



STUDENT HANDBOOK 2010 - 2011

1111 Academy Park Loop
Colorado Springs, CO 80910

800-873-3873 or 719-884-5000
Fax: 719-884-5199
Email: studentdevelopment@nbc.edu
www.nbc.edu

*Should there be any discrepancies between the Student Handbook 2010-2011
and the College Catalog 2010-2011, the College will defer to the Catalog.*

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WELCOME TO NAZARENE BIBLE COLLEGE



Harold B. Graves Jr.
President

Welcome to Nazarene Bible College. You have made the appropriate educational choice. I believe that you are here because of your positive response to God's call on your life. In the days ahead, both God and the Nazarene Bible College family will stand beside you and encourage you as you seek to expand your skills and knowledge for the ministry God has placed in your heart.

II Timothy 1:7 states, *"God did not give us a spirit of timidity, but a spirit of power, of love and of self-discipline."* May these words motivate and strengthen you as you grow and mature in your faith, your spiritual life, and your service.



Laurel L. Matson
**Vice President for Student Development
and Registrar**

Welcome to Nazarene Bible College. I trust that this will be an exciting year of development for you and your family. This past summer has been one of great blessing to me as I directly experienced the hand of God at work in the life of my family. I look forward with enthusiasm to working with the faculty, staff, and Associated Student Government to provide the best in student services to you and your family this coming year.

The services of Student Development are provided to complement your academic program and to provide opportunities for you to develop your interests and leadership skills as you prepare for ministry.

This *Student Handbook* is designed to assist you during your college experience. It will give you more information about Nazarene Bible College and help you during this time of transition.

The Student Development and Registrar offices are located on the lower level of Sanders Administration Building. Our doors are always open to assist you. We endeavor to assist in providing the support system that links students and college together in a community of believers. I join President Graves and the faculty in welcoming you to Nazarene Bible College. My hope and prayer for the coming year is that you will find a place of involvement and ministry.



James R. Stevens
2010-2011 Student Body President

I am honored to welcome you to Nazarene Bible College. God has called you here to do amazing things in your life as you follow His calling and become a part of the NBC family. NBC is an institute that was put in place to train, develop, and prepare those called for ministry. NBC is an experience in which you must choose to participate. Whether it is building relationships with the staff, faculty, and student body, to personal counseling to deal with past struggles, or just seeking out fellowship, it is up to you to make the choice to participate. NBC has the tools to prepare you for a healthy life in ministry.

As we embark on this school year, continue to ask yourself if you are steering the ship or allowing Him to set your course. It is when we become vulnerable enough to allow changes to happen in our lives that we become pliable enough to be shaped into the vessel that He has called us to be. He has called out to you to serve Him, and you have answered "Here I am, Send Me." It is your responsibility to make sure you are ready to answer that call mentally, physically, and spiritually, but that does not mean you have to do it alone. I am honored and excited to serve and study alongside you this coming year. We are all here to hold each other up when we cannot bear to take one more step.

I look forward to this year as your Associated Student Government (ASG) President.

STATEMENTS OF MISSION

STATEMENT OF BELIEF

Nazarene Bible College, an institution of the Church of the Nazarene, teaches and adheres to the statement of belief as found in the *Manual* of the Church of the Nazarene.

We believe:

1. In one God – the Father, Son, and Holy Spirit.
2. That the Old and New Testament Scriptures, given by plenary inspiration, contain all truth necessary to faith and Christian living.
3. That man is born with a fallen nature and is, therefore, inclined to evil, and that continually.
4. That the finally impenitent are hopelessly and eternally lost.
5. That the atonement through Jesus Christ is for the whole human race; and that whosoever repents and believes on the Lord Jesus Christ is justified and regenerated and saved from the dominion of sin.
6. That believers are to be sanctified wholly, subsequent to regeneration, through faith in the Lord Jesus Christ.
7. That the Holy Spirit bears witness to the new birth, and also to the entire sanctification of believers.
8. That our Lord will return, the dead will be raised, and the final judgment will take place.

PURPOSE

Nazarene Bible College exists to glorify Jesus Christ as Lord by preparing adults to evangelize, disciple, and minister to the world.

MISSION

Nazarene Bible College is an undergraduate, professional school of Christian ministry committed to academic and practical programs designed to educate students for service and leadership in a diverse world.

Founded and sponsored by the Church of the Nazarene, the college has a unique place among the institutions of higher learning in the denomination. The college provides ministerial preparation for a diverse community of adult learners primarily within the United States through traditional and innovative delivery systems.

The college is committed to a strong program of academic excellence offering baccalaureate and associate degrees supported by appropriate student development programs and strategies.

Nazarene Bible College views truth through the Wesleyan-Holiness perspective and affirms the Bible as the cornerstone for a proper understanding of God's redemptive plan for humankind. The college especially emphasizes the biblical doctrine of entire sanctification and living a holy, Christ-like life.

CORE VALUES

The following core values express our finest aspirations and serve as guiding principles in the pursuit of our mission to equip people for effective Christian ministry. We commit ourselves to reflect the following values.

LEARNING AND INSTRUCTION

We acknowledge the inspired truth of Scripture as the reference point for our educational process. We seek to develop lifelong learners with a Christian world view. We are committed to academic and professional excellence. We desire to achieve balance in our curriculum through the integration of intellectual, spiritual, and practical studies.

DEVELOPMENT OF THE PERSON

We hold that theological education involves shaping the whole person. Therefore, we value the development of moral and ethical integrity, physical and emotional health, and spiritual maturity, all as the demonstration of character through a holy lifestyle.

SERVICE AND MISSION

We prepare students to engage in practical ministry. We value the demonstration of leadership and servanthood to meet the spiritual and social needs of our world. We encourage interdependence with local churches and diverse ministry contexts where our students can utilize their gifts and graces for service to the church and to the world.

EDUCATIONAL OBJECTIVES OF THE COLLEGE

Nazarene Bible College faculty members and administrators commit themselves to equipping each student to become a Christian witness and servant-leader who will demonstrate:

- effective communication skills in listening, speaking, and writing.
- critical thinking skills necessary to interact effectively in a culturally diverse and increasingly pluralistic world.
- skills in biblical exposition that accurately reflect the content and meaning of scripture.
- a biblically-formed world view, integrating the Christian faith with general educational content.
- recognition of the significance of the Wesleyan-Holiness theological perspective as foundational for life and ministry.
- a pattern of lifelong learning.
- personal discipline in one's care for body, mind, and spirit.
- a devoted relationship with Christ.
- a life of Christian holiness in community.
- leadership in a variety of ministry contexts.
- effective service within the context of modern society.
- a commitment to global evangelism.

ACCREDITATION AND RECOGNITION

- Accredited by *The Higher Learning Commission* (HLC), a commission of the North Central Association of Colleges and Schools, 2006.



- Accredited by the *Commission on Accreditation of the Association for Biblical Higher Education* (ABHE), 1976. The ABHE is a member of the Council on Higher Education Accreditation (CHEA) and is approved by the United States Department of Education.

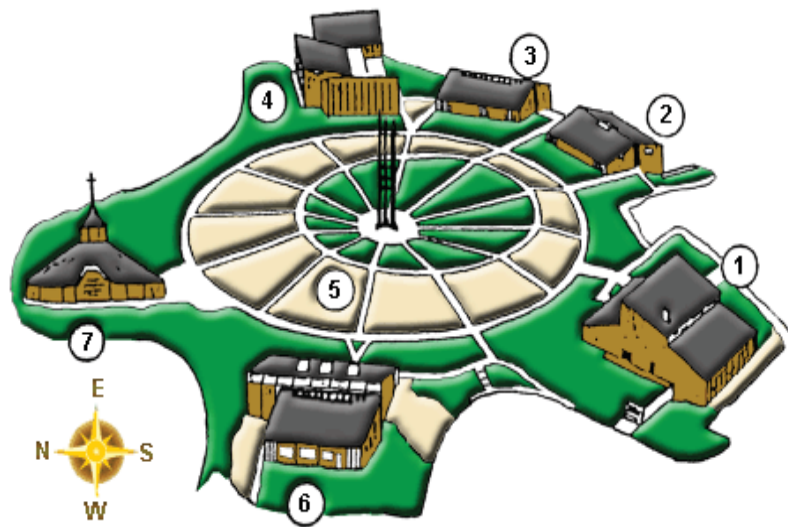
*Commission on Accreditation of the
Association for Biblical Higher Education*
5575 S. Semoran Blvd., Suite 26
Orlando, FL 32822-1781
407-207-0808
www.abhe.org

Accreditation documents may be reviewed by contacting the office of the president.

- Chartered by the *State of Colorado* (1967) as a non-profit educational institution.
- Approved by the *Colorado Department of Education* (1969) to grant degrees.
- Approved for training veterans and authorized under federal law to enroll non-immigrant alien students.
- Approved by the *Church of the Nazarene International Board of Education* for training leaders toward ordination or commission in the ministries of the Church of the Nazarene.
- Approved by the *United States Department of Education* for federal aid to students (Title IV).
- Approved by the *Association of Christian Schools International* for teacher certification training.

