



STUDENT HANDBOOK

*This handbook was approved by the Board of Directors
and placed into effect, 2017.*

7th Edition, 2024

Contents

A WELCOME FROM THE VICE-PRESIDENT FOR STUDENT AFFAIRS	5
PHILOSOPHY AND PURPOSE	6
UBC MISSION STATEMENT	6
VISION STATEMENT	6
INSTITUTIONAL GOALS.....	7
DOCTRINAL BELIEFS	7
ALIGNMENT WITH UBC DOCTRINAL STATEMENT	8
PERSONAL TESTIMONY	8
CHARACTER	8
NOTICE OF NON-DISCRIMINATION	9
STUDENTS WITH SPECIAL NEEDS	9
TOBACCO, DRUGS, AND ALCOHOL.....	9
LANGUAGE	9
SEXUAL HARASSMENT POLICY.....	9
SOCIAL MEDIA POLICY.....	9
MENTORING	9
COUNSELING SERVICES	9
ADHERENCE TO STUDENT GUIDELINES.....	10
ALL STUDENTS.....	10
ONLINE STUDENTS AND NON-TRADITIONAL EVENING CLASS STUDENTS	10
ON-CAMPUS TRADITIONAL STUDENTS.....	10
DORM STUDENTS.....	10
STUDENTS IN STAFF/FACULTY HOUSING.....	10
CAMPUS STUDENTS	10
EMPLOYMENT OPPORTUNITIES.....	10
UBC WORK PROGRAM.....	10
OTHER EMPLOYMENT.....	10
STUDENT COUNCIL.....	11
STUDENT SERVICES	11
ACCESS CARDS	11
DINING HALL HOURS.....	11
UNION CENTRAL	12

POSTAL SERVICE.....	12
LIBRARY	12
LOST AND FOUND	12
GYM REGULATIONS	13
GYM RENTAL/USAGE:	13
ATTENDANCE.....	13
CHURCH ATTENDANCE POLICY.....	13
CLOSED DATES	14
MUSIC AND ENTERTAINMENT	14
ACTIVITIES ON THE LORD’S DAY	15
DAMAGE TO SCHOOL PROPERTY	15
USING UBC EQUIPMENT.....	15
BORROWING AMONG STUDENTS	15
FIREARMS.....	15
PERSONAL APPEARANCE	15
GENERAL APPEARANCE GUIDELINES.....	15
DRESS ATTIRE	16
BUSINESS CASUAL.....	17
RECREATIONAL TIME.....	17
SOCIAL PRIVILEGES	17
GENERAL GUIDELINES FOR MEN AND LADIES	17
CAMPUS DATING GUIDELINES.....	18
VISITING EACH OTHER’S HOME	18
SEATING IN CHURCH AND ON CAMPUS SERVICES	18
DATE TIME	19
DATING COUPLES AT UBC SUPPORTED EVENTS.....	19
SOCIAL PRIVILEGE GUIDELINES FOR STUDENTS TRAVELING WITH CHOIR	19
DORM HIGH SCHOOL DATING GUIDELINES.....	19
MARRIAGES.....	19
DISCIPLINE	20
DISCIPLINE COMMITTEE	20
DUE PROCESS.....	20
DORM LIFE.....	21

STUDENT HOUSING.....	21
DORM ROOM AND DORM ROOM KEY DEPOSITS.....	21
DEAN STAFF	21
DORM FACILITIES	22
CLEANLINESS.....	22
PERSONAL BELONGINGS.....	23
PROPER CONDUCT IN THE DORMS.....	23
DORM HOURS/CURFEW	24
CAMPUS DEPARTURES.....	24
SUNDAY KITCHEN DUTIES.....	24
SAFETY GUIDELINES	24
SUMMER DORM POLICY	24
EMERGENCY DRILLS	24
CAMPUS SECURITY AND FIRE SAFETY REPORT.....	25
INTERNET	25
VOTER REGISTRATION.....	25
SICKNESS POLICY.....	25
AUTOMOBILE POLICY	25
STUDENT GRIEVANCE POLICY AND PROCEDURE.....	25
CONTACT INFORMATION	27
CHANGES TO THE HANDBOOK.....	28

A WELCOME FROM THE VICE-PRESIDENT FOR STUDENT AFFAIRS

Dear Student,

We are so glad that you have chosen to attend Union Bible College! We trust that your time here will be a season of personal and spiritual growth in your life. Our goal in the Student Life department is to aid in this development.

There are several areas in which Bible College can help you to grow. Most importantly, we desire that you will grow in your relationship with Jesus. Many of the classes as well as extra-curricular events are designed to give instruction in walking with God and to help you to become firmly established in the truths of His Word.

We also strive to equip you to fulfill the calling that God has placed on your life. Maybe for you that is a call to full time ministry. Maybe it is to be a light for Christ in the workplace. Whatever your calling may be, we strive to give you the tools that you need to be effective in your calling and change the World with the unchanging Word.

The Student Life staff are here to help you in any way that we can, and we desire that your time here will be enjoyable and profitable. Please don't hesitate to contact us with difficulties or questions. We will be glad to help in whatever way we can. With God's help we will have a great year!

Joe Carey,
Vice-President for Student Affairs

PHILOSOPHY AND PURPOSE

God is the Author of all knowledge, and the study of His Word needs to be supplemented by a study of His world. Students learn the biblical principles of a Christian world view through general education courses and professional studies that provide the knowledge base necessary for effective Christian ministry. The practical application of that knowledge base begins in the various ministry-specific professional studies and is furthered through the Christian Service Program so that graduates are prepared to edify believers and evangelize unbelievers within the context of their particular calling and ministry.

Union Bible College affirms spirituality to be the single most important issue relating to the faculty, staff, and students, but also recognizes the need to embrace a high standard for academics. One is compatible with the other. A person does not have to choose either spirituality or academic excellence. It should be both spirituality and academic excellence as long as the former is preeminent. Union Bible College is committed to the task of providing ways and means for faculty and students to grow in both grace and knowledge.

UBC MISSION STATEMENT

Union Bible College, an institution of higher education, is committed to the propagation of scriptural holiness and the preparation of servant leaders who change the world with the unchanging Word.

VISION STATEMENT

The vision of Union Bible College and Academy is to provide a Christian educational environment consistent with its holiness heritage where, in cooperation with the church and the home, students excel spiritually, academically, and socially and are thus prepared to fulfill God's will for their lives.

INSTITUTIONAL GOALS

It is the desire of the administration, faculty, and staff that each student who enrolls at Union Bible College receive a high-quality, Bible-centered education in a spiritual atmosphere. The student should experience:

1. A biblical knowledge, faith and lifestyle that develops the spiritual, physical, intellectual, emotional, and social dimension, that appreciates the body as the temple of the Holy Spirit, and that practices acceptable etiquette, giving proper attention to student needs.
2. Academic programs that will prepare students for life in accordance with God's calling.
3. An understanding of Wesleyan-Arminian theology enabling students to accurately communicate the heritage that they have received.
4. An education that prepares an individual to go out into the harvest field, evangelizing the lost, and discipling them to make a difference in the world for Christ.
5. The opportunity to begin ministry in a variety of settings, such as churches, Christian schools, conventions, camp meetings, outreach ministries, and summer missionary work.
6. An understanding of a diversity of worldviews as a foundation to determine the superiority of the Christian worldview.
7. An engagement in critical, analytical thinking that will enable the student to make careful assessments and draw clear conclusions.
8. A culture of effectiveness in reaching the goal of excellence in all things.
9. A Christian model of servant leadership that demonstrates integrity in all areas of life.
10. Institutional consistency in all facets of operation and communication.

