



# Student Handbook

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## **Introduction**

Fairview Baptist Bible College is committed to the highest standards of Christian conduct. We hold that the Bible is the infallible, divine Word of God, and provides the best basis for that conduct. Salvation by faith in Christ is the initial step in the Christian life. Salvation should be followed by spiritual growth into the image of Christ (Romans 8:29, which is the work of the Holy Spirit (2 Corinthians 3:18)). This growth continues throughout life. The Holy Spirit makes the Christian conscious of Biblical demands for a holy life, which fulfils both God's moral law and the high law of love (Matthew 22:37-39; Romans 13:8-10; and Galatians 5:14). The result is a life consecrated unto God and separated from the world.

Fairview Baptist Bible College has therefore established standards of conduct in order to provide an environment conducive to the spiritual growth and development of Christian young people. While obedience to rules does not make one spiritual, the spiritually sincere person will desire to live by Biblical standards. As an institution which believes in the development of men and women with strong character, F.B.B.C. contends that moral conviction, self discipline, and enthusiasm for Christian witnessing are as important as academic excellence.

The standards of conduct expected of the student at FBBC are based on the following Biblical imperatives. All the activities of the Christian must be subordinated to the glory of God who indwells us (I Corinthians 8:9, 11-13; 10:32). The Christian must endeavour to avoid practices which cause the loss of sensitivity of the spiritual needs of the world and the loss of the Christian's physical, mental or spiritual well-being (I Corinthians 9:27). In today's society, this includes avoiding abuse of drugs, the use of tobacco and alcohol. Under no circumstances will pornography, premarital or extra-marital sex, homosexuality, or other sexual perversions be tolerated. Fairview believes that the Christian college student should demonstrate loyalty to the Lord Jesus Christ in every area of life. Jesus Christ is our example and every student should seek to bring his behaviour into conformity to that which brings honour to the Person of the Lord Jesus Christ.

## Section 1: General Information

All students are expected to abide by the guidelines set out in this book.

Fairview Baptist Bible College expects its students to live above reproach both on and off campus. Every Fairview student is subject to All the rules governing personal conduct and deportment, whether school is in session or on break. They are expected to conform to the dress code of the school as listed later in this handbook. Students should be neatly dressed and well groomed at all times.

In order to help develop mature Christian character, each student is encouraged to have a time of daily private devotions. Students who live on campus are required to attend dorm devotions scheduled for 9 pm every Monday evening and a fellowship time every Thursday a 7 pm.

### **Discipline**

To help students develop sound Christian character and to maintain high standards of Christian conduct, FBBC has set up a demerit system whereby a faculty member or any authorized person may issue demerit slips for violations of school rules. A male and female Student Administrative Coordinator (SAC), are chosen by the faculty to represent the faculty to the student body. The duties of the SAC are summarized later in this handbook. Faculty members may administer stronger disciplinary measures to help students avoid repeating their offences.

1. Any student receiving 10 or fewer demerits in a given semester will not have these recorded on his/her permanent record; anything over 10 demerits will be permanently recorded.
2. If a student's demerits reach 50 in one year, he will be called before a disciplinary committee headed by the President or his designated officer. When they reach 75 the student will reappear before the disciplinary committee for more severe disciplinary action including possible suspension. One hundred (100) demerits in one school year will result in expulsion from school.
3. All demerit slips **MUST** be presented to the Office within 24 hours from the time received or the number of demerits will be automatically doubled.
4. Failure to present demerit slips to the Office within 48 hours of their receipt will subject the offender to possible expulsion.
5. Any student found guilty of defacing a demerit slip, either his or another student's will receive 10 demerits as this act will be considered insubordination.
6. Demerits will be **doubled** during the last week of classes and exam week of any semester.