CAMPUS AND FACILITIES

CAMPUS MAP



- | | |
|----|---|
| 1. | Sanders Administration Building / Trimble Library |
| 2. | Powers Hall |
| 3. | Leist Hall |
| 4. | Williamson Center / Bookstore |
| 5. | Apostles Court |
| 6. | Oliver Hall / Brand Center for Innovative Education |
| 7. | Strickland Chapel and Conference Center |

CAMPUS DIRECTORY

Sanders Administration Building (upper level)	
Dr. Harold Graves Jr. , President	884-5001
Dr. Gary Streit , Vice President for Academic Affairs	884-5011
Dr. Jay Ott , Vice President for Campus Academic Services, Director of Advantage Program	884-5091
Sanders Administration Building (lower level)	
Mr. Mike Arrambide , Vice President for Finance	884-5021
Mr. Mal Britton , Financial Aid Director	884-5051
Dr. Laurel Matson , Vice President for Student Development and Registrar	884-5061
Trimble Library	
Prof. Ann Attig , Library Director	884-5071
Powers Hall	
Prof. Ron Attig , Chair General Education Department	884-5152
Prof. David Church , Director Leadership and Ethics Program	884-5095
Dr. Thomas King , Chair Bible and Theology Department	884-5157
Dr. Daniel Powers , Director Bible and Theology Program	884-5156
Prof. Joseph Warrington , Pastoral Ministries, Bible	884-5141
Oliver Hall (upper level)	
Piano Lab	
Dr. Steven Grimo , Director Music Ministries Program	884-5142
Dr. Terry Lambright , Chair Community Ministries Department, Director Counseling Programs	884-5144
Dr. Alan Lyke , Chaplain, Chair Church Ministries Department, Director Pastoral Ministries Program	884-5154
Dr. Janyne McConnaughey , Director Christian School Education Program	884-5146
Oliver Hall (lower level)	
Recital Auditorium	
Brand Center	
Dr. David Phillips , Vice President for Online Academic Services and Institutional Technology	884-5031
Mr. Fred Phillips , Chief Information Officer	884-5101
Dr. James Russom , Associate Director for Online Education	884-5043

Williamson Center

Alumni Room/Student Recreation Room	
Associated Student Government Office	884-5168
Aycock Prayer Chapel	
Bookstore, Karla Phillips , Manager	884-5111
Deli	
Fireside Room	
Maintenance Shop, Greg McKenzie , Manager	884-5121
Student Boxes	

EMERGENCY CONTACTS

ON CAMPUS

Colorado Springs Police

Emergency	911
Non-emergency	444-7000

Emergency on Campus

Campus Security	460-6443
VP for Finance	5021
VP for Student Development and Registrar	5061

Crime Reporting

Plant Manager	
On-campus	5121
Off-campus	884-5121 or 460-6443
VP for Finance	
On-campus	5021

ONLINE ENVIRONMENT

Server / Internet connections	Call your advisor
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CAMPUS HOURS

Regular business hours for all administrative offices are:

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

For security reasons all classroom buildings are locked except for class hours. Student access may be gained to these buildings and faculty offices by contacting the appropriate secretary to make an appointment or by going to the reception desk in Sanders Administration Building. These buildings are unlocked at 5:30 p.m. each day when classes are scheduled and re-locked at 10:30 p.m. following classes. The student recreation area in the Alumni Room of Williamson may be open until midnight Monday through Thursday nights. Other open hours for the recreation area will be posted.

Bookstore*

8:00 a.m. - 4:00 p.m.	Monday and Thursday
5:00 - 8:00 p.m.	
8:00 a.m. - 4:00 p.m.	Tuesday and Wednesday
5:00 - 9:00 p.m.	
8:00 a.m. - 12:00 p.m.	Friday

Library*

8:00 a.m. - 10:00 p.m.	Monday - Thursday
8:00 a.m. - 6:00 p.m.	Friday
10:00 a.m. - 5:00 p.m.	Saturday

Special library hours may apply to summer, holidays, and breaks and will be announced in the *NBCommunicator* and posted in the administration and library building.

Oliver Hall

10:00 a.m. - 5:30 p.m.	Monday, Wednesday, and Thursday
1:00 - 8:30 p.m.	Tuesday

Chapel Services

7:40 - 8:10 p.m.	Tuesday and Wednesday
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Special service times when announced.

**The bookstore and library are closed during chapel.*

PROBLEM SOLVERS

WHEN IN NEED OF . . .

CALL OR GO TO . . .

CAMPUS STUDENTS

A Colorado driver's license*	5650 Industrial Place, 520-6240
Colorado license plates	200 South Cascade, 520-6240 or 5650 Industrial Place, 520-6240
Registering to vote	27 East Vermijo Ave., 471-5521
Arranging for a telephone hookup	1-800-244-1111
Arranging for utilities hookup	636-5401
A place to pray	Aycock Prayer Chapel (Williamson)
A snack	Bookstore Deli
Housing Information	Student Development
Information about emergency financial aid	Student Development
Making a phone call	Administration Building / Williamson
Part-time or full-time work	Student Development
Posting an announcement	Student Development
Scheduling an extracurricular event	Student Development

**Non-students employed in the state of Colorado must obtain a Colorado driver's license.*

CAMPUS and ONLINE STUDENTS

A student's address/phone #	Registrar's Office
Academic planning	Academic Advisor
Assistance with job placement	Student Development
Change of schedule	Academic Advisor
Help with spiritual problems	College Chaplain, VP for Student Development, your pastor, advisor, administrator, faculty member
Information about Government Grants and Financial Aid	Financial Aid
Information about Veteran's Benefits and Service	Financial Aid
Information about student government	ASG members (see page 50)
New or used books	Bookstore
Paying your bill	Business Office

2010 - 2011 ASG STUDENT CALENDAR

FALL TRIMESTER

June 1-August 27	Fall Registration
August 21	New Student Orientation
August 23-27	Welcome Week
August 23	Ice Cream Social and Communion Service
August 24	Sky Sox Baseball Game and Tailgate Party
August 26	Pot Luck and Testimony Circle
August 27	Small Group Game Night
August 30	Fall Trimester Classes Begin
	G.B. Williamson Golf Tournament
September 6	Labor Day - Classes in Session
	Campus Offices Closed - Labor Day Picnic
September 7	Last Day to Add a Class
September 29-30	Board of Trustees Meeting
October 11-15	Reading and Research Week
October 15	Last Day to Withdraw from a Class
October 16	NBC Experience/New Student Retreat
October 16-17	Sophomore/Junior Retreat
November 15-19	Final Exam Week
November 22-26	Break Between Trimesters

WINTER TRIMESTER

September 20-November 24	Winter Registration
November 20	New Student Orientation
November 29	Winter Trimester Classes Begin
December 6	Last Day to Add a Class
December 20-January 2	Winter/Christmas Break
January 3	Classes Resume after Winter Break
January 7	P & B Banquet for Graduates
January 21	Last Day to Withdraw from a Class
January 26	Oke Bible Reading
February 4	Ministry Progress Review
February 21-25	Final Exam Week
February 28-March 4	Break Between Trimesters

SPRING TRIMESTER

January 17-March 4	Spring Registration
March 5	New Student Orientation
March 7	Spring Trimester Classes Begin
March 11	Graduate Exit Interviews
March 14	Last Day to Add a Class
March 14-25	Senior Bible Content Examinations
April 16	Graduate Day
April 18-24	Reading and Research Week
April 22	Last Day to Withdraw from a Class
May 3-4	DeLong Sermon Series
May 10	Awards Chapel
May 11	ASG Chapel
May 17	Graduate Chapel
May 18	Graduate Sending Chapel
May 23-27	Final Exam Week
May 27	Last Day of Classes
May 28	Convocation
May 28	Alumni/Graduate Banquet
May 29	Commencement

SUMMER TERM

June 6-July 8	Summer Term
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SPIRITUAL LIFE

Nazarene Bible College exists to glorify Jesus Christ as Lord by preparing adults to evangelize, disciple, and minister to the world.

A vital spiritual life is the cornerstone of effectual ministerial preparation. The Apostle Paul describes a vital spiritual life as “attaining to the whole measure of the fullness of Christ” (Ephesians 4:13). The “fullness of Christ” is available to all, though attaining it happens by intention, not by accident, as the apostle notes elsewhere:

“Not that I have already obtained it or have already become perfect, but I press on so that I may lay hold of that for which also I was laid hold of by Christ Jesus. Brethren, I do not regard myself as having laid hold of it yet; but one thing I do: forgetting what lies behind and reaching forward to what lies ahead, I press on toward the goal for the prize of the upward call of God in Christ Jesus” (Philippians 3:12-14 NASB).

Paul’s testimony is also an invitation, an invitation to every follower of Christ to join him in his pursuit of the “fullness of Christ.” It’s an invitation extended to every student enrolled at Nazarene Bible College.

NBC students join in the pursuit of “the fullness of Christ” in many ways. They realize that:

- Following Christ comes first, so steps must be taken to ensure they keep in step with Him.
- Healthy family relationships are essential, so time must be allotted to nurture those relations.
- The call to ministry is a call to academic preparation, their primary ministry as an NBC student.
- Involvement in a local church is important, though the level of involvement won’t be the same as it was prior to becoming an NBC student.
- NBC’s chapel services are a significant source of spiritual renewal.
- Participation in accountability groups nurtures spiritual growth.
- Time spent in NBC’s Aycock prayer chapel will renew one’s soul.

The decision to join the NBC students in pursuing the “fullness of Christ” rests with each student. Determine to join them in the pursuit today.

It is also important to note that academic excellence and a vital spiritual life complement each other - they are not in conflict. Jesus said: “Love the Lord

your God with all your heart and with all your soul and with all your strength and with all your mind.” (Luke 10:27 NIV) The text implies that it is impossible to love God with just part of oneself, and that our emotions and spirit and body and intellect all can express our love for Him. NBC students are encouraged to give themselves to sound scholarship, investing themselves in their academic pursuits at NBC as a way of expressing their love for God.

Finally, all persons desiring to serve as ministers in the Church of the Nazarene, and in other denominations, are at some point examined by means of a ministerial credentialing process. Each ministry candidate is assessed as to his/her personal experience of salvation, experience of entire sanctification, knowledge of Biblical doctrines, intellectual, moral and spiritual qualifications, and general fitness for the ministry to which he/she feels called. NBC purposes to guide students toward the successful fulfillment of their ministerial preparation, which is in essence the pursuit of the “fullness of Christ.”

College Chaplain

The college chaplain serves as a minister of Christ to the campus and online communities of Nazarene Bible College, encouraging the spiritual growth and enrichment of the entire NBC family. The college chaplain welcomes students to contact him for spiritual care and direction at any time:

Dr. Alan Lyke, Chaplain
Room #5, Oliver Hall
Nazarene Bible College
719-884-5154
adlyke@nbc.edu

In addition, members of the college administration, faculty, and staff, the Associated Student Government leaders, and student campus chaplains provide ministry to the NBC community.

