

Rosedale Bible College
Student Development Department
STUDENT HANDBOOK

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Revised 1/04

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Welcome to Rosedale . . .

I am happy to introduce you to Rosedale Bible College! God has raised up this institution to be a blessing to the church in this generation, and many have found RBC to be what they needed for spiritual and emotional growth. Providing students with a solid Bible-based education remains central to the vision of RBC.

RBC is affiliated with the Conservative Mennonite Conference and seeks to teach God's Word within an Anabaptist/Mennonite and Evangelical context. We extend a warm welcome to all to come, learn and grow. Spiritual and academic foundations for service in the body of Christ are primary as one prepares in a specific area of concentration. These areas include Bible, Theology, Pastoral Studies, Missions, Biblical Counseling, Music & Worship, and General Studies.

The experience of many has proven that rules and guidelines need not restrict us and keep us from realizing our potential, but can free us to live and work productively and positively within the social context. These guidelines and directives are designed with a desire for the good of all as we grow together. They do not replace but rather complement the work of the Holy Spirit in our lives as we grow in relation to Christ.

Again, welcome to RBC! Welcome to an adventure in discipleship, to a community of faith and obedience gathered around Jesus, to a discipline of study, fellowship and worship from which none of us emerges unchanged.

Leon S Zimmerman
President

∞ Student Development Department ∞

The Student Development Department of RBC is made up of the president, the dean of students, the resident directors, and the resident assistants. The president is responsible for the overall program of RBC. He is accountable to the Administrative Council and the Board of Trustees. The dean of students is responsible for student development and campus life. He is accountable to the president and the Administrative Council. Resident directors are responsible for each dorm. They are accountable to the dean of students. Resident assistants are responsible for a dorm hall or other designated areas. They are accountable to the resident director of that dorm.

∞ Philosophy of ∞ Student Development

RBC is a junior Bible college committed to teaching God's Word as the foundation for faith, life and practice. The Student Development Department believes that character growth and development are more important than intellectual and academic pursuits. We also believe that it is important to develop and maintain disciplines in one's spiritual, emotional, mental, social and physical life. This is accomplished best through surrender to the work of the Holy Spirit in the life of each believer. The Student Development Department of RBC is committed to working with God's Spirit in this critical process.

The Student Development Department and the administration have established campus policies, not to restrict us, but to free us to live together in peace and harmony as a campus community. These policies are secondary to and supportive of the inner working of the Holy Spirit within each person. We therefore subscribe to the following Biblical absolutes and principles as foundational for building relationships with God, self and others. RBC policies are based on these absolutes and principles.

∞ Biblical Absolutes ∞

Biblical absolutes are those unchanging Scriptural truths about God, His creation and the salvation and life He has provided for us. Rooted in His character and law, these truths are universal and unchanged by time, circumstances, culture or human interpretation. Included in the absolutes are certain commands and requirements of the Bible about moral living.

Because we desire that the life of Christ be manifested in the RBC community, it is expected that every direct command of God for the believer will be obeyed. To love other Christians, to do good to all men, to be filled with the Spirit, to obey the Word of God and to trust God for personal needs are examples of the positive commands of Scripture.

The Bible also forbids practices such as stealing, drunkenness, gossip, gluttony, dishonesty, occult involvement, murder, profanity, premarital sex, adultery and homosexual behavior. In addition, attitudes such as lust, thanklessness, pride, hatred, rebellion and jealousy are also displeasing to God.

These Biblical precepts are to govern our lives both on and away from campus, manifesting the life of Christ in our thinking, attitudes and conduct, while we express joy and abundant living.

∞ Biblical Principles ∞

The Student Development Department of RBC will seek to honor and maintain the following principles on campus. The combination of the absolutes (above) and principles (below) will be the norm for life at RBC. Attempts to disregard or undermine them will be dealt with as deemed necessary.