## Finances

1. Students' fees are due and payable on the day of registration
2. FBBC offers a deferred payment plan to all students. The student may pay  $\frac{1}{2}$  of his fees at the time of registration,  $\frac{1}{4}$  within 30 days, and the balance within 60 days.
3. No student will be allowed to register for classes or to remain on campus if these requirements are not met, unless arrangements have been made with the administrator.
4. Students will be provided with statements of their accounts twice per semester (mid-time & end of term).
5. If student must leave school before the semester has expired, a pro-rated refund may be made.
- 6. Final grades and transcripts will not be issued if account is outstanding.**

## Medical

FBBC assumes no legal responsibility for the health of its students. Students are encouraged, especially if they are boarding on campus, to apply for Health Insurance coverage under the Blue Cross Scheme currently available through the Office.

A doctor's written authorization is required for any special dietary supplements. The cost and supply of these special supplements will be the student's responsibility, except when a substitute is readily available.

A student missing classes or assigned responsibilities due to illness must notify the faculty member in charge of medical needs or his/her respective Dean prior to missing the engagement. If the student is too ill to leave his bed, his/her dorm head must report the illness immediately to the person in charge.

## Chapel Services

Students are expected to attend our chapel services in the mornings, Tuesday through Friday. Chapel service are designed to enhance the spiritual growth of the entire college community

### **Telephone Use**

FBBC utilizes a cellular system. Students are not allowed to accept calls at the school's office during class hours except in the case of an EMERGENCY. Calls made or received on the school's phone attract a cost, which must be paid for by the student.

No collect calls will be accepted on the behalf of students.

### **Student's Cell Phones**

Students may not use cell phones during class time or other scheduled college activities. Students whose cell phones ring or who answer cell phones during a college scheduled activity will have the phone confiscated and 10 demerits applied.

## **Section 2: Academic Standards**

### **Registration**

1. Students are eligible to attend classes having satisfied the school that they have met all requirements and are duly registered with the office.
2. Students who register late for a semester will be charged a late registration fee.

### **Class Attendance**

1. Students are expected to attend all classes except when ill or excused.
2. Students are expected to be punctual for all classes.
3. One class cut (unexcused) per credit hour will be allowed. This means that for a three (3) hour course, three cuts are permitted each semester.
4. A total of 3 unexcused lateness equal one class cut.
5. Each lecturer has the discretion to determine whether an absence or lateness is excused or unexcused.
6. Final grades will be reduced for students with excessive class cuts.
7. Credit for the course may be withheld in the event of a student missing three weeks of classes, whether excused or unexcused.

### **Examinations/Assignments**

1. All assignments are to be turned in ON TIME. Late paper will not be accepted unless arrangements are made previously with your professor.
2. The lecturer will determine examination and assignment requirements for each course.
3. Mid-semester and final examinations will not be allowed to be re-taken.
4. Examinations that have been missed due to an excused absence will have to be made up at a time mutually acceptable to the Lecturer and the student concerned. If the absence is unexcused, the student will automatically receive a zero for examination.
5. The same length of time will be given to all students to complete the examination. Latecomers will not be given any extra time to complete the examination.

6. A student found cheating on a test or exam will automatically be given a “0” for that test or exam. He will also be given 50 demerits. A record for the student’s conduct in this area will be held in his permanent school record.
7. Students with a cumulative grade point average of 2.0 at the end of the first semester will be issued an “academic warning”.
8. Students entering their second year with less than a D+ average or 1.3 G.P.A. will be placed on ‘academic probation’. They will have mandatory evening study hours and may be restricted in extra-curricular activities and barred from office in the Student Council.
9. Students at the end of their second year with less than a D+ average or 1.3 GPA may continue with the approval of the Academic Committee on a semester-at-a-time basis.
10. Students with accumulative average of less than 0.7 will require special permission from the Academic Committee to continue at Fairview.
11. In order to graduate from Fairview Baptist Bible College, a student must have at least accumulative GPA of 2.0 (C) 72%.

### **Course Comments**

Credit (Cr.) - represents successful completion of required course; hours from this course go towards satisfaction of graduation requirements, and will be calculated in cumulative average.

Audit – indicates that a student attended classes regularly and participated in the discussions but not for credit.

WP – this indicates that the student dropped or withdrew from the course while doing acceptable work.

WF – this indicates that the student dropped or withdrew from the course while not doing acceptable work.

### **Grade Points**

The total Grade Point Average (GPA) is arrived at by dividing the total number of grade points earned by the number of credit hours taken. Below please find the grades and their corresponding point grades.

