

# Rosedale Bible College



## Student Handbook

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This handbook is also available online at [www.rosedale.edu](http://www.rosedale.edu).

## **From the Dean:**

We love our students and understand that God meets them here, shaping and molding them into the image of Christ. As dean of students, I count it a great privilege to serve our students as they study, worship, and live together in a campus environment that nurtures a deep faith in Jesus Christ.

Four basic biblical principles serve as the foundation of our Student Life Department. We believe that our love for Christ should express itself through holy living, purity in relationships, respect for peers and authority, and good stewardship of resources.

I invite you to come to RBC. This is a great place for you not only to begin your college career but also to grow in your relationship with Jesus Christ. RBC has a strong academic program that will prepare you well for the rigor of a four-year university and beyond. In addition to excellent academics, RBC is committed to empowering and equipping you to live out your faith with consistency and maturity so that you glorify God in whatever you do.

This student handbook has been developed to help you understand Rosedale Bible College's community standards before you arrive on campus. If you have any questions regarding student life at RBC, please feel free to contact me. I look forward to serving you here.

Sincerely,

Chris Jones  
Dean of Students

## **Chapter 1: Introduction**

Welcome to the RBC family! You are about to embark on an exciting adventure as you begin your college career with us. The “Rosedale Experience” is rich with potential in growth, offering opportunities to deepen your faith in Jesus Christ, pursue academic excellence, and develop friendships that will last a lifetime. We, the faculty and staff of RBC, look forward to partnering with you during your time of study on our campus.

On one occasion Jesus said, “A new command I give you: Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another” (John 13:34-35). At Rosedale, we are committed to following the path of love in every area of life as we study, worship, and live together as a college family. You will be challenged to live an authentic Christian life that makes a difference in the lives of the people around you. Whether you are called to missions, church planting, homemaking, education, carpentry, business, farming, or any other vocation, God wants to use you to reach a lost and dying world with the transforming message of Jesus Christ. We have assembled a dedicated faculty and staff who want to help you build a solid foundation so that you achieve the full potential that God has given you.

## **Chapter 2: Values for Living**

As a Christian Bible college, we are committed to using the Scriptures as our final authority in every area of life. The Bible presents absolutes that are rooted in God's character; they are timeless and apply in all cultures and under all circumstances. These biblical absolutes help to direct our thinking and behavior. The Bible calls us to be transformed in Christ, finding our joy in God, loving all people and treasuring mercy, justice, and humility. The Bible also directs us to be full of the Holy Spirit, and to speak to one another with kindness and respect.

In addition to absolutes, the Bible is full of principles to guide our

decision making and behavior. At RBC we are intentional about fostering a campus culture that is characterized by our love for God—the Father, the Son and the Spirit—and our love for others. This love expresses itself through the principles of holy living, purity in relationships, respect for peers and authority, and good stewardship of resources.

### **Holy Living**

One of the marks of a believer is the transforming work of the Holy Spirit leading us from sinfulness to holiness. Before God created the world it was His desire that we would become holy (Ephesians 1:4). To be holy means that we are no longer enslaved to all that is sinful, impure, and morally imperfect. Rather, in Christ, we are free to honor God with our life as we are filled with the fruit of the Holy Spirit—love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. As we surrender to the Lordship of Christ, we fulfill God’s instruction to “be holy, because I am holy” (2 Peter 1:16).

### **Purity in Relationships**

In every relationship Christians should strive to maintain high standards for purity. The principle of purity governs not only our behavior, but also our thoughts and motives. At RBC we encourage you to examine your heart and the motives that affect your speech and behavior toward others. Ephesians 5:3 reminds us that “among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God’s holy people.”

### **Respect for Peers and Authority**

Part of being a Christian is to live in peace and harmony with those around you. Second Peter 2:17, for example, states: “Show proper respect to everyone: Love the brotherhood of believers, fear God, honor the king.” Rosedale is a gathering place for people from many different backgrounds and perspectives. When you join the RBC community, we ask that you make it your ambition to respect all individuals, including those who are different from you. We also ask

that you comply with RBC’s community standards, even if they go beyond your personal preferences or convictions. Scriptures also instructs us to honor those in authority. Please respect the faculty and staff members, who are responsible for guiding and instructing you during your time at RBC.

### **Stewardship**

The principle of stewardship recognizes that everything we have is a gift from God, given to us for our enjoyment. In addition, God instructs us to use our resources to bless those around us by being generous and willing to share with those who are less fortunate (1 Tim 6:17-19). In order for RBC to be a continued blessing to students we need to take care of the physical plant and other resources that God has given us. Please respect and care for the resources of the college and the belongings of your fellow students.

## **Chapter 3: Loving God with Our Minds**

Empowering students to strengthen their Christian worldview is one of our primary goals. Developing and renewing the mind is part of the command to love God with our entire being, and at RBC you will be academically and intellectually stretched. We hope to deepen your understanding of the Bible. In every class, you will be challenged to evaluate truth claims through the lens of the Bible. You will also be encouraged to think critically, reason analytically, write proficiently, and speak effectively so that you can honor God with your mind and leave here equipped for more advanced study.

### **Academic Support**

The academic office is prepared to assist you in successfully completing your course of study at RBC. You will be assigned a faculty advisor who will walk with you through class selection, pray with you about needs you may have, and answer questions you may have regarding your time at RBC. You are encouraged to be proactive in getting to know your advisor and to be quick to ask for help anytime you need it.

RBC faculty and staff want to see students succeed academically.

Students who struggle will be offered support that may include faculty or student tutoring, and help in developing successful study habits. If necessary, the academic dean may choose to place a student on academic probation.

### **Class Attendance**

Class attendance is a very important component for successfully completing your course objectives. Students are expected to attend each class period, and each faculty member will maintain an attendance record. Points may be deducted for unexcused absences. If you need to miss a class due to a planned event, please speak with your professor or the Academic Assistant to obtain an excused absence prior to missing the class.

### **Academic Integrity**

Academic honesty is a mark of Christian character and a value embraced by the college. Unfortunately, research conducted by The Center for Academic Integrity shows that the majority of students report having engaged in at least some cheating. Types of academic dishonesty include, but are not limited to:

- \* Cheating on exams or quizzes
- \* Plagiarism
- \* Falsifying reading reports, ministry formation hours, or attendance records.

The consequences for dishonesty range from receiving no credit for the assignment to failing the course, or even, depending on the seriousness of the offense, to dismissal from the college.

### **Class Dress**

We ask our students to avoid overly casual attire and athletic clothes in favor of slightly more formal and professional attire during class hours (8:15 a.m. – 3:50 p.m.). However, on final exam day students are free to dress according to our casual dress code. In addition, class dress is not required for students when they are in the dorms, gym, or on the lawn. The following guidelines provide some general expectations while still allowing room for personal style preferences.