DOCTRINAL BELIEFS

1. We believe that the Bible is God's written revelation to the human family and is "given by inspiration of God," thus making it His infallible and inerrant Word which is the final authority regarding the doctrines we believe and the duties we practice.
2. We believe that God subsists from everlasting to everlasting, manifesting Himself as Father, Son, and Holy Spirit, being equal in essence, but different in office and personhood.
3. We believe that the Lord Jesus Christ is the eternal Son of God. Without laying aside His deity He took upon Himself flesh and blood that He might provide atonement for sin through His death upon the cross. Having risen from the dead, Jesus ascended into Heaven and is now at the right hand of the Father, making intercession for us as our great High Priest.
4. We also believe that Jesus will return again to rapture His bride, the saints of God, from the earth. The fact of His return is certain, but the time of His coming is not. Therefore, we are admonished to be ready, "for in such an hour as ye think not the Son of man cometh."
5. We believe that the Holy Spirit, the third Person of the Godhead, proceeds from the Father and the Son and is Christ's "other Self." He is the Paraclete, the Comforter, the One who reproves "the world of sin, and of righteousness, and of judgment". He is "the Spirit of truth"; and guides God's children "into all truth". He also takes the things of the Father and the Son and reveals them unto us. His ministry does not involve the glorification of Himself but rather the exaltation of Jesus Christ.
6. We believe that the Triune Godhead is actively involved in the work of salvation. God the Father planned our redemption. God the Son is the "Lamb slain from the foundation of the world". God the Spirit applies the atoning blood to the seeker who meets God's conditions.
7. We believe that Christ's atonement is universally extensive, sufficient for the entire human family. Therefore, Christ is the Savior of all men provisionally, but experientially He is only the Savior of those who repent and believe. The miracle of conversion entails several facets:
 - a. There is justification or the forgiveness of all past sins;
 - b. There is regeneration or the impartation of eternal life;
 - c. There is adoption or a change in family relationship; and, finally,
 - d. There is the witness of the Spirit or an internal assurance. Conversion or the new birth is sometimes called the first work of grace. It deals with the acts of sin and enables one to live above the practice of sin.
8. We also believe that the atoning blood of Christ has a provision for a second definite work of grace wherein the believer who has been justified (and initially sanctified) can be entirely sanctified. This crisis work of grace is wrought instantaneously by the baptism with the Holy Spirit, whereby the believer is cleansed from the carnal mind and filled with the Spirit. The evidence that one has been

regenerated or entirely sanctified is not found in any kind of external manifestation but in the internal witness of the Spirit.

9. We believe that salvation is “by grace through faith and not of works lest any man should boast”. However, once we are saved, works become an important outflow of a right relationship to God, for “faith without works is dead”. God’s people are “zealous of good works”. We are not saved to simply enjoy salvation; rather, we are saved to serve the Lord God and we often serve Him as we serve others. As servants of God, we are enjoined with various responsibilities as well as privileges.
 - a. One of our greatest responsibilities (and privileges) is the exercise of prayer along with Bible study. In order to retain salvation one must maintain daily devotions. But prayer must go beyond one’s personal needs; it must include intercession in behalf of others.
 - b. Another responsibility resting upon all believers is the matter of outreach or winning souls to the Savior. We are our brother’s keeper. We must be missionary-minded for the needs at home and abroad. The world is truly our parish.
 - c. We also believe that Christians are in the world, but not of the world. The call of God is clear: “Wherefore come out from among them, and be ye separate, saith the Lord, and touch not the unclean thing; and I will receive you.” There must be a clear-cut line of demarcation between the world and the church. We must renounce this world’s fads and fashions. We are separated from the world and to the Savior.
 - d. We believe human beings are created, in the image of God, male and female. We believe these complementary distinctions of gender are necessary for many aspects of human existence, including a proper understanding of human sexuality. We believe biblical sexuality promotes partnership, pleasure, and procreation, when expressed within the parameters of marriage (the lifelong union of one man and one woman.) Therefore, we seek to cultivate a community in which sexual behavior is embraced and explained according to biblical standards.

ALIGNMENT WITH UBC DOCTRINAL STATEMENT

All students of UBC are expected to affirm and be aligned with the Doctrine Statement of Union Bible College.

PERSONAL TESTIMONY

UBC students should have a testimony of salvation, a current, personal relationship with Christ, and walking in complete obedience to Him. (1 John 1:7) It is our desire that all of our students love God with all their heart, soul, mind, and strength and that knowing and serving Him supersedes everything else in their lives. (Deuteronomy 6:5, 10:12) We believe that this is the very core of Christian living.

CHARACTER

In addition to alignment with the Doctrine Statement and other expectations listed above, UBC students should strive to demonstrate godly character in their daily living.

Honesty – UBC students are expected to be honest and trustworthy in all their interactions with others. (Ephesians 4:25, Proverbs 12:22, Psalm 101:7)

Wholesome Communication – UBC students should reflect Christ in their words and communication with others. No unkind words, profane or crude language, or inappropriate communication should be used, even as a joke. (Ephesians 4:29, Ephesians 5:3-4, Colossians 4:6)

Respect for Others – Students of UBC are expected to treat others with kindness. All people are equal in God’s eyes and should be treated with respect as image bearers of God. Bullying or demeaning others in any way (physical, emotional, verbal, etc.) is not permitted for any reason, whether in person, on social media, or any other format. (Ephesians 4:32, Matthew 7:12, Matthew 22:39)

Respect for Authority – God has placed authority in all our lives to help provide leadership. God’s Word clearly instructs us to submit to the God given authority in our lives. (Hebrews 13:17)

Trustworthiness – God desires for all of us to be trustworthy. Whether in academics, finances, relationships, the workplace, or any other situation, students of UBC should be men and women that keep their commitments. (1 Corinthians 4:2, Luke 16:10)

Purity— Students of UBC should exhibit careful, holy living and should not be participants in any act or lifestyle that is contrary to God's Word. Sinful acts and lifestyles should not be imitated even as a joke. Our daily lives reveal the true condition of our hearts. (Ephesians 5:15-17)

NOTICE OF NON-DISCRIMINATION

Union Bible College does not discriminate on basis of sex, color, ethnic origin, or against qualified individuals with handicaps in its admission of students or employment of faculty and staff.

STUDENTS WITH SPECIAL NEEDS

Union Bible College strives to maintain a supportive environment which promotes the learning of all students, including students with special needs as defined by the Americans with Disabilities Act (ADA). UBC is committed to meeting its obligation to provide effective services to students with disabilities. Such students should communicate their situations in advance to the Registrar's Office for an evaluation of available appropriate accommodations.

TOBACCO, DRUGS, AND ALCOHOL

Use of tobacco, alcohol, and illegal or recreational drugs is prohibited for UBC students. Pharmaceutical drugs may be taken only with prescription from a medical doctor.

LANGUAGE

Profane, crude, or otherwise inappropriate language is not permitted. This includes any word that is used to take God's name in vain and slang or expressions that are used to replace profanity.

SEXUAL HARASSMENT POLICY

Sexual harassment of any kind is prohibited at UBC whether in person, by text or call, or online, and is illegal by federal law. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or verbal, non-verbal, or physical misconduct of a sexual nature toward someone else. If a student becomes a victim of sexual harassment, they should report this to Student Life staff.

