

TABLE OF CONTENTS

ACADEMIC CALENDAR	2
CAMPUS PERSONNEL DIRECTORY	3
EBC WELCOME	4
EBC MISSION & GOALS	5
ACADEMIC INFORMATION	6
LIBRARY INFORMATION	12
FINANCIAL AID INFORMATION	13
STUDENT MINISTRY & DISCIPLESHIP INFORMATION	15
• Objectives	15
• Requirements	16
• Student Outreach Organizations	17
STUDENT LIFE INFORMATION	
• Student Development Committee	18
• ASB Executive Council	18
• Scheduling of Events	18
• EBC Code of Conduct	19
• Student Counseling Services	19
• Social Standards	20
• TV, Movies & Media Viewing Standards	21
• Dance Policy	21
• Engagement & Marriage Policy	21
• Correction & Discipline—Due Process	21
• Parent Notification of Disciplinary Actions	22
• Dress Code & Personal Appearance	23
• Security, Search and Seizure	24
• Crime Awareness & Campus Security Act	24
• Assistances for Students with Disabilities	24
• Civil Rights & Nondiscrimination Policy	24
• Harassment Policy	24
• Health Services	25
• Mail Collection, Bulletin Boards	26
• Motor Vehicle Policies	26
• Dining & Cafeteria	27
• Student Center	28
• Intramural & Intercollegiate Sports	28
• College Residential Life—Guidelines/Policies	29
CHURCH DIRECTORY	32
CONSTITUTION OF THE ASSOCIATED STUDENT BODY	33

ACADEMIC YEAR 2008-2009

FALL QUARTER

Dormitories Open, 12:00pm	September 21, 2008
Dining Room Opens	September 22, 2008
Orientation, 8:00am	September 22-23, 2008
Registration	September 24, 2008
Classes Begin	September 25, 2008
Last Day to Add Classes	October 1, 2008
Focus Days	October 9-10, 2008
Community Service Day	October 21, 2008
Mid-Quarter Week	November 3-7, 2008
Spiritual Growth Conference	November 11-12, 2008
Thanksgiving Recess	November 27-28, 2008
Fall Production	November 21-23, 2008
Final Examinations	December 8-11, 2008
Dormitories Close	December 13, 2008

WINTER QUARTER

Dormitories Open 1pm	January 4, 2009
Dining Room Open	January 5, 2009
Registration, 8:00am	January 5, 2009
Day Classes Begin	January 6, 2009
Martin Luther King Jr. Day	January 19, 2009
Last Day to Add Classes	January 12, 2009
World Evangelism Conference	February 3-4, 2009
Mid-Quarter Week	February 9-13, 2009
Final Examinations	March 16-19, 2009
Dormitories Close	March 21, 2009

SPRING QUARTER

Dormitories and Dining Room Open	March 29-30, 2009
Registration, 8:00am	March 30, 2009
Day Classes Begin	March 31, 2009
Last Day to Add Classes	April 6, 2009
Community Service Day	April 21, 2009
Mid-Quarter Week	May 4-8, 2009
Spiritual Growth Conference	May 12-13, 2009
Honors Week	May 18-22, 2009
Honors Assembly	May 20, 2009
Memorial Day Picnic	May 25, 2009
Baccalaureate	June 3, 2009
Final Examinations	June 8-11, 2009
Commencement, 7:00pm	June 11, 2009
Dormitories Close	June 13, 2009

SUMMER QUARTER

Registration	June 10, 2009
Quarter Begins	June 15, 2009
Quarter Ends	August 28, 2009

Faculty/Staff Listing

Administrative Committee

	Title	Extension	E-mail
Dr. David Cole	President	3108	davidcole@ebc.edu
Dr. Larry Burke	Academic Dean	3107	larryburke@ebc.edu
David Brink	Business Administrator	3114	davidbrink@ebc.edu

Faculty

	Department	Extension	E-mail
Danell Bemis	Worship Arts	3110	danellbemis@ebc.edu
Lonny Burke	Theology/Bible/Christian Ministries	3109	lonnyburke@dbc.edu
Priscilla Cameron	Librarian	3309	priscillacameron@ebc.edu
Brad Copp	Worship Arts	3205	bradcopp@ebc.edu
Trudy Kutz	English/Speech	3302	trudykutz@ebc.edu
Dr. David Ortega	Counseling/Psychology	3204	davidortega@ebc.edu
Dr. Jim Wick	Registrar/Christian Education	3112	jimwick@ebc.edu

Staff

	Title	Extension	E-mail
Freida Arns	Executive Assistant	3103	freidaarns@ebc.edu
Brandon Beck	Computers/Grounds	3300	brandonbeck@ebc.edu
Aaron Denbo	Director of Financial Aid	3118	aarondenbo@ebc.edu
Andrew Farmer	Men's Resident Director	5100	andrewfarmer@ebc.edu
Adele Grimes	Bookstore Manager/SD Assistant	3102	adelegrimes@ebc.edu
Nathan Icenhower	Recruitment Coordinator	3106	nathanicenhower@ebc.edu
Jan Kent	Alumni Director	3104	alumni@ebc.edu
Donna Lewis	Receptionist	3100	donnalewis@ebc.edu
Sarah Maestas	Admissions Coordinator	3115	sarahmaestas@ebc.edu
Pat McDaniel	Director of Food Services	3120	patmcdaniel@ebc.edu
Dr. David Ortega	Dir. Degree Completion/Ext.Studies	3204	davidortega@ebc.edu
Sherry Pickett	Degree Completion Assistant	3200	sherrypickett@ebc.edu
Shanon Randall	Bookkeeper	3113	shanonrandall@ebc.edu

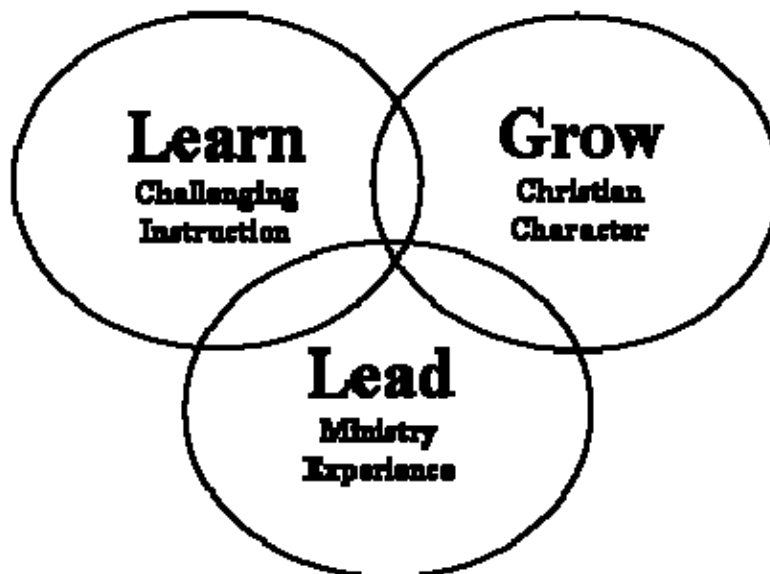
Adjunct Faculty

	Department	Email
Ross Adelman	Christian Ministries	ross@buildingleaders.net
Wendy Adelman	Counseling	rwa5@comcast.net
Bob Bauer	Bible	Bjword@comcast.net
Dick Beswick	World Religions	restcmin@efn.org
Beth Bilynskyj	Philosophy	bethb@valleycovenant.org
Dr. Steve Bilynskyj	Bible	steveb@valleycovenant.org
Don Bryan	Christian Ministries	drbmissionusa@worldnet.att.net
Jason Burke	Christian Ministries/Youth	t-jburke@comcast.net
Dr. David Buttacavoli	Bible/Languages	davidbuttacavoli@ebc.edu
Julie Cole	Counseling	eugenecoles@msn.com
Ursula Damgaard	Music	udmusic@myway.com
Aaron Denbo	Bible	aarondenbo@ebc.edu
Janice English	Math	janiceenglish@ebc.edu
Janet Fox	Women's Ministry	janet@buildingleaders.net
Doris Hunt	Music	
Dr. Jim Jenkins	Bible/Christian Ministries	cgfc4444@cs.com
Dr. Bonnie Lee	English/Speech	bonnielee@ebc.edu
Rick Lewis	Theology/Bible/Christian Ministries	ricklewis@ebc.edu
Lisa McCallum	Choir	lisam@ebc.edu
Donna McFarland	Music	donnam@ebc.edu
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John Simmons	Bible/Christian Ministries	johnadine@juno.com
Sherrie Thomas	Psychology	sherriethom@gmail.com

WELCOME TO EUGENE BIBLE COLLEGE

This handbook is designed to acquaint you with the many facets of life on EBC campus. The information includes guidelines, responsibilities and privileges that the College finds essential for our Christian community. Your understanding of this information and cooperation with it will determine to some extent the quality of relationships on campus. We anticipate that your relationship with God will be enhanced and strengthened by your association with the staff, faculty, and students of EBC. We stand ready to help you in your pursuit of the will of God in your life through a Bible-centered curriculum, opportunity for ministry, chapel services, dorm fellowship, student activities, discipleship groups, provision for personal quiet time and prayer, and the counsel and concern of faculty and staff.

Your quest for His perfect will, our desire to be of service, and the promise of illumination and guidance by the Holy Spirit point towards a year of fellowship and Christian growth together. Our prayer for you is that this year will be a worthwhile foundation stone in your future as the Lord uses you to expand His Kingdom. May the Lord richly bless you in your effort to “study to show yourself approved unto God” during your stay at Eugene Bible College.



THE MISSION OF EUGENE BIBLE COLLEGE

Eugene Bible College exists to glorify God through biblically based college education that disciples and equips servants of Jesus Christ to become life-long learners who offer effective and relevant Spirit-filled ministry and leadership in the church and the world.

Central to the mission of Eugene Bible College are programs of study which lead students to greater biblical knowledge, preparation for effective ministry and the ability to integrate a biblical worldview into all aspects of life. These goals are achieved through three divisions of the curriculum. Basic to all programs of study at the College is biblical and theological study. Professional and general education components are integrated with this biblical perspective. General education courses provide a broad foundation for life skills, learning and communication through investigation of major disciplines of human knowledge. Professional education courses, which vary with each major, prepare a student with knowledge and skills and practical experience for service and leadership. Students may choose from majors in Christian Counseling, Christian Education, Intercultural Studies, Interdisciplinary Studies, Pastoral Studies, Worship Arts and Youth Ministry.

Implicit in the mission statement is the goal of developing students with Christian character, personal integrity and spiritual maturity. Classroom teaching, student activities and standards, and interaction of faculty and students in the campus community facilitate this growth.

EUGENE BIBLE COLLEGE GOALS

To fulfill its mission, EBC is committed to these goals:

- Recruit and retain qualified students who will benefit from the EBC experience.
- Cultivate a dynamic campus environment in which spiritual, educational and social growth flourish together.
- Provide a quality education that complements intellectual challenge and stimulation with practical application.
- Develop students with personal integrity and Christian character while they acquire ministry and leadership skills.
- Generate adequate resources to maintain and enhance the College's ongoing strength, growth, and development.
- Pursue and foster mutually beneficial relationships with individuals, churches, organizations, institutions, and the community in which we live, effecting increased influence and accountability.
- Produce graduates who will go forth from their college experience equipped and committed to a lifetime of taking the person and message of Jesus Christ to the world.

Eugene Bible College is accredited by the Association for Biblical Higher Education. Students who desire to file a complaint against the College relating to its compliance with the ABHE standards may use the following address: ABHE/5575 South Semoran Blvd. Suite 26/Orlando, FL 32822-1781

ACADEMIC INFORMATION

Academic information is contained in the current edition of the EBC catalog. It is important that each student be familiar with all of the information that will have bearing on academic success. Only those parts which are considered essential to the student's understanding of regular classroom/academic routine are reproduced in this handbook. Additional academic information not included in the EBC catalog but considered of importance to the student is also included in this section.

The Academic Affairs Committee coordinates academic programs for the College and makes recommendations to the Faculty Committee on academic standards, policies, plans and programs.

Orientation

Before the beginning of fall quarter, special sessions are provided to acquaint new students with the programs, traditions and objectives of Eugene Bible College. Sessions are presented by members of the faculty and administration and by some members of Student Council. Social events are also planned to assist the students and faculty in becoming better acquainted. Entrance examinations, including the Bible Proficiency Exam, the English placement exam and the math placement exam, are administered to all new students during the orientation week. Results of these exams become part of the student's record and are used for placement and academic advising.

Registration

Registration dates are announced in the academic calendar. Students must complete registration on the dates assigned. Late registrants are assessed a fee. After five school days registration is not permitted. Class absences accrue from the first day the class is scheduled.

Students may not enroll for more than 20 quarter hours of academic credit in any one term, including External Studies Program courses, without the express permission and approval of the Academic Affairs Committee. The Registrar will cross reference course load with the ESP director to monitor compliance with this policy.

