

Changing the world with the unchanging Word!

Faculty Handbook

2016 Edition, Revision 11/11/15

Published by

Office of the Vice-President of Academic Affairs

Union Bible College

434 South Union Street,

Westfield, IN 46074

PREFACE

Purpose of Faculty Handbook:

Description of Faculty Handbook: It does not include individual contracts. Section 2 of the Faculty Handbook thus becomes binding upon both the employee and the College until such time as the document is revised or a change in the policy is mutually agreed upon. In all other sections this document is informational in nature and only has authority in so far as it accurately reports that which is found in the school policy documents.

Policies and procedures common to all personnel of the College are established in the Personnel Handbook and are then copied into the Faculty Handbook as appropriate. It is expected that the process used to establish policy that will affect the Faculty will include the Faculty in the process. All changes in policy that affect Faculty will be submitted to the Faculty and Adjunct Faculty Handbook as part of the Faculty Handbook review process.

The Faculty Handbook is divided into six sections: One - An introduction to Union Bible College; two - the Faculty's Contract; three – Faculty Organization; four - Classroom Regulations; five –Faculty Development Program, and six – Sexual Harassment Policy and Procedures.

PROCEDURE FOR REVISION

Both the Faculty and the Board of Directors review the Faculty Handbook annually. Both groups have agreed to the following revision schedule:

October Faculty Meeting. The Vice-President of Academic Affairs appoints the Faculty Handbook Review Committee (Complete revision year only).

November 15. Proposed changes to the Handbook must be submitted to the Vice-President of Academic Affairs.

December Faculty Workshop. Chair of the Faculty Handbook Committee leads the faculty in discussion of Handbook issues.

January Faculty Meeting. Faculty entertain approval of changes to the Faculty Handbook.

February Directors Agenda. Proposed changes submitted to the Academic Committee of the Directors for approval by the Directors.

February 15. Faculty Handbook document prepared in anticipation of distribution of Faculty contracts for the new academic year.

DISTRIBUTION OF DOCUMENT

The Faculty Handbook is completely revised and reprinted every three years. Addendums to the Handbook are printed each of the other two years and will include all changes to the Handbook since the most recent reprinting.

The following schedule will be followed:

2016 -- Complete Revision and Reprinting

2017 – Addendum

2018 – Addendum

2019 -- Complete Revision and Reprinting

A Faculty Handbook, or Addendum as appropriate, is distributed to all Faculty at contract time in order that the Faculty member understand and have full knowledge of the formal relationship between the Faculty member and the College. The Addendum is provided to the Faculty with contracts for the two years where a complete revision is not made to the Handbook.

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Additions to be Added

Section One

INTRODUCTION

Section one of this handbook provides information about the nature, history, and operations of Union Bible College.

1:1 History of Union Bible College

In 1834, a group of Friends or “Quakers” left North Carolina and moved to Indiana where they founded the town of Westfield. During those early years these Quakers became increasingly concerned about the education of their children. Consequently, a building was erected for this purpose in late 1860. The school was officially opened on January 7, 1861. (The college Chapel and four classrooms are still located in that original building). In 1884, a two-story brick building was added across the front of the existing building. The school, named Union High Academy, prospered in those early years with enrollment reaching over two hundred students. After the turn of the century, a public school was built in Westfield and free education was provided. This brought about an on-going decline in the enrollment of Union High Academy. By the spring of 1911, the enrollment had decreased to 11 students and the school was in debt \$1,100.00. The decision was made that the school would not reopen in the fall.

About this time, two women began to feel burdened with the need for a Bible school in Westfield. After much prayer, they approached William M. Smith, a teacher at Ft. Wayne Bible Institute, and asked for his help in establishing such a school. After visiting the little community, Smith felt clear that God was in the project.

A short time after he moved to Westfield, a group of people, interested in opening a Bible school, met with representatives of the Union High School Association. A contract was drawn up requiring the new group to continue to operate grades one through twelve and to take over all of the upkeep of the facilities.

The new Bible school opened its doors as Union Bible Seminary on the first Tuesday in September, 1911. William Smith was appointed superintendent and R. Paten Cox was installed as the school's first president. Smith continued to direct operations until 1964. During those years Raymond Feaster, Joshua Stauffer and J. Edwin Newby served successively as President. In 1947, Simeon Smith, a son of the founder, became President and served until 1981. It was during his tenure that the title of Superintendent was dropped and all of the functions of that office were merged into that of the President. Due to the prolonged illness of Simeon Smith, James Fulton served as Acting President from 1976 until 1981.

In 1981, James Keaton was named President of Union Bible Seminary. This was significant for two reasons: (1) It was the first time in the institution's history that a member of the Smith Family was not at the helm of the school and (2) it was the first time the school had a President who was not a Quaker. While the college has continued to honor her Quaker heritage and its influences, it is now an interdenominational, conservative Holiness college. Under President Keaton's administration, the faculty was expanded and the enrollment grew considerably. The institution went from being a three-year diploma school to a four-year college offering degrees.

In 1986, James Southerland became President. Under his administration, not only was the campus expanded and the academic program enhanced yet further, but the school underwent a name change, becoming Union Bible College on June 1, 1989.

In 1991, James Keaton returned to serve a second five-year term as President. A number of improvements were made during his second tenure.

In 1996, Robert E. England was elected President. Under his leadership the college curriculum underwent further expansion and campus facilities were improved.

From 1999 until the fall of 2000, Rev. V. O. Agan served as interim President. He will long be remembered for his loving ways and experienced leadership.

In the fall of 2000, John E. Whitaker assumed the presidency of Union Bible College and served until 2013. Coming from a background in the corporate world, he provided capable leadership as the college began the process of becoming accredited with the Association of Biblical Higher Education.

In the summer of 2013, C. Adam Buckler was elected as President of Union Bible College. Building upon the past, he has provided fresh vision for the College. His outgoing and positive leadership style has made him well liked by the students.

1:2 Description of Union Bible College

Union Bible College, located in the small town of Westfield, is in the heart of Indiana. The peaceful little community of Westfield lies about twenty miles north of Indianapolis, at the intersection of U.S. 31, a main north-south traffic route, and State Road 32.

The campus is located on South Union Street, the main north and south street of Westfield. It is a campus that is filled with historical memories of the Holiness movement. Not over fifty yards from the main building is the spot where Seth Rees, co-founder of the Pilgrim Holiness Church, preached his first sermon. There are many others who have gone out from Westfield to bless the world with the Gospel of Jesus Christ.

The quiet, shady campus has not only the main school building, which houses administrative offices and academy classrooms, but also a dormitory, family dwellings, prayer chapel, and the William M. Smith Memorial Complex. Housed within the Complex are administrative offices, college class rooms, an auditorium/gymnasium, and the men's dormitory.

In Westfield, one has the benefit of the relaxed environment of a small town and yet many urban advantages with the Indianapolis metropolitan area only a few minutes away. Even though Westfield is considered a small town, it is a growing community. This is due to the development of US 31 becoming a major Highway from Indianapolis to South Bend. Westfield has been voted #1 in Best Small Town in Indiana for 2013.

Being located in a great holiness center, the school is near churches of many Holiness denominations as well as independent Holiness churches.

Union Bible College is an undergraduate college that requires a Bible major of all who would earn a degree. The college is licensed by the State of Indiana to grant the following degrees: the Bachelor of Arts, Bachelor of Science, and two Associate degrees: the Associate of Science in Religion and the Associate of Science in Sacred Music. The description of these degrees and requirements for them can be found in the latest edition of the College Catalog.

1:3 Accreditation and Recognition

Union Bible College holds applicant status at the four-year college level with the Commission on Accreditation of the Association for Biblical Higher Education. Applicant status is a pre-membership status granted to those institutions that meet the ABHE *Conditions of Eligibility* and that possess such qualities as may provide a basis for achieving Candidate status within four years.

Union Bible College is recognized by the State of Indiana as a charitable (non-taxed) corporation. Additionally, at the federal level, Union Bible College is a 501(c)(3) non-profit domestic corporation and is certified by the Veterans Administration as a provider of education at the college level.

1.4 Philosophy of Education

God is the Author of all knowledge, and the study of **His Word** needs to be supplemented by a study of **His world**. Students learn the biblical principles of a Christian world view through general education courses and professional studies that provide the knowledge base necessary for effective Christian ministry. The practical application of that knowledge base begins in the various ministry-specific professional studies and is furthered through the Christian Service Program so that graduates

are prepared to edify believers and evangelize unbelievers within the context of their particular calling and ministry.

Union Bible College affirms spirituality to be the single most important issue relating to the Faculty, Staff, and students, but also recognizes the need to embrace a high standard for academics. One is compatible with the other. A person does not have to choose either spirituality or academic excellence. It should be both spirituality and academic excellence as long as the former is preeminent. Union Bible College is committed to the task of providing ways and means for Faculty and students to grow in both grace and knowledge.

1:5 Mission Statement of Institution

Union Bible College, an institution of higher education, is committed to the propagation of scriptural holiness and the preparation of servant leaders who change the world with the unchanging Word.

1:6 Vision Statement of Institution

The vision of Union Bible College and Academy is to provide a Christian educational environment consistent with its Holiness heritage where, in cooperation with the church and the home, students excel spiritually, academically, and socially and are thus prepared to fulfill God's will for their lives.

1:7 Institutional Goals

It is the desire of the Administration, Faculty, and Staff that each student who enrolls at Union Bible College receive a high-quality, Bible-centered education in a spiritual atmosphere. The student should experience:

1. A biblical knowledge, faith and lifestyle that develops the spiritual, physical, intellectual, emotional, and social dimension, that appreciates the body as the temple of the Holy Spirit, and that practices acceptable etiquette, giving proper attention to student needs.
2. Academic programs that will prepare students for life in accordance with God's calling.
3. An understanding of Wesleyan-Arminian theology enabling students to accurately communicate the heritage that they have received.
4. An education that prepares an individual to go out into the harvest field, evangelizing the lost, and discipling them to make a difference in the world for Christ.
5. The opportunity to begin ministry in a variety of settings, such as churches, Christian schools, conventions, camp meetings, outreach ministries, and summer missionary work.
6. An understanding of a diversity of worldviews as a foundation to determine the superiority of the Christian worldview.
7. An engagement in critical, analytical thinking that will enable the student to make careful assessments and draw clear conclusions.
8. A culture of effectiveness in reaching the goal of excellence in all things.
9. A Christian model of servant leadership that demonstrates integrity in all areas of life.
10. Institutional consistency in all facets of operation and communication.

1:8 Doctrinal Beliefs

1. We believe that the Bible is God's written revelation to the human family and is "given by inspiration of God," thus making it His infallible and inerrant Word, which is the final authority regarding the doctrines we believe and the duties we practice.
2. We believe that God subsists from everlasting to everlasting, manifesting Himself as Father, Son, and Holy Spirit, being equal in essence, but different in office and personhood.
3. We believe that the Lord Jesus Christ is the eternal Son of God. Without laying aside His deity

He took upon Himself flesh and blood that He might provide an atonement for sin through His death upon the cross. Having risen from the dead, Jesus ascended into Heaven and is now at the right hand of the Father, making intercession for us as our great High Priest.

We also believe that Jesus will return again to rapture His bride, the saints of God, from the earth. The fact of His return is certain, but the time of His coming is not. Therefore, we are admonished to be ready, "for in such an hour as ye think not the Son of Man cometh."

4. We believe that the Holy Spirit, the third Person of the Godhead, proceeds from the Father and the Son and is Christ's "other Self". He is the Paraclete, the Comforter, the One who reproves "the world of sin, and of righteousness, and of judgment". He is "the Spirit of truth"; and guides God's children "into all truth". He also takes the things of the Father and the Son and reveals them unto us. His ministry does not involve the glorification of Himself but rather the exaltation of Jesus Christ.

We believe that the Triune Godhead is actively involved in the work of salvation. God the Father planned our redemption. God the Son is the "Lamb slain from the foundation of the world". God the Spirit applies the atoning blood to the seeker who meets God's conditions.

5. We believe that Christ's atonement is universally extensive, sufficient for the entire human family. Therefore, Christ is the Savior of all men provisionally, but experientially He is only the Savior of those who repent and believe. The miracle of conversion entails several facets:
 - a. there is justification or the forgiveness of all past sins;
 - b. there is regeneration or the impartation of eternal life;
 - c. there is adoption or a change in family relationship;
 - d. and, finally, there is the witness of the Spirit or an internal assurance.

Conversion or the new birth is sometimes called the first work of grace. It deals with the acts of sin and enables one to live above the practice of sin.

We also believe that the atoning blood of Christ has a provision for a second definite work of grace wherein the believer who has been justified (and initially sanctified) can be entirely sanctified. This crisis work of grace is wrought instantaneously by the baptism with the Holy Spirit, whereby the believer is cleansed from the carnal mind and filled with the Spirit.

The evidence that one has been regenerated or entirely sanctified is not found in any kind of external manifestation but in the internal witness of the Spirit.

6. We believe that salvation is "by grace through faith and not of works lest any man should boast". However, once we are saved, works become an important outflow of a right relationship to God, for "faith without works is dead". God's people are "zealous of good works".

We are not saved to simply enjoy salvation; rather, we are saved to serve the Lord God and we often serve Him as we serve others. As servants of God, we are enjoined with various responsibilities as well as privileges.

- a. One of our greatest responsibilities (and privileges) is the exercise of prayer along with Bible study. In order to retain salvation one must maintain daily devotions. But prayer must go beyond one's personal needs; it must include intercession in behalf of others.
- b. Another responsibility resting upon all believers is the matter of outreach or winning souls to the Savior. We are our brother's keeper. We must be missionary-minded for the needs at home and abroad. The world is truly our parish.
- c. We also believe that Christians are in the world, but not of the world. The call of God is clear: "Wherefore come out from among them, and be ye separate, saith the Lord, and touch not the unclean thing; and I will receive you." There must be a clear-cut line of demarcation between the world and the church. We must renounce this world's fads and fashions. We are separated from the world and to the Savior.

1:9 Academic Administrative Area Objectives

The basic purpose of Union Bible College is to prepare students for Christian ministry. In recognition of the diversity of needs, the variability of calls, and individualized interests, there are a number of different educational programs that are offered. The program a student selects will depend on the field of Christian ministry he or she expects to enter. Each of the Bachelor Degree programs have a double major-Bible and theology plus a professional studies major.

The following are the academic goals that have been formulated for all of our academic programs:

1. A Christian worldview
2. A knowledge of and a commitment to ethical behavior
3. A love for lifelong learning, self-discipline, and study skills
4. The development of critical thinking skills, including problem solving and decision making
5. The ability to read complex material with comprehension, i.e. critical reading skills
6. The ability to communicate effectively through writing
7. The ability to communicate effectively orally
8. Knowing how to find needed information, sometimes referred to as "information literacy"
9. The ability to work effectively in teams
10. Strong leadership skills
11. Development of an appreciation for good music
12. Acquisition of a thorough Biblical knowledge
13. The development of a Wesleyan-Arminian theological perspective

1:10 Board of Directors

The Board of Directors of Union Bible College is the policy-making body of the institution. It is the responsibility of the Board to make necessary policies to ensure maximum liberty and accountability of the Administration, Faculty, Staff, and students in the day-to-day conduct and life of the college so that maximum achievement of its purpose and mission is realized.

It is up to the Administration to recommend needed policies to the Board who will in turn approve, alter, or disapprove them. It is never the role of the Board to administer policies or otherwise to become involved in the administration of the college. It is the Board's responsibility to see that institutional policies are faithfully and effectively administered by the Administration.

1:11 Communication with the Board of Directors

The President is the sole official channel of communication between the Faculty and the Board of Directors and also between the Administrative staff and the Board. The President presents to the Directors matters which Faculty members feel should be considered by the Board. On occasion the President may arrange for a member of the Faculty to make a formal presentation to the Board of Directors. The Board of Directors may on occasion ask Faculty members to serve on standing or ad hoc committees of the Board. The committees of the Board of Directors may contact Faculty members who work in the areas of their special functions. Teachers and Administrators should make themselves available for such opportunities of sharing views with the Directors.

1:12 Board of Advisors

An Executive Committee is elected by the Board. It has the authority to act on behalf of the Board between the meetings of the full Board.

1:13 School Year

The new academic school year begins July of each year and runs through June of the following year.

1:14 Administrative Officers**1:14.1 The President**

The President is the Chief Executive and Administrative Officer of the college. He performs all duties assigned to him by the Board of Directors. He is a member, ex officio, of the Board. He is the sole official channel of communication between the Faculty and Staff and the Board. He represents the Board to all personnel, and also represents personnel to the Board.

1:14.2 Dean of Academic Affairs

The Dean of Academic Affairs is appointed by the President with the approval of the Board of Directors. He is directly responsible to the President, to whom he shall submit monthly reports.

1:14.3 Dean of Students

The Dean of Students is appointed by the President with the approval of the Board of Directors. He shall be directly responsible to the Vice-President of Academic Affairs.

1:15 Academic Personnel**1:15.1 Registrar**

The Registrar will supply each instructor with forms for reporting grades. Each instructor should report to the Dean's office any students who have less than a 75% average at the end of each quarter. Final grades should be submitted with a percentile no later than one week after the end of the semester.

1:15.2 Administrative Assistant

The Administrative Assistant is hired by the Vice-President of Academic Affairs with the approval of the President and is directly responsible to the Dean of Academic Affairs. They must assist the Vice-President of Academic Affairs and Registrar in secretarial duties.

1:15.3 Faculty

The Faculty of Union Bible College provide biblical and academic instructions to students. The professor is responsible for the coordination, planning, preparation, presentation, and evaluation of classroom instruction and related activities. The professor is responsible for performing assigned duties during the day and evening on the campus of Union Bible College as assigned. At a minimum, the related activities include instruction, instructional counseling, academic advising, serving on various committees, and participating in professional activities and organizations. A professor performs all other duties as directed by the Vice-President of Academic Affairs, Administrative Committee and the President of the institution.

1:15.4 Librarian

The Librarian is directly responsible to the Dean of Academic Affairs and works in consultation with the Library Committee. The Librarian has faculty rank which makes them eligible for those benefits, which are extended, to the faculty members. The appointment is made by the President with the approval of the Board of Directors.

1:15.5 Christian Service Director

The Christian Service Director shall be appointed by the President upon recommendation by the Dean of Academic Affairs and is directly responsible to the Dean.

1:15.6 Assistant Deans of Students (Dean of Men / Dean of Women)

The Social Deans are appointed by the President upon approval of the Board of Directors. They shall be directly responsible to the Dean of Students.

1:15.7 Director of ADVANCE

ADVANCE is the title of the Extension Program of Union Bible College. The Director of ADVANCE is appointed by the President upon the recommendation of the Dean of Academic Affairs. He is under the supervision of the Dean of Academic Affairs, and shall submit a semester report to him.

1:16 Administrative Council

The Administrative Council is chaired by the President of the college and consists of six additional members: Dean of Academic Affairs, the Financial Director, and the Director of Operations as official administrators, the Dean of Student Life, Director of Public Relations, and Academy Principal. Typically the council meets twice a month or at the call of the chairman.

1:17 Documents

1:17.1 Foundational documents. Foundational Documents are listed below and can be secured from the Office of the President.

1. Union Bible College Articles of Incorporation
2. Union Bible College Constitution
3. Union Bible College By-laws

1:17.2 Policy documents. Official school policy is set forth in the following documents:

1. Union Bible College Office Manuals
2. Union Bible College Policies and Procedures Manuals

1:17.3 Management documents. Other documents are handbooks of objectives, guidelines, and timetables used to manage the various divisions of the College, such as the following:

1. Union Bible College Catalog
2. Union Bible College Faculty Handbook
3. Union Bible College Staff Handbook

1:17.4 Informational documents. The following documents are primarily reportorial in nature. They may contain some policies that have been approved prior to revision of policy documents. Such policies, following approval by the appropriate body, are to be incorporated in the next revision of the appropriate policy document.