SOCIAL MEDIA POLICY

As Christians and students of UBC, students should remember that they are representing Christ as well as UBC when they post on social media. For this reason, all posts by students are expected to reflect Biblical principles and follow UBC guidelines while they are attending UBC. If posts are found that do not follow this policy, the student will be asked to remove it. Repeated offenses may lead to disciplinary measures.

MENTORING

Each degree seeking student will receive a mentor to help them in their college career. Students will have the opportunity to choose from a list of mentors. They will select 3 options and will receive one of those three names as a mentor. Mentors will be there to pray for students and support them. Mentors will be there to help with any difficulties that students are experiencing.

COUNSELING SERVICES

In addition to spiritual health, we care about the mental and emotional health of our students. We realize that there are times in all our lives when we may need help to work through struggles and difficulties that we are facing. Students who are struggling should reach out to the Student Life staff. When needed, Student Life can connect students to qualified, licensed, counselors. Virtual meetings make it possible for online students to meet with counselors as well.

ADHERENCE TO STUDENT GUIDELINES

ALL STUDENTS

All students are expected to be aligned with the statements and guidelines outlined on pages 4-9.

ONLINE STUDENTS AND NON-TRADITIONAL EVENING CLASS STUDENTS

Online students and students taking only evening classes are expected to follow Campus Guidelines when they are on campus. These guidelines can be found under the Campus Students section of this handbook.

ON-CAMPUS TRADITIONAL STUDENTS

Students who are taking classes on campus other than evening classes but are living off campus are expected to follow all guidelines of this handbook other than dorm related guidelines while on campus, at any UBC event, or any event where UBC is represented, such as IHC, Youth Challenge, Central Pennsylvania Youth Convention, Bus and Outreach Convention, and other similar activities. Please remember that as a UBC student, you represent the institution in your appearance and behavior.

DORM STUDENTS

Students who are living in the dorms are expected to follow all guidelines in this handbook while they are staying at campus. They are expected to follow all guidelines other than dorm guidelines when at any UBC event, or any event where UBC is represented, such as IHC, Youth Challenge, Central Pennsylvania Youth Convention, Bus and Outreach Convention, and other similar activities. Please remember that as a UBC student, you represent the institution in your appearance and behavior.

STUDENTS IN STAFF/FACULTY HOUSING

Students who live with their parents in staff/faculty housing must abide by guidelines for staff and faculty families.

CAMPUS STUDENTS

The following guidelines are for all on campus students. All students taking a class for credit on campus other than evening classes is considered a campus student.

EMPLOYMENT OPPORTUNITIES

UBC WORK PROGRAM

There are work program positions available for students who are interested in on-campus employment. Since the work program is not backed by government programs or endowments, there are a limited number of positions available. Work students are expected to be punctual and dependable as well as doing quality work.

OTHER EMPLOYMENT

The Westfield/Carmel area provides many good job opportunities for students. There are several employers that often hire UBC students. It is important to remember that you represent God and UBC. Below is a list of guidelines for the workplace.

1. Be diligent, honest, punctual, and polite.
2. Be neat in your appearance. Guidelines for appearance are the same for work as on campus.
3. Turn in your school schedule to your employer. Make sure they are aware of all dates that you need off well in advance. By using the bold dates on your calendar, you will be able to let them know at the beginning of the semester what the majority of your schedule will be.
4. When leaving to go home for school breaks, notify your employer in advance.
5. Give your employer at least 2 weeks' notice before leaving permanently.
6. Give your respective dean a copy of your work schedule.
7. Students should not visit other students when they are at their place of employment.

STUDENT COUNCIL

The Student Council of Union Bible College exists to aid in maintaining positive campus climate by providing and developing Christ-centered student leadership, promoting unity and school spirit, acting as a channel of effective communication on the campus, and engaging the student body in decision making.

Student Council consists of the Executive Committee (President, Vice-President, Treasurer, and Secretary), one representative from each department, and one representative from each class level. These are all student elected positions.

STUDENT SERVICES

ACCESS CARDS

Each new campus student will receive a temporary access card. This will be replaced with a photo ID access card after school photos are completed. If the student returns the temporary card at the time of receiving the photo ID access card, the ID card will be free. If the temporary card is not returned, the student will pay a \$15 fee to receive the new ID card. Replacement cards are an additional \$15.

DINING ROOM

In order to exemplify Christian conduct and maintain order in the dining hall the following guidelines are to be followed:

1. Students should do their best to be on time for meals. In case of an exception, the student should make prior arrangements with the cook as early as possible. Do not wait to call during mealtime.
2. Sitting on tables and leaning back on the chairs is prohibited.
3. No one is permitted at any time to go to the kitchen for food except at mealtime.
4. Students who are not paying for room and board will need to purchase meals that they choose to eat at the cafeteria. Meals can be purchased with cash or card at the business office or purchased with cash at the kitchen. Meals are \$5.00 for students.
5. Outside guests may be invited for meals if arrangements are made with the cook. Meals can be purchased with cash or card at the business office, or purchased with cash at the kitchen. Meals are \$7.00 for guests.
6. Table conversation should be pleasant and proper table etiquette is to be observed.
7. Only those assigned to work in the kitchen should be in the kitchen area.

DINING HALL HOURS

Monday/Wednesday/Friday (non-chapel days)

(Remember, during World Changers, Revival, Spiritual emphasis, etc. when chapels are held on Wednesdays and Fridays, the schedule will follow the regular Tuesday/Thursday schedule on those days due to chapel.)

Breakfast 7:30 am – 9:00 am

Lunch

(Academy) 11:30 am – 12:00 pm

(College) 12:15 pm – 1:00 pm

(When chapel goes beyond 12:15, lunch will begin for college at the end of chapel. When necessary, the kitchen close time will be extended from 1:00 pm to 1:20 pm.)

Supper 4:30 pm – 5:15pm

Tuesday/Thursday (chapel days)

Breakfast 7:30 am – 9:00 am

Lunch

(Elementary) 11:30 am – 12:00 pm

(College and Highschool) 12:15 pm – 1:00 pm

(When chapel goes beyond 12:15, lunch will begin for college and high school at the end of chapel. When necessary, the kitchen close time will be extended from 1:00 pm to 1:20 pm.)

Supper 4:30 pm – 5:15pm

Saturday

Breakfast 10:30 am – 11:00 am

Supper 4:30 pm - 5:15 pm

Sunday

Breakfast 8:15 am – 8:45 am.

Lunch 12:45 pm – 1:30 pm

Supper 8:00 pm – 9:00 pm

UNION CENTRAL

Union Central is available to students to socialize or do homework. Snacks, refreshments, and UBCA apparel can be purchased at Union Central as well. While we want this to be a place to relax, students shouldn't take naps in Union Central. Students also shouldn't be laying on the couches, laying on each other's laps or shoulders.

POSTAL SERVICE

The business office is responsible for the handling of all U.S. and campus mail. The business office is authorized to give mail only to those to whom it is addressed. Letters and small packages for resident students will be received through the school post office. Large parcels should be addressed to the street address. Both resident and non-resident students will be assigned a post office box. Mail will be picked up Monday, Wednesday, and Friday of each week and placed in student's mailboxes by 2PM.

Stamps, envelopes, and postal information are available at the business office. Students will be notified via text for parcels too large for the box. These parcels may be claimed at the business office window during office hours.

Letters and small packages should be sent to:

(Student's name)
P.O. Box 900
Westfield, IN, 46074

Large parcels should be sent to:

(Student's name)
434 S Union St.
Westfield, IN 46074

LIBRARY

The student is encouraged to make maximum use of the resources and services offered by the library. The library staff is committed to assisting and serving students in any way possible. Library guidelines may be found in the library, and a copy can be obtained from the librarian.

