

Student Handbook 2016-2017

Guidelines and Policies for Academic and
Student Life



Southeastern Baptist College
Laurel, Mississippi

www.southeasternbaptist.edu

“The #1 Online Bible College in the U.S.A. for 2016!”

SBC Student Handbook

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Southeastern Baptist College

Mission Statement

The purpose of Southeastern Baptist College is to glorify God by providing quality postsecondary education from a biblical world view in a Christian atmosphere, thereby developing Christian growth in students and preparing them for service in the Kingdom of God.

Southeastern Baptist College seeks to prepare men and women in the Christian community expressing a desire to be involved in a church related vocation. Training is provided on campus and through extensions to help prepare people for ministry in the pastorate, missionary work, music ministries, Christian education, and youth ministries. Southeastern Baptist College also seeks to train people who wish to receive the foundational courses of college curriculum in a spiritual academic setting as provided by Southeastern Baptist College. All courses are taught in such a manner as to integrate faith and learning, thereby giving due recognition to the God of all truth.

Southeastern Baptist College seeks to serve the Christian community by offering a limited number of credit and not-credit courses to those who do not choose to pursue a structured program toward a specific degree, certificate, or diploma.

Welcome Statement

Dean of Students

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
Dean of Students/Student Ministries Director

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:

1. In a class meeting 1 time per week, 3 points will be deducted from the final grade for each class session missed.
2. 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-	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 and Chapel attendance requirements, as stated in the College Catalog.
4. Pass the English Proficiency Exam. This exam will be given in the sophomore year, the time to be announced each year.

5. Submit an application for graduation by February 1 of the year in which he wishes to graduate and pay the graduation fee.
6. Complete all assessment forms, surveys, and exams needed for the Office of Institutional Effectiveness.
7. Obtain a clearance from 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

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. 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: violations and serious violations.

Violations

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

Examples of violations 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
 Gambling
 Breaking dormitory rules
 Social dancing that is morally questionable
 Possession, use, or distribution of alcohol

Examples of serious violations:

Fighting or riotous conduct on or off campus
 Drunkenness on or off campus
 Cheating and/or plagiarism
 Destruction of or damage to property
 Possession, use, or distribution of illegal drugs
 Misuse, abuse, or distribution of legal 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. Scott Carson (601-433-4736)

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

Student Life Emergency

Granberry Hall

Hilbun Hall

Contact- Amy Hinton (601-422-8710)

Additional Contacts

Contact- Mike Hinton (601-580-7166)

Contact- Emma Bond (601-498-3507)

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 will wear appropriate attire to chapel, Ministerial Alliance, and any church or ministry event attended as a group off campus as is customary for the event, service, or occasion.

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 while avoiding 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. / 1:00 p.m. – 3:00 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.

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

PREAMBLE

We the students of Southeastern Baptist College, in order to promote cooperation and understanding between the administration and the student body in the implementation of the objectives of our school, do establish this constitution.

ARTICLE I. NAME AND MEMBERSHIP

The name of this organization is Student Body of Southeastern Baptist College. Its members shall be those persons duly enrolled as students during the course of each semester.

ARTICLE II. OFFICERS

Section 1. The student body shall elect the following officers: President, Vice-President, Clerk/Assistant Treasurer, Treasurer/Assistant Clerk, and Activity Coordinator.

Section 2. These officers, and those noted in Section 3, shall serve as the executive council of the student body.

Section 3. Students from each classification shall be permitted to elect one councilman each to the executive council.

Section 4. The faculty sponsor, appointed by the administration, shall serve as an ex-officio member of the council in an advisory capacity.

ARTICLE III. QUALIFICATIONS OF OFFICERS

Section 1. All officers shall be full-time students.

Section 2. The President and Vice-President must be a junior or senior.

Section 3. The activities coordinator must be a full-time student who can be on campus for all student-involved activities.

Section 4. Councilmen shall be elected from the following classifications: Freshman, Sophomore, Junior, and Senior.

ARTICLE IV. DUTIES OF THE OFFICERS

Section 1. President. The president shall preside over the meetings of the student body and executive council. He/she shall serve as the representative of the student body as any occasion may demand. He/she shall have the power to appoint committees for the implementation of the desires of the student body.

