

STUDENT HANDBOOK

VOLUME 67

2026 - 2027



FAITH BIBLE COLLEGE INTERNATIONAL

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INTRODUCTION

It's incredible... this journey you're embarking on. What you are about to experience will revolutionize your life. Why? It's not just an education. It's an experience!

This experience is exciting! It's about yielding to God, learning from Him, sitting at His feet, meeting great people, and pulling together to accomplish God's purpose in our lives! Then again, because it involves people, there are some established guidelines. This book contains the principles and codes of behavior that help make life at FBCI work. The guidelines were built on the principles of self-discipline and consideration for others. Students should also consider adopting these principles into every aspect of life, whether on campus, at home, or during break times.

Character is Key

Scripture reveals that the impression we give is from who we are and what motivates us, rather than what we do. Psalm 19:14, "Let the words of my mouth and the meditation of my heart be acceptable in Your sight, O Lord, my strength and my Redeemer." Who we are and what we are becoming is vital to God. Some ignore character qualities such as honesty, integrity, and diligence, but at FBCI, character is developed for positive advancement in personal lives and in the kingdom of God.

FBCI has a culture of mentoring that actively encourages character growth. Student-chosen mentors, as well as deans and RA's, are integral members of a team that avail themselves to promote and guide towards a pursuit of excellence. A campus pastor is also available for all students, staff, and faculty to aid in spiritual counsel, wisdom, guidance, and prayer.

OUR HISTORY



- **1959** Faith Bible College International began as Faith School of Theology in Old Orchard, Maine. Founder and first President, Dr. Russell K. Pier served for 44 years.



- **1967** The institute was moved to a larger campus in Brooklin, Maine; but in 1975 the Brooklin facilities were filled to capacity, and the need for a larger campus was evident.



- **1975** The directors of Faith School of Theology acquired Higgins Classical Institute in Charleston, Maine. This provided Faith School of Theology with a campus that was worth millions for only a fraction of the cost.



- **2003** After Dr. Jeffrey A. Bell had served in multiple roles over the course of 25 years, Dr. Pier passed the torch of leadership to Dr. Bell.



- **2015** Dr. Bell and the Board of Directors appointed Rev. Matthew M. Ward to serve as the next president, and Dr. Bell would continue to serve as Chancellor and Dean of Academics at Faith School of Theology.



- **2016** The Board of Directors approved a motion to change the name of Faith School of Theology to Faith Bible College International.



- **Today** Faith Bible College International is continuing to train men and women from across the globe to be servant-leaders who make a world of difference.

SECTION I: ABOUT FAITH BIBLE COLLEGE INTERNATIONAL

MISSION STATEMENT

The mission of Faith Bible College International is to prepare professional, Pentecostal servant-leaders who make a world of difference in fulfilling the Great Commission of the Lord Jesus Christ. (Matthew 28:19, 20)

VISION STATEMENT

FBCI is a single focus institution of higher learning, instructing men and women in theological studies while preparing them to be pastors, evangelists, missionaries, educators, worship leaders, and more. In adhering to our mission, we champion our students to discover, develop, and fulfill their purpose in Christian ministry. Through inspired classes, anointed chapels, individual mentoring, and hands-on ministry experiences, the students will mature in their giftings. Furthermore, we endeavor to offer students a path to the blessing of ministry without the burden of debt.

ENDORSEMENTS

Faith Bible College International holds candidate status with the Association for Biblical Higher Education Commission on Accreditation, 5850 T. G. Lee Blvd., Ste. 130, Orlando, FL 32822, 407.207.0808. Candidate status is a pre-accreditation status granted to those institutions that meet the ABHE Conditions of Eligibility and that possess such qualities as may provide a basis for achieving accreditation status within five years.

FBCI is recognized as a Non-Profit 501 I (c)(3) organization by the IRS in the State of Maine. All donations are considered by the IRS to be charitable contributions that can be used as deductions for income tax purposes.

FBCI is incorporated as Faith School of Theology and is “Doing Business As” Faith Bible College International. Faith School of Theology has been exempted by the State of Maine legislature from oversight by the Maine Department of Education. “Pursuant to the Maine Revised Statutes, Title 20-A, section 10708, subsection 4, this institution is not required to obtain authorization from either the State Board of Education or the Maine State Legislature in order to: (1) use the name “junior college,” “college,” or “university,” (2) offer courses or programs for academic credit, or (3) confer degrees.”

FBCI is approved for the Student and Exchange Visitor Program (SEVP) to grant I-20s to international students who meet criteria of the Admissions Committee.

INSTITUTIONAL GOALS

Our mission and culture are enhanced by the following core values:

- FBCI is a single purpose, learner-centered institution in biblical higher education, preparing professional Christian ministers in communicating and fulfilling the Great Commission.
- FBCI is a community that will minister to the whole student, addressing educational, Biblical, spiritual, and social needs in a multicultural environment.
- FBCI faculty and staff champion our students to discover, develop, and fulfill their purpose in Christian ministry through inspired classes, anointed chapels, individual mentoring, and hands-on ministry practices.
- FBCI endeavors to offer students a path to the blessing of ministry without the burden of debt.
- FBCI is a Christ-centered environment committed to institutional integrity.
- FBCI will embrace growth in student populations and programs through ongoing strategic planning and assessment.
- FBCI will offer Christ-honoring professional service in all operations of the college.

INSTITUTIONAL CORE VALUES & STUDENT LEARNING OBJECTIVES

Professional

The college will produce professional ministers who demonstrate integrity, skill, and competence in ministry settings.

Pentecostal

The college will produce ministers who understand and communicate Pentecostal doctrine and theology, value living a Pentecostal lifestyle, and demonstrate the ability to minister in Pentecostal ministry settings.

Servant-Leaders

The college will produce exemplary servant-leaders who demonstrate biblical character and leadership qualities which are others-focused, mission-centered, and Christ-reflecting.

Holy Scriptures

FBCI values the Holy Scriptures. As such, we equip students with an education of the sixty-six books of the Old and New Testament as the complete and divine revelation of God to man. To accomplish this, the students learn how to interpret the Scriptures according to their normal grammatical-historical meaning and apply them to their personal lives.

Calling

FBCI places an emphasis on God's purpose and high calling.

FBCI values calling. As such we aim to equip students with opportunities to discover, develop, and fulfill their purpose in ministry.

Education

FBCI is an educational institution preparing men and women for ministry. The classroom and Chapel offer opportunities for development.

FBCI values the educational process. As such, students are provided learning opportunities for rigorous academic preparation, application, practical experience,

writing, effective communication in general and of the Gospel, and critical thinking. Students will become lifetime learners. They will become familiar with how to utilize academic resources, evaluate and assess the learning process, and develop good study habits for professional ministry.

Ministry

FBCI aligns with the Biblical model of the 5-fold ministry: Apostle, Prophet, Evangelist, Pastor, and Teacher, for the equipping of believers for the work of ministry (Ephesians 4:11-12). FBCI values ministry. As such, we provide students with experience in diverse perspectives of ministry and help them to be more effective in making a difference in the world around them.

Family Atmosphere

FBCI facilitates a welcoming family atmosphere where everybody discovers a sense of belonging.

FBCI values a family atmosphere. As such, we are a diverse body with various backgrounds. Relationship development is facilitated through community living. Faculty, staff, administration, and students participate in opportunities to develop healthy relationships and unity.

TENETS (STATEMENT) OF FAITH

We accept the Holy Scriptures as the revealed will of God, the all-sufficient rule of faith and practice. Our Statement of Faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all we believe. However, we believe that the Statement of Faith accurately represents the teachings of the Bible and therefore is binding upon all members, staff, and volunteers. All print or electronic literature published by the school shall completely agree with the Statement of Faith. All activities permitted or performed in any facilities owned, rented, or leased by the College or engaged in by any member of the College staff (volunteer or paid) and all decisions of the College's administration shall not conflict with the Statement of Faith. In all conflicts regarding the interpretation of the Statement of Faith, the President and Board of Trustees shall have the final authority.

- A. The Holy Scriptures.** We believe the Holy Scriptures of the Old and New Testament to be the verbally and plenary inspired Word of God. The Scriptures are inerrant, infallible, and God-breathed and therefore are the final authority for faith and life. The sixty-six books of the Old and New Testament are the complete and divine revelation of God to man. The Scriptures shall be interpreted according to their normal grammatical-historical meaning. (2 Tim. 3:16-17; 2 Peter 1:20-21).
- B. The Godhead.** We believe in the one true and living God revealed to man as Father, Son, and Holy Spirit. One God, infinite and eternal in His wisdom, power, holiness, justice, and truth. (Deut. 6:4; 2 Cor. 13:14; John 14:10).
- C. The Deity of the Lord Jesus Christ.** We believe that the Lord Jesus Christ is the Eternal Son of God. The Scriptures declare:
 - 1. His virgin birth (Matt. 1:23; Luke 1:31, 35)
 - 2. His sinless life (Heb. 7:26; 1 Peter 2:22)

3. His miracles (Acts 2:22; 10:38)
4. His substitutionary work on the cross (I Cor. 15:3; 2 Cor. 5:21)
5. His bodily resurrection from the dead (Matt. 28:6; Luke 24:39; I Cor. 15:47)
6. His exaltation to the right hand of God (Acts 1:9, 11; 2:33; Phil. 2:9-11; Heb. 1:3)

D. The Total Depravity of Man. We believe that man was created in the image and likeness of God, but that in Adam's sin, the human race fell, inherited a sinful Nature, and became alienated from God; and that man is totally depraved, and of himself, utterly unable to remedy his lost condition (Gen. 1:26-27; Rom. 3:22-23; 5:12; 6:23; Eph. 2:1-3; 4:17-19).

E. The Salvation of Man. We believe that man's only hope of redemption is through the shed blood of the Lord Jesus Christ.

1. Salvation is received through repentance toward God and faith toward the Lord Jesus Christ. By the washing of regeneration and renewing of the Holy Ghost, being justified by grace through faith, man becomes an heir of God according to the hope of eternal life (Luke 24:47; John 3:3; Rom. 10:13-15; Eph. 2:8; Titus 2:11; 3:5-7).
2. The inward evidence of salvation is the direct witness of the Spirit. The outward evidence to all men is a life of righteousness and true holiness (Rom. 8:16; Titus 2:12; Eph. 4:24).

F. The Work of the Holy Ghost.

1. We believe that the Holy Ghost convicts the world of sin, of righteousness, and of judgment; and that He is the Supernatural Agent in regeneration (John 16:8-11; Rom. 8:9).
2. We believe that He is the Divine Teacher who assists believers to understand and appropriate the Scriptures.
3. We believe all believers are entitled to and should ardently expect and earnestly seek the promise of the Father, the baptism in the Holy Spirit and fire, according to the command of our Lord Jesus Christ. This was the normal experience of all in the early Christian Church. With it comes the endowment of power for life and service, and the bestowment of the gifts and their uses in the work of the ministry (Luke 24:49; Acts 1:4-8; I Cor. 12:1-31). This experience is distinct from and subsequent to the experience of the new birth (Acts 8:12-17; 10:44-46; 15:7-9). With the baptism of the Holy Spirit come such experiences as an overflowing fullness of the Spirit (John 7:37-39; Acts 4:8), a deepened reverence for God (Acts 2:43; Hebrews 12:28), an intensified consecration to God and dedication to His work (Acts 2:42), and a more active love for Christ, for His Word, and for the lost (Mark 16:20).

4. The baptism of believers in the Holy Ghost is witnessed by the initial physical sign of speaking with other tongues as the Spirit of God gives them utterance (Acts 2:4; 10:44-46; 19:1-6). The speaking in tongues in these instances is the same in essence as the gift of tongues (I Cor. 12:4-10, 28), but different in purpose and use.

G. Sanctification.

1. We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord; and, that separation from all religious apostasy, all worldly and sinful pleasures, practices and association is commanded by God (Rom 12:1-2; 14:13; 2 Cor. 6:14, 7:1; II Tim 3:1-5).
2. Sanctification is realized in the believer by recognizing his identification with Christ in His death and resurrection, and by faith reckoning daily upon the fact of that union, and by offering every faculty continually to the dominion of the Holy Ghost (Rom 6:1-11, 13; Rom 8:1,2,13; Gal 2:20; Phil. 2:12, 13, I Pet.1:5).

H. The Second Advent of Christ. We believe in that “blessed hope,” personal, imminent return of Christ Who will rapture His Church prior to the seven-year tribulation period. At the end of the Tribulation, Christ will personally and visibly return with His saints, to establish His earthly Messianic Kingdom which was promised to the nation of Israel (Ps. 89:3-4; Dan. 2:31-45; Zech. 14:4-11; I Thess. 4:13-18; Titus 2:13; Rev. 3:10, 19:11-16, 20:1-6).

I. The Eternal State.

1. We believe in the bodily resurrection of all men, the saved to eternal life and the unsaved to judgment and everlasting punishment (Matt. 25:46; John 5:28, 29; 11:25-26; Rev. 20:5-6, 12-13).
2. We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss, they await the first resurrection, when spirit, soul, and body are reunited to be glorified forever with the Lord (Luke 24:34; 2 Cor. 5:8; Phil 1:23; 3:21; I Thess. 4:16-17; Rev. 20:4-6).
3. We believe that the souls of unbelievers remain, after death, in conscious punishment and torment until the second resurrection, when with soul and body reunited they shall appear at the Great White Throne Judgment, and shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting conscious punishment and torment (Matt. 25:41-46; Mark 9:43-48; Luke 16:19-26; 2 Thess. 1:7-9, Jude 6-7; Rev. 20:11-15).

J. Divine Healing. We believe that God provides healing for the physical body and that any true child of God may claim the promise of such in the Scriptures (Is. 53:4,5; Matt. 8:16,17; James 5:14-16).

K. Human Sexuality.

1. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one naturally-born man and one naturally-born woman. (Genesis 1:27; 2:24; 5:1-2; 19:5,13; 26:8-9).
2. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, pornography, and child molestation are sinful perversions of God's gift of sex (Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1; 6:9; I Thess. 4:1-8; Heb. 13:4).
3. We believe that the only Scriptural marriage is the joining of one naturally-born man and one naturally-born woman (Gen. 2:24, Matthew 19:4-5; Rom. 7:2; I Cor. 7:10; Eph. 5:22-23; 5:31).
4. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Genesis 1:27; 5:1-2; Leviticus 18:1-30; Mark 10:6; Deuteronomy 22:5, 1 Corinthians 14:33).

L. Divorce. We believe that God hates divorce and intends marriage to last until one of the spouses dies. (Mal. 2:14-17; II Tim. 3:2, 12)

M. Abortion. We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the mental well-being of the mother are acceptable (Job 3:16; Ps. 51:5; 139:14-16; Is. 44:24; 49:1,5; Jer. 1:5; 20:15-18; Lu.1:44).

N. Lawsuits Between Believers. We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the church-school to resolve personal disputes between members. We do believe, however, that a Christian may seek compensation for injuries from another Christian's insurance company as the claim is pursued without malice or slander (I Cor. 6:1-8; Eph. 4:31-32)

Campus Map



FACILITIES & GROUNDS

Campus Grounds

Situated on more than 40 acres, the campus of FBCI gives students an opportunity to enjoy the beauty of Maine.

The "Fellowship Five-Hundred" allows students to walk the front portion of the campus early in the morning, between classes, after meals, and in the evening. Students can often be found sitting under the large maple trees enjoying a snack or studying.

A large field across the road from the main campus is large enough to accommodate a full-size football or soccer field and is complete with a little league-sized baseball field. Students can enjoy flag football, Wiffle ball, baseball, softball, soccer, and many other activities. The campus also has a tennis court located behind the Chancellor's Home.

Campus Facilities

The main buildings of the campus consist of the Institute Building, the Chapel, the Faith Auditorium, and the Tracy Dormitory Building. These buildings are all interconnected making travel within the buildings conveniently possible during inclement weather.

The Higgins Classical Institute Building, named after the original inhabitant of the campus, is the oldest building on campus, constructed in 1901. It has the charm of a

historic building, bright and airy with large windows, high tin ceilings, and open spaces, but has been modernized to appeal to students and visitors alike. The Institute is the hub of the academic experience for students, encompassing the classrooms, Bertha Andrews Memorial library, student lounge, bookstore, music room, game room, along with staff and faculty offices.

Housing is available for single full-time students in the Tracy Dormitory Building. The Dormitory Fee covers the cost of housing for on-campus, full-time students. **There is limited housing** available on campus for married students with or without children. This housing consists of various rental units at different rates.

The Elva P. Valerius Chapel is a beautiful, modern sanctuary accommodating 200 people. Chapel services occur regularly (see Section 4: Chapel Services for more information) and are shared via Livestream through Facebook and YouTube (visit www.faithbci.org for more information). Students have access to the Chapel for times of prayer and worship individually and collectively (see the Student Handbook for more details).

The Faith Auditorium is a multi-purpose space used most often for physical activities like volleyball, basketball, but can easily be converted into a lovely space for banquets and activities held by FBCI during the semesters. The Auditorium has a cardio and heavy weight area for those interested in greater physical fitness.

Tracy Hall, our main dormitory building, is a student's home away from home. The 1st, 2nd, and 3rd floors are where students reside. Each room is furnished with a bed, dresser, desk, shelving, and a closet for each side of the room. Students are typically assigned a dorm roommate and share a community bathroom. Each floor has a communal lounge area with refrigerator, washers, dryers, smart television, comfortable furnishings, and more. Students can prepare additional food while studying or watching television, all while completing a load of laundry.

SECTION II: ABOUT ACADEMICS

COLLEGE YEAR CALENDAR

FALL 2026		SPRING 2027	
Staff Return/Orientation	Aug 20-21	Christmas Break (cont.)	Jan 1-3
RA's Arrive	Aug 20	RA's Return	Jan 2
RA Orientation	Aug 21	Mid-Year Freshmen Move-In	Jan 3-4
Freshmen Arrive	Aug 22	Students Return from Break	Jan 3-4
Freshman Orientation	Aug 22-24	Mid-Year Freshman Orientation	Jan 4-5
Upperclassmen Move-In	Aug 22-23	Classes Begin - All Students	Jan 5
Classes Begin - Upperclassmen	Aug 24	Martin Luther King Jr. Day	Jan 18
Classes Begin - Freshmen	Aug 25	Spring Break - No Classes	Feb 13-21
Labor Day	Sept 7	President's Day	Feb 15
IMPACT	Sept 30-Oct 5	Registration Week	Mar 1-5
Columbus Day - No classes	Oct 12	IMPACT	Mar 17-22
Campus Days	Oct 22-24	Campus Days	April 15-17
Registration Week	Oct 26-30	Classes End	April 23
Veterans Days	Nov 11	Finals	April 26-28
Thanksgiving Break - No classes	Nov 21-29	Closing Activities	April 29-30
Christmas Banquet	Dec 11	Awards Banquet	April 30
Classes End	Dec 18	Graduation/Students Depart	May 1
Christmas Break	Dec 19-31	Staff Days	May 3-5

COURSE LOAD POLICY

FULL-TIME STATUS

The normal academic load at FBCI is 15 credit hours per semester. Students registered for 12 or more credit hours in a given semester are considered full-time.

