

# *TRI-STATE BIBLE COLLEGE*

## STUDENT HANDBOOK



**2010 – 2011**

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Accredited by the ABHE  
Association for Biblical Higher Education  
Authorized by the Ohio Board of Regents  
to Grant the Certificate of Biblical Studies, Associate of Arts  
Degree, and Bachelor of Arts Degree

### **TSBC Mission Statement**

The mission of the Tri-State Bible College is to “Train Faithful Servants for Tomorrow – Today” by offering a Biblically oriented program which provides for a thorough knowledge of the Bible and for the ability to use effectively the Word of God in Christian living and Christian service.

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## **EXPANDED MISSION STATEMENT**

Tri-State Bible College is an independent, non-denominational, coeducational institution of higher education, in the traditional Bible College/Bible Institute mode. The College exists to train men and women for professional church and church-related ministries and/or vocations. Providing additional training for those interested in lay ministry is likewise a major component of these programs. Seeking to be faithful to the ideals of this heritage, Tri-State Bible College is committed, in all of its policies and practices, to the unrestricted and rigorous pursuit of truth, to the certainty of values of human life, and to a respect for differing points of view.

The mission of the Tri-State Bible College is to “Train Faithful Servants for Tomorrow – Today” by offering a Biblically oriented program which provides for a thorough knowledge of the Bible and for the ability to use effectively the Word of God in Christian living and Christian service. Within this framework the college (A) creates curricular programs which (1) expose the student to the entire text of the Bible, (2) demonstrate to the student the hermeneutical rules of literal, grammatical, and historical interpretation as the indispensable means of arriving at the truth of God’s Word, (3) provide the student with the opportunity for directed and creative research into Biblical truth, (4) train the student in the expository method of preaching as the most effective means of communicating the whole counsel of God, and (5) develop the concept of world-wide evangelization in the heart and mind of the student; (B) endeavors to create a learning environment which: (1) is responsive to each student’s purpose in pursuing a concentrated program of Biblical study, (2) is aware of the individual differences of each student in educational background, learning ability, and Christian maturity, (3) constructively assists each student to understand and accept himself and others as individuals before God who sovereignly and lovingly bestowed each believer with specific spiritual gift(s) which are developed and used to the glory of God, (4) assists students in satisfying their personal needs through Bible education, counseling experiences, and other school activities, (5) fosters the spiritual life of each student by emphasizing private and corporate worship, stressing the importance of personal application in the light of spiritual truths, and providing a chapel service, (6) promotes the adoption of worthwhile intellectual, esthetical, cultural, and ethical values for each student, and (7) provides a learning environment which improves the intellectual and ministerial abilities of each student through the development of Bible-centered programs, participation in Christian Service, and the provision of special seminars, courses, and workshops.

We strive to provide an outstanding education for a relatively small number of talented and highly motivated students from a variety of geographic, ethnic, and socioeconomic backgrounds and from a diversity of age levels. To achieve this end, we recruit and retain outstanding faculty members who maintain a godly spiritual life and testimony, and who are dedicated to the art of teaching and advising; to the search for and dissemination of truth through scholarship, research and creative endeavor; and to service to the College and the larger

community. We also seek to provide a supportive and challenging environment in which students can realize the full potential of their abilities and come to understand their responsibility of acceptable service both to the Lord and to the human community.

The principal focus of the Tri-State Bible College's curricular programs is undergraduate education in Bible and Theology combined with career related professional minor concentrations, auxiliary Bible studies and appropriate courses in the liberal arts. Relations between the Bible/Theology major and the liberal arts and professional studies are carefully nurtured to provide mutually reinforcing intellectual experiences for students and faculty. These programs are designed to prepare individuals for positions of leadership in their chosen careers. In addition, recognizing its responsibility to the larger community, Tri-State Bible College provides a variety of carefully selected programs of continuing education via such means as seminars, Bible and Theology and Prophecy Conferences, and an occasional cultural enrichment segments. Finally, Tri-State Bible College recognizes its responsibility in maintain a position of excellence and scholarship in research through its encouragement of faculty and administration in such pursuits.

In its recruitment and retention of members of the college community, Tri-State Bible College, consistent with its academic and institutional heritage, maintains an openness to all qualified persons.

## **PHILOSOPHY FOR STUDENT DEVELOPMENT**

Education has as its purpose, to equip the student for their work of ministry. Since ministry is to people, it will be effective only if the ones who are being ministered to have confidence in the one doing the ministering. Therefore, for the students to be fully equipped, they must have a high moral character which will promote confidence in the ones to whom they are ministering. The students must also have competence and confidence in the services they provide, which will also promote confidence in the ones to whom they are ministering. As Christian ministers, they must promote trust in Christ, dependence upon the word of God, and reliance upon the ministry of the Holy Spirit to lead them in all truth. Therefore the students must have enough humility to direct the attention of the ones they are ministering to away from themselves and toward Christ. They must also possess a submissive spirit and attitude, which will enable them to work for and with any and all persons needful to accomplish their ministry. Therefore, to develop students who are equipped for their work of ministry, we must develop students who have a high moral character, competence and confidence in their chosen field of endeavor, a willingness and ability to get along with people, an attitude of submission and obedience to supervisors, and a humble spirit. To accomplish this, TSBC will provide an atmosphere conducive to study and spiritual growth, faculty, staff, administrators, and chapel speakers who possess and model these qualities, on campus opportunity for meaningful fellowship with

peers, faculty, staff, and other Christian leaders, Christian service opportunity for student spiritual growth, and direction for post graduation placement. Personal and vocational counseling must be and are available to the student by each faculty member, the college chaplain, the Vice President of Academic Affairs and the Vice President of Student Affairs. Professional counseling is available to the student in the surrounding area.

## **COLLEGE CALENDAR**

Please refer to the current College catalog for specific events and dates of regularly scheduled events.

## **CHRISTIAN SERVICE PROGRAM**

The College promotes the practical application of Bible knowledge by requiring students to be involved in regular Christian Service activities.

Students are encouraged to affiliate with a local fundamental church and to fulfill their Christian service through church-sponsored programs.

The Christian Service requirements can be satisfied by involvement in ministries such as pastor-teaching, visitation, Sunday School teaching, jail ministries, preaching, rescue mission work, choir, church bus work, tract distribution, youth work, Bible clubs, home Bible studies, etc. A complete faculty approved list is contained in the Christian Service Packet section of this handbook.

Each student, at the beginning of each semester, is to complete The Christian Service **Registration Form** contained in this handbook and return it to the Student Affairs Department to establish the proper activity for each semester.

**See appendix for Registration Form**

Each student is responsible for obtaining a responsible Pastor, Deacon, or Church official who will observe the Christian Service activity and fill out a mid-term and final Christian Service Critique. These Critiques must be returned to the Student Affairs department to receive Christian Service credit. Any student who cannot obtain a church official, must fill out a weekly report and submit it to the Student Affairs department to receive credit..

**Each student, full time and part time, must begin completing Christian service ministry assignments once they have completed sixteen semester hours of academic credit or have transferred sixteen or more semester hours.**

Each student must fill out and return to the Student Affairs department mid-term, final critique forms and/or a weekly Christian Service Report and a semester end **Christian Service Self Evaluation Form** to receive credit. Forms are contained

in the Christian Service packet section of this handbook and the Student Affairs office. **See appendix for forms.**

The Christian Service requirements include:

1. Students for the one year certificate should complete **one** semester of Christian service before graduating.
2. Students in the two year program must complete **three** semesters of Christian service in order to graduate.
3. Students in the four year program must complete **seven** semesters of Christian service in order to graduate.
4. Students must minister a minimum of one hour a week for thirteen weeks of the sixteen week semester in order to receive Christian Service credit. (For teaching and preaching, including study time is acceptable, but including driving time is not acceptable).
5. The Christian service ministry department will maintain a Christian Service Ministry transcript for each student. This transcript may be viewed by the student and at his/her request may be transferred along with his/her Academic Transcript.
6. TSBC does not require Christian Service credit for credits transferred from other colleges. For Christian Service Ministry credit purposes, all online, credit by exam, and correspondence credits are considered as transfer credits. However, each transfer student must complete one Christian Service credit for each sixteen semester hours of credit while attending TSBC.

Should you have any questions concerning Christian service, see the Christian Service Director.

### **Christian Service Discipline Policy**

Christian service is hands on application of the training, which the student learns in the classrooms. Therefore the classroom training is incomplete, whenever the student fails to successfully complete his/her Christian service assignments. Every student, full time and part time, upon completion of sixteen Semester hours of academic credit must complete one semester of Christian service ministry credit and one semester of Christian service ministry credit for every sixteen semester hours of academic credits thereafter. (Example: When a student has completed forty eight semester hours of academic credit, he/she should have completed two semesters of Christian service ministry credit.)

When a student **falls behind** one semester in Christian service ministry credits, he/she will be:

1. Notified by the Christian service ministry department.
2. Required to catch up Christian service ministry credits to the required level of academic credits.