**Men:** Dress or collared sport shirts, sweaters, sweatshirts, slacks, and footwear (no jeans, T-shirts, hats, or shorts).

**Women:** Skirts, dresses, sweaters, sweatshirts, and footwear (No pants, T-shirts, hats, or shorts).

Professors or student life staff may address non-compliance issues in matters of class dress, with disciplinary measures taken if needed.

For additional information concerning academic policies, please contact our academic office or visit our website.

## **Chapter 4: Loving God with Our Service**

“This is how we know what love is: Jesus Christ laid down his life for us. And we ought to lay down our lives for our brothers. If anyone has material possessions and sees his brother in need but has no pity on him, how can the love of God be in him? Dear children, let us not love with words or tongue but with actions and in truth” (I John 3:16-18).

We believe that loving God and others is evidenced by serving people who are in both physical and spiritual need. When a person commits to being a student at RBC they are also committing to being actively involved in our Ministry Formation program. We believe that it is important that our students have opportunity to minister to other people, both on-campus and off-campus. Opportunities for ministry may include working in kids’ clubs, doing street evangelism, leading worship, teaching Sunday school, ministering to seniors, leading accountability groups, feeding the poor, and participating in other approved ministries. More information concerning Ministry Formation will be available at student orientation.

## **Chapter 5: Living in Community**

This chapter is designed to be a window into daily life at Rosedale so that you know what to expect when you arrive on campus. We are committed to being a place where students can step out of their normal routines for a time of spiritual and intellectual growth. We have crafted our community standards to help achieve that objective.

The primary rule that we have is that we love one another. Everything we do and say should be characterized by our love for Christ and others. The Apostle Paul wrote, “Let no debt remain outstanding, except the continuing debt to love one another, for he who loves his fellow man has fulfilled the law” (Rom 13:8).

### **Private Worship**

You are encouraged to spend regular time in private worship, Bible reading, and prayer. Dorm living often creates a challenge for students to find time to be alone with Jesus, so try to be proactive: make a schedule with your roommate for time alone in the room, go to the prayer rooms located around campus, or spend time alone with God outdoors.

### **Chapel**

Chapel is an opportunity for you to worship with the RBC family. Chapel is scheduled every Monday, Wednesday and Friday and may include faculty addresses, spiritual formation services, music and worship, and guest speakers. A short time on Thursday afternoons is set aside for smaller assigned prayer groups. We do not have a regularly scheduled chapel service on Tuesdays, with the exception of special conferences and events. We would invite you to spend this chapel period in a time of private prayer and worship.

As an RBC student, you will be expected to regularly attend our chapel services. Resident students will need to sign-in at the beginning of each service. We understand that there will be times when you will need to miss a service, and you will be able to take four chapel skips per semester and two during the winter term without penalty.

Additional skips will result in some form of disciplinary action.

### **Sunday Observance**

We believe that Sunday is a special day for worship, rest, and rejuvenation. It is a day meant to replenish the soul. Students need to attend a local church in the morning. Later in the day or evening, students are free to choose a local church for the evening service, attend the evening service on campus or engage in other meaningful corporate soul-shaping activities. To be meaningful, we expect the activity to be at least one hour in duration. Examples of such activities include but are not limited to: prayer walks, reading groups, small-group bible studies or Christian concerts. If you have any questions, see your RD or the Dean of Students.

We also recognize that there is a broad range of understanding about how Christians should observe Sunday. At RBC, we ask students to maintain a quiet atmosphere on campus by observing a 2:00 – 4:00 p.m. quiet time in the dorms and not doing unnecessary shopping on Sundays.

### **Counseling**

From time to time, students require assistance to work through personal issues in their lives. The dean of students and women’s mentor along with various faculty and staff members are available to provide pastoral care and counseling to you in a time of need. If your needs require more time or expertise than we can provide, the dean of students can help connect you with a professional counselor.

### **Special Services & Conferences**

#### **Evangelical Anabaptist Symposium**

Each year, during the fall semester, RBC hosts a symposium on the advancement of an engaged and evangelical Anabaptist faith. Students are welcomed to participate in the entire event as their schedule allows, and are expected to attend the Thursday and Friday evening sessions, in addition to normal chapel times.

### **Spiritual Enrichment Meetings**

During the winter term we host our annual Spiritual Enrichment meetings. These sessions provide a focused opportunity to allow the Holy Spirit to refresh, challenge, and convict us as we grow into the likeness of Jesus. All students need to attend these sessions, so please plan accordingly.

### **Missions Conference**

We hold our annual Missions Conference during our spring semester. In this event, you will be challenged to consider ways that you can be involved in reaching a lost world for Christ. You will also be able to discuss opportunities for short and long-term missions with representatives from many mission organizations. All students need to attend these meetings, so please plan accordingly.

### **Camp Day**

Camp representatives come to campus during our winter term and spend one special chapel service sharing ways in which you can get involved in their programs. This is a great opportunity to find a ministry opening for the upcoming summer.

### **Community Standards**

The college has developed the following community standards to create a nurturing campus environment. Our goals are to foster a dynamic faith in Jesus, encourage spiritual growth, and build godly character. We believe that our lives should reflect Christ, and ask that our students keep that in mind both on and off-campus. The Student Life Department of RBC has been given the responsibility of ensuring that the campus environment remains a nurturing, positive and safe place for all.

Community standards are in effect from the students' time of arrival on campus until they vacate their rooms and leave campus at the end of their enrollment period.

### **Tobacco**

Rosedale Bible College prohibits the use of tobacco products by its students both on and off campus. However, students actively trying to break a nicotine addiction should work with the dean of students to find a satisfactory plan to assist the student in helping to break that addiction.

### **Drugs and Alcohol**

Rosedale Bible College prohibits the non-medicinal use of drugs and alcohol, and, the unlawful possession, use, or distribution of illicit drugs and alcohol by its students. This prohibition applies to behavior both on-campus and off-campus. The use of wine within the context of an officially-recognized Communion service is an exception to this policy.

Student participation in the unlawful possession, use, or distribution of illicit drugs and alcohol may result in immediate dismissal. Participation in behavior that is not illegal, but prohibited at RBC—i.e., the non-medicinal use of drugs and alcohol—will result in disciplinary action decided upon by the Student Life Council. A decision to dismiss a student for violation of this policy must be ratified by the president of the college, or by joint action of the academic dean and dean of students in the absence of the president.