- International students must carry at least 15 credit hours per semester to comply with U.S. Student and Exchange Visitor Program (SEVP) regulations.
- Residential students must also maintain at least 12 credit hours per semester to remain eligible for housing in the Tracy Dormitory Building.

PART-TIME STATUS

Students registered for fewer than 12 credit hours are considered part-time.

- Part-time students registered for 9 or more credit hours are required to attend all chapel services, except split-chapel.
- All part-time students pursuing a degree or certificate must participate in Ministry Formation. (See Graduation Requirements)

ACADEMIC OVERLOAD

Students wishing to register for more than 18.5 credit hours in a single semester must obtain written permission from the Dean of Academic Affairs.

- Approval for an overload will be based on the student's academic history, GPA (typically 3.3 or higher), and time availability.
- Students on academic probation are not eligible for overloads.

MINIMUM AND MAXIMUM CREDIT LOAD

- The minimum credit load for good academic standing is 12 credits unless otherwise approved.
- The maximum allowable load without special permission is 18.5 credits.

AUDITING COURSES

Full-time students may audit one course per semester with the permission of both the Dean of Academic Affairs and the course professor. Audited courses do not count toward credit requirements, academic standing, or scholarship eligibility.

ENROLLMENT AND REGISTRATION

COURSE ENROLLMENT CHANGE

Adding a Course

Students may add a course to their schedule within the first week of the semester, pending approval from the Registrar. No course additions are permitted after this period.

Dropping a Course

Students may drop a course within the first two weeks of the semester without it appearing on their academic record. Please note that partial payment may still apply (see *Financial Information: Refunds & Withdrawals*).

Withdrawing from a Course

Students may withdraw from a course at any time during the semester with approval from the Dean of Academic Affairs. Please note that campus housing may be affected if the student falls under the full-time credit load. The grade assigned depends on the timing:

- *Weeks 3-14:* "I" (Incomplete/Withdrawal)
- *After Week 14:* A grade of "F" will be assigned unless extenuating circumstances, approved by the Dean, justify the withdrawal.

LEAVE OF ABSENCE POLICY

Eligibility

A leave of absence is available to students who need to take a semester off due to:

1. Extreme or life-threatening medical conditions (personal or immediate family)
 2. Compassionate circumstances affecting immediate family
 3. Financial hardship
 4. Reserve military training
 5. Unavailability of required courses for graduation (seniors only)
- Students must be in good academic standing. Those on academic probation are ineligible. A leave of absence is not granted for students who wish to attend another school, take a semester off for personal reasons, or for other circumstances outside the listed criteria.

Length of Leave

- Typically approved for one semester but may be extended for up to one year in extenuating circumstances.

Application process

- May be obtained at the Registrar's Office.

Student Status and Readmission

- Students on an approved leave of absence retain access to Blackbaud and their FBCI email, but are not considered current students.
- Readmission through the Admissions Office is not required.
- If the leave was for medical reasons, a doctor's note confirming the student's ability to return is required.
- Students must contact the Registrar before returning to schedule courses and reevaluate their completion plan to ensure program continuity.

Program Considerations

- Students should be aware that program requirements or course offerings may change during their absence.

Failure to Follow Leave of Absence Procedures

- See the Academic Catalog SY2026-2027 for more details.

WITHDRAWAL FROM THE INSTITUTION

Students who wish to withdraw completely from Faith Bible College International must submit a written request using the appropriate withdrawal form, available from the Registrar's Office.

Graduates who withdraw after earning a certificate or degree but did not participate in the graduation ceremony will not be permitted to march in a future ceremony. However, they may pay the current graduation fee and receive their certificate or degree by mail.

Failure to Follow Leave of Absence Procedures: See the Academic Catalog SY2026-2027 for more details.

RETURNING AFTER WITHDRAWAL, OR LEAVE OF ABSENCE, OR TEMPORARY PART-TIME STATUS

Returning from Full Withdrawal

Students who withdraw from the school, either by personal choice or administrative decision, must complete any required courses upon their return. This includes courses with different credit hours or new core classes. The Academic Office will guide students to align their coursework as closely as possible with the current program requirements.

Returning from Leave of Absence or Moving from Part-Time to Full-Time Status

Students who have formally requested a leave of absence or are part-time students do not need to make up specific course credit hours that are no longer offered. Instead, they

may substitute other courses as electives to fulfill the necessary credit hours for their degree.

ATTENDANCE AND PARTICIPATION

ACADEMIC ATTENDANCE POLICIES

Attendance at College Activities

Opening (including orientation) and Closing (including graduation week activities) are an integral part of the training offered at FBCI; therefore, attendance is mandatory. The graduation ceremony officially concludes the spring semester. Students not present for all of Commencement week activities may be penalized, such as, but not limited to, taking a semester off, losing letter grades for the previous semester, etc.

Students who need to miss commencement week events due to extraordinary emergencies must submit a written request to the Dean of Academic Affairs.

For all questions regarding attendance, please contact the Registrar's office.

Class Attendance

For students to get the most out of their education, class attendance is mandatory. FBCI does realize that emergencies and sickness may require an occasional absence.

To make provision for those times when a student is sick or has an emergency, the following maximum absences apply:

- 1 credit course - 2 absences for sickness or emergencies
- 2 credit course - 4 absences for sickness or emergencies
- 3 credit course - 6 absences for sickness or emergencies

5 points will be deducted from the course grade for each absence beyond the above maximum absences.

Note: When two or more sessions of a particular class period are scheduled on the same day, two or more absences will be applied accordingly (i.e., two consecutive class periods = two absences).

Maximum Absences

Students missing over 33% of classes are automatically withdrawn from the course.

Practicum Attendance

Due to the structure of practicum courses, missing one class is equivalent to missing an entire week's worth of classes for a 3-credit-hour course. Therefore, a student is allowed a maximum of two absences for sickness or emergencies.

Absences Due to School Business

When a student is absent because of school business, which was approved by the appropriate authority at the request of FBCI, the student's attendance records will be adjusted accordingly.

Absence Records and Notification

Each student is responsible for keeping a record of their own absences. Attendance records should be checked regularly for attendance status. Students should not ask a teacher or office personnel to check the attendance records to determine how many cuts they have taken. As a courtesy, the Administration will send warnings to students who reach the total number of allowed absences.

Students with extenuating circumstances may appeal to the Academic Committee using the Attendance Appeal Form. Please contact the Registrar to access this form if needed.

Bereavement Policy

Students will be permitted three days of excused absences for the funerals of immediate Family Members. These do not count as either sick or emergency absences. Students needing to attend a funeral should connect with the Academic Office.

- Immediate family is limited to the spouse, parents, stepparents, foster parents, father-in-law, mother-in-law, children, stepchildren, foster children, sons-in-law, daughters-in-law, grandparents, grandchildren, brothers, sisters, brothers-in-law, sisters-in-law, aunts, uncles, nieces, nephews, and first cousins. First cousin means the child of a parent's sibling, i.e., the child of an aunt or uncle.

Inclement Weather Policy

Though FBCI students value in-person learning, sometimes inclement weather affects the commute of off-campus students. As such, the college administration may excuse absences for off-campus students if inclement weather is in the forecast and safety becomes an issue. If the student's town or RSU68 cancels public school, or the college administration announces that off-campus students do not need to attend in person due to inclement weather. To receive an excused absence, off-campus students should email the Registrar before returning to class and note that they could not attend due to weather-related events. Their request will be recorded, and their absences will generally be excused when merited. Students who cannot attend are expected to get class notes from their peers.

Tardiness

Three times tardy to the same course equals one absence. Students must retrieve a late slip from the librarian before arriving to class after the bell has rung. The student is responsible for keeping track of all tardy classes (3 lates = 1 absence). Arriving to class over 10 minutes late, regardless of having a late slip, will result in an absence. Students are expected to stay in class for its entirety and utilize the provided breaks between classes as needed. If a student must leave during class, the student must let the instructor know after class why they were not able to stay in class. Failure to do so may result in an unexcused absence.

GENERAL COURSE POLICIES AND PROCEDURES

Student Authentication

Students are responsible for completing their own academic work and may not share their Blackbaud, FBCI email, or other institutional login credentials with any other person. FBCI verifies student identity through in-person attendance, faculty interaction, and secure student login credentials for institutional systems.

Classroom Etiquette

All cell phones are to be turned off before class. Any exceptions must be cleared with the professor prior to class. Note-taking devices are allowed in class, but with conditions:

- The only programs allowed are Bible software and note-taking programs (i.e., Microsoft Word).
- The use of computers in the classroom is not a right but a privilege granted by the instructor, which may be revoked if necessary.
- No food is permitted in the classroom unless permitted by the professor. Beverages are permitted as long as they have lids.

Textbooks

Before the first class starts, students must purchase textbooks for the courses they enroll in at FBCI. Students can find their textbooks listed in the syllabi for each course, and a list may also be emailed for their convenience. There are typically required copies and library copies. A required copy is a book the student must purchase. A library copy is a book that the student can use in the library. Textbook costs vary depending on where they are purchased. Christianbook.com and Amazon.com are the most common places to purchase books.

Canceled Classes

A class is not canceled unless an official announcement is made by either the professor or the Academic Office.

Professor Absent

When an instructor is late or absent, the class president should contact the Registrar or Dean of Academic Affairs for instructions. If unavailable, wait ten minutes before dismissal.

Chapel Classes

When class (including choir) is being held in the chapel, it should be respected as a classroom.

Communication and Records

Students are responsible for checking their FBCI email and Blackbaud accounts regularly regarding announcements, grades, attendance, etc.

Virtual Attendance

In the rare circumstance where students have permission to attend virtually, the following additional policies apply:

- Students are expected to attend all class periods sitting upright at a desk, looking presentable, with their camera on for the entire class, with nothing distracting in the background.
- Students who are tardy must email their professor immediately after joining the class, letting them know they have arrived. Otherwise, they will be marked absent.

Policy on Guests (Including Minors) in the Classroom

Only registered students may attend classes. Guests—including children, spouses, or friends—may not attend class sessions unless specifically approved by the Academic Office.

In rare parental or guardian caregiving emergencies, a student may request permission via email to the Academic Dean for an underage guest to attend up to two class periods per semester. This must be approved in advance by both the Academic Office and the course instructor before the minor may attend class.

ASSIGNMENT AND ASSESSMENT SUBMISSION POLICIES

Assignment Grading

The student is required to submit all assignments that require Turabian as follows:

- Check the grammar, both by proofreading and using [grammarly.com](https://www.grammarly.com).
- Submit the paper to the instructor through Blackbaud.

The instructor will then grade the paper accordingly and update Blackbaud. Assignments will be graded based on content, grammar, Turabian, and punctuality.

Late Work

- All late papers and projects turned in after the due date will receive an automatic five-point deduction.
- For each twenty-four-hour period that the assignment is not turned in, another five points will be deducted.
- If the paper is not submitted within one week from the due date and time, an automatic score of zero (0) will be entered for the grade with no chance of making up the paper.

Extensions

Extensions for assignments or tests will only be granted for the following four reasons:

1. Hospitalization for illness. A doctor's note confirming such is required.
2. An extended serious illness that prevents a student from attending classes.
3. Funerals or family emergencies granted as an approved absence by the Dean of Academic Affairs.
4. School-approved activities.

Make-up Exams

If the student is absent without permission on a day a test or quiz is given, he or she will automatically fail the exam. If the student fails a test or quiz, a make-up will be allowed in accordance with the following guidelines:

- The student must email the instructor to express a desire to retake the test within five days of the date of the original exam (excluding weekends).
- A different test may be administered to the student.
- The highest grade a student can make on a retest is a 70.

ACADEMIC INTEGRITY AND ASSESSMENT

ACADEMIC HONESTY

Faith Bible College International (FBCI) expects all students to uphold the highest standards of academic integrity, reflecting the moral character required of ministers who are above reproach. Academic honesty is foundational to the mission of FBCI and essential for faithful preparation in ministry, scholarship, and life.

Core Principles of Academic Integrity

- **Integrity:** Students must produce their own work, give credit where due, and avoid any form of deception or misrepresentation.
- **Responsibility:** Each student is responsible for knowing and adhering to FBCI's academic integrity policies in all classes and assignments.
- **Community:** Academic honesty fosters trust within the FBCI community. Students, faculty, and staff share the responsibility of upholding it.

Forms of Academic Dishonesty

Academic dishonesty includes, but is not limited to, the following:

- **Unauthorized Aid:** Using unauthorized materials or assistance (including AI tools, unless explicitly permitted) during exams, quizzes, or assignments.
- **Copying:** Looking at or copying another student's test, paper, or work.
- **Unauthorized Access:** Obtaining or distributing test or assignment materials before they are administered.
- **Plagiarism:** Presenting another's ideas, words, or work as your own, whether from published works, the internet, AI-generated content, or another student's assignment. This includes:
 - Quoting or paraphrasing without proper citation
 - Copying and pasting from any source without attribution
 - Failing to cite AI or paraphrased content as required by the instructor
- **Self-Plagiarism:** Submitting previously completed work for a different course without written approval from the current instructor.
- **Fabrication:** Inventing or altering data, citations, sources, or research results.
- **Sabotage:** Destroying, tampering with, or hindering another student's academic work.
- **Misrepresentation:** Having someone else complete part or all of your work, including hiring services or using pre-written content.
- **Facilitating Dishonesty:** Assisting another student in committing any of the above acts.

Reporting and Review Process

- **Faculty Reporting:** Any faculty member who observes or suspects academic dishonesty must document the incident and notify the student in writing. A written report will be submitted to the Dean of Academic Affairs within three business days.
- **Student Response:** Students may submit a written response within seven days of notification if they wish to clarify or contest the charge.
- **Educational Resolution (First Offense Only):** If the violation is minor and unintentional, and the student has no prior record of dishonesty, the faculty member and Dean may allow the student to complete a remedial assignment,

complete a citation module, or rewrite the work. The incident will still be recorded but treated as educational.

- **Disciplinary Action:** If the offense is confirmed or repeated, the Dean of Academic Affairs will determine an appropriate sanction in consultation with the instructor.

Sanctions

Depending on the severity and frequency of the violation, disciplinary actions may include:

- **Grade Penalties:** A reduced or failing grade for the assignment or course
- **Educational Intervention:** Required completion of a plagiarism module or academic writing assignment
- **Suspension:** Temporary removal from the institution
- **Dismissal:** Permanent removal from the institution
- The Dean will notify the student of the final decision in writing. Repeated offenses or egregious violations will automatically result in suspension or dismissal.
- Appeals
- Students may appeal a decision related to academic dishonesty by submitting a written appeal to the Dean of Academic Affairs within **7 calendar days** of the decision. Appeals must state the grounds for reconsideration (e.g., factual error, new evidence, procedural concern). The Dean will review the appeal and render a final decision within **15 business days**. If needed, the Academic Integrity Panel may be convened.

Support Resources

For help understanding proper citation, avoiding plagiarism, or using sources correctly (including AI tools), students are encouraged to:

- Contact the **Registrar's Office**
- Visit the **Library**
- Consult the *FBCI Turabian Standard Handbook*

USE OF ARTIFICIAL INTELLIGENCE (AI) IN COURSEWORK

- You may use AI programs (e.g., ChatGPT) to help generate ideas and brainstorm. However, you should note that the material generated by these programs may be inaccurate, incomplete, or even made up. Using AI may also stifle your own independent thinking and creativity.
- You are expected to be transparent about your use of AI tools. You may not submit any work generated by an AI program as your own. If you include material generated by an AI program, it should be cited like any other reference material (with due consideration for the quality of the reference, which may be poor). For example, you should footnote immediately after the content generated by ChatGPT. Hint: Name of Tool, Organization that Developed the Tool, Date the Tool was used. E.g., ¹ ChatGPT, OpenAI, December 15, 2025.
- Using AI tools without appropriate citation will be considered plagiarism and treated as such. The instructor may use AI detection tools in the evaluation of student work.

CHANGE OF GRADE AND GRADE APPEAL POLICY

If an error is made in calculating or reporting a grade, the student should immediately present their concern to the professor. The student must retain all assignments, quizzes, and exams until final grades have been posted. If warranted, the professor will initiate a grade change with the Registrar. The deadline for requesting a grade change due to calculation or clerical error is six weeks after the close of a semester. All grade changes must be approved by the Dean of Academic Affairs.

In addition to the correction of errors, students may also appeal a final course grade if they believe the grade was assigned unfairly or in violation of the course syllabus. Grade appeals must follow the procedure below:

1. Informal Resolution:

The student must first attempt to resolve the concern directly with the professor within two weeks of the final grade being posted. The goal is to seek clarification and, if appropriate, resolution.

2. Formal Written Appeal:

If the issue is not resolved informally, the student may submit a formal written appeal to the Office of the Dean of Academic Affairs within four weeks of the final grade being posted. The appeal must include:

- A clear explanation of the grading concern
- Supporting documentation (e.g., graded assignments, communication with the professor, syllabus excerpts)
- A summary of the attempt to resolve the matter with the professor

3. Review and Decision:

The Dean of Academic Affairs will review the appeal and may consult with the professor and the Academic Committee as needed. The decision of the Dean is final and will be communicated to the student within two weeks of receiving the complete appeal.

Students are encouraged to monitor individual assignment and exam grades on Blackbaud throughout the semester to address concerns promptly.

FAILED COURSES

Students who have failed required courses have two options:

- Take the course again at FBCI the next time it is offered. Schedule conflicts may occur, causing the student to spend an extra semester or year at FBCI.
- Take the course from an approved college or university. If the student does not finish the course(s) by the next school year, they will automatically be enrolled in the course at FBCI.

Students who fail a course that is mandatory for graduation twice must pass the course at another approved college or university and transfer the credit to FBCI to complete their program.