When a student **falls behind** two semesters in Christian service ministry credits, he/she will be:

1. Notified by the Christian service ministry department.
2. Receive an **incomplete** on all academic credits until Christian service ministry credits are brought up to the required level of academic credits.
3. May be required to pay for additional administrative costs.

When a student falls behind three semesters in Christian service ministry credits, He/she will be:

1. Notified by the Christian service ministry department.
2. Will not be allowed **to register** until Christian service ministry credits are brought up to the required level of academic credits.
3. May be required to pay for additional administrative costs before being allowed to be readmitted to class.
4. Academic credits will be transferred with an incomplete, unless Christian service ministry credits are up to the required level of academic credits.

## **PHILOSOPHY OF CHRISTIAN SERVICE**

Christian service is considered to be **actual service** that brings honor to the Lord. It is **not mere practice**. In a Bible College setting, Christian service is the accomplishment of the purposes of God through the students. The student has the opportunity to use what he/she has learned in the classroom. The experience of actually being a channel for the Lord enhances the social development and demands such qualities as dependability, responsibility, dependence on the Holy Spirit for guidance and strength, humility, perseverance, cooperation with others, etc. Christian service also moves the student in the direction of discerning his/her spiritual gifts and increased skill in their use. Skill results from multiple actions. The Bible calls this skill wisdom. Wisdom is skill in living one's life according to the righteous standards of God. Christian service is designed to develop the student in the art of ministry and is, therefore, **an integral part** of the educational program under the guidance and supervision of the faculty in cooperation with the Christian Service Director.

## **STUDENT MAILBOXES**

1. Student mailboxes are located in the copying room beside the TSBC bookstore door.
2. Each student, attending classes on campus, will be assigned a mailbox each semester.
3. The mailboxes are used for contacting students with Student Affairs announcements and Christian Service notices, for returning class assignments and tests, etc. etc.
4. Each student needs to check his/her mailbox before reporting to class for messages from TSBC personal.
5. Each student needs to insure that his/her mailbox is empty at the end of each semester.

## **COUNSELING SERVICE**

Personal counseling is available to each student at the time of matriculation, concerning his/her program of study and selection of courses.

All faculty members are available to the students for academic and personal counseling.

The Vice President of Student Affairs has completed thirty-three semester hours toward a Master of Arts in Biblical Counseling and is available for counseling.

## **FOOD SERVICE**

A food center, on the main campus, where snacks and soft drinks may be purchased is operated for the convenience of TSBC students and faculty. It is located in the Administration Building. Students are expected to cooperate in keeping the refreshment area clean. Refuse shall be placed in the available containers. The north campus retains the right to operate a food service when and as they see fit.

Each teacher, on both campuses, reserves the right to establish his/her own policy regarding eating and drinking during class.

## **ORIENTATION**

Orientation is normally provided, on an individual basis, at the time of registration.

Additional sessions, as needed, are held at the direction of the Vice President of Student Affairs.

Each student should have read the Student Handbook prior to the first class session. Each student should bring the Student Handbook to any additionally called orientation sessions.

## **CLASS ATTENDANCE**

Regular attendance is expected in all classes. Students should avoid being absent from class except for matters of absolute necessity. The teacher reserves the right to require make-up work of all absences.

Each instructor determines the weight of absences in relation to his/her grading system in each course.

TSBC requires an 85% attendance record. In extenuating circumstances, students will be allowed to complete make-up assignments to bring their records up to an 85% level. (Note: 855 = thirteen attendances out of a sixteen-week semester. This includes regular and online classes.) Students with less than an 85% attendance will receive an F for that class(es).

## **MAKE-UP EXAMS**

Students are required to take examinations at regularly scheduled times. If it is absolutely necessary to miss an examination, arrangements with the instructor to make up the exam must be made within one week after the examination was given. The instructor reserves the right to deny a make-up examination for an unexcused absence or a student's neglect in arranging for the make-up exam.

## **ABSENCE OF TEACHER**

No attendance will be taken in a class when the teacher fails to appear. However, the student should wait thirty (30) minutes for the teacher to arrive, unless otherwise directed by the administration.

## **ADDING AND WITHDRAWING FROM CLASSES**

In order to add or drop a course, the student must complete a form provided by the Registrar's Office. Courses must be added prior to the fourth meeting of the class. During the Summer term, course addition will not be permitted after the second week of classes.

Withdrawn from a course, except during the official drop-add period, will be included as "0" credit earned when determining the cumulative grade point average, unless the withdrawal is due to extenuating circumstances.

## **WITHDRAWAL FROM COLLEGE**

In order to officially withdraw from school, the student must clear with the administration, library, and bookstore. The proper form is available in the administration office. Failure to comply with the withdrawal procedure will result in the student receiving an "FIW" grade in all of his/her courses.

## **ACADEMIC STANDARDS**

The following grade point average levels must be maintained in order to continue in good standing.

### **ASSOCIATE OF ARTS PROGRAM**

A GPA level of 2.000 must be maintained in order to continue in good standing in any program.

### **BACHELOR OF ARTS PROGRAM**

A GPA level of 2.000 must be maintained in order to continue in good standing in any program.

If the student's GPA falls below this standard, he/she is placed on academic probation until such time as the GPA is raised to the required level.

Should the student's GPA fall below 2.000 for two or more continuous semesters of work, he/she may be dismissed or required to proceed with an advisory schedule. **Please note that students who are on academic probation and do not show continued improvement are at risk of losing financial aid. Please note also that 2.000 GPA is required for graduation from all programs of study at Tri-State Bible College.**

## **TUITION POLICY**

All students must have an approval from the business finance office before registering for classes. All textbooks and supplies must be paid through the business and finance office.

Student accounts deemed uncollectible by the business office will be turned over to Immediate Credit Recovery, Inc. (ICR). ICR is a well-established Christian collection agency.

## **FINANCIAL AID**

Financial aid is available through The Walter Staten Scholarship Fund, The Alumni Association Scholarship, and Pell Grants to students who qualify. Federal student loans are available to students who qualify. Students should apply before the beginning of the semester in order for funds to be applied when registering.

Application forms are available in the Financial Aid Department office.

1. **Veterans Benefits:** Veterans Benefits are available to qualified students of the college. Anyone wishing to use these benefits should make the proper arrangements with the Veterans Administration and complete the proper forms to begin the process. The registrar must likewise be consulted.
2. **Scholarships:** The Alumni Association grants a scholarship each semester to a deserving and qualified student(s). The leadership of the association makes this determination.
3. **Married Couples Benefit:** If one student (husband/wife) takes a minimum of twelve semester hours in any one semester, the spouse (a non-student) is permitted to take up to three semester hours that same semester at no tuition charge. The spouse will still pay library and other fees.
4. **Work Study:** A limited student work program is available for registered students of the college. For information, please see a member of the financial administration or the president.
5. **Grants:** Pell grants are available.

Those students in need of additional financial help are also encouraged to investigate the various scholarships administered by the college. Children of full time staff and full time faculty may attend tuition free.

For more information see the College Catalog. Please contact The Financial Aid office for application forms and additional information.

## **GRADUATION REQUIREMENTS**

1. **Application for Graduation:**  
A properly completed Application for Graduation must be filed with the Registrar's Office. This form, with a receipt from the Business Office showing payment of the Graduation fee of \$50.00, is due by March 1 of the year in which a student plans to graduate.
2. **Graduation Check Sheet:**  
A properly completed Graduation Check Sheet must be filed with the Registrar's Office during the last week of final exams in the semester in

which a student plans to graduate. This form is a check off from each division of the college (business, library, Vice Presidents, bookstore, etc.) indicating that all obligations to the college have been fully met and that all other materials have been filed.

3. Acceptable Christian Character:

The student must have demonstrated an acceptable Christian character evidenced to the college faculty and administration. Before graduation the faculty determines this criterion. Any student failing to demonstrate this necessary element, will have previously received a warning from the proper administrative officials of the college, and will have appropriate opportunity to display an altered attitude in the area of his/her Christian life.

4. Christian Service Activity:

All students desiring to graduate from Tri-State Bible College are required to have on file in the Christian Service office appropriate documentation to an acceptable level of appropriate Christian Service activity. The specific requirements for each program of study are found in the Christian Service section of the Student Handbook.

5. Commencement Participation:

All students receiving any graduation award are required to attend the graduation ceremony unless expressly excused by the President or one of the college's Vice Presidents. Requests for exemption should be filed by April 1 of the year of graduation.

6. Agreement with the College Doctrinal Statement:

All students anticipating graduation must be able to sign their basic agreement with the college doctrinal statement as found in the college catalog.

7. Comprehensive Assessment:

All candidates for graduation must successfully pass a doctrinal summarization course and provide other evidence of their successful proficiency in the major and minor fields of study. Part of this procedure is in the form of a comprehensive exam administered during the spring semester in TH 402 Systematic Theology III, and partially fulfilled in an exit interview.