A	-	4.0 points per semester hour
A-	-	3.7 points per semester hour
B+	-	3.3 points per semester hour



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B	-	3.0 points per semester hour
B-	-	2.7 points per semester hour
C+	-	2.3 points per semester hour
C	-	2.0 points per semester hour
C-	-	1.7 points per semester hour
D+	-	1.3 points per semester hour
D	-	1.0 points per semester hour
D-	-	0.7 points per semester hour
F	-	0.0 points per semester hour

### Grading Schedule

A.....	100-93	- Superior Scholarship
B.....	92-85	- Above average
C.....	84-77	- Average
D.....	76-70	- Below Average
F.....	Below 70	- Failure

### Breakdown of Grading Scale

99-100	A+
95-98	A
93-94	A-
91-92	B+
87-90	B
85-86	B-
83-84	C+
79-82	C
77-78	C-
75-76	D+
72-74	D
70-71	D-
Below 70	F

**\*Note:** Any course in which an “F” is received may be repeated but the initial grade remains on the permanent record of the student.

**\*\*Note:** Any core course, for which an “F” is received, must be repeated in order to graduate. The grade points and credits attempt and earned for the second attempt are counted in lieu of those from the first attempt.

### **Section 3: Campus Life**

#### **Laundry**

1. A laundry room is available beneath the kitchen storeroom. It is equipped with a washing machine and wash tubs. The washing machine is not to be used without payments made at the Office. Failure to comply will result in students being issued with 20 demerits points for the first offence. Continued non-compliance will result in loss of use of the machine totally and 50 demerit points.
2. All laundry must be done in the laundry room provided.
3. Laundry is not to be left on the lines over Sunday except with special permission.
4. Ladies are not to do the men's laundry or ironing. Men are also not allowed to do the ladies laundry and ironing.

#### **Check In/Out:**

Students must receive faculty approval before leaving campus. An appropriate form is supplied for checking in and out of campus. Faculty initialing is required before leaving campus except for regular Christian service assignments. Five demerits will be given for failure to sign out and for failure to sign in.

#### **Man-Woman Relationship**

1. The Fairview Baptist Bible College desires to develop a campus atmosphere in which students can enjoy and develop wholesome relationships with the opposite sex that always manifest Christ, and maintain Fairview's conservative Christian witness to the community. Care should be exercised with respect to the amount of time spent together, the nature of the conversation, and any behaviour that would adversely affect the student's academic development, Christian Service, or testimony for Christ.
2. The men's dormitory and yard are out-of-bounds for the ladies, and the ladies' dormitory and yard are out-of-bounds for the men.
3. A couple should not be in any classroom or any building by themselves unless doors and all windows are open for the duration of their stay. It is advisable that this scenario be avoided at all cost if possible. Group activities are much preferred and encouraged. A couple should not be by themselves in any classroom or buildings after dusk, or before sunrise.

4. If a student is contemplating marriage during enrolment at FBBC he/she must notify the Administrator six months prior to the date of the wedding.
5. Violations of the above carry a minimum penalty of ten (10) demerits per offence. Students who violate the couple's rules may also lose their dating privileges.

### **Dress Code for Male Students**

1. **For Classes:** Dress trousers and belt, clean shirt and ties, socks and shoes (polished where appropriate; top button must be buttoned and ties pulled neatly. No tee shirts with writing under dress shirt if they show through.
2. **For After Class:**
  - Practical Work/Gratis: Clothes are to be, as a general rule, clean, neat work clothes (not scruffy or torn). Short trousers may be worn, Occasional work assignments may require older clothing.
  - Leisure and Study Hour: Clean, neat casual clothing with neatness and modesty as the standard.
  - Sports and Games: Shorts are permitted only for recreation and games. Shorts must reach at least mid-thigh and be worn with a shirt.
3. **Sunday Dress:** All resident male students are expected to wear shirts and ties with dress trousers to church both morning and evening.
4. **General Information:**
  - The dress code for classes is to be observed until school is dismissed.
  - Students are to be neatly dressed and well groomed at all times. Tails of dress shirts must be tucked in.
  - Students are not to wear form fitting trousers.
  - Shirts are required outside the dorm.
  - Shorts may be worn for work and recreation, but not in classrooms or for meals.
  - Hair should be neat and cut to an acceptable conservative appearance, i.e. no sculptured or punk cuts. Male students may not braid or plait their hair.
  - No earrings or nose rings for male students will be accepted.