Rosedale Bible College will cooperate with local, State and Federal law enforcement agencies by providing information on the unlawful possession, use, or distribution of illicit drugs or alcohol by its students. Students cited for a violation related to the unlawful possession, use, or distribution of illicit drugs and alcohol must notify RBC within 48 hours of the incident.

### **Weapons**

For the safety and security of our students and campus, we prohibit guns, ammunition, explosives (including fireworks),

knives, martial arts weapons, paintball equipment (including ammo), and any other weapon. These items are not to be brought onto campus or stored in student vehicles. Multi-use tools, like the “Leatherman,” and small kitchen knives are permitted. Violation of this policy will lead to disciplinary action that may include confiscation of the weapon, up to a \$100 fine, and/or other disciplinary action.

### **Damage**

RBC is committed to providing quality facilities and equipment for the enjoyment of our campus community. Christian honesty and integrity make it your responsibility to report and pay for any damage that you may have caused either accidentally or otherwise. The resident director will have damage report forms for you to use.

### **Dating/Courtship**

At times, students may enter into a dating/courtship relationship while at college. A relationship with someone of the opposite gender should be characterized by purity and mutual respect, and should not interfere with the couple’s spiritual and intellectual development. Also, since dating/courting affects the entire campus community, please respect your fellow students by following these guidelines as a minimum standard:

- \* Please avoid exclusivity, such as regularly sitting together in class and chapel, and/or spending excessive time together alone.
- \* Please avoid public displays of physical affection.

We request that you follow these Action Steps to assist in developing a healthy relationship:

- \* Communicate with both sets of parents your intentions to begin a dating/courting relationship and communicate regularly with your parents throughout the process.
- \* Seek counsel and accountability from a faculty member or

student life staff member.

- \* Incorporate prayer and Bible study into your relationship.
- \* Proactively participate in group events.
- \* Stay connected with a broad group of people.
- \* Maintain high moral standards.
- \* Spend time with each other in public areas, avoiding “the appearance of evil” and the temptations associated with spending time in private.

We reserve the right to help students manage their relationship if it is marked by immaturity, excessive time alone, and physical contact; if it negatively impacts student life; or if there are other factors that merit intervention.

### **Personal Computers**

We invite you to bring your computer along with you to campus to aid you in your school work. While computers are a profound blessing, they can also serve as a distraction to relationship-building and to completing academic requirements. In addition, computers can also pose temptations. The following guidelines have been established to help students:

- \* Illegally downloaded music must be deleted before coming to campus.
- \* Accessories used only for gaming purposes are not to be brought to campus.
- \* Storage, downloading or use of pornography is not permitted.
- \* Laptop computer users will need to install RBC’s internet tracking software before connecting to the college’s network.
- \* Inter-student computer networking (including wireless) is not permitted on campus.

Using computers in a way that violates RBC policies will jeopardize your computer privileges. If you find yourself struggling with these policies, please talk with someone on the

student life staff. We want to help you comply with our standards.

### **Entertainment and Media**

A variety of wholesome entertainment options are available both on campus and in the area. Students are encouraged to participate in activities that are uplifting and do not detract from their spiritual and intellectual growth. We understand that Christians hold many different views on involvement with media and entertainment. In order to provide an atmosphere of harmony and a campus environment conducive to spiritual growth and maturity, the following guidelines have been established concerning media and entertainment.

#### **Entertainment**

For the sake of our Christian witness and spiritual well-being, students are to refrain from participation in:

- \* Gambling in any form.
- \* Reading or viewing obscene, pornographic, or excessively violent material.
- \* Social dancing.
- \* Patronizing pubs, bars, night clubs, and similar establishments.

#### **Music**

Music as creative expression should be celebrated and enjoyed, and can be a powerful tool for praising God. Historically, music has always played an important part in the Rosedale experience, both formally and informally. Rosedale students are encouraged to enjoy everything positive that music has to offer.

Since people have profoundly different musical preferences, only Christian or instrumental music may be played audibly, at low volume, on campus (exceptions may be made for certain RBC-sponsored social events). Elsewhere on campus students are to use headphones when listening to music. The guiding principle is that students should not assume that others wish to

hear their music of choice.

Like any creative expression, music can also be corrupted. Music that includes vile language, graphic sexual or violent imagery, and sexual innuendo is not permitted while enrolled at RBC, either on or off-campus. Also, music groups that are characterized by lyrics and/or messages that are in conflict with Christian principles are not permitted on campus. RBC reserves the right to require students to remove unacceptable music from the campus.

While RBC is in session students may only attend concerts that are Christian or are instrumental in nature.

#### **Movies**

We believe that the images we place before us and the ideas we entertain are shaping us. We also believe that we are created to be in community. Therefore, we think it is wise and it can be spiritually significant to enter a season of abstaining from watching movies or TV shows in homes, in your room, and at the theater because of the images and the time entertainment consumes.

Students commit to abstain from watching movies at the theater and on campus and from watching TV shows on campus while they are enrolled. Official breaks (Fall, Thanksgiving, Spring, Easter) are not included in this commitment. However, we do not call for a total theater fast. Students are allowed the following theater visits per school term (passes cannot be carried over from term to term):

- Fall Semester - 2 movie theater passes
- Winter Term - 1 movie theater pass
- Spring Semester - 2 movie theater passes

We believe a major role of the Holy Spirit is to provide discernment, and everyone one of us needs discernment on

how to live in this world as followers of Jesus. To encourage the development of discernment, we are asking students to do the following:

1. Select the movie in which you are interested.
2. Screen the movie through [www.screenit.com](http://www.screenit.com).
3. Log in the movie you are going to see BEFORE you see it.
4. No R-rated movies, NC-17, or Horror movies will be allowed.
5. For accountability, we ask that you give your RD or RA the ticket stub.

How to log in the movie will be covered during orientation.

We understand that there may be occasions when you will have the opportunity to watch a movie in someone's home or in another setting. On these occasions, it is our expectation that the film does not violate Christian principles and that the head of the household or one of the parents has given his or her blessing to the movie being viewed.

We are serious about this policy. We want RBC to be a time of withdrawing from the influences of the world so that you can be a blessing to that world. In light of this, any violation of this policy will result in a \$25 fine.

### **Exceptions:**

RBC library DVD's may be watched on personal computers and in the library. Groups wanting to watch a library movie may request that one be shown in a classroom. Requests should be submitted in writing to the Dean of Students in advance of the desired show time.

In cases where the Student Life Department deems a particular film to have significant redeeming value, students may be permitted to see it in the theater.

### **Video Games**

RBC is a place to build deep relationships with God and other people. Spending disproportionate amounts of time gaming can seriously hinder relationship-building and the learning process. RBC has chosen not to allow game boxes and other similar gaming devices on campus. Computer equipment designed solely for gaming should not be brought to campus.

