

Student Handbook 2013-2014

Guidelines and Policies for Academic and Student Life

Southeastern Baptist College
Laurel, Mississippi
www.southeasternbaptist.edu

TABLE OF CONTENTS

ACADEMIC INFORMATION - SECTION I

Academic Load	-1
Adding or Dropping Courses	-1
Class Attendance	-2
Faculty Tardiness	-3
Grades	-3
Academic Probation	-4
Examinations	-4
Change of Academic Program	-4
Transfer	-5
Withdrawal From College	-5
Transcripts	-5
Graduation Requirements	-5

GENERAL INFORMATION - SECTION II

Automobiles	-7
Rules of Conduct	-7
Disciplinary Action	-9
Dormitories	-10
Student Center, Activity Room, Gymnasium	-12
Emergency Numbers	-12
Dress and Appearance	-13
Library	-16
Student Organizations	-16
Telephone Numbers	-17
Chapel and Assembly	-17
Student Mail	-18
Student Ministries Requirements	-19

Welcome to the campus of Southeastern Baptist College. I am glad God has led you here for your higher education. This handbook will be valuable for you during your stay at SBC. If you have any questions about academics or student life, this handbook should be able to help you. If you do not find a specific answer you are looking for, please come by my office and let me help. Also, please come by my office anytime for a visit. My door is always open to you. I look forward to working with you.

Dr. Daryl Coats

SECTION I

ACADEMIC INFORMATION

A. Academic Load

Any student with 12 hours of class work is considered a full-time student. No student shall be allowed to take more than 17 hours during the first semester of the freshman year without special permission from his academic advisor and the academic dean. In order for a student to take 18 hours, he/she must have at least a "B" average for the previous semester.

B. Adding or Dropping Courses

Adding or dropping a course **MUST** be done through the office of the academic dean. Students who wish to add a course may do so with the permission of the academic dean **WITHIN TWO WEEKS AFTER REGISTRATION**. Students who wish to drop a course may do so with the permission of the academic dean using the following guidelines:

1. Courses dropped during the first two weeks of the semester will not be recorded.
2. Courses dropped during the third through twelfth weeks of the semester will be given the grade "W" (withdrawn) providing the student secures the proper form from the academic dean's office and it is satisfactorily completed. The form is to be returned to the office of the academic dean.
3. Courses dropped after the twelfth week will be assigned the grade "F." Withdrawal from a course without permission will be recorded as "F."
4. Students should consult the college catalog for policies concerning refunding of money. A \$25.00 fee will be charged for each change in the student's schedule after the initial registration.

C. Class Attendance

The class attendance policy provides for a fixed number of absences, not based on a system of excused and unexcused absences. Only those absences incurred while a student is involved in an official function representing the college will not count toward a penalty. If a student must miss class while on a school sponsored trip, **PRIOR NOTICE MUST BE GIVEN TO EACH INSTRUCTOR BY THE STUDENT TO AVOID PENALTY**. It shall be the student's responsibility to contact the instructor for assignments missed

during any absence. Arrangements must be made WITHIN ONE WEEK after returning to class to make up missed work. If a test is missed at any time, the student shall be allowed to make up the test only if proof can be given that the absence was unavoidable. The make-up test must be taken within one week after returning to class.

Students are allowed to miss two weeks of classes with no penalty. When a student has missed the equivalent of two weeks of classes, the following penalty system becomes effective:

*In a class meeting 1 time per week, 3 points will be deducted from the final grade for each class session missed.

*In a class meeting 2 times per week, 1 1/2 points will be deducted from the final grade for each class session missed.

When absences in any course for any reason exceed 1/3 of the total time, the student will be dropped from the course and will be given a grade of "F".

Three tardies equal one absence. If a student is late to class, it is his responsibility to consult with the instructor after class to have the absence changed to a tardy. Classes missed due to change in the student's class schedule or late registration will be recorded as absences.

Absences from the last class in each course preceding and the first class in each course following regular school holidays will count as double absences.

Any deviation from the official policy must be approved by the administration. The following appeals process has been formed to deal with class attendance matters.