It is the hope and expectation of the faculty that each student will become thoroughly familiar with the resources and programs offered through the library and will come to enjoy learning through the services provided. The library is a space for creation and collaboration with one another, all with the goal of glorifying the ultimate Creator.

Library hours vary from semester to semester. Please consult the library for current hours.

LOST AND FOUND

Lost and found articles are kept by the Vice-President for Advancement' office. Items may be claimed at this location. Unclaimed articles will be disposed of at the discretion of the school.

GYM REGULATIONS

The gym is available for students to enjoy exercise and recreation. The gym is closed on Sundays, during school breaks, and when needed for other events. Students are welcome to use the gym when it is open for activity. Since physical contact is unavoidable in basketball, we ask that men and ladies don't play basketball together. This will include both the inside and outside courts. The gym is closed to all non-student activity after 7 p.m. except by permission from the Vice-President for Student Affairs. It will become the responsibility of the one requesting permission to see that:

- The gym guidelines are followed.
- The gym is left clean.
- The lights are turned off.

The Vice-President for Student Affairs will handle all extracurricular activities not already under the supervision of another department.

GYM RENTAL/USAGE:

Renters must fill out a rental form through the operations department.

Rental fee is \$100 as well as a \$100 deposit that will be returned if all rental conditions are met.

Union Bible College is grateful for the beautiful gym that has been provided for student recreation. It is important that the gym and foyer be kept in good condition.

- Do not bounce balls against the walls or doors.
- Footballs are not permitted in the gym or foyer.
- Do not kick any ball in the gym or foyer.
- Do not deliberately hit ceiling tiles with any ball.
- No hockey equipment will be allowed in the gym or foyer.
- No roller blades, skates, bicycles, or children's wheeled toys are to be in the gym or foyer.
- Hanging on the basketball rim is not permissible.
- No one is to be on the stage or stage steps at any time other than special activities that require stage use. Permission is to be requested at the President's office for special use.
- Food and drink are not allowed on the stage.
- Musical instruments are not to be touched without permission of the Chairman of the Music Department.

ATTENDANCE

CHURCH ATTENDANCE POLICY

All students are expected to regularly attend Sunday School and both Sunday morning and Sunday evening worship services, as well as Wednesday night prayer meeting. Students must sit in the first five rows of seats even if they are late.

We desire that students learn the value of dedication to the ministry of the church and that they become actively involved in their local church. For this reason, we expect students to choose a church and attend it for the entire school year. This will allow them to become actively involved and help in ministry with their local church. Students will be given 3 weeks to visit churches from the approved list. After 3 weeks, students will choose the church they will attend for the school year. Students may only attend churches from the approved list unless special permission is given by the Vice-President for Student Affairs. Once they have chosen a church, students may not change without permission from the Vice-President for Student Affairs. All students are to be on time for church services.

Students should choose a church to which they will have consistent transportation. If a student has no ride to their chosen church for a certain service, they are still required to attend a church from the approved list. The student must contact their respective Social Dean if they are unable to attend their selected church.

CLOSED DATES

Each year, there are events that are required attendance for all students, staff, and faculty. These dates are called closed dates and are listed on your calendar in bold print. Students are required to attend all these dates and should notify their employers at the beginning of the semester that they will need these dates off. Below is list of closed dates.

- Fall and Spring All School Picnics
- Spiritual Emphasis Week in Fall
- Homecoming Weekend in October
- Fall Festival in October
- World Changers Week in October
- Faith Investment Dinner
- Christmas Program
- Winter Revival
- Preview Days
- Celebration Week
- Commencement

Administration will notify students in a timely manner if any closed dates are added throughout the year.

MUSIC AND ENTERTAINMENT

God's Word is clear that we as Christians are to be careful in our choices of entertainment. Philippians 4:8 - Finally, brethren, whatsoever things are true, whatsoever things [are] honest, whatsoever things [are] just, whatsoever things [are] pure, whatsoever things [are] lovely, whatsoever things [are] of good report; if [there be] any virtue, and if [there be] any praise, think on these things. This applies to all areas of entertainment.

Below are some guidelines on music.

- All music should be consistent with Biblical principles.
- The student should ask himself, "Are the words Biblically sound? Does the music support the words?" In Godly music, both are giving the same message. Gospel truth should not be combined with sensual music styles.
- Playing, singing, or listening to music in which the words promote sin or in which the music is inappropriate is not permitted.
- All music should be kept at an acceptable level. Keep in mind that everyone may not want to listen to your particular choice of audio enjoyment.
- Music or any other entertainment that uses profanity or crude humor is not permitted.

Below are guidelines on various other entertainments.

- Great care should be taken in the use of personal computers and smart phones. Only programs that are in agreement with Christian principles should be used.
- Video games using profanity, graphic violence, immodesty, or other inappropriate content is not permitted. All video games must be approved by Student Life Staff.
- Television broadcasting is not permitted.
- Movies, whether hard copies or online streaming will not be permitted except for educational purposes and only with the permission of the Student Life deans.
- Absolutely no pornographic or otherwise sexually immoral materials are permitted.
- Attendance at concerts must be approved by the Vice-President for Student Affairs.
- Union Bible College does not permit students to visit places that promote values inconsistent with Biblical principles. A few examples of this would be professional sports events, movie theaters, haunted houses etc. If you are unsure about an event, ask the dean staff.

ACTIVITIES ON THE LORD'S DAY

The Sabbath is a day of rest set aside for physical and spiritual refreshing. For this reason, students are expected to set aside many of the everyday activities on Sundays in order to focus on God. (Genesis 2:2-3, Exodus 20:8) Following are guidelines for this area:

- No Sunday employment is permitted except for special permission given to credentialed medical professionals.
- Students are not to buy and sell on Sundays.
- Sports and rigorous activities are not permitted on Sundays.
- Students should not do laundry on Sundays.
- Students are not permitted to move in or out of the dorms on Sunday. You should plan far enough ahead so that this will not be necessary.
- We encourage you to use Sunday to rest and focus on God. In all the busyness, this day of rest and refreshing is very important.

DAMAGE TO SCHOOL PROPERTY

Students are expected to be respectful of school property and facilities. Students who intentionally deface school property will be charged to repair the damage and will be subject to additional disciplinary measures. Students who damage UBC property by carelessness and irresponsible actions will be charged to fix or replace the items damaged. This will be added to the student's school bill.

USING UBC EQUIPMENT

Equipment and tools belonging to the school should not be borrowed without the approval of the Director of Maintenance or Vice-President for Advancement. If maintenance needs to be done, this should be reported to the Student Life staff for dorm problems and directly to the Maintenance Department for any other problems. Maintenance issues should be reported as soon as possible. You can fill out a trouble ticket at ubca.org/current-students.

BORROWING AMONG STUDENTS

Borrowing others' belongings without that person's permission is prohibited. Students should exercise caution when loaning money or belongings to other students. UBC is not responsible for any loss that occurs as a result of loaning to others.

FIREARMS

Students are prohibited from possessing a firearm on the UBC campus. Students who break this policy will be subject to discipline and possibly prosecution. UBC prohibits the possession of any other weapon that expels a projectile. Examples include bb/pellet guns, bows, slingshot.