Chapel

Chapel attendance provides members of the NBC family with opportunities for personal and corporate worship. Benefits that come from attending chapel services include:

- Inspiration
- Intercession
- Edification
- Restoration

In addition, the chapel services provide for practical, educational, and cultural growth. Those persons who regularly attend chapel are enriched by:

- Community witness of faith in Christ
- Various approaches to Christian worship
- Engagement with the Word
- Exposure to a variety of preaching styles
- Communion with God in prayer

Chapel speakers, chosen as Christian ministry models, include church leaders, pastors, community resource persons, faculty members, students, and college administrators. This common experience of worship shared by students, faculty, staff, and administration forms one of the abiding strengths of the Nazarene Bible College experience.

Nazarene Bible College students are mature and responsible adults and clearly understand the benefits described above. Consistent spiritual formation patterns established in Christian ministers in training help shape their spiritual health, personal character, manner of living, and ultimately affect the impact of the Church in the world. With that in mind, *all students are encouraged to participate in the Nazarene Bible College chapel services.*

Chapel services are held on Tuesday and Wednesday evenings each week of class throughout the school year. Priority is given to the chapel services, so that all student services are closed during the time when the chapels are held. This includes the library, bookstore, and recreation room. The evening chapel services are available in streaming-video or audio formats, and as audio or video podcasts, at www.nbc.edu/chapel.

Area Churches

Seventeen Nazarene churches in Colorado Springs minister to students and their families. The pastors serve as shepherds, spiritual advisors, and ministerial models to students. These churches, varying in size from beginning church plants to a worship attendance of more than 600, offer the student many opportunities for service and fellowship. Long-standing relationships exist among the local churches, the college, graduates, and present students. Every student at Nazarene Bible College can find a church home among the Nazarene congregations in the Pikes Peak area.

COLORADO SPRINGS NAZARENE CHURCHES

Abundant Hope Church
41 N. Iowa
Colorado Springs, CO 80909
Telephone: 719/201-3881

Rev. Eugene Cooper
Telephone: 719/635-9628

Central Church
2550 E. San Miguel Street
Colorado Springs, CO 80909
Telephone: 719/632-6595

Rev. Jerry Jaquess
Telephone: 719/380-1983

Eastborough Church
4123 E. Pikes Peak Avenue
Colorado Springs, CO 80909
Telephone: 719/596-1929

Rev. Zell Woodworth
Telephone: 719/494-2051

Emanuel Church
821 S. Royer St.
Colorado Springs, CO 80910
Telephone: 719/393-1678

Rev. Omar Gurrion
Telephone: 719-393-1678

First Church (Springs First)
4120 E. Fountain Boulevard
Colorado Springs, CO 80916
Telephone: 719/596-5119

Rev. Gene Grate
Telephone: 719/596-5119

Fountain Church
2105 Monterey Way
Fountain, CO 80817
Telephone: 719/382-6101

Rev. Jerry Farr
Telephone: 719/393-4136

Gathering Stones Falcon
Community
7368 McLaughlin Road
Falcon, CO 80831-4713
Telephone: 719/358-1937

Rev. Ronnie Wilson
Telephone: 719/358-1937

Genesis Church
1615 E. Cheyenne Road
Colorado Springs, CO 80906
Telephone: 719/635-1585

Rev. June Jones
Telephone: 719/200-9158

Grace Church
1930 W. Colorado ave.
Colorado Springs, CO 80904
Telephone: 719/473-7725

Rev. Joe Warrington
Telephone: 719/229-4847

Living Faith Church
2120 King Street
Colorado Springs, CO 80904
Telephone: 719/217-9551

Rev. Ted Dittmer
Telephone: 719/217-9551

Northeast Community Church
8650 Scarborough Dr.
Colorado Springs, CO 80920
Mail: PO Box 26466
Colorado Springs, CO 80936
Telephone: 719/260-0099

Rev. Will Mackey
Telephone: 719/661-7472

The Remnant Church
1615 E. Cheyenne Road
Colorado Springs, CO 80905
Telephone: 719/635-1585

Rev. Don Smith
Telephone: 719/635-1585

Samoan Church
1615 E. Cheyenne Rd.
Colorado Springs, CO 80906
Telephone: 719/213-9283

Rev. Mila Tumua
Telephone: 719/213-9283

Security Church
800 Hackberry Drive
Security, CO 80911
Telephone: 719/392-7091

To be supplied

Trinity Church
5055 El Camino Drive
Colorado Springs, CO 80918
Telephone: 719/599-7990

Rev. Alan Scott
Telephone: 719/229-8722

True Life Community Church
6120 Stadia Ct. B
Colorado Springs, CO 80915
Telephone: 719/673-0556

Rev. Keith Morgan
Telephone: 719/271-6882

Woodland Park Church
750 N. Hwy 67
Mail: PO Box 1869
Woodland Park, CO 80866
Telephone: 719/687-6607

Rev. Brian Troxell
Telephone: 719/687-9531

Golden Bell Camp
380 CR #512
Divide, CO 80814
Telephone: 710/687-9561

Rev. Doug Pearson, Director
407 CR #512
Divide, CO 80814
Telephone: 719/687-1039

STUDENT DEVELOPMENT

Housing Information

Although the college does not provide dormitories or on-campus housing, a wide variety of housing is available in Colorado Springs. The Student Development office works with community apartment managers and homeowners in assisting students to secure housing. This office posts notices of currently available housing on bulletin boards across campus. Housing opportunities listed in *The Gazette* of Colorado Springs can be accessed on the Internet at www.gazette.com.

On-Campus Employment

Only a few jobs are available on campus. The Vice President for Finance is responsible for on-campus student and non-student full and part-time employment. Applications for employment can be obtained from the Business Office. Part of the on-campus student employment program is through the federally funded college work/study program (CWSP). This phase is administered by the Vice President for Finance in collaboration with the Director of Financial Aid.

Off-Campus Employment

The responsibility for finding employment will rest with the individual student. The Student Development office maintains a regularly updated list of job openings and principal employers of Nazarene Bible College students. New opportunities for employment are regularly posted on the bulletin board in Leist Hall, Powers Hall, and Williamson Center. Employment opportunities listed in the classified section of the *Gazette* of Colorado Springs can be accessed on the Internet at www.gazette.com.

Since the securing of both housing and employment is usually dependent upon the student's presence in the city, prospective students are urged to arrive at least two months before the school term begins. If possible, persons licensed in specialized fields such as plumbing, nursing, and teaching should secure Colorado certification before arrival.

The relationship between employer and employee is of vital concern to the college. We expect our students to represent themselves in a Christian way to ensure the respect and goodwill of the employer. In as much as the good example of former students has made it easier for present students to secure

employment, we expect our representatives to maintain excellent relationships with employers. If serious problems do arise relating to employment, they should be shared with the vice president for student development/registrar.

Bookstore

The bookstore is owned and operated by the college and is a facility for service and convenience to the student body. On campus and online students may acquire textbooks and supplemental reading materials for classroom use and the building of a library during their preparation at Nazarene Bible College. However, only required textbooks may be charged to the student's account. In addition to books, the bookstore also sells snacks and logo items, such as shirts, caps, sweatshirts, etc. Textbooks can be purchased at online.nbc.edu and NBC merchandise can be purchased online at bookstore.nbc.edu.

Policies of the bookstore include:

Discounts: Discounts will be given wherever possible. The amount will vary from item to item depending on the cost to the college.

Return Policy: New textbooks for 100% credit will be subject to the following regulations:

1. Books must be in saleable condition (no name, markings, highlighting, or bent corners).
2. Books must be accompanied by proof of purchase—sales slip or charge slip.
3. You must have verification of reason for return (purchased in error, dropping the class, duplicate purchase).
4. Books must be returned within one week of the beginning of the term.

Return of non-textbooks may be done at the discretion of the bookstore manager.

Communications

Important announcements and calendar items are posted in main buildings. New items are regularly posted.

The *NBCommunicator* is the official college announcement publication for activities, announcements, and policy and procedure changes during the academic year. It seeks to help keep all students and faculty informed of significant announcements. It is published weekly, from the start of the online

Fall A session through the end of the academic year. It is published by the Student Development office. The *NBCommunicator* is e-mailed to all students and is posted on the student and faculty portals.

The *post office* in Williamson Center is the official place of communication by the college to the campus student. Each student is assigned a post office box during registration. Information from the various offices, administrators, and faculty is channeled to the student via the post office. Boxes should be checked regularly for routine materials and urgent messages.

The *student mailboxes* are intended for dispensing college-related information only. Permission to place a mailing in all boxes must be obtained from the office of Student Development. Items placed without prior permission (except those from college offices) will be removed from the mailboxes.

E-mail is the official means of communication by the college to all students. Students should check their e-mail regularly, even when not enrolled in a current course, for information from the various offices, administrators, and faculty.

Campus bulletin boards are maintained by the student council and the Student Development Office. No announcements are to be posted without the permission of the Student Development office (items are stamped before being posted). A consistent effort is made to keep all bulletin boards attractive and current.

Counseling Services

Many times in the course of a college study program students require counseling services for issues related to personal, spiritual, emotional, or family needs. The college maintains a campus counseling center for students and their families. Students may request referral for counseling through the vice president for student development/registrar or the campus chaplain.

Placement, diagnostic, and psychological testing are available to students and their families. Additionally, the college has a referral commitment with Colorado Springs Christian Counseling Services (CSCCS) and other local counseling services. The college also maintains a campus counseling center where students and their immediate families may receive professional counseling services at minimal cost. Four licensed counselors are available through the campus center by contacting the vice president for student development/registrar. Referrals to other approved clinics are also available. Online students may request suggestions for counseling services available in their home area.

Student Guidance

Students need guidance through their years of ministerial preparation in a variety of ways. Faculty members, administrators, and staff members seek to be models of Christian care to all students and try to be alert to student needs.