### **Television**

Again, in the interest of time management and to limit the negative influence of media on campus, RBC does not provide TV's for regular student viewing. Also, televisions, VCR's, and DVD players are not to be brought to campus by students (computer DVD drives are acceptable however we request that DVD's are not brought to campus.). Also, we request that students backup and remove from your computer downloaded TV shows and/or movies before coming to campus.

Occasionally RBC will show sporting events on campus that are deemed of interest to a large cross-section of our students. As a general rule we will show the Super Bowl, the Elite 8 of the March Madness college basketball tournament, and a few key college football games of interest.

### **Summer and Semester Breaks**

While you are not required to follow the particular student handbook guidelines while on semester break or during the summer, your status as a student may be jeopardized if your conduct during this time away violates biblical absolutes and principles. During semester breaks, RBC may ask students who represent the college through participation in Chorale or other RBC-sponsored groups or events to follow some or all of the RBC community standards.

### **Dress Standards**

As a Christian institution, RBC is committed to promoting the principles of modesty, propriety, and decorum in its dress standards. Since our students come from various backgrounds with differing

understandings of what constitutes appropriate dress, the following guidelines have been established to ensure a campus environment that is acceptable and comfortable across our student constituency. We affirm the authority of parents and home congregations, and students are encouraged to also abide by the standards of their home or church where applicable. RBC student life staff will take necessary corrective action with students who fail to adequately follow these dress guidelines.

### **Casual Dress Standard (after class hours)**

#### **Men:**

**Hair:** Should be relatively short (i.e. your ears and collar should not be completely covered). Hair should not be dyed an unnatural color and styles like Mohawks and ponytails should be avoided.

**Pants/Shorts:** Shorts should come to around the top of the knee. Pants or shorts should be comfortably loose fitting and underwear should not be exposed. When leaning forward or stretching the back or stomach should remain covered. Pants should not have holes or tears.

**Shirts:** Shirts, including gym attire, need to have sleeves. See-through material is to be avoided. Clothing should not have words or images that run counter to Christian principles.

Footwear is to be worn when inside all buildings—dorms excluded.

#### **Women:**

**Hair:** Hair should not be dyed an unnatural color and should not be styled in exotic fashion (i.e. spiked).

**Pants/shorts:** Shorts should come to around the top of the knee. Please avoid:

- \* Tight-fitting pants or shorts.
- \* Exposed button flies.
- \* Pants with holes or tears.
- \* Low-riders that allow the stomach to be exposed.
- \* Pants that allow your back or underwear to show when you raise your hands above your shoulders or lean forward.

**Dresses/skirts:** Slits should not extend above the top of the knee. Dresses and skirts should cover the knee when sitting.

**Shirts:** Shirts/blouses need to have sleeves. Avoid low-cut necklines and shirts that allow skin to show when raising your arms. No cleavage should be exposed while in any position. Material is not to be sheer or see-through. Clothing should not have words or images that are at variance with Christian principles.

The use of make-up and other cosmetics should complement one's appearance while not obviously drawing attention to it.

Footwear is to be worn when inside all buildings—dorms excluded.

### **Jewelry and Tattooing**

RBC affirms the Bible's teaching that beauty does not come from outward adornment of the body, but from the heart. In recognition of this and because we are committed to providing an atmosphere where people from diverse backgrounds are comfortable with our standards, we have chosen to limit the wearing of jewelry to the following:

- \* Wedding bands.
- \* Engagement rings.
- \* Promise ring (a ring that represents a commitment to sexual purity).

While enrolled at RBC students may not engage in any body piercing or tattooing. Students who arrive on campus with a tattoo should attempt to dress in such a way as to cover the tattoo when in public.

## **Chapter 6: Residence Life**

Resident hall life is one of the core components of the Rosedale Bible College experience. In the dorms, you will forge new friendships, learn self-discipline and deference for peers, mature in your faith, and have a lot of fun. It is our hope that you will take the opportunities afforded in the resident halls to develop mature habits that promote healthy relationships, mental discipline, and spiritual growth.

The following guidelines have been established to promote harmonious dorm life, conducive to the learning and spiritual growth goals of the college. It is our hope that you will find the following guidelines helpful in achieving your goals while you study at RBC.

### **Resident Hall Meetings**

Dorm meetings will be periodically planned by the Dean of Students or the Resident Directors. All resident students need to attend planned meetings unless prior approval has been given by the RD or Dean of Students.

### **Resident Hall Parties**

Each term the RD will plan a dorm party. Attendance and participation is encouraged but not required.

### **Resident Hall Amenities**

#### **Resident Rooms**

Rooms normally house two students, but are able to accommodate up to three. Each room is equipped with a bunk bed set, a loft bed, a chest of drawers, a closet, one desk chair, and a waste basket.

### **Lounges**

Lounges are equipped with sofas, at least one non-networked computer, and telephone booths. A microwave, toaster and refrigerator are available for student use. Food left in refrigerators may be removed by dorm staff at the end of each semester. Outdated or spoiled food will be thrown away immediately. Please mark your personal items.

### **Laundry**

Dorm laundry rooms are equipped with coin-operated washers and dryers, ironing boards, and irons. The washers and dryers are not to be used after quiet time due to noise levels.

### **Room Care**

You are encouraged to decorate your room as an expression of your individuality. Some guidelines exist due to safety, health, and care of property.

In addition, decorations, posters, pictures, etc., should be in harmony with a Christian testimony and be consistent with the college's values. If you are unsure of the suitability of a poster or picture please ask your RD.

Decorations may be hung using only light-gauge straight pins. Do not use tape, sticky tack, nails, etc., as they will damage the walls. Pictures, posters or other combustibles should not cover more than 25% of the wall space. One string of lights (regardless of length) may be used as decoration so long as the lights are not in contact with the walls.

Furniture is not to be disassembled or adjusted. If you and your roommate would both prefer having floor-level beds, please see an RD to have the loft adjusted. Mattresses are to remain on each bed and should not be double stacked. If additional mattress support is needed please let the RD know. Furniture in the dorm rooms may be moved to suit personal tastes so long as beds are not located beside the electric

heaters. Furniture will need to be returned to its original position before deposit fees are refunded. Furniture is not to be removed from dorm rooms and furniture from elsewhere on campus should not be moved into your dorm room. Fines of \$25 will be assessed for violations.

In an effort to keep the dorm environment safe, clean, and orderly we will announce periodic room-checks. You will be notified a few days in advance of our inspections and we will post a list of our expectations. Residents of rooms that fail this inspection will be fined \$5 and will also be required to immediately correct the situation.