**Violations of the above carry (5) demerits per violation.**

### **Dress Code for Female Students**

1. **For Classes:** Blouse and skirt, or dress may be worn providing they meet the requirements listed under general information.

## 2. For After Classes

- Practical Work: Clean, neat clothing that is appropriate for such activities.
- Leisure and Study Hours: Clean, neat, modest casual clothing. Neatness and modesty are the standard.
- Sports and Games: Loose fitting shorts of college length or a skirt that reaches the middle of the thigh, and a loose fitting shirt or blouse to match.
- Formal and semi-formal functions: Any dressy outfit that meets the dress code requirements.

## 3. General Rules

- All skirts must reach at least one inch below the knee. Slits must not be above the middle of the knee. A skirt must cover the knees when sitting. No formfitting clothes will be permitted, i.e. skirts that reveal the panty-line, blouses or dresses that unduly accentuate the female anatomy, or clothing that partially reveals the breasts or undergarments. Examples: See-through clothing, thin blouses that reveal the undergarment, some sleeveless blouses with large armholes, etc.
- Ladies shall not wear hair setters off campus or while attending classes, meals or formal activities. They may however be worn on campus for other activities when properly covered.
- A moderate and tasteful application of cosmetics is acceptable.
- Knob earrings are permitted when not attending classes for those whose ears are pierced. Nose rings or any other form of piercing is not allowed on or off campus.

**Violations of the above carry (5) demerits per violation**

## Holidays

1. All students are required to move off campus during Christmas, Easter, and Summer holidays.
2. Those students who need to remain on campus **MUST** make prior arrangements with the Administrator of the College.
3. Students should note that if permission is granted, a fee will be charged. During this period of stay, the institution will not be responsible for the provision of meals.
4. All rules of the school must still be followed.

### **End of School Year**

1. At the end of the school year, all dormitories are to be cleaned and personal items removed.
2. An inspection will be conducted by the Property Attendant or his designated personnel once personal items have been removed. Any damage noted that has been caused by negligence of students will be paid for by the offender.
3. Students are responsible for arranging storage for their personal items. The Property Attendant should be contacted in this regard.
4. All keys in the possession of students must be handed in to the Office. If a student does not return keys in his or her possession, it will be assumed that the student is still occupying the room and therefore appropriate charges will be applied.

### **Section 4: Christian Service**

Christian Service has been defined as ministering the word of God on a regular basis. Participation in such worthy endeavour can be a means for development of such qualities as faithfulness, dependability, and a keen sense of responsibility. Loyal, loving service to Christ, plus a sustained desire to bring blessing and spiritual growth to others are genuine incentives for such dedicated activity. Students at Fairview are required to engage in some form of Christian service, which involves ministering the Word of God throughout the period of their time in training.

**Please note:**

1. Satisfactory performance in Christian Service is one of the requirements for graduation from FBBC.
2. Each student must have his or her service approved by the Administrator.
3. Preferably this service should be supportive of the ministry of a church in the Association of Independent Baptist Churches or one in sympathy with the conservative stand maintained by FBBC.
4. Personal report forms should be filled out on a weekly basis and handed in to the Christian Service Director. The dates for their submission will be posted at the beginning of each semester.
5. Students are expected to provide their own transportation to and from their place of service.
6. **Any departure from regular assigned Christian Service Must be approved by the Christian Service director – in ADVANCE.**
7. In the interest of our Christian testimony and reputation, students who go to sing, play, or preach for special services officially representing the school, must have written authorization from the President.
8. If a Christian service assignment falls during a school holiday, the student is expected to fulfil the assignment or make sure that someone else will take care of it.

