional Judgment must be submitted by July 1st. It is important to know that not all changes in circumstances will result in an adjustment to the student's eligibility. Applications are reviewed after all supporting documents are received. A Professional Judgment will be determined, and the student will be notified via email. A review does not guarantee an adjustment in aid and may, in fact, result in a decrease in eligibility.

In the case of a Professional Judgment Request documents will be required depending upon the type of circumstance for which the request was made. Among the documents requested are:

- Professional Judgment Request Form
- Appeal Letter - Write a detailed description of the special circumstances that affect your financial situation.
- Verification Worksheet with IRS Tax Transcript Attached - If you have already provided a Verification Worksheet, you do not need to resubmit.
- Additional Documents Specific to your Special Circumstance

The following adjustments are not considered extenuating circumstances for consideration of a Professional Judgment request:

- Car payments and car insurance
- Credit card payments and unusual expenses related to personal living
- Filing of Chapter 7 personal bankruptcy
- Medical insurance premiums
- Mortgages and Rent
- Home equity, IRA, 403B and 401(k) Loans
- Parents will not help pay for college
- Reductions in family's gross income of less than 15%.

**STUDENT CLASSIFICATIONS**

Freshman    0-29 credits  
 Sophomore   30-59 credits  
 Junior        60-89 credits

Senior            90 credits and above

### **TRANSFER OF CREDIT**

Official transcripts must be sent directly from previously attended colleges and universities to the VBC Admissions Office. Digital transcripts may be emailed to [office@vbc.edu](mailto:office@vbc.edu). All transcripts must be on file prior to the start date of the final term.

#### ***Doctorate***

Only transfer credits from approved institutions, which have an earned grade of B or above will be accepted. Only 50% of the program may be transferred. All capstone work must be completed at Veritas. Transfer credits will be applied as electives unless evidence is provided which indicates that the transfer course is similar in content and philosophy to a required course. Graduate level courses cannot be applied to undergraduate programs, and undergraduate courses cannot be applied to graduate programs.

#### ***Graduate***

Only transfer credits which are from approved institutions and have an earned grade of B or above will be accepted. Only 50% of the program may be transferred. All capstone work must be completed at Veritas. Transfer credits will be applied as electives unless evidence is provided which indicates that the transfer course is similar in content and philosophy to a required course. Graduate level courses cannot be applied to undergraduate programs, and undergraduate courses cannot be applied to graduate programs.

Credit for Prior Learning cannot be considered for a master-level program.

If a student wishes to transfer to another institution at any point in time, it is the student's responsibility to confirm whether or not credits will be accepted. Each college or university determines its own policies for admissions and credit transfer.

#### ***Undergraduate***

Courses taken at accredited/recognized colleges and universities or at another approved organization with at least a grade of "C" and appropriate to the student's course of study will be evaluated for transfer in accordance with college policies. The student should request an official transcript to be sent to the College. Transfer credits will be evaluated after the application has been received and approved. Transfer credits may not be used as the final course in a program; therefore, all transfer credits must be received before the student's final term begins. **In accordance with college policy, the final course in a student's program must be taken at VBC.** \*Note, an unneeded elective is not considered part of a student's program.

#### ***Transcripts for International Students***



Transcripts sent from any educational institution recorded in a language other than English must be accompanied by a certified translation. All documents must be original or a certified copy.

All transcripts from non-US institutions must be evaluated through Educational Credential Evaluators (ECE). Their web address is <https://www.ece.org/ECE>. Students just wishing to show proof of finishing high school or college-level work, should choose "General with Grade Average" for the needed evaluation. Students wishing to possibly transfer some of their college credits into VBC will need to have a "Course by Course" evaluation completed.

It is the prospective student's responsibility to take this step and to pay for the evaluation. The official evaluated document should be sent either by mail to Veritas Baptist College or by email ([office@vbc.edu](mailto:office@vbc.edu)).

### **College Level Examination Program (CLEP)**

Veritas Baptist College does not provide challenge tests for any courses. Students who wish to test out of certain general education courses may choose to take the CLEP examinations (contact the Registrar for more information).

- CLEP exams must be passed with the minimum score required by the College Board that can transfer in as a C.
- CLEP transcripts showing a passing grade of C must be received by the end of drop/add for the semester that the course will be applied.
- Secondary Education students may not CLEP subjects related specifically to their teaching field.
- CLEP tests are not considered part of the 25% of VBC courses required for graduation.
- Students anticipating graduation who choose to CLEP courses are responsible to have those submitted to the college before the beginning of their final semester. CLEP scores received after the final semester begins will not be accepted.
- CLEP transcripts may not be used as the final course in a program.