8. Payment of All Financial Obligations To The College:

All financial obligations to the college must be fully paid before the student may receive any graduation award a semester grade report, or have a transcript of his/her official record issued.

9. Acceptable Grade Point Average:

The minimum acceptable cumulative grade point average (G.P.A.) for all work undertaken at Tri-State Bible College applicable to the awarding of a graduation award is 2.000 based upon a 4 point scale.

10. Local Church Affiliation:

The prospective graduate must provide a letter from his/her local church to the college, during the month of April preceding graduation, indicating that he/she is in good standing.

11. Residency Requirements:

The minimum residency requirements for graduation from Tri-State Bible College are as follows:

a. Certificate of Biblical Studies.

A minimum of 12 semester hours (6 hours of which are required in the areas of Bible, and 6 hours in Systematic Theology);

b. Associate of Arts Degree.

A minimum of 24 semester hours (6 hours of which are required in the area of Bible, and 6 hours in Systematic theology);

c. Bachelor of Arts in Bible/Theology Degree.

A minimum of 30 semester hours (6 hours of which are required in the area of Bible, and 6 hours in Systematic theology);

12. Academic Requirements:

The student must satisfactorily complete one of the official curricular programs as listed and outlined in the official College Catalog.

## GRADUATION

The highlight of the college calendar is graduation. This is a time when recognition is made and certificates and/or degrees are granted. A prominent speaker is invited to challenge the graduates and minister the Word of God to the College community. **All students are expected to attend this special event.**

## STUDENT CLASSIFICATIONS

Associate of Arts (2 year program) 64 Semester Hours

Freshman: Less than 32 semester hours

Sophomore: 32 – 64 semester hours

Bachelor of Arts in Bible/ Theology (4 year program) 128 Semester Hours

Freshman: Less than 32 semester hours

Sophomore:	32 – 63 semester hours
Junior:	64-95 semester hours
Senior:	96 hours and above

### Admission to programs

To be admitted to a degree program of the college, a person must complete one of the following items:

1. Acceptable transfer credit for 6 semester hours of English (Grammar and/or Composition).
2. A minimum score of 19 on the English section of the ACT exam or
3. Take and pass the college-administration English exam.

Those students **not** fulfilling one of the above criteria are permitted to register, and pursue classroom studies as a special student or as an auditor and may be permitted to graduate with a Certificate of Biblical Studies. Students registered in these non-degree categories, however, are **not** eligible to receive Pell Grants and are not eligible for non-college funded financial aid.

Once the above deficiency is cleared up, the student may petition to be admitted to a degree program. The deficiency may be eliminated by one of the following:

1. Retaking and passing the college English exam.
2. Completing a not-for-credit English class offered by the college.
3. Acceptable transfer credit from an approved college to TSBC.

This decision is at the sole discretion of the individual student and not the responsibility of TSBC. The student will be charged a fee to retake the English exam at TSBC.

## PRINCIPLES OF CONDUCT

Attendance at the Tri-State Bible College is a privilege that carries with it certain responsibilities. The basis of Christian conduct is love for the Lord Jesus Christ and obedience to the Word of God. Jesus Christ said, *“If ye love me, keep my commandments”* (John 14:15). Each student and staff member at the college is expected to practice the principles of conduct set forth in the Bible.

All members of the College community are expected to render wholehearted obedience to the high moral standards of Scripture. Specific acts such as stealing, profanity, drunkenness, all forms of idolatry including cheating and financial delinquency, immorality and worldliness are clearly forbidden by

Scripture. In addition, the Bible denounces attitudes such as hatred, jealousy, pride, selfishness, lust, bitterness, an unforgiving spirit, a rebellious attitude, and prejudice based upon race, sex, or social status. Such sinful acts and attitudes clearly denounced by Scripture are repudiated by the College administration.

All members of the College community are expected to demonstrate love for the Lord Jesus Christ and their fellowman. Social behavior hindering a person's testimony for the Lord, causing a brother to stumble and undermining the purpose of the college is forbidden.

## **SPIRITUAL DISCIPLINE**

The goal of Tri-State Bible College is to train men and women to serve in local churches and/or the mission fields of the world. The spiritual growth of each individual student is paramount to his/her success in God's service. Any student conduct that is deemed outside the expected spiritual standards of Tri-State Bible College will be dealt with according to the standards of the holy Scriptures. This will be done in love to maximize the restoration process.

## **DISCIPLINE & DISMISSAL POLICY**

### **I. Philosophy of Discipline:**

Our highest goal for students is growth in their faith and obedience to our Lord and Savior Jesus Christ.

In the event a student needs to be disciplined; Tri-State Bible College desires to deal with each offence in the most loving and godly way possible. Our goal is to restore the brother or sister to fellowship and usefulness in the Kingdom of God

### **II. Basis for the Discipline & Dismissal Policy:**

Biblical absolutes are those unchanging Scriptural truths about God, His creation and the salvation and life He has provided for us. Rooted in His character and law, these truths are universal and unchanged by time, circumstances, culture or human interpretation. Included in the absolutes are certain commands and requirements of the Bible about moral living.

Because we desire that the life of Christ be manifested in the Tri-State Bible College community, it is expected that every direct command of God for the believer will be obeyed. To love other Christians, to do good to all men, be filled with the Spirit, obey the Word of God and trust God for personal needs are illustrative of some of the positive commands of Scripture.

The Bible also forbids practices such as stealing, drunkenness, gossip, gluttony, dishonesty, occult involvement, murder, profanity, premarital sex, adultery and homosexual behavior. In addition, attitudes such as lust, thanklessness, pride, hatred, rebellion and jealousy are equally displeasing to God.

These Biblical precepts are to govern our lives on and away from campus. The life of Christ will thereby be manifest in our thinking, attitudes and conduct, while we express joy and abundant living.

### **III. Procedure:**

1. Reports of improper conduct may be made by staff, administration, faculty or students, and should be directed to the Vice President of Student Affairs.
2. The Vice President of Student Affairs will confer with the reporting party to ascertain the facts and to determine what, if any, action should be taken.
3. The Vice President of Student Affairs may, if deemed appropriate, approach the accused student in an attempt to resolve the problem.
4. The Vice President of Student Affairs may at any time at his discretion consult with the Conduct Review committee.

Note: The Conduct Review committee consists of any three members of the Student Affairs committee excluding the college president. It should be pointed out that one member of the Student Affairs committee is the president of the Student Council. The Conduct Review committee's role is to supplement the disciplinary decision making process of the Vice President of Student Affairs. The Conduct Review committee acts on behalf of the larger community to determine the nature and extent of discipline.

Written procedures for the Conduct Review committee are thoroughly explained to students entering the process. A copy of these procedures can be reviewed in the student handbook.

5. The Conduct Review committee after hearing the matter will recommend appropriate action. This action can include, but is not limited to, work duties, fines, a formal letter of reprimand, probation, suspension, dismissal, or expulsion.
  - a. Work duties – the student is responsible to complete an assigned ministry within a specified period of time.

- b. Fines – when deemed necessary, appropriate fines may be assessed by the Vice President of Student Affairs or the Conduct Review committee.
- c. Formal letter of reprimand – a formal warning to a student whose character/conduct is unacceptable by institutional standards will be given by the Vice President of Student Affairs to encourage a positive response. This letter will be a permanent part of the student’s file and failure to respond positively may lead to further discipline.
- d. Probation – a student may be placed under certain restrictions to be specified by the Vice President of Student Affairs or the Conduct Review committee. In most cases it may be assumed that any further infraction of TSBC policy will result in suspension. Students may be asked to inform their parents and/or pastor.
- e. Suspension – TSBC reserves the right to suspend students involved in serious infractions. A student may be placed on suspension without a formal warning if the Conduct Review committee deems the infraction serious enough. When suspended, the student must leave campus within the stated time limit. The student may not attend campus activities during the suspension time except by written permission from the Vice President of Student Affairs. The Conduct Review committee will designate the length of suspension. Parents and/or pastor will be notified. The Student Affairs committee and the Administrative Council may readmit a student upon his/her written request and approval.
- f. Dismissal – the student must leave school for a minimum of one year after which he or she may be considered for readmission at the discretion of the Vice President of Student Affairs and the Conduct Review committee.
- g. Expulsion – the student must leave school immediately and may never return.

#### **IV. Disciplinary Appeal Process:**

The student has the right to appeal major disciplinary actions taken by the Vice President of Student Affairs or the Conduct Review committee.

The appeal must be made in writing within 48 hours of the original decision. The appeal should follow the student complaint procedure as set forth in the student handbook, and should begin with step two. Initially,

then, the written complaint will be directed to the Vice President of Academic Affairs.