ACADEMIC PROGRESS AND STANDING

GRADING SYSTEM

NUMERICAL	LETTER GRADE	GRADE POINT
97-100	A+	4.0
93-96	A	3.8
90-92	A-	3.5
87-89	B+	3.2
83-86	B	3.0
80-82	B-	2.5
77-79	C+	2.2
73-76	C	2.0
70-72	C-	1.5
0-69*	F	0.0
Not Calculated**	VWD / I	Not Calculated

*Unsatisfactory

** Voluntary Withdrawal / Incomplete

ACADEMIC PROBATION POLICY

Minimum GPA Requirement

Students must maintain a minimum cumulative GPA of 2.0 (a “C” average) each semester to remain in good academic standing.

If a student’s GPA falls below 2.0 in any semester, they will be placed on academic probation for the following term. The Office of Academic Affairs will notify the student of their academic status. (International students on probation must meet with the registrar concerning probation requirements) To promote student success and retention, FBCI has developed a three-tier probation system with increasing support and accountability.

Probation Tiers

Tier 1 (First semester on probation)

- Limit course load to 12 credits
- Enroll in College Learning Skills (at the discretion of the Academic Committee)
- Participate in the Academic Mentoring Program (AMP)
- Meet weekly with assigned Academic Advisor to set and review academic goals
- Follow additional eligibility requirements for student leadership and campus employment
- Attend assigned library study time as recommended

Tier 2 (Second probation semester, consecutive or non-consecutive)

- Continue in AMP with weekly advisor meetings
- Complete 6 hours of weekly library study
- Maintain perfect attendance (absences allowed only with Registrar-issued sick note)
- Seek academic counseling as needed
- Limit course load to 12 credits

Tier 3 (Third probation semester, consecutive or non-consecutive)

- Continue in AMP with weekly advisor meetings
- Complete 9 hours of weekly library study
- Maintain perfect attendance
- Engage in academic counseling and tutoring
- Limit course load to 12 credits

System Continuity

The three-tier system is not necessarily consecutive. If a student returns to good standing but later falls below a 2.0 GPA again, they will resume probation at the tier where they previously left off.

Academic Progress Evaluation

Each student's academic performance will be reviewed at the end of every probationary semester.

SUSPENSION AND DISMISSAL

A student who remains on academic probation for three consecutive semesters will be suspended for one semester.

A student who fails to meet the requirements of their current probation tier (e.g., missing AMP meetings, failing to meet GPA targets, or repeated noncompliance) may be dismissed from the College by decision of the Academic Committee.

Students who have previously been suspended and return on probation who do not achieve a GPA of 2.0 or higher in their returning semester are subject to dismissal. Students may appeal dismissal decisions in writing to the Academic Committee within one week of notification.

REINSTATEMENT AFTER SUSPENSION

Students returning from suspension must meet with the Academic Dean before resuming classes. Upon return, they will re-enter probation at Tier 3 and must meet all conditions outlined for that tier.

ACADEMIC FORGIVENESS POLICIES*Grade Forgiveness Policy*

If the student fails half or more of his/her core courses in a single semester, the student may appeal to remove the GPA penalty for the core courses from that semester. Please note the following additional stipulations:

- Grade Forgiveness can only be used once.
- The student must wait a full school year before applying for Grade Forgiveness. Meanwhile, the student must retake and pass all failed core courses.
- After retaking the course, the original Failure will be marked as "F*" and will remain on the transcript but will NOT affect the student's GPA.
- The retaken courses must be identical to the originals (use the same course codes).

- Courses retaken through another college do not qualify for Grade Forgiveness.

Circumstance Forgiveness Policy

If the student drops out of a course due to extended illness or an emergency beyond their control and is unable to complete their final project or final exam before the end of the semester, the course will be marked "I" (Incomplete/Withdrawal) and will not factor into the student's GPA.

ACADEMIC ADVISING AND REGISTRATION

ACADEMIC ADVISING AND REGISTRATION

Academic Advising Overview

Academic advising at Faith Bible College International is designed to support each student's academic success, spiritual growth, and timely program completion. The advising process ensures students understand their degree requirements, course sequencing, and academic progress.

- The Registrar is the primary Academic Advisor for students in good academic standing.
- Students will receive a personalized completion plan each semester via email from the Office of the Registrar. This plan outlines the courses needed for graduation and serves as a roadmap for course registration. While in-person meetings are not required, students may request an advising appointment if they have questions or wish to review their progress in person.
- Students on academic probation or enrolled in the Academic Mentoring Program (AMP) are assigned an Academic Advisor and are required to meet weekly for coaching, accountability, and academic planning support.
- Advisors and the Registrar serve as key points of contact for navigating institutional policies, course registration, and degree completion.

Academic Advisor Responsibilities

- Provide or update a personalized course completion plan each semester
- Monitor student academic progress
- Assist with course selection and registration clearance
- Refer students to tutoring, counseling, or other support services as needed
- Guide students through institutional policies, procedures, and program requirements

Student Responsibilities

Students are expected to:

- Review their emailed completion plan each semester and contact the Registrar or Advisor with any questions
- Understand their program requirements and degree timeline
- Check their academic progress regularly in Blackbaud
- Communicate promptly and respectfully
- Take responsibility for knowing registration deadlines, course prerequisites, and required documentation

Course Registration

Course registration is managed through the Registrar's Office and typically opens during designated registration windows each semester. Students must resolve any academic, financial, or disciplinary holds before registering. Completion plans are used as the primary guide for selecting appropriate courses.

Registration Holds

Students may be prevented from registering for the following reasons:

- Academic probation or failure to meet AMP requirements
- Outstanding financial obligations
- Missing admissions or academic documentation
- Disciplinary restrictions

Holds must be resolved through the appropriate department (Academic Office, Registrar, Finance, or Student Life) before registration can proceed.

ACADEMIC SUPPORT SERVICES

Faith Bible College International is committed to helping students succeed academically while growing in spiritual maturity and ministry effectiveness. While not all students learn the same way or at the same pace, support is available to help students reach their academic goals.

Academic Mentoring Program (AMP)

Students on academic probation will be enrolled in the Academic Mentoring Program (AMP). For tier details and required commitments, see the [Academic Probation Policy](#).

Study Help And Tutoring Referrals

While FBCI does not maintain a formal tutoring center, students may request academic assistance through the Academic Office. Professors may also recommend students who excel in specific courses to serve as peer tutors when available. For help with study skills, paper organization, or reading comprehension:

- Visit the Bertha Andrews Memorial Library for workshops or quiet study space.
- Contact the Librarian for help accessing academic resources.
- Speak with your professor or advisor if you are struggling in a particular subject.

Writing Support

All students are expected to submit written assignments using proper grammar, format, and citation. The Academic Office and Librarian can provide guidance on research strategies, Turabian formatting, and citation integrity. Students may also use Grammarly or similar tools to improve grammar and clarity before submission. Professors are encouraged to provide feedback on writing as part of the instructional process.

Disability And Accessibility Services

FBCI is committed to supporting students with documented disabilities in accordance with applicable legal and ethical standards. All accommodations are handled with confidentiality and in partnership with the student and faculty. Students who require accommodations for learning, physical, or medical needs must:

- Submit a written request and documentation to the Office of the Dean of Academic Affairs at the start of the semester.
- Meet with the Academic Office to discuss reasonable accommodations.

- Accommodations may include extended time on assignments, seating adjustments, or note-taking assistance.

CREDITS AND GRADUATION

TRANSFER STUDENTS FROM OTHER INSTITUTIONS

Students seeking to transfer to FBCI must adhere to the following guidelines:

Transcript Submission

Official transcripts from each institution previously attended must be submitted to the Office of the Registrar prior to the student's first semester at FBCI.

Accreditation Standards

Transfer credits will be accepted only from institutions accredited by an agency recognized by the Council for Higher Education Accreditation (CHEA).

Course Evaluation Criteria

Courses will be evaluated based on content, level, and alignment with FBCI's curricular goals. Only courses with a minimum grade of **C (2.0 GPA)** will be considered.

Program Relevance

Only courses relevant to the student's selected program of study will be accepted for credit.

Transfer Portfolio

Students must submit a portfolio to the Academic Committee containing:

- Official transcripts
- Course descriptions and outcomes/objectives
- (Optional) Syllabi, if requested for further review

Military Credit

Military personnel and veterans may submit official transcripts (e.g., JST or CCAF) for review. Credit may be granted if the training or coursework aligns with course objectives in the student's program.

Credit Limits

For the **One-Year Certificate in Theological Studies**, students may transfer up to **9 credits**; at least **21 credits** must be completed at FBCI.

All other students must complete at least **30 credit hours in residence at FBCI** to be eligible for graduation from any degree program.

Final Determination

The Academic office will review and approve all eligible transfer credits. Students will be notified of the committee's decision.

CURRENT FBCI STUDENTS SEEKING TO TRANSFER CREDIT

FBCI students who wish to take a course at another institution (e.g., to repeat a failed course or accelerate degree progress) must follow these steps:

Pre-Approval Required

Students must seek written approval from the Registrar before enrolling in any outside course intended for transfer back to FBCI.

Transfer Standards Apply

All external coursework must meet the same evaluation standards as outlined above, including accreditation, grade minimums, and curricular alignment.

Graduation Deadline

Transcripts for transfer courses must be submitted to the Registrar **at least six weeks prior to commencement** to be considered toward graduation eligibility.

Program Type	Max Transfer Credit	Minimum Credit at FBCI
One-Year Certificate	9 credits	21 credits
Associate or Bachelor's Degree		30 credits

GRADUATION REQUIREMENTS

To graduate from FBCI a student must:

- demonstrate doctrinal understanding of the beliefs held and taught by FBCI
- demonstrate Christ-like character, which should exemplify integrity, honesty, and morality above reproach (determined by the faculty and Board of Directors)
- be approved for a degree or certificate by the Dean of Academic Affairs
- meet all financial and academic obligations
- have earned a high school diploma or its equivalent
- have completed a minimum of 30 credit hours at FBCI
- have completed the requirements for Ministry Formation (refer to the section on Ministry Formation in the Catalog for further details)
- maintain a cumulative grade point average of 2.0 or higher
- have met programmatic requirements:
 - Cornerstone Program Completion Requirements:
 - The One Year Certificate in Theological Studies: Complete a minimum of 30 credit hours
 - Associate Program Graduation Requirements
 - Associate Degree in Theological Studies: Complete a minimum of 60 credit hours
 - Bachelor's Program Graduation Requirements
 - Bachelor's Degree in Theological Studies: Complete a minimum of 120 credit hours
 - Graduates are expected to be baptized with the Holy Spirit with evidential tongues (Acts 2:4, 10:44-46, 19:6)

HONORS

The following honors are published each semester for academic achievement at FBCI.

- President's List: GPA of 3.5 or higher
- Dean's List: GPA of 3.0 or higher

The following honors are awarded at graduation to Bachelor's Degree students who have completed all of the mentioned graduation requirements for academic achievement at FBCI.

- Valedictorian: The highest CGPA*
- Salutatorian: The second-highest CGPA*
- Summa Cum Laude: CGPA between 3.9 and 4.0
- Magna Cum Laude: CGPA between 3.7 and 3.89
- Cum Laude: CGPA between 3.5 and 3.69

* To be eligible for Valedictorian or Salutatorian, the student must take a minimum of 60 credits at FBCI.

STUDENT RECORDS AND PRIVACY

FERPA AND STUDENT RECORDS POLICY

Overview

Faith Bible College International (FBCI) values student privacy and the ethical handling of academic records. While FBCI is not a Title IV institution and is therefore not legally required to comply with the Family Educational Rights and Privacy Act (FERPA), the college has voluntarily adopted many of its principles as standards of best practice. This policy reflects FBCI's commitment to safeguarding student information, building trust within our academic community, and ensuring that personal data is managed with integrity and discretion. The guidelines outlined below are modeled on FERPA-informed standards and are designed to uphold student dignity and institutional accountability. Note: This policy is not a legal guarantee of full FERPA compliance but a reflection of FBCI's effort to align with many of its core practices.

Student Rights Regarding Education Records

Students have the right to:

- Review and inspect their academic records by written request to the Registrar
- Request correction of inaccurate academic information
- Request that certain directory information be withheld from public release
- Authorize or restrict the release of educational records to others

Requests must be submitted in writing and will be addressed by the Office of the Registrar in a timely manner.

Definition Of Education Records

Education records include any records maintained by FBCI or an agent acting on its behalf that contain personally identifiable information about a student. This includes:

- Grades and transcripts
- Class schedules and enrollment status
- Disciplinary actions
- Financial records
- Notes and messages stored in official systems such as Blackbaud, Salesforce, or Asana

Personal notes maintained by faculty or staff that are not shared with others are considered sole possession notes and are not treated as part of the official student record. Once shared, they become part of the student's educational file.

Directory Information

FBCI may release limited “directory information” unless the student submits a written request to withhold disclosure. Directory information may include:

- Name
- College email address
- Phone number (for internal use only)
- Program enrolled and level (e.g., junior, senior)
- Dates of attendance and enrollment status
- Degrees or awards received
- Photographs used in college publications or social media

Students may opt out of directory information sharing by submitting a request to the Registrar.

Third-Party Access To Records

FBCI does not release student academic information to parents, spouses, or other third parties without the student’s express, written, and dated consent specifying the information to be released and its purpose.

If a student is claimed as a dependent on a parent’s federal tax return, the Academic Office may, in rare circumstances and when deemed in the student's best interest, disclose limited information (e.g., withdrawal, probation, or risk of dismissal).

Internal Access To Records

Authorized college officials may access educational records when they have a legitimate educational interest, such as:

- Academic advising or mentoring
- Student conduct or discipline
- Financial aid or account review
- Program evaluation or ministry placement

Information is shared internally only on a “need to know” basis and is handled with care and discretion.

Student Record Security

- Faculty and staff safeguard student academic information by:
- Keeping grades, assignments, and records confidential
- Not sharing login credentials (e.g., Blackbaud access)
- Avoiding mentioning students’ grades in public announcements
- Limiting student-related email content to what is necessary and professional

Will not share student academic data on social media or public platforms unless written permission has been obtained for any identifiable individuals.

Privacy Violations Or Concerns

If a student believes their privacy has been compromised or a record has been mishandled, they should notify the Registrar immediately. Faculty and staff must also report any potential breaches, including:

- Unauthorized sharing of grades or records
- Mishandling of sensitive data
- Public disclosure of student performance

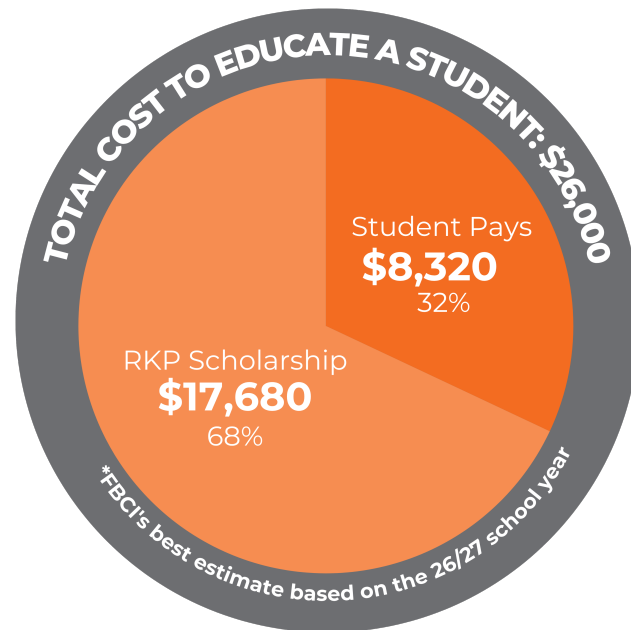
All reported issues will be reviewed by the Registrar and appropriate department head.

SECTION III: ABOUT FINANCES

FEE STRUCTURE

As a faith-based college with the purpose of graduating students Day 1, Debt-Free, our tuition and dormitory fees are kept to a minimum. The fees and schedule are estimated for a full-time, on-campus student for the 2026-2027 college year. Actual student billings may differ as FBCI reserves the right to adjust fees accordingly at the discretion of the Board of Trustees.

Faith Bible College International is unique because it is a donor-supported ministry. We provide a high-quality degree because generous donors cover two-thirds of the costs.



FIRST SEMESTER		SECOND SEMESTER	
Registration	\$125.00	Registration	\$125.00
Tuition	\$1,500.00	Tuition	\$1,500.00
Dormitory	\$2,060.00	Dormitory	\$2,060.00
Semester Fee	\$500.00	Semester Fee	\$450.00
TOTAL	\$4,185.00*	TOTAL	\$4,135.00*
Off Campus Student		Off Campus Student	
Facilities fee in lieu of dorm fee	\$375	Facilities fee in lieu of dorm fee	\$375
Approximate total cost for 2026/2027* On Campus \$8,320.00 Off Campus \$4,950.00 *Not including textbooks and one-time fees			

OTHER FEES	
Textbooks*	\$250-500
Tuition Fees	
- Part-Time (per credit hour, includes Semester Fees)	\$200.00
- Audit (per credit hour)	\$50.00
Graduation Fee	\$100.00
Late Fees	
- Late Financial Arrangement Fee	\$75.00
- Late Payment Fee	\$25.00
- Late Registration Fee	\$75.00
- Late Graduation Request Fee	\$75.00
Transcript Fees	
- Domestic	\$15.00
- International	\$25.00
Degree Replacement Fee	\$50.00
*to be purchased by the student before classes begin each semester	

DESCRIPTION OF FEES

All fees are considered non-refundable except for Tuition and Dormitory (see Discounts, Refunds, & Withdrawals).

SEMESTER FEES

The Fall and Spring Semester Fees at FBCI are designed to enhance students' educational and social experiences. This flat fee covers various services and activities, including school ID and key card, Library Learning and Technology access, internet, Grammarly subscription, Student Government activities, other student events, and banquets.

DEGREE REPLACEMENT FEE

The degree replacement fee helps cover the cost of replacing a degree for a graduate (see [Transcript Request & Degree Replacement Policy](#) for more information).

DORMITORY FEE

The dormitory fee is charged to on-campus students each semester and helps cover the cost of living in the dormitory building.

FACILITIES FEE

The Facilities fee is in lieu of the dormitory fee for off-campus students, allowing them to enjoy the gymnasium, weight room, music room, game room, and other amenities while on campus.

GRADUATION FEE

The graduation fee is charged to students' accounts upon completion of the Graduation Request. It helps cover the processing of the graduation request and the cost of the student's regalia.

LATE FEES

Late Financial Arrangement Fee

The late financial arrangement fee is applied to the accounts of students who do not complete the Financial Payment Arrangement (FPA).