Local churches and the pastors serve as pastoral guides and mentors. The peer mentoring program seeks to pair each new student and his/her family with members of the student council or student chaplains for mutual encouragement and to assist them in becoming integrated with the NBC family and Colorado Springs.

Faculty members, administrators, and staff have an open-door policy toward all students for encouragement, prayer, and guidance.

- Faculty members are willing to serve as spiritual advisors to each student. Students are encouraged to develop strong affinity relationships with their professors. These individuals provide guidance, encouragement, and assistance in matters of spiritual formation, social relationships, and church involvement.
- The president is prepared to discuss with the student any matter in which he/she needs assistance.
- The vice president for student development assists students in practical matters such as employment and housing, and he serves as the first contact for personal, emotional, and spiritual concerns throughout their time of study at NBC. He also counsels with graduating seniors regarding their future ministerial assignments.
- The academic dean advises students regarding their general educational plans, choice of programs, vocational planning, curriculum problems, difficulties with study, or withdrawals from college.
- The vice president for finance is available to counsel students regarding tuition and emergency assistance.
- The director of financial aid gives guidance relating to student aid programs, veteran's assistance, and scholarships.
- The registrar assists students with class scheduling, credit transfer, and attendance policies.
- The director of the library works with students to help build the life-long learning skills in locating and learning how to use the various print and electronic resources available.
- Staff members are available to pray with, and encourage students as

opportunities to do so arise.

Social Life

There is an excellent spirit of comradeship and fellowship in the Nazarene Bible College family of students, faculty, and staff. Numerous social events win active participation despite heavy work and study schedules. There is an increasing emphasis upon meeting the needs of the total family as well as the enrolled student.

Intramural Sports

The ASG vice president of recreational life, in cooperation with the ASG and the vice president for student development/registrar, formulates an active program of intramural sports to enhance the total development of Nazarene Bible College students. Depending upon interest, this consists of tennis, ping-pong, volleyball, basketball, softball, or golf. College-wide tournaments may be held in some of these activities. The college carries no insurance to cover participants in athletic activities. Each student should be self-insured.

Professional Ministry

The ministry is both a profession and a calling. It is essential that both areas are developed and enhanced. Nazarene Bible College is doing everything possible to equip and prepare graduates for their ministry. The faculty works hard to make the classroom a learning and stretching experience. The administration spends much of its time in advisement, placement, and public awareness of the value of our students.

The following areas are included:

1. Ministry Progress Review
 - student is interviewed
 - spouse involvement in ministry preparation
 - review standards for professional ministry
 - spiritual gifts profile
2. Graduate Exit Interview
 - objectives for ministry goals
 - professional ministry standards review
 - gifts and goals for ministry
 - personality profile
3. Senior Profiles

- E-book of graduate profiles sent to district superintendents
 - recommendations and academic record
4. Resumes and Ministry Opportunities
- placement opportunities
 - personal interviews with district superintendents, faculty, and administrators

- student advisement, vice president for student development/
registrar

STEPS TO NAZARENE ORDINATION

If you are preparing for ministry in the Church of the Nazarene, you should obtain a copy of the *Sourcebook on Ordination, United States of America Edition*, which may be found at nazarenepastor.org/clergy/education. You should also acquaint yourself with paragraphs 400-401.6 of the *Manual Church of the Nazarene, 2009-2013*. Students from other churches should carefully pursue their own denominational requirements.

Nazarene students who hold church membership in Colorado may obtain a statement of procedures for the Colorado District from the vice president for student development/registrar. Any student whose district and local church membership is not on the Colorado District should correspond with the chairman or secretary of the ministerial credentials board of their home district. Other districts may request that the vice president for student development/registrar arrange for a credentials board type interview with faculty and/or staff if the student cannot attend the meeting of the credentials board of their home district. When so requested, the vice president for student development/registrar will send a report of such meeting to the chairman or secretary of the credentials board on the student's home district.

Before you are eligible for a district minister's license, you must have:

1. a local preacher's license from your local church for at least one year.
2. been officially recommended to the district by your local church board.
3. completed at least one-fourth of the Bible college four-year program in Biblical studies or the equivalent of the first year of the course for licensed ministers.
4. been personally interviewed by the ministerial credentials board of your district at the place and time of their choosing (or by a faculty/staff committee as outlined above).

Students must be enrolled in the Ministerial Course of Study and be certified by their district ministerial credentials board. Normally, enrollment takes place when application is made through the local church.

The college makes student transcripts available to the District Ministerial Credentials Board. The student should request a transcript from the college registrar no later than 60 days prior to the meeting of the credentials board.

Students who already have a district license but are transferring to Colorado must follow the same procedure. There is no urgency to apply for a district license in the first academic year. Because of the procedures and requirements involved, it is recommended that the student wait at least until the second year of Bible College studies.

Students who look forward to receiving a deacon license in Christian education, or a commission as a song evangelist or minister of music, will follow the procedures similar to those for elders.

Ordination Requirements

Students who are working toward ordination as an elder or a deacon in the Church of the Nazarene must be educationally certified as a graduate from the Course of Study for licensed ministers by action of the office of Clergy Development and by their district ministerial credentials board. This must be done after graduation from the college. (Check the *Manual* for other requirements for ordination.)

Students are responsible to request graduation certification for the district ministerial credentials board on the district where the minister's license is held. A student is not automatically graduated from the Minister's Course of Study when he/she graduates from Nazarene Bible College. Following graduation from Nazarene Bible College, students should request that the Registrar's Office send a Certificate of Graduation from the Minister's Course of Study to the district on which their license is held.

Qualifying Divorced Students for Prospective Ministry

Nazarene Bible College is a post-secondary educational institution of the Church of the Nazarene whose major assignment is to academically prepare its students for full or part-time ministries in the church. However, neither Nazarene Bible College, its administrators, faculty, nor staff make any warranties, promises, or inferences that the student will be credentialed for ministry in the Church of the Nazarene, particularly as related to divorce/remarriage. The college advises students to confer with the district superintendent of the district on which their membership is held to determine eligibility for licensure and/or ordination.

FINANCIAL INFORMATION

Financial Aid

The Financial Aid Office, located downstairs in Sanders Administration Building, is responsible for:

- Federal Student Financial Aid
- Veterans Education Benefits
- Veterans Dependents Education Assistance
- Vocational Rehabilitation Assistance
- NBC Scholarships and Awards

The financial aid program at Nazarene Bible College is designed to provide financial counseling and monetary assistance to students who would be unable to pursue their education without such assistance. In most cases, students are expected to make a reasonable contribution toward the cost of their education. A reasonable contribution is determined by information provided on the student's financial aid application.

The amount of assistance a student may receive to attend Nazarene Bible College is determined principally by the extent of need. Need, in turn, is determined by an examination of financial resources and obligations of the student and his or her parents (if applicable). Financial aid is then granted to eligible students in the form of grants or loans to help cover educational related costs.

Students may apply for veteran's educational benefits online at www.gibill.va.gov.

The Financial Aid Office is available to assist you in planning your budget and to assist you in obtaining necessary aid to be able to attend NBC. If you have any questions, call 884-5051, or come in and talk to the office personnel.

A student must apply for financial aid to be considered for any aid, grants or loans.

Special Assistance Funds for Campus Students

Potter Loan Fund

This emergency loan fund is to assist students through times of crisis on a short-term, interest-free basis. Requests should be submitted to the vice president for finance.

Samaritan Fund

The Associated Student Body has established a fund to assist students and their families in emergencies. Requests should be channeled through the vice president for student development/registrar.

Tuition and Fees

Please consult the Catalog for tuition and fee information.

Policy on Refunds

Please consult the Catalog for the refund policy.

TRIMBLE LIBRARY

Access to Resources

Access to the Trimble Library Catalog at <http://trimble.nbc.edu> and other electronic resources through NBC's secured website at <http://online.nbc.edu> is available to both campus and online students. Students will need their User ID and Password for this secured site. If needed, the library staff will be happy to give instructions or assistance in accessing these sites.

Loan Policies

Type	Loan Period	Fine Rate	Maximum Fine
Circulating books	21 days	10 cents per day	\$10.00
Cassette tapes	21 days	10 cents per day	\$10.00
Reserve books	overnight, 3 & 7 days	\$1.00 per day	\$25.00
Videos	21 days	10 cents per day	\$10.00
Pamphlets	21 days	10 cents per day	\$10.00

Use of the library is a privilege and should be approached in a manner consistent with Christian principles, integrity, and kindness.

Online students may contact the library at library@nbc.edu or 719-884-5074 for procedures in obtaining and returning library materials.

Items that have been checked out by campus students are to be returned in the RETURN MATERIALS bin located just inside the front doors.

When the library is closed, items may be returned to the "LIBRARY RETURN" outside the Administration building.

For statistical purposes, we ask that any items used in the library (even if only perused) not be reshelfed. It is appropriate to leave them on any of the study tables or counter tops. Library staff will reshelve them.

A courtesy phone in the administrative reception area is available for local calls. This keeps the library phones free for library business use.

Beverage containers with lids are appropriate in the library except where the computers are located.

Supplies such as paper, pens, pencils, paper clips, correction fluid, scotch tape, etc., are available for purchase at the campus bookstore.

Reference books and periodicals (magazines and newspapers) are for in-library use only.

Professors sometimes place books on “reserve” in order to ensure availability to each student in the class. Reserve limitations should be strictly observed.

Fines are not charged for the days the library is closed. Any outstanding fines will be turned over to the Business Office at the end of the trimester and grades will not be released or registration for the next trimester allowed until fines are cleared. The fine is reduced to one half if paid at the time the item is returned.

Students are asked to check out only the number of items that can reasonably be used.

Circulating items may be renewed for an additional period of time provided they have not been requested by another student.

Reserve items are not renewable.

It is the responsibility of the student to ensure materials are returned or renewed. Renewals may be requested by phone (884-5074), by email (library@nbc.edu), or in person.