PERSONAL APPEARANCE

As Christians and as students of UBC, you are a representative of God and UBC. Paul states in I Corinthians 6:19-20 that our bodies are the temple of the Holy Spirit and instructs us to glorify God in our bodies. Peter continues the instruction stating in I Peter 3:3-4 that we should not adorn ourselves outwardly with jewelry and elaborate dress. Instead, we are to adorn ourselves inwardly with a meek and quiet spirit. UBC desires its students to honor God in their appearance through neatness, modesty, and simplicity. We also desire to help you to have professional appearance that will make you successful in your life calling whether it is ministry or in the workplace. Students are expected to honor God and UBC by following these guidelines.

GENERAL APPEARANCE GUIDELINES

Campus and dorm students are required to follow these guidelines.

- Students are not permitted to get skin engravings, tattoos, body piercings or any other cosmetic alteration as long as they are enrolled at UBC. This includes when they are at home.
- No jewelry, real or fake, may be worn.

- Clothing with professional sports designs, logos, or writing which is not consistent with Christian living are not permitted.
- Men and women should dress distinctively. Women are not allowed to wear pants or any other masculine clothing. Men are not permitted to wear feminine-type apparel.
- Shoes with closed heel and toe are to be worn.
- Sleeves are to be $\frac{3}{4}$ length.
- There should be no visible undergarments.
- Tight, form fitting clothing is not permitted.
- Hair color should not be changed. This includes bleaching and highlighting.
- Necklines must be modest.
- All appearance guidelines apply as long as you are a student of UBC.

Men

- Shorts are not permitted. Men are expected to wear full length pants.
- Hair is to be cut so that it is off the ears, above the collar, and away from the face.
- Hair must be kept clean and neat at all times.
- Sideburns must be no more than halfway down the ear.
- Men's faces are to be cleanly shaven.
- Hats and caps are not to be worn in classrooms, chapel, or the dining hall.

Ladies

- Ladies' hair is not to be cut as long as they are a student at UBC. This includes when they are at home.
- Hair must be kept clean and is to be worn up in a nice and attractive manner.
- Clothing should be cut in a full and loose fashion. Tight or immodest clothing will not be allowed. This includes tight, form fitting skirts or dresses and sheer or tight blouses.
- There should be no open splits in skirts, dresses, or jumpers.
- Hemlines for all dresses, jumpers, and skirts should fall below the knee in all positions.
- No makeup is to be used.

DRESS ATTIRE

Dress attire is required for all chapel days (Tuesday/Thursday) and any other day that has a special on-campus service. This would include the local IHC (both on and off campus), revivals, Bus Convention, and World Changers Week. Dress up attire will also be required for IHC and any other stated activities.

Men

- Suit coat
- Dress pants
- Dress shirt
- Tie
- Dress belt
- Dress socks (not white)
- Dress shoes

Ladies

- Dress
- Suit coat/jacket
- Dress skirt
- Dress sweater
- Blouse
- Hose/tights
- Dress shoes/dress boots
- If hair is in a braid, it must be tucked to the collarbone

What is not permitted for dress up attire

- Tennis shoes (including cotton, canvas, etc.)

- Denim of any kind
- Sweatshirts/hoodies
- Hats
- Leggings
- Athletic type apparel such as wind suits, sweat skirts, etc.

BUSINESS CASUAL

Business casual attire will be permitted for non-chapel days (Wednesday/Friday) and Wednesday night service.

Men

- Button up shirt (tucked in)
- Sweater (optional)
- Dress pants
- Dress socks (not white)
- Dress shoes
- Dress Belt

Ladies

- Non denim skirts, dresses, jumpers
- Sweaters
- Dress shirts
- Dress shoes/boots
- Hose/tights/full length leggings
- Jean jacket/vest
- If hair is in a braid, it must be tucked to the collarbone

What is not permitted for business casual attire

- Tennis shoes (including cotton, canvas, etc.)
- Denim pants/skirts, jumpers, dresses
- Sweatshirts/hoodies
- Hats
- Athletic type apparel such as wind suits, sweat skirts, etc.

RECREATIONAL TIME

Casual attire will be permitted when not in class, chapel, or other on campus events, including IHC, revival, local IHC, World Changers, and Bus Convention.

Clothing worn for recreation should be appropriate for the activity. It should ensure modesty during rigorous exercise.

Ladies may do their hair in a braid as long as the ends are contained.

SOCIAL PRIVILEGES

Union Bible College seeks to encourage Christ-honoring, wholesome interaction between male and female students both in general daily interaction and in dating relationships. UBC strives to aid students in accomplishing this by providing accountability as well as necessary guidelines for appropriateness. **Below are the social guidelines and procedures for UBC students.**

GENERAL GUIDELINES FOR MEN AND LADIES

Male and female students are expected to act respectfully and appropriately toward the opposite gender at all times.

Male and female students are encouraged to socialize in a group setting in public places and are not permitted to couple off. Mixed groups of ladies and men must have at least three people.

Social events held at private residences that are attended by both male and female students should be approved by the dean staff.

Physical contact between male and female students is not permitted.

CAMPUS DATING GUIDELINES

A couple who has decided to begin dating will notify the Dean of Men and Dean of Women of their intentions. Both deans will meet with the couple, go over the guidelines, and answer any questions that they may have.

No physical contact is permitted while on campus rules.

Dating couples will write relationship guidelines that will be approved by Student Life. These will apply when not on campus rules.

Dating couples will select a staff/faculty member to keep them accountable to their written guidelines. This person will be approved by Student Life.

Any changes to these guidelines must be approved by Student Life.

Dating couples may sit together at lunch and supper in the cafeteria.

Dating couples are not permitted to leave campus together without a third person except the approved date time.

The following areas are designated as public places where couples may visit without a third person present.

- The foyer and front porch of the Smith Memorial Building
- The gym when there are other people present.
- The gazebo area
- The front porch of the prayer chapel
- The sidewalks and streets between Roosevelt Street and 171st Street and between Cherry Street and Union Street.
- Union Central when it is open.

If couples wish to visit without a third person present in a different place other than those designated, they must get approval from Student Life.

Couples are permitted to use the designated areas to spend time together without a third person between the hours of 9:00 a.m. to 7:00 p.m. or until dark (if outside) whichever comes first.

Couples may go off campus to public places aside from date time if there is at least a third person with them.

Dating couples may sit together in regular Wednesday night and Sunday services. They may be permitted to sit together at times during school events such as revivals, camp meeting, World Changers Week, and other similar events. This will be at the discretion of the Student Life staff.

Couples who prove themselves trustworthy and responsible in their relationship and in following the guidelines set forth by UBC may receive more privileges at the discretion of the Social deans.

VISITING EACH OTHER'S HOME

Students may be permitted to go home with their dates one weekend per month during a semester with approval from the respective Social Deans.

Couples who have parents living close to the school may use their weekly date time to visit the home together if there is at least one parent present. Couples may not be at the residence alone.

Couples are not permitted to visit one another's homes other than the permitted weekends and date time unless permission is given by Student Life.

SEATING IN CHURCH AND ON CAMPUS SERVICES

Couples who attend the same church may sit together in services in the first five rows.

Couples may be permitted to sit together in the first five rows in designated services during on-campus events such as Revival, Camp Meeting, World Changers Week, etc. These designated services will be announced by the Dean of Students.

Couples who sit together in services should not be a distraction. They should be attentive and focused on the service.

DATE TIME

Each couple will be permitted to have a 4-hour date each week. Friday evenings and Saturdays are designated for date time. If a couple is unable to use date time on Friday evening or Saturday, they may arrange with the dean staff for a different time.

When leaving for a date, the couple will sign out in the dating couples sign out book. This book is on the sign in table in the ladies' dorm. The couple will sign in at the end of the date. Dates are to be taken in public places. If one or both students have parents living close by, they may use date time to visit the home if at least one of the parents is present.