The Principle of Responsibility and Accountability Towards Authority

Our ultimate authority is God, and we are responsible to Him for all of life. He will reward those who receive His gift of salvation and follow Him, and will punish all who refuse His offer of salvation and live lives of sin. We receive instruction concerning matters of faith and practice through His Word, the Bible. Above everything else, it is the primary source of truth. God has also placed authority structures throughout the church, state, family and work world. To resist those persons in authority is to resist God. Only in those cases where God's absolutes and principles supersede human law are we free to obey God rather than man. Even then one's attitude remains important.

At RBC we will honor those in authority at all levels. In distinct areas of campus life, such as the dorm, the classroom, dining hall and library, there are specific persons directly in charge who will be honored as authority figures. However, all staff, faculty and administration are committed to the overall atmosphere of campus life and should be honored as authority figures even outside their respective areas of authority. Those in authority are not perfect, but need to be respected nonetheless.

The Principle of Holiness and Integrity in Life

An emphasis of the New Testament is that each believer grow in holiness and that a high degree of consistency mark our walk. Our witness is weakened when we are inconsistent and unbalanced in our thinking, attitudes and behavior. A conscious effort to adhere to the moral and ethical standards of Scripture is foundational and mandatory. This includes striving to live above reproach, being pure and honest, and abiding by the standards we have agreed to uphold.

The Principle of Love and Purity in Relationships

A important responsibility of the Christian community is to express Christian love in the diverse situations of life. Jesus stated that those outside the Christian community would be able to know we are Christians by the love we have for each other. He also commanded us to love those who are opposed to us and those who are our enemies. Any courting or dating relationships shall maintain high standards of love, respect and purity.

The Principle of Worth and Dignity of Individuals

A foundational aspect of community living is the belief in the worth and dignity of individuals. Being created in the image of God automatically gives us worth and dignity and, consequently, makes us worthy of respect. The use of derogatory names and coarse jesting seriously undermines worth and dignity. Discrimination on the basis of race, color, national origin, gender or handicap is not acceptable.

The Principle of Encouragement and Challenge of One Another

One of the important ways Christians can minister to each other is by offering encouragement in life's experiences, especially during difficult times. When we face difficulties, we need one another for support. We can help guard each other from dealing with difficulties and problems apart from God's strength, and can also challenge one another to respond with mature Christian attitudes.

The Principle of Deference and Consideration to Others

The New Testament is clear that we are to deem others more important than ourselves. We do not do this apart from the inner strength given to us through God's Spirit. We are naturally self-centered and self-serving. At times we need to limit our freedoms so as not to offend those around us. Jesus teaches that we are servants of one another.

At RBC we encounter various interpretations, applications, convictions and preferences with regard to our understanding of the Bible. Attitudes of disdain toward those who believe and practice differently are always inappropriate. It is our desire to build solid foundations amid that variety as we share together as Christian brothers and sisters.

The Principle of Openness and Transparency Toward Others

We all stand in an open and transparent relationship before God. He knows all and deals with us out of His love, wisdom and justice. While recognizing an appropriate place for confidentiality, we also need to be open enough to receive the corrections which God would bring into our lives through other people, especially those in authority. Students need to be open to receiving counsel from the Student Development Department on matters pertaining to campus life and spiritual growth. We also encourage a high level of transparency with regard to the motives and intents of our hearts.

The Principle of Respect and Stewardship of Property

The acquisition of property, individual and institutional, is a natural outgrowth of planning and hard work. Since God expects us to be good stewards of the things he has placed in our care, it is appropriate that attention is given to the maintenance, protection and stewardship of property. Careful consideration should be given to activities which involve the use and alteration of property. The alteration of property needs to be approved by the proper person in authority. Sensitivity and respect is to be exercised in the use of other student's personal property. Permission should be obtained before borrowing and using the possessions of others.

∞ Campus Policies ∞

The following policies are made by the administration of RBC and are based upon the above absolutes and principles.

Daily Devotional Time

In order to nurture balanced growth in mind and spirit, we urge students to keep a daily time with God for prayer, Bible reading, meditation and reflection. We encourage students to arrange a schedule with their roommates so that they may have privacy in their own dorm room for at least one hour each day.

Chapel Schedule

All students are required to attend chapel Monday through Friday. Chapel services include addresses by faculty members or guest speakers, praise and worship, prayer groups, and a variety of special programs.