An item will be declared lost if every possible attempt has been made to locate the material. Charges for lost items may include the following: the accumulated fine, replacement cost, and a processing fee of \$10.00.

GENERAL POLICIES

Visitors / Children in the Classroom

Occasional visitors in the classroom are welcome. They should be introduced to the teacher before the class begins.

Bringing children to any class session is not permitted. Exceptions to this policy may only occur with the express permission of the teacher in charge and must be very rare since problems of seating and distraction prohibit this practice on a regular basis. Children are not to be on campus unattended during class time. College staff persons on duty are not permitted to accept responsibility for or to attend to children during class time.

Children are not to be left unattended on the campus, in cars, or buildings. In the interest of safety, such practices are prohibited.

Campus Cleanliness

Please use trash containers for your personal trash and debris, and help keep our campus neat by disposing of trash you see lying around. Our buildings are used constantly day and night throughout the week. Thanks for your cooperation in this matter.

Driving and Parking

All students arriving or departing the Nazarene Bible College parking lots should use only the approved roads for entry or exit. Do not park your vehicle in a reserved, named parking space. For safety, always lock your car. Please observe all water hydrants, trees, light poles, and traffic signs. Care in driving should be observed when on campus.

Lost and Found Policy

Contact the receptionist in the administration building if items have been lost. Articles will be held in the administration building for a period of 90 days.

Taking Offerings in Class

The administration follows a policy of protecting students from solicitations for money during class sessions. Exceptions to this rule must have the approval of the vice president for student development/registrar.

Selection of Chapel Offering Projects

At the beginning of each school year, the Spiritual Life Committee receives project suggestions which may come from or through any member of the administration or faculty as well as its own members. The Associated Student Government, through its vice president of spiritual life, shall have a voice in the choice of the all-college missionary project.

From these suggestions, the Spiritual Life Committee will make a list of the proposals and assign their rating to each. These will be submitted to the administrative council who will select and approve up to three projects for the year.

Privacy Act (FERPA)

Nazarene Bible College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) which gives students the right to know what information the college maintains about individual students, the right to ensure the accuracy of that information, the right to know who has access to files of information and for what purposes, and the right to control to a significant extent the distribution of that information outside the institution.

The college considers some information to be directory information which may be disclosed to others without student permission. This includes, but is not limited to, items such as name, address, telephone number, e-mail addresses, photographs, dates of enrollment, classification, full or part-time status, degree(s) received, awards, honors, program of study, previous institutions attended, date and place of birth, and participation in activities. If a student does not want this information released, he or she must submit a Request to Prevent Disclosure of Directory Information form to the registrar's office. This request remains in effect until revoked in writing by the student.

Educational records will not be released to individuals other than the student except as provided for by FERPA. This provision includes: (1) A parent who claims a student as a dependent on their most recent federal income tax form. The parent must submit a Parental Affidavit for Academic Information to access the student's record. (2) A student who grants access to his/her educational record by submitting a Student Consent for Release of Records. These forms must be submitted for each request.

Information regarding FERPA, details or college records protected by FERPA, and forms necessary to withhold or release information may be obtained through the registrar's office.

Non-Discrimination Policy (Title IX)

Nazarene Bible College subscribes to the principles and laws of the State of Colorado and the federal government pertaining to civil rights and equal opportunity, including Title IX of the Education Amendment of 1972. Nazarene Bible College policy prohibits discrimination on the basis of race, sex, religion, age, color, national or ethnic origin, marital status, or handicap in recruitment and admission of students, scholarship and loan programs, and in the operation of all college-administered programs, activities, and services.

The college has designated the vice president for finance as the Title IX coordinator. Evidence of practices inconsistent with the college's non-discrimination policy should be reported in writing to the Title IX coordinator who will evaluate the inconsistencies and take appropriate action. Should the complainant be dissatisfied with the resolution of the matter as determined by the Title IX coordinator, the complainant may submit a written report to the president of the college. The decision of the president in the matter shall be final.

CAMPUS SECURITY

Nazarene Bible College seeks to provide a safe and secure environment for students, their families, faculty, and staff. Recent events on various college campuses and in our own community and neighborhood have caused the administration look carefully at campus security. They have consulted with Colorado Springs Police Department and other agencies as they have evaluated ways to make our campus more safe and secure. New standards of safety and security have been put in place. Students are asked to observe these new standards.

1. All classroom and faculty office buildings are locked except during class hours. Student access may be gained to these buildings and faculty offices by contacting the appropriate secretary to make an appointment or by going to the reception desk in Sanders Administration Building. These buildings are unlocked at 5:30 p.m. each day when classes are scheduled and re-locked at 10:30 p.m. following classes.
2. The main level of Williamson Student Center will be open during normal bookstore hours, other hours as posted, and until 10:30 p.m. each class night.
3. The student recreation area in the Alumni Room of Williamson may be open until midnight Monday through Thursday nights. Other open hours for the recreation area will be posted throughout the year. Alternative security access to Williamson may be instituted as deemed appropriate during the coming year.
4. We use a Student Security/Identification Card system.
 - a. During the registration process all campus students are required to go to the library to have a photo taken and a Student Security/Identification Card (SSIC) issued.
 - b. Students will be required to carry this SSIC with them at all times when they desire access to campus buildings and activities.
 - c. Students will be required to show their SSIC when checking books out of the library, or using library resources.
 - d. Students may be asked to show their SSIC when purchasing books from the campus bookstore.
 - e. Students may be asked to show their SSIC when entering a classroom building on campus, or seeking to gain access to a faculty office at other than class hours.
 - f. Students may be asked to show their SSIC when seeking to gain access to student recreation areas when those areas are open.
5. Individuals using the student recreation room in Williamson must be currently enrolled students, or accompanied by a current student.

Crime Awareness

Nazarene Bible College, in compliance with Title II, Crime Awareness and Campus Security, provides the following information:

1. A policy and procedure for students and others to instruct them in reporting criminal violation or breaking of campus regulations is distributed annually.
2. Policies concerning security and access to campus facilities are outlined in the procedural statement.
3. Reports of criminal or campus violations should first be directed to Campus Security (719-460-6443), then to the Business Office at 884-5021.
4. A complete record of campus crime and/or violation is kept on record in the Business Office for campus security authorities and local police agencies.

STANDARDS OF CONDUCT

Guidelines for student conduct at Nazarene Bible College are few, but important. Failure to live up to these guidelines can result in discipline, suspension, or dismissal.

The vice president for student development/registrar has the responsibility to counsel with students who violate the behavior and/or dress code, and make disciplinary recommendations to the disciplinary committee.

Personal Appearance

The *Manual of the Church of the Nazarene* gives guidance in maintaining a wholesome standard of conduct that has been proven both wise and safe. Since Nazarene Bible College is operated as an educational institution for ministerial and lay preparation for the Church of the Nazarene, it is expected that its students exemplify its standards in word and deed.

Nazarene Bible College affirms that the appearance of students has a direct relationship with the development of self-discipline and a sense of pride in being a student at NBC. Christian simplicity and modesty are two values especially relevant to our campus situation.

Certainly for any dress policy to be effective, common sense and personal discretion by students is essential. Student dress and grooming should be consistent with and contribute to a vital Christian witness. Dignity, good taste, and self-respect are always appropriate.

The following guidelines will be helpful:

1. Bodily cleanliness and neatness of attire are essential.
2. Hair and beards should be kept well groomed.
3. Clothing should be appropriate to the occasion and in good taste, reflecting the atmosphere of vital Christianity which is one of the basic objectives of Nazarene Bible College. Personal appearance should not disrupt the mood or atmosphere of the activity being attended.
4. Tank tops, short shorts, bare midriffs, etc. are inappropriate attire for the classroom.

Guidelines for Conduct

In order to assure that students at Nazarene Bible College are making satisfactory progress toward a life-style of Christian conduct and character, the college has instituted guidelines for conduct and a system of discipline.

Guidelines for student conduct at Nazarene Bible College are few but important. Failure to live up to these guidelines may result in discipline, suspension, or dismissal. The guidelines of conduct are enforced. Conduct listed in items 1-10 is prohibited.

1. Any conduct that could lead to physical injury or property damage.
2. The use of obscene or profane language.
3. The failure to act with financial responsibility for bills, including rent of house or apartment.
4. The use of tobacco in any of its forms on or off campus.
5. The use or possession of alcoholic beverages, narcotics, addictive or hallucinatory drugs on or off campus. The college reserves the right to require a test for drugs upon probable cause.
6. The use of pornographic materials in any form, including the use of college computers to access pornographic sites on the Internet.
7. Unmarried students making housing arrangements with unmarried persons of the opposite gender.
8. Sexual intimacy outside the bonds of marriage.
9. Sexual and/or emotional intimacy by married persons with members of the opposite gender who are not their spouse.
10. Untruthfulness, dishonesty in all relationships.
11. Students will be held accountable for material that is posted on their personal web site, whether they posted that material or not.
12. Students will be held accountable for behavior that they confess to on Facebook.com or other similar web sites and postings.
13. Plagiarism and academic dishonesty. Students should neither participate in cheating nor encourage cheating by allowing it to go unreported. (See academic policy statements that deal with consequences of plagiarism and academic dishonesty.)
14. Students who are convicted of a felony while enrolled at NBC will be subject to immediate disciplinary suspension.

Disciplinary Process

Nazarene Bible College is an institution of the Church of the Nazarene. The college administration seeks to promote a creative atmosphere where both the ideals of the Church of the Nazarene and the good of the student may be achieved.

Disciplinary action may be called for in cases of any academic misconduct, such as plagiarism, cheating, etc. In such cases, disciplinary action will be the

responsibility of the academic dean, or the vice president for online education, after consultation with the professor and student involved. Such action may include verbal or written reprimand, failure of the course involved, counseling, probation, or dismissal from the college.

Students who do not abide by the ethical standards and practices of the Church of the Nazarene and Nazarene Bible College may be subject to disciplinary action. The following disciplinary steps may be taken in such cases.