DATING COUPLES AT UBC SUPPORTED EVENTS

Couples are considered to be on campus rules at all times when attending events where UBC is being represented. This would include but is not limited to IHC, Youth Challenge, Central Pennsylvania Youth Convention, etc. Students are on campus rules at such events even if they have gone there from their home.

SOCIAL PRIVILEGE GUIDELINES FOR STUDENTS TRAVELING WITH CHOIR

Any time spent together by couples at the place of ministry will be at the discretion of the choir member or PR director.

When staying overnight, it may be possible that on occasion both men and women will be entertained in the same home. If and when this occurs, it shall be the responsibility of the choir director, PR director, or school representative to see that no dating couple is sent to the same home.

While the choir is on the road and not at a place of ministry, couples may sit together during meals with the permission of the choir director, PR director, or school representative.

Couples may be given time to sit together while traveling on the bus. This time shall be at the discretion of the choir director, PR director, or school representative.

When couples are together, no pillows, blankets, or similar items should be shared.

No couple, whether or not they are dating, shall be seated together after dark or during designated quiet and nap time on the bus.

If flagrant violations of these regulations shall occur, it shall be the responsibility of accompanying choir director, PR representative, or school representative to take whatever measures are immediately necessary to correct the problem and to report the same to the Social Deans upon the choir's return to the campus.

All other school rules shall be observed at all times by our students.

DORM HIGH SCHOOL DATING GUIDELINES

During school hours, high school dating couples are to follow the rules in the Academy Handbook.

Dorm High School Students 18 years old and up

High school couples that are 18 and up may have one four- hour date off campus each month with an approved chaperone. On the other three weeks of the month, they may have a two-hour on-campus date. Areas where they may visit during on-campus dates include:

- The foyer and front porch of the Smith Memorial Building
- The gazebo area
- The front porch of the prayer chapel
- The sidewalks and streets between Roosevelt Street and 171st Street and between Cherry Street and Union Street.

When not on date time, couples may visit in the common areas listed above if there is at least a third person with them. The couple must be in a group of five to go off campus.

MARRIAGES

Students are not permitted to get married during the school year. Students who marry during the school year will not be able to return for the remainder of the year. Any exception must be approved by the President of UBC.

DISCIPLINE

Disciplinary Procedures

UBC is committed to being fair and unbiased to all students. The following procedures are set forth to provide consistency and fairness in dealing with infractions and improper behavior. Below are different levels of corrective actions.

- **Advisory** - Minor infractions and problems will be addressed privately between the student and the respective social dean. The dean will talk with the student about necessary behavioral changes.
- **Points** - Minor dorm, dress or behavioral infractions may accrue points for a period of time. When a certain number of points is reached in a week, the student will receive disciplinary action. Each student will receive a sheet explaining the point system at the beginning of the school year. Points accrual will start over at zero at the beginning of each week.
- **Fine** - If a student receives more than 5 points in a week, commits repeated offenses, or commits an infraction requiring more corrective action than points or advisory, a fine may be assessed. A student receiving 5 points in a week will receive a \$15 fine. This will be assigned by the respective social dean. Fines will be assessed at the beginning of the next week. Fines will be due in two weeks from the time they are received. Fines will be paid at the business office. If the fine is not paid in 2 weeks, the student will be confined to campus. If the fine is not paid in 3 weeks, the student will be confined to the dorm until it is paid. If it is determined that the student is unable to pay, he/she may be able to pay the fine through on-campus work. This will need to be arranged through the social deans.
- **Confined to Campus** - The student is confined to the campus for a time, except for employment, Christian service, or church. Dating privileges are forfeited during this time.
- **Confined to Dorm** - The student is confined to the dorm for a specified period, except for classes, employment, Christian service, or church. All social activities and dating privileges are forfeited during this time.
- **Accountability** - When it is necessary for correcting behavior, a student may be required to meet regularly with dean staff for accountability. The dean will ask questions specific to the situation to make sure that the student continues develop and make necessary changes.
- **Suspension** - A student that commits a serious infraction or continues to repeat infractions despite lesser disciplinary action may be subject to suspension. A student may not attend classes during suspension and may not be permitted on campus during that time. This will be at the discretion of the Disciplinary Committee. If they remain on campus, they will be confined to the dorm during suspension. Suspension can last up to two weeks.
- **Dismissal** - Students who are dismissed will remain out of school at least for the remainder of the semester. Dismissal may be longer than a semester and can be permanent depending on the infraction and how the student responds to the situation.

DISCIPLINE COMMITTEE

The Discipline Committee will deal with the following cases:

- Any case involving the suspension or dismissal of a student.
- A case where a student continues to repeat unsatisfactory behavior in spite of dealings with the Social Dean and Vice-President for Student Affairs.
- A case in which a student has accumulated a large amount of infractions.
- The Discipline Committee's role is to supplement the disciplinary decision-making process of the Dean of Students. The Discipline Committee acts on behalf of the larger community to determine the nature and extent of the infraction and the appropriate discipline. The Committee is comprised of representatives from the Administration, Staff, and Faculty.

DUE PROCESS

The Vice-President for Student Affairs or designees from the Committee will facilitate interviews of all parties involved and collect all the facts connected to the situation.

All facts and interviews will be submitted to the Committee for discussion.

Parties involved will have the opportunity to meet with the committee.

Parties involved will have the opportunity to bring witnesses, talk to one another in the meeting, and hear all witnesses.

Minutes will be kept from the meeting.

After dismissing the parties involved, the Committee will come to a decision either by consensus or majority vote. The Vice-President for Student Affairs will only vote in the case of a tied vote.

The Vice-President for Student Affairs will submit the interview notes, facts collected, and Disciplinary Committee meeting minutes to the Administration for approval.

The Administration will review all the information and vote to accept or reject the decision of the Disciplinary Committee. The President will not be included in the vote since he is the final appeal for the parties involved. If the Administration rejects the decision, they will present an alternative decision to the Disciplinary Committee.

If the students involved in the disciplinary action are not in agreement with the decision, they will be able to appeal to the President. This appeal must be presented in writing within 10 business days. This will be the final appeal.

DORM LIFE

STUDENT HOUSING

UBC has dormitories available for students who need on-campus housing. Students living in the dorm are required to take a minimum of 12 credit hours unless they need less than 12 credit hours to graduate. All students living in dormitories are expected to follow dorm rules and guidelines.

For married students, apartment complexes, trailer parks, and other rental properties are available in the Westfield area. The Director of Finance and Dean of Students provide guidance for married students seeking housing in the area. Married students are required to observe the same standards of holy conduct as on-campus students.

DORM ROOM AND DORM ROOM KEY DEPOSITS

Students will pay a \$100 dorm room deposit before moving into the dorm. At the end of the semester, the student must meet the following criteria for a return of the deposit.

- The room is returned with no additional damage.
- All belongings are removed if the student is leaving.
- Room is cleaned and approved by Student Life
- Dorm chore is completed and approved by Student Life
- Room is vacated by the scheduled move out date.

Students who are changing rooms can transfer their deposit to the new room if their current room is undamaged, cleaned, and approved by Student Life. If the room is unsatisfactory and the student loses his/her deposit, the student will have to pay a separate deposit for the new room.

Returning students who lose their deposit at the end of the semester will be charged a new deposit fee at registration of the following semester. UBC will apply the deposit of returning students to the next semester if they meet the above criteria.

Students will pay a \$15 room key deposit. This will be returned when the key is returned in good condition. A new deposit will be charged if a replacement key is requested.