Sunday Observance

Sundays should be a refreshing break from the routine of school work. Students are required to attend Sunday morning and evening services at the school or at area churches unless they have been excused for legitimate reasons.

Activities and recreation should preserve a quiet spirit on campus. Students are asked to refrain from patronizing business establishments.

Special Services and Conferences

Several special conferences are held on campus each year. Students are expected to attend Revival Meetings, Missions Conference and Day of Prayer unless excused prior to the event for legitimate purposes. Revival Meetings and Day of Prayer are limited to the student body. Visitors are invited to Missions Conference.

Christian Service Activities

Christian Service activities such as services in rest homes, children's ministry, street evangelism, tutoring, etc., are important aspects of the spiritual life of the school. Each student is expected to engage in at least six hours of Christian Service per term, and a report is to be submitted to the dean of students at the end of each term. All graduates must fulfill Christian Service requirements before graduation.

Counseling

Various administrators, faculty and staff are available on a limited basis for biblical counseling. RBC limits counseling to those areas which may be resolved by encouragement and exhortation from the Scriptures. Individuals with issues that require more extensive counseling will be referred to Christian counselors.

General Conduct

Students are subject to the standards of RBC upon arrival on campus. These standards will remain in effect while attending RBC. Students going off campus in the local area, as well as those representing the school in other communities, are to abide by the guidelines of RBC.

The use of tobacco, liquor, drugs, profanity, objectionable literature, firearms, weapons and explosives (including fire crackers) will not be tolerated. Gambling, attending dances and commercial theaters are also not permitted while attending RBC.

Students shall avoid defacing any school property. Any damage done, accidentally or otherwise, shall be reported to the resident director. The student will assume responsibility for the expenses involved.

The absence of any specific rule in this handbook is not license for violation of basic moral and Christian conduct.

Dorm Life

Rosedale Bible College is a residential school and students are expected to reside in the dorms. Local students who live with their parents or guardians do not need special permission to live off-campus. In the event that the dorms are full or a student has extenuating circumstances the Dean of Students will consider a written request to live off-campus. Rosedale Bible College has married student housing available, but does not require married students to reside on campus.

Learning to know and share with others is a valuable part of dormitory life at RBC. Dormitory space exists for about 160 students. Each room accommodates two to four students and is equipped with

bunk beds, dresser, built-in desk, closet, folding table, chairs, and a wastebasket. Students should bring twin-size sheets, blankets, pillows, towels, washcloths, and clothes hangers as well as rugs, desk lamp, clocks, etc. as desired. Be sure to label personal belongings. Rooms are to be kept clean and orderly. Students will take turns for weekly dorm cleaning as well as kitchen duties as assigned by the resident directors.

Due to the risk of fire, candles, lamps, etc. which burn with an open flame are not permitted in the dorms. Pictures, posters, and mottos shall be consistent with Christian principles. They may be placed on the walls only with straight pins. Tape, hooks or other fasteners may not be used except with special approval. Furniture shall not be dismantled and/or removed from dorm rooms without permission from the resident director. Students are responsible to return to its original place or position any furniture they move.

The sale of merchandise among students must be cleared with the business manager.

A laundry room is provided in each dorm. It is equipped with coin-operated washers and dryers, ironing boards and irons. Laundry rooms are closed on Sundays, except for ironing of clothes needed for that day.

Students are expected to be in the dorms by posted dorm times and to observe quiet time and lights out. The dorms shall be kept quiet from the beginning of quiet time until the first class of the following day. Quiet time is also observed from 2:00 p.m. to 4:00 p.m. on Sunday afternoons.

Students should be considerate of others when listening to music or playing a musical instrument. Volume levels shall be kept low enough to prevent distraction in surrounding rooms. Television sets are not permitted.

Students are required to attend the dorm meetings planned by the dean of students and resident directors.

Students are requested to notify the resident directors about weekend leaves and are responsible to sign out in the designated notebook. Students needing to leave during the week must seek permission from the dean of students and academic dean if classes will be missed. Students working off campus must notify the Resident Director.