1:17.5 Inter-office documents. In the school office are various forms for the faculty to use when needing certain things. Fill out these forms and turn them into the appropriate offices for approval.

The following forms are available:

1. Check Request Form
2. Key Request Form
3. Van Request Form
4. Publishing Request Form
5. Job Dissatisfaction Report Form

1:18 Use of Purchase Orders

A form is in the school office for Faculty to fill out when in need of purchasing items for their department, office, or classroom. Fill out the form and turn it in to the Vice-President of Academic Affairs for approval.

1:19 Standards of Conduct

Union Bible College is strongly committed to the biblical principles of Holy living. There should be a clear line of demarcation between the world and the church. God's people are separated from the world. This is seen in such areas as conversation, activities, and dress.

Faculty are prohibited from the following:

1. Remarriage following divorce
2. Homosexual activities
3. Body piercing
4. Tattoos
5. Jewelry

We do expect our Faculty members to maintain a holy lifestyle, to faithfully attend a Holiness church, and have daily devotions.

As noted in the Student Handbook, our students are required to uphold certain standards of conduct and dress. It is imperative that the Faculty members be appropriate role models for young people by maintaining those same standards. In fact, it would be desirable for the Faculty to embrace an even higher standard than that required of students. Leaders should always hold a higher standard for themselves than what they expect of their followers. Another vital concern relates to Faculty children. It is absolutely necessary that Faculty members require their children to uphold the standards which students are required to keep. When this is done, students are encouraged to also support the standards of the school.

1:19.1 Internet & E-mail. The internet in the office areas is for Faculty members only. Students are not to use the office internet or e-mail except with prior approval. This is not a blanket approval, but permission must be granted each time students use it.

Internet use by the Faculty is to be used for Union Bible College business with very limited personal use. Websites visited should be consistent with Holy living.

1:20 Handling of Complaints

Faculty members who have a grievance with another Faculty member, Staff member, Administrator, or with some school policy are encouraged to seek a solution through the normal channels of communication. If the grievance is with another person, the grievant must first go to that

person. If the grievance is with school policy, the grievant must first seek change through established channels. Until change is made, it is imperative that complete unity is maintained, which means support of the questioned policy or decision.

1:20.1 Informal Consultation. It is highly desirable that all difficulties be resolved on an informal basis before a written statement of grievance is prepared. Accordingly, the first step is a conference with the supervisor and/or administrator in the chain of authority.

1:20.2 Written Complaint. If the problem cannot be resolved by informal consultation according to the above, the grievant must make a request in writing to the head of his department and a committee be formed to hear the grievance. This request must be submitted within thirty days after their informal consultation. The formal written request is to be limited to stating the grievance and not to be an attempt to plead the case.

1:20.3 Faculty Grievance Committee. The Faculty Grievance Committee shall consist of the following three people: 1. The Academy Dean who will serve as chairman, 2. The head of the department in which the grievant works, and 3. A Staff or Faculty member selected by the grievant. The hearing will involve the grievant along with the person responsible for the action or policy. The committee will hold its meeting within two weeks after being appointed and will render its decision within two weeks after hearing the complaint. The decision is made by majority vote of the committee.

1:20.4 Appeal to the President. If the decision of the Grievance Committee is unsatisfactory, an appeal may be made to the President. The President's decision shall be communicated in writing to the grievant and to the chairman of the committee.

1:20.5 Grievance Concerning the President. If there is a grievance that involves the President of Union Bible College, the same procedure will be followed except for an appeal to the President. This appeal will be made to a selected committee for this purpose. The decision of this Committee shall be final and shall be reported to the Faculty at its next regularly scheduled meeting.

1:21 Reporting Maintenance Needs

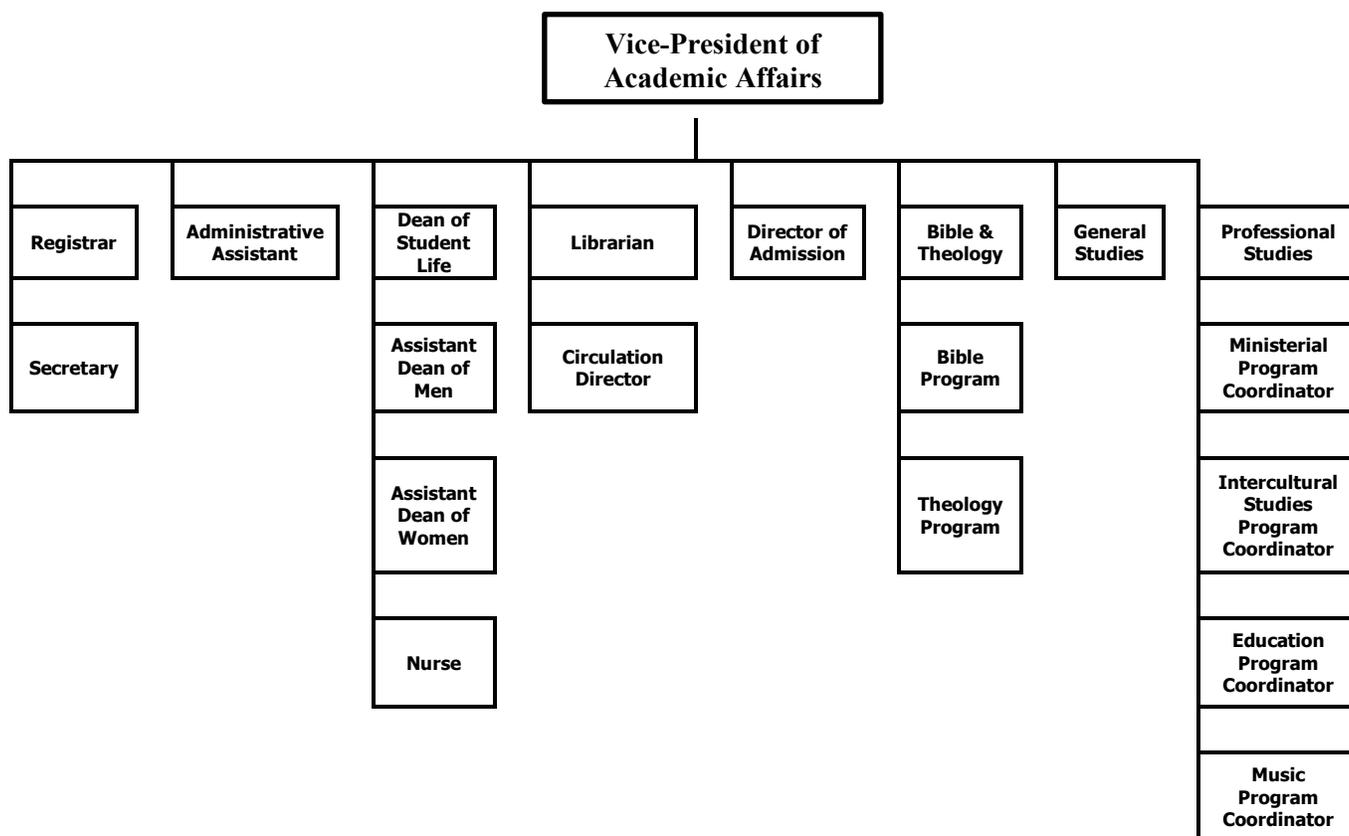
A form is online for Faculty to fill out when a maintenance problem arises.

1:22 Non-Discrimination Statement

Working at Union Bible College is to be considered a privilege, not a right. The privilege of enrollment is extended to all who qualify, regardless of creed or denomination, ethnic origin, or nationality.

1:23 Academic and Faculty Organizational Structure

The Flow Chart listed below will assist the faculty and academic staff in following the proper chain of command as well as in reporting to the proper personnel.



An example of reporting from the flow chart would be that a professor in the music program would answer and report to the Music Coordinator. The Music Coordinator would answer and report to the Professional Studies Division Chairperson. The Professional Studies Division Chairperson would report and answer to the Vice-President of Academic Affairs.

Union Bible College Academic Division is structured with departments and programs. A department is an area of studies that makes up the whole course of studies. A program within a department is a specific area of study.

There are three departments under the Academic Division of Union Bible College. The departments are as follows: Bible and Theology, General Studies, and Professional Studies. Under the Bible and Theology Department, you have the Bible Program and the Theology Program. Under the Professional Studies Department, you have the Ministerial Program, Intercultural Program, Education Program, and Music Program. Each of the Programs under the Professional Studies Department shall have a Program Coordinator. Each Professional Studies Program Coordinator shall oversee and maintain the program under the supervision of the Vice President of Academic Affairs.

Faculty is assigned to a particular area considering their degree and credentials. Those with a Bible degree are assigned to the Bible program and etc. Academic Staff are assigned to their particular area of expertise.

Section Two

FACULTY'S CONTRACT

Section two of this handbook presents policy matters that are binding upon both the employee and the College until such time as this document is revised or a change in the policy is mutually agreed upon.

2:1 Faculty Absence

Faculty members are expected to perform their duties in the allotted time. In the event of sickness or other necessary absence, the instructor is to inform the Vice-President of Academic Affairs or Registrar as soon as possible so that satisfactory arrangements can be made for replacement if necessary.

The amount of absence without loss of pay is five days per semester. These five days are to be used as Paid Personal Absence Days (PPA), which includes sick days, or personal time off. If your absence is more than one consecutive day (such as revivals, off-site meetings, etc.), a leave of absence form must be filled out and turned in to the Vice-President of Academic Affairs's Office. You must notify your students of your absence.

In the case of attendance at professional meetings and other planned absences, the Faculty member must secure approval from the Office of the Vice-President of Academic Affairs. When absences are approved, the Office of the Vice-President of Academic Affairs and the Faculty member will jointly work together to fill the absence.

2:2 Faculty Annual Contracts & Benefits

2:2.1 Salary

The base salary for faculty members is set by the Administration. Individual salaries are based on the Faculty member's rank, degree, years of service, and other duties in the school.

2:2.2 Housing

Union Bible College provides housing or a housing allowance for its full time Faculty members. On campus housing includes utilities (electricity, water, etc.). Telephones are not a benefit the school provides.

At the termination of the contract, the Faculty member has 30 days to vacate their living quarters unless special permission is granted by the President or Board of Directors.

No overage family members or outsiders shall live with Faculty members without prior approval of the President. Any children (or grandchildren) over the age of twenty-five, who live with Faculty or Staff members, need to be approved by the President and will be charged rent to live in school housing.

Although Union Bible College does contract for property and liability insurance for its residences, the Faculty member is personally responsible to acquire and maintain personal property insurance (renter's policy). This is very important since Union Bible College's insurance will not cover or reimburse for a loss or theft a Faculty member may experience in the apartment or residence.

2:2.3 Bereavement

Faculty will be allowed five days off with pay for bereavement of the following family members: spouse, parents, grandparents, step parents, children, grandchildren, sisters, brothers, and in-laws.

2:2.4 Vacation Time

For those employees who are on a 52 week contract, two weeks of paid vacation may be taken in the summer months. Please coordinate this time with the person you report to, so your responsibilities can be covered.

2:2.5 Dining Room Privileges

Union Bible College provides meal privileges to its Faculty and Staff members as a benefit.

- a. Faculty and Staff members may invite up to five guests to eat in the dining room at no charge. An attendant will be present to accept charges for any further guest.

- b. Faculty and Staff children under the age of twelve are never to be unescorted in the dining hall.
- c. The dining room is closed during all major school holidays, and during the school's summer vacation period.

2:2.6 Health Insurance

Union Bible College desires to support our full-time employees who do not have access to any health insurance or other health care coverage through a spouse's employment or through an outside job. A reimbursement is given to be used for health insurance or for a medical share plan. This provision covers up to the following levels: single - \$100; couple - \$200; family - \$300 per month. Employees are responsible for turning in a copy of their bill each month to the Finance Office and for sending in payment to their health care coverage provider. Union Bible College will not pay above the allotted amount or over the amount of the bill.

2:2.7 Tuition for Children of Faculty

Union Bible College provides tuition for Faculty children (kindergarten through college) who attend our academy and college. Tuition does not include fees, books, etc.

2:2.8 Book Purchasing Policy for Faculty

Please be advised of the following policies concerning ordering and paying for textbooks and other books used for required reading!

1. If you order a text through the Union Bible College Bookstore, the school will pay for it and it is yours to keep.
2. If you order a text from an on-line source or secure it from anywhere else, you must pay for it.
3. If you order additional books that you are considering using for required reading, you must pay for these yourself.
4. Another option would be to order these required reading books through the library and when they arrive, put them on your reserve shelf if you care to.
5. If you are looking for a text in a given area and are unsure which to select, many times publishers will send you 2-3 possible texts as "examination copies." In most cases, you can keep these for yourself. Their expectation is that you will look these over carefully and select one which will be used as the text for the class you will be teaching.
6. It is a good idea, when possible, to contact a sales representative from two or three different publishing companies. Get acquainted with that individual. Let him or her know what your field is or what classes you teach. Give them your contact information. Thereafter, the representative will keep in regular contact with you and will, from time to time, send you texts to examine for the classes you teach.

2:3 Church Involvement

Union Bible College expect Faculty to faithfully attend a church that agrees with our doctrinal and theological persuasion. We understand that school activities will sometimes conflict with church services; however, it is expected that our Faculty be regular to the church of their choice.

2:4 Faculty Member Incurred Expenses & Reimbursement

To ensure that all proper business-related expenses incurred by Faculty members are reimbursed, the following procedure has been established:

1. All expenditures are to be approved in advance by the Director of Finance and the President.

2. The related expenditure must be accompanied by a receipt of evidence of expenditure to receive a reimbursement.
3. Expense reports must be signed and dated by the Faculty member and initialed by the Director of Finance showing approval.

2:5 Jury Duty

When the Faculty of Union Bible College is selected for jury duty, the college allows the professor or personnel to be excused from their duties for the allotted time of jury duty.

2:6 Leave of Absence

See Faculty Absences 2:1 for clarification for leave of absence.

2:7 Maternity Leave

In accordance to the Family and Medical Leave Act, if a Faculty member has worked at Union Bible College for at least a year, they are entitled to take up to 12 weeks of unpaid leave for pregnancy and childbirth, including complications of pregnancy, and bonding time with newborns. Upon the recommendation from the doctor, the Faculty member will be reinstated into their teaching role or academic roles.

2:8 Faculty Evaluation Program

2:8.1 Evaluation Criteria

The Vice-President of Academic Affairs will carry out the evaluation criteria for the Faculty of Union Bible College. Each college professor and academic faculty person will be evaluated annually as to their performance and expectations. The primary area of evaluation is instructional. This area is concerned with the following areas:

1. Demonstrates an understanding of Christian Worldview as it relates to the teaching area (e.g., teaching area refers to cognate area)
2. Reflects a thorough knowledge of the teaching area
3. Conducts oneself in a professional manner in and outside the classroom
4. Completes teaching-related functions (e.g., grading papers) in a timely fashion and is willing to discuss outcomes with students as appropriate in view of institution policy

The secondary area of evaluation is non-instructional. This area is concerned with the following areas:

1. Demonstrates Christian maturity and professionalism in formal and informal meetings and relationships at the Institution.
2. Completes assigned tasks in a timely fashion and meets the Institution's quality standard.

2:8.2 The Faculty Evaluation Program

The Vice-President of Academic Affairs will complete the following evaluation process for each Faculty member that is actively teaching in the college:

1. In August, meet with each Professor and Academic Staff to talk about goals for the New Year
2. In December, send evaluations out by mail. This will include the Course & Professor and the Supervisor's Evaluation. If a consultation is needed by either party, a meeting will be scheduled

3. In May, meet with each Professor and Academic Staff to go over each of their evaluations. These will include the two previous evaluations and the In Class Evaluation and Annual Evaluation

The evaluation will consist of four evaluations:

1. Course & Professor Evaluation	1-5 score	needs a minimum of a 3 average
2. Administrative Evaluation	1-5 score	needs a minimum of a 3 average
3. In Class Evaluation	1-5 score	needs a minimum of a 3 average
4. Annual Evaluation	1-5 score	needs a minimum of a 3 average

Overall Score Actions

- 5 = no action needed
- 3-4 = discuss areas of concern
- 2 = put on probation
- 1 = possible cause for termination of contract and position

If a Faculty or Academic Staff person is placed on probation, they will be given a semester to improve. If progress is made, then the person will be off probation, or given an extended probation. If no progress is made or a person regresses, the contract will not be renewed or the contract will be terminated.

Course & Professor Evaluation

This evaluation is done by the students every semester for the overall assessment by the Vice-President of Academic Affairs.

Administrative Evaluation

This evaluation is done by the Vice-President of Academic Affairs and is completed on a yearly basis. It is used for the overall assessment.

In-Class Evaluation

This evaluation will be done by either the Vice-President of Academic Affairs or a peer professor. This evaluation will be done on a yearly basis and will be used for the overall assessment.

Annual Evaluation

This evaluation will be completed by the Vice-President of Academic Affairs. This will be an end of the year evaluation which will take into account all the other evaluations.

The Evaluation Meeting

The Evaluation Meeting will be held in May of each academic year. The Vice-President of Academic Affairs will perform this evaluation and cover the assessment from each of the above evaluations.

2:9 Sponsorship of Program Organizations

The Program Coordinator is required to sponsor the Organization of which they are the Coordinator. They are to be present for all organizational meetings and to give general oversight to organizational plans and decisions.

The Program Coordinator has the right to veto plans or suggestions, which in their judgment are contrary to the mission of the school. The right to veto should be used sparingly. The Program Coordinator has no right to appoint or remove officers or committees.

Under no circumstances are any items to be bought or sold by any class or department without prior approval given by the President and Dean of Academic Affairs.

2:10 Off Days

All Faculty and Academic Staff have the following days off from Union Bible College each week: Saturday, and Sunday. Monday should be used as a preparation day and for evening classes.

2:11 Office Hours

Each Faculty and Academic Staff should establish office hours and have them approved by the Vice-President of Academic Affairs. These offices hours should be posted in proper places. Faculty members need to include their office hours in the syllabus so that students can meet with them concerning problems or questions.

2:12 Outside Employment

The Administration recognizes that Faculty members provide for their families and that this often necessitates outside employment. However, Administration does expect that obligations to the College will always be given first place and that off-campus responsibilities will not interfere with the time and energy required for discharging one's responsibilities at the school. Faculty members are expected to attend all chapel services, revival services, and other special activities held during the school year except when to do so conflicts with outside employment. There should be every attempt made to work your employment around these activities. It is imperative that Faculty be faithful to attend the scheduled events of the school. Please do not schedule revivals or other engagements when Union Bible College has special events.

2:13 Paychecks

Paychecks are issued bi-weekly. The paychecks will be placed in your mailbox for collection on Friday afternoon. The pay period is established by the Finance Office each year.

2:14 Resignations

Any Faculty member intending to leave at the end of the school year should avoid public disclosure of such intent until the last week of classes. Students and parents especially must not be notified previous to that time in order to provide the smoothest transition possible.

2:15 Revival Meetings and Lectureships

Union Bible College encourages Faculty to participate in revival meetings and other speaking engagements. These help provide the Faculty with extra income, and gives exposure to our college.

2:16 Student Advisement

Union Bible College Mentoring Program consists of Faculty as well as Staff that will mentor at least one student. For the faculty of Union Bible College, it is a mandatory requirement. The faculty member is expected to pray for the student on a daily basis, have prayer with the student monthly, and encourage the student throughout the school year. If the student needs someone to talk to, the mentoring program enables and encourages the student to confide in their mentor.