Academic Advisor

Each student is assigned to a faculty member who serves as an academic counselor and advisor. This faculty member will be the student's advisor for the duration of his or her enrollment at Eugene Bible College. The student is introduced to his or her advisor during orientation through "Faculty Friends," an informal meeting with your advisor and other students. You are encouraged to ask your advisor any questions you might have concerning your academic program or your academic progress at any time during your enrollment at EBC. It is of utmost concern to each advisor to help make your experience at EBC as beneficial as possible.

Class Load

The average number of academic hours for a full-time student each quarter is 15-16 hours exclusive of Intramural Sports and Student Ministry and Discipleship. Those who plan to graduate in four years with a minimum of 184 term hours must average 15-16 hours each term. Students registering for twelve hours or more are classified as full-time and those carrying fewer than twelve, as part-time. Working at a job that requires too many hours can have an adverse effect on a student's learning experiences in his/her courses and, therefore, on his/her grade point average. The following suggested ratio of class to work hours should be given careful consideration:

Weekly Employment Hours	Class Hours
18-20	15-17
24	12-14
30	10-12

Change of Class Schedule

Students who wish to change their registration after class instruction has begun must do so through the Registrar. After the first five school days, a fee is charged for each class change. After five school days, no classes may be added.

Students who withdraw from a class after five school days but before the beginning of the fifth week receive a grade of “W” (withdrawal) for the course. Students who withdraw after the fourth week receive a grade of “WP” (withdrawal pass) if they are doing passing work or “F” (failure) if they are failing. Students who discontinue class attendance without notifying the Registrar are given a grade of “UWF” (unofficial withdrawal failure). Refund of tuition and fees is computed at ten days from the last day of attendance for such withdrawals (until the fifth week).

Auditing

Persons not wishing academic credit for a course may arrange to audit through the Office of the Registrar. Regular class attendance, the completing of assignments and the taking of examinations are not required of audit students nor does the instructor have any obligation for evaluation. No records are kept and no grades issued. Auditing fees are listed in this handbook under Financial Information.

Policy for Independent Study and Private Lessons

Registration for Independent Study and Private Lessons must be completed during the registration period. Independent Study courses are reserved for students who are juniors and seniors (at least 90 quarter hours of credit toward a degree) who have a minimum 3.0 cumulative grade point average.

Grades and Grade Point

The following symbols are used to indicate the evaluation of course work:

A 93-100%	B+ 87-89%	C+ 77-79%	D+ 67-69%	P Pass
A- 90-92%	B 83-86%	C 73-76%	D 63-66%	NP No Pass
	B- 80-82%	C- 70-72%	D- 60-62%	W Withdrawal before 5th week

WP—Withdrawal passing after fourth week **UWF—Unofficial withdraw failure**

The grade “I” (incomplete) indicates that the student did not complete the work assigned for a course because of absence from school during the last two weeks of the term due to illness or other acceptable emergency. It indicates that the student has been attending class and has done satisfactory work to the time of the emergency situation. The incomplete is given at the discretion of the instructor. Courses incomplete for any other reason are graded on the basis of the material completed and submitted on time. Course in which students received incompletes must be complete by the last day of final exam week in the following term. If the work is not completed by that time, the grade “I” remains permanently on the transcript.

Grade Point Average Requirements

Those wishing to participate in extracurricular activities such as Madrigal, deputation teams and athletic teams are required to maintain a 2.00 grade point average (“C” average). Student leadership positions (Associated Student Body, Student Council and Resident Assistants) require a GPA of 2.30.

Honors

At the conclusion of each quarter the College compiles a list of all full-time students who’s GPA for the term is 3.50 or above. The list is posted at the College. Graduation honors are granted on the following basis to students who have been in residence for at least 90-quarter hours:

3.50 GPA - Cum Laude - Honors	3.70 GPA - Magna Cum Laude - High Honors
3.90 GPA - Summa Cum Laude - Highest Honors	

Graduate of the Year, who has been chosen by secret ballot by the graduating class and faculty of EBC, is recognized annually at Commencement. The recipient must have maintained excellence in academic work, be fully approved as to Christian character and convictions, show a notable record of service to others and EBC, and be one whose spiritual maturity has produced a healthy and positive influence toward the accomplishment of the purposes of EBC.

Certificate of Completion

Students who complete the graduation requirement of their study program, but who fail to maintain at least a 2.00 GPA, receive a Certificate of Completion.

Graduation Information

All candidates for the baccalaureate degrees must meet the following requirements:

1. Complete the prescribed academic hours that satisfy the requirements of the declared program of study with a GPA of at least 2.00.
2. Evidence a consistent and genuine Christian life and demonstrate compliance with all College rules, policies, and standards.
3. Satisfy the Student Ministry and Discipleship requirements.
4. Satisfy the Intramural Sports or Physical Education requirement.
5. Take the final 45 academic hours in residence at EBC.
6. Pay all obligations to the College. Nonpayment of any financial obligations to the College (tuition, room and board, rent, etc.) will prevent a student from graduating with his/her class.

Students transferring from another institution must satisfy all of the regular academic requirements for graduation and must complete their final year (a minimum of 45 term hours) of work in residence at Eugene Bible College. For additional information regarding programs of study, please see the College catalog.

EBC requires for graduation a C- or above in all upper division professional education courses required in a student's major. For Interdisciplinary students this requirement applies to all professional education courses.

Career Planning and Placement

Although EBC does not maintain a specific office dedicated to career planning, faculty academic advisors assist students in planning programs so that career opportunities are clarified and options opened for them. The college provides additional help for assisting students in placement. The Director of Student Ministry and Discipleship informs students regarding ministry opportunities and other vocational possibilities and coordinates the setting of appointments with potential employers. Employment listings are available in the office particularly during spring term.

Academic Probation

Students at EBC are given help and encouragement to earn satisfactory grades. A "C" average (2.00 GPA) is the minimum academic requirement for eligibility for a degree. Students whose term GPA falls below the following minimums for each grade classification will be placed on academic probation:

Freshman	1.80	Sophomore	1.90
Junior	2.00	Senior	2.00

Academic Restriction

Students whose cumulative GPA falls below the minimum standards are placed on academic restriction and must reduce their hours to 12 or less for the following quarters. Such students may be reinstated to regular status by raising their cumulative GPA to the minimum standards for each classification. Students subject to academic restriction for two consecutive terms may be required to take remedial courses toward improvement of academic skills. A student subject to academic restriction for three consecutive quarters must subsequently discontinue enrollment for at least one quarter or petition the Academic Affairs Committee to request continuance. Students academically disqualified for enrollment may appeal to the Admissions Committee to request readmission after an absence of one quarter.

Withdrawal

Any student contemplating withdrawal from school should first discuss the matter with his/her Academic Advisor and/or with a Student Development Counselor. If the student chooses to proceed, a withdrawal form may be obtained from the Office of the Registrar. The student must obtain appropriate signatures from several offices before the withdrawal is official. Official withdrawals will receive a grade of "W,"

“WP,” or “F” for each class dependent upon academic standing in the class and/or the exact “change of registration” period at that point in the quarter. Students who do not complete the withdrawal process will be assigned a grade of “UWF” (Unofficial Withdrawal Failure) for each class.

Absence Policy *(Revised 02/21/01 Faculty)*

Regular punctual attendance is required in all classes and assembly periods. Students should not miss classes except for illness or unavoidable emergency situations. To accommodate such cases, a student may have one absence for each credit hour of the course without penalty. However, if absences for any class exceed twice the number of credit hours, the student automatically fails the class.

Late Assignments and Examinations

The acceptance of late assignments is at the discretion of each instructor. Depending upon the situation, he or she may or may not permit a student to submit work that is not completed on time. When such work is accepted, the student is subject to a grade reduction. All announced examinations must be taken when scheduled. A student who is absent from such an exam for any reason must arrange to take it at the discretion of the instructor who may or may not choose to administer it depending upon the reason for the absence. If the exam is administered, a reduction of one letter grade may be assessed.

A student, who because of an unavoidable emergency wishes to take a final exam before the regularly scheduled time, must obtain an early exam petition from the Academic Dean. For each early exam, a \$10 fee must accompany the petition, which must be submitted at least one week prior to the examination date. If the petition is approved by the Academic Dean, the student must arrange for the exam with the respective instructor and present a copy of the approved petition to the instructor at the time the examination is given.

Leave of Absence Policy *(01/18/01 Academic Affairs Committee)*

Students may interrupt their courses of study for various reasons and declare their intention to take an authorized leave of absence. A College Leave of Absence form is available in the Registrar’s office. A leave of absence is normally intended to be for one quarter, but in special circumstances can be awarded for up to one academic year. Students may renew their leave of absence status, up to a maximum of two years of leave.

Students who wish to take a leave of absence must file a form with the College and submit a re-enrollment form at least 30 days before returning to the College.

Students who fail to comply with the leave of absence agreement, who exceed the leave of absence limit or who fail to notify the College of a leave of absence and wish to apply for readmission to the College, will upon readmission be subject to the degree program requirements of the catalog current at the time of readmission. Because federal financial aid laws also apply to students who are on a leave of absence, the Director of Financial Aid must be notified and sign the Leave of Absence form.

Student Academic Dishonesty

Policies relating to dishonesty in academic work reflect the belief of the College faculty and administration that moral uprightness and personal integrity are essential both to spiritual vitality and to meaningful academic work for the student. It is, therefore, consistent with the goals of the College to maintain and enforce such policies against the moral offenses of dishonesty and plagiarism.

Acts of Academic Dishonesty: A student who is guilty of dishonesty in academic work may be suspended or dismissed from the College. It is expected that all material submitted as part of any class exercise be the actual original work of the student whose name appears on the material. Unless an instructor otherwise indicates, it is considered dishonest for a student to use for preparation of course work any tests, notebooks, papers and/or assignment of other students who have previously taken a course. Students are cautioned against the possession of unauthorized material during any examination or quiz.

Plagiarism: Plagiarism, the conscious and obvious attempt to convince others that words or concepts unique to another writer are one’s own, constitutes verbal theft. As such, it is a serious matter and may result in academic penalties.

Academic Freedom Policy (Revised 11/19/03 Academic Affairs Committee)

Eugene Bible College recognizes freedom of expression and pursuit of truth as essential to the goals of collegiate education. All faculty and students are free to research and explore ideas appropriate to various disciplines and to express ideas and views without fear of reprisal. Within the boundaries of their commitment to the doctrinal statement, mission and objectives of Eugene Bible College, faculty members are given the right and responsibilities of academic freedom. Faculty and students have freedom of expression in the classroom but should avoid using the classroom as a forum for personal agendas not relevant to the discipline or to the objectives of the course.

Transcripts

Official transcripts of the student's records can be issued directly to the individual or sent to the institution for which the request has been made.

Confidentiality and Disclosure Of Records

All students have access to their official records and may examine them during regular business hours by request to the College Registrar. Such records are confidential and may be accessed by persons other than faculty and administration only through explicit permission of the individual student.

A student who believes that an error exists in his/her records has the right to challenge the alleged error. To do so, students may appeal in writing to the Academic Affairs Committee through the Registrar. If unsatisfied with the outcome of that appeal, they may appeal in writing to the Administrative Committee of the College through the Academic Dean. If a student disagrees with the final ruling of the Administrative Committee, he/she may submit a rebuttal in writing, which will be included in the student's permanent file.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) afford students the following rights with respect to their education records.

1. The right to inspect and review a student's personal education records within 45 days of the day the College receives a request for access. The student should submit to the Registrar a written request that identifies the record(s) he/she wishes to inspect. The Registrar will make arrangements for access and notify the time and place where the records may be inspected. If the records are not maintained by the College, the Registrar shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. A student may ask the College to amend a record that he/she believes is inaccurate or misleading. In a request submitted to the College Registrar, the student should clearly identify the part of the record to be changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, or support staff position; a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Eugene Bible College to comply with the requirements of FERPA. Complaints may be addressed to the following office that administers FERPA.

*U.S. Department of Education/Family Policy Compliance Office
400 Maryland Avenue, SW
Washington, DC 20202-4605*

FERPA RELEASE OF INFORMATION POLICY

1. **Personal Requests:** If a student or former student requests a transcript or other personal records to be released and he or she is known to be the person whose information is being requested, the request will be honored. If the student is not known, the person receiving the request must ask for personal identification to verify that it is indeed the person seeking his or her own records. The identification should include name and social security number, date of birth, dates of attendance, or any other identifying information that only the student is likely to know.

2. **Telephone Requests:** Personally identifiable information may be released to the student via telephone only if the school official is certain that the party requesting the information is indeed the student. In order to insure record security, the school official must ask ALL of the following:
 - a. Student's complete name while in attendance
 - b. Student's social security number
 - c. Student's date of birth
 - d. Student's dates of attendance at Eugene Bible College

3. **Requests for Release of Information over the internet:** Eugene Bible College will not accept education record release requests by the Internet. The student will be advised to phone the college using the criteria listed under number 2 above.

4. **Parents or Legal Guardian:** The parents of students or former students have the right to request and receive educational records of their legally dependent children. The parent or guardian must prove that the student or former student is legally dependent by providing proof that he or she are dependent according to the Internal Revenue code of 1954 Section 152. Without such proof, the student must sign a release form before the parent or legal guardian can be allowed access to the student's educational records.