### **Section 5: Library Regulations**

The Bonnie Storey Library serves both as a library resource center and a study area. In view of this dual role, students are expected to maintain Library quiet that is conducive to study at all times. Library rules will be enforced at all hours that the library is open.

**Please Note:**

1. When a book is removed from the shelves and used while in the library, the book is **NOT** to be replaced on the shelves. Books are to be left on the tables for re-shelving by library staff.
2. All books must be properly signed out before removal from the library.
3. Books must be returned on or before the due date. Failure to comply will result in overdue fees being applied.
4. Checked out books may be renewed, unless reserved by another student or placed on the reserved shelf by faculty member.
5. Books on the Reserve Shelf may **NOT** be taken out of the library. They are to be returned to the reserve shelf when not in use.
6. Reference books are to be used in the **LIBRARY ONLY**.
7. Students found with books not checked out will be charged a fine of \$100.00 per day for each book. Five demerits will also be given for each book.
8. If a library book is lost, the student will be expected to pay the cost of replacing the book plus a fine of \$100.00.

**Christian books are of tremendous value to the students. Many of our books are treasures because they are out of print and can never be replaced. Please handle all books with "TENDER LOVING CARE".**

## **Section 6: Student Council**

The student council has a vital role to play in the smooth, harmonious operation of the school. It affords opportunity for leader development, practical treatment in parliamentary procedure, and valuable experience in shouldering responsibility in social relationships. Those who are chosen to serve on the Student Council have a very definite responsibility to the student body they represent, and a very real opportunity for their own growth and development.

The Council is composed of eight students elected to office by the secret ballot of fellow students. They include a President, Vice President, Secretary, Treasurer, a Sport's Captain, a Tuck Manager, a Social Chairman, and a Missions Coordinator. They serve the student body as its vehicle of spontaneous expression to the Administrator of the College. While the council has no administrative function, it acts as a clearing-house in the handling of student affairs, like social events, sports activities, street meetings, operation of the tuck shop, promotion of mission projects, etc. Additional functions of the council include receiving, discussing, and putting forward to the school administration: suggestions for increasing the effectiveness of the overall programme, problems being experienced, and/or questions which, in the opinion of the Council, warrant such action. The council then conveys back to the student body the results of its efforts on their behalf. The Council will select a faculty member who will be available for any needed guidelines or clarification.

### **Duties of the Student Council President**

1. He/she is responsible for overseeing the general affairs of the students regarding school life and dorm life.
2. He/she is a representative of the student body whose main function is to speak on the students' behalf as a mediator between student and staff/faculty.
3. He/she is to be prepared to represent the college and carry out certain tasks when called upon.
4. He/she is to enforce the rules of the school and ensure that the students are complying with the regulations.
5. If the students have concerns about matters relating to the school, he/she is to make note of their concerns and relate the matters to Administration in an effort to resolve the situation.
6. He/she should take the initiative to propose new ideas and plans that will foster growth and development in the students' spiritual, social and school lives.
7. He/she should be committed to Fairview by aiding in the enhancement of the college and keeping Fairview's best interests at heart.
8. He/she is to maintain the standards of the school and live an exemplary life that is pleasing to God.



### **Duties of the Student Administrative Coordinator**

1. The S.A.C. is to ensure that **ALL** the rules and regulations of the college are being enforced, especially in the absence of staff or faculty.
2. He is to ensure that **ALL** students (including himself) are carrying out their designated responsibilities and duties.
3. The S.A.C. has the authority to issue demerits to students who have failed to comply with the school rules in accordance with the offenses stipulated in the student handbook. Discretion can be applied to the violations not mentioned in the handbook.
4. He has the authority to reprimand any student who has been disobedient, disrespectful or seen conducting him/herself in a disorderly manner that could be considered inappropriate for a Christian; whether on or off campus.
5. The S.A.C. is responsible for monitoring behaviour in the school dining hall at mealtime and assigning persons to head the table.
6. He is to maintain the standards of the college, and live an exemplary life that will bring honour to God.
7. The S.A.C. is to report any unruly or uncontrollable behaviour, or any form of dissent that is shown to him or faculty and staff.
8. He has the authority to initial sign-out sheets when all faculty and staff members are absent from the campus.