The purpose of the mentoring program is to ensure that all students have someone to listen to them, to aid them in solving problems, and pray specifically for them. The Goals of the mentoring program are as follows:

1. To surround each student with prayer
2. To make someone available to every student to listen and assist with nonacademic problems.
3. To better create a family atmosphere that helps with problems such as homesickness.
4. To foster spiritual growth by encouragement and sometimes gentle admonition.
5. To establish trust between mentor and protégé that makes it easy to opt for accountability.
6. To build relationships that can be a blessing to both mentor and protégé.

Mentor's Pledge As mentors we want to do our best to give you:

1. A listening ear (understanding and empathy)
2. A careful tongue (total confidentiality)
3. A strengthening arm (encouragement)
4. A caring heart (love)

2:17 Teaching Load

For each Faculty member, a full-time teaching load is four classes per semester. If the Faculty member is a Department Head, the teaching load drops to three classes per semester.

Section Three

FACULTY ORGANIZATION

Section three presents information about the ways the Faculty operates at Union Bible College. In this Section, "The Faculty" refers to the body of persons who compose the body of Faculty who are a class of membership of Union Bible College, Inc. (Bylaws, Article I) and is charged with specific responsibilities relating to that membership. These responsibilities are found in 3:6 and 3:7 of this Section.

3:1 Definition of Faculty

The Faculty of Union Bible College is defined as those who provide Biblical and academic instructions to students. At Union Bible College, there is regular Faculty and Core Faculty.

3:1.1 Regular Faculty

Union Bible College takes great care in selecting godly, spiritually mature, and educationally qualified faculty members. Therefore, the College requires our Faculty to adhere to a higher level of living than the average college personnel. It is a firm belief of Union Bible College that the Faculty establishes the ethos of the Institution. By ethos, it is meant the heritage, spiritual life, influence, standards, and perception of the College to perspective students and constituents. Prospective faculty should meet these requirements to become a part of Union Bible College.

1. Be a spiritually mature person
 1. Faculty and Academic Staff should give a written testimony of a saving work of grace and should give a clear testimony to entire sanctification or pursuing after this work of grace.
 2. Faculty and Academic Staff should provide references from the pastor or denominational leaders concurring with their written testimony.
 3. Faculty and Academic Staff should have a good recommendation of a Christ-like spirit from their previous place of employment.
 4. Faculty and Academic Staff should be one that models spiritual maturity to students. They should model spiritual maturity in the following ways:
 - (1) Regular attendance and participation in an established church of the doctrinal persuasion adhered to by the College.
 - (2) Demonstrate a Christ-like attitude before the student body whether in or out of the classroom.
 - (3) Be willing to accept correction and constructive criticism and to work on areas of weakness as demonstrated.
 5. Faculty and Academic Staff should be a team player who is willing to disagree agreeably.
2. Participate in the mentoring program of at least one student.
3. Have the minimum of a Master's Degree in their appropriate field of expertise or working towards a Master's Degree.
4. Have necessary experience in their related field of expertise.
5. Be actively engaged in their field of expertise. This shall include attending professional meetings, conventions, workshops, seminars, or be involved in this ministry. As well, the Faculty member should participate in research and scholarly activities within the area of expertise.
6. Be loyal to our statement of faith as given in the Faculty Handbook.
7. Be supportive of the ethos of the school.
8. Demonstrate a lifestyle that supports the ethos of the school.

3:1.2 Core Faculty

It is a firm belief of Union Bible College that the Faculty of this College establishes its ethos, heritage, spiritual life, influence, standards, and perception of the college to perspective students and constituents. The Core Faculty through its selective and exclusive membership helps to ensure that Union Bible College maintains its current philosophies and ideologies. The Core Faculty is committed to maintain the ethos, heritage, spiritual life, influence, standards, and perception that the College was founded upon and has continued to propagate since its beginning. The purpose of the

Core Faculty is to decide upon all policies concerning the student body and faculty body of the College.

3:1.2.1 Functions of the Core Faculty:

The Core Faculty shall function as an approval of these following areas:

- Approve of all Student Life issues and policies
- Approve of all curriculum changes and suggestions
- Approve of all program evaluation and changes
- Approve of all faculty policies and items

All ideas and policies should generate from a faculty committee. The concept presented to the faculty was that all ideas and policies should generate from a faculty committee. If an idea is presented in a faculty meeting, that idea would be assigned to the proper committee. The committee's at present are student life, academic committee, admission committee, and library committee. These committees present proposals to the College Faculty for approval. If the proposal needs further approval, it is sent to the Administrative Committee and then to the Board of Directors.

3:1.2.2 Becoming a Core Faculty Member:

A faculty member can be nominated by a member of the Core Faculty after the faculty member has met the following criteria:

- Met all the requirements of a faculty member of the college
- Be a full-time faculty member or deemed full-time status
- Complete one year of service to the college
- Demonstrate necessary abilities to deal with curriculum and program evaluations
- Be loyal to our statement of faith as given in the Faculty Handbook
- Be supportive of the ethos of the school
- Demonstrate a lifestyle that supports the ethos of the school

A faculty member shall be accepted into the core faculty upon a 2/3 majority vote by the core faculty members.

3:2 Denomination Relations

Union Bible College expects our Faculty and Faculty personnel to be a part of the Conservative Holiness movement and church. A Faculty member that is of another theological persuasion other than Wesley-Arminian will not be hired to teach in this college.

3:3 Faculty Committees

3:3.1 Academic Committee

The Academic Committee shall be made up of the Dean of Academic Affairs who shall serve as Chairman, Ministerial, Missions, Music, and Education Program Directors, as well as the Registrar.

3:3.2 Library Committee

The Library Committee shall be made up of the Dean of Academic Affairs who shall serve as chairman, the Librarian, the Academic Secretary, the Principal, and two Faculty members to be appointed annually by the Dean of Academic Affairs.

This committee shall study the needs of the library in view of the academic program and shall advise the Librarian on matters of general library policy. It approves the development of library resources, including acquisition of books, periodicals, and audio-visual aids.

3:3.3 Computer Resources Committee

The Computer Resources Committee shall be made up of four members to be appointed annually by the President. This committee shall study the computer needs of the Institution and make recommendations to the Administration on matters of computer usage policy. Priority will be given first to the publication needs of the school, then to office needs, and finally to computer lab/classroom needs.

3:3.4 Admissions Committee

This Committee is made up of the Registrar, Director of Admissions, Director of Finances, Dean of Students, Assistant Deans, and a College Professor. The Admissions Committee shall meet as deemed necessary by the Dean of Academic Affairs and approve each student's enrollment for the new semester.

3:3.5 Discipline Committee

The Discipline Committee shall be made up of the Dean of Students as Chairman, the Assistant Dean (Men), the Assistant Dean (Women), and two College Professors. This Committee shall be responsible to review, revise, and advise the student Deans in interpreting the regulations for behavior and conduct as defined in the Student Handbook. It shall deal with the more serious problems involving the discipline of students. This Committee is endowed with authority to dismiss a student from school for severe disciplinary causes. When such severe action is taken by the Committee, the President shall review the decision and has the prerogative to rescind the action.

3:3.6 Student Life Committee

This Committee is made up of the Dean of Student Life as Chairman, Assistant Dean (Men), Assistant Dean (Women), two College Professors, and the Student Council President. This Committee shall handle all Student Life issues and recommendations that are submitted to the Core Faculty.

3:4 Faculty Role In Institutional Decision Making

In accordance with the Bylaws of Union Bible College, the Faculty is responsible to submit policies relating to the educational function of the college, including, but not limited to, curriculum, admissions, policies, academic policies, graduation policies, and student life policies. The Core Faculty of Union Bible College along with the Administrative Committee comprises the final decision making body in the areas of Academics and Student Life. All committee work of the Faculty Committees will be presented in the form of a recommendation to the Core Faculty for approval. Once the Core Faculty approves of a matter, it goes into action unless the item needs to be addressed before the Administrative Committee, President, and Board. If an item needs to go to the President or Board, it is passed to the Administrative Committee and then to the Board of Directors by way of the President.

3:5 Faculty Development

Union Bible College encourages our Faculty to further develop their skills and professional area. The options are through seminars, workshops, and degree programs. Union Bible College strives to provide faculty development through in-house training as well as financial provision for seminars, workshops, and degree programs.

3:6 Faculty Meetings

Each faculty member should attend regularly the Staff/Faculty meeting. Each Faculty member should attend regularly the scheduled meetings of which they are members.

3:7 Job Description of the Faculty and Academic Staff

The College Faculty of Union Bible College is expected to give 50% of their time to the classroom experience. This would include preparation, research, and delivery. 25% of their time is given to serving on committees. 25% of their time is given to mentoring students.

The Academic Staff of Union Bible College is hired to assist the Vice-President of Academic Affairs in maintaining and operating the Academic Office. They are to maintain records and proper files to assist the Faculty to fulfill their task.

3:8 Faculty Personnel Files

The Vice-President of Academic Affairs shall keep a file on each Faculty member and personnel. The file shall contain official transcripts, curriculum vitae, evaluation forms (student, supervisor, and peer), continuing education credits or certificates, publications, leave of absence request forms, professional development certificates, classes taught, etc. Faculty need to provide the Academic Office with current information and updates and certificates from the areas listed above. The Academic Office will do an audit of the Faculty files every three years to ensure that the files are up-to-date.

Section Four

CLASSROOM REGULATIONS

Section four offers guidelines to assist Faculty in managing classroom learning at Union Bible College.

4:1 Academic Freedom

A STATEMENT ON ACADEMIC AND THEOLOGICAL FREEDOM

The following statement is applicable to all members of the college Faculty of Union Bible College.

We believe that God highly values freedom. This is apparent in that, in the creation of man, God endowed him with the innate capacity, as a free, moral agent to choose to obey or to disobey his Creator. Such freedom of will was not destroyed or diminished by The Fall but continues to be a unique and defining part of human beings.

Freedom, however, is never absolute freedom. Absolute freedom simply does not exist. It is always qualified and limited in some manner. The same principle applies to academic freedom. At Union Bible College we not only allow, we encourage and nurture academic freedom. However, again, this is not an absolute freedom, but is qualified within the following parameters:

As an institution, we are absolutely committed to a Theistic World View and, more specifically, we are clearly and unashamedly Wesleyan-Arminian in our doctrinal persuasion. These positions are based on our understandings and interpretations of both the Old and New Testaments of the Holy Scriptures.

When it comes to that essential core of beliefs that are held by all orthodox Christians, there can be no question or dispute. However, there are other doctrines, ideas, and emphases that are not necessarily part of those "core beliefs" (Catalog, pp. 8-9) but that are generally seen as subordinate, less consequential and more open for discussion and debate. For example, Union Bible College would not allow any deviation or disagreement concerning the doctrine of the Trinity, the deity of Christ, the Virgin Birth or the necessity of the Atonement. However, this same prohibition would not apply to other doctrinal issues such as whether the rapture takes place pre-trib, mid-trib, or post-trib or questions concerning the meanings and modes of baptism.

Within this context, we encourage our Faculty members to engage in continued study, willing examination and unbiased reception of argument and evidence. We believe that, whereas evil depends on deception, falsehood and even, at times, force, Truth thrives in a climate of freedom and openness. While every believer is admonished to "Study to show thyself approved unto God" (II Tim. 2:15), at the same time, there needs to be a recognition that one's own personal ideas and interpretations need to be weighed against the considered reflections and interpretations of others who comprise the Body of Christ. Any private interpretation that flies in the face of historical and predominant dogma is, at best, suspect and questionable. Theological truth should be recognized and affirmed by the religious community of which one is a part.

So then, even within this area that *is* open for discussion, debate and divergence of beliefs, such freedom should always be coupled to a responsibility for and a sensitivity to the theological stance of the college and to the maintenance of a spirit of unity and love among the college community. Believers are characterized by the Apostle Paul as "endeavoring to keep the unity of the Spirit in the

bond of peace” (Eph. 4:3) and again, “...as much as lieth in you, live peaceably with all men” (Rom. 12:18).

All college Faculty members are expected first to *live* the Word of God or, “adorn the doctrine of God our Savior in all things” (Titus 2:10). Secondly, they should *integrate* the Word of God into every area of study when it is natural and logical to do so with consistency and concern for the spiritual welfare of those students God has providentially brought into their classrooms and placed under their influence. Such a privilege precludes the propagation of theological views contrary to any crucial, accepted positions of the College.

In order to both promote academic freedom within the prescribed parameters, and adjudicate any seeming infractions or questions pertaining to these matters, any such issues will be handled by an ad hoc committee appointed by the college Faculty. Their findings and recommendations will be reported back to the college Faculty in a timely manner and the college Faculty will make any recommendation or take appropriate action on the issue at hand.

What has been said in regard to Faculty applies essentially to students as well. It is the intention of the Institution to create and maintain an “open” atmosphere conducive to honest, unbiased research. Therefore, there is no impediment to students investigating doctrinal positions different from those held by the Institution. However, such freedom should not and may not become a cause of dissension and conflict within the constituents of the College. If the student were to persist in propagating such contention, it could eventuate in that student being disciplined or eventually dismissed.

Adopted at the College Faculty Meeting in May of 2012.

4:2 Attendance Policy

Union Bible College understands that the Faculty will be present at each of their classes except for reasons stated in sections 2:1, 2:2.3, 2:2.4, 2:5, 2:6, 2:7 and 2:10. In accordance with the contracts issued from the President’s Office, all Faculty are required to attend as many of the special services as possible. These special services include fall and spring revivals, camp meeting, Mission Convention, and Christmas and Easter Programs. As well, the Faculty of Union Bible College is required to attend as many meetings as they are assigned to attend. These include the Staff/Faculty Meeting, Committee Meeting, and any special committees that one is ask to service.

4:3 Academic Standards—Rigor of Education Statement

Union Bible College strives to maintain a quality of higher education. Therefore, each educational level demonstrates the needed rigors of analytical research, communication skills, and critical thinking skills to complete and satisfy the requirements of that level of higher education.

4:3.1 Adult Education

Union Bible College offers an Adult Education for those interested in studying the Bible and practical ministry courses. The areas of study are the Christian Workers Diploma, Bible Certificate and Spanish Institute. Tests, quizzes, and reading are required on the same level as college level work; however, the writing requirement is lessened.

A student must demonstrate a basic understanding of these three areas to graduate:

1. Analytical research—The gathering and assimilating of data into coherent thought patterns.
2. Communication skills—in writing opinion papers and classroom discussion.
3. Critical thinking—in taking tests and working through group projects.

4:3.2 College Level Education

In the degree programs of Union Bible College, the College strives for academic excellence. Our goal is to challenge the students who enroll to achieve a broader base of knowledge and a higher standard of education.

4:3.2.1 Student's Requirements

The Rigor of Education policy of Union Bible College ensures that each student receives the maximum opportunity of learning. Therefore, each student will be required to fulfill these prerequisites:

1. A high school diploma or a General Education Development Diploma.
2. Have a minimum of a "C" average for their high school years. Below a "C" average will place the student on probationary status or acceptance into the Adult Education Department. After satisfactory grades, a student may transfer into the regular College Department.
3. The student is expected to achieve a score on either the ACT or the SAT that demonstrate their ability to do college work.

4:3.2.2 Faculty Requirements

The Rigor of Education policy of Union Bible College ensures that our faculty is qualified both academically and professionally to assist in our students' educational experience. Union Bible College strives to maintain these requirements for our faculty:

1. A Master's Degree or higher in their field of study.
2. A Bachelor's Degree or professional reputation that credentials one to teach in a skill-based or performance class.
3. 18 hours of graduate study in a particular field of study.

It is required that the Faculty of Union Bible College maintains the Rigor of Education statement in each of their classes. The rigor statement shall be spelled out in the course syllabus under these following sections:

1. Absence policy
2. Make-up policy
3. Late work policy
4. Course assignments
5. Reading assignments
6. Course lecture

4:4 Rigor of Education Requirements

According to Union Bible College's Mission Statement, we are to train by educating our students in Biblical faith and a Holiness lifestyle at a college level. Our educational priority focuses on three modalities of learning: reading, writing, and speaking.

4:4.1 Reading

We require students to read college level material for their research. In critical thinking, a student must be able to apply what they have read to the subject matter at hand. This emphasizes reading with analytical skills and evaluation.

4:4.2 Writing

Students are required to use the APA format on all research papers. Students should use only primary sources for references and proper documentation should be given. Students are required to follow a proper sequence and well developed outline in writing assignments. This should include proper application and analysis, along with a synthesis of thoughts and proper evaluation of the research material. The material should be written in a way that clearly communicates the thoughts, values, and expressed purpose of the paper.

4:4.3 Speaking

Students are required to know the importance of proper communication through effective speaking. Students of Union Bible College will be involved in various types of ministry that require this standard of rigor to proclaim the Gospel of Jesus Christ. The goal of Union Bible College is to prepare students to communicate through one-on-one discussion, public speaking, and classroom presentations. Though not a measureable factor, Union Bible College strives to implement the art of listening. The art of reading and knowing the audience will be incorporated into the curriculum as well.

4:5 Teaching Methodology

The methodology for each course of study shall consist of these three major areas:

4:5.1 Analytical Research

Writing requirements for the students of Union Bible College shall consist of research projects in 100 level classes. In 200 level classes a research project or a small research paper is given. In levels 300 and 400, a research paper is assigned for each class. In place of the research paper, other areas of analytical research such as observation studies and reports may be assigned to assess the student's level of competence in each area of study. The number of pages required of each level is:

1. 100/200 level—6-8 pages or essays and opinion papers
2. 300/400 level—9-12 pages

Textbooks and collateral books are critical to the development of the student. Reading assignments reflect the ability of analytical research. This is demonstrated in the following reading assignment for each level of study:

1. 100 level—400-500 pages for 3 hour class and 325 pages for a 2 hour class
2. 200 level—550-600 pages for a 3 hour class and 325 pages for a 2 hour class
3. 300/400 level—800 -850 pages for a 3 hour class and 550 pages for a 2 hour class

4:5.2 Communication Skills

Communication skills are assessed through writing assignments, speeches, book reports and power point presentations by the students. At the 400 level, a student is expected to evidence a grasp of material and professionalism in presentation.

4:5.3 Critical Thinking

Critical thinking skills are assessed in writing, classroom discussion and especially in examination. At the 100 level, a student may expect simple test questions. At the 200 through 400 levels, the student should expect more essay type questions. Examinations on the upper level should be designed so that one can ascertain the student's ability to formulate an answer and be prepared to defend that answer.

Adopted at the College Faculty Meeting in May of 2012

4:6 Assignments for Courses

The Vice-President of Academic Affairs's Office will be responsible for assigning courses to be taught by the Union Bible College Faculty. Courses will be assigned according to the Faculty's area of expertise.

4:7 Breaks

College breaks are assigned in the College Calendar. They are as follows: Fall Choir Tour; Thanksgiving Break; Christmas Break; Winter Session Break; Spring Break; and IHC Break.

4:8 Class Dismissal

The Vice-President of Academic Affairs's Office will notify Faculty members as well as students of a class dismissal for weather or emergency situations. The announcement will also be posted on WIBC 93.1 website and RTV channel 6 website when the closure is for weather related issues.

Classroom assignments are to follow the Rigor of Education Statement in section 4:3. The general rule of classroom assignments is two hours of study time for each one hour of credit hour. This includes required reading, projects, term papers and any other assignments given by the Professor. The assignments should not exceed this limit.

Instructors are given a great deal of freedom in structuring the content and requirements of a course. However, general guidelines for reading (including text book) and writing requirements are provided.