General Appearance

Students attending RBC represent a broad spectrum of Christian congregations and practices. RBC affirms the authority of the home congregation as the primary point of accountability for each person, and desires to strengthen that relationship through the RBC experience. Accordingly, we ask that students be faithful to the applications and guidelines of their home congregations where these extend beyond the expectations of RBC. In that light, the following areas are outlined as minimum guidelines while attending RBC.

Attire shall be clean, modest, simple, neat and appropriate. Shoes shall be worn during school hours and for all public occasions. Casual dress, including blue denim skirts, blue denim jeans, and hats, is to be reserved for after-school hours. Sheer garments, fashion extremes, and tight-fitting clothing shall not be worn. Sleeves are to be of modest length and style. Jewelry is not permitted, with several exceptions: engagement and wedding bands are permissible, and promise rings are acceptable when accompanied by an affirmation to the Dean of Students from a parent, guardian or pastor.

Men

Dress is to be tasteful and modest, avoiding excesses in color and style that draw attention to oneself. Men should groom their hair neatly, and avoid haircuts that draw attention to oneself. Hair length should be such that collars and ears are generally visible. Dyeing hair to an unnatural color is not permitted after a student is registered at RBC.

T-shirts with sleeves, modest shorts and hats may be worn after school hours and for recreation. All shirts, except those made to be worn outside the pants, shall be tucked in. Further details are available online and will be addressed in student orientation and dorm meetings.

Women

Dresses and skirts are to be modestly tailored and of sufficient length to cover the entire knee while sitting or standing. Form-revealing clothing such as low necklines, tight sweaters, tight skirts, or tight pants are not to be worn.

Modest shorts, culottes and pants are also permitted for after-school hours.

Hairstyles are to be simple and tasteful. Women are encouraged to follow the prayer veiling expectations of their local church while attending RBC. RBC makes no additional requirements concerning the prayer veiling. Cosmetics which alter the natural appearance are not to be worn. Further details are available online and will be addressed in student orientation and dorm meetings.

Courting and Dating

Students are expected to be thoughtful and courteous and to maintain Christian standards of conduct and respect. In couple relationships, goals and guidelines that will promote honorable Christ-like behavior are to be followed. Due to the intense program and close community of RBC, courting and dating are discouraged unless approached seriously in the context of high standards of love, respect and purity in the relationship. Any courting and dating that takes place should enhance rather than stifle spiritual, academic, and social growth.

Couples are permitted two weekend dates each week. In addition, they are permitted to spend time together on campus over the supper hour on two designated evenings each week. Group interaction is encouraged.

Couple relationships are not permitted during school hours. Students are asked to refrain from expression of physical affection.

We request that couples contact their respective resident director to inform him/her of their dating plans. In addition, we encourage couples to be in conversation with their parents.

Music

To assist growth in Christ, we encourage the use of edifying music. Discernment needs to be exercised as one evaluates all the available options, and healthy patterns of personal worship can help direct one into positive and godly choices. We realize that Christians have a wide variety of musical preferences and convictions.

We ask that music groups listed under Christian categories of Rap, Heavy Metal and Alternative/Rock be limited to the student's vehicle. All other Christian music is acceptable in the dorms and campus area. All music must be instrumental or Christian in content. All concerts attended must be instrumental or Christian in content.

The Student Development Department reserves the right to make changes in music policy as new groups and sounds develop.

Entertainment and Media

The entertainment and media industries have made a significant impact on modern culture. Much of their programming and content espouses values and life-styles which are in direct opposition to Christ-centered living. This requires that believers desiring to obey and please God must critically evaluate all forms of entertainment so as to avoid evil and nurture a pure life.

RBC has chosen not to permit television in the dorms due to secular media's embrace of godless values and attitudes. Attendance at secular movie theaters is not permitted.

Student Council

The Student Council assists the administration in understanding and evaluating student concerns and suggestions. While any student is free to approach the administration or faculty with concerns, the Student Council is vested with the responsibility of seeking out the opinions and suggestions of students. The Student Council is elected early each year and includes two representatives from both men and women.