First, the student in question will be invited to participate in a private meeting with the vice president for student development/registrar. Failure to participate in this private meeting will require moving to step two in the process.

If necessary, the student will be required to appear before the Disciplinary Committee, which is composed of the vice president for student development/registrar, the academic dean, and two faculty members. Such a meeting will occur at a time and place agreed to by the student and the academic dean. If no agreement can be reached on the date and time of this meeting, the student will be informed of a meeting time specified by the Disciplinary Committee.

After carefully hearing all facts pertinent to the situation, the Disciplinary Committee may take action. Such action may include one or more of the following: no action, verbal or written reprimand, restitution or fines, counseling with a professional therapist, probation from the college, dismissal from the college. (The action of the Disciplinary Committee is not limited to the above options.)

Should the student wish to appeal the decision of the Disciplinary Committee, he or she should appeal the decision to the President's Cabinet using the Student Appeals Form, which is available in the Office of Student Development. A copy of the form will be provided to the Disciplinary Committee and the President's Cabinet. The President's Cabinet is the highest level of appeal.

Student Appeals

Nazarene Bible College is concerned that individuals on this campus be treated with dignity and justice, with due respect for the rights of individuals.

Should a situation arise when a person feels he or she has been treated unfairly, a process of appeals exists to provide a fair hearing.

Any student who feels that he or she has been treated unfairly or inappropriately, should request a Student Complaint Form available from the Office of Student Development. This form should be completed and submitted to the vice president for student development/registrar.

The vice president will determine a course of action regarding the complaint. Such action may include, but is not limited to:

1. investigation
2. private meeting with the vice president for student development/registrar and any persons whom the student believes has treated him/her unfairly
3. meeting before the disciplinary committee or other campus committee
4. meeting with the President's Cabinet

The complaining student must be informed, in writing, by the vice president for student development/registrar of the course of action to be taken. Should the student wish to appeal the decision of the vice president for student development/registrar, he or she should appeal the decision to the President's Cabinet using the Student Appeals Form, which is available in the Office of Student Development. A copy of the form will be provided to both the vice president for student development/registrar and the President's Cabinet. The President's Cabinet is the highest level of appeal.

Student Academic Appeals

Nazarene Bible College is concerned that individuals be treated with dignity and justice, with due respect for the rights of individuals in all areas, including academics.

Should a situation arise when a person feels he or she has been treated unfairly in a class, a process of appeals exists to provide a fair hearing.

Any student who feels that he or she has been treated unfairly or inappropriately, should request a Student Complaint Form available from the Office of Student Development. This form should be completed and submitted to the academic dean.

The academic dean will determine a course of action regarding the complaint. Such action may include, but is not limited to:

1. investigation
2. private meeting with the academic dean and any persons whom the student believes has treated him/her in an unfair academic way
3. meeting before the Academic Council
4. meeting with the President's Cabinet

The complaining student must be informed, in writing, by the academic dean of the course of action to be taken.

Should the student wish to appeal the decision of the academic dean and/or the Academic Council he or she should appeal the decision to the President's Cabinet using the appropriate form, which is available in the Office of Student

Development. A copy of the form will be provided to both the academic dean and the President's Cabinet. The President's Cabinet is the highest level of appeal. The Secretary of the President's Cabinet will inform the students of the findings of the Cabinet.

Sexual Harassment

Nazarene Bible College prohibits any form of sexual harassment. Sexual harassment is a form of sexual discrimination and is prohibited by federal laws, including Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendment of 1972. Any practices inconsistent with this policy should be reported immediately to the Title IX Coordinator (Vice President for Finance).

Nazarene Bible College seeks to provide an environment free from harassment based on race, color, religion, gender, national origin, age, disability, veteran, or marital status. Unacceptable conduct includes the telling of dirty jokes, reference to others by derogatory sexual terms, or other conduct which reasonably could be construed as creating or contributing to the creation of a hostile environment. Similarly, insulting, degrading, threatening or otherwise offensive or hostile remarks, graffiti, jokes, posters, writings, gestures, actions or other communications are strictly prohibited, as are racial, ethnic or religious jokes or slurs, or any other communications or conduct disparaging or downgrading any racial, minority, ethnic, or religious group. The preceding list of forms of misconduct is not all-inclusive, but it is intended merely to illustrate some of the activities to which Nazarene Bible College's prohibition of harassment extends.

Harassment is extremely serious misconduct and may result in discipline, up to and including dismissal. Harassment may also subject the harasser to personal legal and financial liability.

If you believe you have been subjected to harassment or observe harassment of another person, you should report the incident to the Title IX Coordinator (vice president for finance.) You should not attempt to resolve incidents you observe or hear about from others, but are expected to report the matter promptly.

To the extent possible, any investigation will be handled in confidence. However, Nazarene Bible College cannot promise anonymity to persons who report harassment. NBC will not tolerate retaliation against any individual who brings a harassment complaint in good faith.

Drug Free Schools and Campuses Amendment

In compliance with the Drug-Free Workplace Act of 1989 and Drug-Free Schools and Campuses Amendment of 1989, Nazarene Bible College clearly prohibits the unlawful possession, use, or distribution of drugs, alcohol, and unlawful substances by students and employees on campus property or as any part of campus activities. A copy of the statement of policy is distributed annually to all students and employees.

**ASSOCIATED
STUDENT
GOVERNMENT
(ASG)**

ASSOCIATED STUDENT GOVERNMENT

DIRECTORY

EXECUTIVE BRANCH

Student Government President

Jim Stevens (Cheri) (Box 277)
c/o Nazarene Bible College
1111 Academy Park Loop
Colorado Springs, CO 80910
Cell: 734-652-1122 bigdoglovesjesus@q.com

Vice President, Spiritual Life

Chris Donnelly (Box 337)
4065 Lacy Lane Apt 12
Colorado Springs, CO 80916
Cell: 309-258-7393 cdonnelly7@yahoo.com

Vice President, Social Life

Jenni Ainsworth (Josh) (Box 227)
3472 Research Pkwy Ste 104-235
Colorado Springs, CO 80920
Home: 719-330-6320 jennilynn3781@comcast.net

Vice President, Recreational Life

Greg Niver (Vicki) (Box 303)
3681-B Rebecca Lane
Colorado Springs, CO 80917
Cell: 814-558-7879 g-niver@hotmail.com

Vice President, Organizations

Nariko Conant (Nick) (Box 336)
3472 Research Pkwy Ste 104-235
Colorado Springs, CO 80920
Cell: 719-660-9098 starriko@hotmail.com

Secretary

Cheryl Hatcher (James) (Box 390)
4111 E Pikes Peak Ave
Colorado Springs, CO 80909
Home: 719-591-2231 gr8rishe04@yahoo.com

Treasurer

Mason Cassens (Box 172)
4070 Lacy Lane Apt 22
Colorado Springs, CO 80916
Cell: 402-984-8518 MDCassens@email.nbc.edu

REPRESENTATIVE BRANCH

Freshman Class Representative

To be elected during the fall trimester.

Sophomore Class Representative

John McGee (Wendy) (Box 284)
2925 Tremont St Apt C-10
Colorado Springs, CO 80907
Cell: 719-465-4674 wam5470@yahoo.com

Junior Class Representative

Smiley Betcher (Box 240)
4115-24 Lacy Lane
Colorado Springs, CO 80916
Cell: 503-507-8747 rabetcher@hotmail.com

Senior Class Representative

Marlene Jones (Box 259)
PO Box 16875
Colorado Springs, CO 80935-6875
Cell: 719-660-4699 jonesyoshi@yahoo.com

EX-OFFICIO MEMBERS

Photographer

Rick Hatton (Bromlyn) (Box 358)
7235 Loveland Ave
Fountain, CO 80817
Home: 719-390-7171
Cell: 719-339-4214 rick_hatton@msn.com

Vice President Co-Chair:

Laurel L. Matson (Sharon)
4930 Leighton Dr
Colorado Springs, CO 80922
Home: 719-380-7778
Cell: 719-213-5987
Office: 719-884-5061 LLMatson@nbc.edu

STUDENT CONSTITUTION

PREAMBLE

We, the students of Nazarene Bible College (NBC), desiring to maintain the ideals for which this college has long been respected and to promote the common interest and general welfare of the campus community, establish this Constitution of the Associated Student Body (ASB).

ARTICLE I

Organization

100. The name of this association herein established shall be the on-campus Associated Student Body (ASB) of Nazarene Bible College (NBC).

ARTICLE II

Affiliations

101. This organization shall be a part of Nazarene Student Leadership Association (NSLA) which includes the student governments of all the Nazarene liberal arts colleges and universities and Nazarene Theological Seminary and all other institutions under the jurisdiction of the Council of Education, when said student government has made payment of membership dues assessed by the delegate conference of Nazarene Student Leadership Conference (NSLC) (Bylaws, Affiliations: 201, 201.1).

ARTICLE III

Purpose

102. It shall be the purpose of the association to foster and encourage support of all organized student-oriented activities and loyalty to the traditions of this institution and student body. The association shall endeavor to promote self-control, personal responsibility, dependability, and holiness of life.

ARTICLE IV

Membership

103. All on-campus students of Nazarene Bible College (NBC) shall automatically become a member of the Associated Student Body (ASB).

ARTICLE V

Government

104. The Associated Student Government (ASG) shall consist of elected officers of the ASB and appointed ex-officio members.

104.1 The ASG shall be composed of an executive and representative branch and ex-officio members. It is required that all members of the ASG maintain a cumulative GPA of no less than 2.75 (unless otherwise specified in the Bylaws) and must be enrolled in a degree program (Bylaws, Government: 204.1, Officers: 206.1, 208.2 and 3, 208.4).

104.2 The executive branch shall be composed of the following officers: president, vice president of spiritual life, vice president of social life, vice president of recreational life, vice president of student organizations, secretary, and treasurer.

104.3 The representative branch of the ASG shall consist of eight members, one each to be elected from both day and night freshman, sophomore, junior and senior classes.