5. **Courts, Crime, Victims, Health or Safety Officials:**
The law allows the release of educational records to certain government agencies for certain allowed circumstances. The law will be followed for any requests from such agencies. The student will be notified in a timely manner if any such records are released pursuant to a court order or other government request.

LIBRARY

The purpose of the College library is to be of the widest possible service to the student body. All students are encouraged to utilize the library resources in order to maximize their educational development. The following general policies govern the use of the College library. Each student's cooperation is requested in maintaining a quiet atmosphere, conducive to study in the library at all times. The librarians and the student assistants are available to help you in finding information as quickly as possible.

Library Hours

Monday - Thursday	8:00 am - 10:00 pm	Saturday	11:00 am - 8:00 pm
Friday	8:00 am - 5:00 pm	Sunday	7:00 pm - 10:00 pm

The library is closed during the chapel, Student Life and Ministry, and small group sessions.

Checking out Books

All books in general circulation have at least a 14-day to a maximum 21-day checkout period. Books are due on **Monday of each week**. The due date is stamped in each book for the student's referral. You are responsible for the books you check out even if you loan them to another person.

Renewing Books

All general circulation books may be renewed for an additional checkout period. *Books being renewed must be presented at the checkout counter for renewal.* Books which another student has requested to be held may not be renewed.

Periodicals

Periodicals (except bound volumes) have a normal one-day checkout period. **PERIODICALS MAY NOT BE RENEWED.**

Reserved Material

Reserved books or other material may be placed on a limited time checkout period by faculty members. These materials are to be used only in the library and may not be checked out overnight. Reserved materials are available at the checkout counter.

Databases

ATHENA: The Athena database contains books in 2 collections. The Small Library collection consists of over 30,000 books in the EBC library that can be searched by author, title or subject. The Reference Library collection contains the books in the reference section that are also searchable by author, title or subject.

EBSCOHOST: Ebscohost is an online service that provides indexing to journals and magazines. EBC has access to Academic premier and other databases that index over 4,500 journals and magazines (over 1,800 are full text) in the general education areas.

NETLIBRARY.COM: This is an online service database of 394 e-books in the area of bible/religion which the library purchased. Other free titles are also available. The ATHENA database contains the titles of the e-books.

Overdue Notices

To avoid fines students are asked to watch closely for the date due and return all items promptly. All fines are to be paid on overdue books returned prior to further checkouts and/or renewals for any library materials. *General Circulation Books: \$0.25 per day overdue Periodicals: \$0.50 per day overdue*

Computer Use

Computers and a printer/copier are available for student use. A student can access these computers by using the password issued by the Director of Computer Services. You are responsible for getting a password during registration.

Telephone

Students are not allowed to use the library telephone. As a courtesy to others, cell phone use is not allowed in the library.

Beverages and Food

Beverages and food are not to be taken into the library.

FINANCIAL AID INFORMATION

This section of the Handbook contains information on finances, scholarships, and employment opportunities.

Complete information about room, board, tuition, fees and operational policies in regard to payment and refunds is contained in the EBC catalog. Additionally, information about financial aid availability can be obtained from the Office of Financial Aid.

Frequently asked questions about student financial aid:

Q. Do I have to pay all charges at the time of registration?

Yes, but most forms of financial aid are applicable at the time of registration as well. Students should apply for financial aid well in advance of registration.

Q. What kinds of financial aid are available?

- A. Gift Aid — Aid that is typically in the form of an educational grant, such as Federal Pell Grant or Federal Supplemental Educational Opportunity Grant, or a scholarship that a student has been granted. Gift Aid does not have to be paid back, and as such, is a “gift.”
- B. Non Need Based Aid — Aid that students and parent borrowers are eligible for that is not based on one’s financial standing or EFC. Examples are Unsubsidized Stafford Loans, Parent PLUS Loans, or Alternative Loans from a private lender (Alternative Loans and PLUS Loans are typically credit based however).
- C. Stafford Loans – Stafford Loans are a federal loan that comes in two forms: **Subsidized** and **Unsubsidized**. Both kinds are accruing interest, currently fixed at **6.0% (Subsidized)** and **6.8% (Unsubsidized)**. The difference between the two is that the interest on the **Subsidized** loan is paid for by the federal government while the student is in. The **Unsubsidized** loan accrues interest while the student is attending, from the day that the student borrows.
- D. PLUS loans – PLUS loans are educational loans that parents can borrow for the students to cover the COA. They are currently a fixed **8.5%** and interest accrues while the student is in school.
- E. Work-Study — There are two kinds of work-study; Federal Work Study and College Work Study. Awards in this category consist of working programs to help meet a student’s cost of education.

To be eligible for the maximum amount of aid, apply early.

Q. If I am forced to withdraw from college for emergency reasons, will I receive any refund?

When you withdraw according to College policy as printed in the current EBC catalog, you may be eligible for a refund. The schedule for the percentage of refund is listed along with the governing policy. No refunds are given on fees or tuition discounts and credits. If you are a Federal Financial Aid recipient, refunds are based on the Federal Title IV Funds schedule.

Q. Does the College have any scholarships for which I am eligible?

Scholarships are listed in the EBC catalog. Students who are interested in obtaining financial assistance via a scholarship, grant, or discount should check with the Office of Financial Aid concerning eligibility and the procedure for initiating an application. All financially needy students are strongly encouraged to make application for the various scholarships that are available. Scholarship application deadline is March 1st.

Q. Whom should I see about assistance in obtaining employment?

- A. A limited number of on-campus student jobs are available. Applications for the jobs should be made through the Office of Financial Aid.
- B. An off-campus job opportunity bulletin board is downstairs in the Bryan Hall next to Bryan 102. Students seeking off-campus employment should consult with their academic advisor to ensure they do not over obligate themselves.
- C. The Director of Student Development supervises all positions relating to dormitory leadership. Students selected as Resident Assistants are compensated with financial credit toward their room and board charges. Applications for these positions should be made through the Student Development Office.

THE FAFSA AND THE FINANCIAL AID PROCESS

Steps to filling out the FAFSA and completing the Financial Aid process:

1. Applying for a PIN – A Personal Identification Number can be retained at www.pin.ed.gov. The PIN is used to electronically sign a FAFSA.
2. Filling out the FAFSA – The FAFSA is a **FREE** Application for Federal Student Aid, found online at www.fafsa.ed.gov. It is always **FREE**. There are “services” out there that will charge you to fill it out and then forward it to the Department of Education, but the FAFSA itself is FREE. Avoid those “services” by all means.
3. School Code — A student applying for aid will need to put the Eugene Bible College school code on the FAFSA in the appropriate section. Eugene Bible College’s school code is: **015167**. Once completed, typically the turn around time is 7 days before the Office of Financial Aid receives a copy of the FAFSA and can begin to make an offer of financial aid.
4. Some students are selected for a process called Verification where the Office of Financial Aid is required and authorized to verify the income of both parents (for dependent students) and students. Tax returns, W2’s, and all pertinent financial information for the previous tax year is required to be turned into the Office of Financial Aid.
5. Occasionally there are other important issues that need to be resolved such as: missing the signature of a parent on the FAFSA; being in default on a federal loan; not being registered with selective service (for males under 25); being a non-citizen or needing to show proof of eligibility to receive federal student aid; and many other conflicts of information that must be resolved before any aid can be administered.
6. Once all requirements are complete and any conflicts of information are resolved, upon admission, a student will receive an offer of financial aid and all requirements for accepting any aid offered will need to be completed such as applying for the Stafford or PLUS loan through the College webpage, completing the required Entrance Interview, signing the required Master Promissory Note, and returning the Loan Request Form to the Office of Financial Aid.
7. Disbursement of financial aid funds is generally broken up into three equal disbursements that parallel the academic year. Stafford, PLUS, Alternative loan funds, Pell, FSEOG, ACG, and any other discounts and scholarships are disbursed contingent upon enrollment status

Family Educational Rights and Privacy Policy (Financial Aid Records)

The provisions of this policy are in accordance with CFR part 99 relating to financial aid records. Students will be notified of their rights under this statute by publishing this policy in the Student Handbook.

1. Location of Financial Aid Records: All financial aid records of EBC students are maintained in the Financial Aid Office.
2. Confidentiality of Financial Aid Records: No release of personally identifiable information will be made without the prior written consent of the student or eligible parent except as noted below or is required for compliance with Federal Student Aid Regulations.
3. Access to Financial Aid Records: Access to those records is restricted to Financial Aid personnel only. Students and parents of dependent students may inspect and review their financial aid records by request to the Director of Financial Aid.
 - A. Any request of inspection or review of records by student or eligible parent shall be complied with as soon as practical but in no case more than 45 days after receipt of request.
 - B. Explanation or interpretation of the records shall be given as required.
 - C. Copies of the records shall be made available to the student or eligible parent as requested. A nominal copy fee may be charged for any request which exceeds 10 pages.
 - D. Requests for review of student financial aid records by anyone other than Financial Aid personnel or the eligible student or parent shall be given only upon written release of the student whose records are involved except that disclosure or release of information in a student’s record may be released to:
 - Financial aid office of another school where the student seeks or intends to enroll.
 - Accrediting organizations or personnel to carry out their official function if required by law.
 - Agents of an official organization in the proper administration of student aid programs.

Correction of Records: If students believe that an error exists in their records, they may request correction.

Students or eligible parents may appeal any denial of change to the Financial Aid Committee of the College. If dissatisfied with the Committee’s decision, appeals may be made to the Administrative Committee of the College.

STUDENT MINISTRY & DISCIPLESHIP INFORMATION

The direction of spiritual life emphasis on campus is largely the responsibility of the Student Ministry and Discipleship Committee. This Committee, composed of faculty and students, links with other campus resources to foster students' individual spiritual development and community worship, teaching and fellowship.

Student Ministry and Discipleship

Student Ministry and Discipleship is the umbrella under which the spiritual emphasis of the campus is structured and directed. *The Mission of Student Ministry and Discipleship* is to intentionally guide, mentor and encourage students toward maturity in spiritual disciplines, godly character and Spirit-filled servant ministry in a life submitted to the Lordship of Jesus Christ.

The Objectives of Student Ministry and Discipleship:

1. Provide an environment conducive to personal growth and maturation in life and ministry.
2. Guide students into the development of spiritual disciplines in their personal lives.
3. Guide students in developing an integrated life that connects belief and character and recognizes the Lordship of Christ in all areas of life.
4. Integrate academic content and practical experience.
5. Provide guidance for the student into opportunity for involvement and growth in ministry.
6. Foster mutually beneficial relationships with churches, Para church, and community organizations, and individuals to increase opportunities for students' ministry and personal growth.

Community Worship and Discipleship

Three community gatherings weekly provide the heart of our corporate worship and discipling. Attendance at these three sessions is required.

Monday/Wednesday Chapels- These sessions will include worship, guest speakers, student-led services, student meeting times, discussion forums and other presentations

Friday - Discipleship and Ministry Small Groups - During the Friday session, all students will meet in small groups. The emphasis and content of each year will change; however, the objective is to provide intentional opportunities for students to be discipled.

Year 1 students: Discipleship groups led by seniors

Year 2 students: Discipleship groups led by faculty

Year 3 students: Student Ministry Groups led by a community Christian leader

Year 4 students: Seniors will be involved in leadership on a ministry small group

Student Ministry Requirement (5/26/04 Revised SMD Committee)

Student Ministry is a vital part of a student's education and training for leadership at Eugene Bible College. Based on the belief that the most effective learning process couples knowledge with application, Student Ministry enables students to learn and gain ministry experience as they serve others. One distinctive of Bible College is an emphasis on practical Christian ministry as a required part of the complete training of students in Bible and ministry. EBC adheres to this distinctive and includes a requirement for ministry as a part of all academic programs.

The Director of Student Ministry supervises students' Student Ministry involvement and maintains communication with churches and other organizations seeking ministry and assistance or volunteer help.

A student must complete one Student Ministry credit for every full-time quarter of enrollment.

Part-time students must complete one Student Ministry credit for every 15 hours of course work.

Student Ministry grading is Pass/No Pass. The grade is not a part of the student's grade point average, but is a **requirement of the College for graduation**. A minimum of twelve pass grades is required for graduation. Transfer students must pass Student Ministry during each term in residence.

Requirements for Student Ministry and Discipleship credit:

1. Ministry Commitment

A student Ministry is defined as an average time commitment of **2 hours a week**. This includes preparation, actual ministry and needed follow-up. Each student is expected to participate in at least one student ministry each week of the quarter. Successful completion of a quarter would mean that the student had participated in a minimum of eight ministry engagements during the quarter. New students are given the first quarter to identify a home church and to evaluate the ministry opportunities available; however, they must complete four units of Student Ministry during that quarter.