Level 1. Appeal is made to the Academic Dean. If the matter is not successfully resolved, the student may appeal to the second level.

Level 2. Appeal is made to the college President. If the matter is not successfully resolved, the student may appeal to the third and final

level.

Level 3. Appeal is made to the Administrative Council. The decision of the Administrative Council will be final.

D. Faculty Tardiness

If an instructor is not present at the opening of a class, students are required to wait 15 minutes after the period begins, unless the instructor has sent word that he expects to be present. Before leaving the class, each student must sign a class roll. Some student should be responsible for taking the roll to the academic dean's office.

E. Grades

The college is on a four-point scale.

"A" equals 4 quality points

"B" equals 3 quality points

"C" equals 2 quality points

"D" equals 1 quality point

"F" equals 0 quality points

All instructors will use the following guide:

A 94-100 Superior

B 87-93 Above Average

C 78-86 Average

D 70-77 Below Average

F Below 70 Failing W Withdrew I Incomplete

At his discretion, the instructor may give incomplete grades (I) when work is not complete and there are unusual, acceptable reasons causing the student to fall behind. The student must request this consideration by the instructor. Students will have one semester to complete the work. (The summer months are counted as one semester.)

F. Academic Probation

To be eligible to continue in a given semester free from academic probation, the student must have a grade point average for the preceding semester of not less than:

<u>Hours Attempted</u>	<u>Required GPA</u>
1-16	1.25
17-32	1.50
33-48	1.75
49 & Above	2.00

The following steps for probation and dismissal will be followed if the student does not have the required grade point average for each semester:

1. Warning for one semester.
2. Probation for one semester (May enroll in a maximum of 13 hours).
3. Dismissal for one semester.
4. Re-admission on probation (May enroll in a maximum of 13 hours).
5. Dismissal for one year and then re-admission only by approval of the admissions committee and only on probation.

G. Examinations

Examinations are given as scheduled in each course syllabus, and a final examination will be given in all courses. The final examination periods are two hours in length. Classes are not scheduled during the final examination periods. Examinations missed due to unavoidable circumstances are to be made up **WITHIN ONE WEEK** after the student returns to the class. Final examinations missed must be made up within one week after the regularly scheduled exam time.

H. Change of Academic Program

The student's academic program will be carefully planned to meet his vocational needs as he works closely with his advisor and the registrar. If one's objective changes, he should let it be known to the registrar as soon as possible so the course of study can be changed accordingly, in order that credits will not be lost.

I. Transfer

If he anticipates transferring to another college, the student should obtain two copies of the catalog from that college. One copy should be given to the academic dean to be used in advising the student to prevent unnecessary loss of credits.

J. Withdrawal From The College

A student who wishes to withdraw from the college must secure the proper form from the academic dean. A statement of reasons for withdrawal and written permission from his parents or guardian must be submitted by a student not of legal age. The academic dean must sign the withdrawal form and financial secretary before official approval is granted.

A student who withdraws without prior administrative approval or who is dismissed for disciplinary reasons will automatically receive the grade "F" in all courses and will forfeit financial refund. Before any student leaves the campus upon withdrawal, he is expected to clear his accounts with the business office, bookstore, and library.

A \$25.00 fee will be charged for withdrawal from the college during a semester.

K. Transcripts

There is no fee charged for academic transcripts requested. No transcripts will be released for students who have an outstanding balance with the college, who have two "unsatisfactory" grades in Student Ministries, or who have two "unsatisfactory" grades in Chapel attendance.

L. Graduation Requirements

To be able to participate in graduation exercises and/or receive a diploma, the student must meet the following requirements:

1. Complete all course requirements for the desired degree with a grade point average of 2.0 or above.
2. Have an approved Christian character, displaying stability,

maturity, cooperation, and moral conduct, as evidenced by formal and informal assessments.