4:9 Miscellaneous Class Information

Listed below are some general class information:

1. One-half of required reading in any given course is due at midterm. Papers and required reading not turned in on time will be penalized.
2. Until a student has successfully completed English Composition II, he or she is not permitted to take upper level classes without special permission from the Vice-President of Academic Affairs.
3. While a student is enrolled in the Christian Worker's Program, they will not be required to write a research paper. Alternate work will be assigned by the Professor. If the student does well in this program, they may transfer these hours into a degreed program. Upon the transfer, the student will be required to take English Composition II, as well as write research papers for all subsequent classes.
4. If the student does not pass Pre-composition, they may transfer to a diploma program and can take no more than 12 hours the second semester. The next fall the student may retake Pre-composition again. If he/she does not pass again, they will be asked to withdraw from the diploma program as well.

4:10 Classroom Ethics

4:10.1 Class Decorum

Students are expected to maintain Christian behavior at all times. In the class, however, special care must also be taken that professional behavior becoming a scholarly atmosphere is observed. The class is a place in which attention should be given to the instructor and other students in dialogue related to the class subject. This is not a setting for courtship. For this reason, dating couples may not sit adjacent to each other in class.

Laptops computers may be used in class if the student desires, but if they are found playing games on the laptop, that student will not be allowed to bring it back to class for the rest of the semester.

Cell phones must be turned off or placed on vibrate during class and are not to be used for any purpose during class. If the cell phone rings during class, the phone must be left on the professor's desk during subsequent classes or not brought to class.

Students must get permission from the professor to leave the classroom during the class.

4:10.2 Cheating

Cheating of any kind is a gross violation of both Christian and ethical principles. Cheating may take place in numerous ways. For example, if you use another person's writing in a research paper but do not give credit to the writer for either direct statements or ideas they have given you, you are guilty of plagiarism (literally thievery). If you use another student's work either from papers or tests, with or without their permission, you are involved in cheating. If you submit a research paper or any other kind of assignment to a class other than the class for which it was originally submitted, you are cheating, unless you get permission from the professor to do so. The first time a student plagiarizes (or cheats), they will receive a zero for the assignment and be called before the teacher and the Vice-President of Academic Affairs. The second time a student will fail the course, even if it is the first time they have been found cheating in that particular course. They will also be called before the discipline committee. If the student plagiarizes (cheats) the third time, they will be dismissed for the college. In each instances, record will be kept in the student's permanent file.

4:10.3 Late and Make-up Assignments

It is the student's responsibility to arrange the time to take tests or quizzes missed due to excusable absences. Students are also responsible to find out what assignments they have missed. When students are absent on exam day, they must get permission from a teacher before making the exam up. The exam should be taken before or on the first day the student returns to class. No teacher should allow a student to make up an exam without penalty, unless for sickness, school business, or emergency. The decision will be made by the teacher.

4:11 Confidentiality - Privacy Act (FERPA)

The Faculty of Union Bible College is forbidden to discuss or reveal students grades in an open forum. In no wise should a Faculty member give out grades in front of other class members. For further clarification, see Appendix B.

4:12 Course Description

The instruction given in the classroom must follow the course description listed in the Union Bible College Catalog. If there is a problem with the course description and what one feels is needed, the

Faculty member should contact the Vice-President of Academic Affairs's Office for an appointment with the Vice-President of Academic Affairs.

4:13 Course Evaluation

Each course taught at Union Bible College will be evaluated by the students. This is a dual evaluation in which the course material and the Professor is assessed by the students. The Professor should periodically evaluate their course objectives with their lessons to see if they are fulfilling the intended learning projection.

4:14 Course File

The Vice-President of Academic Affairs's Office will keep a course file which a Professor may use in preparation for teaching the class. It shall contain old syllabus and any material pertinent to the class.

4:15 Course Objectives

The course objective for each class taught should be developed from the course description as well as the Institutional goals. These objectives shall state what is expected to be learned from the class.

4:16 Course Orientation Information

The Professor shall take time in the first class period of the new semester to orient the student as to what is expected from the course. The orientation shall include going over the syllabus, required reading, class projects, and research papers that are required.

4:17 Course Roll

The Vice-President of Academic Affairs's Office shall issue a course roll. This will include the names of the students that have registered for the course. The Professor will have two weeks to submit this documentation back to the Vice-President of Academic Affairs's Office with any corrections. Any changes in the class roster will be documented and the Professor will be notified for these changes by following the proper protocol listed in the Catalog.

4:18 Devotions

Classes are expected to open with prayer at Union Bible College. Faculty members are permitted to have a short devotional at the beginning of their classes. However, the Faculty needs to make sure that these are short and kept under control and not become a means of preaching. Union Bible College desires the presence of God to move freely in its classes; however, the purpose of our existence is for academic purposes.

4:19 Evaluation of Students

Test and various other means will evaluate the success of the student; however, the Professor must be attentive to the needs of students that seem to be struggling. It is the Professor's duty to assist a student that is struggling. This will help the Vice-President of Academic Affairs's Office to assess whether a student is qualified to remain as a college level student.

4:20 Grading

4:20.1 Grading System & Quality Points

To be a candidate for graduation a student must achieve a minimum cumulative grade point average (GPA) of 2.0 (C). The GPA is computed by dividing total quality points by the total hours (including failures). Quality points and grades are assigned as follows:

Grade	Percentage	Quality Points
A	95–100	4
A-	92–94	3.67
B+	89–91	3.33
B	86–88	3
B-	83–85	2.67
C+	80–82	2.33
C	77–79	2
C-	74–76	1.67
D+	71–73	1.33
D	68–70	1
D-	65–67	0.67
F	0–64	0
WP	Withdrawn passing	
WF	Withdrawn failing	
I	Work incomplete	

Incompletes will be issued only in the event of prolonged illness or some emergency that makes it impossible for the student to complete his work by the end of the grading period. An "I" grade will automatically lapse into an "F" if not removed within six weeks of the end of the grading period in which the "I" was incurred. It is the **student's** responsibility to see that the incomplete is removed within the specified time. If a student withdraws from a class, which he/she is failing (WF), that grade will be used in the computation of the GPA. On the other hand, if one withdraws from a class, which he is passing (WP), that grade is not used in computing the GPA. Likewise, grades from non-credit courses are not used in calculating the GPA.

One way a student can improve his GPA is by repeating one or more classes, which resulted in low grades. The highest grade is then used in the computation of the GPA. However, both grades will be recorded on the permanent transcript.

4:20.2 Credit Hours

The credits a student earns are computed in terms of semester hours. The number of semester hours credit one earns is equivalent to the amount of time a class meets per week.

Credit Hrs.	Times Meeting	Period
1	1	50 min.
2	2	50 min.
	1	1 hr. & 40 mins.
3	2	1 hr. & 15 mins.
	1	2 hrs. & 30 mins.

Classes that are audited are recorded without a grade on the transcript. Students may audit lecture classes (i.e., labs and private lessons are excluded) for a minimal fee. Students may change a credit class to an audit class up to the last day to add a class.

4:21 Guest Lecturers

Union Bible College allows Faculty members the privilege to invite a guest lecturer. The Faculty member should submit, in writing to the Vice-President of Academic Affairs's Office, the date for the guest lecturer, name of the guest lecturer, and class name for which the guest lecturer will be speaking. The Vice-President of Academic Affairs's Office should sign off on this documentation and if there is a reason for questioning the guest speaker, it will give the Vice-President of Academic Affairs's Office the opportunity to clarify any concerns.

4:22 Honor System

Union Bible College maintains an honor system that a student can strive to achieve. The two categories are as follows:

1. Dean's List

The Vice-President of Academic Affairs will post an honor list at the end of each grading period. To be eligible for this list, the student must meet the following requirements: be enrolled with a minimum of twelve semester hours; a GPA of at least 3.6; and acceptable conduct.

2. Honor Roll

The Vice-President of Academic Affairs will post the honor roll for students who meet the following requirements: a GPA of at least 3.0 and acceptable conduct.

4:23 Independent Study (Faculty Directed)

If there is a schedule conflict or a course needed by a junior or senior that is not being offered before their projected graduation date, an independent study may be recommended by the Vice-President of Academic Affairs. While necessary in a few cases, it is normally available only when other scheduling options are not practical. A registration form for an independent study is available in the Registrar's or Vice-President of Academic Affairs's office.

In addition to regular tuition charges, there is an independent study fee, which is assessed and collected by the Financial Affairs office upon registration before the cooperating Professor may release the course materials.

It should be noted that the nature of some classes does not allow for independent study (e.g., conducting techniques). Students are also discouraged from independently taking those classes that are considered foundational to their programs. No more than 12 hours can be taken through independent study.

4:24 Internship (Overview of Faculty Responsibilities)

Each of the professional studies areas (ministerial, missions, music, and education) have an internship connected with their program. The Program Coordinator will be in charge of overseeing the internship program and grading the student's feedback.

4:25 Instructor Attendance

Professors are expected to be present at all classes that are convened. Reasons for absences see 2:1, 2:2.3, 2:2.4, 2:5, 2:6, 2:7 and 2:10.

4:26 Required Textbooks and Class Materials

All required textbooks and class materials should be approved by the Vice-President of Academic Affairs's Office. All college level courses should use college level textbooks. Any deviation from this policy must be approved by the Vice-President of Academic Affairs.

4:27 Students with Disabilities

4:27.1 Policy

Union Bible College strives to maintain a supportive environment which promotes the learning of all students, including students with special needs as defined by the Americans with Disabilities Act (ADA). Union Bible College is committed to meeting its obligation to provide effective services to students with disabilities who have completed the process outlined in the Registrar's Office.

4:27.2 Definitions

Reasonable Accommodation – This may include assistance with access, instructional materials or methods, equipment, and other resources to enable all students to be involved in any area of their college experiences. Course objectives and essential skill achievement levels cannot be waived or otherwise modified as effective accommodations. Any modification in the manner in which a course is conducted is restricted to changes in the format of instruction or evaluation. Such modifications must not change the academic standards or basic content of the course.

4:27.3 Procedure

1. Students who desire a reasonable accommodation must:
 - a. Submit notification in writing to the Registrar of the diagnosis of disability.
 - b. Provide to the Registrar supporting documentation of the diagnosis in the form of a statement from an appropriate professional that includes recommended accommodations. A diagnosis is valid for a period of three years.
 - c. Provide a written accommodation request to the Registrar.
2. All accommodation requests and supporting documentation are submitted to the Administrative Committee for review and determination of eligibility. Requests will be considered on a case-by-case basis.
3. The college is not only maintaining, but also upgrading facilities as buildings are scheduled for remodeling or expanding to increase access for all students regardless of special needs.

4:28 Curriculum Support

Union Bible College seeks to give both the Professor and student supporting material to effective research and present the course as desired. Therefore, Faculty is asked to give a sufficient bibliography at the end of the syllabus with books, DVD's, journals, and other supporting material. The Library is expanding their data base and books to assist in this matter as well.

4:29 Use of Copyrighted Materials

Faculty of Union Bible College must properly document their resources. See pages 30-31 of the Catalog for the Academic Honesty Statement that applies to Faculty as well. Union Bible College forbids mass production of copyrighted material such as book copying, software copying, and any

other related material. For a Faculty member to copy such work that is clearly copyrighted, one must obtain written permission.

4:30 Faculty Involvement in Graduates

The Vice-President of Academic Affairs is to secure the approval of the Graduates. The Vice-President of Academic Affairs will present the list of graduates to the Core Faculty for their Approval. The Core Faculty discusses if each Graduate meets the requirements for Graduation listed below:

- A. Completion of all the required courses while maintaining at least a 2.0 (C) average;
- B. demonstration of a maturing Christian character and essential agreement with the doctrinal position of the school;
- C. all financial obligations satisfied (All diplomas will be kept in the business office until all financial obligations have been met.);
- D. completion of at least sixteen resident semester hours for two-year programs and 32 resident hours for four-year programs;
- E. completion of at least thirty hours beyond the first degree's requirements, if working toward a second degree;
- F. completion of all course requirements (including assignments, term papers, late examinations, or other work required for any course which is being applied toward graduation) in order to participate in the graduation exercises (Exception may be made by the Academic Committee for a senior who lacks no more than internship or student teaching. This requirement must be completed with a year.);
- G. fulfillment of all the required Christian service assignments;
- H. completion of an application for graduation filed with the registrar during the first semester of the senior year;
- I. acceptance by the college core faculty.

Once the Core Faculty passes on the Graduates, the list is given to the Administrative Committee by the Vice-President of Academic Affairs. Once they approve of the list of Graduates, then the list is given to the Board of Directors for approval. Because of the nature of the Board of Directors meetings, the list maybe presented to the Board of Directors before being presented to the Core Faculty or Administrative Committee.

Section Five

Faculty Development Program

The Faculty Development Program is comprehensive in nature and includes many components of activity found throughout the Faculty Handbook. The three major components of the FDP is Faculty Hiring Plan, Faculty Evaluation Program, and Faculty Professional Development Program.

The Faculty Hiring Plan addresses the planning assumptions used to determine Faculty needs of the Institution, the hiring plan for needed Faculty to meet the instructional needs of the Institution, and the orientation program for Faculty.

The Faculty Evaluation Program includes assessment data from students, administrators, other faculty, and the Faculty themselves. The data is collected and becomes the basis for a discussion between the Vice-President of Academic Affairs and the Faculty member. The results of the evaluation are then fed into the Professional Development Program where the Faculty member prepares a plan to address areas determined weak in the evaluation process.

The Faculty Professional Development Program begins with each Faculty member's desire to better him or herself in their profession.

5:1 The Faculty Hiring Program

5:1.1 Assessment of Current Faculty

Union Bible College desires to maintain Godly, credentialed Faculty to help prepare servant leaders who will change the world with the unchanging Word. Therefore, the College has established an Academic and Faculty Hiring Plan. Ascertaining the needs for replacing or adding to our current faculty is assessed in three areas: retirement, good education, and student growth.

Retirement: The Academic Office uses these three guidelines for assessment of a Faculty member that is nearing retirement age.

1. A professor or academic staff person will generally retire or cut back from a full-time role at the Institution at the age of 70 years old.
2. When a professor or academic staff person cuts back, the plan should treat the cutting back as retirement; therefore, a person to replace the primary should be sought.
3. Planning related to replacing a faculty or academic staff person should begin when the Faculty member is 65 years old.

Using these guidelines does not mean that Union Bible College is pushing a faculty member out when they reach a certain age. These are guidelines in assisting the College in preparing for the inevitable fact of retirement.

Good Education: Persons who stand in the way of good education should be replaced and if the person holds a primary teaching position, the process should be similar to that of replacing a person retiring, if time permits.

Student Growth: As the student body grows at Union Bible College, the Academic Office shall seek to add new faculty members to the roster. The faculty shall grow by 1 to 2 new faculty members for every 20 new students over the total of 80 students, depending on the needs.

5:1.2 Hiring Process of New Faculty

5:1.2.1 Recruiting

The Vice-President of Academic Affairs will carry the primary task of recruiting new faculty. However, the assistance and recommendations from the President and Core Faculty will be assessed. The Vice-President of Academic Affairs will assess recruits' spiritual, academic, and experiential qualifications who hold appropriate credentials for the position.

5:1.2.2 Interviewing

The interviewing process shall involve the Vice-President of Academic Affairs and the President. Once the names are narrowed to two or three good candidates, a final interview will take place by the Academic Dean and/or the President. If possible, it will be good if a Core Faculty member would be involved in this part of the process.

5:1.2.3 Appointing

The Vice-President of Academic Affairs along with the President shall appoint the new Faculty that they have selected. The new Faculty will be notified of the selection by phone along with an official letter.

5:1.2.4 Orienting

The new Faculty member shall go through an orientation process. This will either be a live session or through a DVD session. Once the new hire has completed the orientation process, they shall be ready to teach in a classroom.

5:2 The Faculty Evaluation Program

The Vice-President of Academic Affairs will complete the following evaluation process for each Faculty member that is actively teaching in the College:

4. In August, meet with each Professor and Academic Staff to talk about goals for the new school year.
5. In December, send evaluations out by mail. This will include the Course & Professor and any other evaluation that has been completed. If a consultation is needed by either party, a meeting will be scheduled.
6. In May, meet with each Professor and Academic Staff to go over each of their evaluations. This meeting will involve all evaluations and will be the Annual Evaluation and review.

The evaluation will consist of four evaluations:

5. Course & Professor Evaluation	1-5 score	needs a minimum of a 3 average
6. Administrative Evaluation	1-5 score	needs a minimum of a 3 average
7. In Class Evaluation	1-5 score	needs a minimum of a 3 average
8. Annual Evaluation	1-5 score	needs a minimum of a 3 average

Overall Score Actions

- 5 = no action needed
- 3-4 = discuss areas of concern
- 2 = put on probation
- 1 = possible cause for termination of contract and position

If a Faculty or Academic Staff person is placed on probation, they will be given a semester to improve. If progress is made, then the person will be off of probation or given an extended probation. If no progress is made or the person regresses, the contract will not be renewed or the contract will be terminated.

5:2.1 Course & Professor Evaluations

This evaluation is done by the students every semester for the overall assessment by the Vice-President of Academic Affairs. The following procedure will be carried out for the Course & Professor Evaluations:

1. At the end of the Fall Semester, each class and faculty is evaluated. Towards the middle or end of the course, the faculty is given the folder with the Course and Faculty Evaluation sheets.
2. The faculty member gives out the evaluation form to each student.
3. The student is to complete the form and place the completed form back in the envelope.
4. The faculty members will turn the envelope into the Registrar's office.
5. The Registrar compiles the data and presents it to the Vice-President of Academic Affairs.
6. The Vice-President of Academic Affairs looks over the data and calls a meeting with each individual faculty members.
7. The Vice-President of Academic Affairs should praise and point out areas that need worked on to each separate faculty member.
8. If new faculty teaches in the spring semester, a course and faculty evaluation is completed on them.
9. The Vice-President of Academic Affairs will use this evaluation in the Annual Review.

5:2.2 Administrative Evaluation

This evaluation is done by the Vice-President of Academic Affairs and is completed on a yearly basis. It is used for overall assessment.

5:2.3 In-Class Evaluation

This evaluation will be done by either the Vice-President of Academic Affairs or a peer professor. This evaluation will be done on a yearly basis and will be used for the overall assessment.

5:2.4 Annual Evaluation

This evaluation will be completed by the Vice-President of Academic Affairs. This will be the end of the year evaluation which will take into account all the other evaluations.

5:2.5 The Evaluation Meeting

The Evaluation Meeting will be held in May of each academic year. The Vice-President of Academic Affairs will perform this evaluation and cover the assessment from each of the above evaluations.

5:3 Faculty Professional Development Plan

5:3.1 Professional Development Plan

Union Bible College is committed to the value of developing its Faculty and Staff. The College endeavors to assist its Faculty and Staff with job and education development within the six elements listed below!

Spiritual Formation:

Spiritual formation addresses the spiritual condition of the Faculty member as demonstrated through actions that reflect the fruit of the spirit in all areas of their life.

Graduate Degrees:

Faculty requiring advanced Degrees to meet the needs of the Institution are supported by the Institution.

Certifications:

Faculty who teach courses that require certification are given funds to complete the education or training necessary for certification.

Seminars & Memberships:

The Institution will support Faculty in their memberships in professional organizations in the fields of their teaching assignments.

1. Attend Conferences and Seminars within area of study (Wesleyan Theology Conference)
2. Financial Aid for Seminars, Memberships, & Conferences
3. Advancement Retreats for Faculty by our College

Sabbaticals:

A Faculty member in good standing at the Institution is qualified to apply for a sabbatical every seven years of faithful service to the Institution. Sabbaticals are to be used to advance the Faculty members research in their teaching area or to complete an extensive writing project. A sabbatical may be a term (Fall, Spring, or Summer) or terms depending upon the goals for the sabbatical.