Student Ministry opportunities include a wide variety of church, parachurch, and community options. The Student Ministry Director must approve a student's ministry commitments. Every student should plan at least one year of ministry in or through a local church. Students can learn about ministry opportunities through the fall term Ministry Fair, the Student Ministry bulletin board or conversation with the Director of Student Ministries or the Student Ministry Assistant. A Student Ministry commitment should continue for a full academic year. Junior and senior students are expected to participate in ministries that correlate directly to their academic major or minor. Each student must work with the Student Ministry Supervisor of the ministry he/she has chosen to complete a Student Ministry Assignment Sheet. This form describes the ministry assignment and is signed by both the student and the supervisor. This form should be submitted to the SMD office within 4 weeks of the beginning of fall term. **Note: If a student has not submitted the Student Ministry Assignment Sheet to the SMD office, he/she will receive a no-pass grade for Student Ministry for each term until it is completed.** Fulfillment of Student Ministry will be reported to **small group leaders** in the Friday small groups. Each student and his/her Student Ministry supervisors will evaluate his/her Student Ministry experience annually.

2. Attendance at EBC community worship and discipleship session

Three sessions each week provide the foundation for community spiritual life. Attendance at all three (Monday chapel, Wednesday Student Life and Ministry, and Friday Discipleship Group) is required. Attendance is recorded for each of these sessions. A student is permitted only two absences in each of the three sessions; i.e. two chapel absences, two Student Life Ministry, and two Discipleship group absences each term.

3. Spiritual Growth and World Evangelism Conferences

Once during each quarter, two days are selected for special emphasis on spiritual growth. During winter term those days are designated as a World Evangelism Conference. Classes are replaced with sessions for worship and speakers. Attendance is required.

4. Community Service Days

For one day in the fall and spring quarter, the EBC community volunteers itself to area churches and agencies for service. Non-attendance at a community service day will result in a chapel absence.

5. Church Attendance

Each student is required to attend a minimum of one service per week at a church of their choice. Students are encouraged to find a home church of their denominational preference in the Eugene-Springfield area. This home church should be selected during the student's first quarter of enrollment.

PERSONAL SPIRITUAL LIFE

The most important aspect of personal development is cultivating a disciplined personal lifestyle of daily commitment to prayer and devotional reading of God's Word. Each student is encouraged to intentionally set aside time in his/her schedule to develop a personal relationship with God through prayer and Bible reading. Prayer rooms in each of the dormitories provide a place for students to be alone and quiet. These prayer rooms are not to be used for visiting or counseling in order to be available to students who wish to use them for prayer. The Associated Student Body officers and dorm staff work to provide campus devotional, fellowship and worship opportunities. These meetings are an opportunity to build a sense of community with others who are part of the Body of Christ as an important aspect of personal spiritual development.

STUDENT OUTREACH ORGANIZATIONS

Drama: At EBC drama is based on telling the story of Jesus Christ in a new and different way. Although drama is an entertaining medium, it is also a great tool for outreach, community awareness, illustrating truths, leading individuals to worship and helping them understand God's love. These things can be accomplished through drama in a non-threatening, enjoyable and interesting, yet heart-hitting manner. Drama at Eugene Bible College is varied and far-reaching. Drama is a genre that can be utilized by every other department and opens doors to understanding when other mediums may not. At EBC, drama is incorporated into community outreach through a few events/groups, some of these are as follows:

Dinner Theater: Each fall the Drama department presents to people in the community a full production accompanied by a delicious meal or a fabulous dessert.

Element X: (Everyone needs an element of Christ in their lives) is a campus drama ministry that employs sketches on Psalms, Proverbs and other truths and improvisational games that use audiences' participation and quick-witted thinking. Element X performs at a variety of venues in the community and statewide.

The Call: Each year EBC sends outreach summer ministry teams to tour the United States and Mexico while ministering and representing the College. This group is formatted on service, drama, and worship and service with which they speak Jesus into the lives of those they meet every day.

Spring Play: The Spring play varies in its format. Often it is the 'capstone project' of the senior students within the Worship Arts Drama department. Thus far it has been a variety of plays ranging from historical plays to children's theater, which utilize the talents and artistry of EBC students.

Global Outreaches Unlimited is a short-term missions program designed to expose high school and middle school students to world evangelism both here at home in America and abroad. The staff of G.O.U. is predominantly made up of Eugene Bible College students. Those EBC students selected as leaders for the summer will have the chance to lead teams in a variety of different locations in the spring & summer of 2008. Outreach locations have included Tijuana, Mexico; Los Angeles, California; Chetumal, Mexico; New York City; and Uganda.

STUDENT LIFE INFORMATION

This section of our Handbook deals with student life at the nonacademic level. This includes college activities, social life, regulations and social standards of the College, student services and the College residential policies and cafeteria information.

The Student Development Committee is responsible to make recommendations to the Administrative Committee regarding policies and programs needed in student life and to carry out current policies. Student-originated agenda items for discussion on the Student Development Committee should be made to the Committee via the Student Council.

Opportunities for Student Involvement in EBC Governance and Planning

Students at EBC are given several opportunities to be involved in the process of planning and governing. Student leadership opportunities include Associated Student Body Executive Council (ASB) or Student Council and class representative positions. Students are represented by elected ASB officers in College strategic planning sessions, at Board of Directors' annual meetings, on the Accreditation Steering Committee, and by representation on several standing committees.

The following committees have student representation: Student Development, Library, Student Ministry and Discipleship, Athletic, and Safety. Students interested in opportunities for committee involvement should contact the respective committee chairperson.

Student concerns are represented to the Administrative Committee by the ASB and the Student Council. Students who wish to offer suggestions or express concerns to the administration may do so through these venues. However, administrators are also available and willing to personally hear student concerns or input. The following are persons to contact in various departments of the College:

Academics: Dr. Larry Burke, Academic Dean **Academic Records:** Dr. Jim Wick, Registrar

Business: Shanon Randall, Bookkeeper **Counseling:** Dr. David Ortega, Director of Counseling

Financial Aid: Aaron Denbo, Director of Financial Aid

Student Services: Scott Thomas, Director of Student Services

Student Council

The Associated Student Body of Eugene Bible College is represented in College government by elected executive officers from the student body and by other student representatives. Under the guidance of a faculty advisor appointed by the College, opportunity is given to students for leadership through the Student Council. The purpose of the Council is to provide guidance for student activities and to express student interests and concerns to the administration of the College. Spiritual and social activities are programmed according to the College calendar by the council. Throughout the school year the Student Council organizes various Associated Student Body sponsored social activities.

Associated Student Body Executive Council

Justin Brinlee, President; Brendan LeLaCheur, Vice President; Tyler Brainerd, Executive Representative; Megan Walgren, Secretary; Jonathan Parisot, Treasurer

Scheduling of Events

The Associated Student Body secretary maintains a term-by-term calendar of events. The scheduling of all spiritual and social activities must be coordinated through the Student Council and the Student Development office to avoid possible scheduling conflicts. The academic calendar is published in the College catalog. Students are encouraged to familiarize themselves with the dates.

Student Counseling Services

Many opportunities arise in normal social life for informal counseling by all College personnel, but a regular counseling staff is also provided through the Student Development office. The Student Development Counselors direct and coordinate the program which in addition to themselves includes the Resident Directors and a group of especially prepared student Resident Assistants. Students may feel free to discuss and share whatever problems they may have with the appropriate Student Development Counselor, Resident Director or Resident Assistant. Students may also seek counsel from their academic advisor or from any of their instructors.

Please see one of the following for a counseling referral if necessary:

Director of Student Services—Scott Thomas

Student Development Counselor—Dr. David Ortega

EBC Community Code of Conduct

(Revised, 08/15/06, Administrative Committee)

In signing the EBC Community Code of Conduct, I fully recognize that the mission of Eugene Bible College is to glorify God through biblically based College education that disciples and equips servants of Jesus Christ to become life-long learners who offer effective and relevant Spirit-filled ministry and leadership in the Church and the world. It is therefore my personal commitment to be a person of integrity in my attitude and respect for what Eugene Bible College is called to be. I know that all policies of Eugene Bible College are to be followed while on breaks (Christmas, spring and summer).

I commit to the following through God's grace:

- To do my best in my academic responsibilities.
- To pursue an intimate relationship with God by being in His presence through prayer, meditation, worship and time in His Word.
- To cultivate good relationships with others and to seek to love others as I love myself.
- To encourage the growth of my peers.
- To attend classes and chapel services that are required.
- To faithfully fulfill any Student Ministry and Discipleship responsibilities expected of me, and to regularly attend church.
- To honor God by respecting and submitting to college authority.

Through God's grace, I will not:

- Participate in any illegal acts, whether on or off campus. I will not take illegal drugs, commit immoral sexual acts, drink alcoholic beverages, or use tobacco. I will not engage in other behavior that is contrary to the policies of the College, as found in the Student and/or Faculty Handbooks.
- Lie, steal, curse, cheat or gossip.
- Encourage any of these acts of misconduct among my peers.

By my signature I am reaffirming my commitment to be a member of the EBC community. If at any time I find myself to be in conflict with any of the policies of the College, I will conduct myself honorably, working for constructive change while seeking to maintain an attitude conducive to peace and unity in our College community.

Signature: _____ Date: _____

*Every student is required to read and sign this before enrolled as a student and it must be updated each year of attendance.

SOCIAL STANDARDS

Philosophy and Standards of Conduct

Historically, Eugene Bible College has been recognized as an institution that upholds distinctive Biblical standards for living. In matters of conduct the testimony of one's personal life is seen as a constant sermon to the world. Reasonable regulations are a necessary part of this testimony both in terms of personal witness and in terms of harmony in person-to-person relationships. Consistent rules protect the testimony of the College as a whole, provide an atmosphere of community, foster growth in the knowledge of Christ and help to maintain a Biblical standard of holiness. Christian love and an attitude of cooperation will enable individual students to abide by school policies for the edification of the entire student body.

Eugene Bible College expects students to refrain from conduct and practices offensive to Christian conscience and to the development of consistent character. Loss of privileges, specified disciplinary requirements, or separation from the College may be imposed on any student whose conduct on or off campus adversely affects the EBC community or violates its standards.

Fundamental kinds of misconduct that may lead to suspension or dismissal include the following:

1. Physical or verbal abuse, intimidation, or harassment of another person or group of persons.
2. Deliberate or careless endangerment; tampering with safety alarms or equipment; violation of specific safety regulations; failure to render reasonable cooperation in any emergency; possession or use on campus of firearms, knives, other weapons, explosives, or fireworks.
3. Obstruction or forcible disruption of regular College activities, including teaching, research, administration, campus services, discipline, organized events, and operation and maintenance of facilities.
4. Dishonesty, including provision of false information, alteration or misuse of document, plagiarism and other academic cheating, impersonation, misrepresentation, or fraud.
5. Obscene, indecent, or grossly inconsiderate behavior; exposure of others to highly offensive conditions; disregard for the privacy of self or others.
6. Theft, abuse, or unauthorized use of personal or public property, including unauthorized entrance into College facilities, possession of stolen property, and littering.
7. Use, sale or possession of drugs, alcohol or tobacco (a detailed Drug Abuse Prevention Policy in compliance with federal regulations is available from the Director of Student Development).
8. Cursing, vulgarity and other inappropriate use of language.
9. Sexual immorality, promiscuity, the viewing or reading of sexually explicit material (including on paper, on TV or computer, or in a theater context).
10. Improper displays of affection and physical contact.
11. The meeting of secret or anti-Christian societies.
12. Gambling.
13. Failure to comply with the lawful directions of any College official, staff member, or student employee who is acting in performance of duties of position or is explicitly assuming responsibility on behalf of the College in the absence of a particular official. Emergency orders may supersede some written regulations. Students who receive orders which they consider unreasonable although not illegal must obey them at the time and may bring a formal complaint later against the issuing staff members, by writing to the Director of Student Development.
14. Deliberate incitement of others to commit any of the acts prohibited above; involvement as an accessory to any of the prohibited acts by providing assistance or encouragement to others engaged in them, or by failure to separate oneself clearly from a group in which others are so engaged when there is sufficient time and opportunity, or by assisting them in concealing their misconduct from proper campus authorities.

Each student living on campus must comply with the conditions of assignment to residence halls and the regulations established for a particular hall, as well as those established for the apartment community. Student and non-student visitors must follow all campus-housing regulations. Students are responsible for the conduct of guests. Elsewhere on campus, students and visitors must comply with applicable building or grounds regulations. Supervisors of various campus facilities (e.g., cafeteria, student center) are authorized to suspend use privileges of students who disobey rules or direct instructions. Each loss of privilege is reported to the Director of Student Development, to whom it may be appealed, and the supervisor is expected to offer an interview regarding reasons at the time a restriction is applied.

Television and Movie Viewing Standards (11/81 Administrative Committee)

As a Bible college we are committed to the goals of personal growth spiritually, intellectually and socially. Much of the content in television programs, movies and computer entertainment is directly opposed to these goals. Since what we see with our eyes becomes the food for our thoughts, we need to strive to take into our lives only that which is edifying. Therefore, EBC students are expected to avoid media which as a rule make light of Christian principles and/or programs which endorse ideas that are contrary to Biblical lifestyle, such as excessive violence, the occult or illicit sex. Students are expected to use discretion and good judgment at all times, both on and off campus. Misuse of any medium (TV, VCR, DVD, computer, phone, internet, etc.) including exposure to inappropriate material, may result in the loss of privileges on campus or other discipline.