Each student pays a deposit fee when enrolling at RBC. A portion of this fee will be deducted for any damage incurred during use of the room. Refunds of this fee will be credited to the student's account after the student vacates his or her room. Credit remaining on the student's account will be mailed to the student at the completion of his or her enrollment period.

### **Pets**

Fish are the only pets allowed on campus. Occasionally, stray cats will hang around campus. Students are not to feed, care for, or bring any animal or pet into campus buildings.

### **Resident Hall Cleaning**

RBC values cleanliness and asks you to partner with us in keeping our campus looking nice. Please clean up after yourself and discard all trash in a trash container.

As a resident in the dorm you will be responsible for regular cleaning duties. The RD will post schedules and instructions on the dorm bulletin boards. In order for cleaning duties to be considered finished they need to be done thoroughly and within the designated time frame. Fines of \$5 will be assessed for ignoring or not completing cleaning duties.

## **Resident Schedules**

### **Meals**

Breakfast	7:30 a.m. – 8:00 a.m.
Lunch	11:45 a.m. – 12:30 p.m.
Dinner	5:00 p.m. – 5:30 p.m.

### **Quiet Hours**

During quiet hours, the resident halls and rooms are reserved for those students wishing to study, sleep, or enjoy a quiet atmosphere. Conversations should not be audible in the hallways, no music should be played without headphones, and groups of students should not linger or have conversations in the bathrooms or halls. Cleaning duties need to be completed prior to quiet hour. Students should not use the washers or dryers during quiet hours. The dorm lounges are closed to members of the opposite sex from 10:30 p.m. to 9:30 a.m. Depending on the seriousness of violations of these policies, students may be given a verbal warning, be asked to leave the dorm, or be given up to a \$25 fine. Ongoing problems with quiet time may result in additional disciplinary action.

**Quiet hours: 10:30 p.m. – 8:00 a.m., Monday through Saturday, and 2:00 p.m. – 4:00 p.m. on Sunday.**

### **Dorm Time**

Campus buildings will be closed and locked at midnight. All students need to be in their dorm by 12:00 a.m. and should not leave the dorms prior to 5:00 a.m.

Leaving the dorm after dorm time is considered a serious violation of school policy. If you need to leave the dorm for any legitimate reason after hours, please clear it with the RD prior to leaving.

### **Late Arrivals**

Students returning to campus after hours need to report to the RD immediately. It will be considered a breach of Christian integrity to return late or to assist, by opening locked doors, students returning late without reporting to the RD. Returning

to the dorm late will result in a fine or disciplinary action as warranted. Students encountering unforeseen delays that may cause them to be late in arriving back on campus should contact their RD or RA as soon as possible. While disciplinary action may still be administered, consideration will be given to the time of notice and the circumstances related to the lateness.

We understand that there may be occasions when travel plans make returning to campus by midnight difficult or impossible. The dean of students will consider written requests for a reasonable dorm time extension no less than one day prior to the desired extension.

### **Babysitting/Childcare**

Due to liability issues, babysitting children, other than faculty and staff children, is not permitted anywhere on campus.

### **Day Guests**

Guests that are visiting campus but not staying for the night need to leave campus by midnight. Day guests should not be in the dorms during quiet hours or without a student host. Guests will need to pay for meals eaten in the dining hall.

### **Overnight Guests**

You are welcome to invite your guests to stay on our campus when they visit you. Students are welcome to have up to two guests in their room at any given time. Minors ages 16 and 17 need to have a signed consent form from their parents to stay in the dorms. This form can be downloaded from our website and a completed form should be brought to campus with your guest. Children under the age of 16 are not permitted to stay in the dorms unless accompanied by a parent or legal guardian, or as part of an RBC-sponsored event.

You are responsible to pre-register your guest with your RD prior to your guest's arrival. We will attempt to accommodate your request whenever possible, however, please understand that there may be events or circumstances that prevent RBC from hosting your guest. As

soon as your guest arrives on campus they need to register with the RD. For security reasons, it is very important that at all times we know who is staying on our campus for the night. Students allowing guests to stay in their room without being registered will be fined \$25. Guests staying on our campus will need to pay \$8/night for lodging. (This lodging fee can be waived if your visitor is a prospective student who has contacted the admissions department to set up their visit). Lodging fees may be waived for immediate family members staying in the dorms—registration is still required. Bedding is available to guests for a small additional fee.

Students are responsible for helping their guest understand appropriate behavioral expectations on our campus. Guests are expected to abide by all the college's standards of conduct during their stay on campus. Guests involved in grossly inappropriate behavior may be asked to leave our campus immediately.

### **Fire Prevention**

Candles, fireworks (including sparklers), incense, flammable liquids, or anything that smolders or burns with an open flame are not to be used at anytime in the dorms or elsewhere on campus (except for campfires in existing campfire rings).

You should identify where fire extinguishers are located and know how to use them. Instructions are found on each unit. In the event of a fire, congregate on the lawn between the chapel and men's dorm. Never enter a burning building to retrieve personal belongings.

Tampering with, destroying, or disabling fire safety equipment is considered a serious offense and will result in a \$100 fine in addition to damage costs and other possible disciplinary action.

### **Appliances**

Students are welcome to have the following appliances in their room.

- \* Small, tabletop refrigerator
- \* Small microwave
- \* Coffee maker

### \* Tea/hot pot

No other appliances may be used by students in their room. All food must be kept in sealed containers to prevent the attraction of insects and mice. RBC provides a community refrigerator and microwave in each dorm.

### **Bicycles, etc.**

Students are welcome to bring bicycles, rollerblades, scooters, etc., with them to campus. RBC does not provide weather-protected places to store bicycles and does not permit them to be stored in the resident halls or rooms. Bicycles, scooters, roller-skates, or rollerblades are not to be used inside any building. For the safety of other people, riding bicycles on campus sidewalks should be done with extreme caution and at a low speed. Fines up to \$25.00 may be given for violations.

### **Inter-dorm Visitation**

Dorm lounges are open to members of the opposite gender until 10:30 p.m. RD's may plan a periodic open-dorm time when students may host members of the opposite gender in their dorm hall.

You are not permitted to enter the dorm halls of the opposite gender except during scheduled open-dorm times. Violations of this policy will be taken very seriously and will result in up to a \$100 fine and other possible disciplinary action. Students inviting members of the opposite gender into the dorm halls will also receive disciplinary action.

### **Windows**

Climbing in or out of a window is not permitted. Objects should not be thrown from windows. Students should maintain adequate distance from dorm windows and care should be taken to avoid seeing into the rooms of the opposite gender.

To avoid embarrassment to yourself and others please close the blind in your room after dusk or if your room is in close proximity to sidewalks.