3. Satisfy all Student Ministries requirements, as stated in the Student Ministry handbook.
4. Satisfy all chapel attendance requirements as stated in the student handbook.
5. Pass the English Proficiency Exam. This exam will be given in the sophomore year, the time to be announced each year.
6. Submit an application for graduation by February 1 of the year in which he wishes to graduate and pay the graduation fee.
7. Be clear with the business office, bookstore, and library if applicable.
8. Be approved for graduation by the faculty and board of trustees.
9. Participate in the graduation exercises.
10. Receive a grade of Satisfactory their last enrolled semester before graduation.

SECTION II

GENERAL INFORMATION

A. Automobiles

All automobiles shall be used in an orderly manner on campus. Resident students shall park in front of the dormitories. Commuting students shall park in designated areas. No parking on the grass is allowed. No washing of automobiles is allowed on campus.

B. Rules of Conduct

Southeastern Baptist College seeks to develop the total person spiritually, academically, and socially with Christian principles and Biblical teachings as the foundation. All students, faculty and staff members must also keep in mind the Christian environment which the people of the churches of the BMA of Mississippi are attempting to provide. Conduct on and off the campus shall always reflect good Christian behavior. Good manners, respect for the rights of others, and proper conduct is never out of style.

Consider the following rules of courtesy:

1. Treat your friends as you would like to be treated by them.
2. Build your friend's self-esteem and character.
3. Young man, respect every young lady's space, concerning holding her hand or holding her waist.
4. When traveling on college sponsored trips, remember that your conduct reflects your Lord, your college, and your sponsors. Act accordingly.
5. It is considered inappropriate for a young man to publicly display his courtship skills whether in a classroom, chapel, the student center, hallway, library, or anywhere on the college campus.
6. Be attentive to those who speak in chapel and in the classroom. Avoid rude interjections, interruptions, and private conversation. Perhaps you will be the speaker or teacher one day and will receive the same attentiveness - or the lack of it.

7. We give God thanks for the food we have to eat. It is only proper to show respect for those provisions from God by the use of good table manners, conversation, and etiquette.

I Thessalonians 5:15

"See that none render evil for evil unto any man; but ever follow that which is good, both among yourselves, and to all men."

I Thessalonians 5:22

"Abstain from all appearance of evil."

Proverbs 1:7-10

"The fear of the Lord is the beginning of knowledge: but fools despise wisdom and instruction.

"My son, hear the instruction of thy father, and forsake not the law of thy mother:

"For they shall be an ornament of grace unto thy head, and chains about thy neck.

"My son, if sinners entice thee, consent thou not."

Proverbs 9:6-10

"Forsake the foolish, and live; and go in the way of understanding.

"He that reproveth a scorner getteth to himself shame: and he that rebuketh a wicked man getteth himself a blot.

"Reprove not a scorner, lest he hate thee: rebuke a wise man, and he will love thee.

"Give instruction to a wise man, and he will be yet wiser: teach a just man, and he will increase in learning.

"The fear of the Lord is the beginning of wisdom: and the knowledge of the holy is understanding."

Philippians 2:3-4

"Let nothing be done through strife or vain glory; but in lowliness of mind

let each esteem other better than themselves.

"Look not every man on his own things, but every man also on the things of others."

Luke 6:31

"And as ye would that men should do to you, do ye also to them likewise."

C. Disciplinary Action

A demerit system is employed and enforced at SBC. Each faculty member and the dorm supervisors are empowered to issue demerits to students for acts of misconduct.

There are two levels of misconduct: misdemeanors and serious violations.

Misdemeanors

A first offense will result in the student receiving one demerit and a written reminder from the dean of students, that upon admission, he/she agreed to follow all college rules and guidelines.

A second offense will result in the student receiving a second demerit and meeting with the dean of students. The student will be reminded of the seriousness of receiving the second demerit and may be denied certain campus and extracurricular privileges for a time not to exceed one week.

Upon committing a third offense, the student will receive a third demerit, which will place him/her under the serious violation category. He/she will then be dealt with as prescribed by that section. (In dealing with female students, the dean of students may require the presence of a female faculty member or dorm supervisor).