Late Payment Fee

The late payment fee is applied to the accounts of students who do not pay their monthly arrangement on time and fail to communicate with the finance department.

Late Registration Fee

The late registration fee is applied to the accounts of students who do not complete the registration process by paying the Registration Fee and enrolling in courses during Registration Week.

Late Graduation Request Fee

The late graduation request fee is applied to the accounts of students who do not complete the graduation request form by the date is due and would still like to graduate. This fee is only applied if it is still possible to expedite the shipping of graduation regalia and other necessary items for commencement.

REGISTRATION FEE

The registration fee is charged to students each semester to cover costs associated with enrolling in courses at FBCI. It is due upon acceptance for new students and billed after course registration for returning students. A late registration fee will be applied to the accounts of those returning students who do not pay by June 30 for the Fall semester and December 31 for the Spring semester. Students will not be able to attend classes until the registration fee has been paid in full.

TEXTBOOKS

Before the first class starts, students must purchase textbooks for the courses they enroll in at FBCI. Students can find their textbooks listed in the syllabi for each course, and a list may also be emailed for their convenience. There are typically required copies and library copies. A required copy is a book the student must purchase. A library copy is a book that the student can use in the library. Textbook costs per semester will vary.

TRANSCRIPT FEES

The transcript fees cover the cost of processing and sending transcripts for students and alumni within the US and Internationally. All student/alumni financial obligations to the school must be met before transcripts will be sent. School policy prohibits official transcripts from being sent directly to the student/alumnus (see [Transcript Request & Degree Replacement Policy](#) for more information).

TUITION

The tuition fees cover the cost of a full-time course load. A student who takes less than 12 credit hours is considered a part-time student and is charged per credit hour.

AUDIT FEE

A student who desires to audit a course is charged at a lesser rate per credit hour. Both part-time and audit students may be billed other fees in addition to tuition.

EMPLOYMENT & WORK-STUDY

Students may hold off-campus employment if their work schedule does not interfere with school activities. On-campus employment may be available for eligible students through the Work-Study Program.* Work-Study consists of various on-campus jobs including but not limited to kitchen helpers and dishwashers, janitorial positions, snack bar cooks, maintenance workers, and some office positions.

*All full-time incoming students must complete 60 hours of in-service as a requirement for Ministry Formation.

HOUSING

Housing is available for single full-time students in the Tracy Dormitory Building. The Dormitory Fee covers the cost of housing for on-campus, full-time students. Limited housing is available on campus for married students with or without children. This housing consists of various rental units at different rates.

PAYMENT ARRANGEMENTS

The student has several options for payment: payment in full for a semester or a monthly payment plan for a semester. Once accepted at FBCI, students will receive information regarding setting up a payment plan. A late fee will be applied to the accounts of students failing to comply with setting up payment arrangements by the deadline.

PAYMENT ARRANGEMENT EXPECTATIONS

Upon acceptance, the student should expect the following payment arrangement procedure:

- Payment of Registration Fee - secures the student's enrollment, due upon acceptance.
- Minimum down payment of the Semester Fee due before campus arrival (see college year calendar).
- Students unable to pay in full must set up a payment plan before classes begin.

Returning students should expect the following payment arrangement procedure in the fall and spring semesters:

- Payment of Registration Fee - secures enrollment and is due during Registration Week.
- Minimum down payment of the Semester Fee due before campus arrival (see college year calendar).
- Students unable to pay in full must set up a payment plan before classes begin.

FINANCIAL PAYMENT ARRANGEMENT FORM (FPA)

This form is due on August 15th for the fall semester and December 31st for the spring semester, and information will document the student's financial intentions. If a student misses the deadline for the FPA, a late fee will be applied to the student account and he or she will be unable to attend class until they set up a payment plan.

REFUNDS & WITHDRAWALS

REFUNDS

All fees are considered non-refundable, except for Tuition and Dormitory (see Withdrawals policy). FBCI reserves the right to offer refunds at the college's discretion.

WITHDRAWALS

If a student leaves FBCI during the first four weeks of the semester, they will be responsible for paying 50% of tuition and dormitory fees for the semester. If the student paid in full, they will receive a 50% refund on the tuition and dormitory fees. No refund will be made after that. FBCI reserves the right not to refund/discount students who have not paid in full and withdraw early. This policy does not cover administrative dismissals (see Dismissals policy).

DISMISSALS

Students dismissed from FBCI are still responsible for meeting their financial obligations and are not entitled to refunds of institutional charges.

STUDENT FINANCIAL SERVICES

The Office of Student Financial Services is here to assist students in creating a plan to fund their education at FBCI. Every student not paid in full is required to meet with a representative from the department in person to develop a payment plan.

Any student not paid in full by the end of the semester must meet with the finance department to sign a commitment for summer payments. All student accounts must be paid in full by August 1st to be eligible to begin the next semester, unless a waiver has been granted by the finance committee.

RKP SPONSORSHIP

The Dr. Russell K. Pier Sponsorship is a donor-funded institutional sponsorship awarded to every student attending Faith Bible College International. Established in honor of Dr. Russell K. Pier, the college's founder, it reflects his commitment to helping students know God, trust Him, and prepare for Spirit-led ministry. For the 2026-2027 academic

year, this sponsorship provides \$17,680 per student toward the cost of education at FBCI, made possible by faithful donor support. This sponsorship represents institutional donor support that reduces the direct tuition cost charged to students (for visualization, see the chart in Section 3: Financial Information).

CAMPUS DAYS DISCOUNT

Each semester, a participant who applies during Campus Days has the chance to receive a Campus Days Discount to attend FBCI. Recipients are selected randomly.

ALUMNI DISCOUNT

A \$250 discount is offered to the children of FST/FBCI alumni. Alumni are defined as graduates of FST/FBCI or those who attended for one year or more. Each semester, this request should be made by the student to the finance office in writing via the Financial Payment Plan form should include the following:

- Parent name
- Year(s) of attendance/graduation

STAFF DISCOUNT

Purpose: To provide financial assistance to any child of a current staff member.

Eligibility: No application needed. The student must remain in good standing with the institution and maintain a 2.0 GPA average.

Award Amount: \$750 per semester

SCHOLARSHIPS

Scholarship candidates should have a minimum GPA of 2.0 unless otherwise specified.

Some scholarships are based on demonstrated financial need as determined by the Financial Assistance Application (FAA). Other scholarships may be offered at various times based on private contributions. Some scholarships may be awarded by a “luck of the draw.”

Merit-Based

The Merit-Based Scholarship exists to honor and support outstanding undergraduate students who exemplify the academic, spiritual, leadership, and servant-hearted values of Faith Bible College International (FBCI). These scholarships recognize excellence and commitment to the mission of FBCI and will be directly applied to the recipient’s tuition for the next academic year. For criteria and how to apply, please refer to the Student Handbook.

Financial Need-Based

The Financial Need-Based scholarship supports undergraduates who demonstrate genuine financial need. For criteria and how to apply, please refer to the Student Handbook.

Administration and Review

The Scholarship Committee shall review scholarship awards semi-annually and as needed to ensure alignment with institutional goals, donor intent, and available funding. Scholarship definitions and award structures may be updated with committee approval.

SECTION IV: ABOUT STUDENT LIFE

PHILOSOPHY & OBJECTIVES

FBCI is a school committed to upholding a family atmosphere while training professional Pentecostal ministers. Student life is a discipleship ministry with Christian staff and faculty, regular chapel services, a standard of conduct, and fellowship that all contribute to this goal. The Student Life Department is responsible for providing each student with leadership and oversight while they are a student at FBCI. Our desire and goal is for students to mature and develop self-discipline which leads to godliness, which is profitable in this life and will reap rewards in eternity. (1 Tim 4:7-8)

STUDENT LIFE & DEVELOPMENT

PURPOSE

The purpose of student life and development is that all students make significant progress in their overall personal growth and maturity, develop genuine Christ-likeness, and gain an abiding understanding of and commitment to their calling and ministry within the body of Christ.

GOAL

The student life and development ministry aspire for all students to achieve a positive level of personal holiness, vitality, and maturation that will provide an enduring foundation for an effective and fulfilling life and ministry.

OBJECTIVES

To achieve the goals of student life and development, this ministry includes the following objectives:

- A. To provide a vibrant spiritual atmosphere on campus that is consistent with the authority of Scripture, reflects the character of Christ, and is catalytic for personal spiritual formation and maturity.
- B. To develop among all students and staff a sense of family that fosters campus camaraderie, a sense of belonging, and personal connectedness.
- C. To promote the development of Christ-centered relationships in the context of the Christian community by providing appropriate activities that both model and nourish relational development.
- D. To nurture Christ-centered relationships by offering appropriate instruction and counsel regarding mutual respect, integrity, sexuality, marriage, positive attitudes, personal responsibility, healthy interpersonal communication and relationship skills.
- E. To assist students in the development of personal disciplines that contribute to an exemplary lifestyle, honorable character, holy relationships, and life-long learning.
- F. To motivate students to develop healthy lifestyles and to take proactive responsibility in the maintenance of their overall physical, mental and spiritual health and well-being through appropriate programs, instruction, and resources.
- G. To facilitate the development of student leadership through various opportunities and experiences on campus, in local churches, and during IMPACT.
- H. To cultivate a more clearly discerned sense of God's call upon their life and a growing commitment to a life of ministry and service.

STUDENT LIFE DEPARTMENT PERSONNEL

Director of Student Life

Mrs. MaryAnn Pimentel

Provides oversight to the Student Life Department: residence life, spiritual life, leadership development, counseling and health services, Student Government Association, orientation, and student discipline. The Director of Student Life is accountable to the FBCI President.

Dean of Men

Mr. Christian Valladolid

Dean of Women

Mrs. MaryAnn Pimentel

Assistant Dean of Women

Miss Elizabeth Siciliano

Provides oversight to Resident Assistants as well as hold Split-Chapel once a month - a time devoted to teaching, addressing issues related to their respective gender, and praying. The Deans help cultivate godly character in the life of every learner while helping to ensure the college norms are adhered to. Deans are also available to mentor students in areas of targeted support.

Resident Assistants

At least 2 Male and 2 Female RA's are assigned to their respective genders each school year. They are available 24/7 to help students as needed. RA's are servant-leaders that offer peer support to students on their respective dorms while also encouraging them to embrace the norms of the culture at FBCI. RA's are directly accountable to their respective Deans.

Director of Ministry

Mr. Elijah Bagley

Provides oversight to all areas of Ministry Formation, IMPACT, weekend ministry, and in-service. The Director of Ministry also handles ministry placement and internship opportunities.

Director of Mentoring

Mrs. MaryAnn Pimentel

Provides oversight to all areas of the mentor program.

Mentors: Each student is assigned to a member of the staff or faculty who will serve as a mentor. Mentors offer real-life experience and insight into the life of every student while covering a specific topic each semester that aids in the growth process.

Campus Pastor

President Matthew Ward

Provides oversight to chapel services and spiritual growth opportunities.

Campus Chaplain

Dr. Jeffrey Bell

A campus chaplain is available for all students, staff, and faculty to aid in spiritual insight, wisdom, guidance, and prayer. The campus chaplain provides oversight to corporate prayers and chapel services when the campus pastor is not available, and serves on the Student Life Committee.

Student Government Association & Campus Activities

Mrs. MaryAnn Pimentel

The SGA is the liaison between students and administration. Through the SGA Students have the opportunity to submit proposals for policy change. Social life is enhanced through periodic events planned and implemented by this group. Student Government

Association officers and representatives are elected annually by the classes. The SGA President is accountable to the Director of Student Life in order to make sure the SGA is run efficiently.

Many activities take place on campus and students are encouraged to lead and/or participate in these activities. In order to ensure activities are well-planned out and seen as an opportunity for leadership development, a Campus Activities Handbook is available to students.

Student Life Committee

The purpose of the SLC is to collectively make decisions concerning the departments within the Student Life Department. The committee is composed of the Student Life Director (Chair), Dean of Men, Dean of Women, Campus Chaplain, and the Student Body President.

Hospitality Team

Hospitality teams are chosen for chapel services and other special events. Their responsibilities include greeting chapel attendees, taking offerings, and helping out as needed during chapel services and other events.

CAMPUS LIFE

WHAT TO BRING TO COLLEGE

Students will need the following:

- Driver's license, state ID, or passport for identification purposes
- Proof of auto insurance and registration (if bringing a vehicle)
- A laptop (PC or MacBook computer)
- Dorm Living
 - Two sets of single sheets and pillowcases
 - A pillow
 - One twin-size mattress pad
 - One or two blankets and one bedspread
 - Towels & washcloths
 - A hamper or washable laundry bag or basket
 - Slippers & Bathrobe (knee-length or longer)
 - A wastebasket
 - Bedside rug optional
 - One pair of curtains (window 50"W x 45"L) Some rooms have two windows.
 - One pair of curtains or shower curtain for closet (closet 30"W x 77"L)
 - Laundry detergent
 - Cleaning supplies: dusting polish, window cleaner, floor cleaner
 - Cleaning equipment: broom, dustpan, mop, bucket, paper towels, cleaning cloths

What not to bring:

- Elaborate Stereo Systems
- Televisions larger than 32"
- Mini-fridges (a community refrigerator is in each dorm lounge)
- Microwaves (a community microwave is in each dorm lounge)
- Large Furniture Items (space is not conducive for couches, large chairs, large bookshelves, etc.)
- Electric Heaters/electric mattress pads or blankets

All students should consider bringing the following for their classes:

- Bible
- Laptop
- Notebooks (spiral or three-ring binders with filler paper)
- Pens, pencils, and highlighters
- Index cards for studying/memorization of Scriptures
- Backpack or bookbag

Past and present students enjoy these items. None are required, but you might find this list helpful!

- Passport or Real ID (Sometimes required for IMPACT purposes)
- Under bed storage unit
- Shoe organizer
- Wall or desk calendar
- Small desk lamp
- Bed risers
- Shower Caddy

The following dorm room furniture is provided:

- Single Bed
- Dresser
- Desk and Chair
- Shelving for Books
- A closet

ORIENTATION

Orientation helps integrate students into the culture of FBCI while aiming to see them succeed in the transitions that come with college life. All students will complete the orientation process before classes begin. It explains the spiritual and educational objectives of Faith, outlines the academic program, and provides instruction on school procedures, norms, and campus life.

CHAPEL SERVICES, CORPORATE PRAYERS, AND EVENTS

Chapel services, Corporate Prayers, and events are an integral part of the FBCI experience. Each student is encouraged to attend with an attitude of expectancy as they look to the Lord for direction in their lives. Students who are enrolled full-time or taking nine or more credit hours as part-time students are required to attend all chapels and Corporate Prayers (excluding split chapel for part time students). Students will be given advance notice through the school year calendar for all events and should plan

accordingly. All events on the FBCI calendar are mandatory for full time students and part-time students taking 9 or more credits, unless otherwise stated. Students are expected to stay for the entirety of mandatory events, failure to do so will result in an absence.

Split Chapel - One Tuesday per month

Men and women spend time with their respective Deans. This time is devoted to teaching, addressing issues related to their respective gender, and praying with one another.

Chapel - Monday/Wednesday

These chapel services consist of praise and worship, preaching, and valuable time spent around the altar. Special speakers present challenging messages and expose students to the various needs and ministries that exist today. Speakers include pastors, traveling evangelists, missionaries, and school faculty.

Corporate Prayer - Thursday/Friday

Corporate Prayer is a time where the student body will come together during the day to pray for 15 minutes about various topics or needs. Friday sessions are typically a more personal prayer time for students. Corporate Prayers are organized by the Campus Chaplain.

Worship Chapel - Tuesday

On Tuesday mornings, a student leads worship for the student body for about 20 minutes.

Special Services

Occasionally there will be Chapel services for multiple consecutive nights or all-day conference events. These events will be on the college year calendar and all students 9 credit hours and over should make plans to attend.

Campus Days

Each fall and spring, a three-day Campus Days weekend allows prospective students to experience campus life at FBCI for themselves. This event is a highlight for both guests and students.

Campus Days include two chapels and many events. All students 9 credit hours and over are required to attend Campus Day's chapels. All students participate in events that are included in the Campus Days Weekend.

GUESTS

All guests must sign in with the receptionist (Mon-Fri 8-3) or through the digital guest form. Guests must sign out before leaving and return their lanyard to the designated area. Guests must be a guest of a currently enrolled FBCI student, and remain with them while they visit. All children of students are considered guests on campus and an FBCI student is responsible for accompanying them on campus. Guests on FBCI's campus may not have their own guests on campus.

- Guests must be off the Dorm by quiet time which is 10PM every night.
- Guests must be off campus a half hour prior to curfew.
 - (Curfew: Sat-Thu 12AM, Friday 1AM)

Students bear responsibility for advising their guests of the norms of the college and these norms should be upheld by those who are visiting the campus. Minors are not permitted on dorm without parental supervision.

OFF-CAMPUS STUDENTS

All full-time students must attend all mandatory events, regardless whether they are on-campus or off-campus. Off-campus students can use FBCI's facilities, and eat meals on campus, (for \$375 per semester) but should only be in the dormitories when accompanied by an on-campus student.

SECURITY

Alarms/Detectors/Extinguishers

Touching or tampering with these items is a serious offense (determined by the Student Life Committee).

Card-Coded Doors

All students receive a card to access doors on campus upon enrollment at FBCI and pay their key deposit. Students should not tamper with or prop open card-coded doors. Particular doors may be unlocked or propped open by authorized staff members on move-in and move-out days.

Explosives/Fireworks/Firearms

Use or storage of explosives, fireworks, or firearms on campus is prohibited.

Fire Doors

These doors should not be propped open.

Fire Drills

When the alarm sounds, everyone (staff, faculty, students, visitors) must evacuate immediately and report to the red barn next to Jericho. Guidelines for the fire drill procedure will be covered in orientation and must be adhered to.

Security Cameras

The campus is monitored by security cameras across FBCI's campus by authorized security staff.

SEE SAFETY AND SECURITY HANDBOOK FOR EXPANDED SECTION ON SECURITY.

CONDUCT AND DISCIPLINE

CODE OF CONDUCT

In a changeable world, FBCI believes in the unchanging Word of God as the basis for Christian behavior. The aim is to develop personal holiness that glorifies God. A disciplined lifestyle does not include dishonesty, immorality, cheating, stealing, and immoral sexual activities. This also includes abstaining from practices such as gambling, pornography, provocative dancing, and the use of substances (tobacco products, cannabis, alcoholic beverages, or non-medicinal drugs).

Christian conduct should also be shown with social media. Students will be held responsible for the information and photos they post on a social networking site.