### **Dorm Sign-Out**

Students are free to sign out of the dorm over the weekend. Students need to sign out in the designated book when leaving for the weekend. Students are expected to return to campus by dorm time Sunday evening. Exceptions must be cleared in advance with the dean of students.

Students are generally not permitted to sign out during the week. Exceptions must be cleared by the dean of students. Also, if you plan to miss classes you must clear that with the academic office prior to the absence.

### **Selling or Soliciting**

Students who are selling an item to another student in excess of \$100 must clear it with the dean of students. Students who would like to have a small business selling any merchandise to other students must submit a request detailing their plan in writing to the dean of students. Students are not to collect funds or donations from other students for any reason, no matter how worthy the cause, without obtaining approval from the dean of students.

Outsiders selling or soliciting to students on campus should be reported to a resident director or the dean of students immediately.

### **Student Council**

At the beginning of each academic year the Student Council will be elected to represent students' concerns and perspectives, and to give suggestions to the college's leadership. The council will consist of four students, two women and two men. At least two members of the council must be second-year graduating students. A Student Council member will represent the students on the Student Life Council.

### **Library**

Our library's primary goal is to support RBC classes. Reference works, circulating books, magazines, journals, electronic resources, and DVD's are available. The library also provides opportunities for devotional and leisure reading, including a variety of Christian books,

literary fiction and newspapers. There is a small room available for group study off of the library. The Director of Library Services conducts an orientation at the beginning of each semester, and is available for reference help on weekdays. Since an academic library is a place for study, a quiet and orderly atmosphere is to be maintained.

### **Financial Services**

Our accountant is willing to provide limited banking services for you. For security reasons, we recommend that you do not keep large amounts of cash in your room. You are welcome to deposit cash with the accountant and then withdraw as you have need. The accountant will also be able to cash checks for students.

### **Mail Service**

RBC provides basic mail service for students. Student mailboxes are located in the chapel lobby entrance. The receptionist sells stamps and envelopes as you have need. If you need more than basic mail service, you will need to go to one of the local post offices in the area.

You will be assigned a mailbox unit number after you arrive on campus. Please ask your friends and family to include that number on incoming mail.

### **Telephone Service**

There are several phones available for your use in your dorm lounge. RBC currently does not have an answering service for incoming calls in the dorms. Students who answer dorm phones should take a message and post it on the message board. You should check that board regularly to see if there are any messages for you. Dorm phones should not be used to make inter-dorm calls.

Men's dorm phone: 740-857-1429

Women's dorm phone: 740-857-1275

You are welcome to bring your cell phone to campus. Please be sure to have it turned off during class time and chapel.

## **Emergency Contact Numbers**

### **During office hours:**

RBC office: 740-857-1311

### **After hours:**

Please call in this order if there is any emergency.

Men's RD: 740-857-1311 ext. 249

Women's RD: 740-857-1311 ext. 248

Dean of Students: 740-857-2046

President: 740-604-1311

Academic Dean: 740-506-4756

Business Manager: 740-857-2511

### **Student Employment**

Each year RBC hires students to work on campus. These jobs usually are in food services, housekeeping, library, and maintenance. Preference will be given to those students who complete the financial aid process and qualify for the Federal Work-Study program. Contact the business office to apply for a job.

### **Recreation**

Getting exercise while you are at RBC will help bring important balance to your life. During the evening those who enjoy recreation can participate in various intramural sports. RBC provides facilities for basketball, volleyball, ping-pong, pool table, air hockey, disc golf, and a well equipped weight and exercise room.

### **Health Care**

In order for you to enroll at RBC, you will need to provide proof of medical insurance. RBC will not assume responsibility for medical expenses that you incur while enrolled at RBC. If needed, please contact the admissions office for information about low-cost student insurance.

RBC has an agreement with a local physician's office to treat students needing care. RBC also has a medical assistant on campus who is

trained in first aid and has access to more advanced medical care. RBC provides over-the-counter medications for those who need them via the medical assistant (students under 18 years of age will need written parental permission for any medications). There will be a small fee for medications. Additional fees will be charged if you need transportation to doctor appointments or to the emergency room.

If you need a special diet or have special health needs please notify the college's medical assistant when you arrive on campus. He/she will make special arrangements as needed.

### **Bookstore**

Our bookstore carries textbooks, some office supplies (paper, pencils, etc.), RBC apparel and memorabilia. The RBC Bookstore is open on weekdays during posted hours and is located off the chapel lobby.

### **Food Services**

As a resident student at RBC you are entitled to three meals a day in our dining room. Breakfast is served continental style from 7:30 – 8:00 a.m. Cold cereal will be served until 8:45. Lunch and dinner are served buffet style with lunch being served from 11:45 a.m. – 12:30 p.m. and dinner from 5:00 – 5:30 p.m. You must arrive in the cafeteria during these hours to be served.

Food and drinks should not be taken from the dining hall. Students who are not employed by food services should not be in the kitchen unless authorized to be there by the food service staff or resident directors. Students taking food, drink, or utensils from the kitchen or dining hall without approval may receive a fine.

### **Automobiles**

You are welcome to bring your vehicle to campus. Since RBC does not carry liability insurance for student vehicles you will need to make sure that you have adequate coverage. Uninsured vehicles are not welcome on our campus.

It is likely that if you bring your car to campus someone will ask to

borrow it. Please use discretion when allowing others to use your vehicle due to the risks involved. Please feel free to tell people that your car is not available for their use. It is expected that you will use your vehicle in accordance with all applicable laws.

Students are not to have more than one vehicle on campus at any given time. All vehicles, including motorcycles, will need to be parked in a dorm parking lot.

If you do not bring a car to campus, please be courteous and help pay drivers for gas when you ride with them. They will be grateful.

### **Lost & Found**

RBC maintains a lost and found at the receptionist's desk. Please check those boxes regularly as unclaimed items will be appropriately discarded or given away.

### **Chapter 7: Discipline & Restoration**

One of our goals as an institution is to maintain a safe and nurturing campus environment, deliberately crafted to foster a dynamic faith in Jesus, encourage spiritual growth and build godly character. We also seek to empower students to develop self-discipline that will complement their call to be ambassadors of Christ and to build His kingdom. During the course of a student's time at RBC it may be necessary to use discipline to help steer him or her towards attitudes and behaviors that are in line with God's word and/or the community standards of RBC. It is our desire to help students make necessary corrections in their attitude and behavior so as to be in good standing in the campus community.

Our goal is for all discipline to lead to the restoration of the student. We will seek to be redemptive by providing pastoral care to students who are struggling, so that they may find the freedom offered by Christ. As sin is dealt with in their life, we will also forgive and seek to restore such a person within the campus community. At times, discipline will be punitive in nature, particularly when unacceptable

behavior or attitudes are ongoing or are coupled with arrogance or rebellion.