Scholarship:

Faculty, who because of institutional assignment or a project that benefits the institution and approved by the administration, may receive a reduced teaching load or assignments to permit the faculty member to complete the project.

Criteria for Award

1. The application is complete.
2. The request is within the scope of the element of the development program chosen.
3. The request is aligned with the priorities of the Academic Administrative Area priorities.

5:3.2 Faculty Professional Development Policy

Policy

Faculty shall participate annually in professional development activities related directly to the faculty's primary or secondary teaching area as approved by the chief academic officer.

Procedures

1. In May of each year, the chief academic officer requests from each faculty member their professional development plan for the academic year. The plan includes estimated expenditures for the faculty member's professional development plan. A faculty member must fill out a Faculty Development Plan Application and submit it to the Vice-President of Academic Affairs.
2. By the end of June the chief academic officer communicates the acceptance or lack of acceptance for the faculty member's development plan.
3. By the following May, all professional academic plans shall be completed and the report of these development plan be turned in to the chief academic officer.

Criteria

The faculty member's professional development Plan must meet the following criteria:

1. The professional development activities address one or both of the faculty member's areas of teaching.
2. Activities are primarily from agencies or organizations outside the denomination's circle of activities.
3. Faculty members include in their plans appropriate activities to share what is learned during professional activities with other members of the faculty.

5:3.3 Funding the Professional Development Plan

At this time, Union Bible College is funding the Professional Development Plan by funding from the Faith Investment program. We are assisting in furthering education and seminars.

Section Six

Policies and Procedures for Handling Sexual Harassment

Policies and Procedures for Handling Sexual Harassment

6:1 Statement of Policy

- A. Because of its unreserved devotion to Christian operating standards, Union Bible College is committed to fostering a positive, discrimination free learning, working, and living environment. The College will not condone or tolerate sexual harassment or related retaliation of or by any employee or student.
- B. All members of the college community share responsibility for avoiding, discouraging, and reporting any form of sexual harassment, and for cooperating in any investigation or proceeding regarding alleged sexual harassment.
- C. Members of the college community found in violation of this policy may be disciplined up to and including being discharged from employment. Retaliation against persons raising concerns about sexual harassment or submitting sexual harassment complaints or participating in an appropriate capacity in the sexual harassment procedures described in this policy, is prohibited and will constitute separate grounds for disciplinary action up to and including discharge from employment for cause or expulsion from the College.
- D. Any member of the college community who is found to have made an intentionally false accusation or complaint of sexual harassment, or to have provided intentionally false information regarding a sexual harassment accusation or complaint or an alleged perpetrator of sexual harassment, will be subject to discipline up to and including being discharged from employment for cause or being expelled from the college. The fact that a statement made relative to sexual harassment cannot be corroborated does not, in and of itself, indicate that the statement was intentionally falsified.
- E. Any member of the college community who is consulted about or advised of potentially sexually harassing behavior must advise the individual providing the information of the College's sexual harassment policy and encourage prompt reporting to one of the designated College officials charged with responsibility for handling sexual harassment complaints. When a firsthand allegation of sexual harassment is made, and the alleged harasser is named, the individual receiving the allegation must report it to one of these designated College officials.

(See Sections 6.4 and 6.5)

- F. Any member of the college community who submits a complaint of sexual harassment must be advised of his or her right to file a claim of sexual harassment with the Indiana Department of Human Rights or the federal Equal Employment Opportunity Commission. Such claim will not in any way lessen the individual's rights to the procedures outlined in this policy.
- G. This policy and the procedures incorporated within it shall serve as the only internal college forum of resolution and appeal of sexual harassment complaints.

6:2 Definitions & Examples

- A. For purposes of this policy, "sexual harassment" is defined as any unwelcome sexual advances, requests for sexual favors, or any other verbal or physical conduct of a sexual nature when:
 1. Submission to or toleration of such conduct is made either explicitly or implicitly a term or condition of an individual's employment, living conditions, student status, or educational evaluation; or
 2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, demeaning, or offensive working or educational environment. The work or educational environment includes but is not limited to offices, shops, classrooms, laboratories, residence halls, activities, programs, and all Union Bible College sponsored events.
- B. Sexual harassment may involve the behavior of persons of either gender against persons of the same or opposite gender.

Examples of conduct which may constitute sexual harassment include, but are not limited to the following:

1. Repeated unwelcome sexual propositions, invitations, solicitations, or flirtations
 2. Stated or implied threats that a person's employment, wages, academic grade, opportunities for promotion, classroom or work assignments, dormitory room assignment, or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances
 3. Repeated and pervasive unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes, or innuendos; unwelcome suggestive or insulting sounds or whistles; obscene gestures
 4. Unwanted exposure to sexual graffiti, photographs, electronically transmitted images, or suggestive objects that substantially interferes with an individual's welfare, or academic or work performance
 5. Unwelcome and inappropriate touching, patting, kissing, pinching, or unnecessary brushes up against another
- C. The determination of whether a "hostile environment" exists, or whether a particular conduct constitutes sexual harassment, will be based upon all relevant circumstances, including but not limited to the context in which the conduct occurs, the frequency of the conduct, its severity, and its threatening or humiliating character. Facts will be judged on the basis of Biblical standards, as well as what is reasonable to persons of ordinary sensitivity as opposed to the

- sensitivity or reaction of one particular individual.
- D. For purposes of this policy, "retaliation" means any adverse action against an individual taken as a result of the individual's having submitted a sexual harassment complaint, or having reported, in good faith, an instance of sexual harassment or alleged sexual harassment, or having participated in or served as a witness in any procedure to investigate, evaluate, adjudicate, or redress a complaint of sexual harassment.
 - E. In this policy the term "complainant" refers to the person against whom sexual harassment, as defined in 6.2, has allegedly been perpetrated or conducted and who, in response to this alleged activity, brings forth an official complaint against the alleged perpetrator, also referred to as the alleged offender or the accused. The complainant represents (is) the allegedly offended party. The complaint may be brought forth either orally or in writing, and the process for handling the complaint may be either formal or informal. While others in the college community may be involved in the complaint handling process in a variety of capacities, including assisting the allegedly offended party, only the allegedly offended party can be the "complainant".
 - F. In this policy the term "alleged offender" is used synonymously with the term "accused", and refers to the person who has been charged with perpetrating or conducting sexual harassment against another member of the college community.
 - G. In this policy the term "parties" refers to the complainant and the alleged offender named by the complainant.
 - H. For purposes of this policy, unless the context clearly indicates otherwise, the singular of nouns, pronouns, and adjectives is used to represent both singular and plural.
 - I. In this policy, all references to procedures being performed "expeditiously" or "promptly" or within a "reasonable period" or by a "reasonable date" or by a "specified date", etc. are construed as meaning as soon as possible in consideration of the various factors mentioned in II.C. above and the schedules of all persons involved in the process. Generally, a period not exceeding two weeks shall be considered acceptable in all steps of the process.

6:3 Confidentiality; Protection of Alleged Offenders

- A. The College will make all reasonable efforts to maintain the confidentiality of all persons involved in a sexual harassment complaint, investigation, or proceeding. Confidentiality, however, may not be possible, and is not guaranteed. The expressed wishes of the complainant regarding confidentiality will be considered in the context of the legal obligation of the College to act upon any charges of sexual harassment or related retaliation and the right of the person charged with the harassment to be informed of the charges against him or her. To every extent possible, college proceedings relative to sexual harassment will be conducted in a manner that protects the confidentiality of all parties involved.
- B. Both parties to a sexual harassment complaint, as well as any other individuals who participate in the complaint resolution process as witnesses, testifiers, transcribers, meeting secretaries, recorders, or advisors to the parties, will be asked to sign statements of confidentiality.
- C. All records of sexual harassment proceedings, including all investigations and Hearing Committee meetings, will be considered confidential and shall not be disclosed publicly except as required by law.
- D. Anonymously provided accusations or complaints of sexual harassment will normally not be investigated.
- E. At the time a complaint is filed, the alleged offender will be informed of the allegations, the identity of the complainant, and the facts surrounding the allegations. In the event the allegations ultimately are not substantiated, reasonable measures will be taken to restore the

reputation of the alleged offender if damaged by the complaint or the proceedings.

6:4 **Obligation to Report**

- A. In order for appropriate action to be taken, the College must be aware of sexual harassment or related retaliation. Accordingly, any member of the college community who believes that he or she has experienced or witnessed sexual harassment or related retaliation should promptly report such behavior to the appropriate official College contact indicated in Section 6.5 of this policy or to his or her employment supervisor, Academic Advisor, Resident Assistant, department chairperson, or Dean of Men or Women.
- B. Any supervisor, Academic Advisor, Resident Assistant, department chairperson, or Dean of Men or Women who witnesses or receives a written or oral report or complaint of sexual harassment or related retaliation must report it promptly to the appropriate official College contact indicated in Section 6.5 of this policy.

6:5 **Official College Contacts**

- A. If the alleged offender is a student, the official College contact is the Dean of Academic Affairs, whether the complainant is another student, a Faculty member, or a staff (non-faculty) employee.
- B. If the alleged offender is a Faculty member, the official College contact is the President, whether the complainant is a student, another Faculty member, or a staff (non-faculty) employee.
- C. If the alleged offender is a staff (non-faculty) employee, the official College contact is the Director of Finance, whether the complainant is a student, a Faculty member, or another staff (non-faculty) employee.
- D. If the alleged offender is one of the above named official College contact persons, then the official College contact becomes one of the other named official College contact persons or the President.
- E. If the alleged offender is the President, then the official College contact is the Chairman of the Board of Directors or his or her designee.
- F. If the alleged offender is a member of the Board of Directors, the matter will be referred to the Chairman of the Board. If the Chairman is the alleged offender, the matter will be referred to the Vice Chairman of the Board of Directors.

6:6 **Complaint Procedures**

- A. Prompt reporting of sexual harassment is in the best interest of the entire college community. Complaints must be brought within two years of the most recent alleged incident of harassment or they will not be investigated or otherwise governed by the procedures outlined in this policy. Notwithstanding this, if, in the judgment of the President, the case involves alleged behavior which is so reprehensible or which has potential for personal harm of such magnitude or such lasting impact that failure to apply the procedures of this policy to the case would constitute a gross dereliction of responsibility, the President may waive the two year limitation. When the President is the alleged offender, the right to waive the two-year limitation rests with the Chairman of the Board of Directors.
- B. Complaints filed under this policy will be addressed and brought to resolution as promptly as practicable following the filing of the complaint.
- C. Complaints may be made orally or in writing. Once a complaint has reached the appropriate official College contact (Section V), either formally or informally, the contact is considered as having received an official complaint notification. As expeditiously as possible, the contact will

then arrange to meet with the complainant. This initial meeting will be kept as confidential as possible and as permitted by law, with no formal written record made of the meeting. The contact will explain the options available and will counsel the complainant. If the complainant, after or during the course of this initial meeting with the contact, decides to proceed, the complainant will be requested to provide a written statement describing the complaint if one has not already been provided. Under certain circumstances, depending on the nature of the complaint, its severity, its potential impact, or prior sexual harassment history of the alleged offender, the contact may decide to apply the procedures of this policy notwithstanding the wishes of the complainant. As soon as the complainant notifies the contact to proceed, or as soon as the contact decides to proceed notwithstanding the wishes of the complainant, the complaint is considered as having been "filed". At this point, and in accordance with III.D., the contact will inform the alleged offender of the allegations, the identity of the complainant, and the facts surrounding the allegations.

- D. Complaints filed by one person against more than one person shall be handled as separate complaints.
- E. Complaints will be handled via an informal or a formal procedure, described hereinafter. The choice normally is that of the complainant to make. However, if the contact believes that the matter is sufficiently grave, he or she may initiate a formal procedure notwithstanding the desires of the complainant.
- F. Nothing in these procedures shall preclude the contact from notifying the President of any "filed" complaint for which an informal or a formal resolution procedure is, or will be in process.
- G. Informal Procedure:
 1. Following the contact's meeting with the complainant and notification to the alleged offender of the complaint, the contact will serve to facilitate the matter and bring acceptable resolution through one or more of the following means:
 - a. Help the complainant deal directly with the alleged offender;
 - b. If acceptable to both parties, serve as mediator between the parties to arrive at a mutually agreeable resolution;
 - c. If acceptable to both parties, serve as a binding arbitrator of the matter;
 - d. If acceptable to both parties, coordinate a mediation process utilizing a third person also acceptable to the parties and to the contact;
 - e. Take whatever steps are reasonable and acceptable to both parties short of formal procedures to bring about a resolution of the complaint also acceptable to both parties.
 2. If the complaint is resolved via an informal procedure, no record of the complaint will be entered into the alleged offender's personnel file or student records. However, the contact will record the fact of the complaint, as well as the resolution achieved, in the form of a confidential memorandum to be held in permanent files maintained by the contact.
- H. Formal Procedure:
 1. If an informal procedure fails to bring resolution to the matter, or if the complainant or the contact chooses otherwise, the complaint handling will follow a formal procedure. The alleged offender may also choose to follow a formal procedure, but only after an informal procedure has failed to bring resolution.
 2. Formal procedures are initiated with a written request for investigation of sexual harassment charges by the complainant or the alleged offender sent or delivered to the contact. If the contact initiates the investigation, he or she will make a written record which explains the rationale for doing so.
 3. The contact will then appoint an investigating authority, which may be himself or herself,

to serve as Chairperson of a Hearing Committee. This Committee, consisting of no fewer than five individuals and, in all cases, a balanced mix of males and females, all of whom shall be appointed by the contact, shall include three staff (non-faculty employees) or faculty members (at least one of each). The remainder of the Committee will include one representative from the constituency (Faculty, staff, or student body) of the complainant and one from the constituency of the alleged offender.

4. The Hearing Committee will contact the complainant to obtain a detailed written statement of the complaint with as much detail as possible, including a description of the harassing behavior with dates, times, locations, names of any witnesses or others who might have information germane to the case and helpful to the committee, and any other pertinent information.
5. The Hearing Committee will review the statement and then contact the alleged harasser, providing him or her with a copy of the statement and requesting a written response to the complaint to be submitted to the investigating authority by a specified date. The response should also identify any person(s) who might have information pertinent to the case and helpful to the Committee.
6. The Chairperson will then arrange a meeting of the Committee with the complainant and the alleged offender to be held within a reasonable time of the receipt of the alleged offender's response to the complaint. If, because of the nature or gravity of the complaint or the relationship of the parties or some other circumstance, it is determined by the Committee either to meet separately with each of the parties or to dismiss one party from the meeting while the other is present, the Chairperson will make the appropriate arrangements and notify each party in advance. Such a determination would be made via majority vote of the Committee.
7. Meeting Ground Rules:
 - a. The Hearing Committee will protect, to the extent possible, the privacy interests of all those involved in the proceedings. To that end, all those appearing before the Committee will be advised not to discuss their statements or to comment on the proceedings outside the meeting.
 - b. Both the complainant and the accused are permitted to have an advisor of their choice attend the meeting. Advisors may only consult with their parties; they may not address the Committee and they may not ask questions. All advisors will be bound by the confidential terms of the Hearing Committee's rules. Upon request by the Hearing Committee, and in any event when one or both of the parties have an advisor who is an attorney, an attorney for the College shall attend the meeting for purposes of consulting with and advising the Committee.
 - c. The Committee will consider information it has received from the complainant and the accused as well as the statements presented to it during the meeting. The Committee may request other members of the college community to appear and answer questions at the meeting; and it may, if necessary, continue the meeting to a later date.
 - d. The complainant and the accused and their advisors will be permitted to be present at the meeting while all statements are being made and all questioning is taking place except when, in accordance with VI.G.6., the committee has elected to conduct separate meetings with the parties or to dismiss one party while the other is present. All other persons will be permitted to attend only while giving their own statements and answering questions put to them by the Committee.
 - e. A secretary, invited by the investigating authority, and not a member of the Committee, will be present to take minutes of the meeting. The Committee's deliberations,

however, will be private and confidential and the secretary's transcribed minutes will be the exclusive record of the meeting. The parties may not bring their own court reporters or secretaries and they may not record the meeting. The parties will be given reasonable access to the record of the meeting, but they will not be permitted to make copies.

8. Conduct of the Meeting:
 - a. The complainant will be invited to make a statement to the Committee. Committee members will be permitted to ask questions at the conclusion of this statement.
 - b. The accused party will be invited to make a statement to the Committee. Committee members will be permitted to ask questions at the conclusion of this statement.
 - c. At the conclusion of the Committee's questioning of each party, the complainant and the accused may ask questions of each other, but all such questions must be directed to the Chairperson.
 - d. Other persons asked to appear before the Committee will be invited to make statements. Committee members will be permitted to ask questions at the conclusion of each person's statement. At the conclusion of the Committee's questioning of each person, the complainant and the accused may ask questions of the person, but all such questions must be directed to the Chairperson.
 - e. The Committee may ask further questions of the complainant and the accused after it has heard from all other persons invited to appear.
 - f. Once the Committee has heard from the complainant and the accused and all others who appear by invitation, it shall dismiss all individuals including the secretary and meet in confidence to deliberate.
 - g. The Chairperson of the Committee will appropriately modify these procedures for those situations in which the Committee, in accordance with VI.G.6., has elected to conduct separate meetings with the parties or to dismiss one party while the other is present. Modifications may include having the complainant and the accused present written questions to one another, through the Chairperson, to be addressed via written response by the queried party within a time frame established by the Chairperson.
9. After the Hearing Committee has met with the complainant and the accused and all other persons invited to appear, and after all pertinent information has been gathered and reviewed and discussed by the Committee, the Committee will find, by majority vote, either that this policy has not been violated or that it has been violated. For this latter finding, the Committee must be convinced, in light of all the statements and information presented, that it is more likely than not that the alleged sexual harassment did indeed take place. For purposes of this paragraph, over half of the Committee members must be so convinced, where "convinced" is construed to mean "beyond reasonable doubt" but not "beyond all doubt".
10. Within a reasonable time after the Hearing Committee reaches its conclusion and formulates its finding, the investigating authority will issue a report for the Committee detailing the finding and its rationale. If the investigating authority is not the official College contact, this report will then be delivered to the appropriate contact. A copy of the report will be delivered by the contact to the complainant and another copy to the accused. If the Committee has found that this policy has been violated, the report shall also list the recommendations for sanctions.
11. The contact is responsible for determining the appropriate sanctions, except that if the President was the accused this determination shall be deferred to the Board of Directors. In making such a determination, the contact shall not be bound by the recommendations

of the Hearing Committee but shall give these recommendations due consideration. The contact shall communicate the sanctions in writing to the complainant, the person found to have violated this policy, and to the President of the College. If the President was either the complainant or the accused, a copy will be sent to the Chairman of the Board of Directors.