On-Campus Movies (08/10/04 Administrative Committee)

Media (VHS, DVD, computers, games, TV) viewing in dorms, student center, computer lab or other on-campus location is subject to the approval of the Student Development Department which includes Director of Student Development, Resident Directors, and ASB. Enforcement for all students of approved media will be carried out by Faculty/Staff, Resident Directors, Resident Assistants, and ASB. Dormitory students are not to bring personal television sets to EBC. Students using computers inappropriately either through on-line services or other media, such as porn, illegally downloading entertainment files and playing of certain games will be disciplined or may lose the privilege of computer use or removal of inappropriate material.

Dancing Policy (Administrative Committee, 4/6/02)

EBC does not sponsor activities involving dancing except in the context of worship, nor does EBC permit dances to be held on campus. The location, the music one dances to, and the manner in which one dances reflect upon a student's witness. Students should use discretion at all times and are encouraged to be a positive Christ-like influence wherever they go. For consideration of exceptions to this policy petitions may be submitted to the Student Development Committee. Any EBC student who wishes to be involved in planning a dance activity must obtain prior approval from the Student Development Committee.

Approved occasions for dancing:

* Worship * Church-sponsored activities * School proms * Cultural dances * Dance classes

Engagement and Marriage (Revised 9/20/94, Administrative Committee)

The code of conduct for engagement and marriage has been established through many years of experience with relationships between students. If the persons seeking such permission are under 21 years of age, a letter of consent from the parents must be presented to the Director of Student Development who, after appropriate counsel and the recommendation of the Student Development Committee, may present the request to the Administrative Committee for approval. Announcement of the event may be made only after this approval has been granted. The wearing of a ring is considered an announcement.

The following guidelines will help students who are planning to proceed with engagement or marriage:

1. Students under 21 must receive permission from the College Administrative Committee. A letter of request is to be submitted to the Director of Student Development, who after counseling with the couple will process the request.
2. Students under 21 years of age are required to present letters of parental affirmation.
3. Students should be formally engaged for a minimal period of three (3) months prior to marriage.
4. A premarital counseling program is available to all students through the office of Student Development. Students can utilize this service or enter into another approved premarital counseling service

CORRECTION AND DISCIPLINE—*Due Process* (9/1/87 Administrative Committee)

Discipline at EBC is based on a counseling philosophy designed to produce behavioral changes that will enable students to mature in key areas of character development.

The major objectives of this philosophy are:

1. Respect for the College as an institution ordained by God.
2. Respect for the rights, dignity, and safety of fellow students.

3. Respect for individual Christian testimony in witness to the world.
4. Respect for College property.
5. Respect for the biblical concept of submission to those in authority over us.

Since individual needs differ, each case of discipline is handled on its own merits. Following are some of the disciplinary measures that may be taken:

1. Corrective counseling and accountability strategies.
2. Extra work details and monetary fines.
3. Social probation (restriction of social activities) - when numbers one and/or two do not adequately deter unacceptable behavior, a student may be placed on probation with notice that further unacceptable conduct may lead to dismissal from the College. During probation, the student may not be permitted to hold public leadership positions.
4. Suspension - Temporarily removing the privilege of attending classes and other school activities, from one term to one or more years.
5. Expulsion - Permanently removing the privilege of attending classes and other school activities.

The Student Development Counselors will handle most matters for correction and discipline. In certain cases the Student Development Committee will be asked to decide the form of discipline deemed necessary. Only the Administrative Committee can issue a suspension or an expulsion. Whenever discipline appears to be necessary the Student Development staff will strive to be as consistent as possible in handling each case so that the welfare of both the student and the College as a whole are protected. The following factors are all-important elements in the process of establishing redemptive discipline on the EBC campus:

1. Careful gathering of facts.
2. Clear statement of the charges of misconduct in writing.
3. Provision of appropriate witnesses present at any hearing as may be requested by any of the concerned parties.
4. Conscientious disposition of the decision making in as speedy a manner as is practical.
5. Right of appeal.

Students may appeal any form of discipline by submitting a letter of appeal to the Office of Student Development. This appeal will be submitted to the Student Development Committee for consideration or to the Administrative Committee if the Student Development Committee initiated the disciplinary action. If dissatisfied with the outcome of that appeal, a student may appeal in writing to the Administrative Committee of the College. If that final ruling is dissatisfactory to the student, he/she may submit a written rebuttal, which will be placed in the student's permanent record.

Confidentiality and Disclosure of Records

All students have access to Student Development records pertaining to them and may examine them during regular business hours by requesting to do so through the Director of Student Development. Such records are confidential and may be accessed by persons other than faculty and administration only through explicit permission of the individual student.

If students believe that an error exists in their records, they have the right to challenge the alleged error. To do so, students may appeal in writing to the Student Development Committee through the Director of Student Development.

Parent Notification of Disciplinary Actions

The Family Educational Rights and Privacy Act of 1974 prohibits access to a student's education records (other than "directory information") without the written consent of the student. An exception may be made in the cases of parents or legal guardians of a student who have established that student's status as a dependent according to the Internal Revenue Code of 1954, Section 152. Parents or guardians of dependent students will be notified in all cases involving dismissal, and notification may also be made in cases involving academic or disciplinary probation. Parental notification will always be discussed with the student.

DRESS CODE AND PERSONAL APPEARANCE

(Revised 8/10/04 Administrative Committee)

EBC maintains a dress code based upon a biblical standard of holiness and upon the professional character of the College. Although it is difficult to establish a specific dress code due to changing styles, it remains true that some styles are suggestive and inappropriate for a person who wishes to glorify God.

The general rule for all students is that attire must be **neat, clean, and in modest taste**. This rule applies to casual and recreational wear as well as to more formal attire. The key word in EBC's dress code is "modesty." This means having a humble estimate of one's self, not exposing too much of one's body, being decent, not inappropriately conspicuous in appearance, modeling purity in thought and conduct. All students should adhere to the following guidelines. The Student Development Committee, Faculty/staff, RAs and ASB will be responsible for all interpretation and enforcement of these guidelines as needed.

A. Public, Classroom and Chapel

- Men and women are encouraged to wear neat clean clothing. Students should not wear clothing that is excessively worn out, tight fitting pants or tops, or clothing that reveals underclothing and skin. Dresses and skirts should be of modest length. Splits on skirts should reach no higher than the knee. Night clothing and lounge wear can be worn only in dormitories and in the evenings in the Student Center and must be appropriately modest. Men are not to wear sleeveless shirts or tank tops to class, chapel or in the cafeteria during breakfast/lunch hours. Women may wear spaghetti straps with a shirt covering as long as it is not revealing in any way (modesty). Shorts may be worn to class, but they must be of modest length and fit.
- On chapel days, including Spiritual Growth Conferences, World Evangelism Conferences and all special chapel services, students who are involved in platform ministry (by speaking, involvement on the worship team, etc.) may be requested to dress more formally. Shorts are not appropriate platform attire. The Chapel Supervisor reserves the right to have someone change or be excluded from platform service.

B. Grooming

- All students should strive to look their best giving careful thought to good grooming, indicating a good sense of respect for God, self, and others.
- Hair should be kept clean and neat to accommodate a well-groomed appearance.
- A higher standard of dress code and grooming will be required of student leaders and members of groups representing the college publicly at the discretion and direction of appropriate faculty members or student leaders.

C. Recreational Wear

Shorts may be worn on campus as long as good judgment is used as to modesty; e.g. no short shorts, running shorts, or swimsuits. Recreational clothing is appropriate only while participating in recreational activities or while in the residence halls. Men are expected to wear shirts at all times except during sporting activities. Ladies may wear **modest** tank tops.

D. Church

Students are to dress in accordance with the style of the majority of the people at the church of their attendance. They should also be respectful of the standard being set by the leadership of their church. Students functioning in leadership capacities should be conscientious about their choice of clothing.

E. Library

Students should observe the general guidelines for appropriate dress in classes.

F. Special Activities

The College may at any time require students in attendance at special College functions or representing the College in outreach teams to dress in a manner generally considered more formal than the above guidelines. Special occasions such as Honors Assembly, Baccalaureate and Commencement are included as well as all platform appearances in general.

SECURITY

(12/6/83 Student Development Committee)

The world around us does not adhere to exclusively Christian values; therefore, it is necessary that everyone be involved in monitoring campus conduct and presence of unauthorized individuals on campus. The College administration asks the cooperation of all members of the College community in helping to insure the safekeeping of the College. It is also important to adhere to campus visitation hours for all visitors.

Bryan Hall—Regular monitoring checks will be conducted throughout the evening hours. No students should be in the building unless authorized by a member of the faculty. Passes may be obtained from any group advisor who furnishes sufficient reasons for after-hours use of the building. In general, all visitors not using campus housing must leave campus in accordance with dormitory security hours. All non-dorm residents are to be out of the building and dorm area by 11:00 pm every night. Non-dorm residents attending authorized late night functions must remain in the vicinity of the event being held.

Search and Seizure Policy (03/07/05 Student Development Committee)

Eugene Bible College Reserves the right to search students, student residences (on campus or off), personal belongings, and any other student items (including computers) for any or no reason.

Crime Awareness & Campus Security Act & Sex Offender Registry

In compliance with the Crime Awareness & Campus Security Act of 1990 Eugene Bible College discloses certain timely and annual information about campus crime and security. We provide the EBC community with information about campus crimes statistics for the past three years through several avenues. This information is posted annually by October 1 on the Safety bulletin board in Bryan Hall and is made available to the general public for viewing by October 15 at <http://www.ope.gov/security>. EBC participates in the Oregon Notification program according to the Federal Campus Sex Crimes Act adopted in 2005. The highest risk predatory sex offenders registry can be found at www.sexoffenders.org.gov. There is also a phone number you may call for the registry: 503-378-3720.

EBC has a night campus monitor who records incidents in a security log that is available in the general office of Bryan Hall. The campus monitor is not a sworn officer under ORS 133.005 and is not armed. Monitors assist with providing a safe campus environment, detecting and reporting safety/fire hazards, enforcing traffic and parking regulations, campus curfew, visitation hours and promoting crime prevention. The process of reporting a crime is as follows:

- Contact the Student Development office 485-1780 ext. 3207 or 3208.
- Call 911 for any emergency situations and inform the Student Development office.
- Incident Report forms are available at the Receptionist desk or at the Student Development Office. The form must be filled out and filed with the SD Office as soon as possible.

ASSISTANCE FOR STUDENTS WITH DISABILITIES

In keeping with the Americans with Disabilities Act, Eugene Bible College will provide reasonable academic adjustments or accommodations necessary to afford equal opportunity and full participation in all programs for qualified students with professionally verified disabilities. Students requiring such accommodations should contact the Student Development Office.

CIVIL RIGHTS & NONDISCRIMINATION POLICY

The policy of EBC is to provide equal opportunity for all qualified persons in the educational programs and activities that the College offers. In full and affirmative compliance with the laws of the United States and all applicable regulations thereto, the College does not discriminate on the basis of race, color, national or ethnic origin, age, sex, or physical handicap, in its admission policy, scholarship and loan programs, educational programs, athletics, and other activities.

HARASSMENT POLICY

The College is committed to providing a learning and working environment that is free of discrimination. In keeping with this commitment, unlawful harassment, including sexual harassment, is strictly prohibited. Harassment is defined as unwelcomed or unsolicited verbal, physical, or visual contact that creates an intimidating, hostile, or offensive environment. Students or employees who feel they have been subjected to such treatment should immediately report such to the Director of Student Development, a Student Development Counselor, or a member of the Administrative Committee.

HEALTH SERVICES

(7/03/03 Administrative Committee)

General Health Care Information

Dormitory residents have basic health services available to them on campus. Although there are no medical professionals on campus, urgent care and hospital assistance are located nearby. In addition, a room has been prepared in Hornshuh Hall for emergency situations and has been set up with basic first aid supplies. Additional first aid supplies are located in the kitchen, men's dorm, Bryan Hall main office, student center, and the library.

Accidental Insurance Policy

All students enrolled at EBC are covered under a group policy for accidental injury only. The accident insurance is in effect from September 15 through June 15 of the following year. All billings from the doctor, hospital, or prescriptions covered by the school accident insurance are to be filed by the student with the student insurance carrier. The student must pay a \$25 deductible, and the insurance carrier will pay actual cost less the deductible. It is the student's responsibility to initiate the process and provide the bills for prompt processing. The policy number for Administrative Concepts, Inc. is **BSA 00108** and their phone number is (888) 293-9229. To file a claim you need a form which is located at www.associatedinsuranceplans.com/Eugene_Bible.asp. Late billings and interest charges because of failure to submit bills and complete and sign the insurance form properly are the responsibility of the student.

There is no health insurance coverage provided by the College. Any students on work study should report accidents to their immediate supervisor, who will determine whether to list the accident or issue workers compensation claim forms. Listed accidents are minor accidents that require first aid only. Contact the Resident Directors in Hornshuh or Meyer Halls for first aid. If necessary, they will call 911 or transport the injured or ill student to an appropriate medical facility.