## STUDENT COMPLAINTS

Should a student have a legitimate complaint for which he/she has not found a remedy, the college administration has provided a Student Complaint Form to aid in this problem. The form should be filed according to the instructions given on the page following the form. The proper authorities will follow up all complaints. **See appendix for Student Complaint Form.**

## AUDITING

Normally, any class taught in the regular curriculum and offered in any given semester may be audited. The decision to audit must be made at the time of registration. A student who is auditing may switch to credit if implemented by the fourth week of class. The fee for auditing is the same as that when taking the class for credit. Auditors must register as though they were taking the class for credit.

## HEALTH SERVICES

Tri-State Bible College does not provide dispensary or clinical services. Therefore, any serious illness or injury, commencing while on school property, may be cared for on an outpatient basis at King's Daughters Family Care Center, Burlington, Ohio, or at Cabell Huntington Hospital. For emergencies, ambulance services are available through Southeast Ohio Emergency Medical Service. The phone number is 1-800-282-7777.

Area physicians, dentist, hospitals, and emergency transportation services available in the immediate area are as follows:

### Dentist:

Dr. Gregory Prater  
Corner of High Street and Park Ave (across from South Point School Board)  
South Point, Ohio 45680  
1-740-377-2219 (Business)  
1-740-894-6000 (Residence)

### Medical Transportation Services

Southeast Ohio Emergency Medical Service  
1-800-282-7777

### Emergency services

911

### Medical Doctors

South Point Family Medical Center

Village Medical

(Across from Comfort Inn on U.S. Rt. 52)  
South Point, OH 45680  
1-740-377-2712

415 Solida Road  
South Point, Oh 45680  
1-740-377-9902

### Hospitals

King's Daughters Hospital  
2201 Lexington Avenue  
Ashland, KY 41101  
1-606-327-4000.1

St. Mary's Hospital  
2900 First Avenue  
Huntington, WV 25702  
1-304-526-1234

Cabell Huntington Hospital  
1340 Hal Greer Blvd.  
Huntington, WV 25701  
1-304-526-2000

## **PERSONAL APPEARANCE**

Personal cleanliness and neatness is vital to one's personal testimony. The general principle for conservative dress and hair would be considered "neat and clean."

Appropriate dress and sport clothes are permissible. The college administration expects modest attire to be worn at all times. Each student should refrain from worldly extremes with modesty being the prime consideration.

In the ultimate end, men should look masculine, while women should appear feminine.

## **VEHICLES AND PARKING**

Students are requested to drive carefully both on and off campus. Since it is the law and also for the sake of others, students should **stop at all stop signs** and **obey speed limits**, especially within the limits of South Point, Ohio. Students' Christian testimonies, and also that of the college, become marred by inconsiderate acts.

It is requested that parking spaces be reserved in the front of the administration building for faculty and staff. Please be considerate of others in the manner of parking vehicles.

## **TAPING OF CLASS SESSIONS**

Permission has been granted by the administration for students to tape individual class sessions when the instructor also grants permission. However, this right must not be abused.

All tapes must be used exclusively for the student's personal use, and must not, under any circumstances, be duplicated, put into written form, or be played for other individuals or groups.

This privilege is granted to allow students the opportunity to construct a more complete set of classroom notes, and to allow review for their own edification, knowledge, and accomplishments or examinations at Tri-State Bible College.

Any instructor may, at specific times, request that segments of the class session **not** be taped.

## CLASSROOM VISITORS

Any student desiring to have visitors attend classes at Tri-State Bible College must secure permission from the appropriate instructor **prior to the class session**. Please note that all visitors are to merely **observe** and may not participate in the class discussion or activities.

## RETURN OF FINAL EXAM PAPERS

Any student desiring to have his/her final exam mailed to him/her must furnish the instructor with a self-addressed, stamped, legal-sized envelope prior to the end of the semester.

Normal return of exams and contact with the student is maintained through the school's student mailbox system, which is currently provided without additional cost to students. TSBC-N retains the right to operate their own mailbox system when and as needed.

## USE OF TELEPHONE

Use of the school telephone should be restricted to official school use. However, in cases of need, students may use the telephone at 10 cents per local call.

Anyone making a long-distance call should refer to the chart below and deposit sufficient funds to cover the cost involved. All monies for the use of the phone should be deposited in the appropriate container located next to the phone.

<u>City</u>	<u>Phone Rates</u>	
	<u>First 3 Minutes</u>	<u>Additional Minute</u>
Ashland, KY	\$0.75	\$0.25
Charleston, WV	\$1.00	\$0.25
Huntington, WV	\$0.75	\$0.25
Portsmouth, OH	\$0.85	\$0.25
All others	Please Estimate	

Note: Phone Rates are subject to change without prior notice. TSBC-N reserves the right to implement its own telephone use policy.

## HENDERSON LIBRARY

### Library Handbook:

#### Introduction:

Welcome to the Henderson Library of Tri-State Bible College. This library is an academic library, which means that its primary purpose is to support the curriculum of the college. It is in existence; first to help you, the student, and then to help others who may have occasion to use its collection. The handbook is designed to assist all those who use the Henderson Library. Our goal is to help you find your way around in this facility and to make it easy for you to find what you need.

#### General Information:

The Henderson Library Hours

When classes are in session:

9 A. M. – 7 P.M.—M, T, Th, F  
9 A.M. – 5 P.M. – W

When classes are not in session

9 A. M. – 5 P.M.

Closed on normal holidays and weekends

In the absence of the librarian and the library is locked, contact an administrator in the academic building for permission to use the library.

#### Method of Checking Out Materials:

The library collection is cataloged using the Library of Congress Classification System. Athena is the program used for the library collection.

#### To search for books on the Athena system:

1. Open Athena.
2. In the search box, type in the Author's Name, Title of the Book or Subject.
3. Click on the appropriate tab on the right-hand side of the screen.

4. When the list of materials comes up, it can be sorted in various ways. Click on the Sort A to Z tab and select the desired sort form.
5. Pen and paper is provided for recording call numbers of the books.
6. Collect the book or books from the shelves and bring them to the checkout desk. There they will be checked out for a three week period. The materials may be renewed for one 3-week period if the need arises.

**Reference books, books labeled Library Use Only, audio-visual materials and audio-visual equipment may not be checked out.**

### **Periodicals:**

1. Periodicals may not be checked out of the library without administrative approval.
2. Periodicals may be used in the library.

### **Pamphlet File:**

1. Pamphlets are available for use in the library only.
2. Request the librarian to get the needed pamphlet from the file.
3. Return the pamphlet to the librarian's desk when you are finished with it.

### **Reference Materials:**

1. Reference materials may not be checked out of the library without administrative approval.
2. Reference materials may be used in the library.
3. All reference material should be left on the library tables.
4. Library workers will re-shelve the materials.

### **Non-reference Materials:**

1. Select the book(s) you wish to check out.
2. The normal limit is **six books** at any one time.
3. The limit may exceed six with administrative approval.

4. Bring your selections with your library card to the librarian.
5. Books are checked out for a 3-week period with the privilege of one 3-week renewal.
6. In the absence of the librarian, fill out a checkout slip located on the librarian's desk.
  - a. Fill in the requested information.
  - b. Leave the checkout slip on the librarian's desk.

### **Library Late Fines:**

1. A fine of 10 cents per day is due on all books kept past the 3-week checkout period.
2. Fines must be paid before other materials are checked out.
3. Pay fines to the librarian or in the bookstore.

### **Membership Dues:**

1. Pastors, graduates of TSBC and college personnel may use the Henderson Library without charge.
2. Student fees are included in the registration fees.
3. All other patron fees are \$15.00 annually.
4. There is no library fee for summer session.

### **Henderson Library Computers:**

1. The computers on the student desks are available for student use during library hours.
2. Software available on the student computers include the following programs:
  - a. Classic Baptist Books.
  - b. Microsoft Word.
  - c. Internet connection.
3. The computer on the librarian's desk is for college employees only.

TSBC-N reserves the right to set its own Library policy. TSBC-N students are issued ID/Library cards for Library use at the main campus.

## **COMPUTER USE POLICY**

### **NETWORK PRIVACY AND ACCEPTABLE USE POLICY FOR TRI-STATE BIBLE COLLEGE**

It is the intention of Tri-State Bible College to protect the privacy of staff members and students who use the school computers, computer network and electronic messaging systems. The purpose of this policy is to identify the limitations on this privacy and the general restrictions applying to the use of computers and electronic messaging systems of the College.

#### **Acceptable and Unacceptable Uses:**

The computers, computer network and messaging systems of the College are intended for educational uses and work-related communications. Incidental use of the e-mail and voice mail systems for personal communications is permitted as long as such communications are limited in number, are initiated during non-work periods, and do not interfere with the primary intended uses of the system.