The RAs, Deans, Assistant Deans, Mentors and the Student Life Disciplinary Committee will serve to promote and help students uphold FBCI's standards of conduct. Students are encouraged to report emergencies or behavior that is dangerous, habitual, or morally questionable to the Deans or RA's.

DISCIPLINARY GUIDELINES

God places authorities over all of us. Whether it is the government, a parent, a pastor, or an institution, we should recognize authority as such and willingly submit to the leaders in our lives. The Student Life Department is responsible for providing each student with leadership and oversight while they are a student at FBCI. We aim for students to mature and develop self-discipline, which leads to godliness, is profitable in this life, and will reap the rewards in eternity (1 Tim 4:7b-8).

The purpose of these Disciplinary Guidelines and social conduct accountability at FBCI is to facilitate maximum Christian character development. Our goal is to nurture a spiritual atmosphere on campus that is most conducive to Christian growth and maturation. This strategy is designed to help each student assume increasing responsibility for his/her life as a maturing Christian and developing spiritual leader. We believe character transformation takes place within FBCI's Christian community. Our goal is to urge each other towards our highest potential through God's grace. In that context, disciplinary guidelines and actions are designed to be redemptive and transformational through the internalization of self-management principles, not just punitive or conformity to external demands. **Becoming a self-disciplined man or woman of God is seen by FBCI as an essential part of ministry preparation and these guidelines lay at the foundation of that process.**

Please note, any student conduct deemed as criminal activity involving minors will be dealt with in a zero-tolerance manner.

LEVELS OF VIOLATIONS

The following three sections identify different levels of violation of the campus code of conduct. Based on the level of offense, disciplinary actions will be applied as described following this list. **Any incidents that are not specifically listed will be assigned to a level A, B, or C at the discretion of the Student Life Department when an issue arises.** Students should read the entire handbook thoroughly to be aware of violations as they will be held accountable to them as they become a student at FBCI.

Level A Violations

Mostly minor issues that offend or disrupt community life.

1. Excessive noise in the residence
2. Curfew violation
3. Dress code violation
4. Unauthorized furniture removal or rearranging
5. Having overnight guests without permission

6. Unsatisfactory room check (1 Dean check, 2 or more RA checks)
7. Water-fights in buildings
8. Pets in residence hall
9. Improper public display of affection (PDA)
10. Moving or removing signage without permission
11. Letting someone in after hours
12. Having a guest past quiet time on dorm (10pm)
13. Entering another person's room without permission (door unlocked)
14. Use of restricted equipment in Gymnasium
15. Failure to sign-out overnight absences from the dorm
16. Cursing or use of profane language or other obscenities
17. Use of electronic devices in chapels or classes for purposes other than note-taking or Bible reference.

Level B Violations

More willful actions that are offensive or may create a safety issue.

1. Use of unauthorized appliances in residence halls
2. Willful property damage
3. Entering another's room without permission (door locked)
4. Offensive materials in dorm room (inappropriate posters, literature, media etc.)
5. Inappropriate music or media
6. Fighting
7. Misuse of a motor vehicle
8. Gambling - wagering of money or merchandise through lottery, internet and mobile gambling, or other games of chance

Level C Violations

Actions that are considered in our community immoral, illegal, dangerous, or highly offensive.

1. Intentional and repeated disobedience of those in authority evidencing a spirit of rebellion
2. Possession or use of tobacco, vaping or cannabis products
3. Possession or use of illegal drugs and misuse of prescription drugs
4. Possession of or drinking alcoholic beverages
5. Possession or use of any pornographic media or material
6. Theft
7. Time theft within the Work-Study program
8. Criminal offense
9. Immoral sexual activity (based on Scriptural prohibitions – all fornication, adultery, and homosexual practices)
10. Occult practices - Ouija boards, tarot cards, or use of spiritual charms
11. Hazing - Annoying any student by playing abusive or ridiculous tricks upon a student to frighten, scold, harass, or to subject a student to personal indignity
12. Improper use of fire equipment
13. Threatening/endangering the welfare of others

14. Lying/dishonesty/cheating
15. Having an unexcused Chapel or Corporate prayers absence
16. Malicious property damage
17. Endangering people with motor vehicle
18. Unmarried students participating in co-ed sleeping arrangements without permission

DISCIPLINARY ACTIONS

Level A Violations

1. First Offense: A verbal warning from a Resident Assistant, Dean, Mentor or other staff member intended to provide an opportunity to amend behavior.
2. Second Offense: A written or verbal warning from the Dean regarding the unacceptable behavior. Such a warning may be placed in the student's character file.
3. Third Offense: Meet with the Dean and/or Student life Director to discuss the repeated offense(s) and determine the level of restriction which may exclude a student from certain privileges and from participation in certain events. A student will be required to commit to an accountability program with the Student Life Director or some other approved member of the College.
4. Fourth Offense: Reviewed by the Student Life Disciplinary Committee to be treated as a Level C Violation.

Level B Violations

1. First Offense: Meet with the Dean, and/or Student Life Director to discuss the offense and determine the level of restriction which may exclude the student from certain privileges and participation in certain events.
2. Second Offense: Meet with the Student Life Director to discuss the repeated offense and determine the disciplinary probation. A student will be required to commit to an accountability program with the Student Life Director or some other approved member of the College.
3. Third Offense: Reviewed by the Student Life Disciplinary Committee to be treated as a Level C violation.

Level C Violations

1. First Offense:
 - a. Meet with the Dean, Student Life Director, and/or representatives of the Student Life Disciplinary Committee
 - b. Discipline may include campus restrictions, social probation, or suspension.
 - c. The Student will be required to commit to an accountability program.
 - d. An Incident Report including disciplinary actions taken may be sent to the parents of dependent students.
 - e. Certain Level C violations will result in dismissal.
 - f. Some offenses may initiate legal action.
2. Second Offense:

- a. Meet with representatives of the Student Life Disciplinary Committee, and/or the President.
- b. Discipline - Suspension or dismissal.
- c. An Incident Report will be put in the student's permanent record and where appropriate, may be shared with ministerial fellowships.

DEFINITIONS OF DISCIPLINARY ACTIONS

Campus Restrictions

The student is restricted to campus or certain areas of campus (*ie: dorm room, classroom, cafeteria, and chapel only*) and may only leave with the permission of the Dean or the Student Life Director and is denied certain privileges as directed by the Dean or the Student Life Director. These privileges may include visits to lounge areas, social events, and college activities.

Restitution/Fine

The student is required to make reimbursement for damage to or misappropriation of property and/or funds. This may take the form of appropriate service or repair or otherwise compensate for damages. The process of restitution shall be specified in writing. The student may receive a fine for certain violations that will be applied to their school bill.

Social Probation

A student on social probation will be restricted from certain activities, relationships, or other privileges in order to ensure proper accountability and the rebuilding of trust when the campus code of conduct has been violated. This student is also ineligible to participate in activities in which he or she would represent the College or serve in a leadership role which may include the loss of Student Leadership participation.

Suspension

A temporary exclusion of a student from the College, activities, and all campus facilities. A student may return without formally requesting re-admission at the end of the stated period. The suspension may be followed by a period of social probation. Students are subject to the review of the Student Life Disciplinary Committee. The duration and conditions of the suspension shall be specified in writing and written notification may be sent to the parents of dependent students.

Dismissal

The student's enrollment is terminated from the College for an indefinite period of time. All suspension restrictions are applicable. The duration and conditions of this period will be specified in writing and re-admission will be at the discretion of the proper college officials. Such action shall be noted on the student's permanent record as "dismissed for non-academic reasons" and written notification may be sent to the parents of dependent students.

STUDENT DISCIPLINARY APPEALS PROCESS

Students have the right to appeal major disciplinary actions taken by the Director of Student Life, the Deans, or the FBCI Discipline Committee. Appeals will be heard by the Disciplinary Appeal Committee, which will be comprised of two student leaders, two faculty members, a faculty member of the students' choice, the Dean of Men and Dean of Women, and chaired by the Student Life Director. Appeals are to be made in writing, to the Director of Student Life within 48 hours of the original decision. The written appeal shall consist of a statement of detailed facts which make the appeal necessary.

Upon receiving the appeal, Director of Student Life will:

1. Assemble the Disciplinary Appeal Committee (DAC) which will meet with the student at the earliest possible time after the appeal has been requested.
2. Advise the DAC of the rationale for the original disciplinary decision.
3. Provide the student's written statement to the DAC.
4. The decision on the appeal will be rendered within two working days of the appeal and considered final.

A detailed explanation of the appeal process will be given to the student prior to his or her involvement. Only one appeal will be heard on a single disciplinary case.

STUDENT LIFE DISCIPLINARY COMMITTEE

The purpose of the SLDC is to give general counsel and direction to students who have demonstrated a lack of adequate progress and overall development. Students who have shown evidence of chronic problems affecting behavior, attitudes, academic performance, personal relationships, character, self-discipline, or other issues related to ministerial preparation will meet with this committee. The committee comprises the Student Life Director (chair), respective Dean, Campus Chaplin, and any other member or members of the Administration. Their counsel may include disciplinary measures, but all actions are aimed at motivating and encouraging students toward holistic development and excellent preparation for a life of ministerial service.

DRESS CODE

If at any time you are unsure of an outfit, please consult your RA or Dean. They will determine what is acceptable and within the dress code or not. If you are outside of the dress code, you may be asked to go back to your dorm and change at any time. We also ask that spouses and families of students follow the Dress Code when attending Chapel and other FBCI functions.

Members of the FBCI worship team/leadership teams may be given more detailed dress code instructions for their team.

FBCI dress code is written to stress an appearance that reflects a decent and modest Christian community. In an effort to train professional servant-leaders, students must adhere to the following guidelines for dress code.

MEN'S DRESS CODE

Class, Chapel, Corporate Prayer, Worship Chapel, and Service Attire.

1. Collared shirts, sweaters, T-shirts, or sweatshirts are permitted.
2. Dress pants, jeans, or track pants.
 - a. No tight fitting pants.
 - b. Pants must be fitted at the waist.
 - c. Shorts are not permitted during class, chapel, or corporate prayer, worship chapel, or services.
3. Men should have at least one suit or sport jacket and dresspants for special occasions and services.

WOMEN'S DRESS CODE

Class, Chapel, Corporate Prayer, Worship Chapel, and Service Attire.

1. Dresses, Blouses, collared shirts, sweaters, T-shirts, and sweatshirts are permitted.
 - a. Tops/dresses should completely conceal midriffs and bra straps, and no form-fitting or low necklines. Tops or dresses with thin straps should be worn with a jacket or a shawl.
2. Modest pants, track pants, jeans, or modest skirts and dresses.
 - a. Holes are permitted in jeans, as long as they are mid-thigh and below.
 - b. Shorts are not permitted during class, chapel, or corporate prayer, worship chapel, or services.
 - c. Tight-fitting pants or leggings are permitted only with a skirt or shirt that reaches mid-thigh.
3. Women should have at least one dress/dressy outfit for special occasions and services.

ALL CAMPUS DRESS CODE

The following is a list of guidelines that the College requests all students to adhere to from while off dorm:

- No form fitting clothing
- Tank tops should fit closely to the arm and have wide straps. (No spaghetti straps)
- Shorts should reach mid-thigh at all times
- No pajamas or slippers
- No clothing with inappropriate graphics or profanity
- Shirts must be worn at all times on campus
- No baseball hats or beanies in Chapel, worship chapel, Corporate prayers, services and classes.

Visual guidelines will be provided to students for acceptable dress.

Platform Attire

Students should elevate the presentation of their dress when serving on the platform in any capacity. All guidelines for chapel dress code should be followed, and the following.

- No jeans with tears or rips in them

EMERGENCY MEDICAL GUIDELINES

STATEMENT FOR MEDICAL NEEDS

FBCI does not provide healthcare services on campus. However, health facilities are within a reasonable distance of the college (see medical references in the references section). RAs and Staff members are available to help with minor first-aid needs and can assist the students in getting medical help for issues that may require more attention.

In the event of an emergency where a student has to call 911, an RA should be notified immediately after the call is made so they can assist with the situation as needed. The RA will also notify administration of the situation. Please note the student is responsible for all emergency calls and any cost involved in using emergency services.

STATEMENT FOR COUNSELING NEEDS

Student's Spiritual, Mental, and Emotional health is of great importance to the administration of Faith Bible College International. On campus, we offer guidance and encouragement from Resident Assistants, Mentors, Deans, and a Campus Pastor. Faculty and staff are available to pray with and assist students as well.

Should trained Christian counseling be needed, FBCI offers personal referrals to local Christian counseling services.

EMPLOYMENT

Students may hold off-campus employment if their work schedule does not interfere with school activities.

VEHICLES

Students are permitted to bring their vehicles to FBCI, considering the following guidelines are adhered to. Students may only bring one vehicle as space is limited on campus.

INSURANCE AND REGISTRATION

Students must have vehicle insurance with the minimum liability limits of the state in which the car is registered.

All vehicles must be registered with the state in which the owner lives.

Students who have an uninsured car (not required by the state in which they live) are not permitted to use their vehicle for school-related activities (IMPACT, Weekend Ministry, etc...) and need to inform any students riding with them for personal use that they do not have insurance.

The vehicle must be registered with the school by supplying the following through the form that is provided

- Copy of state registration
- Proof of insurance
- Valid driver's license

Students must immediately supply any updated information with FBCI.

LOANING AND BORROWING VEHICLES

Because the vehicle owner may be liable for losses if an accident occurs, the administration strongly recommends that students not loan out their vehicles.

PARKING

Due to the high volume of cars on campus, it is pertinent that students, staff, and faculty all park in the proper location. Attention to these details is appreciated!

- On-campus Freshman must park in the parking lot behind Jericho. Sophomores, Juniors, and Seniors must park in the back parking lot behind Tracy Hall. The front of Tracy Hall is considered a no-parking zone.
- Off-campus students must park in the Institute parking lot when coming during business hours (8-5). After business hours, off-campus students can park in the back parking lot of Tracy Hall or behind Jericho.
- Students, families, and staff living at Jericho should park in their provided parking as directed by the facilities director.
- Staff and faculty should either park in the Institute parking lot or the designated area in the back parking lot of Tracy Hall.
- Anyone parking in spots reserved for handicapped parking must have a plate or sticker displayed.
- **Students will be charged a \$25 fine for not parking in the proper location.**

SNOW REMOVAL

During the winter, parking lots will be regularly plowed by facilities staff. When snow is removed, students will be notified to move their cars to the institute parking lot. Failure to do so will result in a \$25 fine. Additionally, leaving cars overnight in the institute parking lot will also result in a \$25 fine.

Notifications for snow removal are sent through student's emails. Students are encouraged to activate notifications for these applications during the winter season to avoid any fines.

SPEED LIMIT

The **campus speed limit is 10 mph** and is posted as such. Stop signs are on campus for a reason and should be adhered to by all who drive on campus. Reckless driving is prohibited and students should exercise caution when driving on campus.

ENTERTAINMENT (E.G., VIDEO GAMES, MOVIES, MUSIC)

In keeping with our desire to glorify God in all we do, students are asked to use discretion in video games, movies, music, and other entertainment areas. It may be helpful to vet your entertainment choices using a site like www.pluggedin.com or www.IMDB.com. Since it can be challenging to establish a norm, based strictly on the MPAA, ERSB, and other rating systems, the following content should be avoided:

- Occultic themes
- Sexuality
- Vulgarity

To promote balanced time management skills and an environment conducive to learning, the school encourages all students to exercise wisdom and appropriately limit all forms of media/entertainment throughout the week.

When playing music out loud via a device, consideration should be given to those in the area. The volume should be at a reasonable level so as not to disturb those who may be outside the room. This school norm pertains to the entire campus, especially the dorms. Because the style and preference of music vary, headphones and earbuds may be used around campus; however, they are not used in classes and chapel services.

DORMITORY LIFE

MEN/WOMEN'S DORMS

Men and women should not go onto each other's dormitory floors. In the case of special circumstances, men or women must announce "men/women on dorm" to notify those around. Men may assist women to carry their luggage on move-in/move-out days. Children are not permitted on dorm without permission from the Student Life Director.

CURFEWS

On-campus students must adhere to a curfew of 12:00 AM every night, except for Friday evening, when the curfew is extended to 1:00 AM.

All curfews remain in effect until 5:00 AM the next day. If a student needs to leave before 5:00 AM, they should be asking permission from their respective dean at least a week in advance, as well as signing out of the dorm when they leave, and notifying their RA's.

Please note that in the dorm, a quiet time is in place from 10:00pm until 6:00am, and consideration should be given to those around you who may be sleeping during that time. There should also be no guests in the dorm during these times. No laundry or cooking should take place after curfew.

Students who cannot return to campus by dorm curfew due to unforeseen circumstances (inclement weather, car trouble, etc.) should contact their respective RAs.

Leaving Campus Overnight

Permission is unnecessary to leave campus overnight on the weekends; however, the student must "sign-out" from dorm using the form provided to them. Students must still sign out if they are going to be off dorm past curfew for any approved reason (prayer in chapel, Work-Study, etc.)

Sunday through Thursday nights, students must have permission from their respective dean to sign out of the dorm overnight. Unmarried student couples must not sign out of the dorm overnight during the same 24-hour period without permission from the Director of Student Life. The couple must explain their strategy for accountability while off-campus and request permission at least a week prior to the requested sign-out date(s).

Prayer in Chapel After Curfew

Students are permitted to pray in the campus chapel on assigned nights. Women are permitted to go to the chapel on odd-numbered calendar days. Men are permitted to go

to the chapel on even-numbered calendar days. Students must sign out of the dorm when going to the chapel to pray after curfew. Failure to do so will be considered a curfew violation.

- Students should always refer to the calendar date before midnight to determine the appropriate prayer night.

DORM MEETINGS

Dorm meetings may occur on an as-needed basis to communicate important information, as well as provide opportunities for building community among residents of individual floors. The Resident Assistant or Dean generally leads the dorm meetings. Please keep in mind, dorm meetings are mandatory for on-campus students.

LOUNGES

Limited cooking may be done in the shared dormitory lounges. Refrigerators, microwaves, and coffee pots are provided in each dorm.

- The use of small appliances (toaster oven, induction burner, sandwich maker, blender, etc.) are permitted for use in the lounge areas only, however, they should be stored in the student's room when not in use.
- The use of electric skillets, hotplates, or cooking with grease or oils is **not** permitted on dorm. (This excludes Air Frying)
- In case an appliance is not described in the guidelines or if a student is uncertain about its permissibility, they should reach out to the facilities director to obtain permission.
- All appliances must be cleaned by the person using them, or the privilege to use them will be removed.