### ***Prior Learning Assessment***

Students wishing to request a Prior Learning Assessment (PLA) must submit an initial Prior Learning Assessment form before the end of the student's first semester at VBC and at least 6 months prior to graduation. No PLAs will be evaluated during a student's final semester at VBC.

An initial Prior Learning Assessment form may be filled out [here](#).

Application process will include the reason for requesting the PLA, the course name and number that the PLA will replace, and a detailed resume of the student's experience related to the course he is challenging.

If a student is requesting a PLA for more than one course, a separate application must be submitted for each.

Once the Department Chair has approved the PLA, the student must submit the following within 4 months of date of approval but before the beginning of the student's final semester. Failure to submit within this timeframe will require the student to start over with the application process.

1. The completed PLA will include essays that address the learning outcomes of the course the student is challenging. These essays will include but are not limited to the following:

- substantial evidence of experience
- performance reviews from employers
- annotated bibliographies of books read
- work products created
- letters of verification
- certifications
- critical reflection and analyzation of the student's experiences identifying what was learned from them and how that learning is connected to a particular outcome

2. Provide at least three professional recommendations. These recommendations should speak directly to the outcomes of the course you are challenging.

Students who are approved to complete the PLA process will be charged a fee of \$250 per course which must be paid in full at the time of final submission. The PLA fee of \$250 is non-refundable whether or not the student receives credit. The fee pays for the actual evaluation of the submission. The PLA fee must be paid upon submission of required documentation.

### **EVALUATION OF MILITARY CREDIT**

The evaluation of credit for military experience and schools will be in keeping with the procedures as outlined in the publication *Guide to the Evaluation of Educational Experiences in the Armed Forces*, published by the American Council on Education. Students must order their JST transcript of Community College of the Air Force Transcript to be sent to Veritas Baptist College for official evaluation.

### **MILITARY POLICIES**

#### ***Veterans' Benefits***

Veterans should apply for benefits [here](#), then submit their DD-214 and Certificate of Eligibility to the financial aid office by either emailing the documentation to [finaid@vbc.edu](mailto:finaid@vbc.edu) or submitting a [Military Benefit Form](#) with the documents attached. Courses are certified following drop/add week of each term

#### ***Veterans Basic Allowance for Housing (BAH)***

Veterans' housing at VBC (as an online institution) is based on 50% of the national average of all Basic Allowance for Housing (BAH). The Post 9-11 GI Bill Housing Allowance is paid to students whose rate of pursuit is greater than half-time. Over half-time enrollment for a 15-week course is 7 credits for undergraduate level (12 credits = Full-Time) and 6 credits for graduate level (9 credits = Full-Time). Over half-time enrollment for an 8-week module is 4 credits for undergraduate level (6 credits = Full-Time) and 3 credits for graduate level (4 credits = Full Time)

### ***Cooperative Training Policy***

VBC does not offer cooperative training at this time.

### ***Practical Training/Internship/Externship Policy***

All VBC internships will include a subject description, instructor, activities controlled by VBC, weekly interaction, syllabus instructions, a grading system as according to the current catalog, and a schedule detailing course workload. See catalog for internship course descriptions.

### ***Leave of Absence Policy***

As a credit hour institution, students are not offered a leave of absence option. Per Military Policy Requirement, students in the Armed Forces, including reserve components and National Guard can be readmitted if such members are temporarily unavailable or must suspend enrollment by reason of serving in the Armed Forces. VBC will accommodate short absences for such services in the Armed Forces.

### ***Student to Teacher Ratio***

Veritas is committed to maintaining a maximum student-to-teacher ratio of 15-1 in each section of a course.

### ***Study Abroad Policy***

VBC does not offer a study abroad program at this time.

### ***TA Funds Return Policies***

Veritas Baptist College (VBC) will utilize the Change 3, DoDI 1322.25 (July 07, 2014) (Appendix to Enclosure 3, 4. f. (2) (d) (page 42)), for those students who have received TA and withdraw or are terminated. For a student who receives TA, the School must determine the amount of TA a student has earned at the time of withdrawal/termination using the prorated refund policy. This amount of TA earned is based upon the amount of time the student attended and has no relationship to the institutional charges the student has incurred. Up through the 60% point of the payment period, a pro-rata schedule is used to determine the amount of TA funds the student has earned at the time of his or her withdrawal/termination. After the 60% point, the student has earned 100% of the Title IV funds for the payment period.