The following are uses that are unacceptable under any circumstances:

1. the transmission of any language or images which are of a graphic sexual nature,
2. the transmission of jokes, pictures or other materials which are obscene, lewd, vulgar or disparaging of persons based on their race, color, sex, age, religion, national origin or sexual orientation,
3. the transmission of messages or any other content which would be perceived by a reasonable person to be harassing or threatening,
4. uses that violate copyright laws,
5. uses that attempt to gain unauthorized access to another computer system or to impair the operation of another computer system (for example, the transmission of a computer virus or an excessively large e-mail attachment)
6. any commercial or profit-making activities,
7. any fundraising activities, unless specifically authorized by the administration.

## **Security and Integrity**

No staff member or student shall take any action that would compromise the security of any computer, network or messaging system. This would include the unauthorized release or sharing of passwords and the intentional disabling of any security features of the system.

No staff member or student shall take any actions that may adversely affect the integrity, functionality or reliability of any computer (for example, the installation of hardware or software not authorized by the System Administrator).

Staff members and students shall report to the System Administrator or school administrator actions by others which would violate the security or integrity of any computer, network or messaging system whenever such actions become known to them in the normal course of their work duties. This shall not be construed as creating any liability for staff members or students for the computer-related misconduct of others.

## **Right of Access**

Although the Board respects the natural desire of all persons for privacy in their personal communications and will attempt to preserve this privacy whenever possible, the operational and security needs of the district's computer network and messaging systems require that full access be available at all times. Tri-State Bible College therefore reserves the right to access and inspect any computer, device, or electronic media within its systems and any data, information or messages that may be contained therein. All such data, information and messages are the property of Tri-State Bible College and staff members and students should have no expectation that any messages sent or received on the school's systems will always remain private. **See appendix for Network Policy form.**

## **BOOKSTORE**

### **Regular Hours: 9:00 a.m. – 7:00 p.m. (During School days)**

The college bookstore makes available Bibles, textbooks, commentaries, supplies, visual aids, Sunday school literature, etc.

Books, other than textbooks, may be purchased at a 10% discount. All purchases must be paid for by cash, check, Visa, Master Card, or Discover.

Special orders for books and supplies must be paid in full upon receipt, including the tax and the postage fee.

Used books may be purchased tax free by cash, check, Visa, Master Card, or Discover.

## **STUDENT PLACEMENT**

### ***Purpose:***

Since the students have attended Tri-State Bible College and have persevered to the point of having completed their assigned courses and graduated, the college has an obligation to assist the students in obtaining suitable positions in which to serve the Lord. Therefore, Tri-State Bible College will strive to assist the students in every way possible and with every means available to obtain these suitable positions. This is not a promise of placement, but a promise to assist in placement as opportunity presents itself.

### **Placement Guidelines:**

1. Tri-State Bible College must have on file a signed copy of a statement that the student agrees with the doctrinal position of the college.
2. Tri-State Bible College must have on file from the student a signed copy requesting assistance in placement.
3. Students requesting placement must have completed their respective courses of training, or be in the final year displaying a certainty of completion with at least a 2.0 grade point average.
4. Students who request assistance in placement must have displayed a consistent Christian character and manner of living.
5. Students will be recommended and endorsed by the college only as it pertains to their respective fields of training.
6. An evaluation form will be filled out by each of the student's teachers in the final two years of training in the four year programs. In other programs of the college, appropriate evaluation will also be conducted.
7. In these evaluation forms the teachers will be asked if they would recommend and endorse the student for placement based upon their knowledge after having the student in their class. The college must have at least three positive recommendations. Any negative recommendations will be considered in evaluating the student for recommendation for assistance in placement.
8. The evaluation of the student for placement will be given to the President who may endorse, refuse, and/or present to the board for final evaluation.
9. The student will submit a resume to Tri-State Bible College, which will be forwarded to the churches and/or institutions that have expressed a need for his/her services.

10. Forms to request assistance in placement are available in the Student Affairs Office.

## **STUDENT MEMBERSHIP IN THE TRI-STATE BIBLE COLLEGE ALUMNI ASSOCIATION**

There are three kinds of membership for students who desire to be a part of the TSBC Alumni Association: graduate, associate and honorary.

### **GRADUATE:**

Graduate members include all graduates of the undergraduate and external studies programs. As a graduate you have the right to hold an office on the alumni Board of Directors and you have the right to vote.

### **ASSOCIATE:**

Associate members are undergraduates or external studies students who have completed at least **12 credit hours**. An associate member may hold an office on the alumni Board of Directors and vote if they have completed at least 32 credit hours.

### **HONORARY:**

Honorary members are members of the faculty and staff who are not already alumni. Faculty and staff members are honorary members as long as they remain employed by TSBC. Other honorary memberships may be conferred at the discretion of the alumni Board of Directors. Honorary members are given the right to vote. They do not, however, have the right to hold office on the Board of Directors.

## **STUDENT COUNCIL**

### **Purpose:**

The Student Council assists the administration in understanding and evaluating student concerns and suggestions. While any student is free to approach the administration or faculty with concerns, the Student Council is vested with the responsibility of seeking out the opinions and suggestions of students in any area of school life.

### **President:**

1. Qualifications: The student must be in good standing with the school. The student must maintain a good Christian testimony in the school and community. The term of office is one year.
2. Responsibilities: To conduct monthly/bimonthly meetings and serve as student representative on Student Affairs and Christian Service Committees. The individual shall participate and assist in orientation, student fellowship meetings, and any other meetings relative to student affairs. At his/her discretion, may delegate these responsibilities to subordinate student council members.

### **Vice-President and Alternate Vice President:**

1. Qualifications: The student must be in good standing with the school. The student must maintain a good Christian testimony in the school and community. The term of office is one year.
2. Responsibilities: This individual would assume the responsibility of the president in his absence and may be a representative to the Student Affairs and Christian Service Committees in the absence of the Student Council President.
3. Alternate V.P. will assume the responsibility of the Vice President in his absence. The term of office is one year.

### **Secretary/Treasurer and Alternate Secretary/Treasurer:**

1. Qualifications: The student must be in good standing with the school. The student must maintain a good Christian testimony in the school and community. The term of office shall be one year.
2. Responsibilities: The student will record all correspondence for the student council and will write all correspondence on behalf of the council. The student will record the minutes of all committee meetings and keep them in a permanent file. Also the student will maintain any financial records that are necessary. He/she May also serve on the Student Affairs and Christian Service committees as needed.
3. Alternate Secretary/Treasurer will assume responsibilities of the Secretary/Treasurer in his/her absence.

### **Alternates:**

Alternates serve in the event of an office vacancy. In the event of an office vacancy, each officer moves up one space and the first alternate would move up to the office of assistant secretary/treasurer.

**Term:**

A term runs for one year beginning with the Fall Semester. A vacancy occurs in the event that an elected officer is unable to fulfill the duties of his/her office.

**Quorum for conducting business:**

A quorum consists of three officers and the Student Adviser. Scheduled meetings will be re-scheduled for a future time in the absence of a quorum.

**STUDENT ORGANIZATIONS**

Students are encouraged to participate in various student organizations (i.e. Student Council, Prayer/Fellowship groups, etc.). These student organizations should be coordinated with the Vice President of Student Affairs. The college is very supportive of such organizations and will aid the students with guidance and opportunities to meet.

**STUDENT EMPLOYMENT POLICY**

It is the policy of Tri-State Bible College to allow students to engage in gainful employment on or off campus. This employment, however, must not adversely affect the student's academic performance, or his/her spiritual and/or personal well-being. No student who carries a full course load (12 to 16 sem. hrs) should work more than 20-25 hours per week.

It will be the responsibility of the teacher to report suspected irregularities in this area.

**CAMPUS SAFETY POLICY**

It is the policy of Tri-State Bible College to provide a campus that promotes the well-being and safety of faculty, students, visitors and customers while in the college classrooms, bookstore, library and/or all property belonging to or being used for the purpose of the everyday operations of the Tri-State Bible College.

In keeping with this policy, TSBC prohibits faculty, students, visitors, and customers from bringing firearms, knives, weapons, drugs, beverages and materials of any and all kinds that would hinder the well-being and safety of persons on campus. This includes, but is not limited to, literature which is of a pornographic or racially discriminating nature and includes computer e-mail messages and software. The college administration will be the sole authority for determining which materials hinder the well-being and safety of persons on campus.

When a violation is suspected, Tri-State Bible College administration reserves the right to examine any and all persons and property which is brought on to TSBC Campus. Property includes, but is not limited to, automobiles, backpacks, notebooks, computers, and clothing. Campus includes, but is not limited to, churches, restaurants, dining halls, and any and all property used for the conducting of Tri-State Bible College business, whether owned by the college or used by permission.

Tri-State Bible College administration reserves the right to expel violators from the campus. This includes the use of police and/or whatever force is necessary to expel those who refuse to leave.

Anyone who violates this policy will be banned from TSBC campus until the administration gives written permission to return to campus. **See appendix for Student Complaint form.**

## **NOTIFICATION OF RIGHTS**

### **NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the college receives a request for access.

Students should submit to the Registrar, Dean, head of the academic department, or other appropriate official, written, request that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading.

Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise of

his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff), a person or company with whom the college has contracted (such as an attorney, auditor, or collection agency), a person serving on the Board of Directors, or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the college to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

**See appendix for Letter of Agreement.**

## **TRI-STATE BIBLE COLLEGE FIRE AND FIRE DRILL POLICY**

I. In the event of any emergency such as a Fire and/or a Fire Drill

A. Responsibilities of the person in charge:

1. The person, designated as the day's close up person, will be in charge of the evacuation of the buildings.

2. He/she will sound the fire alarm bell.
3. He/she will notify the Library personnel and personnel in any other buildings.
4. He/she will call the Fire Department, ambulance, etc.
5. He/she will check with the Library, and all other personnel to insure that all students, teachers, visitors, and all personnel have vacated the buildings.
6. He/she will document the fire drill
7. He/she will give the all clear to reenter the buildings.

B. Responsibilities of the teachers.

1. Each teacher will have responsibility for his/her class.
2. He/she will direct the students to the nearest exit.
3. He/she will ensure that the classroom is empty.
4. He/she will accompany the students to the designated meeting place. The designated place of meeting will be beyond the flag pole near the front edge of the school's property.
5. He/she will report the results to the person in charge.

C. Responsibilities of the students

1. He/she will follow the teacher's directions.
2. He/she will proceed immediately to the nearest exit.
3. He/she will proceed to the designated meeting place. The designated meeting place is in the middle of the field beyond the flag pole or as far as necessary to ensure safety from the fire.
4. He/she will report to the class teacher at the designated meeting place.
5. He/she will remain at the meeting place until the in-charge person gives the all clear to reenter the building or any other appropriate instructions.

II. To prevent any obstruction to Fire and Emergency vehicles:

- A. The in charge person:
  - 1. Will instruct personnel to move vehicles away from the front of the buildings.
  - 2. Will move the designated meeting place when safety requires it.
- B. The faculty
  - 1. Will aid the in charge person in removing vehicles.
  - 2. Will insure the students' safety at all times
- C. The students
  - 1. Will follow their teachers directions at all times.
  - 2. Will remain in the meeting place area until instructed otherwise.

**SUBSTANCE ABUSE POLICY MANUAL  
FOR  
TRI-STATE BIBLE COLLEGE**

**Simply Stated:**

Since the college is located along the borders of three adjoining states, it has been decided to comb through the policies of nearby colleges that are representative of the three states involved: namely, Ohio, Kentucky and West Virginia. We also took into consideration a local business in Kentucky and the VA Medical Center located in West Virginia. Using their policies and language, we have set forth the following guidelines and policies for this institution.

The Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) clearly states that no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any Federal program, including participation in any federally funded or guaranteed student loan program, unless it certifies to the Secretary of Education that it has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees.

As required by Federal Law, you are hereby notified by Tri-State Bible College that it is the policy of TSBC to prohibit the use, sale, dispensing, possession, or

manufacture of illegal drugs and narcotics or alcoholic beverages on its campus, or as part of any of its activities.

The college will not accept for enrollment any student or knowingly hire for employment any person who is an alcoholic or drug abuser whose current use of such substance prevents or impairs them from performing as students and/or employees of the institution and who would constitute a threat to the property or safety of others. This college is unequivocally opposed to the misuse of lawful drugs as well.

All students and employees are expected to abide by the terms of this policy. It is the goal of the college through this policy to create a safe study/work environment.

## **Health Risks**

The potential consequences of drug and alcohol use are enormous for students, employees, and the institution. These include increased damages to buildings, disruption of work schedules, discipline incidents, arrests, physical injuries, accidents and suicide attempts, to name just a few. Further, there is significant evidence that students and employees who consume alcohol and/or use drugs are more likely than others to have ineffective interpersonal relationships and increased incidences of absenteeism. Students who engage in the use of such substances are prone to earn lower grades, drop out of college more often and suffer negative consequences. More specifically, when people use drugs/alcohol, they put themselves at risk for developing a variety of physiological side effects.

**Alcohol:** Cirrhosis of the liver is closely linked to the consumption of alcohol. There is also a link between drinking alcohol and such conditions as heart disease, malnutrition, hypertension, and cancer. Serious nervous disorders, mental disorders, or brain damages are also risks. Alcohol, like many other drugs that affect the central nervous system, can be physiologically addictive. Drinking need not be long term or addictive to cause accidental injury or death. Even small amounts of alcohol limit coordination and increase a person's risk of becoming involved in a traffic or household accident. Alcohol consumption causes a number of marked changes in behavior. Even low doses can increase the incidence of aggressive behavior. Alcohol intoxication is equivalent to a drug overdose. Women who drink even small amounts during pregnancy may give birth to infants with fetal alcohol syndrome, and children of alcoholic parents have a 40% greater risk of developing alcoholism than those of parents who are not alcoholic.

**Marijuana:** Some immediate physical effects of marijuana include a faster heartbeat and pulse rate, bloodshot eyes, and a dry mouth and throat. Marijuana during pregnancy may result in premature babies and in low birth weights. Studies of men and women who use marijuana have shown that marijuana may influence levels of some hormones. Marijuana use increases the heart rate as

much as fifty percent, and can cause chest pain. Marijuana smoke irritates the lungs and damages the way they work, leading to emphysema and possible cancer. The mood-altering effects of marijuana are the result of the chemical delta – 9 tetrahydrocannabinol (THC). THC is fat-soluble and can remain in the body up to three weeks after smoking one marijuana cigarette. Consequently, even the occasional user can be detected through urinalysis. Research indicates that regular use may have long-term effects on the user's brain, heart, and reproductive organs. The numerous carcinogenic chemicals found in marijuana make it particularly harmful to the lungs. Loss of memory, lack of motivation, and diminished attention span are some of the effects of regular marijuana use. Long-term use may result in psychological dependence and change in tolerance.

**Opiates (Opium, Morphine, Heroin, Codeine, Demerol):** Over time, opiate users may develop infections of the heart lining and valves, skin abscesses, and congested lungs. Infections from unsterile solutions, syringes, and needles can cause illness such as liver disease, tetanus, and serum hepatitis.

**Hallucinogens (LSD, Mescaline, Psilocybin, DMT, and PCP):** Users of hallucinogens sometimes develop signs of organic brain damage, such as impaired memory and attention spans. Mental confusion, and difficulty with abstract thinking. Large doses of PCP may result in a convulsive seizure, coma, and death. Mood disorders occur and the user may become violent, irrational, and potentially harmful to self and others. LSD, Mescaline, and psilocybin, cause sensations and feelings to change rapidly. The user may experience panic, confusion, anxiety, depersonalization, and loss of control. While relatively rare, flashbacks may occur.

**Barbiturates:** Abusive doses of barbiturates (Seconal, Nembutal, Benzodiazepines, Valium, Librium, Tranxene, Quaaludes, Placidyl, Noctec, Miltown) can cause slurred speech, staggering gait, poor judgment, slow and uncertain reflexes, unconsciousness, and even death.

**Depressants:** The use of depressants can result in a change in tolerance and physical as well as psychological dependency. The combining of several depressants (e.g. Valium and alcohol) will potentiate the depressant effects, multiplying the health hazards. Withdrawal symptoms include anxiety, vomiting, acute psychotic episodes, seizures, and death.

**Steroids:** Steroid users can experience serious cardiovascular, liver, central nervous system, gastrointestinal, and reproductive disorders. In males, use can result in sterility, impotence, and arrested growth. Psychological impairment includes mood swings, depression, and very aggressive behavior.

**Narcotics:** Tolerance, especially at the euphoric effect of narcotics and physical dependence, develops rapidly in order to avoid the abstinence syndrome; the

addict becomes preoccupied with acquiring the drug. Withdrawal symptoms are extremely uncomfortable, though they seldom are life threatening.

**Stimulants (Amphetamines and cocaine):** An amphetamine injection creates sudden increases in blood pressure that can cause death from a stroke, very high fever, or heart failure. Long term, heavy use of amphetamines can lead to malnutrition, skin disorders, ulcers, and various diseases that come from vitamin deficiencies. Lack of sleep, weight loss, depression, and brain damage can also result from regular use. Users of cocaine report feelings of restlessness, irritability, anxiety, and sleeplessness. Occasional use can cause a stuffy or runny nose, while chronic snorting can ulcerate mucous membranes of the nose. Injecting cocaine with unsterile equipment can cause hepatitis or other infections. Death from cocaine is the result of multiple seizures followed by respiratory and cardiac arrest.

**Crack:** The general effects of using crack include extreme changes in blood pressure and increase in heart and respiration rates, insomnia, anxiety, nausea, tremors, convulsions, and death. Smoking crack can cause lung damage, heart attack, stroke, respiratory problems, weight loss, and generally poor health.