Library

The library provides reference works and wholesome reading material for students and faculty. An orientation is conducted at the beginning of each term to introduce new students to library resources and procedures. The library is intended to be a place conducive to study, and an atmosphere of quietness should be maintained at all times. Extended conversations will not be permitted.

Recreation

Students are urged to spend time each day in some form of recreation. An evening schedule of intramural sports is available for those desiring it. The school provides facilities for basketball, volleyball, softball, ping-pong, and various indoor table games. A variety of tourist attractions is available for weekend activities within comfortable driving distance.

Finances

The cashier serves as a banker for the students and administration. The cashier's hours will be posted. Students are asked to use U.S. currency or checks for all financial transactions.

Employment Opportunities

There are limited employment opportunities at RBC. The Business Manager is responsible for hiring all student employees. Preference will be given to those who qualify for Federal Work Study monies. The campus employment application can be downloaded from the school website or requested from the financial aid office.

Use of Automobiles

RBC does not carry liability insurance on student vehicles and will not be liable for accidents, injuries, or illnesses of students while they are in Christian Service activities or other school activities. Cars used for Christian Service activities must have adequate insurance coverage.

Borrowing of automobiles is discouraged. If borrowing is necessary, advance agreement about responsibility and reimbursement must be made.

Students needing transportation to or from public transportation terminals are asked to reimburse the owner/driver at the current mileage rate.

Medical

The school nurse will be available during the hours posted. In case of emergency, the nurse may be contacted at any time. Anyone requiring prescribed medication or a special diet should notify the nurse shortly after arrival on campus.

Medications and health supplies are available from the nurse for a minimal fee. Additional fees will be charged for phone calls and trips made to the dentist, doctor, or hospital. Medical fees are to be paid to the nurse by the end of each term.

Students missing classes due to illness are responsible to notify the nurse on the day of the illness and are required to stay in the dorm.

Cafeteria

Food service is provided for all dorm students and for off-campus students who have registered for meals with the accountant. Dorm students are assigned occasional kitchen duties.

Visitors

Visitors may stay in the dorms as space is available. They will be assigned rooms by the resident directors. Visitors staying in the dorm are expected to comply with dorm standards. Visitors are invited to eat in the dining room if the dietary supervisor has been informed in advance. A fee will be charged for lodging and meals. Please acquire a visitor registration form from the resident director.

General Information

Telephones

Phones for student use are provided in the dormitory lounges. Incoming calls for students should be made to the dorms rather than to the school office.

Men's Dorm: (740) 857-1429
Women's Dorm: (740) 857-1275

Mail

Each student is assigned a mailbox and unit number. Mailboxes are located inside the main entrance to the chapel/library building. A drop box is available for daily outgoing mail. Students are asked to include their unit number on all outgoing mail.

Bookstore

The campus bookstore carries a supply of textbooks, study books, Bibles and school supplies. The store is located on the first floor of the classroom building.

Fire Regulations

Students should know where fire extinguishers are located and how to use them. Instructions are found on each unit. There will be occasional fire drills during the school year. When the alarm is sounded, close all windows, turn/leave lights on, and evacuate the building immediately using the nearest exit, to a distance of 100 feet. Meet the rest of the campus community on the lawn between the chapel and the men's dorm. Resident directors and assistants should check all rooms to be sure they are evacuated.

Non-Dormitory Students

Non-dormitory students are expected to comply with school standards while on campus. Students living or working off-campus must receive permission from the dean of students.

∞ Discipline ∞

Philosophy of Discipline

Preparation for service in the Kingdom of God requires significant inward restraint and discipline on the part of each individual. It is only through surrender to the Holy Spirit that one can accomplish this self-control. When irresponsibility, bad attitudes or rebellion occur there is a need for outward discipline.

The Student Development Department of RBC chooses to deal with offense in the most loving and godly way we know possible. The procedure on the following pages represents the normal process. However, the administration of RBC may bypass this process as deemed necessary. A record of all disciplinary actions will be kept as part of each student's file.

Disciplinary Procedures

Violation of RBC policies, written or unwritten, will be dealt with as follows.