All members of the campus community share in the responsibility of maintaining a Christ-centered campus environment. Students are encouraged to lovingly confront their peers when they see guidelines being willfully violated. Since confrontation is difficult, the Student Life Department will help and support students who feel the need to confront but are unsure of how to do so in a constructive and healthy manner.

Disciplinary action may take a variety of forms, depending on the nature of the offense, and may include counseling, verbal warnings, written warnings, campus work duty, fines, restitution, campus restriction, disciplinary probation, non-return, suspension, and dismissal from the college. The college also reserves the right to contact the appropriate governmental authorities in the case of illegal activities or actions that may bring willful harm to others.

We believe that we are in partnership with parents, legal guardians, and the student's church community as we aid students in their development. In situations where deemed appropriate the dean of students or the president may contact a student's parent and/or pastor after a student signs a waiver granting permission to do so.

## **Disciplinary Process**

### **Verbal Warnings**

Staff, RD's and RA's will attempt to give verbal corrections and warnings for issues of irresponsibility and minor infractions of community standards. An ongoing need for verbal correction will result in written warnings.

### **Written Warning**

Written warnings may be given for any infraction of RBC's community standards. Anyone in the Student Life Department is authorized to give a written warning. Students, staff, or

faculty should report violations of RBC's community standards to the dean of students.

1st – Warning recorded in the student's record.

2nd – \$5 fine

3rd – \$10 fine and meet with the dean of students

4th – \$20 fine and meet with the dean of students

5th – \$30 fine and meet with the Student Life Council

Depending on the nature of the offenses the dean of students or the Student Life Council may introduce additional disciplinary action.

Any additional written warnings (beyond the 5th) will seriously jeopardize a student's ability to remain at RBC.

### **Referral**

The RD's and RA's may refer a student directly to the dean of students as they deem necessary.

## **Definitions of possible disciplinary action**

### **Counseling**

Student is required to meet regularly with a student life staff member or faculty member for accountability.

### **Fines**

Students may receive a fine in the amount determined by existing college policy, the dean of students or the Student Life Council.

Unpaid fines will be posted to the student's account at the end of each semester and will need to be paid before beginning the classes the following semester.

### **Restitution**

If a student's inappropriate or careless actions have resulted in

damage to college property and/or the property of others in the college community, or if these actions have caused expenses to be incurred by the college or others in the college community, the student may be asked by the dean of students or the Student Life Council to repay some or all of the cost of the damage done or costs incurred.

### **Work Duty**

A student may be assigned work duties in and around the campus by the dean of students or the Student Life Council.

### **Campus Restriction**

The student is confined to campus for a specified period of time and may only leave campus for church and for planned Ministry Formation responsibilities. The length of time will be determined by the dean of students or the Student Life Council.

### **Non-Return**

The dean of students and academic dean, after consultation with each other, may ask a student not to return for a subsequent semester or term if their academic performance, attitude, and/or behavior are not in harmony with the goals and purposes of RBC. A student who is asked not to return for a subsequent semester will be notified in writing by the dean of students or the academic dean. The student may appeal this decision in writing to the president of the college.

### **Disciplinary Probation**

Short of suspension or dismissal, Disciplinary Probation is the most serious statement that RBC makes regarding a student's attitude or behavior. A student may be placed on disciplinary probation without lesser warnings or discipline, depending on the seriousness of the offense. During probation, the student may not represent the college in any way, or be involved in any leadership positions. Other restrictions or discipline may also be given. Before a student is placed on disciplinary probation the student will meet with the Student Life Council. Additional

violations of RBC's community standards will likely result in suspension or dismissal.

### **Suspension**

The student is required to leave campus for a specified period of time. Class attendance is prohibited for the duration of the suspension. A student will meet with the Student Life Council before a suspension is imposed. Prior to re-admittance, the student must provide assurance that the offending behavior and attitude will not reoccur.

### **Dismissal**

The student must leave the college for a minimum of one year after which he or she may be reconsidered for readmission at the discretion of the Student Life Council. Prior to dismissal the student will meet with the Student Life Council. Any dismissal must be ratified by the president of the college or by a joint action of the dean of students and the academic dean in the absence of the president. Students who are dismissed will not receive any refund for room/board charges or student fees. Tuition reimbursements will be given according to the class-withdraw policy.

## **Student Life Personnel and Committees**

### **Resident Directors and Assistants**

RD's and RA's are accountable to the dean of students and are responsible for ensuring students' compliance with RBC's community standards. Students wishing to appeal the decision of an RD or RA must do so in writing to the dean of students.

### **Dean of Students**

The dean of students is charged with the oversight of the entire Student Life Department and is accountable to the president of the college. Students wishing to appeal the decision of the dean of students must do so in writing to the Student Life Council.

## **Student Life Council**

One of the Student Life Council's roles is to support and process the decisions made by the dean of students and his staff. This committee acts on behalf of the campus community and works in tandem with the dean of students to help create a Christ-centered campus environment and uphold the college's community standards. In the event of an appeal of a decision made by the dean of students, the academic dean will convene and chair a meeting with the Student Life Council. The dean of students will attend meetings but will not be part of the formal decision process regarding that appeal.

This council is comprised of the dean of students (committee chair), resident directors, a faculty member, and a student council representative. This council will provide due process by addressing more serious matters of student discipline as requested by the dean of students. It will gather necessary information about the offense and deliberate to determine the appropriate disciplinary action. Decisions regarding suspension and dismissal may be made by this council, and confirmed as noted above. In the event that this decision will need to be made during the absence of one of the members, the remaining members may make that decision. This council will also serve as a consulting body to the dean of students during other disciplinary actions and student life issues.

Students wishing to appeal the decision of the Student Life Council must do in writing to the president of the college.

## **Disciplinary Appeal Process**

Students have the right to appeal disciplinary action taken by the RD's, RA's, dean of students, or the Student Life Council. If a student would like to file an appeal he or she must submit the request in writing to the dean of students or the academic dean. Appeal requests must include a detailed account of what events and decisions have transpired to date and on what grounds the student believes that the appeal should be heard. Appeals must be submitted in writing within 3

days after sanctions have been given if the student wishes to have them heard. An appeal is normally based on one or more of the following:

- \* The discipline is disproportionate to the offense.
- \* The decision was not supported by fact or evidence.
- \* New evidence has become available that would significantly alter the decision.

All appeals must be submitted in writing under the following criteria:

- \* Appeals of decisions by RD's and RA's should be submitted to the dean of students for a hearing.
- \* Appeals of decisions by the dean of students should be submitted to the academic dean and will be heard by the Student Life Council.
- \* Appeals of decisions made by the Student Life Council will be heard by the president.