Places for a student to go for medical help:

Urgent Care Center:	Sacred Heart Hospital-Riverbend	White Bird Clinic
1162 Willamette St.	3333 Riverbend Dr.	1400 Mill St.
541-687-6279	541-222-7300	541-484-4800

The White Bird is a walk-in clinic, with a sliding fee scale from \$15.00-\$125.00 (depending on income). The clinic opens at 8:00 am. Those students without medical insurance will find this facility a helpful resource. If assistance is needed from any medical or social agencies, a **HELP** book, located in the Student Development office, provides information and phone numbers for agencies located in Eugene, Springfield and Lane County.

MEASLES IMMUNIZATION (12/2/92, Student Development Committee)

Who has to have the measles immunization?

All students taking six or more credit hours at Eugene Bible College or living in EBC residence halls must fill out this document to verify immunizations against measles (rubella).

Why is the measles immunization required?

Oregon law (ORS 433.282) requires that all college students born on or after January 1, 1957 must provide the school with evidence of two doses of measles vaccine on or after his/her first birthday with a minimum of 30 days between doses. NOTE: If the month and year of the first dose are not available, documentation of the second dose in or after December 1989 must be provided.

Beginning winter term 2007, students will no longer be able to register if the completed Health Questionnaire **and** Measles Immunization Record are not on file with the Student Development Office.

MAIL COLLECTION

All students are assigned a mailbox number during the first two weeks of school, and a one time \$5.00 fee is assessed per term. The mailboxes are located on the first floor of Bryan Hall. A mailbox key will be issued, and a \$5.00 fine will be charged if the key is lost or is not returned.

BULLETIN BOARDS

All material for display on bulletin boards is expected to be neat, attractive and current. All material to be placed on the bulletin boards in Bryan Hall must be approved by Student Development Office, Financial Aid Office or the Academic Dean's Office.

NO SOLICITING

A college campus is often considered good selling territory by a wide variety of sales persons. In order to be fair to everyone and to avoid potential problems, all soliciting and selling not distinctly sponsored by an authorized group is prohibited everywhere on our campus.

MOTOR VEHICLES POLICY

Driver's License

According to Oregon Law, students may operate vehicles with out-of-state licenses providing they live in college-sponsored housing and retain status as an out-of-state student for a temporary period, returning to an out-of-state address for permanent residence. Students obtaining a job or permanent mailing address other than EBC must obtain an Oregon driver's license. An international driver's license is not valid in Oregon.

Automotive Regulations

Operating an automobile on campus is to be considered a privilege, not a right. All automobile owners and operators are expected to abide by the following regulations:

1. All automobiles, motorbikes and bicycles must be registered at the time of registration. Vehicles brought to campus afterwards are to be registered within three days.
2. All students, including local residents, married students and commuters, must present proof in the form of a certificate of insurance from their insurance company showing public liability, property damage and medical coverage at the time of registration. Enrollment cannot be completed until proof of liability insurance has been presented. No uninsured vehicles may be operated on campus.
3. Vehicles are to be operated at all times in a safe and conscientious manner. All posted campus traffic regulations are to be obeyed. Maximum campus speed is 20 mph. Motorized vehicles are to be driven only on roadways.
4. Improper driving may result in a fine and/or the loss of driving privileges on campus.
5. The Director of Physical Plant is responsible for issuing citations. Violations should be reported to him for appropriate action. A schedule of amount and payment of fines is listed under the parking policies. Should a student feel there has been an error in the issue of a violation ticket and wish to appeal, he must file a written petition at the Student Development Office within 48 hours of the time the ticket is issued. That office will notify the student of an appointment time for making the appeal.
6. Motor oil cannot be changed on campus.
7. The following policies apply to vehicle parking on campus:
 - All vehicles and bicycles which are parked on campus must be registered with the Office of Student Development.
 - Parking of vehicles shall be on a first-come first-serve basis.
 - Penalties for parking violation:
 - a. The first parking violation each term will result in a fine of \$5.00, and the first moving violation will result in a fine of \$10.00. Each subsequent violation per term will result in a \$5.00 increase (\$10, \$15, \$20, etc.). All fines are payable to the Business Office within one week.
 - b. An additional fee of \$2.00 will be added to the original fine for each delinquent week.
 - c. All vehicles that are parked in violation of College regulations are subject to being towed away at the owner's expense.
 - d. Students may choose to submit to one or more hours of work detail as a means of paying the fine.
8. Violations for which penalties apply:
 - a. Parking in the wrong parking space or lot (e.g., visitors, faculty, handicapped)

- b. Parking illegally (not within lines, blocking other cars, etc.).
- c. Speeding – any driving exceeding 20 mph on roadways and 5 mph in parking lots.
- d. Any driving, for any reason, that would endanger the lives of others will be subject to a fine and revocation of driving privilege on campus.
- e. In case of vehicle breakdown, the vehicle cannot be left on campus roadways. After 24 hours, the vehicle will be towed away at the owner’s expense.
- f. Other violations that are not covered in the above list but are areas of misconduct will also be subject to a fine. Students should be aware that the basic rules from the Oregon Highway Book would apply to their driving on campus.

EBC Owned Vehicles Policy

A student must meet the following qualifications to drive EBC vehicles:

- At least 21 years of age
- A current, valid driver’s license
- A clean record for 3 years (no accidents or violations)

College vehicle use is limited to functions that are sanctioned and sponsored by an officially recognized department or organization of the College.

DINING ROOM AND CAFETERIA

The College makes every effort to provide regular meals with as much variety as possible. Lunch is served as the main meal, with breakfast and dinner being the lighter meals. The Director of Food Services plans all meals to be nutritionally balanced.

On Campus Students

The room and board fees include payment for all meals served in the cafeteria. Credit is not given for meals missed by a student.

Off Campus Students

Non-dorm students and visitors are welcome to purchase meal tickets in the cafeteria or bookstore. Multiple prepaid meal tickets are available at a discounted rate.

Prepaid meal ticket good for any 5 meals \$20

One meal ticket may be purchased for \$5

Serving Schedule (*Prices and times are subject to change*)

Weekdays

Breakfast M-F 7:00 am-8:30 am

Lunch M-F 12:00 am-1:30 pm

Dinner M-S 5:00 pm-6:00 pm

Brunches

Saturday 10:00 am-1:00 pm

Sunday 5:00pm-6:00pm

Special Diets

Students with health conditions will be given special diet consideration providing they submit a written notice from a doctor to the Director of Student Development’s office dated to apply to the current enrollment period. When health is a factor, effort is made to meet special requirements of a student’s diet.

Sack Lunches

Sack lunches can be provided when employment conflicts with scheduled meal hours. Prior arrangements must be made with the Director of Food Services. Sack lunches can also be prepared for student groups on authorized travel assignments for the College.

Removal of Food and Equipment

Food or utensils are not to be taken from the kitchen or dining room without permission of the Director of Food Services including trays, glasses, silverware, tables or chairs. Student may be held financially responsible for any breakage or loss resulting from carelessness. Food, drink and kitchen utensils are allowed in the dining hall, its adjoining conference rooms and the common areas on the lower floor of the Bryan Hall and the Student Center. Food use in other areas of the campus must receive proper authorization.

Conduct and Attire

Students are expected to exhibit conduct and manners conducive to a pleasant atmosphere in the dining room at all times. Rowdy conduct is to be avoided. Courtesy and help toward the kitchen staff as well as consideration to guests is expected. Classroom attire is appropriate Monday through Friday. Work clothes are permitted at evening meals when work schedules and dining room schedules are in conflict. **It is never appropriate for students to enter the dining room without shoes or shirts.** It is the responsibility of the students to arrive for meals on time. Please keep the dining room atmosphere pleasant by adhering to these policies.

The kitchen staff has full authority in the kitchen and dining room premises. They are authorized to refuse service to anyone whose conduct is inappropriate or who does not conform to dining room regulations. Only kitchen employees on duty are allowed in the kitchen except to deposit trays after eating. Students are not to take food from the kitchen without permission.

JESSIE STEWART MEMORIAL STUDENT CENTER

The Student Center provides a casual atmosphere where students can relax and engage in recreational activities, study and food. The Student Development Department and the ASB establish policies governing the operation and use of the Student Center. Student groups desiring special use of the Student Center are to submit their requests to the ASB in cooperation with the Student Development Committee at least two weeks prior to the date of the scheduled activity. Student Center personnel are employed by Eugene Bible College under the supervision of the Student Development Committee and ASB. The Student Center is closed during chapel, Student Life and Ministry sessions and other special occasions as deemed necessary. Student Center hours will be posted.

INTRAMURAL AND INTERCOLLEGIATE SPORTS

An intramural sports program, under the supervision of the Athletic Director, exists to meet the physical education needs of the students. Students are required to successfully complete six units of Intramural Sports (IS) or Physical Education (PE) for graduation. The IS program is conducted one evening per week. Students whose work schedules conflict with the program should consult with their academic advisor about petitioning the Academic Affairs Committee for policy exception. Armed Forces veterans and married students are exempt from the IS requirement. Men's varsity basketball plays an intercollegiate schedule. Volleyball and soccer teams participate in local city leagues. Students participating in these programs in any given quarter can fulfill their physical education requirement for that quarter. All students are encouraged to actively support the basketball, volleyball, and soccer "Deacons" by attending as many games as possible. The College maintains an academic requirement of a cumulative GPA of 2.00 for participation in any extracurricular activities.

COLLEGE RESIDENTIAL LIFE

(12/6/83 Administrative Committee)

The goal of the College is to provide a maturing experience that extends beyond its obvious academic role; therefore, its distinctive differs from those of a secular college campus. The desired total experience includes developing spiritual, social, emotional, and vocational areas of the student's life in directions consistent with the objectives of the College. Deliberate planning provides the context in which these areas of life can be nurtured. By requiring students to participate in a community living situation, the College presents students with opportunities for continual development of communication skills, responsibility, leadership, and interpersonal relationships. The areas of concern listed here reflect the philosophy that each student has the need to get a total educational experience while training for ministry: **Christian Growth:** Christian growth is facilitated through group living experiences in ways which cannot occur in any other context quite as effectively:

(1) interacting with people whose differing values, beliefs, and ways of doing things causes evaluation and reflection while bringing about the exercise of the fruit and gifts of the Spirit day by day; (2) sharing time, space and resources gives opportunity to grow in love, selflessness and patience; (3) taking advantage of the many opportunities which exist for perceiving and responding to needs in the community can broaden concepts and experiences of ministry.

Leadership Development: Leadership roles of upper class students are naturally strengthened as new students who seek to learn how to become integrated into college life observe them.

Cohesive Oversight: The College is better able to meet the needs of its students and encourage each individual's personal development when the student is a campus resident. Attrition studies indicate campus residents are more likely to complete their college education if they receive timely help as needs arise.

Finances: The College endeavors to keep housing reasonable by charging rates at or below what similar accommodation would normally cost.

Unity: Campus unity is attainable at a higher level than that which is possible when students are widely scattered. In view of this rationale, residence in the dorms will be a requirement for all single students except as specified in the housing policy statement. The policy of the College concerning campus residence is that all single students not living at their family home are to reside in college dormitory housing. Exceptions to this policy may be granted to certain students: Armed Forces veterans, part-time students (6 hours or less), students with senior status when they have had a minimum of one year campus living experience, and students 21 years or older. Requests for off-campus housing are to be submitted in writing to the Director of Student Development at least five working days prior to the beginning date of registration each quarter. Petitions submitted after that date will be held and reviewed after classes begin and appropriate late fees will be required. A petition form may be obtained from the Director of Student Development. Students with extenuating financial circumstances are directed to work out a solution with the Financial Aid Office. It is the responsibility of the student to provide complete and accurate information to these offices as far in advance of anticipated need as possible. Every effort will be made to assist students with appropriate housing options. When a petition is granted, it will be reviewed on a quarter-by-quarter basis.

RESIDENCE HALL GUIDELINES

(Revised 08/10/04 Administrative Committee)

The following guidelines for dormitory residence have been established in the best interests of all students. These guidelines reflect a concern not only for personal welfare, but likewise to give consideration to our neighbors. Observe the Golden Rule and others will follow your example. Most of these guidelines also appear on the Dormitory Resident's Agreement form. No one will be allowed to move into college housing without payment of a \$100.00 deposit.

Security Hours

All students are expected to observe security hours and to consider the courtesy of keeping activity and noise at a minimum after security hours take effect.

Security hours are: Sun - Thurs. 12:00 am Fri - Sat. 1:00 am

- Students expecting to return to campus after security hours must receive approval by their Resident Director. Permission to leave the dorm after security hours due to an emergency must be obtained from the Resident Director.
- All areas in the women's dorm except the main entrance lobby and the Resident Director's apartment are off limits to men at all times. All visitors in the dorms must leave campus by security hours.

Dorm Meetings

Regular dorm meetings are one of the ways communication among residents takes place. Some meetings will be called to discuss business issues, others with spiritual or educational purposes in mind and even some for the fun of being together to celebrate a special event. The Dorm Council, RAs, and Resident Directors will cooperate in scheduling and organizing agendas. Every resident, as a member of his or her dormitory family, is expected to attend. Residents may be excused for a given meeting only after discussing a schedule conflict with the appropriate Resident Director prior to the meeting. The presence and input of everyone is regarded as important.