Funds will be returned to the TA programs within forty-five (45) days after the date the School determines that the student withdrew and may result in the student owing the

School for institutional charges previously covered by TA. A typical semester is 110 days. Students withdrawing before the 66th day (60%) will have a prorated return of unearned TA funds using the following schedule:

#### 15-week course (110 days)

Day 1-7	100% return	Day 8	88% return	Day 9	86% return	Day 10	85% return
Day 11	83% return	Day 12	82% return	Day 13	80% return	Day 14	79% return
Day 15	77% return	Day 16	76% return	Day 17	74% return	Day 18	73% return
Day 19	71% return	Day 20	70% return	Day 21	68% return	Day 22	67% return
Day 23	65% return	Day 24	64% return	Day 25	62% return	Day 26	61% return
Day 27	59% return	Day 28	58% return	Day 29	56% return	Day 30	55% return
Day 31	53% return	Day 32	52% return	Day 33	50% return	Day 34	48% return
Day 35	47% return	Day 36	45% return	Day 37	44% return	Day 38	42% return
Day 39	41% return	Day 40	39% return	Day 41	38% return	Day 42	36% return
Day 43	35% return	Day 44	33% return	Day 45	32% return	Day 46	30% return
Day 47	29% return	Day 48	27% return	Day 49	26% return	Day 50	24% return
Day 51	23% return	Day 52	21% return	Day 53	20% return	Day 54	18% return
Day 55	17% return	Day 56	15% return	Day 57	14% return	Day 58	12% return
Day 59	11% return	Day 60	09% return	Day 61	08% return	Day 62	06% return
Day 63	05% return	Day 64	03% return	Day 65	02% return	Day 66	01% return (60% completion)
Day 67	0% return						

### EXTENSION COURSES

Extension courses are primarily designed for the student who needs a required course that is not in the current rotation schedule in order to graduate.

- Extension courses may be requested in the Spring, Summer, and Fall terms.
- Extension courses will not be offered to meet an elective requirement unless there are no other electives offered before graduation.
- A course will not be offered as an extension the semester following the term it was officially offered in the course rotation.
- A student who fails an extension course may not request that course as an extension again.
- Extension courses may be requested only during regular registration periods and at least two weeks before the start of the term.
- Courses that are retired will be offered for one year after retirement as an extension course.
- A student who wishes to take courses by extension must seek approval by submitting the [Extension Course Request Form](#)

### UNIT OF CREDIT

The unit of credit is the semester hour. A semester hour is 15 academic hours.

Credit Hour: For each credit hour of the course, there must be at least 50 minutes of “instructional time” in which the student is “academically engaged” in supervised educational activities. Homework and research do not count toward this requirement, but they do count toward the two hours of outside work required per credit hour. The guidance given by the Department of Education stipulates that one credit hour “reasonably approximates not less than one hour of class and two hours of out-of-class student work per week over a semester for a semester hour” (CH-A3), calculating a course hour as 50 minutes in clock hours, resulting in a total of 37.5 clock hours for each course credit hour. Please see the following summary chart.

	8 Weeks	15 Weeks	Total Hours for Semester
1 credit	N/A	3 hrs. per week	45 (37.5 clock hours)
2 credits	11.25 hrs. per week	6 hrs. per week	90 (75 clock hours)
3 credits	16.875 hrs. per week	9 hrs. per week	135 (112.5 clock hours)

## **ACADEMIC PROBATION AND DISMISSAL POLICY**

### ***Academic Probation - Undergraduate***

Any student enrolled in a degree program whose Term GPA falls below 2.0 will be placed on academic probation with a limited credit load. If the student’s Term GPA falls below 2.0 two semesters in a row, the student may be suspended for one semester. A record of this status will be placed on the student’s permanent record.

Any student enrolled in a degree program whose Cumulative GPA falls below 2.0 will be placed on academic probation with a limited credit load. 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 may be suspended for one semester.

Any student on academic probation must meet with his faculty advisor once a month and demonstrate proof that satisfactory academic performance is being maintained.

### ***Academic Dismissal - Undergraduate***

Any student returning after a semester of academic suspension will be placed on academic 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. Students who wish to return must follow the Academic Appeals procedure.