Students who are not returning and meet the above criteria will receive their deposit back by check within 30 days of the end of the semester. Students are responsible to ensure that the business office has the correct mailing address.

DEAN STAFF

Social Deans

It is the respective Social Dean's job to oversee the dormitory and watch for the welfare of students. They will be available to help you and will also appoint Resident Assistants to help them with their duties.

The Social Deans, upon approval by the Vice-President for Student Affairs, may at their discretion post additional dorm regulations when necessary.

They have been chosen to mentor and give direction to students. They are placed in these positions to help you through any difficult time you may encounter. Feel free to speak to them concerning any problem or situation that you have.

Resident Assistants

The Resident Assistants have been chosen to provide leadership among the students in the dorm. They are authorized to enforce the standards and policies of the school in the dorms and in situations designated by the Vice-President for Student Affairs. They are also placed there to assist students with problems in the dorm.

DORM FACILITIES

Laundry

Washers and dryers are provided for your convenience. Following are some general laundry guidelines:

- Keep all laundry washed regularly.
- Do not leave clothing or other personal items in the laundry room. Items left in the laundry room will be disposed of or placed in lost and found.
- Please promptly remove laundry from the washer and /or dryer when it is finished. Others may be waiting to do their laundry and may remove yours if left in the washer or dryer longer than thirty minutes after the completion of the final cycle.
- Students are not permitted to do laundry for the opposite gender. Immediate family members are exempt by special permission from the Social Deans.
- As the Lord's Day is to be a day of rest there should not be any laundry done on Sunday.

Kitchen

Each dormitory has its own kitchen facilities. The student kitchens are under the direct supervision of the Social Dean. Guidelines are as follows:

- All cooking must be done in the kitchen areas.
- A refrigerator is placed in the dorm for your convenience. All food items kept in refrigerator must be labeled. Please remove perishable items that are expired.
- Please respect each other's property, eating food that does not belong to you is considered stealing.

Room Assignments

The respective social dean assigns rooms. The right is reserved to reassign rooms during the year if necessary. If a problem arises between roommates, it should be handled in a Christian manner. If you are not able to work it out between you, it should be brought to the attention of the social dean.

- Do not change from one room to another without permission from the Social dean.
- Do not move furniture in or out of rooms or leave your possessions out in the hallway.
- Remodeling, such as painting, new carpet, etc. is not to be done in dorm rooms without permission from the Vice-President for Student Affairs. Making these changes to the room without permission may result in a fine.
- Do not hang shelves or other items that will damage the drywall on walls.
- All permanent fixtures, including ceiling fans, placed in rooms by students must be left when they move.
- Do not trade or duplicate room keys.
- Students are not permitted to spend the night in each other's rooms without the permission of the social dean.
- Each student must have his/her room approved by the social dean before leaving at the end of each semester.

CLEANLINESS

To ensure that dormitories are comfortable and enjoyable places to live, students are expected to help maintain cleanliness in the common areas of the dorms. Students are also expected to maintain clean rooms.

Room Checks

Room checks will be performed at least once per week by the social dean or RA.

- Students will receive a check list to know what is expected.

- Students who fail room check will receive a \$5 dollar fine. (See Discipline on pages 31-32)
- Students who repeatedly fail to pass room checks may receive further discipline. (See pages 31-32)

Dorm Chores

There will be published list of dorm chores.

- Each student will receive a different dorm chore each week.
- Dorm chores will be checked each evening by the RA.
- Students who do not complete the dorm chore will receive a \$5 fine. (See Discipline on pages 32-32)
- Students who continually fail to complete the chore may receive further discipline. (See Discipline on pages 31-32)
- Clothes, dishes, food, or any other personal belongings that are left out in common areas will be removed by the deans or RAs. These may be kept in the dean's office for a short time for you claim. Items that are not claimed within 2 days or items that are repeatedly left out will be thrown away. Students who repeatedly clutter common areas may receive fines or additional corrective action.

PERSONAL BELONGINGS

Each dorm room is furnished with a bed, dresser, and desk. Below is a list of items that student will need to furnish for themselves.

- Washcloths and towels
- Bed linens
- Laundry basket
- Curtains
- Iron/Ironing board
- Study lamp (if desired)
- Sweeper (Students are responsible to provide their own personal sweeper for their room.)
- Trash can
- HE Laundry soap (High Efficiency compatible)
- Any other decorations or amenities you desire for your room.
- If you want an air conditioner or space heater you will need to bring it with you. There will be an additional appliance fee on your bill for air conditioners.
- You may bring a small personal fridge if you desire. There will be an additional appliance fee on your bill.
- All decorations must be in harmony with Christian philosophy and the guidelines of UBC.

There is to be no cooking of food in the rooms. No toasters, toaster ovens, hot plates, or microwaves are allowed in dorm rooms. Air conditioners and space heaters are permitted.

PROPER CONDUCT IN THE DORMS

Please be modest while in the hallways of the dorm. When in the common areas of the dorm, students should wear a shirt with sleeves and should be covered to the knees. Robes and pajamas that meet this requirement are acceptable.

Since there are many people living and working in a small area of space, make sure you are considerate of others. We encourage everyone to have fun but refrain from practical jokes. Absolutely no practical jokes that cause damage to property or could cause injury to someone else will be permitted.

Visitors

Outside guests may stay in dorm rooms with a student only by permission from your respective Social Dean and they should be made aware that all the dorm rules apply to them during that time. A charge of \$5.00 per night will be made if you stay with a student. Guest rooms may be available by contacting Operations.

There is to be no baby-sitting in the dorm. Baby-sitting of off-campus children is not permitted on campus except for school functions.

Anyone not living in the dorm or on official school business needs permission to visit the dorms.

Men are not allowed to be in the women's dorm nor ladies in the men's dorm. Permission may be granted for work detail.

Any guest without permission to stay overnight in the dorm must leave the dorm and campus by curfew.

DORM HOURS/CURFEW

Saturday – Thursday Curfew 10:00 p.m.

Friday Curfew 11:00 p.m.

Students should be in their rooms and quiet by one hour after curfew. The respective Social Dean must approve any exceptions.

Students should be considerate of others who may be sleeping in the early mornings and at night. Please be quiet so that others can rest.

Special permission must be obtained from the Social Dean to be out past curfew. Students who work past curfew will have a half-hour upon returning to campus to prepare for bed and be in their room.

CAMPUS DEPARTURES

Following are some guidelines concerning a dorm student leaving campus:

- High school dorm students must sign out before leaving campus.
- College students will not be required to sign out if going to the Westfield area.
- College students must sign out for regular church services.
- College students must sign into the dorm by curfew every night.
- Dorm students must return to campus from a weekend trip by 10:00 p.m. on Monday.
- Permission from the Social Dean must be obtained to leave the Westfield/Carmel/Noblesville area.
- Due to the high crime rate in the Indianapolis metro area, young ladies going into Indianapolis should go in a group of two or more. They are also discouraged from going at night.
- Dorm students must request permission to leave campus for an overnight stay. A travel pass must be turned in to the Social dean by Thursday at supper. Travel passes can be found in the dorm.
- No student will be permitted to stay overnight at places where there will be no parental supervision.

SUNDAY KITCHEN DUTIES

All dorm students eating in the cafeteria will be required to assist with clean up. Students will be responsible to the RA on duty and are expected to stay until dismissed.