104.4 The ex-officio membership is composed of the following positions: editor of the *High Peaks*, Coordinator of Peer Mentoring, the editor of the Voice & Vision, the college photographer, and the Vice President for Student Development/Registrar.

ARTICLE VI

Officers

105. Term of each office, with exception of the new student (first year NBC student and freshman status) representatives, shall begin at the benediction of Commencement. Outgoing ASG officers shall orient newly elected ASG officers before the close of the school year (Bylaws, Officers: 205.1).

106. Duties of officers

106.1 It shall be the duty of the president or designee of ASG to call and preside at all ASG meetings, to act as the student liaison to the college administration, to research and communicate improvements for student development, to provide oversight of any ASG sponsored convocation events; to provide oversight of the transfer of all ASG records, and to serve on the publications board (Bylaws, Officers Executive Branch: 206.1, 206.2 Affiliations: 201, 201.1).

106.2 It shall be the duty of the vice president of spiritual life to serve as chairman on the Student Spiritual Life Committee with the Student Coordinators, and to provide oversight of activities for all student led ministry groups; and to serve as a member of the Faculty Spiritual Life Committee (Bylaws, Officers: 206.1, 206.3, Affiliations: 201, 201.1).

106.3 It shall be the duty of the vice president of social life to provide oversight for all social activities of the ASB.

106.4 It shall be the duty of the vice president of recreational life to provide oversight for all recreational activities of the ASG. Said officer shall establish the rules and regulations for all sporting events with the approval of the ASG.

106.5 It shall be the duty of vice president of student organizations to provide oversight and development of all student organizations.

106.6 It shall be the duty of the secretary to provide and maintain an accurate recording of all ASG meetings and election results; and to create all official ASG correspondence. The secretary shall submit a certified copy of all official records to the NBC registrar's office (Bylaws Meetings: 213.3).

106.7 It shall be the duty of the ASG treasurer in cooperation with the NBC business office to provide a permanent recording of all funds received and expended by the ASG and to supply the ASG with detailed monthly statements of current total expenditures and receipts.

107. Duties of Representatives

107.1 It shall be the duty of each class representative to act as a liaison between their respective class and the ASG (Bylaws, Duties of Representative: 207.1).

108. Ex-officio members

108.1 Ex-officio membership is considered on an application basis with exception of the Coordinator of Peer Mentoring position, which shall be appointed.

108.2 The editor of the *High Peaks* and the college photographer shall be subject to the application process. The Publications Board, with joint approval of the ASG and the college administration, shall make these appointments (Bylaws, Ex-officio Members: 208.2 and 3).

108.3 The editor of the *Voice and Vision* newsletter shall be subject to the application process. The Publications Board, with the joint approval of the ASG and the college administration, shall make this appointment (Bylaws, Ex-officio Members: 208.2 and 3).

108.4 The Coordinator of Peer Mentoring shall be appointed by a committee composed of the Vice President for Student Development/Registrar, the president of ASG, the incumbent Coordinator of Peer Mentoring, and a faculty representative approved by the Vice President for Academic Affairs (Bylaws, Ex-officio Members, Appointment of Coordinator of Peer Mentoring 208.4).

108.5 The Vice President for Student Development/Registrar shall serve as an ex-officio member of the executive branch of the ASG and shall have general supervision of all activities of the ASG (Bylaws, Affiliations: 201, 201.1; Election: 210.3, 211.5; 213.2).

109. Vacancy of office.

109.1 ASG members are subject to dismissal from office for failure and/or neglect of said duties and under a special rule for this subject by two-thirds majority vote of the ASG and the approval of the college administration (Bylaws, Business and Finance: 205.1, 215.2, 215.3, 215.4).

109.1.1 Any ASG member absent for two consecutive meetings without justification may be deprived of office subject to the joint approval of the ASG and the college administration (Bylaws, Officers: 205.1, Business and Finance: 215.3, 215.4).

109.2 Any vacancy within the ASG may be filled by the ASG with approval of the college administration.

ARTICLE VII

Election

110. The ASB shall elect annually the executive branch consisting of the offices of President, Vice President of Spiritual Life, Vice President of Social Life, Vice President of Recreational Life, Vice President of Student Organizations, Secretary, and Treasurer. (Bylaws, Officers: 205.1, 206.1, 206.2, 206.3, Election: 210,210.1, 210.2, 210.3, 211.5, 211.6, 213.3).

111. The ASB shall elect annually the representative branch consisting of a day and night representative from each class. (Bylaws, Officers: 205.1; Election: 211, 211.1, 211.2, 211.3, 211.4, 211.5, 211.6).

ARTICLE VIII

Meetings

112. The ASG shall have at least nine regular meetings, one to be held each month. The date of the regular meetings shall be fixed by the ASG at its first meeting of the fall trimester (Bylaws Meetings: 213.3).

112.1 A quorum of the regular meeting of the ASG is defined as all members present at said meeting.

112.2 Special meetings, of the ASG, may be called at any time by the president or five members of the ASG and shall require a quorum of ten (10) members.

112.3 Procedure. Unless otherwise specified, meetings shall be conducted according to parliamentary procedure as defined by Robert's Rules of Order Revised.

113. Meetings of the ASB shall be called by the ASG President. (Bylaws, Meetings: 213.2, 213.3).

113.1 Any special meeting may be called by the Vice President for Student Development/Registrar.

ARTICLE IX Business and Finance

114. The college business office shall provide a fund each school year for the ASG to maintain and operate, based upon a projected budget prepared by the ASG and approved by the college administration, subject to the terms outlined in the Bylaws.

115. Combined remuneration for ASG executive branch officers, photographer, and *High Peaks* editor shall be no less than forty percent and no more than fifty percent of the annual ASG budget. The division of these percentages shall be suggested annually (Bylaws, Business and Finance: 215.2, 215.3, 215.4).

115.1 Remuneration shall not exceed the equivalent of 27 credit hours per school year. Prorated payments will be made at the beginning of each trimester, subject to the terms outlined in the Bylaws (Bylaws, Business and Finance: 215.2, 215.3, 215.4).

ARTICLE X Amendments

116. Amendments to this Constitution shall be enacted by a majority of the total votes cast in an ASB Constitutional vote, whether with elections or as a separate referendum. For the proposed amendment to become a part of this Constitution, it must first be approved by the college administration and Board of Trustees (Bylaws, Amendments: 216, 216.1).

BYLAWS TO THE CONSTITUTION OF THE ASSOCIATED STUDENT BODY

ARTICLE I Organization Name

200. As specified in Constitution.

ARTICLE II Affiliations

201. Both the incumbent and newly elected ASG Presidents and the newly elected Vice President of Spiritual Life and the Vice President for Student Development/Registrar shall attend the annual delegate conference of the NSLC.

201.1 The ASG President and Vice President for Student Development/Registrar shall attend the Organizational Meeting of the NSLA.

ARTICLE III Purpose

202. As specified in Constitution.

ARTICLE IV Membership

203. As specified in Constitution.

ARTICLE V Government

204. As specified in Constitution.

204.1 Minimum GPA requirements must be maintained throughout the term of office.

204.2 As specified in Constitution.

204.3 As specified in Constitution.

204.4 As specified in Constitution.

ARTICLE VI
Officers

205. Procedure for Candidacy.

205.1 It shall be the responsibility of all office candidates and applicants seeking position on the ASG to obtain the respective position description and submit a signed acknowledgement of the same with the nomination/application form.

206. Executive Branch

206.1 The positions of ASG President and Vice President of Spiritual Life require a cumulative GPA of 3.0.

206.2 President - Candidates for the office of the president shall be a junior or senior during the year they shall occupy the office and shall have demonstrated previous interest and involvement in student government.

206.3 Vice President of Spiritual Life - Candidates for the office of vice president of spiritual life shall be a junior or senior during the year they shall occupy the office and shall have demonstrated previous interest and involvement in student government.

207. Duties of Representatives.

207.1 This shall include bringing all concerns of the student(s) to the ASG for consideration. This position requires participation in ASG activities as a means of promoting a sense of community on the NBC campus.

208. Ex-officio members

208.1 As specified in Constitution.

208.2 and 3. The college photographer and editors of the *High Peaks* yearbook/disc and *Voice and Vision* are required to have a cumulative GPA of 3.0, including a GPA of 3.0 in English

208.4 Coordinator of Peer Mentoring. This position requires a cumulative GPA of 3.0 (Bylaws, Ex-officio Members, Appointment of Coordinator of Peer Mentoring).

209. As specified in Constitution.

209.1 As specified in Constitution.

209.1.1 As specified in Constitution.

209.2 As specified in Constitution.

ARTICLE VII
Election

210. An election committee consisting of: the ASG President, one appointed member from ASG, and four members at large from the ASB shall be established and approved by the ASG. The committee shall convene no later than two weeks prior to new student (first year NBC student and freshman status) representative elections.

210.1 There shall be a minimum of two nominees seeking any ASG office.

210.2 Election of the executive branch shall be held no later than the last week of March. Outgoing officers are required to transfer all records and transcripts to the incoming officers.

210.3 Nominations for all offices of the executive branch shall be made by any member of the ASB and endorsed by a current ASG member and approved by the Vice President for Student Development/Registrar.

211. The representative branch, with the exception of the freshman representatives, shall be elected no later than the second week of April and subsequent to the executive branch election.

211.1 The freshman representatives shall be elected after the beginning of the fall trimester and no later than the end of the eighth week of the same.

211.2 It is required of freshman and sophomore representatives to maintain a minimum of nine credit hours per trimester through their term of office.

211.3 It is required of junior and senior representatives to maintain a minimum of six credit hours per trimester through their term of office.

211.4 Each class shall submit the names of perspective class representatives to the nominating committee of the ASG.

211.5 It shall be the duty of the Vice President for Student Development/Registrar to present to the college administration the nominees of all ASG positions.

211.6 Campaigning for any office of the ASG shall be restricted to the designated time and places as established by the current ASG annually.