1. Issuance of a white slip

A white slip will be issued for each violation of policy in the following manner:

- a. first white slip – warning
- b. second white slip – warning
- c. third white slip – an interview with the Dean of Students and possible disciplinary measures
- d. fourth white slip – an interview with the Student Development Panel and possible disciplinary measures
- e. fifth white slip – an interview with Judicial Panel and possible disciplinary measures

2. Referral to the Dean of Students

A referral may be made to the Dean of Students for infractions of a serious nature regardless of the number of white slips accumulated. This type of referral may be made by anyone in the Student Development Department.

3. Referral to the Student Development Panel

A referral may be made to the Student Development Panel for infractions of a more serious nature regardless of the number of white slips accumulated. This type of referral can be made in succession to or apart from a referral to the Dean of Students. This type of referral may be made at the discretion of the Student Development Department.

4. Referral to the Judicial Panel

A referral may be made to the Judicial Panel for infractions of a yet more serious nature regardless of the number of white slips accumulated. This type of referral can be made in succession to or apart from a referral to the Dean of Students or Student Development Panel. This type of referral may be made at the discretion of the Student Development Department.

Disciplinary Panels

In the event of infractions of RBC policies the following panels may be responsible for disciplinary action.

1. Student Development Panel

The Student Development Panel is made up of the Dean of Students, both Resident Directors and a Resident Assistant (under which the infraction happened). The Student Development Panel will be chaired by the Dean of Students and will report all disciplinary actions to the Administrative Council.

2. Judicial Panel

The Judicial Panel is made up of the President, Dean of Students, both Resident Directors, a Resident Assistant (under which the infraction happened), one faculty member (appointed by the Administrative Council), one staff member (appointed by the Student Development Department), and one female and one male student (appointed by the Administrative Council). The Judicial Panel will be chaired by the President and will report all disciplinary actions to the Administrative Council.

Disciplinary Measures

The following are disciplinary measures that may be taken by the Student Development Department.

1. White Slips

White slips can be given for any infraction of RBC policies. Anyone in the Student Development Department is qualified to administer a white slip. Other staff, faculty, and Administrative Council members are qualified to address infractions to the student(s) and to report infractions to anyone in the Student Development Department with a recommendation as to the extent of discipline.

2. Work Duty

A student may be given the responsibility of a specific job or duty for a designated period of time by a disciplinary panel.

3. Fines

When deemed necessary fines may be given by the Student Development Department in an amount deemed appropriate.

4. Campus Restriction

A campus restriction is confinement to the RBC campus. A campused student may not go on dates, participate in sports programs or attend social activities. The length of time will be determined by the disciplinary panel.

5. Disciplinary Probation

A student may be placed under certain restrictions to be specified by the disciplinary panel. In most cases it may be assumed that any further infraction of RBC policy will result in suspension. Students may be asked to inform their parents and/or pastor.

6. Suspension

RBC reserves the right to suspend students involved in serious infractions. When suspended, the student must leave campus within the stated time limit. The student may not attend campus activities during the suspension time except by written permission from the Dean of Students. The length of suspension will be designated by the Disciplinary Panel. Parents and/or pastor will be notified. A student may be re-admitted upon his/her written request and approval by the Student Development Department and Administrative Council.

7. Expulsion

Problems of a severe nature may result in expulsion for a period of time not less than a year. An expelled student will have 24 hours to vacate the campus. Any student who has been

expelled may submit a request (to the Administrative Council) for re-entry. Refunds for expulsion will be refunded on a pro-rated basis.

Grievance Policy

I. ACADEMIC

When a student believes that normal academic standards have been violated, the following course of action provides the student with steps to address the matter. A formally registered complaint is hereafter referred to as a grievance, and the person registering the complaint is the grievant.

A. Recording the grievance

1. All grievances must be submitted in writing with the following information within two weeks of the incident and shall include:
 - a. the date of the incident;
 - b. a description of what took place;
 - c. why the incident is considered a grievance;
 - d. the date on which the grievance was recorded;
 - e. the signature of the grievant.