12. Sanctions shall be based on the nature, severity, and frequency of the offense and any prior history of sexual harassment by the offender while a member of the college community or while employed elsewhere. In general, sanctions include but are not limited to one or more of the following: private apology, public apology, public reprimand, required participation in educational or counseling sessions at the guilty party's expense, written warning, or letter of reprimand. In addition, Faculty and Staff are subject to suspension without pay, demotion, denial of promotion or tenure or pay raise, and discharge from employment for cause. Student offenders are subject to probation, suspension, or permanent expulsion from college, and suspension or permanent removal of rights to live in college housing or participate in student activities including choirs, PR groups, etc.
13. Appeal Process.
 - a. Either the complainant or the accused may appeal the finding and sanctions to the President of the College or, if the President was one of these parties, to the Chairman of the Board of Directors. The appeal must be in writing and must be submitted by the appellant within two weeks of receipt of the sanctions levied by the contact. The President will notify the contact of receipt of the appeal.
 - b. The President, or Chairman of the Board if appropriate, shall review the finding and the sanctions determined by the contact, if any, and he or she may review the transcribed minutes of the meeting of the Hearing Committee as well. If the case involves a member of the Administrative Committee, the President (or Chairman) may call the Hearing Committee into special session for further discussion of the case. Under unusual circumstances, the President (or Chairman) may also interview the complainant, the accused, and other persons involved in the proceedings.
 - c. The President (or Chairman) may sustain the sanctions as imposed, if any; dismiss the sanctions entirely; or levy additional or changed sanctions. The decision of the President (or Chairman) is final and may not be appealed.
 - d. The President (or Chairman) shall issue a written communication of his or her resolution of the appeal within two weeks following receipt of the appeal or completion of other procedures discussed at 13.b. above, unless circumstances beyond control make such a deadline impossible or impracticable to meet. This communication shall be sent or delivered to the complainant, the accused, and the contact involved with the case.
14. Depending on the sanctions ultimately levied, if any, there may be various other individuals in the college community who need to know what these sanctions are. For example, if an Academic Administrator is removed from his or her administrative position, that information will need to be communicated to various other administrative and faculty persons, possibly also to students, staff, secretaries, etc. The contact will initiate communications, working through appropriate administrative and supervisory personnel and maintaining all reasonable levels of confidentiality regarding the complaint, the complainant, the finding, and the sanctions.
15. A copy of the report of the Hearing Committee, the report of the official College contact, and, if an appeal was conducted, the report of the President (or Chairman of the Board of Directors) will be placed permanently in the personnel file or student educational file of the

accused individual, regardless of whether the accused was found guilty of violating this policy and regardless of the sanctions imposed, if any.

6:7 Applicable Laws

- A. Title VII of the (federal) Civil Rights Act of 1964 prohibits sex discrimination in employment. Guidelines issued by the Equal Employment Opportunity Commission (EEOC) in 1980 stipulate that sexual harassment in the workplace is a violation of Title VII. Complaints must be filed with EEOC within 300 days of the alleged sexual harassment incident or within 30 days of notice from the Indiana Department of Human Rights that it has completed its processing of the charge previously filed with that Department, whichever is earlier.
- B. Sexual harassment and other discriminatory conduct is illegal under the Indiana Human Rights Act, enforced by the Indiana Department of Human Rights. Complaints must be filed with the Department within 180 days of the alleged sexual harassment incident.

6:8 Note on Amorous Relationships

Amorous relationships between an employee and a student can pose potentially serious moral, ethical, and legal concerns to the College. Amorous relationships between members of the college community, which involve adultery or fornication, are absolutely prohibited.

Appendixes

Appendix A**Sample Syllabus****Fall Semester 2012****Union Bible College
(Course Name) Syllabus****I. Course Title****II. Course Number****III. Course Instructor***Name**Contact Information*

Home phone

Cell phone

E-mail address

Consulting Information

[This is a required policy by ABHE. Teachers must provide actual times they prefer students to drop by or explain how students should make appointments. The Professors office phone extension should be listed here also.]

IV. Course Description

[The course description stated in the orientation sheet should be in harmony with the course description found in the College Catalog, along with number of credits. Professors may add after the Catalog description their own words and further description.]

V. Required Textbooks and Materials

[All required course materials must be listed here, including texts, collateral, and other supporting materials. If a fee is attached to the course, the orientation information must include how the fee will be spent on the students.]

*Title**Author**Publisher**ISBN***VI. Course Objectives**

[Objectives must be stated in student terms]

*General Objectives**Specific Objectives***VII. Course Procedures****A. Course Presuppositions**

[What information/experiences that the Professor assumes the class will know before beginning this class should be listed here or cross referenced in another part of the syllabus. For example: "Students taking this courses have adequate writing skills" or "Refer to Introduction to Course."

B. Methods of Instructions**C. Course Assignments or Requirements:**

[All major projects and papers for the term must be listed here. Professors are strongly encouraged not to add major assignments after the term has begun. Freshman students are taught to write research papers in Composition II during the Spring term and may use

the paper from that class in an assigned freshmen course in which a paper is required if agreed by the Professor.]

D. Course Calculation of Grade

[Criteria for determining the final grade in the class must be clearly articulated here.]

VIII. Course Agenda and Reading Assignments

[This may be an actual calendar with assignments noted or an outline for the course. Suggestions are listed below.]

A. Course Schedule

B. Reading Schedule

C. Course Calendar

IX. Course Absence Policy

[This could be stated as 'look on page # of Catalog' or spelled out in full in this section.]

X. Course Late Work/Make-up Policies

A. Late Work Policy

[Professors should include their policy on late work, including any penalties to be imposed if late work is accepted.]

B. Make-up Policy

[Professors should include instructions pertaining to making up daily assignments, major assignments, quizzes, and major tests. It has been suggested that freshmen be allowed to make-up all work within a reasonable timeframe. Sophomores will be allowed to make-up some work. Junior and seniors will not be allowed to make-up any work. This is part of the rigor statement.]

XI. Bibliography

[A list of at least ten books used or most helpful in course preparation. Bibliographic information should be provided in APA format.]

Example of APA formatted bibliography:

Anderson, L. (1999). Leadership that works. Minneapolis, Minnesota: Bethany House Publishers.

XII. Class Notes

[Can include a class outline or any notes that are included for this class.]

Appendix B

FERPA Information

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act, hereafter known as FERPA, is an act of Congress designed to protect the right of students to both know what is in their school files and to restrict access to certain types of information in those files.

The information in student files is divided into two categories. Directory Information is information that FERPA allows a school to release to eligible parties without the express consent of the student and/or parent. The Student Life Handbook has a complete list of what the College has declared to be Directory Information. A student has the right to restrict the release of Directory Information.

The second category of FERPA information is called Non-directory Information. Non-directory Information will not be disclosed without a student's written permission. There are circumstances, according to the FERPA Act and subsequent amendments, where the College can and will give out Non-directory Information. A partial list of such circumstances includes, but may not be limited to, the following:

1. Official subpoenas or other requests from appropriate government sources.
2. Parents (or legal guardians) may receive Non-directory Information if the student is a legal dependant, as determined by their federal income tax return for the most recent tax year.
3. Parents (or legal guardians), whether the student is a dependant or not, may be contacted concerning instances of under age drinking.

The following are some suggested practices concerning FERPA:

When communicating with third parties

1. The very best practice is to not be the provider of the information. The student has the right to reveal his or her Non-directory Information such as grades, attendance, and so forth. Encourage interested parties to speak directly with the student.
2. Always presume that you should not release Non-directory Information unless you see in writing or are notified by the Student Life Office that the individual requesting the information has the right to receive it.
3. Non-directory Information is NEVER released WITHOUT THE STUDENT'S WRITTEN AUTHORIZATION. These items include, but are not limited to:
 - Student schedule and course enrollment
 - GPA
 - Academic standing
 - Grades earned

4. Do not use Non-directory Information in a letter of reference or other correspondence that mentions the individual.
5. Parents (or legal guardians) may receive Non-directory Information ONLY by providing proof that the student is a legal dependent, such as a certified copy of a federal income tax return for the more recent tax year. Friends, spouses, siblings and others may NOT receive non-directory information regardless of need without the specific and written authorization of the student.
6. All requests for Non-directory Information must be made in writing. Please coordinate this with the Student Life Office. All release of student information must be documented and communicated to the Student Life Office.
7. Subpoenas should be referred to the Student Life Office for processing.

When communicating with the student

1. Student grades may not be posted by name or in any readily identifiable manner.
2. Social Security numbers or ID numbers may not be used in posting grades.
3. Graded student work may not be left or returned to the student in any manner that would provide the opportunity for another individual to see the work. However, having students offer input concerning another student's work is part of the iterative process and is not viewed as an infringement upon the student's right to privacy. The student's right to privacy is violated when another individual has access to a grade that an instructor has assigned.
4. Do not leave student work in any public place for them to pick up. Examples of this would be outside of a Professor's office or in the classroom unattended.
5. Do not provide one student's Non-directory Information to another student.
6. While email addresses are listed as Directory Information, it is often best to obscure the email addresses of emails that go to multiple students. This is accomplished by placing the email addresses in the BCC address category.

Union Bible College FERPA Policy:

I. POLICY

Union Bible College maintains the confidentiality of every student's educational record. Under the Family Educational Rights and Privacy Act (FERPA) the student has the right to inspect and review their education records, to request that Union Bible College correct records which they believe to be inaccurate or misleading, to consent to disclosures of personally identifiable information contained in their education records, and 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. Access to student's educational records is permitted during normal office hours and copies of the information may be requested in writing. Union Bible College cannot release protected information to a parent or legal guardian unless the student consents in person or in writing. The age of the student does not affect FERPA rights. Union Bible College may disclose, without consent, Directory Information including certain types of personal data (name, address, telephone number, date and place of birth) and academic data (major, study load, dates of attendance, degrees and awards received).

II. PROCEDURES

1. The Union Bible College FERPA policy will be addressed to the students at the fall orientation. It is also published in the School Catalog, Faculty Handbook, Staff Handbook, and Student Handbook.
2. Student records are maintained in the Office of the Registrar and access is permitted during normal office hours. Copies of the information may be requested in writing to the Registrar.
3. The student may request that Union Bible College amend a record that they believe is inaccurate or misleading. The student should write the college official responsible for the record, clearly identify the part of the record that they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested, the College will notify the student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when the student is notified of the right to a hearing.
4. The student may sign a consent form to allow the disclosure of personally identifiable information contained in their educational records at Union Bible College. This consent form may be obtained in the Registrar's office. Union Bible College does however maintain the right, under FERPA regulations, to disclose those records, without consent, to school officials with legitimate educational interest, other schools to which a student is transferring, specified officials for audit or evaluation purposes, appropriate parties in connection with financial aid to a student, organizations conducting certain studies for or on behalf of the school, accrediting organizations, to comply with a judicial order or lawfully issued subpoena, or appropriate officials in cases of health and safety emergencies, and state and local authorities within a juvenile justice system pursuant to specific State law.
5. Union Bible College cannot release academic, financial, or student life information to a parent or legal guardian unless the student consents in person or in writing. A consent form may be obtained in the Registrar's office.
6. Union Bible College may disclose, without consent, the following directory information, including certain types of personal data (name, address, telephone number, date and place of birth) and academic data (major, study load, honors and awards, and dates of attendance). The student may request in writing that this information be withheld. If a hold is placed on the student's Directory Information, a consent form will need to be signed by the student each time they permit such information released.
7. Complaints regarding the school's compliance with the FERPA requirements may be filed with the U.S. Department of Education by calling 1-800-872-5327 or by mail at:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520
8. Any additional questions about FERPA, may be directed to the address given above.

Appendix C

Union Bible College Faculty Requirements

At Union Bible College, we take great care in selecting godly, spiritually mature, and educationally qualified faculty members. Therefore, we require our Faculty to adhere to a higher level of living than the average college personnel. It is a firm belief of Union Bible College that the Faculty establishes the ethos of this Institution. By ethos, it is meant the heritage, spiritual life, influence, standards, and perception of the College to perspective students and constituents. A prospective faculty member should meet these requirements to become a Faculty member of Union Bible College:

1. Be a spiritually mature person
 - A. A prospective faculty member should give a written testimony of a saving work of grace and should give a clear testimony to entire sanctification or pursuing after this work of grace.
 - B. A prospective faculty member should provide references from the pastor or denominational leaders concurring with their written testimony.
 - C. A prospective faculty member should have a good recommendation from their previous place of employment of a Christ-like spirit.
 - D. A prospective faculty member should be one that models spiritual maturity to students. They should model spiritual maturity in the following ways:
 - (1) Regular attendance and participation in an established church of the doctrinal persuasion adhered to by the College
 - (2) Demonstrate a Christ-like attitude before the student body whether in or out of the classroom
 - (3) Be willing to accept correction and constructive criticism and to work on areas of weakness as demonstrated
 - E. A prospective faculty member should be a team player who is willing to disagree agreeably.
2. Participate in the mentoring program of at least one student
3. Have the minimum of a Master's Degree in their appropriate field of expertise or working towards a Master's Degree
4. Have necessary experience in their related field of expertise
5. Be actively engaged in their field of expertise. This shall include attending professional meetings, conventions, workshops, seminars, or be involved in this ministry. As well, the Faculty member should participate in research and scholarly activities within their area of expertise
6. Be loyal to our statement of faith as given in the Faculty Handbook
7. Be supportive of the ethos of the School
8. Demonstrate a lifestyle that supports the ethos of the School

Appendix D

Union Bible College Core Faculty Requirement

It is a firm belief of Union Bible College that the Faculty of this College establishes its ethos, heritage, spiritual life, influence, standards, and perception of the college to perspective students and constituents. The Core Faculty through its selective and exclusive membership helps to ensure that Union Bible College maintains its current philosophies and ideologies. The Core Faculty is committed to maintain the ethos, heritage, spiritual life, influence, standards, and perception that the College was founded upon and has continued to propagate since its beginning. The purpose of the Core Faculty is to decide upon all policies concerning the student body and faculty body of the College.

Functions of the Core Faculty:

The Core Faculty shall function as an approval of these following areas:

- Approve of all Student Life issues and policies
- Approve of all curriculum changes and suggestions
- Approve of all program evaluation and changes
- Approve of all faculty policies and items

All ideas and policies should generate from a faculty committee. The concept presented to the faculty was that all ideas and policies should generate from a faculty committee. If an idea is presented in a faculty meeting, that idea would be assigned to the proper committee. The committee's at present are student life, academic committee, admission committee, and library committee. These committees present proposals to the College Faculty for approval. If the proposal needs further approval, it is sent to the Administrative Committee and then to the Board of Directors.

Becoming a Core Faculty Member:

A faculty member can be nominated by a member of the Core Faculty after the faculty member has met the following criteria:

- Met all the requirements of a faculty member of the college
- Be a full-time faculty member or deemed full-time status
- Complete one year of service to the college
- Demonstrate necessary abilities to deal with curriculum and program evaluations
- Be loyal to our statement of faith as given in the Faculty Handbook
- Be supportive of the ethos of the school
- Demonstrate a lifestyle that supports the ethos of the school

A faculty member shall be accepted into the core faculty upon a 2/3 majority vote by the core faculty members.

Appendix E



Union Bible College Curriculum Vitae

John Smith

Street,

City, State, Zip

Phone: 555-555-5555

Cell: 555-666-6666

email@email.com

Position at College:

Assistant Professor, Psychology

Professional Information:

Education:

Ph.D., Psychology, University of Minnesota, 2006 Concentrations: Psychology, Community Psychology
Dissertation: A Study of Learning Disabled Children in a Low Income Community

M.A., Psychology, University at Albany, 2003^[SEP] Concentrations: Psychology, Special Education
Thesis: Communication Skills of Learning Disabled Children
B.A, Psychology, California State University, Long Beach, CA, 2000

Teaching Experience, Related Experience To Area of Teaching, & Positions Held:

Instructor, 2004 – 2006 University of Minnesota Course: Psychology in the Classroom
Teaching Assistant, 2002 – 2003 University at Albany Courses: Special Education, Learning Disabilities

Research Skills:

Extensive knowledge of SPSSX and SAS statistical programs

Presentations:

Smith John (2006). The Behavior of Learning Disabled Adolescents in the Classrooms. Paper presented at the Psychology Conference at the University of Minnesota.

Publications:

Smith, John (2005). The Behavior of Learning Disabled Adolescents in the Classroom. Journal of Educational Psychology, 120 - 125.

Awards, Grants, Honor & Fellowships:

- I RDB Grant (University of Minnesota Research Grant, 2005), \$2000
- II Workshop Grant (for ASPA meeting in New York, 2004), \$1500
- Treldar Scholar, 2005
- Academic Excellent Award, 2003

Professional Skills and Interests:

Skills

- Microsoft Office, Internet

Qualifications

- Programming ability in C++ and PHP

Languages

- Fluent in German, French and Spanish

Licenses & Certificates

-

Accreditation

-

Fields of Interest

-

Personal Information

Volunteer Experience:

Hobbies:

Interest and Activities:

References Information

1. Name, Position, Company, Phone

Appendix F

Things Needed for Faculty Files

Curriculum Vitae

Official Transcripts

Official documentation of professional experience / Resume / Curriculum Vitae

Performance and technical competencies

Published documents

Certifications

Qualifications

Evaluation Results

Any Awards

Classes Taught

Appendix G

Parameters for Independent Studies

- ◆ Meet with the student at least 6 times per 3 hour course and 4 times per 2 hour course.
- ◆ With the student, set a completion date and turn this in on the student's registration form for the class.

Adopted by the Union Bible College Faculty 10/2/98

- ◆ 400 pages of reading per credit hour of class
- ◆ 15 pages of typewritten pages (double spaced) per credit hour of class. (This would be research papers, book reviews, sermons, journals, and/or any other pertinent projects.)

Appendix H

Required Reading Equivalency Policy

Approved tapes and videos may be counted at 35 pages of collateral reading per hour of listening.

This is an internal policy that the Faculty can incorporate into their syllabus as needed.

Adopted by the UBC Faculty January 18, 2005.

Appendix I

CLASS GUIDELINES

Class Decorum

Students are expected to maintain Christian behavior at all times. In the class, special care must also be taken that professional behavior becoming a scholarly atmosphere is observed. The class is a place in which attention should be given to the Professor and other students in dialogue related to the class subject; it is not a setting for courtship. For this reason, dating couples may not sit adjacent to each other in class.

Laptop computers may be used in class if the student desires, but if he/she is found playing games on the laptop, that student will not be allowed to bring it back to class for the rest of the semester.

Cell phones must be turned off or placed on vibrate during class and are not to be used for any purpose during class. If the cell phone rings during class, the phone must be left on the Professor's desk during subsequent classes or not brought to class.

Students must get permission from the Professor to leave the classroom during class.

Cheating Policy

Cheating of any kind is a gross violation of both Christian and ethical principles. Cheating may take place in numerous ways. For example, if you use another person's writing in a research paper but do not give credit to the writer for either direct statements or ideas they have given you, you are guilty of **plagiarism** (literary thievery). If you use another student's work either from papers or tests, with or without their permission, you are involved in cheating. If you submit a research paper or any other kind of assignment to a class other than the class for which it was originally submitted, you are cheating, unless you get permission from the Professor to do so.

The first time a student plagiarizes (or cheats), they will receive a zero for the assignment and be called before the Professor and the Vice-President of Academic Affairs. The second time, a student will fail the course, even if it is the first time they have been found cheating in that particular course. They will also be called before the Discipline Committee. If the student plagiarizes (cheats) the third time, they will be dismissed from the College. In each instance, record will be kept in the student's permanent file.

Grading Scale

GRADE	PERCENTAGE	POINTS	
A	95-100	4.00	WF— withdrawn failing
A-	92-94	3.67	WP— withdrawn passing
B+	89-91	3.33	I— work incomplete
B	86-88	3.00	
B-	83-85	2.67	
C+	80-82	2.33	
C	77-79	2.00	
C-	74-76	1.67	
D+	71-73	1.33	

D	68-70	1.00
D-	65-67	0.67
F	0-64	0.00

Reading Requirements

Professors are given a great deal of freedom in structuring the content and requirements of a course. However, the general guidelines for reading requirements are provided according to course level:

	3 hour class	2 hour class
Freshman courses	— 450 - 500 pages	325 pages
Sophomore courses	— 550 - 600 pages	375 pages
Junior/Senior courses	— 800 - 850 pages	550 pages

Approved tapes, videos, and DVDs may be counted at 35 pages of collateral reading per hour of listening and/or viewing.