Laundry Facilities

Coin-operated laundry machines are located in men's and women's dormitories. Students will need to provide their detergent and supplies. The towns of Corinth and Dover-Foxcroft also have Public laundromats. Irons and ironing boards are provided on both men's and women's dorm. As a safety precaution, ironing is not permitted in dorm rooms. Ironing is permitted in dorm bathrooms or lounges.

DORMITORY ROOMS

Rooms should be respected and kept neat at all times. A cleaning checklist is provided on each dorm bulletin board. Personal trash cans should be emptied directly into the dumpster and not in the lounge or bathroom trash cans.

Decorating and Rearranging Rooms

Each side of the dorm room is furnished with a single or bunk bed, dresser, desk, desk chair, and bookshelf. These items must be taken care of and in the room at the end of the semester in order to pass inspection. If a student's dorm room does not pass inspection, a fee will be applied to their school account.

Dorm furnishings are not to be moved from rooms without the Director of Facilities permission and the following should be noted about the furniture that is provided for you.

- If you rearrange your room there must still be a clear path to the door
- Students are not permitted to take bunk beds apart
- All furniture should be a minimum of two feet away from the heat register
- Beds cannot be head to head, or pushed together side to side

Each dorm room has screws for hanging pictures, etc. Do not use additional screws, nails, or other materials on the walls. Adhesives may be used, such as 3M & sticky tac. Candles and incense with open flame are not allowed.

Electrical Devices

Due to electrical hazards, mini-refrigerators, and electric heaters are prohibited. This includes but is not limited to heated blankets, heated mattress pads, heating pads, etc. The temporary use of heating pads is permitted for those with medical issues with approval from the Student Life Director

Electricity Conservation

We encourage electricity conservation when rooms are not in use.

Heat Conservation

If the heat is on, windows may be opened only when the room is occupied, and the door is shut.

Breaks

Before a student leaves for break, they need to ensure that their room is in good order (bed made, clutter-free, clothes put away, trash emptied, and dishes done) and their window is shut and locked. It is strongly recommended that students unplug their electrical devices in case there is a power surge. FBCI will not be held responsible for items damaged over a break. RA's will check rooms before students leave to ensure these things are in order.

Liability Statement

Faith Bible College International is not liable for the loss of money or personal belongings or for damages done to property belonging to any individual, except that which may be done accidentally by regular employees of the college. For the students' protection, it is recommended that dormitory rooms be locked at all times. Students' private property should be insured by renter's insurance. If the room cannot be locked, then obtaining a trunk that can be locked is recommended.

Right to Enter & Confiscate

FBCI reserves the right for authorized personnel to enter any room at any time to enforce compliance with college rules and/or state and federal laws and investigate suspected violations thereof. FBCI reserves the right to enter for health or other inspections, repairs, or official business. If at any time there is reason to believe that an occupant is using his or her residence in a manner inconsistent with college policies, a search may be made by one or more college representatives to gather information for use in disciplinary proceedings. Items not permitted in the dorm will be confiscated immediately.

While FBCI officials have the right to access all areas of the campus for official purposes, student needs must be considered. The Maintenance Department will use the following policy when repairs in the dormitory are necessary:

When Facilities staff enter a dorm room they will:

- Knock once and identify themselves.
- Knock a second time. If there is no answer, they will enter using their key.
- In situations where repairs occur without a resident present, the entry door will remain open during the repair so that residents of the room will be alerted to the presence of the Facilities staff member upon returning to the room.
- Facilities staff will enter men's dorm floors or rooms after 8am and women's dorm floors or rooms between 1pm and 2pm. Exceptions to this rule include any emergencies on women's dorm that need immediate attention or preparation for special campus events such as campus days or conferences.

Pets

The only pets that students are permitted to have in their dorm rooms are cold, freshwater fish (i.e. goldfish).

Room Cleaning Policy

In order to promote a healthy and clean environment in the dorms, there are some guidelines for keeping the rooms clean. The "Guidelines for Room Inspection" document and the correlating checklist will be posted on each dorm and should be consulted in order to ensure that rooms are kept in good order.

Two types of room checks are done throughout the semester:

- Weekly checks done by the RA's
- Monthly checks done by the Deans

Please note that there is a \$25 fine for failing three or more of the requirements of the Monthly check done by the deans. This will be a scheduled check, and students will have ample time to ensure their room is up to par.

Sick Room Policy

If a student is not feeling well and will miss a required event, their respective dean needs to be informed.

If a student has a fever (100.3 or above), they should plan to stay in their room for at least 24 hours after there is no fever without the help of fever-reducing medicine such as Tylenol, Ibuprofen, and the like.

Students who are sick are responsible for contacting either their RA, roommate, or another student to bring them meals from the cafeteria.

Dormitory Room Security

There is a room and key deposit, which is either credited to a student's account for the following year, or returned to the student at the end of their time at FBCI. The credit or return of the deposit is contingent upon a room inspection and the return of the room key to the Director of Administrative Services. Students are responsible for locking their

rooms and securing valuable items in a safe place as FBCI is not responsible for personal possessions.

VACATIONS

There are three vacations (not including summer). They are Thanksgiving, Christmas (between semesters), and Spring Break. Students must return to campus by curfew on the arrival date listed in the FBCI college year calendar.

- All breaks are clearly spelled out on the College Year Calendar. Please plan to leave on FBCI's arrival and departure dates.
- Students can inquire with the Student Life Department about staying on campus over school breaks.
- If extenuating circumstances arise, early arrival or late departures are allowed; however, there can be a charge of \$40 per night, depending upon the occasion. The \$40 must be paid upfront to the bookkeeper before you can stay in the dorm. Please note early arrival/late departures are not acceptable for matters of convenience but only in the case of extenuating circumstances. Students will need permission from the Student Life Director.

SOCIAL LIFE

At Faith Bible College International we understand that we have students come from all over the world and all walks of life. It is our desire that every student feels welcomed and respected. In order to do that, we ask each student to commit to showing respect to each other and to staff, faculty, and administration. The Bible says in John 13:15 "By this all men will know that you are my disciples if you have love for one another". With this in mind, Faith sets a level of conduct that each student, faculty, staff and administration must live with.

DATING

We value being in an environment where students may begin life-long relationships, however, students are held accountable to a high standard of behavior in all relationships.

Students are expected to conduct themselves at all times in a manner that would honor and glorify Christ. All students and couples should set personal standards of behavior in all relationships, which guard against the temptation for misconduct and sin. All fellowship with the opposite sex, on and off campus, will practice the Biblical guideline of 1 Thessalonians 5:22, "abstain from all appearance of evil."

Students are encouraged to exercise caution when it comes to dating those who they meet strictly through online platforms.

PUBLIC DISPLAYS OF AFFECTION (PDA)

- Appropriate: Sitting together, holding hands, brief hugs, a discreet, brief, "good-night" kiss.

- Inappropriate: Leaning or lying on each other, petting, fondling or caressing, extended periods of kissing, extended hugs, and body massages.
-

MARRIED COUPLES

No married person should allow anyone of the opposite sex into the dorm room/home unless the spouse is present.

MIXED GROUPS

Students may leave campus for day trips in male/female mixed groups. Students leaving in mixed groups overnight must discuss plans with their respective deans or the Student Life Director. Failure to do so may be considered a violation. All fellowship with the opposite sex on and off campus will practice the Biblical guideline of 1 Thessalonians 5:22, “abstain from all appearance of evil.”

STUDENT LEADERSHIP OPPORTUNITIES

Students are encouraged to demonstrate leadership through the various student-leadership positions available on campus. Some positions are class positions such as president, vice-president, and secretary; Student Government Association positions such as president, vice-president, secretary-treasurer, and class representatives; various worship team roles; and at least two male and two female resident assistants serving in the dorm. These positions are designed to help the student gain valuable hands-on leadership experience under the supervision of an advisor. Some requirements for these positions can be found in the “Eligibility Requirements for Student Leadership Positions” section of the Student Handbook.

ELIGIBILITY REQUIREMENTS FOR STUDENT LEADERSHIP OPPORTUNITIES

For a student to be eligible to run for office, he or she must have the specified grade point averages (GPA) for the type of office:

Major Office - 2.00 cumulative GPA and a 2.50 semester GPA (previous semester)

Intermediate Office - 2.00 cumulative GPA and a 2.25 semester GPA (previous semester)

Minor Office - 2.00 cumulative GPA and a 2.00 semester GPA (previous semester)

All students holding offices will be asked to resign if their cumulative GPA falls below 2.00 or their semester GPA falls below the requirement for that office. The office holder is responsible for checking his/her GPA and reporting to the appropriate faculty advisor if his/her resignation is forthcoming.

Due to the responsibility that student leadership positions carry, students are encouraged to consider how much they can handle before running for more than one office/position. If a student seems to have overcommitted and is not fulfilling the requirements of the position, the Student Life Department may ask the student to step down from one or more of their positions.

Also, note that only full-time students are eligible for student offices unless permission is given from the Student Life Department.

CLASSIFICATION OF STUDENT OFFICES

Offices are classified and regulated as follows:

Major Offices

- Student Government Association president
- Resident Assistant
- Worship Leaders/Trio
- Church leadership position (pastor, worship pastor, children's pastor, youth pastor, etc.)

Intermediate Offices

- Student Government Association executive officers other than the president
- All group/organizational presidents not listed above
- Worship team members/band players

Minor Offices

- Student Government Association representatives
- Student Government Association committee members (non-representatives)
- All other organizational offices not listed above
- Audio/Visual team members

RESIGNING FROM A STUDENT OFFICE

If a student has accepted the responsibility of an office or membership on a committee, he or she must discharge the responsibility to the end of the term of office, except as follows:

- In the case of ill health or unforeseen circumstances, a student may be permitted to resign if the faculty advisor/ Director of Student Life approves.
- Students placed on academic or disciplinary probation will not be allowed to hold office and must resign.

***If you feel you should be eligible for an office but do not meet the above criteria, you may appeal to the Student Life Department.

MENTORING PROGRAM

One of the unique experiences that a student will receive at Faith Bible College International is mentoring. Mentors often prove to be experienced and trusted advisors to students as they navigate the challenges of balancing life, college, and ministry. FBCI has a culture of mentoring that actively encourages growth in character. Various staff and faculty that serve the student body as mentors, as well as deans and RAs, are integral members of a team that avail themselves to encourage and guide students toward a pursuit of excellence. A campus chaplain is also available for all students, staff, and faculty to aid in spiritual counsel, wisdom, guidance and prayer.

Each year students are paired up with a mentor who will help them succeed in any area in which they may need help. This help can be with academic, spiritual, emotional, or

social needs. The mentor will meet the students both in a group situation and individually. Some of the students develop long-term relationships with their mentors.

If a student needs help with character development, the deans will ask the mentors to be the first ones to give guidance to the student.

CAMPUS AMENITIES

BOOKSTORE

The bookstore stocks a variety of convenience items such as notebooks, pens, gifts, stamps, snacks, and more. FBCI merch is also available to purchase in the bookstore.

Lost and Found

Items left in the Institute or the dorms are brought to the bookstore. Lost items found anywhere else on campus should be given to the bookstore manager.

GAME ROOM

A game room on the basement level of the Institute Building offers board games, a pool table, and television for students to enjoy.

GYMNASIUM (FAITH AUDITORIUM)

FBCI has a full-court basketball court that is used for regular activities such as basketball and volleyball. Additionally, the gym has a ping pong table, foosball table, and various lawn games (cornhole, can jam, etc.) for students to use. The gymnasium also contains weight equipment and cardio machines to help students stay physically fit while attending FBCI. A weight room schedule will be posted on the weight room door.

Students using the volleyball net and equipment are responsible for putting away equipment after use.

The following are not permitted on the auditorium floor:

- Any sports or activity equipment with wheels. Ex: Rollerblades, Skateboards, Bicycles
- Cricket
- Baseball

LIBRARY

The third floor of the Institute is home to the Bertha Andrews Memorial Library. The library's airy, bright, open environment is conducive to quiet study and contains over 16,000 volumes to aid students. The library is open weekdays and most weeknights.

FBCI has also partnered with Logos Bible Software to bring students a custom Bible study package as part of their semester fee. Training sessions for using Logos are offered periodically to the student body.

Library Books

Book borrowers are responsible for any damages caused to the books. The overdue book fee is \$0.25 per day.

Printing

Documents or photocopies can be printed in the library. Black and white copies are .10 per side, and color is .25 per side. Cash Payment can be made directly to the librarian, or receptionist.

Computers

Students can use laptops provided in the library during the library's open hours.

STUDENT SERVICES & CONVENIENCES

FOOD SERVICES

Students can enjoy meals that FBCI provides at the scheduled meal times. Please note that meals should be eaten during meal times, and students are to only take food from the dining hall with permission from the Kitchen Manager.

Students are only permitted in the kitchen or behind the serving area if they are employed in food service Work-Study positions.

Breakfast, lunch, and dinner are served Monday through Friday and Sunday. Saturday meals include a late-morning brunch and an evening meal.

If a student is sick and would like a meal brought to their room, they are responsible for communicating with either their roommate or respective RAs to retrieve their meal. Students retrieving meals for a sick student should make sure to deliver the meal in the provided takeout boxes, as dishes are not permitted to be taken from the cafeteria.

INFORMATION TECHNOLOGY (IT) RESOURCES

Internet and Wi-Fi

Students with wireless ability on their personal computer may access the coded internet from almost anywhere on campus. Students should be sure to have personal virus protection on their computers. There are computers in the library that allow students to access the internet and perform research when in the library.

FBCI will not be held liable for any activity or actions of the student if the student is found to be using internet/network access for illegal purposes. The student hereby assumes full responsibility.

Unacceptable Usage of IT Resources

Unacceptable, prohibited usage of IT Resources includes but is not limited to:

1. Transmitting, displaying, printing, or storing any material/software in violation of any federal, state, or local laws, including copyright law;
2. Transmitting, displaying, printing or storing inappropriate material, including but not limited to:
 1. text, images, video, audio or other digital content, with the purpose to harass, intimidate, threaten, abuse, illegally discriminate against or offend

- another person on the basis of race, sex, color, national origin, age, disability or military service;
2. sexually explicit, obscene or pornographic comments or images;
 3. fraudulent content;
 3. Using Information Technology Resources to harass or bother, whether or not an actual message is communicated, where no purpose for communication exists, or where the recipient has expressed a desire for the communication to cease;
 4. Disrupting or damaging administrative, academic or related pursuits of another Client;
 5. Violating or threatening to violate the privacy of another Client;
 6. Forging email or other digital messages;
 7. Distributing unsolicited or unwelcome email or other digital messages;
 8. Installing or using any unauthorized Peer-to-Peer (P2P) file-sharing service;
 9. Connecting Client Resources to Information Technology Resources;
 10. Engaging in or promoting illegal activities;
 11. Engaging in any other practice or activity that, in the opinion of the College administration, constitutes unacceptable behavior, results in the misuse of Information Technology Resources or jeopardizes the operation of Information Technology Resources.

If, in the interest of authentic academic or administrative work, a Client needs to perform a specific task considered unacceptable, a request to perform the specific task must be submitted in advance by the student and his or her supervising employee, or by the employee and his or her supervisor, for review by the IT Department.

Access Termination

Any student's credentials are normally disabled approximately 180 days after the last date of the student's active enrollment at the College. All files, email and other content associated with the student's technology accounts will be deleted. Students are strongly encouraged to move any important files, data, emails, etc. to personal accounts/computers if they wish to keep them.

For more information, students should refer to [IT Resources for Students](#)

LOGOS BIBLE SOFTWARE

FBCI partnered with Logos Bible Software to offer students a custom Bible study package. Students will benefit from its powerful features, time-saving tools, and books for their studies. After attending for four years and graduating with a bachelor's degree, students will receive a permanent license to help them in ministry. Training sessions for Logos are offered periodically to the student body. Students should plan to have a computer that meets Logos system requirements.

MAIL

The campus mailroom and student mailboxes are located off the lounge in the Institute Building. To receive mail at FBCI, students should use the following address: student's name, 29 Main Road, Charleston, ME 04422. Students should plan to check their

mailboxes often to receive on-campus communications. The post office in the town of Charleston is within walking distance. UPS and Federal Express regularly deliver to the campus.

STORAGE

The only storage available to students is under the beds and in their assigned dorm room closets. Students must bring only what their allocated storage can contain. Students must remove all personal items from the premises before leaving for summer vacations and upon graduation. Personal items left behind will be disposed of.

TELEPHONES

The lounge on each dorm floor is equipped with an outside phone line (black phone). This line can be used for local calls. Students should have family and friends call 207-285-3373 at the following extensions and not the receptionist desk (unless it is an emergency):

- 271 for first-floor
- 272 for second-floor
- 273 for third-floor

Cell Phones

Students should check if their provider covers the Charleston area before purchasing a cell phone. Students are asked not to use cell phones during classes, chapel, Work-Study, and church services.

TELEVISION

The men's and women's dorm, the student lounge, and the game room include smart televisions for use with personal devices or personal streaming accounts. These televisions are not equipped for satellite cable television. Students can have one flat-screen television (no larger than 32") in their dorm rooms for use as a monitor or TV.

MUSIC DEPARTMENT

CHAPEL INSTRUMENTS AND SOUND

The soundboard and instruments are reserved for groups practicing for chapel only. Individuals who would like to practice are to use the music room located in the basement of the institute building. Please see the proper personnel if you feel permission is needed to use the chapel sound/media equipment.

TRIO AND CHAPEL BAND

Students can audition for the Chapel Band and Trio. The Music Department handles auditions, placement, and participation in these opportunities. Trio is a musical group of three chosen to travel, the Trio is not available every school year.

OFFICES

Before going to the staff and faculty offices, please call beforehand as a courtesy.

PRAYER GROUPS, ORGANIZATIONS, AND CLUBS

NEW STUDENT ORGANIZATIONS/GROUPS

Students seeking to form a new student group or organization must be approved by the Director of Student Life concerning the guidelines for establishing an organizational charter. This includes organized Bible studies, worship nights, other teaching ect. Freshmen are typically not permitted to lead groups or organizations.

STAFF OR FACULTY ADVISOR

A staff/faculty advisor is appointed for each extracurricular organization and is consulted when information is needed. Details concerning each activity must be cleared in advance with the advisor.

Please note that any activity or events, including sports, whether one-time or recurring events, must be coordinated with the Director of Student Life if an advisor is not already established.