ARTICLE VIII
Meetings

212. As specified in Constitution.
- 212.1 As specified in Constitution.
- 212.2 As specified in Constitution.
- 212.3 As specified in Constitution.
213. As specified in Constitution.
- 213.1 As specified in Constitution.
- 213.2 All student-sponsored seminars shall obtain joint approval of ASG and the Vice President for Student Development/Registrar prior to announcement of the event.
- 213.3 The ASG secretary shall maintain a master schedule of all student organizational meetings.

ARTICLE IX
Business and Finance

214. As specified in Constitution.
215. As specified in Constitution.
- 215.1 As specified in Constitution.
- | | | | |
|-------|--------------------------|----|--|
| 215.2 | President | 28 | percent of remuneration budget |
| | VP Spiritual Life | 20 | percent of remuneration budget |
| | VP Social Life | 12 | percent of remuneration budget |
| | VP Recreation Life | 4 | percent of remuneration budget |
| | VP Student Organizations | 4 | percent of remuneration budget |
| | Secretary | 2 | percent of remuneration budget |
| | Treasurer | 2 | percent of remuneration budget |
| | High Peaks Editor | 28 | percent of remuneration budget
(Fifty percent of which is covered by
General Fund of the college.) |
| | Photographer | 28 | percent of remuneration budget
(Fifty percent of which is covered by
General Fund of the college.) |
- 215.3 All remuneration is subject to 100% fulfillment of written position descriptions.

215.4 Failure to fulfill said responsibilities of the office will result in a prorated amount established and approved between said officer and the executive branch of the ASG.

215.5 Division of the remuneration budget percentages shall be suggested annually.

ARTICLE X
Amendments

216. Bylaws shall be in effect until they are superseded by other Bylaws or by a constitutional amendment. Any amendment to the Bylaws may be proposed by the ASG President or Secretary and may be approved by a majority vote of the ASB. A quorum of the ASB is defined as all the members present at a duly called meeting.

PROCEDURES AND INFORMATION

Financial

- 1. Disbursements.** Invoices and receipts for disbursement of funds for any and all student activities shall be submitted to the student development office, where requisition forms will be completed and submitted to the business office. Checks will be distributed to the designated individuals as they are returned to the student development office. Copies of all requisitions will be given to the ASG treasurer for record keeping.

The deposit of funds for all student government sponsored activities will also be handled through the office of student development, which will collect all funds and submit them to the business office. Deposit forms will be given to the treasurer of the Student Council for the purpose of verification and keeping of accurate records.

The appropriation of Associated Student Government funds by members of the ASG council and/or student body for personal use and/or unauthorized use is prohibited. Such students are subject to immediate dismissal from office and possible review by the disciplinary committee of the college.

Plans for raising and collection of monies, either in class and/or on the campus property, must be approved by the vice president for student development and/or the administration.

All official charges for the *High Peaks* year-disc are to be established by the editor and the year-disc staff with approval of the ASG council and the vice president for student development/registrar.

The disbursement of ASG funds for student activities shall be made by the respective vice presidents, i.e., religious life, social life, recreational life, within the respective budgets established with the approval of the ASG council and the vice president for student development/registrar.

- 2. Gifts.** The amount of fifteen to thirty dollars maximum, may be designated for flowers, and two dollars per card for Nazarene Bible College students and their immediate family members who undergo sickness involving hospitalization and/or death. Monies to care for this expense are to be appropriated from the operating budget of the Associated Student Government.

The vice president of religious life and/or appointed designee will be in charge of said disbursement.

The annual Christmas gifts for the president of the college, the academic dean, and the vice president for student development/registrar are set at the amount of twenty-five dollars per gift. Disbursements beyond this amount must have approval of the ASG council. Said gifts are to be presented to the above persons during the chapel service preceding the Christmas break. Presentation of said gifts is to be made by the president of the Associated Student Government. Purchase of said gifts is to be made by the secretary of the Associated Student Government or designee.

Graduation

The president-elect of the Associated Student Government, under the direction of the vice president for academic affairs, shall be responsible for, and coordinate the ushering for graduation activities. Ushers shall be members of the newly elected ASG executive branch, supplemented by sophomore or junior students with high GPA, elected by the vice president for academic affairs.

The vice president-elect of spiritual life shall be responsible for seating arrangements for the Convocation. This person shall see that seating is set up and taken down. The above person shall arrange for his/her own helpers.

It shall be the responsibility of the president-elect of the Associated Student Government to arrange for the cap and gown boxes to be taken from the registrar's office to the place of commencement. The ASG executive branch members shall assist in receiving caps and gowns of graduation participants, place them in appropriate boxes, and return all boxes to the registrar's office.

Pensions & Benefits Banquet

Policies regarding attendance at the Pension and Benefits Banquet are established by the office of Pension and Benefits, International Headquarters of the Church of the Nazarene, Kansas City. It is recommended that the junior and senior representatives familiarize themselves with said policies by consulting with the vice president for student development/registrar.

Nazarene Student Leadership Conference (NSLC)

It shall be the policy of the Associated Student Government each year to provide for the costs of the registration and transportation of delegates to the annual NSLC Steering Committee meeting and NSLC annual meeting. It is noted that Nazarene Bible College does not pay an assessment of the shared travel expenses with any other college as per NSLC Constitution.

Student Council

The Associated Student Government shall decide upon a regular meeting place and time prior to the beginning of the fall term. All meetings shall be held at the place and time so designated unless an announcement of change is posted one week in advance of a regularly scheduled meeting.

All members of the Associated Student Government shall review their respective job descriptions during the first quarter of the new year and recommend to the president of the ASG any changes and/or revisions.

Elected class representatives to the Associated Student Government needing to change from night to day classes or vice versa, shall contact the president or secretary of the ASG within forty-eight hours of said change.

All communications distributed to the Associated Student Body by the Associated Student Government shall carry an identification number. This coding shall be under the direct supervision of the secretary of the ASG in conjunction with the president and treasurer.

Students representing the Associated Student Government shall establish annually dates for nominations and elections of all ASG officers.

Student Chaplains

The student chaplains will be appointed by an application/interview process not limited to the ASG election time frames, but open throughout the school year. The number of student chaplains will not be limited.

Each student chaplain will be active in at least one area of ministry. The associated student body will be divided into student groups and each group will be assigned a chaplain. Each student chaplain will be in contact with each student in his/her group to see if there are any prayer needs or other needs that should be referred to the office of chaplains. The student chaplain's task will be to take on the role of "prayer warrior," as we lead our campus in our spiritual growth.

Miscellaneous

During all chapel services, the recreation room, bookstore, library, and the deli are requested to close ten minutes prior to the starting time of chapel.

All groups officially representing the student body and utilizing the buildings on the campus of Nazarene Bible College are to acquire a building and facilities use request form from the office of the vice president for student development/registrars in order to receive permission for campus space and calendar clearance.

STUDENT ORGANIZATIONS

WOMEN IN MINISTRY FELLOWSHIP

OFFICERS: President
 Vice President
 Secretary/Treasurer

CONSTITUTION OF THE WOMEN IN MINISTRY FELLOWSHIP

ARTICLE I

Section 1. This fellowship shall be known as the Women in Ministry Fellowship of Nazarene Bible College.

Section 2. The purpose of the Women in Ministry Fellowship is to provide encouragement and definition to those women who feel set apart by God for ministry in all aspects. We endeavor to share common goals and interests, and to learn together through planned meetings with the professionals in our field.

ARTICLE II Membership

Section 1. Membership in this fellowship is open to any woman who feels set apart by God for ministry, whether already serving or still attempting to define her call.

ARTICLE III Officers, Election and Duties

Section 1. The officers of the fellowship will be comprised of a president, vice president, and secretary-treasurer.

- A. The qualifications of the president, vice president, and secretary-treasurer will be as follows:
 - 1. All officers must have at least a 2.75 GPA.
 - 2. The president must have attended Nazarene Bible College for two years by the time she would be taking office.
 - 3. The other officers must have attended Nazarene Bible College for at least one trimester previous to their nomination.

- B. Nominations for each office will be taken at the January meeting. Each member may nominate by placing on a sheet of paper a maximum of two names for each position. The names of the nominees shall be collected untallied, sealed in an envelope and presented to the office of the vice president for student development/registrar. Those nominees qualifying for office shall be declared candidates. Each position shall have a minimum of two and a maximum of four qualified candidates.
- C. Elections will be at the March meeting. The newly elected officers will take office at the benediction of Commencement.
- D. The officers will be elected by a simple majority vote taken once a year.
- E. Vacancies prior to the election of officers in the spring will be filled at the earliest convenient date in the regular prescribed manner for the election of officers.

Section 2. The president will preside at all meetings and at all executive committee meetings.

Section 3. The vice president will assist the president in administering the planning and carrying out of fellowship events. The vice president will, in the absence of the president, preside at all meetings. In the event that the president resigns or is removed from office, the vice president will serve as acting president until an election can be held.

Section 4. The secretary-treasurer will be responsible for recording and distributing the minutes of each meeting to all members of the executive council and committee. The secretary-treasurer will be responsible to sufficiently publicize all fellowship events.

ARTICLE IV Executive Council and Executive Committee

Section 1. The executive council will be comprised of the president, vice president, secretary-treasurer, and the faculty sponsor(s).

Section 2. The executive council will appoint one person each from the freshman, sophomore, junior, and senior classes to the executive committee.

- A. The president, vice president, secretary-treasurer, and faculty sponsor(s) will also be members of this expanded group named the executive committee.
- B. The president will preside over all executive committee meetings.

- C. The executive committee will be responsible for planning programs, projects, and the promotion of the organization, as well as other determined needs and concerns of the Women in Ministry Fellowship.

ARTICLE V Amendments

Section 1. Amendments to the Constitution may be made by two-thirds majority vote of members, submitted to the office of the Vice president for student development/registrar for the approval of the administrative council.

ARTICLE VI

Section 1. Times and dates of meetings will be determined by the executive committee.

Other student activity and interest groups may be formed as needed and requested. For information about how to start such a group please contact the ASG President or the vice president for student development/registrar.

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