Residential Policies

- **Student policies will remain enforced throughout holidays and vacations for everyone in College housing. Any exceptions such as security hours will be posted.**
- The RAs and dorm councils are the authorized representatives of the Student Development Office and as such are charged with the responsibility to enforce all dormitory regulations.
- Each student should read thoroughly the dormitory Residents Handbook. It contains the terms and conditions which apply to your housing assignment. You should keep it handy for reference.
- Dorms are closed at the end of each term. The final cafeteria meal will be served on the Friday

evening on the last day of the exam week.

- Checkout arrangements are to be made through the Resident Assistants. This includes a thorough cleaning of one's room, turning in assigned keys, and signing the Room Condition Report. Failure to follow all the necessary procedures will result in a charge being assessed against the room deposit. Be sure to check with your RA if you have any questions.
- New and returning students must obtain permission for early arrival before the dorms are officially opened from the Student Development Committee.
- Students placing ads in local newspapers are not to give the College phone number.
- Students must be enrolled and maintain enrollment eligibility for dorm residency.

Noise

- From 9:30 p.m. each evening students should keep **indoor and outdoor noise** to a minimum for the benefit of students studying and sleeping. After 9:30 p.m. no sounds should be heard outside of one's room.
- Music loud enough to be heard outside of rooms can be discourteous to others. Music must not be audible outside of your room after 9:30 pm. Music should be encouraging and edifying to all who can hear it. Resident Directors are authorized to ensure music is not offensive or inappropriate in any way and can discontinue any music that is.

Cooking

- No cooking is permitted at any time in dormitory rooms. Unapproved appliances involved are a definite fire hazard and prohibited by fire regulations. Also keep in mind that food smells, spills and sloppy clean up attract a variety of animal life, spoil the appearance of our facilities and can create a health hazard.
- It will be considered a serious offense if the fire alarm system should be activated. Be aware that cooking smoke may accidentally set off both smoke detectors in the men's rooms or the sprinklers in the women's rooms. A fine will be assessed for any costs involved. Refurnishing one dorm room will amount to no less than \$1000.

Cleanliness of Room

- Walls should be kept undamaged and clean. To hang pictures and posters, avoid using materials that will stain or excessively mark walls. No contact paper on desks or dressers.
- Residents are responsible for the cleanliness and order of their own personal areas at all times and, by assignment, the cleaning and order of lobbies, halls, etc. There will be inspection each week and all students should be aware that other inspections might also be made.

Keys

- You are responsible for any key issued to you. If you lose a key, notify your RA or Resident Director so that it can be replaced. There is a \$5.00 fee for lost keys.
- Doors should be locked when you are gone from your room. All students must obtain keys if using College housing.

Televisions

- Dormitory students are NOT to bring personal televisions sets to EBC. Students using computers inappropriately either through on-line services or for other inappropriate media, such as porn or illegally downloaded files will be disciplined or may lose the privilege of computer use. Inappropriate material must be removed.

Fire and Safety

- No open flame is permitted in the residence halls. This includes the burning of candles or incense.
- Irons and appliances are not permitted in dormitory rooms. Ironing is to be done in the laundry rooms only. Please unplug irons after finishing and leave the area clean.
- Students should be familiar with the emergency procedures that are posted in each dormitory. No firearms or ammunition are permitted on campus. If for any reason you have these in your possession, they must be registered with the Director of Student Development and locked in a safe. Firearms must be clearly tagged.

Student Belongings

- Students may have small refrigerators in their rooms.
- There is no storage in the dorms available to students during the summer months.
- Bikes need to be registered at registration or through the Student Development office. Unclaimed bikes will be removed.

Guests

- Guests may be housed in EBC facilities by prior arrangement. Secure a reservation from the Resident Director in Hornshuh Hall, who serves as campus host, by a week in advance.
- Upon arrival, each overnight guest is to be registered with the Resident Director in Hornshuh Hall. At no time should you permit anyone to stay in College housing without going through the proper channels. It is absolutely necessary that the College be able, at all times, to account for every person in College housing. Fire hazard is only one of the possible dangers. Any student who allows an unauthorized guest to remain in the dorm overnight by failing to go through the proper procedures will be required to pay a fine of double the normal guest rate or other appropriate action of dismissal from dorms.
- Guest rates are \$10 per person, or \$15 per married couple, per night payable in advance to the Business Office or Resident Director, with the exception of immediate family members of dorm students who are not charged for the first two nights. This includes parents, brothers, and sisters only. Linens cost \$5 extra.

Summer Residential Policy: (Revised 8/10/04 Administrative Committee)

Students may apply for summer residence through the Student Development office. On-campus residents are required to keep their rooms clean and participate in any on-campus projects. Students may remain in residence during summer by paying for room only. Students not returning in the fall for personal, academic, or Student Development reasons are not eligible for summer residence.

CHURCH DIRECTORY

Open Bible Standard Churches

EUGENE

Lighthouse International Church

1790 Charnelton St.

Eugene, OR 97401

John Torres, Pastor Phone: 485-5244

Iglesia Cristiana Casa de Luz

1295 Taney Street

Eugene, OR 97401

Luis Monjaras, Pastor Phone: 343-5041

ELMIRA

Open Bible Standard Church

88899 Territorial Rd.

Elmira, OR 97437

Gordon Fowler, Pastor Phone: 935-1910

JUNCTION CITY

Bethany Church of Franklin

92078 Territorial Rd.

Junction City, OR 97448

Steven McIntyre, Pastor Phone: 998-1707

OAKRIDGE

Open Bible Standard Church

76453 Willow Street

Oakridge, OR 97463

Scott Conger, Pastor Phone: 541-782-3630

Open Bible Fellowship

1295 Taney St.

Eugene, OR 97402

Stan Combs, Pastor Phone: 689-9856

Open Bible Standard Churches—Pacific Region Office

2320 Warren Avenue

Eugene, OR 97405

Ross Adelman, Building leaders Phone: 343-4021

DEXTER

Lakeside Open Bible Church

82677 Lost Creek Rd.

Dexter, OR 97431

Mike White, Pastor Phone: 937-2512

LOWELL

East Valley Church

72 E. Second

Lowell, OR 97451

Nathan Harris, Pastor Phone: 937-3329

SPRINGFIELD

Calvary Open Bible

1116 Centennial Blvd

Springfield, OR 97477

Gary Emery, Pastor Phone: 747-7125

The Bridge

3188 Gateway Loop (Skateworld)

Springfield, OR 97477

Ray Trowbridge, Pastor Phone: 726-0143

Wayside Open Bible

5247 "B" St.

Springfield, OR 97478

Bob Scroggins, Pastor Phone: 746-4221

CONSTITUTION OF THE ASSOCIATED STUDENT BODY

ARTICLE I.

Name: The name of the organization shall be, “The Associated Student Body of Eugene Bible College.”

ARTICLE II.

Purpose: The Associated Student Body of Eugene Bible College does hereby ordain and establish this Constitution to the glory of God, in the name of Christ Jesus, to seek the guidance of the Holy Spirit in order to advance spiritual life and Christian fellowship, provide effective government, foster cooperation with the Administration, and promote college spirit.

ARTICLE III.

Authority: All Authority exercised by the Associated Student Body is subject to review and change by the Administrative Committee of Eugene Bible College.

ARTICLE IV.

Membership: The membership of this organization shall consist of all students who are currently enrolled for a minimum of four hours.

ARTICLE V.

Meetings: Meetings of this Associated Student Body shall be held at the discretion of the Student Body President with permission of the College.

ARTICLE VI. Executive Council:

Section 1. Officers of the Associated Student Body shall be called the Executive Council and shall consist of the:

- A. President
- B. Vice-President
- C. Representative
- D. Secretary
- E. Treasurer

Section 2. The purpose of the Executive Council is to represent the Associated Student Body at-large, direct efforts of Student Council, and perform other duties as assigned by the Director of Student Development or faculty representatives.

Section 3. Meetings shall be held at the discretion of the Associated Student Body President.

Section 4. The Director of Student Development or faculty representative shall serve as advisor for the Executive Council.

Section 5. Qualifications of Student Body Officers:

- A. All officers shall maintain a Godly lifestyle consistent with the mandate of Scripture.
- B. All officers must maintain a cumulative grade point average of 2.30.
- C. All officers shall maintain a minimum of 12 hours per term
- D. All officers shall maintain any financial requirements set by the Administrative Committee of the College.
- E. All officers shall maintain Christian Service approval from the Director of Student Ministry & Discipleship.
- F. The President, Vice-President, and Executive Representative shall:
 - 1. Be a junior or senior with at least 89 term hours toward graduation (at Eugene Bible College and/or transferred) upon assumption of office.
 - 2. Have completed 43 term hours in residence at Eugene Bible College prior to election.
- G. The Secretary and Treasurer of the Associated Student Body shall:
 - 1. Be a sophomore, junior or senior with at least 44 term hours toward graduation (at Eugene Bible College and/or transferred) upon assumption of office.
 - 2. Have completed 30 term hours of Residence at Eugene Bible College prior to election.

Section 6. Declaration of Candidacy and Election of Associated Student Body Officers:

A. Declaration of Candidacy:

- 1. Students interested in declaring candidacy for an Associated Student Body office must fill out the

Declaration of Candidacy form available in the Student Development office.

2. The Director of Student Development to verify the student has met all qualifications for the office listed in Article VI, Section 5, must sign the form.
3. The completed form must be submitted to the office of the Director of Student Development at least fourteen calendar days before the announced date of the general election.
4. It is the responsibility of the Associated Student Body President and officers to encourage qualified students to declare candidacy.

B. Election of ASB Officers:

1. The electoral process the Associated Student Body officers should start within the first three weeks of the Spring term. The briefing, application, testing, and election should not be longer than four weeks.
2. The primary and general election dates shall be set by the Student Council in cooperation with the Student Development Committee by the end of Winter term for the beginning of Spring term.
3. A primary election must be held if there are more than two candidates for any Associated Student body office.
 - a. The primary election will only be held for those offices where more than two candidates are running.
 - b. If a candidate receives over fifty percent of the votes cast in the primary election, he/she shall be declared the winner. If a majority is not received the two candidates receiving the highest number of votes cast in the primary election shall be balloted in the general election
4. The primary election must be held at least two days prior to the general election.
5. Ample notice, as defined by the Student Council, of a primary election shall be given to all students.
6. The Student Development Office must post a list of primary election no later than seven calendar days prior to the election.
7. Secret ballot shall be the prescribed mode of election
8. An election shall be declared when a candidate has received a simple majority of the legal votes cast for that office.
9. Newly elected ASB members for the following year should fulfill the training requirements as follows: Attend a minimum of three ASB meetings and three student council meetings and a training session to include Robert's Rule of Order before the end of the spring term of their election year

Section 7. Term of Office:

- A. The Executive Council officers shall be elected for a period of one year, assuming responsibilities following commencement exercises.
- B. All Executive Council officers must maintain candidacy requirements throughout their term of office, as described in Article VI, Section 5.
- C. Failure to maintain requirements will result in disqualification.
- D. Replacement of disqualified officers shall take place as follows:
 1. If the President becomes disqualified, the First Vice- President shall assume the position. The position of First Vice- President shall then be filled as stated in Article VI, Section 7-D, 2.
 2. Vacancy in all other Executive Council offices shall be filled by a special election within two weeks. All candidates must follow the process under Article VI, Section 6.
- E. In the case of a vacancy or an office not being filled by the last day of classes of the Spring Quarter, the position (s) will be appointed under the following qualifications:
 1. Must meet all requirements under Article VI, Sections 5, 6.
 2. Must be a candidate of a special election under Article VI, Sections 6, 7 within two weeks of the general election.
 3. If no special election could be done, the existing Executive Council officers should unanimously appoint him no later than the last week of Spring term.
 4. Approved by the Director of Student Development.
 5. In the event that a vacancy remains unfilled by the beginning of the Fall Quarter, a special election shall be held within three weeks.

Section 8. Removal from Office

Anyone seeking to remove an Executive Council member from office may undertake the following course of action:

- A. A written statement of charges against the Council member shall be presented to the Student Development Committee. The Student Development Committee shall rule on the validity of the charges.
- B. Written notification shall be made to the officer involved, and the Student Development Committee validates the entire Student Council, stating the charges.
- C. A petition, stating the reason(s) for seeking removal shall be circulated amongst the students represented by the officer.
- D. To be validated, the petition must be signed by at least forty percent of the students represented by the officer involved, as determined by the Director of Student Development.
- E. Within two weeks after validation of the petition, the students represented by the officer shall vote upon removal of the officer. A two-thirds affirmative vote is required for the officer's removal.
- F. If the vote is to remove the officer; representation shall be lost immediately. Vacancies shall be filled as described in Article VI, Section 7-D.