STANDARDS FOR CURRICULAR OR EXTRACURRICULAR ACTIVITIES

Student performances, whether curricular or extracurricular, are expected to conform to the following standards:

1. Reverence for Biblical or sacred themes. Humorous or fanciful songs based on Biblical or sacred themes may not be used.
2. Nothing is to be used which would reflect unfavorably on any individual, group, church, denomination, school, or other Christian organization.

Everything done in organizations, clubs, and groups must be in good taste.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is the liaison between students and administration. Students may submit proposals that could bring policy or rule changes. Social life is enhanced through periodic events planned and implemented by this group. Student Government Association officers and representatives are elected annually by the classes. Candidates will be model students with exemplary Christian Character and maintain specified GPAs. For more information about the Student Government Association, please see the “Bylaws and Constitution” toward the end of this handbook.

PROPOSAL POLICY

At times, a student or group of students may want to submit a proposal to the Student Government Association to change a norm or policy. Students should be prepared to share both pros and cons of such a proposal as it will help the Student Government Association and Student Life Department as they discuss the proposal. Students should also consider the spirit that a proposal is submitted. If any impropriety is detected, the Student Life Department may ask the student to make corrections and resubmit the proposal. It is also important to realize that submitting a proposal does not guarantee a policy will be changed.

Below is what this process should look like:

SGA Consideration: Once a proposal is submitted, it will go before the SGA for a vote. They may discuss further pros and cons to determine if it is a proposal that will benefit the student body and then decide if the proposal should go to the next step. A simple majority vote will send the proposal to the next level.

Student Life Department Consideration: If the proposal passes the SGA vote, it will be presented to the Student Life Committee, and a similar process will occur.

Implementation of Further Consideration: If the Student Life Department is on board with the proposal, it will either be implemented, or in certain situations, the Director of Student Life will bring it to the Steering Committee for final consideration.

If the proposal goes through all processes and is approved, there will be a policy change, which will be made known from the Student Life Department to the Student Body. This change could be during a semester but may also be postponed until the start of a new semester/school year, depending on the nature of the proposal.

The SGA and the Student Life Department will do their best to communicate to the student regarding their proposal regardless of the outcome. See the Director of Student Life for any questions regarding the proposal process.

YEAR END AWARDS

Each year, FBCI awards those who excel or show the most improvement in a given area. Choosing who gets the awards is always challenging, but the different departments effectively establish the recipients. Below you will find a brief explanation of these awards.

- **Nelson Varghese Award**
Given by the department heads to the student who has shown tremendous appreciation for FBCI and represents the school well.
- **Russell K. Pier Leadership Award**
Named after our founder, this award is chosen by the department heads and granted to the student who has excelled in the area of leadership.
- **Student of the Year**
Chosen by the department heads and granted to a male and female student who stand out above the rest in a given year. It is a challenging award to grant as many students excel in our college.
- **Preacher of the Year**
Granted to the student deemed the preacher of the year by the Homiletics II professor.
- **Most Improved Preacher**
Granted to the student that has shown outstanding improvement in the area of preaching. This award is chosen by the Homiletics II Professor.
- **Faith Employee of the Year**
This award is decided by the student body by a vote and given to an FBCI Employee in any department.
- **Dean Award**
Presented to an on-campus student who embodies the spirit of the FBCI community by building meaningful relationships, actively engaging in campus life, and leading by example through Christlike character and servant-hearted influence. This award is presented to a male and female student by their respective deans.

MINISTRY FORMATION

Introduction

In light of the College's mission to produce professional, Pentecostal servant-leaders, the Ministry Department exists to equip students for practical ministry in a way that goes beyond the classroom experience.

Ministry Formation is designed to provide students with experiential opportunities in diverse areas of ministry. Ministry Formation uses weekly ministry opportunities, both on and off-campus, as well as an extended period each semester where students are immersed in a church/ministry for the purpose of practical training and impartation of wisdom and experience. These opportunities will give students a well-rounded perspective of ministry and help them to be more effective in making a difference in the world around them.

Ministry Formation is required for all full-time students (8-semester minimum). If a student transfers in from a different college, the student will participate each semester until graduation. It is optional for part-time students; however, if part-time students desire to graduate, at some point, they will need to complete two semesters of Ministry Formation. (It is strongly recommended that the two-semester requirement be done toward the end of the student's education to get the most out of the experience.)

Throughout the years, this program has been one of the most memorable experiences for many students. These experiences provide a better picture of what ministry is like by partnering with pastors, teachers, and evangelists within the local churches.

For more details concerning Ministry Formation, please refer to the Ministry Formation Handbook, and your Ministry Formation Syllabus.

EXPECTATIONS

- When a student cannot complete a portion of Ministry Formation, they must speak to the Director of Ministry to find out their requirements.
- Each semester, students will be asked to complete a Ministry Formation survey. The information provided in this survey will assist the Ministry Department in adjusting the program to ensure that objectives are met.
- Students are evaluated by Pastors or church leaders both locally and from their time of IMPACT. Personal guidance is given when necessary.
- Students will complete a weekly report stating their attendance and tasks performed.
- More details are provided to students in their syllabus once they have been enrolled in the appropriate Ministry Formation course.

REQUIREMENTS

- In-service (Inside Ministry)
 - In-Service is required for all full-time freshmen. To fulfill the in-service requirement, students will perform sixty hours of duties. Sixty hours of In-Service must be completed before work-study eligibility.
- Weekly Ministry (Outside Ministry)
 - Freshmen attend and participate in ministry at the Charleston Campus of Charleston Church.
 - Upperclassmen will participate in consistent ministry at the church they have committed to.
 - School scheduled ministry to reinforce ministry experience if necessary.

- *Impact Week*

Impact Week occurs each semester and allows students to partner with a church/ministry for five to ten days, learning various facets of ministry. This time will be one of participation and impartation, allowing the student to experience hands-on ministry.

Use of Vehicle

- Current driver's license, registration, and insurance
- Release and Consent Form signed
- Compensation for use of vehicle will be provided

MINISTRY PLACEMENT SERVICES

The Ministry Department coordinates a ministry placement service that helps connect students and graduates with temporary and permanent ministry positions. Positions are often posted on campus and social media to inform current students and alumni about available opportunities. For any questions, contact the Director of Ministry.

SECTION V: ABOUT SPIRITUAL LIFE

CHAPEL

CAMPUS PRAYERS, CHAPEL, AND SPECIAL EVENTS ATTENDANCE

Campus Prayers, Chapels, and Special Events are significant to personal growth and spiritual renewal.

- Absences due to sickness
 - If a student is unable to attend corporate prayers or weekly chapels or split chapels due to sickness, they must notify their respective RA's.
 - If a student is unable to attend a Friday chapel or special event due to sickness, they must notify both their dean and their RA's.
- Absences due to personal reasons
 - If a student would like permission to miss corporate prayers, weekly chapels, or split chapels for personal reasons, they must receive permission from their respective dean.
 - If a student would like permission to miss Friday chapel, or a special event for personal reasons, they must receive permission from the Student Life Director.

Students must request permission for an absence as soon as they become aware of a scheduling conflict. This should be done at the earliest opportunity, and no later than 24 hours before the event. If permission is granted from the appropriate staff, students are also responsible for communicating with their RA's about the approved absence.

- Failure to communicate and receive permission from the appropriate staff within the required time frame will result in an unexcused absence. One unexcused chapel absence is cause for a student's dismissal from FBCI.
- Students who are over 10 minutes late, or fail to remain at these events for their entire duration will be marked as absent (unexcused).

In the event of emergency or extenuating circumstances that may cause tardiness/absences, students are responsible for communicating with both their respective dean and their RA's. Groups or couples with mixed genders must both communicate with their respective deans/RA's. Permission from one dean does not constitute permission for both genders.

ATTENTIVENESS

Students should enter the chapel with an attitude of reverence and prayer. Cell phones, and tablets should only be used for Bible reference or taking notes. Students who abuse this policy will lose their privilege to use electronic devices during chapels.

CHURCH

CHURCH ATTENDANCE

Faithful church attendance is paramount for those preparing to be in ministry. Outside of the expectations students have to attend services on campus, each student is expected to attend their local church for two Sunday services each week. The ideal expectation is that students serve in one of the services and participate in the other. If a student's local

church does not have a Sunday night service, students will attend Charleston Church. All Freshmen will attend Charleston Church as their local church for the first year. Occasionally, Charleston Church will have special service(s), and all full-time students are required to attend these services if they are listed on the FBCI calendar.

LOCAL CHURCH SELECTION

Freshmen will attend Charleston Church, and each Sophomore, Junior, and Senior student will commit to serving faithfully with a local church/ministry for the school year.

- Upperclassmen students will have 2 weeks to choose a local church and will be expected to commit to that church for the remainder of the college year.
- Students will get plugged into their local church to fulfill the ministry formation requirement. There may be times when students are sent to various churches at the discretion of the Director of Ministry. Being sent by the ministry department can consist of singing, testifying, preaching, and serving in various capacities, depending on the needs of the receiving ministry. Traveling with the Faith Trio is also a possibility when it is active.
- If a student cannot attend their ministry obligation due to illness or emergency, students are responsible to contact the ministry leader at their local church.
- Personal time should be scheduled around weekly ministry. The student must give two weeks' notice to the local church if weekly ministry is going to be missed for personal reasons.
- Students are required to fill out a Weekly Ministry Report after their time of weekly ministry. All reports should be completed on Mondays.
- A list of acceptable churches to attend can be found in the ministry formation handbook.

SPECIAL CIRCUMSTANCES

- Sick for Church: Students are to note that they were unable to attend due to sickness on their weekly ministry report.
- Unable to attend local church: Students will attend Charleston Church.
- Outside Ministry Cancellation: Students must attend their local church.

PERSONAL DEVOTIONS

Since spiritual growth is a key to dynamic ministry, each student should develop and maintain a personal devotional time that includes meditating on the Scriptures, worshiping, and praying.

SECTION VI: REFERENCE GUIDE

AREA GUIDE

CHARLESTON

Although this town has a population of only about 1,500, it is home to FBCI. Charleston has its own post office (a 5-minute walk from the school) and a 9-hole golf course.

CORINTH

10-minutes away (population - 3,000). There is a family restaurant, pizza/sub shop, bank, credit union, gas stations, grocery store, Dunkin' Donuts, family clinic, Family Dollar, and Community Pharmacy.

DOVER-FOXCROFT

20-minutes away (population - 4,500). There are local restaurants, pizza shops, a bakery, McDonald's, Subway, three grocery stores, convenience stores, banks, two pharmacies, and the Northern Light MAYO Hospital. There is also a YMCA.

BANGOR

30-minutes away (population - 32,000). This city offers the following conveniences: major stores (Super Wal-Mart, Sam's Club, Best Buy, Staples, and many more), a mall (with Dick's, JCPenney, and many others), numerous restaurants, and a large public library. Bangor has two hospitals: Saint Joseph's and Northern Light Health (Eastern Maine Medical Center). Various forms of entertainment can be found in the greater-Bangor area.

BREWER

40-minutes away (population – 9,600). This city offers the following conveniences: major stores (Super Wal-Mart, Marden's, and more), numerous restaurants, and a public library.

NEWPORT

30-minute away (population - 3,100). This town offers Super Wal-Mart, fast food restaurants, grocery stores, and banks.

MEDICAL FACILITIES

Below are some available facilities for health-care needs within a reasonable distance of our campus. FBCI does not take responsibility for transportation to and from medical facilities or calling medical assistance on behalf of students.

EMERGENCY SERVICE

Northern Light Healthcare (Mayo Regional Hospital)

Address: 897 W Main St, Dover-Foxcroft, ME 04426

Hours: 24-hour emergency services

Phone: (207) 564-8401

14 miles from FBCI

St. Joseph Hospital

Address: 360 Broadway, Bangor, ME 04401

Hours: 24-hour emergency services
Phone: (207) 907-1000
25 Miles from FBCI

Northern Light Healthcare (Eastern Maine Medical Center)

Address: 489 State St, Bangor, ME 04401
Hours: 24-hour emergency services
Phone: (207) 973-7000
27 Miles from FBCI

WALK IN CLINIC:

Convenient MD

Address: 543 Broadway, Bangor, ME 04401
Hours: 8:00 AM - 8:00 PM
Phone: (207) 922-1300
25 Miles from FBCI

DENTAL SERVICES:

Penobscot Community Health Care

Address: 1048 Union St, Bangor, ME 04401
Hours: 7:30 AM - 6:00 PM (Mon-Fri)
Phone: (207) 992-2152
25 Miles from FBCI

LOCAL CHURCHES

Please see the ministry formation handbook for a list of approved churches to attend in the area.

TRANSPORTATION TO/FROM FBCI

PLANE

The Bangor International Airport is 30-40 minutes from FBCI and is serviced by at least three major airlines. Boston's Logan Airport is another option. Although 4 hours from Bangor, Concord Trailways offers convenient bus service from the airport to Bangor for about \$55 one way. Those interested in traveling this way should check the Concord Trailways schedule before booking their flight, as shuttle times are limited. Flights into Portland jetport are available and Concord Trailways can get students to the Bangor area.

BUS

Bangor has two bus terminals – Greyhound Bus lines (Dysart's Travel Stop, 530 Coldbrook Rd, Herman) and Concord Trailways (Union Street – near the airport). Each terminal is a 30-40 minute drive from FBCI.

TRAIN

The closest Amtrak terminal is in Portland, Maine. From there, travelers can make a connection to Bangor via Concord Trailways.

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION AND BYLAWS

Article (I) The Name

The name of the body shall be known as The Student Government Association of Faith Bible College International

Article (II) The Composition

The Student Government Association is composed of two branches: The Executive and the Legislative.

- A. The Executive branch of the Student Government Association is composed of the President, Vice-President, Secretary, and Treasurer.
- B. The Legislative branch of the Student Government Association is composed of the student representatives from each class. (At least two student representatives from the senior, junior, sophomore, and freshman classes.)
- C. The Student Government Association President shall appoint committees at the beginning of the year and they will remain for the year.
 - a. Committees within the Student Government Association serve as a way to divide responsibilities and tasks amongst members. They are formed to focus on specific issues or areas of interest. The purpose of committees is to provide a structured way for members to work collaboratively and effectively toward achieving their goals and objectives while also serving in a leadership position. By delegating tasks to committees, the overall workload of the SGA can be managed more efficiently, and members can work on projects that align with their interests and skill sets.

Article (III) The Purpose

- A. The Student Life Committee works through the Student Government Association to carry out, promote, arrange, and enhance student activities.
- B. The Association, relying on its President as a contact person, endeavors to sustain harmonious relations between the student body and the staff.
- C. The Student Government Association receives, processes, and submits proposals from students relative to school policy to the Advisors.
- D. The Student Government Association is to assist in any way that is beneficial to the welfare of Faith Bible College International
- E. Student Government Association offers students the opportunity to develop leadership skills by providing opportunities to organize events, manage budgets, and represent the student body in meetings with school administration. These experiences can help students enhance their leadership abilities and prepare them for future leadership roles.

Article (IV) The Prerogatives

- A. The Student Government Association has the right to govern itself under the authority of the Advisor/Director of Student life.
- B. The Student Government Association shall appropriate money to its account from the Student Government Association Fees and from other sources as are approved by the Advisor/Director of Student Life.

Article (V) Meetings and Dates

- A. The President shall chair meetings of the Student Government Association (both branches) at least twice a month, but as often as necessary. A regular time and place for the required bi-monthly meetings shall be established at the beginning of each semester by the President in cooperation with the Advisor/ Director of Student Life.
- B. This is the Calendar of the special days and events for the Student Government Association:
 - 1. Opening Picnic and Activities
 - 2. Welcome Week
 - 3. Fall Campus Days (Assisting only)
 - 4. Christmas Tree Decorating Party
 - 5. Christmas Banquet (Assisting only)
 - 6. January Opening Activities
 - 7. Spring Campus Days (Assisting only)
 - 8. Awards Banquet (Assisting only)
 - 9. Closing Picnic and Activities

Article (VI) The Bylaws

The Bylaws are the rules by which the Student Government Association shall abide. All students will be presented with a copy of the Bylaws.

Article (VII) The Amendments

- A. Annual Revisions Meeting - Each year at least one meeting of the Student Government Association shall be held for the specific purpose of considering any and all proposed amendments to the Bylaws.
- B. The Process for Amendment:
 - a. Any student or group of students may submit a carefully written proposal for amendment of the Bylaws to the Student Government Association through a Google form provided by the Student Government Association.
 - b. The Vice-President shall submit the proposed amendments that they receive to the Association.
 - c. Each proposal for amendment, regardless of its merit, must be discussed and voted on at the next meeting of the Student Government Association at which time the Association may:

- i. Vote to accept the amendment as is and incorporate it into the bylaws, pending the approval of the Advisor/Director of Student Life ($\frac{2}{3}$ majority vote).
 - ii. Vote to accept a revised version of the amendment (arrived at during the course of their discussions) and incorporate it into the by-laws pending the approval of the Advisor/Director of Student Life ($\frac{2}{3}$ majority vote).
 - iii. Vote to reject the amendment in its entirety causing it to be lost to all consideration in that year.
- d. In the case of #3a or #3b the amendment(s) must be carried to a meeting of the Student Life Committee by the President. The presentation should be made by the President
- e. The President will notify the student body of amendments to the bylaws that have been passed by the Association and ratified by the Student Life Committee. These amendments will take force in the next school year.

Article (VIII) The Qualifications

- A. The position of President can only be held by a student who has served at least one completed term on the Student Government Association.
- B. Students running for office in either branch of the Student Government Association are seeking leadership positions, therefore, they must be able to set a consistent example of character and integrity for their fellow students to follow and look up to. All those elected to office must uphold a high standard of conduct throughout their term in office.
- C. Students who wish to be involved in any area of the Student Government Association must fall in line with the school's academic eligibility requirements. Please see Eligibility Requirements for Student Offices for details.

Article (IX) The Elections

- A. *Executive Branch*
 - a. Nominees and votes for President of the Student Government Association will be taken during the end of the current semester.
 - b. Candidates for the office of President will make speeches and be voted on at the end of the current semester. The winner will be announced by the Director of Student Life.
 - c. Any student may nominate his/her own self or some other student for the election to any office on the Executive Branch of the Student Government Association, so long as the nominee meets the qualifications for the office.
 - d. During the first week of classes nominations for Secretary and Treasurer are taken. Anyone nominated for Secretary or Treasurer are taken, as well. Anyone nominated for Secretary or Treasurer but not voted in qualify to be a class representative along with other nominees.