### ***Academic Probation – Graduate and Postgraduate***

Students in the Graduate and Postgraduate programs of Veritas Baptist College must maintain a GPA of 3.0. Any student whose term GPA (average of both modules) is below a 2.5 will be limited to one course in the following term.

Any student whose cumulative GPA falls below a 3.0 will be limited to one course per term until acceptable progress is made in raising the GPA to the required level. A student who is not able to raise his GPA to a 3.0 within two terms may be academically suspended for one full term.

A student transferring into the Graduate or Postgraduate program from another institution or entering a Graduate or Postgraduate program as a new student may be placed on academic probation for the first term, limiting the number of credits that he can take, if his most recent transcript shows a final GPA below 3.0.

### ***Academic Appeals***

Students with an academic grievance which is unable to be resolved through the instructor should fill out the Academic Appeals form provided on the college website: <https://vbc.edu/academic-appeal/>. The student should complete the appeal form within seven days after they receive a response from the instructor and should include all details and documentation of the grievance. Appeals need to be presented in a professional manner.

Any student placed on academic probation, or who has been notified of pending academic suspension, may make an appeal to the Academic Appeals Committee within seven days of the notice. Students placed on academic suspension must apply for readmission through the Academic Appeals Committee by submitting a letter requesting readmission, providing evidence that the student will be able to complete college-level work successfully.

The Academic Appeals Committee convenes as needed. Decisions are made within one week of the appeal. If the student is not satisfied with the committee's decision, he may appeal to the Administrative Cabinet, then to the President, then to the Board of Directors.

If the student still has a complaint after following the college's appeal procedures, he may contact the college's accrediting agency: Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Rd., Forest, VA 24551; Telephone: 434.525.9539; e-mail: [info@tracs.org](mailto:info@tracs.org)].

If the student still has a complaint after contacting TRACS, he may file a complaint through the State of Indiana at <https://www.in.gov/che/2744.htm>.

### ***Academic 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***

Veritas 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. Federal regulations require that a student attain a 2.0 GPA by the end of the second academic year.
- 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 120 credit hours for graduation will be eligible for financial aid during the first 180 attempted hours as an undergraduate. All attempted hours are counted, including accepted transfer hours, repeated courses, and remedial courses, whether financial aid was received, or the course work was successfully completed. Students are permitted to change their major one time if using financial aid. The Program Change Form can be found [here](#).

### ***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 5 years for the MMin. Program (30 credits), 5 years for the MCEd program (30 credits), 7 years for the MBS program (60 credits), and 10 years for the MDiv program (90 credits).

### ***Satisfactory Academic Progress (SAP) Standards: Postgraduate 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 7 years for the DMin (30 credits) and EdD (48 credits) programs.

### ***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 the student 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 a signed and dated letter of appeal to the Financial Aid Director. 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 are not limited to, the following: health, family, catastrophe, etc. Documentation verifying the situation may be requested. After all requested information is received, the Appeals Committee will make a determination on the appeal. The student will then be notified of the approval or disapproval of the appeal and of his financial aid status for the next payment period. This notification will be sent by the Director of Financial Aid within a reasonable time frame.

### ***Reinstatement***

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

## **GRADUATION**

All students are invited to attend the spring commencement exercises, and all graduates are encouraged to participate. All graduates will be charged the current graduation fee, including those graduating in absentia. The student’s account balance must be paid in full before a diploma is issued. Students who are planning to graduate within the current academic year must complete a Petition to Graduate. The Administration will contact the student once the petition has been received and reviewed. The final class in a student’s program must be taken from VBC, and students must meet the residency requirements for the program.

### ***Graduation Rehearsal Dress Code***

The graduation rehearsal dress code is business casual attire.

### ***Graduation Ceremony Dress Code (for graduates):***

- Men: Dress shirt and tie, black dress slacks, dress shoes, and socks. No jewelry besides a watch and a ring. Hair must be cut above the ears and off the collar (no “man buns”).
- Ladies: Modest dress/skirt that is no shorter than the top of the knee while sitting and dress shoes. Women must avoid extremes in current fashion trends, such as low necklines, high hemlines or slits, tight clothing, etc. Jewelry should be simple, not flashy.

***Graduation Breakfast Dress Code: Casual***

### **UNDERGRADUATE STUDENTS IN A GRADUATE PROGRAM**

Students in their final semester of undergraduate work at Veritas Baptist College may make a request to the Academic Dean to take a graduate course; however, final admission to a graduate program cannot be granted until the college receives an official transcript indicating that a bachelor’s program has been completed successfully. Financial aid cannot be awarded for graduate-level courses before officially completing an undergraduate program.