Section 2. Vice-President. The Vice-President shall assist the President. He/she shall serve as parliamentarian for the body. He/she shall assume the duties of the President in the event of his/her absence.

Section 3. Clerk/Assistant Treasurer. The Clerk shall keep a record of the minutes of the student body and the executive council. He/she shall perform the duties of the Treasurer in the event of his/her absence.

Section 4. Treasurer/Assistant Clerk. The Treasurer shall keep an accurate account of all financial matters and report to the council and the student body as requested. He/she shall be authorized to receive and disperse monies by the council and the student body.

Section 5. Activity Coordinator. The Activity Coordinator shall maintain communication with the administration and all campus organizations to schedule and promote the activities available for student participation. He/she shall also publicize the meetings of the student body and any other activity sponsored by the body.

Section 6. Councilman. The Councilman shall represent the members of his/her class in all matters before the executive council. If necessary, he/she shall call a meeting of his/her class to ascertain their opinion in a matter. He/she shall assist his/her class in the election of the officers if they so desire.

Section 7. The Faculty Sponsor. The Faculty Sponsor shall be notified of all meetings of the student body or the executive council. He/she shall serve as advisor in matters involving the administration of the college.

ARTICLE V. ELECTION OF OFFICERS

Section 1. The officers, with exception of the councilmen, shall be elected at the beginning of the fall semester each academic year and shall serve until the next year's election.

Section 2. The councilmen shall be elected no later than the fourth week following the beginning of the fall semester.

Section 3. Nominations for officers may be taken up to one week prior to the elections.

Section 4. Elections shall be by secret ballot.

Section 5. Elections shall be by simple majority.

Section 6. Vacancies may be filled by means of a special election following these same guidelines. In the event that a special election cannot be conducted (due to time constraints, etc.) vacancies may also be filled by appointment made by the Faculty Sponsor (and approved by the administration).

ARTICLE VI. MEETINGS AND ACTIVITIES

Section 1. The student body shall meet at such times as the president and executive council should deem necessary. The time of meeting shall be at the regular Chapel time period, unless another time has been deemed by the executive council to be more convenient.

Section 2. The executive council, through consensus, shall determine how often executive council meetings should occur – based on activities/goals planned for the semester. The time of meeting shall be at the regular “Student Organizations” time period, unless another time has been deemed by the executive council to be more convenient.

Section 3. Called meetings shall be announced a week in advance for the student body. Called meetings of the executive council may occur as need arise.

Section 4. A quorum for the student body shall consist of not less than one-third of the total body. A quorum for the executive council shall be a simple majority.

Section 5. All activities carried on by the student body shall be publicized well in advance to assure the widest possible participation.

ARTICLES VII. AMENDMENTS

Section 1. Any amendment to this constitution shall appear in printed form at least one week prior to a vote on said amendment. It shall be readily available to all students.

Section 2. All amendments must receive a two-thirds majority of votes of those persons present at a regular or called session of the student body.

J. Telephone Numbers

- 1. Southeastern Baptist College
Office: (601)426-6346 Fax: (601)426-6347
- 2. Hilbun Hall DormNo Phone
- 3. Granberry Hall Dorm.....No Phone

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 student’s 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.

N. Student Grievance Policy

As a student of the Southeastern Baptist College faculty, you have the right to an educational experience offered in a non-threatening environment free of harassment of any kind. You are entitled to fair treatment by college personnel and a due process of grievance should you believe that you have been treated unfairly or in an inappropriate manner.

College, you should follow the procedure outlined below.

1. Initial contact should be made with the Dean of Students. Explain your grievance and give opportunity for him to investigate and attempt to bring satisfaction. If your problem is with the Dean of Students, initial contact should be made with the President.
2. Should the Dean of Students be unable to settle the situation to your satisfaction, contact the President of the College.
3. If attempts by the President to alleviate the problem fail, contact the chairman of the Board of Trustees of the College. His name, address, and phone number can be obtained from the President of the College and/or from the annual yearbook of the Baptist Missionary Association of Mississippi.
4. If the action of the Board of Trustees is not to your satisfaction, you may make final appeal to the Association for Biblical Higher Education, 5850 T G Lee Blvd, Suite 130 Orlando FL 32822 | 407-207-0808.