Collateral reading assignments will be due at assigned times throughout the semester according to the Professor's discretion. Papers and collateral reading not turned in on time will be penalized according to each Professor's policy.

Writing Requirements

General guidelines for research papers are also provided according to course level:

Freshman/Sophomore courses — 9 - 11 pages

Junior/Senior courses— 12 - 14 pages

In addition, all lecture/discussion courses will usually require analytical book reviews as a portion of the writing assignments. Research papers should follow the American Psychological Association (APA) format as described in *Simon & Schuster Handbook for Writers* by Troyka and Hesse.

By the time students are enrolled in English Composition II they are responsible for writing research papers for any and all classes in which they are enrolled. For all students this would be their second semester, except for the Pre-composition students, which would be their third semester. Until students have successfully completed English Composition I & II, they are not permitted to take upper level classes, except for choir, without special permission from the Vice-President of Academic Affairs.

When students are enrolled in the Christian Worker's Diploma Program or the Mission Worker's Diploma Program, they are not required to write a research paper, but alternate work will be assigned by the Professor. At the end of the program, after the student has met all of the requirements of each class and earned the full hours for each class, if the student decides to go on, he or she may transfer these hours to a degree program and would then be required to take English Composition II and write the research papers for all subsequent classes.

If the student does not pass Pre-Composition, he or she may transfer to a diploma program and may not take more than twelve hours the second semester. The next fall the student would retake Pre-Composition. If he or she does not pass again, they will be asked to withdraw from the diploma program as well.

Textbook Policy

Textbooks and class related materials can be purchased by the student at the vendor of their choice or facilitated by the institution via Union Central. Any student wishing to utilize the latter option must communicate that desire by the close of the preceding semester. All new students must communicate this desire at registration.

Book lists is produced and placed on the college website at least two weeks prior to the close of the semester. Students who desire to purchase their books through Union Central (UC) must notify the UC manager by the close of the preceding semester. New students who desire to purchase their books through UC must notify the UC manager the day of registration.

It is the responsibility of the student to notify the UC manager of their desire for internal facilitation. Any student with a pre-existing balance at UC will not be able to make additional purchases without special approval.

Late and Make-up Assignments

It is the student's responsibility to arrange time to take tests or quizzes missed due to excusable absences. Students are also responsible to find out what assignments they have missed. When students are absent on exam day, they must get permission from the Professor before making up the exam. The exam should be taken before or on the first day the student returns to class. No Professor should allow a student to make up an exam without penalty, unless for sickness, school business, or emergency. The decision will be made by the Professor.

Attendance Policy

Chapel — Chapels provide some of the most valuable experiences that a Bible College student may enjoy. For chapel attendance a full-time student is allowed four absences. Missing more than 4 chapel services will require a \$25.00 fine for each absence after four. The amount will be added to the student's bill and must be paid at the end of the semester. Students missing more than 6 chapels must meet with the Discipline Committee and will receive a failing chapel grade. These students will not be allowed to return the following semester unless approval by the Discipline Committee is granted.

Class — A student should attend all classes in keeping with his role as student.

Class attendance will be reflected in a class participation grade which is generally ten percent of a class grade and reflects attitude, activities, and attendance. Thus, attendance can substantially assist a student's grade.

However, extreme situations at times necessitate absences. Therefore, students are permitted to be absent from a class twice the number of times that class meets per week. A student is counted absent if they miss more than twenty minutes of a class. Two tardies also constitute an absence. Any class missed immediately before or after holidays will be counted as a double cut. Each absence above the allowed absences will result in a 5% deduction in grade for the class in which the absences occur.

Any student having six unexcused absences will receive a warning that at eight unexcused absences he will be dropped from the class with a failing grade. For Choir, he would receive a warning for six unexcused absences and for ten unexcused absences he would be dropped from the class with a failing grade.

If a student feels extenuating circumstances justify his excessive absences, he may appeal to the Dean of Academic Affairs for a hearing before the Petitions Committee to seek exemption. However, such exemption is not guaranteed and will only be granted if the student has verifiable and justifiable reasons for their absences. Such an appeal must be submitted to the Dean of Academic Affairs in writing in advance of the day of the desired hearing and must list days absent and reasons for each absence. In no case will verbal appeals be entertained.

If a student achieves perfect attendance for the semester with no more than one tardy, he/she will receive 2% added to their grade. This will be done on a per class basis.

There will be a few exceptions to the above rules:

- (1) Students in Public Relations will be allowed extra absences only if needed for Public Relations and allowed by the Vice-President of Academic Affairs and the Director of Public Relations.
- (2) In case of accident and hospitalization or other extreme emergencies, such as death in the immediate

family, a student may appeal to the Academic Committee. Immediate family includes mother, father, brother, sister, and grandparents.

(3) For Choir, a student will be allowed 6 absences. From 7 to 9 absences, 5% will be deducted from the grade for each absence, and for 10 absences, the student will be dropped from the class with a failing grade.

Appendix J

**UNION BIBLE COLLEGE
FACULTY DEVELOPMENT PROGRAM
APPLICATION**

REQUEST

Name		Program Element	
Resources Requested*		Date(s)	

**Complete page two of this form, please.*

APPROVAL

Resources Approved			
Approved by		Date	

CONDITIONS

This request was approved with these conditions *(if none, write "none" in line 1):*

1.	
2.	
3.	
4.	

REQUEST FOR FUNDS OR RESOURCES

I request that the approved resources addressed above be provided to me in the following form:

_____.

- Receipts are attached.
- Receipts will be provided after the event accounting for all expenditures.

Requesting Person/Date

REPORT/PRESENTATION

Report Submitted: _____

or

Presentation Made: _____

Resources Needed

Description of Development Activity (include location, associations, etc.)		
Goal(s) this activity will address		
Budget	<i>Description</i>	<i>Est. Amount</i>
	Registration/application fees	
	Transportation	
	Housing	
	Meals	
	Materials	
	Other: _____	
	Other: _____	
	Total	

Appendix K

Essay Worksheet

I. IDEAS AND CONTENT

Paper is clear and focused

- Ideas are fresh and original
- Author is writing from knowledge and experience
- Relevant, telling quality details
- Topic developed in an enlightening, purposeful way

II. ORGANIZATION

Organization enhances central idea

- Inviting introduction and satisfying conclusion
- Pacing is well controlled
- Thoughtful transitions
- Smooth organization makes it unnoticeable

III. VOICE

Writer speaks directly to audience

- Reader feels strong interaction with writer
- Tone seems appropriate for purpose and audience
- Narrative – honest, appealing, from the heart
- Writing reflects strong commitment to topic

IV. WORD CHOICE

Precise, interesting words convey intended message

- Words are specific and accurate
- Language is natural, phrasing highly individual
- Striking words and phrases often catch reader's eye
- Clichés and jargon used sparingly for effect

V. SENTENCE FLUENCY

Writing has an easy flow, varied sentence structure

- Sentence structure helps make meaning clear
- Writing has cadence as well as meaning
- Sentences vary in length as well as structure
- Avoids fragments
- Dialogue sounds natural

Development is basic

- Easy to see where writer is headed
- Difficulty going from generalities to specifics
- Ideas reasonably clear
- Support is attempted but doesn't succeed

Organizational structure is strong

- Recognizable introduction and conclusion
- Pacing – sometimes too much detail that doesn't matter
- Transitions often work well, sometimes fuzzy
- Organization sometimes supports main point

Writer is sincere, but not compelling

- Writer is earnest, sometimes amuses or moves reader
- Dispassionate language
- Writer hidden by the writing
- Carefully chosen words, safe generalities

Functional language lacks punch

- Words usually correct & accurate but lack flair
- Familiar words and phrases, only a couple of high points
- Attempts at colorful language are sometimes overdone
- Occasional energetic verbs or phrases

Mechanical/business like text

- Sentences grammatically correct but mundane
- Sentences have some variation, different beginnings
- Reader has to hunt for clues to meaning
- Some of text invites reading, but has some awkward sentences

No clear purpose or theme

- Still in search of a topic
- Information is limited and unclear
- Repetitious, disconnected ideas
- Everything seems as important as everything else

Lacks clear sense of direction

- Intro. and/or conclusion are ineffective
- Pacing feels awkward
- Connections between ideas confusing
- Organization confuses the main point

Writer seems indifferent or distanced

- Hard to sense the writer behind the words
- Highs and lows flattened by monotone
- Communication functional vs. monotone
- Writer not comfortable with topic

Limited vocabulary

- Vague language, obscures full message
- Redundancy distracts reader
- Jargon or clichés
- Words used incorrectly, confuses

Sentence structure distracting

- Choppy, incomplete, rambling sentences
- Unnatural phrasing, caused rereading
- Many sentences begin the same way
- Endless connectives confuse reading

VI. CONVENTIONS

Excellent grammar, punctuation, spelling, etc.

- Paragraphs sound and reinforce organizational structure
- Grammar & usage are correct and contribute to clarity
- Punctuation accurate and guides reader through text
- Spelling is generally correct, even on difficult words
- Only light editing required for publication

VII. FORMAT

Excellent layout of the whole paper

- Margins are one inch on sides, top, and bottom
- Running head is short enough, is ½ inch from the top and from the body, and five spaces before the page number
- Title page is formatted correctly
- References page begins on a new page
- Title and subtitles are properly placed

VIII. DOCUMENTATION

APA rules are followed throughout

- ___ In-text citations include year and author's family name for summaries and paraphrases
- ___ Quotations are always followed by citations with page numbers
- ___ All publisher titles shortened as required on References list
- ___ No missing data or punctuation on References list.

Conventions sometimes good

- ___ Paragraphing attempted, but sometimes ineffective
- ___ Grammar problems, but not so serious to affect meaning
- ___ End of sentence correct, but some internal punctuation missing
- ___ Spelling usually correct but some misspellings
- ___ Moderate editing required to polish publication

Some improper layout

- ___ Most margins are one inch
- ___ Some problem in running head
- ___ A few items may be missing or misplaced on the title page
- ___ No subtitles

Some departures from APA rules

- ___ Author's name in text isn't always followed by year of publication
- ___ Occasional missing References data
- ___ Occasionally, page numbers are omitted after quotations
- ___ A few punctuation errors on References Page
- ___ Some mixed order of data in References entries

Errors make reading difficult

- ___ Paragraphs irregular, infrequent, too many
- ___ Grammar & usage errors very noticeable
- ___ Punctuation mission and/or incorrect
- ___ Frequent spelling errors
- ___ Extensive editing required for publishing

Considerable disregard for rules of layout

- ___ Margins may vary or may be the wrong size
- ___ No hanging indentation on References page

- ___ Running head is too long, is positioned incorrectly, or is not on every page including the title page
- ___ Items are either missing or misplaced on the title page
- ___ Improper placement of titles and subtitles

APA rules frequently disregarded

- ___ In-text citations without adequate data
- ___ References page is not arranged alphabetically
- ___ Given names on the References page
- ___ Some lack of italics in References
- ___ Many punctuation errors on References page
- ___ Many items in the References entries are out of order

Appendix L

Information from UBC Catalog 2015-2017

The vision of Union Bible College has remained the same since its inception in 1911. Preparing students to employ mind, soul, and body in winning souls remains its chief purpose. Accurate, persistent scholarship serves as an integral component in this preparation. An underlying principle involved in class assignments is the belief that academic discipline can function as an aid to spiritual development. Course work is thus designed to enable students to gain spiritual and intellectual benefit so that they "grow in grace and the knowledge of our Lord."

The Administration and Faculty are involved in a continual process of curricular revision, as Union Bible College attempts to faithfully prepare servants to "change the world with the unchanging Word." The programs and courses offered in this catalog will help to better prepare students to minister in the twenty-first century. Union Bible College is firmly committed to providing servant-leaders with tools for successful ministry.

REGISTRATION

All students are required to register in person for classes at the beginning of each semester. Failure to register at the specified time will result in a late fee being assessed to your account. For those students required to attend orientation, failure to do so will be considered late registration. No student shall be allowed to register more than one week late. Registration will be considered as being completed only when the student has received a statement from the Director of Finance that satisfactory financial arrangements have been made.

At the time of registration, each student will be enrolled in one of the programs described on the following pages. Students must complete a Drop/Add form for any change in their class schedule after registration has been completed. A Drop/Add Form is available in the Registrar's Office during the first week of the semester and by permission of the Vice-President of Academic Affairs. After the first week no new course may be entered. All drops also need to be approved by the Vice-President of Academic Affairs. After the first week a WP (withdraw passing) or WF (withdraw failing) will be shown on the permanent record. Any course dropped after six weeks is an automatic failure unless there are extenuating circumstances. A student will automatically receive a WF on his/her permanent record if proper withdrawal procedures are not followed within the specific time restraints.

All incoming students will be given several exams at the beginning of the year, an English Proficiency Test, a Bible Content Test, Computer Application Test, Information Literacy Test, and Music Theory Test for Music Majors. Depending on the test score on the English Placement Test, the student will be placed in either Pre-composition or English Composition I. As well, depending on the test score of the Music Theory Test, the student may be placed in Introduction to Music Theory.

ADMISSIONS POLICY

Union Bible College is dedicated to the training of individuals who are desirous of receiving a Christ-centered, Bible-oriented education. Prospective students who are spiritually minded, educationally qualified, and in agreement with the philosophy and practices of the School are encouraged to apply for admission. Union Bible College does not discriminate on the basis of age, sex, race, color, national or ethnic origin, or against otherwise qualified handicapped persons in its admissions policies, employment policies, administrative policies, and scholarships. It does, however, insist that the prospective student give evidence of being a genuine Christian whose life is in harmony with the Scriptures.

Attendance at Union Bible College is a *privilege* and not a *right*. Continuing attendance is therefore contingent upon the full cooperation of the student with the officials of the School. The School reserves the right to request the withdrawal of or to dismiss any student who apparently is not benefiting from the programs and objectives of the school, regardless of the keeping or breaking of any specific rule of the school. All withdrawals or dismissals shall be handled by the Academic office. No one will be accepted as a student who has been expelled from another Bible college within the last school year.

College Entrance Requirements

Education: A high school education or its equivalent is required. The equivalency requirement may be met by having successfully completed a General Education Development Test (GED) or State Equivalency. This test is available to anyone over eighteen years of age. A prospective student should consult the State Department of Education in his particular state.

To effectively do college work, a student should have, as a minimum, a "C" average throughout his four years of high school. Prospective students are encouraged to take college preparatory classes.

Tests: All applicants must submit the results of either the American College Testing Program (ACT) or the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board. Information about taking these tests can be secured from the student's counselors in high school. The Union Bible College code for ACT is **5551** and SAT is **2850**. Testing dates and locations can be obtained directly from the:

American College Testing Program
PO Box 168
Iowa City, Iowa 52243.
www.collegeboard.com

Application Procedure

1. After prayerfully seeking God's will, request an application packet.
2. Fill out the application and return it to the Director of Admissions. A \$25 non-refundable application fee must accompany the application along with a recent photo and a copy of your birth certificate.
3. The health certificate should be filled out by a physician and sent directly to the Director of Admissions.
4. Request that transcripts and all relevant records be sent to the Director of Admissions.
5. Send all references, applications, and application fees by August 1st for the fall semester and by December 1st for the spring semester.
6. SAT or ACT records are also to be sent to the Director of Admissions.

Acceptance Procedure

Upon receiving completed application forms, the Admissions Committee will carefully consider the application, and will give notification by mail of the Committee's decision.

Admission to Advanced Standing Transfer Students

Students transferring from another recognized institution of higher learning may apply for advanced standing. In order to receive advanced standing status, one should request that a transcript from each school attended since high school be sent to the office of the Vice-President of Academic Affairs for evaluation. Courses in which the grade received was less than a "C" are non-transferable.

Only those courses which can be applied to degree requirements or electives consistent with Union Bible College's programs will be accepted. The College reserves the right to decide whether or not a course will be accepted.

A transfer student presenting work from other institutions must:

1. Either spend a minimum of one year as a full-time student or
2. Take a minimum of 32 hours' work at Union Bible College before receiving a bachelor's degree and a minimum of sixteen hours work at Union Bible College before receiving an associate degree, regardless of the amount of work taken elsewhere.

If a student desires to transfer any correspondence credits, no more than twelve hours may be transferred.

College Credit for Life Experience

Recognizing the importance of life experiences as an adjunct to learning and skills acquisition, Union Bible College offers a limited number of academic credit hours that may be acquired through life experiences. The following stipulations apply:

1. No more than twelve hours can be acquired in this manner.
2. The hours must be in an academic area that is relevant to our curriculum and pertinent to the student's program.
3. Such experience must be carefully and fully documented. This means that a portfolio must be created which details the relevant life experiences as to date, location, and description. There should be corroborating documentation from other sources as well such as a senior pastor, a board member, colleague, etc.
4. All such materials should be submitted to the Vice-President of Academic Affairs's Office for evaluation.

College Dual Credit & Dual Enrollment Policy

Dual credit courses are courses taken by high school students that satisfy requirements for earning credits toward both a high school diploma and a college degree. Dual Enrollment courses are courses taken by a high school student only for college credit. All courses taken at Union Bible College for dual credit or dual enrollment are identical in requirements for both the high school student and the college student. College credits earned through dual credit/dual enrollment courses taken at Union Bible College shall be applicable toward associate and/or bachelor degree requirements and shall be eligible for transfer. Such classes must be in the 100-200 level unless special permission is given by the Vice-President of Academic Affairs and high school Principal.

Minimum admissions criteria for dual credit courses are as follows:

1. Student must be a high school junior or senior.
2. Student must have a minimum overall grade point average of 3.0 (on a 4.0 scale), show academic readiness and maturity, and be recommended by the high school Principal.
3. Eligible applicants must complete and submit "The Dual Credit/Dual Enrollment Application for Admission to Union Bible College" and the "Permission to Register for Dual Credit/Dual Enrollment" forms. A current high school transcript must also be on file in the College Registrar's office.
4. After the student's first term at Union Bible College, a new "Permission to Register" form must be submitted each term to the Academic Office, prior to registering for classes. This form affirms that the student is still considered eligible and also lists the specific courses to be taken that term.

College-Level Entrance Exam Policy

Union Bible College grants full academic credit for certain courses when a College-Level Examination Program test (CLEP) has been taken and a qualifying grade obtained for that same course or a similar one. The following stipulations apply:

1. CLEP credit is awarded only to a student who has already enrolled as a student.
2. The student must request that an official CLEP report be sent to the Academic office.
3. The score on the CLEP exam must be 50 or higher.
4. There are specified courses that can be exempted by a qualifying score on a CLEP examination. A list of these courses may be obtained from the Registrar Office.
5. A maximum of twelve (12) credit hours can be given to any student, based on qualifying CLEP exams.

Union Bible College provides placement tests in certain subjects. The following placements test will be given at the beginning of the semesters for new students: English Placement Test, Music Theory Test, and Computers Applications Test. Each of these placement tests are designed to see where the student places in these subjects. The English Placement Test and the Computers Applications Test is given to all students. The Fundamentals of Music Test is given to Music Majors. A Foreign Language Test can be given as well. If a student is using these placement tests to test out of a subject, there is a \$50.00 fee per test.

Admission of Part-time & Special Students

If a student meets the requirements for admission but does not wish to pursue a degree program, or if the student cannot meet the requirements for entrance as a full-time student, he may be enrolled as a special or part-time student and be allowed to take courses for which one is deemed qualified. To assist those students who do not feel a particular calling to a professional study area that Union Bible College offers, the College has developed a certificate programs that give a student Bible, theology, and practical classes to help them in ministry. For a list of the certificate programs, see pages 59-61 of Catalog.