B. Registering the grievance

- | | |
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| Level 1 | The grievance must be submitted by the grievant to the academic dean. If the grievance involves the academic dean, the grievance must be submitted to the president. |
| Level 2 | If the grievance is not addressed to the satisfaction of the grievant, the written grievance must be submitted by the grievant to the president, along with a description of what was done at level one and why the grievant finds it unsatisfactory. If the grievance involves the president, the grievance must be submitted to the board chairman (address and phone number below). |
| Level 3 | If the grievance is still not resolved to the satisfaction of the grievant, the written grievance must be submitted to the board chairman (address and phone number below), along with a description of steps taken at levels one and two, and why the grievant finds them unsatisfactory. |
| Level 4 | If the grievance is still not resolved to the satisfaction of the grievant, the written grievance must be submitted to the Accrediting Association of Bible Colleges (address and phone number below), along with a description of steps taken at levels one, two and three, and why the grievant finds them unsatisfactory. |

The person or persons with whom the grievance is filed shall process it in a serious and appropriate manner and shall be responsible to file in his office both the grievance and a report of steps taken to address it. Copies shall both be given to the faculty member against whom the grievance is registered and be placed in his personnel file.

II. NON-ACADEMIC

Whenever anyone involved in the RBC program believes that he or she has been wronged by another person or persons, the following course of action provides steps to address the matter. A formally registered complaint is hereafter referred to as a grievance, and the person registering the complaint is the grievant.

A. Recording the grievance

1. All grievances must be submitted in writing with the following information:

- a. The date and place of the incident;
- b. A description of what took place
- c. Why it is considered a grievance
- d. The date which the grievance was recorded;
- e. The signature of the grievant

B. Registering the grievance

- Level 1 The grievance must be submitted by the grievant to the appropriate person as follows:
- a. Grievances concerning a student shall be submitted to the dean of students;
 - b. Grievances concerning a staff member shall be submitted to the staff members' administrative supervisor;
 - c. Grievances concerning a faculty member shall be submitted to the academic dean;
 - d. Grievances concerning an administrator other than the president shall be submitted to the president;
 - e. Grievances concerning the president shall be submitted to the board chairman.
- Level 2 If the grievance is not addressed to the satisfaction of the grievant, the written grievance must be submitted by the grievant to the president, along with a description of what was done at level one and why the grievant finds it unsatisfactory.
- Level 3 If the grievance is still not resolved to the satisfaction of the grievant, the written grievance must be submitted to the board chairman (address and phone number below), along with a description of steps taken at levels one and two, and why the grievant finds them unsatisfactory.
- Level 4 If the grievance is still not resolved to the satisfaction of the grievant, the written grievance must be submitted to the Accrediting Association of Bible Colleges (address and phone number below), along with a description of steps taken at levels one, two and three, and why the grievant finds them unsatisfactory.

The person or persons with whom the grievance is filed shall process it in a serious and appropriate manner and shall be responsible to file in his office both the grievance and a report of steps taken to address it. Copies shall both be given to the person or persons against whom the grievance is registered and be placed in their file.

Board Chairman: Levi Sommers Phone: 719-276-0231
2950 Central Ave. Unit B
Canon City, CO 81212

Accrediting Association: Accrediting Association of Bible Colleges, 5575 S. Semoran Blvd.,
Suite 26, Orlando, FL 32822-1781, Phone: 407-207-0808

Student Covenant

I have read the RBC handbook in its entirety. I hereby commit myself to abide by the disciplines therein and the expectations of my home congregation while attending RBC.

I will do my best to enhance the spiritual atmosphere of RBC and encourage others to do so also. Should my conduct or practice be considered unacceptable, I welcome correction.

I desire that RBC maintain high moral and spiritual standards, and I voluntarily sign my name to this covenant.

Signature _____

Date _____

Sign, detach and mail to:

Admissions Committee
Rosedale Bible College
2270 Rosedale Road
Irwin, Ohio 43029-9517

A signed covenant must be returned to the Admissions Committee before acceptance to RBC can be confirmed.

ROSEDALE
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