SAFETY GUIDELINES

Following are some general safety guidelines for students:

- No stick or pillar candles, hurricane lamps, oil lamps, or kerosene lamps are allowed in the dorm. Candles contained in a jar are permitted, but must be placed away from clothing, bedclothes, curtains, etc.
- Because roughhousing and wrestling in the dorm can cause damage and/or personal injury, please refrain from doing so. Fines and/or disciplinary action may result from any infraction in this matter.
- Thermostats are only to be adjusted at the discretion of the respective Social Dean.
- Students should not prop dorm doors open or let unauthorized people into the dorm. If you don't know the person you should not open the door for them.
- Entering or exiting the dorm through the windows is not permitted unless it is an emergency.

SUMMER DORM POLICY

Students other than PR students or students working for UBCA for the summer will not be permitted to stay in the dorms during summer break. Any exception to this would have to be approved by the Administration.

EMERGENCY DRILLS

Emergency drills will be administered at times. These may be fire, tornado, or lockdown drills. All students that are on campus at the time of the drill are required to participate in these drills. It is important that all students are aware of proper procedure in emergencies. Evacuation sheets for the fire and tornado drills will be given to each student as well as posted in the appropriate places.

CAMPUS SECURITY AND FIRE SAFETY REPORT

In compliance with the Jeanne Clery Act, UBC posts an annual Campus Security and Fire Safety Report as well as Clery Crime Statistics. This allows students to be informed about campus safety as well as crimes that have taken place on and around campus. This helps students to know how to take necessary precautions for safety. The UBC Campus Security and Fire Safety Report can be viewed at <https://ubca.org/current-students/campus-security/>. The annual Crime Statistics are posted each year to the Department of Education website. The statistics can be found at <https://ope.ed.gov/campussafety/#/>

INTERNET

Internet access is provided by the UBC and is available in the dorms, library, and Union Central. Students are to use the internet only for wholesome and Christ honoring activity. For a complete internet policy, refer to the *Union Bible College Internet Policy*. Any questions may be referred to the IT director.

VOTER REGISTRATION

Students may register to vote locally while attending UBC. We make this simple by providing a link to online voter registration on the UBCA website. The links to voter registration forms as well as helpful voter information may be found at <https://ubca.org/current-students/voter-registration/>

SICKNESS POLICY

High school students who live in the dorm and are unable to attend classes due to sickness must notify their Social Dean. In order to be excused from school, they must receive written confirmation either from a medical doctor or the Social Dean. College students will use their available class skips when they are sick. Any student whether college or high school are expected in their rooms when sick and not be out and about on campus. This will help to keep from spreading sickness. The student may arrange for someone to bring them a carryout tray from the dining hall at mealtimes.

AUTOMOBILE POLICY

Students may own one vehicle on campus. The following guidelines should be followed:

- Only those eighteen years or older can have a car on campus without written permission from their legal guardian.
- Car must be insured. Proof of registration, insurance, and license must be recorded in the Student Life Office.
- Cars must be parked in the parking lots behind the respective student dorms. No students are to park in the kitchen entrance or in the first two spaces west of it. Failure to abide by the parking policy may result in a fine.
- Since many insurance companies do not typically cover one's automobile if it is loaned out, students are thoroughly discouraged from lending their vehicles to others.
- Students are expected to drive carefully and responsibly on campus. Students who drive carelessly and endanger others may be fined or receive other discipline. Severe or repeated reckless driving offenses may result in a loss of privilege to have a vehicle on campus.
- Any inoperable vehicle that is not repaired within two weeks must be removed from the parking lot. Union Bible College reserves the right to remove any unauthorized vehicle at the owner's expense.

STUDENT GRIEVANCE POLICY AND PROCEDURE

A student may seek recourse from any college nonacademic program or employment-related dispute, alleged discrimination on the basis of race, national origin, color, sex, disability, or age, including alleged violation of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments Acts of 1972, Section 504 of the Rehabilitation Act of 1973, or other state or federal legislation through the following procedures:

Informal Procedure

The student should seek informal resolution with the individual department or person concerned before initiating a written complaint. Remember to use the model of reconciliation as taught by the Lord Jesus Christ in

Matthew 18:15-17. First go alone to discuss the matter. If the situation remains unresolved then take two or three others with you to approach the other person. Pray about the situation and for the other person(s) involved. Do not spread the news of the matter to others in order to garner support.

Formal Procedure

The informal resolution may be ended at any time and the complainant may begin the formal procedure by submitting a written grievance to the VP for Student Affairs within 30 days of the event or action. Grievances must include the demographic information regarding the complainant, the clear facts of the case, the disposition or resolution achieved thus far and the requested resolution by the complainant.

A hearing will be held with the VP of Student Affairs ordinarily within 15 working days from the filing of the written grievance. Additional information or clarification may be requested before a hearing is scheduled.

NOTE: Appeals that are based solely on the severity of a sanction that upon investigation are within the parameters of the available sanctions for an event or action are not considered grounds for appeal. If the complaint is not satisfactorily resolved with the VP for Student Affairs, the student may then request, within 15 working days, a hearing with the College Administration. This hearing will ordinarily be held within 15 working days. This is the final appeal.

Each stated time frame will be the ordinary process. More time may be necessary in the event of a lengthy investigation, hearing, illness, or other unforeseen circumstances. The complainant will be notified of results at each step of the grievance process. All grievances, with all papers, recommendations, and decisions related to federal or state regulations, will be reported to the Academic Dean in whose office all files will be kept. Because grievance and appeal processes are private college administrative hearings, legal counsel or representation is inappropriate.

CONTACT INFORMATION

UBC

434 S. Union St.
PO Box 900
Westfield, IN 46074
Telephone (317)896-9324
Fax (317)867-0784

ABHE

Union Bible College is accredited with the *Association of Biblical Higher Education (ABHE)*. Any questions relating to accreditation may be referred to them at:

ABHE
5850 T. G. Lee Blvd., Ste. 130
Orlando, FL 32822
Phone; 407-207-0808
www.abhe.org

MEDICAL

Medical Care Providers in this area

CVS Minute Clinic
SR 32E & Carry Road, Westfield
Hours: Mon – Fri 8am – 8pm; Sat-Sun 10am – 4 pm
MedCheck Carmel
11911 N Meridian St. #150
Carmel, 317-621-6700
Hours: Mon-Fri 4pm – 11pm; Sat-Sun 11am – 5pm
St. Vincent Immediate Care Center
13250 Hazel Dell Pkwy, #140
Carmel, 317-415-6900
“The Doctor Is In” Franciscan Immediate Care
Village Park Plaza 14641 US 31N, E01
Carmel, 317-564-7025

Free/Low-Cost Clinics in this area

HOPE Family Care Center, Inc
270 W. Jackson St.
Cicero, 317-965-9043
Trinity Free Clinic, Inc.
14598 Oak Ridge Rd.
Carmel, 317-819-0772
St. Vincent’s Primary Care Clinic
Based on income, by appointment only
317-338-7510
Hours: Mon-Fri- 8:30am – 4pm

Hospitals

St. Vincent Hospital
13500 N. Meridian St.
Carmel, IN
317-582-7000

St. Vincent Hospital
2001 W. 86th St.
Indianapolis, IN
317-338-2345

IU Health North
11700 N. Meridian St.
Carmel, IN
317-688-2000

Riverview Health Westfield Hospital
17600 Shamrock Blvd.
Westfield, IN
317-214-5555

CHANGES TO THE HANDBOOK

The Vice-President for Student Affairs is responsible for editing the handbook. Students, Faculty, and Staff may submit a recommendation for changes to the Vice-President for Student Affairs. Any policy changes will be approved through the Administration and Board of Directors. The student body will be adequately informed in advance of any change.