### **Disciplinary Sanctions for Policy Violations**

Students and employees of the college will be subject to legal and disciplinary action up to and including dismissal and will be referred for prosecution in accordance with local, state, and federal laws for bringing illegal non-prescribed drugs and narcotics or alcoholic beverages to the campus. Severe disciplinary sanctions up to and including expulsion or termination of employment will be imposed on students and employees for being under the influence of such substances on or off campus; or possessing, dispensing, distributing, or illegally manufacturing or selling them on or off the college premises. Student and employee possessions are subject to search and surveillance at all times.

Any administrator, faculty member, or staff supervisor who notices a student or fellow employee demonstrating unusual behavior patterns which appear to be drug, narcotic, or alcohol related should report the observed behavior to appropriate authorities (See student disciplinary policies in the Student Handbook.)

Students or employees convicted of any criminal drug violation while enrolled or in the employment of the college will be dismissed immediately. Those who supplied false or misleading admissions information with reference to their history of substance abuse will be dismissed immediately.

Students engaging in the use of drugs, narcotics, or alcohol and who voluntarily seek college sponsored or private professional counseling will be given extra consideration in their effort to rehabilitate. College sponsored counseling will be made available and confidentially will prevail. Academic performance and

Christian character, not the fact that a student seeks counseling, will be the basis of all evaluation and assessment, assuming that the student adheres to the treatment plan and succeeds in the effort to rehabilitate.

An employee who is found to be a user of drugs, narcotics, or alcohol may be granted a leave of absence, without compensation, to undertake mandatory rehabilitation treatment at his/her own expense. The employee will not be permitted to return to work until certification is presented to the administration that the employee is capable of performing his/her job. Failure to cooperate fully with the rehabilitation plan will result in termination. Employees who are found to have falsified employment information with reference to their history of substance abuse will be terminated immediately.

Both students and employees are guaranteed due process; however, the college has the responsibility of upholding local, state, and federal laws regarding the use of drugs and alcohol. Students admitted to the college and personnel hired by the college accept the responsibility to conform to all the college's rules and regulations concerning substance abuse matters. The college desires to create an environment that is safe for the student and for the employee. Each one of us has a responsibility to one another to conduct ourselves according to the rules of good behavior and conduct.

### **Drug/Alcohol Counseling and Information Programs**

Tri-State Bible College's attempt to disseminate vital information about the health risks associated with the use of illicit drugs and the abuse of alcohol is supplemented by the presence and availability of drug and alcohol; counseling. Treatment programs in the area to which students and employees may be referred include the following:

1. New Hope Christian Counseling, 1230 Sixth Avenue  
Huntington, WV: 24-hour services. (304-526-9189)
2. Care Unit – Alcohol and Drug Abuse Treatment, Ashland, KY:  
24-hour consultation. (606-836-8364)
3. Pathways, Inc. Ashland, KY or Grayson, KY have substance  
abuse counseling and withdrawal programs on a 24-hour  
emergency service. (Ashland – 606-324-1141; Grayson – 606-  
474-5151)
4. Ohio University Hudson Health Center offers Department of  
Health, Education and welfare substance abuse information and  
referrals. (740-593-4742)
5. WV VA Hospital Substance Abuse Program

6. On campus counseling is available at all times through the administrative offices.

## **Legal Sanctions for the Unlawful Possession or Distribution of Illicit Drugs/Alcohol**

Any student or employee who uses, sells, disperses, possesses, or manufactures illegal drugs, narcotics or alcohol will not be protected from criminal prosecution. Any information gathered in the disciplinary hearings of the college is subject to judicial subpoena and will be turned over to the proper legal authorities. Federal, State and local laws provide stiff penalties for violations of prohibitions related to controlled substances. Persons who knowingly and unlawfully traffic in illegal or controlled substances will be subject to prosecution and conviction including incarceration and fines or both.

Persons found guilty of violating statutes related to illegal or controlled substances may be ordered by the court to a facility where a program of education, treatment, and rehabilitation shall be prescribed. Students and employees of Tri-State Bible College who desire specific information related to drug sanctions, criminal prosecutions, and penalties for unlawful possession or distribution of illicit drugs and alcohol should contact the following codes:

1. The Kentucky Revised Statutes Manual
2. The Ohio Revised Code
3. WV Uniform Controlled Substances Act
4. Liquor Control Laws for Ohio, WV, and KY
5. Local Municipal Codes
6. Federal Narcotic Act (Harrison)
7. Federal Narcotic Drugs Import and Export Act
8. Federal Food Drug and Cosmetic Act
9. Federal Alcohol Administration
10. US Code, Title 21 (Food and Drug), Part D (Offenses and Penalties)

### **Distribution and Review**

The Financial Aid Office in cooperation with the Office of the President of Tri-State Bible College will annually and in writing distribute to the students of the institution all the facts pertaining to this program in the Student Handbook. Upon reading the annual information packet, the Student must affix his/her signature confirming that he/she has read the contents. (Note: Students affix their signatures of confirmation on the back side of the registration sheet.)

The college will also join in the national observance of RED RIBBON WEEK to encourage the dissemination of information regarding substance abuse. The Office of the President in conjunction with the Development Office will inform in writing all employees prior to the annual October celebration. Included in the letter will be some form of promotion - possibly a red ribbon or perhaps a magnet for display during that week.

To help to assess the effectiveness of this program the college will biannually review the program and literature via a student/employee survey. If changes are needed, especially in the disciplinary sanctions area, then a committee will be formed to handle that matter. The main concern here would be the consistency (or lack of consistency) of enforcement of the policies set forth in this document.

This document has been reviewed by a Faculty Committee before the initial publication, and all changes have been made upon the recommendations of that review.

## **TSBC CAMPUS SAFETY**

### **Crime Prevention Tips:**

1. Always lock your car door.
2. Store valuables out of sight. Record the serial number, model number and brand name of any valuables that you bring on campus.
3. Never leave your jewelry or other valuables unattended.
4. Be aware of strangers loitering suspiciously in the halls.
5. Do not allow people you do not know to enter the building with you. If an unauthorized person pushes past you or follows you in the door, immediately inform Campus Safety.
6. Never prop open any entrance doors.
7. Students and faculty should always escort guests. Guests should be registered with administration upon entering any campus buildings.
8. Confront unknown persons on campus who have no escort. If you are uncomfortable doing this yourself, call Campus Safety for assistance. If necessary, ask faculty personnel to help you confront the person.
9. Never lend your keys or ID card to anyone.

Report any suspicious activity to Campus Safety at ext. 25, 26, 27, 28.

## **Tri-State Bible College Campus Safety**

## Emergency Information

What is an Emergency? | What is NOT an Emergency?

What if your Complaint or Concern is Not an Emergency? | Emergency Numbers

### What is an Emergency?

An emergency is when someone's health, safety, or property is threatened and that person needs the immediate assistance of the campus safety, police, fire or ambulance services to deal with that threat.

Immediate Police assistance is needed when reporting a crime in progress or a life-threatening or violent situation.

Immediate Fire assistance is needed when reporting a fire on campus or any other location.

Immediate Ambulance assistance is needed when immediate medical attention or transport is needed for victims of serious accidents or illness such as a heart attack.

### What Is NOT An Emergency?

It is not an emergency when the situation is not dangerous and immediate action is not necessary.

Please **Do Not Call**, ext. 27,28 or 9-1-1:

For general information, i.e. school closings, office or department hours, etc.

For directory assistance

For non-emergency escorts

For information about library assistance

For information about parking

For broken lights or equipment

What If Your Complaint or Concern Is Not An Emergency?

If your complaint or concern is not an emergency, dial the non-emergency number for the Campus Safety 25. Use that number for non-emergency calls such as parking complaints, or concerns pertaining to Campus Safety, students, faculty, staff, and College property. If it is not a Campus Safety issue, you will be directed to call the appropriate department that should address your concern.

### Emergency Numbers:

	<b>College Phone</b>	<b>Non-College Phone</b>
Ambulance - Emergency	911	800-282-7777
Medical Service		740-643-0546
Fire	911	911
Ohio State Highway Patrol	911	740-377-4311
Lawrence County Sheriff		740-532-3525
<b>Campus Safety</b>	25	740-377-2520
King's Daughters Hospital		606-327-4000
St. Mary's Hospital		304-526-1234
Cabell Huntington Hospital		304-526-2000
Poison Control Center		800-222-1222
<b>Counseling Center</b>	Ext.23, 25, 26,27, 28	740-377-2520
<b>Campus Ministries</b>	Ext.25, 26, 27, 28	740-377-2520
<b>Library</b>	Ext. 29	740-377-2520
<b>Attendant Services</b>	Ext. 25	740-377-2520
<b>Financial Aid</b>	Ext. 24	740-377-2520
<b>Physical Properties</b>	Ext. 26	740-377-2520
<b>Registrar</b>	Ext. 24	740-377-2520

**Bold lettering** indicates the services are available on campus

## **Emergency Situations:**

In an emergency situation anyone may call 911 using any telephone on campus. After speaking with the 911 dispatcher call Campus Safety at ext. 25, if possible, to assist.