- e. Elections for the Secretary and Treasurer will take place during the second week of classes, as well, if time permits. It will take place during the third week of classes if time does not permit.
- f. Executive officers shall be elected by a majority vote of the student body.
- g. In the event of a tie, runoff elections will be conducted.
- h. A majority vote wins the election.
- i. The term of office for the representatives to the Executive Branch is one school year. In the case where a student steps down or is unable to serve in their position any longer, a new vote will be established at the earliest opportunity.

B. Legislative Branch

- a. Nominations for positions on the Legislative Branch of the Student Government Association will be taken during the Student Life development sessions (Tuesdays).
- b. Any student may nominate his/her own self or some other student for election as a representative to the Legislative Branch of the Student Government Association.
- c. Elections for representatives to the Legislative Branch of the Student Government Association will take place the same day of the nominations if time permits. If time does not permit, the elections will take place the following week.
- d. Representatives to the Legislative branch shall be elected by a simple majority vote of their class.
- e. The term of office for the representatives to the Legislative Branch is one school year.

Article (X) Duties And Responsibilities

A. Officers of the Executive Branch

a. President

- i. Presides over all meetings and all committees
- ii. Organizes, plans, and delegates
- iii. Brings proposals to the Advisor/Director of Student Life meeting
- iv. Shall not vote in council issues unless it is to break a tie vote
- v. Free to give his/her opinion on matters.
- vi. Gives agendas to council members and arranges any special meetings
- vii. The President shall serve on the Student Life Committee as a representative of the Student Body. This opportunity provides a student perspective in conversations regarding the area of Student Life and changes that may be made in that area.

- viii. There may be other opportunities that arise for the Student Government President to be involved with (i.e. Grievance Committee, etc...)

b. Vice-President

- i. The Vice-President shall be directly responsible to the President.
- ii. The Vice-President shall work hand-in-hand with the President in carrying out and conducting the programs of the Student Government Association.
- iii. The Vice-President shall arrange special meetings for the President.
- iv. The Vice-President shall be the chairman of the Proposal Committee and, at the first meeting of a newly elected Association, shall review the proposal procedure explaining to all.
 - 1. This can be found in the provided "Student Government Association" google drive
- v. The Vice-President shall chair all meetings and or functions of the Student Government Association when the President is not present.
- vi. The Vice-President shall also attend the Student Life Committee in case where the President is not able to be present.

c. Secretary

- i. The Secretary shall record and keep minutes, set appointments, and send notices.
- ii. The Secretary is directly responsible to the President.
- iii. If the President and Vice-President are not present, the Secretary shall preside at all meetings and functions of the Student Government Association.
- iv. All notes should be kept in an individual document and shared with the Director of Student Life and the SGA Advisor.
 - 1. A copy of the "SGA Meeting Notes" and "Attendance" sheet can be found in the provided Student Government Association google drive

d. Treasurer

- i. The Treasurer shall keep up with all funds and all matters related to the finances of the Student Government Association, as the President directs.
- ii. He/she shall furnish the Association with a financial report when needed.
- iii. The treasurer is to gather receipts for any expenditures and update the financial report accordingly.
 - 1. A copy of the financial report can be found on the provided Student Association google drive under "Finance Report"

B. Officers of the Legislative Branch

- a. Class Representatives
 - i. Responsible for presenting the wishes and opinions of their classmates at meetings of the Student Government Association.
 - ii. They shall report to their classes on the actions and activities of the Association.
 - iii. They shall share any changes suggested or problems brought to them by their classmates.
 - iv. They shall be available to assist in carrying out all of the activities and projects of the Association.

Article (XI) Absences

- A. If any officer or representative of the Student Government Association misses two meetings, without being excused, he shall be removed from the Association. Members can only be excused due to illness or a crucial appointment, and a minimum of 24 hours' notice is required. Once a member misses a meeting, he will receive a notice from the Secretary advising that another miss will require that the individual be removed from the Association. A member who receives such a notice may appeal to be excused at the next meeting of the Association; excuses will be granted on the basis of a simple majority vote in the affirmative.
- B. Officers of the Student Government Association are required to attend all events and activities. Failure to attend events may result in removal from the Association.

Article (XII) Dismissals And Vacancies

- A. If a member of the Student Government Association in either the Executive or Legislative Branches is found to be incompetent, lacking in character, or on academic probation, that person can be dismissed from the Association at the discretion of the Director of Student Life.
- B. Disciplinary Policies and Procedures
 - a. If a student violates any of the responsibilities or qualifications stated in the Student Handbook, or they are not present for meetings or campus activities, the student will be subject to disciplinary consequences and removal.
 - b. Depending on the level of offense, the Advisor should be responsible for meeting with students who violate any portion of their agreement. Depending on the severity of the issue, the chain of command should go as followed:
 - i. Level one: president addresses the student
 - ii. Level two: Advisor meets with the student
 - iii. Level three: Advisor and Student Life Director meet with the student.
 - 1. Level one:
 - a. If a student is not meeting basic requirements and responsibilities within their role the president will address it to the student.

2. Level two:
 - a. A continued level-one offense with no change after being spoken to
 - b. Unexcused absences
 3. Level three:
 - a. A continued level two offense with no change after being spoken to.
 - b. Removal of the student.
- C. Removal/Resignation of SGA
- a. If a student is not able to complete their full term either by removal or resignation, their eligibility to participate in the SGA the next school year will be determined by the Student Life Director.
- D. In the event that the office of the President becomes vacant during the course of a school year, the Vice-President will become President. Should the office of Vice-President, Secretary, or Treasurer become vacant during the school year then another election will be held. If the office of a class representative becomes vacant during a school year, the class will vote to fill the vacant position.

Article (XIII) The Advisor of the Student Government Association

- A. General Responsibilities
- a. To give advice or offer an opinion as to what to do, or how to handle any variety of matters, and in some instances to notify or inform the Association or its members of standing policies or the decisions of the school authority.
 - b. The Advisor is not empowered to:
 - i. Enforce or in any way or require the Association to adopt a policy
 - ii. Take measures, pursue a course of action, or abandon any of the aforementioned.
 - c. The Advisor must scrupulously avoid intentionally or inadvertently assuming leadership of the Association: to do so is in violation of the position and spirit of the Advisor.
 - d. In those instances when the Association, despite the counsel of the Advisor, exercises its privilege to pursue a course of action that the Advisor deems inappropriate or blatantly wrong, the Advisor may approach the Director of Student Life to express concern. Should they see fit, the College President or the Director of Student Life may authorize the Advisor to exceed his/her normal authority and return to the Association and intervene in the specific situation on their behalf.
- B. Specific Responsibilities
- a. Meet weekly with the President on a weekly basis in order to keep track of how things are going and ensure the President is planning for the future effectively.
 - i. Be available for any questions or concerns the president may have.

- b. Meet with nominees to advise them of the requirements for their campaign speeches.
- c. Conduct elections by ballot
- d. Furnish the Director of Student Life with a list of the newly elected officers so that they be installed into office at the following Chapel service.
- e. Brief all the officers on their various responsibilities and advise them on how they can best be carried out (example: preparing an agenda, conducting a meeting, taking minutes, etc.)
- f. Brief the entire council on what is generally included in the annual schedule of Association events and the relative timetable to be followed.
- g. Serve as a liaison between the Association's plans and proposals to the Student Life Department, submitting all of the Association's plans and proposals to the Student Life Director for consideration.
- h. Accompany the President of the Association to the meeting with the Student Life Committee when the President presents proposals from the Association.
- i. The Student Life Committee will communicate their various decisions to the Association through the Advisor.
- j. The Advisor will meet regularly with the Director of Student Life to ensure that he/she is fully aware of what is taking place with regard to the Association.
- k. In the event there is no Staff Advisor, the Director of Student Life will assume the responsibilities of the Advisor.

ALTERNATIVE DISPUTE RESOLUTION

FAITH BIBLE COLLEGE INTERNATIONAL ALTERNATIVE DISPUTE RESOLUTION

We believe that Faith Bible College International has all the resources necessary to resolve personal disputes that may arise among its officers, faculty, staff, board members, agents and students, has chosen an alternative dispute resolution (adr), including the use of arbitration (see our established **procedures for arbitration**), to resolve conflicts in lieu of going to court. We do not believe that Christians are free to make demands, threaten, sue or actually litigate any matter among themselves, to do so would be in clear violation of the biblical prohibition contained in 1 Corinthians 6:1-8, which as a part of our faith we are commanded to obey. We have agreed to waive any legal right to take non-criminal disputes to a court of law. We have agreed to submit any and all non-criminal disputes, differences and controversies whatsoever, that any party continues to contest after the Matthew 18 principles have been applied, to binding arbitration.

MATTHEW 18 PRINCIPLE

A process for restoration and reconciliation

Step I

The members, students and staff of Faith Bible College International are expected to demonstrate a special loyalty to and concern for one another. When one of the aforementioned has been offended by or has a grievance against another member of the Faith Bible College International family and wishes to see the dispute resolved he must go to the offending party and seek a restoration of their relationship. Before going the offended person should first examine himself. When he goes he should go with a spirit of humility sincerely seeking the restoration of the resolution of the dispute and the restoration of the fractured relationship. (Mat. 18:16; Gal. 6:1)

Step II

If reconciliation is not achieved by Step I, then the person seeking to achieve the restoration of the relationship must approach the other party, a second time, in the company of a person who holds a leadership position in the school. This second step should also be preceded by self-examination and followed through with in a spirit of humility. (Matt. 18:16; Gal. 6:1)

Step III

If the matter remains unresolved after the steps above have been taken, then the matter must be brought before the Faith Bible College International Board of Directors. The Faith Bible College International Board of Directors will hear the matter. The Faith Bible College International Board of Directors is responsible for dealing with murmuring and grievances within the school family. If the matter between the parties cannot be resolved before the Faith Bible College International Board of Directors, the Faith Bible College International Board of Directors shall recommend that after self-examination the concerned parties make a final effort in private conference with one another to resolve their differences and be reconciled. (Matt. 18:17; Gal. 6:1)

Step IV

If the matter is still unresolved after all of the above steps have been taken, the party(s) to the dispute who refuses to repent and be restored or reconciled shall be, by majority vote of Faith Bible College International Board of Directors, subject to such discipline as the Faith Bible College International Board of Directors deem appropriate, not excluding dismissal.

The procedures outlined above are based upon Matthew 18:15-20; Romans 16:17-18; I Corinthians 5:11-13; I Thessalonians 3:6,10-15; I Timothy 5:19-20; and Titus 3:10-11. To the extent that any of the procedures stated in this section contradict the Scriptures (as interpreted by the board of directors of Faith Bible College International) the Scriptures shall govern.

PROCEDURES FOR ARBITRATION

SECTION I

SCOPE OF ARBITRATION

1. Members, staff and students (parents/legal guardians of students under the age of 18) of Faith Bible College International are agreed that all disputes, apart from public offenses (crimes against someone), will be settled through the ADR process.

2. The parties must, prior to the selection of arbitrators, agree to the scope of the matters to be considered by the arbitrators. In doing so, the parties must conduct themselves with the utmost courtesy as befits believers in Jesus Christ. Failure to do so shall be considered a proper matter for school discipline. If the scope of the dispute for arbitration cannot be agreed upon by the parties, the scope shall be determined by the arbitrators.

SECTION II

SUBMISSION TO ARBITRATION

1. The parties as Christians, believing that civil lawsuits between Christians are prohibited by Scripture and having agreed to submit disputes to binding arbitration, and to waive any legal right to take the dispute to a court of law, will refer and submit any and all disputes, differences, and controversies whatsoever within the scope of arbitration to a panel of three arbitrators, to be selected as follows:
 - a. All arbitrators must be born again Christians of good reputation in the community and who affirm the school's statement of faith.
 - b. Each party shall submit a list of three proposed arbitrators to the other party, and the other party will choose one of the three proposed arbitrators to serve on the panel.
 - c. The third arbitrator will be selected by mutual agreement of the other two arbitrators.
 - d. In selecting arbitrators, each party will act in good faith in choosing Christian arbitrators who have no prior knowledge of the facts leading up to the dispute, who are not related to or close friends with the selecting party, and who will act impartially and with fundamental fairness.
 - e. No arbitrator may be an attorney.
 - f. No arbitrator may be employed by, or under the authority of, either party or the other arbitrators.
 - g. The arbitrators will be selected as soon as possible but no later than 30 days after the parties have agreed to the scope of the arbitration.
 - h. The arbitration will be held at a neutral site agreed to by the arbitrators.
 - i. The arbitration agreement will not be signed until the arbitrators are agreed upon.
2. The arbitrators shall, subject to the provisions of these procedures, arbitrate the dispute according to the terms of these procedures, the Bible as interpreted by the school's statement of faith, and any applicable school documents.
3. Each party may be represented by counsel throughout the process at their own expense. Each attorney shall have absolute freedom to ask questions of any witnesses during the arbitration process. Formal rules of evidence shall not apply. Formal rules of discovery shall not apply and a discovery process agreed upon by the parties must be used.

SECTION III

TERMS AND CONDITIONS OF ARBITRATION

1. The arbitrators shall have full power to make such regulations and to give such orders and directions as they shall deem expedient in respect to a determination of damages in the matters and differences referred to them.
2. The arbitrators shall hold the arbitration hearing as soon as possible, but no later than thirty (30) days after the selection of the third arbitrator.
3. There shall be no stenographic record of the proceedings, and all proceedings are closed to the media and any other parties not directly involved in the proceedings.
4. Normally the hearing shall be completed within 3 hours. In unusual circumstances and for good cause shown, the arbitrators may schedule an additional hearing to be held within 7 days of the initial hearing.
5. There will be no post hearing briefs.
6. The arbitrators are to make and publish their award, in writing, signed by each of them concerning the matters referred, to be delivered to the parties no later than 48 hours from the date of the conclusion of the hearing unless otherwise agreed by the parties. The arbitrators may, in their discretion, furnish an opinion.

SECTION IV

CONDUCT AND RULES OF HEARING

1. The arbitrators may, in their absolute discretion, receive and consider any evidence they deem relevant to the dispute, whether written or oral, without regard to any formal rules of evidence.
2. The parties and their respective witnesses must, when required by the arbitrators, attend and submit to examination and cross-examination under oath as to all or any of the matters referred to in the proceedings, and to produce and deposit with the arbitrators all or any evidence in their possession or under their control concerning such matters.
3. If a party defaults in any respect referred to in Paragraph 2 above, the arbitrators may proceed with the arbitration in their discretion as if no such evidence were in existence, in so far as it may be favorable to the party in default.
4. All presentations shall be controlled by the arbitrators.
5. Any disputes regarding procedure shall be decided solely by the arbitrators.

SECTION V

DUTIES OF ARBITRATORS

1. The arbitrators are to receive all evidence, prayerfully consider such evidence in an impartial manner, and render a decision which, based upon Scriptural principles, is fair to both parties.
2. The arbitrators have full power to order mutual releases to be executed by the parties, and either of the parties, failing such orders shall have the effect of a release, and be duly acknowledged as such.
3. In the event that either party or a witness for either party shall fail to attend the arbitration hearing, after such written notice to such party as the arbitrators shall deem reasonable, the arbitrators may proceed in the absence of such party or witnesses without further notice.

SECTION VI

DECISIONS OF ARBITRATORS

1. It is preferred that the arbitrators reach a unanimous decision, but if a unanimous position cannot be obtained, a majority decision will be accepted. The written decision of a majority of the arbitrators shall be final and binding on all parties, and judgment upon the award rendered by the arbitrators may be entered in any court having jurisdiction thereof. There is no appeal from the decision of the arbitrators.
2. The decision of the arbitrators is to be kept confidential by all parties for a period of one year. For purposes of these procedures, the members, staff, students or parents of students under the age of 18 may be informed of the decision, if any, of the aforementioned were a party to the proceeding.
3. Should any party commence legal proceedings against any other party with respect to the agreed scope of the dispute or the binding decision of the arbitrators, with an exception of an action to enforce the decision of the arbitrators, that party shall pay to the other party all expenses of said proceedings, including reasonable attorney's fees. In the event it becomes necessary for one party to commence legal proceedings to enforce the decision of the arbitrators, the non-prevailing party must bear all of the costs of said proceedings, including reasonable attorney's fees.

SECTION VII

PARTIES TO COOPERATE

No party is to unreasonably delay or otherwise prevent or impede the arbitration proceedings. No party will involve the news media in the dispute in any way. No party shall publicize the dispute in any way to anyone not a party to the proceedings, except as permitted by the arbitrators, and except that a party may disclose the proceedings of this arbitration to his or her spouse, legal counsel, accountants, insurance carrier, and as otherwise required by law.

SECTION VIII

COSTS AND EXPENSES

Each party must pay his own costs and expenses. The cost of the arbitration, such items as transportation, food, and facilities are to be shared equally by both parties. The parties shall also share the cost of the arbitrators fees (\$10.00 per hour per arbitrator).

SECTION IX

AMENDMENTS

These Procedures for Arbitration may be revised or amended by a majority vote of the board of directors present and voting at a regular meeting.

SECTION X

ADOPTION

1. These Procedures for Arbitration were adopted by a majority vote of the board of directors at which a quorum was present.
2. These Procedures for Arbitration supersede any other Procedures for Arbitration previously adopted by the board of directors if any exist.

FBCI STUDENT GRIEVANCE POLICY

At FBCI it is our goal to provide an equitable system for the speedy and amicable resolution of problems between students and fellow students, faculty, staff, and administrators. If a student encounters a problem that requires mediation for resolution, the following procedures have been instituted.

- Offenses against one another should be corrected with the individuals involved, as prescribed in Matt. 18:15-17 and Gal. 6:1-5.
- For course-related issues, the individual should speak to the instructor. If the problem is still unresolved, the student may petition the Academic Dean in writing. If an issue still exists after the Academic Dean addresses the matter, the student may submit a written petition to the Student Grievance Committee.
- For issues that are not course-related, the student should first speak to the individual(s) involved. If a resolution is not achieved at that level, appeals must be made, in writing, through the following channels (Please seek resolution at one level before going to the next):
 1. First, to the Director of Student Life
 2. Second, to the Student Grievance Committee
 3. Third, to the President
 4. Fourth, to the Board of Directors
 5. An ultimate appeal may be made to the accrediting agency with which FBCI holds applicant status, the Association for Biblical Higher Education, 5850 T. G. Lee Blvd., Suite #130, Orlando, FL 32822

At each level, evidence will be required of sincere attempts to seek resolution, following the steps outlined above.

The Student Grievance Committee is chaired by the Director of Student Life and includes the Campus Pastor, the Dean of Men, the Dean of Women and the Student Government Association President.