## **Concluding Comments**

Hebrews 12:11 teaches that "no discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." We are committed to making discipline a function of discipleship, and we will do our best to be redemptive with any student in the disciplinary process.

As a community of believers we should all strive to live together in peace. Membership in any group, Christian or secular, necessitates guiding rules, regulations, and standards to provide order and direction. Even though we are individuals, we cannot live together peacefully if "everyone does what is right in his own eyes." As you have reviewed the expectations and community standards of RBC, we hope that you have found a place where you can grow spiritually, academically, and socially. If, however, you know that you will not be able to follow RBC's standards, then we encourage you to pursue your educational goals elsewhere.

## Chapter 8: Family Educational Rights and Privacy Act (FERPA)

Rosedale Bible College is required by the U.S. Department of Education to comply with the **Family Educational Rights and Privacy Act (FERPA)** of 1974, amended in 1998. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. As an institution of higher education, Rosedale Bible College must afford all the rights required by FERPA to our students. In order for the college to release educational records to parents, the student will need to sign a waiver permitting the college to release that information. Rosedale Bible College complies with FERPA and sets forth the following rights of students and their parents.

1. The right to inspect and review the student's education record within 45 days of the day the College receives a request for access.

- a. Students should submit to the Academic Office written requests that identify the record(s) they wish to inspect. The Academic Office will make arrangements for access and notify the student of the time and place where the records may be inspected.
- b. If the records in question are not maintained by the Academic Office, the Academic Office shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

- a. Students may ask the College to amend a record they believe is inaccurate or misleading. They should write a letter to the College official responsible for the record, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading.
- b. FERPA was not intended to provide a process to be used to

question substantive judgments that are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should have been assigned.

c. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

- a. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent, and so forth); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.
- b. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.
- c. The College may disclose education records in certain other circumstances:
  - i. To comply with a judicial order or a lawfully issued subpoena;
  - ii. To appropriate parties in a health or safety emergency;
  - iii. To officials of another school, upon request, in which a student seeks or intends to enroll (If the

College takes disciplinary action against a student for conduct that posed a significant risk to the safety and well-being of that student, other students, or other members of the College community, it may disclose information about that disciplinary action to teachers and school officials in other schools who have legitimate educational interests in the student's behavior.);

iv. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid;

v. To certain officials of the U. S. Department of Education, the U.S. Department of Homeland Security, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs;

vi. To accrediting organizations to carry out their functions;

vii. To organizations conducting certain studies for or on behalf of the College;

viii. The results of an institutional disciplinary proceeding against the allegation of a crime of violence may be released to the alleged victim of that crime with respect to that crime.

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

5. The College may disclose "Directory Information" without a student's prior written consent. The College designates the following as Directory Information: name, address, phone number, date and place of birth, degree program, enrollment status, dates of attendance,

classification by year, degrees and awards earned, previous high school or colleges attended, photograph in news or promotional materials, email address, marital status, home church, and church affiliation.

6. Students may restrict the release of Directory Information, except to school officials with legitimate educational interests and to others as indicated in #3 above. To do so, a student must make the request in writing to the Academic Office within 10 business days from the first day of classes for each term. Once filed, this request becomes a permanent part of the student's record until the student instructs the College, in writing, to have the request removed, or until the student dies. The College operates on an "all or nothing" basis, that is, all of the Directory Information is available, or none of it is. The student can be assured that the College does not indiscriminately provide this information to others.

7. Students have the right to waive access to records. A student may sign a waiver of right-of-access to confidential recommendations concerning admission, application for employment, references, and/or application for an honor or honorary recognition. In the event a student chooses not to sign a waiver of access, such an act may not be considered as a condition for admission, receipt of financial aid, or any other service or benefit from the College.

8. Students have the right to have records released to a third party. The student may give a College official permission to release, verbally or in writing, educational records to a third party. To do so the student must present a written request to the Academic Office requesting the release of certain parts, or all of, their educational record. The request must contain to whom and what information is to be released from their educational record. Such requests must be signed and dated by the student.

## **Chapter 9: Community Covenant**

Rosedale Bible College is a community of people who seek to know Christ and make him known. We do this, in part, by pursuing academic excellence and encouraging each other to grow in grace and knowledge. We seek to honor Christ in our hearts and in our lives, reaching out to a world in need of Christ's truth and love. This handbook explains the principles and standards that help us live together in community. When you choose to join the RBC student body then you are freely and willingly taking upon yourself the responsibilities and expectations outlined in this handbook.

The RBC leadership reserves the right to make changes to policies and standards as it deems necessary.

### **Student Covenant**

I affirm that I have read the student handbook in its entirety and I desire to voluntarily join the Rosedale Bible College community. I commit myself to live in such a way as to please Christ and I am open to encouragement, correction, and rebuke if my life does not line up with Scripture. Further, I commit myself to abide by all the standards of the college and will encourage others to do so as well. If my conduct becomes unacceptable I will accept discipline as outlined in this handbook.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please keep this copy for your records.**

### **Student Covenant**

I affirm that I have read the student handbook in its entirety and I desire to voluntarily join the Rosedale Bible College community. I commit myself to live in such a way as to please Christ and I am open to encouragement, correction, and rebuke if my life does not line up with Scripture. Further, I commit myself to abide by all the standards of the college and will encourage others to do so as well. If my conduct becomes unacceptable I will accept discipline as outlined in this handbook.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please detach this page and mail to:**

**Admissions Committee  
Rosedale Bible College  
2270 Rosedale Rd.  
Irwin, Oh 43029**

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

## Appendix A: Student Life Grievance Policy

Matthew 18 provides Christians with instruction on how to settle grievances among themselves. Primarily, a direct approach between the offended person and the offender “speaking the truth in love” is in order and will resolve most issues. Whenever anyone involved in the RBC program believes that he or she has been wronged by another person or persons and cannot correct the situation directly, 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 on 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 (or if the grievance directly involves the president) 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 Association for Biblical Higher Education (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 or her office both the grievance and a report of steps taken to address it. Copies shall be given to the person or persons against whom the grievance is registered and shall also be placed in their file.

Board Chairman: Mark Troyer  
9720 Lafayette-PC Rd.  
Plain City, OH 43064  
Phone: 614-873-1146

Accrediting Association: Association for Biblical Higher Education  
5575 S. Semoran Blvd., Suite 26,  
Orlando, FL 32822-1781  
Phone: 407-207-0808

## Appendix B: Academic Grievance Policy

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

- 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 Association for Biblical Higher Education (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 be given to the faculty member against whom the grievance is registered and shall also be placed in his personnel file.

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