Serious Violations

Upon committing a serious violation, the student will be required to meet with the dean of students, who may place the student on suspension for a period of time not exceeding one week. If still living at home, the parents

of the student will receive written notification of the suspension. Upon returning to campus, the student will be on probation for the remainder of the semester.

Depending on the seriousness of the violation and the attitude of the student, the disciplinary committee may immediately meet with the student concerning the violation. This committee may recommend an extended suspension or expulsion pending the approval of the administration.

Some misdemeanors resulting in one or more demerits:

- Use of tobacco in any form
- Violation of the dress code
- Breaking curfew
- Skipping chapel three or more times
- Unsatisfactory room check
- Spirit of insubordination
- Improper public display of affection
- Entering unauthorized areas on campus
- Use of profane or vulgar language
- Breaking dormitory rules

Some serious violations:

- Fighting or riotous conduct on or off campus
- Gambling
- Social dancing that is morally questionable
- Cheating and/or plagiarism
- Destruction of or damage to property
- Possession, use, or distribution of alcohol or illegal drugs
- Financial irregularities such as bad checks or failure to pay debts
- Sexual misconduct or immorality including homosexuality
- Any misconduct which constitutes violation of state or federal law

D. Dormitories

Students are expected to be prudent in the use of all utilities. Furnishings may not be removed from rooms. Drapery rods and blinds are not to be moved. Fire escapes are to be used for emergencies only. All rooms may be checked every day. Rooms should be neat and clean with beds made each day. Dorm students will alternate the cleaning of the living room, halls, bathrooms, and kitchenette.

Use of tobacco, illegal drugs, or alcohol is prohibited.

Hilbun Hall is off-limits to female students at all times and Granberry Hall is off-limits to male students at all times. Students may use the student center or activity rooms for visitation.

All students spending a night away from the dormitory must inform the dorm supervisor, stating where the student will be spending the night, complete with name and phone number for contact. Any student failing to leave a contact number should expect disciplinary procedures to be taken. All students are expected to be in each dormitory by 12:00 a.m. No student may have an overnight guest in either dormitory without prior permission from the student dean and dormitory supervisors.

Quiet hours will begin at 11:00 p.m. and end at 8:00 a.m.

The telephone is not to be used after 11:00 p.m. except in case of emergencies. ALL CALLS SHALL BE LIMITED TO 15 MINUTES.

Occupants are liable for all damages they cause to the building. The college does not assume responsibility for the loss of students' property by theft, fire, storm, or for any other reason. The student assumes this responsibility.

No firearms, weapons (or replicas), or fireworks are allowed in the dormitories.

Students who wish to leave furniture in the dormitories during the summer

must have permission from the dean of students, pay the room deposit for the following fall semester in advance, and pay a storage fee.

A \$75.00 room and key deposit is required before a dorm room is assigned. A refund check is mailed at the end of the year if the dorm room is in order, the student has turned in keys, the student has moved out by the end of the semester, and the student has no outstanding balance.

Students are expected to bring furnishings for their dorm room only. Extra storage space is not provided.

E. Leisure

Activity Room - A student activity room is provided for student use. The activity room is located downstairs in the North end of Hilbun Hall. A pool table, foosball table, and ping pong table are available for student use during leisure time.

Student Center - The student center is located in the front of the gymnasium. Students may gather for visitation, watching television, and holding group devotions.

Gymnasium - The gymnasium is available for student use for basketball, volleyball, and other indoor sports.

The Activity Room, Student Center, and Gymnasium are open from 8:00 pm until 10:00 pm Monday and Tuesday.

Emergency Numbers

In case an emergency should arise in the dormitories after hours, weeknights or on weekends, the following personnel should be contacted:

Physical Plant Emergency

First contact- Dr. Aaron Parker (601-422-0839)

Second contact- Ronnie Kitchens (601-470-0636)

Student Life Emergency

Granberry Hall

Contact- Robyn Strickland (601-508-2036)

Hilbun Hall

Contact- Robyn Strickland (601-508-2036)

G. Dress and Appearance

Because of today's environment of deteriorating moral and social codes, it is important that Christians and Christian leaders hold to high standards of Christian morality, conduct and dress. All students shall dress in a manner that will reflect well upon the college and Christianity. They shall observe the biblical principle of modesty and avoid extremism in any respect. Neatness is expected at all times. Visitors to the campus should be able to see in students the inward and outward qualities that identify them as followers of Christ.

“Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God.”

I Corinthians 10:31

Dress and Appearance For Men

CHAPEL/CLASS

Dress Suit or dress/khaki type pants & dress shirt or sport shirt, Polo type with collar

Dress boots or dress shoes with socks, NO flip flops

Regular, nice, pressed jeans are permitted. **NO** hip hugger, torn, or tattered jeans allowed!

* No shorts, hats, caps, do-rags and sunglasses permitted in chapel or class.

**Shirttails for men are to be tucked in at all times (exception may be when playing sports). Pants are to be kept pulled up to the waist.

LEISURE/RECREATION

Jeans, (loose and without holes, not low cut or tattered or extremely faded)
Modest shorts, loose and to the knee, Sport shirts, but no tank tops, Loose-fitting Tee shirts (appropriate slogan shirts are allowed)

Consistent violation of the dress code will result in written warnings and demerits issued.

Ministerial Students

Ministerial students are expected to wear a suit or dress pants and a dress shirt with tie to chapel, Ministerial Alliance, and any church or ministry event attended as a group off campus.

Ear and Body Piercings and Hair

The wearing of earrings or any visible body piercing jewelry is prohibited for all male students while on campus. Male students should also wear their hair neat and of a reasonably short length, avoiding ponytails and extreme styles and extreme dyed colors.

The Administration reserves the right to give written warnings concerning any specifics not mentioned here.

Dress and Appearance For Ladies

CHAPEL/CLASS

Dress (Loose fitting and to the knee) or Skirt (Also loose fitting and to the knee) & blouse

Loose fitting dress or khaki type pants (any color, not low cut) & blouse

Capri type pants between the calf and knee in length are allowed, loose fitting. **They must be below the knee.**

Flats or heels, no flip flops

Jeans, loose and without holes, not low cut

* No shorts, hats, caps, do-rags or sunglasses permitted in chapel or class.

LEISURE/RECREATION

Jeans, loose and without holes, not low cut

Modest shorts, loose and to the knee

Sport shirts, but no tank tops

Loose-fitting Tee shirts (appropriate slogan shirts are allowed)

Consistent violation of the dress code will result in written warnings and demerits issued.

All ladies are to pay special attention that they do not wear tight clothing, low cut tops (revealing cleavage) or short tops that reveal the navel or mid section, or anything sheer.

Dresses or skirts must reach the knee when standing at normal posture.

Appropriate undergarments are required for all ladies. All shirts, dresses and jumpers with narrow straps must be worn with something over them, covering the shoulders.

Ear and Body Piercings and Hair

Female students are allowed to wear earrings, avoiding extremism with multiple piercings. All other visible body piercing jewelry is prohibited while on campus. Female students are also encouraged to keep their hair neat, avoiding extreme styles and extreme dyed colors.

The Administration reserves the right to give written warnings concerning any specifics not mentioned here.

H. Library

Students should take full advantage of the A. R. Reddin Memorial Library.

The librarian and assistants are available for help as needed.

The library is open during these hours:

Monday 8:00 a.m.- 5:00 p.m.

Tuesday 8:00 a.m.- 5:00 p.m.

Wednesday 8:00 a.m.- 12:00 p.m.

(Check with Librarian for hours)

The library is closed during chapel.

Books are checked out for two weeks and may be renewed if additional time is needed. Periodicals, reference books, and the contents of the history and archives room SHALL NOT BE removed from the library.

The following policy pertains to time periods and fines:

Regular books (two weeks) 10 cents per day

Reserved books (overnight) 25 cents per day

Audio cassettes (two weeks) 10 cents per day

Video cassettes-not part of a set-(overnight) 10 cents per day

Saturday, Sunday, and holidays are not included when figuring fines.