If one carries less than twelve semester hours, he is considered a part-time student. A student who enrolls without having met all the academic requirements can become a regular student if:

1. he will meet all entrance requirements
2. he can demonstrate academic success in carrying a normal load

Admission of International Students

Union Bible College is authorized by the Immigration and Naturalization Service to accept and enroll international, non-immigrant students. International students who manifest a purpose and goal for the service of Christ may be admitted to Union Bible College. Due to the sometimes complicated procedures that must be followed to secure a student visa, students should apply by at least January 31st of the year they plan to enroll.

Non-native speakers of English are also required to take the *Test of English as a Foreign Language* (TOEFL). Scores must be above 500 (paper-based), 173 (Computer-based), or 61 (Internet-based) before a student will be admitted to Union Bible College. Test scores should be sent to the Director of Admissions. These tests are administered only four times a year (October, January, March, and June). An International student may opt to take only the SAT or ACT Test instead of the TOEFL Test.

The application and testing fee must be received at least one month before the date the test is taken. For more information concerning this test contact the Cultural Affairs Officer in your city or write to TOEFL Publications, CN6154, Princeton, NJ 08541-6154 USA.

Before a prospective student can secure a student visa, the US government requires that they have a sponsor who guarantees that the student's expenses will be paid. For those who do not have a sponsor, the first year's expenses are expected to be paid before or at the time of registration for all classes. A limited number of work program students may be accepted. Contact should be made with the director of finance to inquire about finances.

Procedure for Admission as an International Student

Upon request, a prospective international student will receive a packet containing an application, three personal reference forms, a health certificate, and information about the school. The following is mandatory for acceptance:

1. The application must be filled out and returned to Union Bible College with the \$25 non-refundable application fee.
2. TOEFL or ACT/SAT scores must also be submitted.
3. The three personal reference forms must be given to three non-relatives who are well enough acquainted with the applicant to be able to give a reference. One of the references must be from a pastor\missionary.
4. The health certificate must be completed by a qualified medical professional, and returned to Union Bible College.
5. The student must have transcripts sent to Union Bible College from all high schools and colleges that have been attended. If the transcript is not in English, it must be accompanied by an official English translation.
6. When the student has been accepted, a letter of notification will be sent along with a contract for finances. (Terms of the contract may be negotiated by correspondence or phone.) When the contract is agreeable with all three parties (Union Bible College, student, and sponsor), the contract must be signed and returned with the agreed upon initial deposit.
7. When these steps are completed, an I-20 will then be issued to the student. The remaining agreed upon balance for tuition, room, and board can be paid in equal installments adjusted for the months remaining before enrollment or at the latest, at time of enrollment. In addition, the student will be responsible for the payment of fees and the cost of textbooks for each semester's classes.

PROGRAM REQUIREMENTS

Union Bible College is regularly involved in a three year curricular revision. This being so, there may be some changes from time to time in the requirements for graduation and/or course offerings, etc. A student will be permitted to graduate under the requirements outlined in the Catalog at the time of his enrollment. A student has the option of choosing to graduate under the current requirements rather than those effective when he enrolled. If a student withdraws from school and later re-enrolls, he must meet the requirements in effect at the time of re-enrollment.

CLASSIFICATION OF STUDENTS

Students are classified at the beginning of the fall semester for the entire school year on the basis of hours completed toward graduation. The classification is made as follows:

Class	Semester Hours
Freshmen	1-29
Sophomores	30-62
Juniors	63-96
Seniors	Above 97*

*or a reasonable prospect of graduation (enrollment in sufficient class work to complete his requirements for graduation in the current school year)

A full-time student is one who carries twelve semester hours or more. If one is admitted as a regular student but carries less than twelve hours, he will be considered a part-time student. A special student is one who takes any number of hours but does not follow a definite pattern leading to a diploma or degree and is clearly recognized as not being a candidate for graduation.

STUDENT LOAD, PROGRESS, & PROBATION

A normal load will average 16–17 hours each semester. Students who work thirty or more hours per week will be allowed to take no more than fourteen hours unless they receive special permission from the Vice-President of Academic Affairs. **Any change in class hours, work load, or program must be approved by the Vice-President of Academic Affairs.** Changes in work status must also be approved by the Director of Finance and the Dean of Students.

Academic progress must be satisfactory if one is to continue in any course of study. Any student who fails to maintain the following semester GPA will be placed on probation the following semester:

Hours	GPA
0-29	1.6
30-62	1.8
Over 62	2.0

If improvement is not demonstrated, the student is subject to academic suspension for one semester. After one semester the student may apply for readmission. If a student is placed on academic suspension a second time, the suspension is for one year. A third academic suspension is final.

SCHEDULING

During pre-registration or registration, each student will be guided by the Vice-President of Academic Affairs or his program coordinator in course selection for the following semester. While course selection is the responsibility of the student, the Vice-President of Academic Affairs must approve each student's schedule.

INDEPENDENT STUDY/ADVANCE COURSES

If there is a schedule conflict or a course needed by a junior or senior that is not being offered before their projected graduation date, an independent study or an ADVANCE class may be recommended by the Vice-President of Academic Affairs. While necessary in a few cases, it is normally available only when other scheduling options are not practical. A registration form for independent study or an ADVANCE class is available in the Registrar's or Vice-President of Academic Affairs's office.

In addition to regular tuition charges, there is an additional fee, which is assessed and collected by the Financial Affairs office upon registration before the cooperating Professor may release the course materials.

It should be noted that the nature of some classes does not allow for independent study (e.g., music conducting techniques). Students are also discouraged from independently taking those classes that are considered foundational to their programs. No more than 12 hours can be taken through independent study or ADVANCE.

Classes taken through independent study or ADVANCE must be completed within a semester. Lessons must be submitted in a timely fashion as outlined in the syllabus. Failure to submit lessons on time may result in a failed grade for that lesson.

CLASS & CHAPEL ATTENDANCE

A student should attend all classes in keeping with his role as student. Students are allowed two weeks of absences per class without a reduction in grade. A student is counted absent if he misses more than twenty minutes of a class. Being tardy **two times** also constitutes an **absence**. Any class missed immediately before or after holidays will be counted as a double cut. Each absence above the allowed absences will result in a five percent deduction in grade for the class in which the absence occurs.

Any student having excessive absences will receive a warning by the Professor that they are nearing the limit for failure of the class. Below is a chart that will explain the amount of absences:

Meeting Times per Week	Limit Allowed to Miss	Failure of Class
1	2	4
2	4	8
4	6	10

One evening class is equivalent to 2 class periods.

When a student is absent on exam day, he must get permission from a Professor before making the exam up. The exam should be taken before or on the first day the student returns to class. No Professor should allow a student to make up an exam without penalty, unless for sickness, school business, or emergency. The decision will be made by the Professor.

Within the allotted absences, each student must allow for sickness, car breakdown, personal reasons, etc. There will be a few exceptions to the above rules:

1. Students in Public Relations will be allowed extra absences, but only if needed for Public Relations and allowed by the Vice-President of Academic Affairs and the Public Relations Director.
2. In case of accident and hospitalization or other extreme emergencies, each student may appeal to the Petitions committee. Students will be allowed three days off for bereavement of the following family members: spouse, parents, grandparents, step parents, children, grandchildren, sisters, brothers, and in-laws of themselves or their parents.

If a student feels extenuating circumstances justify the excessive absences, he may appeal to the Vice-President of Academic Affairs for a hearing before the Petitions committee to seek exemption. However, such exemption is not guaranteed and will only be granted if the student has verifiable and justifiable reasons for his absences. Such an appeal must be submitted to the Vice-President of Academic Affairs in writing in advance of the day of the desired hearing and must list days absent and reasons for each absence. The student maybe asked to meet with the Petitions committee for further clarification.

If a student achieves perfect attendance for the semester with no more than one tardy, they will receive 2% added to their grade. This will be done on a per class basis.

Chapel attendance is required of all full-time students, and part-time students who have a class immediately preceding chapel. Missing more than 4 chapel services will require a \$25.00 dollar fine for each absence after four. This amount will be added to the student's bill and must be paid at the end of the semester. Students missing more than 6 chapels must meet with the Discipline Committee and will receive a failing chapel grade. These students will not be allowed to return the following semester unless approval by the Discipline Committee is granted.

GRADING SYSTEM & QUALITY POINTS

To be a candidate for graduation a student must achieve a minimum cumulative grade point average (GPA) of 2.0 (C). The GPA is computed by dividing total quality points by the total hours (including failures). Quality points and grades are assigned as follows:

Grade	Percentage	Quality Points
A	95-100	4.00
A-	92-94	3.67
B+	89-91	3.33
B	86-88	3.00
B-	83-85	2.67
C+	80-82	2.33
C	77-79	2.00
C-	74-76	1.67
D+	71-73	1.33
D	68-70	1.00
D-	65-67	0.67
F	0-64	0.00
WP	Withdrawn passing	
WF	Withdrawn failing	
I	Work Incomplete	

Incompletes will be issued only in the event of prolonged illness or some emergency that makes it impossible for the student to complete his work by the end of the grading period. An "I" grade will automatically lapse into an "F" if not removed within six weeks of the end of the grading period in which the "I" was incurred. The only exception would be in the case of an extended Advance Class. It is the **student's** responsibility to see that the incomplete is removed within the specified time. If a student withdraws from a class, which he/she is failing (WF), that grade will be used in the computation of the GPA. On the other hand, if one withdraws from a class, which he is passing (WP), that grade is not used in computing the GPA. Likewise, grades from non-credit courses are not used in calculating the GPA.

One way a student can improve his GPA is by repeating one or more classes, in which he received low grades. The highest grade is then used in the computation of the GPA. However, both grades will be recorded on the permanent transcript.

Credit Hours

The credits a student earns are computed in terms of semester hours. The number of semester hour credit one earns is equivalent to the amount of time a class meets per week.

Credit Hours	Times Meeting	Period
1	1	50 minutes
2	2	50 minutes
	1	1 hour 40 minutes
3	2	1 hour 15 minutes
	1	2 hour 30 minutes

Classes that are audited are recorded without a grade on the transcript. Students may audit lecture classes (i.e., labs and private lessons are excluded) for a minimal fee. Students may change a credit class to an audit class up to the last day to add a class.

Reading & Writing Requirements

Professors are given a great deal of freedom in structuring the content and requirements of a course. However, general guidelines for reading (including text book) and writing requirements are provided:

Class Level	Pages	
Reading Requirements	3 hours	2 hours
Freshman courses	400-500	325
Sophomore courses	550-600	400
Junior/Seniors courses	800-850	550
Writing Requirements		
Freshman/Sophomore courses	6-9	
Junior/Seniors courses	9-12	

Lecture/discussion courses may require analytical book reviews as a portion of the writing assignments. One-half of the required reading in any given course is due at midterm. Papers and required reading not turned in on time will be penalized.

All students, whether full-time or part-time, will follow the APA format for their term or research papers. If a student has not had English Comp II, then the Professor will be asked to be lenient on these students in taking points off for incorrect formatting. The Professor will make the papers to show the student where they have not followed the proper formatting.

By the time the student is enrolled in English Composition II, they are responsible for writing research papers for any and all classes in which they are enrolled. For all students this would be their

second semester except for the Pre-composition students, which would be their third semester. Until a student has successfully completed English Composition I & II, he or she is not permitted to take upper level classes without special permission from the Vice-President of Academic Affairs.

While a student is enrolled in the Christian Worker's Program, they would not be required to write a research paper but alternate work would be assigned by the Professor. If the student does well in this program, they may transfer these hours into a degreed program. Upon the transfer, the student will be required to take English Composition II as well as writing research papers for all subsequent classes.

If the student does not pass Pre-composition, they may transfer to a diploma program and can take no more than 12 hours the second semester. The next fall, the student would retake Pre-composition again. If he/she does not pass again they will be asked to withdraw from the diploma program as well.

Change of Grade

When the instructor turns in a grade at the end of the semester to the Vice-President of Academic Affairs's office, the grade becomes the official grade for the student. Thereafter, for a grade to be changed, there must be a written explanation accompanying the grade change from the instructor, and the Vice-President of Academic Affairs must give his approval.

Academic Honesty Statement

Union Bible College believes in and requires absolute honesty and integrity in its students. Honesty is not just the "best policy", it is the only policy! One cannot have a right relationship with God and be less than honest and truthful in every area of life.

"Cheating" is defined as "submitting work for academic evaluation that is not the student's own, copying answers from another source during an examination, (unless it is explicitly an "open-book exam"), using prepared notes or materials during an examination, or other misrepresentation of academic achievement submitted for evaluation and a grade."

"Plagiarism" is defined as follows: "To plagiarize is to include someone else's writing, information, or idea in a paper and fail to acknowledge what you took by indicating whose work it is." Plagiarism is considered cheating and applies to all forms of intellectual property. Harris (2006) indicates, "Plagiarism results when a writer fails to document a source so that the words and ideas of someone else are presented as the writer's own work" (p. 292). According to the Publication Manual of the American Psychological Association (2006), also referred to as APA, "Each time you paraphrase another author (i.e. summarize a passage or rearrange the order of a sentence and change some of the words), you will need to credit the source in the text" (p. 349). Even when you use other people's thoughts or concepts without crediting them as the source then you have stolen their intellectual work.

It is not plagiarism to quote material from a book, article or web site as long as the author or source of the material is properly cited. Similarly, it is not plagiarism to copy a chart or a diagram from such a source as long as the source is clearly credited. It is plagiarism to copy verbatim or closely paraphrase a chart or illustration, or material from any book, article, or web site without clearly identifying the source from which it was obtained.

A general rule of thumb for course assignments: quoted or paraphrased material with cited references should not exceed 25% of an assignment; 75% of an assignment should consist of your own words, thoughts and ideas. You are expected to give credit when borrowing, quoting, or paraphrasing, using appropriate in-text citations and a Reference List.

If you submit a research paper or any other kind of assignment to a class other than the class for which it was originally submitted, you are cheating unless you have received explicit permission from the Professor to do so.

References

Harris, M. (2006). Prentice Hall reference guide (6th ed.) Upper Saddle River, NJ: Pearson Prentice Hall
Publication manual of the American Psychological Association (6th ed.). Washington, DC: American Psychological Association.

Class Decorum Policy

Students are expected to maintain Christian behavior at all times. In the class, however, special care must also be taken that professional behavior becoming a scholarly atmosphere is observed. The class is a place in which attention should be given to the instructor and other students in dialogue related to the class subject.

Withdrawal from College

Students who desire to withdraw from the college must complete a form available in the registrar's office. If this form is not completed at the time of withdrawal, the student will not be eligible for refunds or transcripts and will receive an "F" in each class instead of the "WP" they might otherwise have received.

Transcripts

One transcript will be issued free of charge to each student. All other transcripts will be \$5 each. No transcript will be issued for a student whose financial account with the school is not cleared.

Confidentiality of Records

Union Bible College maintains the confidentiality of every student's educational record. Under the Family Educational Rights and Privacy Act the student has certain rights with respect to those records. These rights are:

1. The right to inspect and review your education records.
Access is permitted during normal office hours of the Registrar's office and copies of the information may be requested in writing.
2. The right to request that Union Bible College correct records which you believe to be inaccurate or misleading. You may request that Union Bible College amend a record you believe is inaccurate or misleading. You should write the College official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as you requested, the College will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when you are notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.
FERPA allows schools to disclose those records, without consent, to school officials with legitimate educational interest, other schools to which a student is transferring, specified officials for audit or evaluation purposes, appropriate parties in connection with financial aid to a student, organizations conducting certain studies for or on behalf of the school, accrediting organizations, to comply with a judicial order or lawfully issued subpoena, appropriate officials in cases of health

and safety emergencies, and state and local authorities within a juvenile justice system pursuant to specific State law.

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. You may contact them by calling 1-800-872-5327 or by mail at:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520
5. Union Bible College may disclose, without consent, the following "directory" information, including certain types of personal data (name, address, telephone number, date and place of birth) and academic data (major, study load, honors and awards, and dates of attendance). You may request in writing that this information be withheld. Please understand that doing so will keep us from assisting you by automatically issuing information such as enrollment verifications for insurance purposes. If you place a hold on your directory information, you will have to sign a consent form each time you want such information released.
6. If you have any questions about FERPA, you may write to them at the address given above.

Dean's List

The Vice-President of Academic Affairs will post an honors list at the end of each grading period. To be eligible for this list, the student must meet the following requirements:

1. enrolled with a minimum of twelve semester hours;
2. a GPA of at least 3.6;
3. acceptable conduct.

Honor Roll

The Vice-President of Academic Affairs will post the honor roll for students who meet the following requirements:

1. a GPA of at least 3.0;
2. acceptable conduct.

Change in Program

Any change of program must be approved by the Vice-President of Academic Affairs. Failure to comply with this regulation could result in the student being dropped from a program.

As well, the Vice-President of Academic Affairs reserves the right to grant permission for a student to substitute similar classes. However, these substitutes should be an exception rather than a normal practice.

Requirements for Graduation

In order to qualify for graduation the student must meet all of the following requirements:

1. Completion of all the required courses while maintaining at least a 2.0 (C) average;
2. demonstration of a maturing Christian character and essential agreement with the doctrinal position of the school;
3. all financial obligations satisfied (All diplomas will be kept in the business office until all financial obligations have been met.);

4. completion of at least sixteen resident semester hours for two-year programs and 32 resident hours for four-year programs;
5. completion of at least thirty hours beyond the first degree's requirements, if working toward a second degree;
6. completion of all course requirements (including assignments, term papers, late examinations, or other work required for any course which is being applied toward graduation) in order to participate in the graduation exercises (Exception may be made by the Academic Committee for a senior who lacks no more than internship or student teaching. This requirement must be completed with a year.);
7. fulfillment of all the required Christian service assignments;
8. completion of an application for graduation filed with the Registrar during the first semester of the senior year;
9. acceptance by the college Core Faculty and Board of Directors.

Christian Service

Due to Union Bible College's continuing emphasis on application of class work to practical ministries, Christian service assignments are required of all students. These assignments are a vital part of the educational program and correlate with classroom learning. These opportunities are numerous and include mission work, preaching, ministry to the elderly, personal evangelism, children's services, gospel team work, hospital and prison ministry, working with local churches, and other ministry activities.

Christian service credits required for graduation:

Degree	Credits
A.A.	3
B.A.	7
2nd Degree	2

An internship or student teaching practicum will count for one credit of Christian service requirements.

Graduation Honors

Graduating college seniors with outstanding scholastic records may qualify for the following honors at the time of graduation:

Honor	GPA
Cum Laude (with honor)	3.5
Magna Cum Laude (with great honor)	3.7
Summa Cum Laude (with highest honor)	3.9 or above

To be eligible for honors a student must have spent at least two years at Union Bible College and have earned at least sixty semester hours credit. Work done at other institutions may be taken into consideration when determining scholarship rating. All graduates are required to attend commencement except for extreme cases in which the degree may be granted in absentia. Honors are only given to graduates receiving Bachelor's Degrees.

For the specific honors of Valedictorian and Salutatorian, students must be graduating with a Bachelor's Degree and must have earned a minimum of 60 semester hours at Union Bible College. These honors are awarded by vote of the College Core Faculty that considers primarily the cumulative GPA (minimum of 3.5) and Christian character.

Seniors are excused from final **comprehensive examinations** in their last semester in any class in which they have at least a 3.0 average.

Completion/Graduation/Job Placement Rate

In compliance with the Student Right To Know Act, the College has determined that the completion rate for full-time, first-time students entering in the fall of 2007 was 38%. Further information is available upon request. Since 1970, 69% of the college graduates are in occupations directly related to their under-graduate major.