### **RESIDENCY REQUIREMENT**

To receive an undergraduate degree, students must complete a minimum of 25% of the required credits at Veritas Baptist College. No physical residency is required. A student’s final course must be at Veritas.

Graduate students must complete a minimum of 50% of the required credits at Veritas Baptist College. These required credits include capstone courses for each degree program. No physical residency is required. A student’s final course must be at Veritas.

Postgraduate students must complete a minimum of 50% of the required credits at Veritas Baptist College. These required credits include dissertation-specific courses and the final dissertation. No physical residency is required. A student’s final course must be at Veritas.

### **UNDERGRADUATE SEMESTER HONORS**

#### ***Dean’s List***

To be eligible for the Dean’s List in a given semester, a student must have been a full-time student in the undergraduate program during that semester and have had a term GPA in the range of 3.5 to 3.74 for that semester.

#### ***President’s List***

To be eligible for the President's List in a given semester, a student must have been a full-time student in the undergraduate program during that semester and have had a term GPA equal to or greater than 3.75 for that semester.

## GRADUATION 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: Summa cum laude (3.75-4.00) Magna cum laude (3.50-3.74) Cum laude (3.25-3.49)	Graduate/Postgraduate: Summa cum laude (3.90-4.00) Magna cum laude (3.70-3.89) Cum laude (3.50-3.69)
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## BACKGROUND CHECKS

All students and faculty are required to receive background checks prior to acceptance. Flags on a background check do not necessarily preclude a student from attending. The admissions department will submit any flagged background checks to the Admissions Committee for review and approval.

## STUDENT RIGHTS

### ***Identity***

Online student identification is based on student affirmation on every assignment and examination, discussion board participation, telephone interviews, institutional email addresses, and password protected course and portal access. Students will be asked for identifying information when they call the VBC offices.

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.

### ***Confidentiality***

Under the federal Family Educational Rights and Privacy Act (FERPA), on-campus and distance education students have the right to inspect and review their educational 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 [FERPA Consent Form](#). More information concerning FERPA can be found [HERE](#).

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), terms of dismissal, and financial account/financial aid records are not considered directory information and will not be released without written permission of the student.

### ***Harassment***

It is the policy of Veritas Baptist College 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, hazing, 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.

### **COLLEGE CLOSING**

If a catastrophic event occurs that results in the closing of the institution permanently or for an indefinite period of time, Veritas will assist students with transfer of credit working with a like-minded institution at which students may complete their program. In the event of permanent closure, all student records will become the property of the teach-out institution. Impacted students will receive the services for which they have paid or reasonable financial compensation for those not received

### **USING THE LMS (CANVAS)**

Training is available within the new student orientation. Further 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.

### **DUAL ENROLLMENT POLICIES**

Veritas Baptist College offers courses for dual enrollment for high school students ages 15-19, who have a GPA of 2.5 or higher and whose department reflects a level of

maturity conducive to a post-secondary environment. Dual enrollment courses will be offered at a reduced rate of tuition.

Dual Enrollment students are permitted to take any 100-level or 200-level courses for credit. A student may not register for more than four consecutive semesters, excluding summers, as a Dual Enrollment student. Dual Enrollment students can enroll in the Associate of Christian Early Childhood Education program or Associate of Ministry with a specialization in Bible, Church Ministry, or Church Business.

### ***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***

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. Dual Enrollment benefits end at high school graduation or at the age of 20, whichever comes first.

### ***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 Academic Dean. Transfer of credit differs among college institutions. It is the responsibility of the student to research the possibility of credit transfer.

## **STUDENT HANDBOOK AGREEMENT**

Students must reaffirm agreement with the Student Handbook through a digitally signed statement each academic term.

## ADMINISTRATIVE CABINET

Phone Number 812-221-1714

President

Dr. Mike Lester

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Academic Dean

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Chief Financial Officer

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Director of Student Services

Mr. Tyler Johnson

Ext. 318

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## KEY ADMINISTRATIVE SERVICES

Phone Number 812-221-1714

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Business Office

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Director of Student Services

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Financial Aid

Ext. 307

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General Info/Front Desk

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[office@vbc.edu](mailto:office@vbc.edu)

Registrar

Ext. 318

[tylerjohnson@vbc.edu](mailto:tylerjohnson@vbc.edu)

Course

Instructor for the course (contact  
information provided on the  
LMS and in syllabus)