Section 9. Duties of Executive Council Members:

A. **The President** shall:

- 1. Preside at all Associated Student Body meetings.
- 2. Preside at all Executive Council meetings. Only Executive Council members and the faculty representative should be present, unless otherwise specified.
- 3. Call special meetings of the Associated Student Body and Student Council, with permission of the Director of Student Development or faculty representative.
- 4. Represent the Associated Student Body on the Student Development Committee.
- 5. Serve on the Constitution Revision and Interpretation Committee.
- 6. Formulate committees, appoint committee chairpersons and members of committees.
- 7. Provide training and support for each organization and class president in a consistent basis.
- 8. Represent or appoint a member to represent the student body at the Eugene Bible College Board of Directors.
- 9. Coordinate together with the Director of Student Development, the Executive Council Retreat for the beginning of the school year

B. **The Vice-President** shall:

- 1. Assist the President and assume responsibilities in his/her absence, or upon request.
- 2. Fill any unexpired term of the President should a vacancy occur.
- 3. Be responsible for overseeing the use of the computer. This includes the supervision, maintenance, general care of the computer.
- 4. Care for all correspondence of the Associated Student Body, including the oversight of all advertisement. Provide training and support for each organization and class vice president in a consistent basis.

C. **The Representative** shall:

- 1. Coordinate information available from the national and regional offices of Open Bible Standard Churches via various departments of the College:
 - a. Gain information and perspective regarding OBSC churches, pioneers, evangelists, missions and projects.
 - b. Create interest and develop methods whereby student body participation is secured.
- 2. Develop communication between the pastors, student body and student organizations whereby both prayer concerns, ministry vision, future plans and needs.
- 3. Work through a faculty advisor in developing and implementing communication plans. i.e. newsletters, inside and/or outside of campus letters.
- 4. Help coordinate communication or interaction between student organizations, married student's council, and the ASB Executive Council.
- 5. Have the option to help the vice-president with the transition from representative to vice-president among the class officers involved in such

D. **The Secretary** shall:

- 1. Keep complete and accurate minutes of all business meetings of the Student Council and of the Associated Student Body. All minutes should be distributed to the members of both councils two days before each business meeting.
- 2. Serve as guardian of the official copy of the Constitution and the Associated Student Body Policies and Procedures.

3. Should make sure that official copies of the Constitution of the Associated Student Body Policies and Procedures are available to all students.
4. Provide training and support for each organization and class secretary on a consistent basis.
5. Take care of the ASB bulletin board.

E. **The Treasurer** shall:

1. Be the custodian of all funds of the Associated Student Body and cooperate with the Associated Student Body President in disbursement of such funds under the control of the Office of Business Affairs.
2. Coordinate collection and recording of tithes and offerings from the Associated Student Body.
3. Formulate and administer the Associated Student Body budget in cooperation with the Associated Student Body President and the Manager of Business Affairs.
4. Provide training and support for each organization and class treasurer in a consistent basis.

ARTICLE VII. Student Council

Section 1. Members of Student Council shall consist of:

- A. Executive Council members
- B. Class presidents
- C. Class Vice Presidents
- D. One representative elected from each of the official Student organizations:

Section 2. The purpose of Student Council is to coordinate activities and functions of the Associated Student Body and represent its members to appropriate committees of the College Administration.

Section 3. Regular meetings shall be held at the discretion of the Associated Student Body President with the approval of the Director of Student Development or a faculty representative. Failure to attend officially called meetings may result in removal from office as per Article VIII, Section 8. A student council member, who cannot attend a meeting, must be responsible to designate an appropriate substitute from his/her constituents.

Section 4. The Director of Student Development or a faculty representative, appointed by the Administrative Committee, shall represent the Administration in all matters brought before Student Council.

Section 5. Nonvoting person at Student Council meetings:

- A. Any person (s) may be present in Student Council meetings as nonvoting guests, upon invitation of the Associated Student Body President, the Director of Student Development or a faculty representative.
- B. Any member of the Associated Student Body may be present at Student Council meetings as nonvoting students.

ARTICLE VIII. Class Council

Section 1. The officers of the Class Council shall consist of:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer

Section 2. The purpose of the Class Council is to coordinate activities and functions of the Class and represent its members to Student Council.

Section 3. Meetings of the Class Council and the class shall be held at the discretion of the Class President and in coordination with the Class Faculty Advisor.

Section 4. A faculty representative shall be appointed by the Administrative Committee and shall serve as class advisor.

Section 5. Qualifications of Class Council Officers:

- A. All officers must maintain a cumulative grade point average of 2.30.
- B. Officers shall only serve the class for which they are officially classified at the time of elections as well as maintaining that classification for the year.
 1. The guideline for grade classification is as follows:

a. <u>Freshman</u>	0-44 term hours
b. <u>Sophomore</u>	45-89 term hours
c. <u>Junior</u>	90-134 term hours
d. <u>Senior</u>	135-191 term hours

2. Exceptions to the classification by term hours may be made by petition to the Student Development Committee by the 10th class day of Fall Term. In arriving at a decision on the petition it will be the responsibility of the Director of Student Development to consult with the Academic Affairs. The petition shall state the student's intent to graduate with the class in question and demonstrate a reasonable ability to graduate with the class.
- C. All officers, other than those who are candidates for the Freshmen class, must have completed at least 30 hours in residence at Eugene Bible College prior to the election.
- D. Class Presidents may not hold presidential offices in any other college-related organizations.
- E. All officers must be able to attend every called meeting of the Student Council and be accountable to those they represent. Should these officers be unable to faithfully represent their class or organization by fulfilling their requirements during any time of their term, he/she will be expected to step down from their office.
- F. All officers must be approved by the Director of Student Ministry & Discipleship in relation to their Student Ministry & Discipleship record.

Section 6. Nominations and Election of Class Council:

- A. Senior, Junior and Sophomore Class Council elections shall be held by the end of the third week of the Fall term.
- B. The Freshmen Class Council elections shall not be held sooner than the fourth week nor later than the sixth week of the Fall term.
- C. The Class Advisor or a faculty representative, appointed by the College Administration, is to conduct the Class Council elections.
- D. The nomination and election of class officers shall be conducted as follows:
 1. Nominations:
 - a. Elective positions are President, Vice President, Treasurer, and Secretary.
 - b. The Class Advisor and previous class officers shall be responsible to encourage the class to consider qualified candidates prior to nominations and elections. Notice to the class membership shall be given as to the time and date of the nominations meeting. Director of Student Development, Chairman.
 - c. Nominees shall be accepted from the floor during the nominations meeting.
 - d. Nominees shall meet all requirements as set forth in Article VIII, Section 5.
 - e. There shall be a period of at least (3) week- days between nominations and the election to verify the qualifications of the nominees.
 - f. The nominees shall be required to draft a "Statement of Candidacy" prior to the nomination's meeting that shall be read to the class at the time of the nominations.
 2. Elections:
 - a. Secret ballot elections shall prevail.
 - b. A quorum shall consist of fifty percent of the class.
 - c. An election shall be declared when a candidate has received a simple majority of the ballots cast.
 - d. In case of a tie, the class advisor and an executive representative can take attendance and request absentee ballots to determine the winner within two days of election.
- E. The Class Advisor, in cooperation with the Director of Student Development if necessary, shall determine whether nominees qualify as follows:
 1. Meet grade point average requirements listed in Article VI, Section 5-B.
 2. Meet residence and term hour requirements listed in Article VI Section 5-B.
 3. Meet grade point average requirements listed in Article VI, Section 5-B.
 4. Meet residence and term hour requirements listed in Article VI, Section 5-B.
 5. Meet grade point average requirements listed in Article VI, Section 5-B.
 6. Meet financial status requirements set by the Administrative Committee of the College.
 7. Meet SM& D approval from the Director of SM & D.

Section 7. Term of Office:

- A. The Class Council officers shall be elected for a period of one college calendar year and shall assume responsibilities upon election.
- B. All Class Council officers must maintain the nomination requirements throughout their term of office, as described in Article VIII, Section 5,6-E.

- C. Failure to maintain requirements listed in Article VIII, Section 5 and 6-E will result in disqualification.
- D. Replacement of a disqualified officer shall take place as follows:
 - 1. Vacancies in all offices shall be filled by a special election within three weeks.
 - 2. In the case of a presidential vacancy, the vice-president will automatically assume the presidency.
 - 3. A special election shall be held to fill the vacant position of the vice president as described in Article VIII, Section 6-D-1.

Section 8. Removal from Office:

Anyone seeking to remove a Class Council or a Student Council member from office may undertake the following course of action:

- A. A written statement of charges against the council member shall be presented to the Student Development Committee. The Student Development Committee shall rule on the validity of the charges. If the charges are ruled invalid, no further action may be taken.
- B. Written notification shall be made to the officer involved, and the entire Student Council, stating the charges as validated by the Student Development Committee
- C. The Student Council upon a 2/3 vote can ask a member to resign.

Section 9. Duties of Class Council Officers:

- A. The President shall:
 - 1. Preside at all class meetings.
 - 2. Preside at all class officers' meetings.
 - 3. Call special meetings of the class with the permission of the Class Advisor.
 - 4. Represent the class at Student Council meetings.
 - 5. Formulate all committees, appoint all committee chairpersons and members of the committees with the dates.
 - 6. Be ex-officio member of all committees within the class.
 - 7. Conduct business duties assigned.
- B. The Vice President shall:
 - 1. Assist the president and be prepared to assume the role of the presidency in case he/she should resign.
 - 2. Serve as at-large representative of their class to Student Council.
 - 3. Be responsible to coordinate Associated Student Body publicity efforts directed at the class.
 - 4. Perform functions of the president in his/her absence.
- C. The Secretary shall:
 - 1. Keep complete and accurate minutes of all business meetings of the class and Class Council.
- D. The Treasurer shall:
 - 1. Be the custodian of all funds of the class and cooperate with the class President in the disbursal of such funds under the control of the Office of Business Affairs.
 - 2. Make a financial report at each class meeting and a written annual report to the Class President, Class Advisor, and to the Student Body Treasurer.

ARTICLE IX Student Center

- A. The use and organization of activities in the Student Center shall be directed by the Student Center Manager under the supervision of the Executive Council.
- B. The Manager shall:
 - 1. Be selected by the Executive Council with the approval of the Director of Student Development according to appropriate qualifications set forth in the application process.
 - 2. Present an annual balance budget.
 - 3. Requisition all money spent for equipment and inventories through Student Council.
 - 4. Report to Student Council regularly regarding receipts and expenditures as deemed necessary by the Student Council.
 - 5. Provide leadership for fundraisers.
 - 6. Supervise all paid and volunteer staff with the assistance of the advisor.
 - 7. Should have another member of the Student Center staff present when counting money from the machines.

ARTICLE X. Quorum:

The quorum for Associated Student Body, Student Council and Class meetings shall be fifty percent of their membership.

ARTICLE XI. Parliamentary Authority:

Section 1. **Robert's Rules of Order, Revised** shall be the parliamentary authority on all points not conflicting with the Constitution. Parliamentary procedures will be in keeping with the spirit of Christian love.

Section 2. Parliamentarian: Either the Director of Student Development or a Student Council member may be appointed as parliamentarian according to the discretion of the Associated Student Body President.

ARTICLE XII. Rights of Initiative:

Section 1. All matters of Associated Student Body business, which an individual or group may feel demands attention or action, shall be presented to the Student Council in writing. If the action of the Student Council is favorable further action will be expedited.

Section 2. If the action of Student Council is unfavorable, the issue may be presented in writing to the Student Development Committee to determine its validity. If the action of the Student Development Committee is favorable, it may be sent to the Associated Student Body for a vote.

ARTICLE XIII. Amendments:

Section 1. A suggested amendment coming from any individual or group shall be presented to the Student Council.

Section 2. In the event of positive action (simple majority) on the part of the Student Council, the amendment will be presented to the Student Development Committee, or Student Council may commission the Constitution Revision Committee. Refer to Article IV.

Section 3. In the event of unfavorable action by the Student Council on the amendment, the individual or group proposing the amendment may use the "Right of Initiative" as outlined in Article XII.

Section 4. In the event of positive action (simple majority) on the part of the Student Development Committee, the amendment will be presented to the Administrative Committee of the College.

Section 5. In the event of positive action (simple majority) on the part of the Administrative Committee of the College.

Section 6 A simple majority of the legal votes cast by the Associated Student Body shall cause the amendment to be put into effect.

ARTICLE XIV. Constitution Revision and Interpretation Committees

Section 1. Upon its commission by Student Council:

- A. The committee shall present any proposed revisions to the Student Council.
- B. In the event of positive action (simple majority) on the part of the Student Council, the revision will be presented to the Student Development Committee.
- C. In the event of positive action (simple majority) on the part of the Student Development, the revision will be presented to the Administrative Committee. In the event of positive action (simple majority) on the part of the Administrative Committee, the proposed revision will be posted for each student to read not less than one week prior to an Associated Student Body meeting at which a vote shall be taken on the revision

Section 2. The Associated Student Body President or a **majority** vote of the Student Council may refer any question of interpretation regarding the Constitution to the committee.

Section 3. Membership shall consist of:

- A. The Associated Student Body President.
- B. Student Representatives appointed by the Associated Student Body President
- C. One of the faculty representatives, appointed by the Associated Student Body President, in consultation with the Director of Student Development may serve as chairperson of the Committee.

ARTICLE XV. Policies and Procedures:

Section 1. Policies and procedures regularly followed by the Student Council shall be recorded by the Associated Student Body Secretary and kept with the official copy of the Constitution.

Section 2. Such policies may be changed by a majority vote of the Student Council.