Computers are provided with on-line service for student research.

I. Student Organizations

Various organizations provide opportunity for students to develop themselves and serve others during their time outside the classroom.

1. Association of Baptist Students *(Availability determined by student interest)*

The Association of Baptist Students is one of the most influential groups on campus. The purpose of this organization is to promote individual and group spirituality on campus.

Campus activities include discipleship training and devotional life helps, and fellowship activities.

Contact with students from other campuses is made possible through the state and national organization of the Association of Baptist Students, which sponsors two retreats each year - a fall retreat and a spring retreat.

2. Ministerial Alliance

The Ministerial Alliance is sponsored under the leadership of the Division of Professional Studies with alternate sponsors as assigned by the administrative committee. This group is composed of ministerial students, alumni, and faculty members.

The worship services of the Ministerial Alliance provide opportunities for students and visiting ministers to preach. Non-ministerial students are urged to attend the services. All full time freshmen and sophomore ministerial students are required to participate in Ministerial Alliance.

3. Student Government *(Availability determined by student interest)*

The students elect annually a president, vice-president, secretary-treasurer, and two members-at-large. These persons plan and organize the student body activities, socials, and programs through the year. A faculty sponsor is assigned by the administration.

Other student groups may be formed by the students, such as an Annual staff, and Newspaper staff. Each student group must be approved by the administration and must have a faculty sponsor.

J. Telephone Numbers

1. Southeastern Baptist College Office 426-6346, 426-6347(fax)
2. Hilbun Hall Dorm 399-2877
3. Granberry Hall Dorm 428-0682

K. Chapel and Assembly

Chapel and assembly programs include spiritual enrichments, announcements of activities and orientation to college life, as well as other information of interest to the students.

Chapel meets Tuesday from 9:50 until 10:15 a.m. Dormitory students and all others who have classes on the morning of the chapel program are required to attend unless ill or excused in advance by the dean of students.

A chapel excuse form must be completed and placed in the student ministry box in order for a chapel absence to be excused. Chapel excuse forms may be obtained from the dean of students.

Chapel attendance is an important part of training for students and should be taken seriously.

Students must attend at least 75% of all chapel services each semester to receive a satisfactory (S) grade for chapel attendance. Failure to attend 75% of chapel services will result in a grade of unsatisfactory (U) for chapel attendance, which will be recorded on the students chapel transcript.

If one receives a grade of unsatisfactory during any semester, that individual is placed on probation for the remainder of his/her time at Southeastern.

Upon receiving two unsatisfactory grades, no student will be allowed to return to college, no transcripts will be issued for the student, nor will the student be allowed to graduate from Southeastern Baptist College until the second unsatisfactory grade has been removed. The second unsatisfactory grade will be removed after a 1 semester suspension from the college.

All graduating students are required to receive a grade of Satisfactory their last enrolled semester before graduation. Any graduating student receiving a grade of Unsatisfactory their last semester of enrollment will not be allowed to graduate, but must wait until the next graduating year.

The objectives of chapel programs at Southeastern Baptist College are to:

1. Enhance the spirituality of the student by offering various types of worship experiences.
2. Increase the interaction of the college with outside leaders of the community in order to develop awareness of the college in the community and awareness by the college of community leaders.
3. Provide opportunities for students to develop communication skills.
4. Broaden the student's intellectual experiences by providing

informative presentations of important topics which are not provided through the classroom.

5. Provide opportunity for students to share experiences in Student Ministries and for the promotion of Student Ministries activities.

6. Provide orientation of students to Baptist Missionary Association work.

L. Student Mail

Student mail is delivered from the Laurel post office to the office at Southeastern where it is sorted. The college address is 4229 Highway 15 N Laurel, MS 39440.

M. Student Ministries

Each student of Southeastern Baptist College carrying twelve or more hours of course work is required to be involved in Student Ministries. This requirement gives opportunity to combine classroom instruction with directed field experience for a well rounded learning experience. The student shall consult the Student Ministries Handbook or Student Ministries Director for specifics in the Student Ministries program.