***Emergency Number for South Point Police, Fire, or Ambulance... 9-1-1***

### ***Pertinent Non-Emergency Numbers:***

Ohio State Highway Patrol: 740-377-4311

South Point Fire Department: 911

Lawrence county Poison Center: 1-800-222-1222

The Ohio State Highway Patrol will respond to all calls made from any member of the College community. Response time will be determined by situational priority.

The South Point Fire Department will need to be contacted by College personnel via 911.

For any emergency situation that requires 911 assistance please be prepared to tell the dispatcher your name, location, telephone number and the nature of the emergency.

## **Emergency Situations:**

In an emergency situation anyone may call 911 using any telephone on campus. After speaking with the 911 dispatcher call Campus Safety at ext. 25, if possible, to assist.

### **Fire:**

If you detect a small fire (i.e. trash can fire) prior to an alarm sounding, it may be extinguished with one of the wall mounted fire extinguishers located in every building. The fire extinguishers may be used by pulling out the pin and squeezing the handle at the top of the extinguisher. Point the stream at the base of the flame source until it is completely extinguished.

If you discover a large fire, immediately pull the building fire alarm to notify the occupants and call the fire department! Place a second call to the Campus Safety at ext. 25 to ensure that there will be staff available to assist in clearing the building.

If your first indication of a fire is from the alarm, quickly leave the building using the nearest exit. Keep calm and assist any handicapped individuals. After exiting

the building, remain clear of the building until receiving an "all clear" from Campus Safety.

Fire drills for students, visitors, faculty and staff, will be conducted by Campus Safety at various times during each semester.

It is a violation of the law not to evacuate the building during a fire drill.

### **Medical Emergencies:**

For any medical emergency, dial 911 from any campus location for assistance. Inform the dispatcher of the situation. If possible, inform Campus Safety so that personnel can assist.

If the person is conscious and able to talk, find out who they are and what happened. Try to make them comfortable until the paramedics arrive.

Note: If the person has a preference for a particular ambulance service or hospital, inform the dispatcher.

### **Police Emergency:**

If a situation develops where police assistance is needed, call the Ohio State Highway Patrol either via 911 (emergency) or 740-377-4311 (non-emergency). Call the Campus Safety Department, if possible, to assist. Response time to your call will be dependent upon the specific need and call volume at that time (i.e. a stolen bicycle complaint will be prioritized lower for immediate police response than a fight in progress call). Please be patient and wait at the location that where you contacted the dispatcher.

### **Campus Evacuation Areas:**

In the event of a fire alarm or any other incident which requires the evacuation of a building, all personnel must evacuate immediately to the designated exterior evacuation locations.

The Department of Campus Safety, President of the College, or a designated representative shall initiate the process of emergency evacuations, other than fire alarms.

Evacuation locations from individual buildings:

Academic & Classroom	Center of lot containing flagpole
Library	Center of lot containing flagpole

### **In Case of a Campus "Event":**

A campus event is defined as any incident that threatens the lives or safety of TSBC students, faculty or visitors to the campus. This includes, but is not limited to, natural disasters such as fire, flood, tornado, earthquake etc., or man made

threats such as chemical spills, terrorists attacks and the actions of those intent on doing bodily harm to anyone on TSBC property or any facilities being used by TSBC by permission.

### **Notification during business hours:**

Upon notification of a potential or actual event, the Campus Safety Director will immediately attempt to notify all building Evacuation/Safety Captains and advise them of all necessary details and pertinent safety measures to be implemented. Safety captains have the responsibility of notifying all students both on and off campus of the event. Students not on campus will be contacted via phone or email. Information regarding the event will also be placed on the website.

Due to the number of calls, the caller will limit the call to the following: "This is a campus safety alert: due to the potential or on-going campus event, all students are requested to remain clear of the campus until further notice.

If possible, updates will be issued by phone, on the website, or by email later."

**Please do not attempt to gain more information from the caller.**

### **Campus Captains and Their Assigned Tasks Include:**

1. Christian Service Director and/or Registrar: evacuates the main building.
2. Librarian and/or Chancellor: evacuates the library.
3. Business Manager and/or Admissions Director: contact all students by phone.
4. Vice President of Institutional Development/IT and/or Vice President of Student Affairs: post website alert, contact students by email.
5. Campus Safety Director: Jack Finch, President, contact authorities.
6. Alternate Safety Director: Manfred Langer

The captains also have the responsibility of notifying people within their immediate areas.

### **All Clear Notification:**

The Campus Safety Director will not issue an all clear notification until verification from the Ohio State Highway Patrol, local law enforcement and/or emergency medical/fire and hazardous materials personnel has been given. Only then will the Campus Safety Director issue an all clear to the Captains. When possible, runners for Campus Safety will provide all clear notifications to campus evacuees. If some period of time has elapsed without contact, the Captains should call Campus Safety at ext. 25 to verify and give the all clear to the occupants of their buildings.

When a tornado warning occurs, proceed to the shelter area, if time permits. The better your shelter is the better your ability to avoid injury.

Persons in each building should go to the lowest floor. If time permits, go to a building with a basement; remain in hallways and out of the line of flying glass.

If there is not time to go to a lower floor, lie on the floor or under a desk with your head pointed away from windows and outside wall openings. Heavy furniture or desks provide protection.

Remain stationary for at least 15 minutes in case the tornado doubles back.

If you suspect the building you are in has structural damage, evacuate as soon as the all-clear has been sounded.

### **Some information about tornados:**

1. Tornados may travel at speeds of 40 to 60 MPH.
2. Wind speeds can be as high as 250 MPH on the outside of the funnel.
3. Some tornados have been known to slash a path more than 100 miles long.
4. Most tornados come from the southwest and travel to the northeast.

"the safer places in a school with no basement usually will be on the lowest floor in interior corridors that run only to the east and north, where wind forces usually will be less destructive." ("In a Life and Death Arena, Some New Ideas About Tornados," by Ed Weigel);

Researchers say that in their opinion, the principle effects of a large tornado are, in order of importance,

1. "First, the disintegrating pressure of wind against windows, doors, and walls;
2. Second, the devastating effect of missile type objects propelled by these winds;
3. Third, the collapse of high portions of buildings such as chimneys into lower parts which otherwise would suffer little damage; and
4. Fourth, the explosive pressure differential when air pressure inside a building is momentarily greater than outside."

### **Earthquakes:**

You will have little to no notice of an earthquake. In the event of an earthquake:

1. If outdoors, move away from any building, avoiding utility poles and overhead wires.
2. If indoors, try to stay clear of windows, light fixtures, and suspended objects. Also, stay clear of rooms where there are long spans between ceiling supports such as in a gym.

After the quake has stopped, quickly evacuate the building and move personnel outside of all buildings and to an open area outside. Remember, there may be aftershocks that follow, so move quickly when the quake stops! Do not re-enter any building until it has been inspected and declared safe by competent personnel.

A damaged structure can be re-occupied only after authorization by the city and/or state building division. College officials will be notified of the corrective actions to be taken to return a building to use.

### **Hazardous Materials Incidents (HAZMAT Incidents):**

For any suspected HAZMAT incidents the Ohio State Highway Patrol should be called immediately for assessment of the incident. Stay clear of the area! Officials who respond to damage-structure reports assume there are hazardous materials in all laboratories. If the structure is damaged, the laboratories must be checked by qualified persons before entry by any other person.

### **Spills:**

The accidental spill of material considered hazardous must be handled by qualified personnel. First, the qualified personnel will seal off the area to prevent entry. If possible, they will shut off any sources of ignition at the source of the spill.

The spill must be contained to prevent the chemical from entering the drains or other uncontrolled areas.

Clean-up should be completed with proper equipment and materials for the particular substance. Once the clean-up is completed, the substance and other materials must be disposed of according to EPA standards.

Transportation of hazardous material that is either highly flammable or suspected to be explosive shall be directed by the Ohio State Highway Patrol and/or Fire Department. Such transfer and/or transportation must be executed with life safety as the number one priority at all times.

### **Handling of Body Fluids /Waste:**

Do not handle body fluids with ungloved hands. Body fluids consist of blood, urine, feces, vomit, saliva, etc. If you need to clean up soiled items, surfaces, materials and objects contaminated by body fluids, you must wear disposable protection (gloves, masks, etc.) Wherever possible, call the custodians at ext. 26 and advise them of the situation - they are trained and equipped to handle these items.

If you find body fluids, after notifying the custodians, use the following procedures to minimize possible contact:

1. Cover the area with paper towels, newspapers, etc.

2. Keep the area clear of other people until it has been properly cleaned.
3. Wash any exposed skin that may have come into contact with the fluid thoroughly using soap and water.

Further questions should be directed to the poison control center 1-800-222-1222

### **News Releases, Interviews, etc.:**

In order to coordinate communications with the news media, all news releases and media requests will be coordinated through the President of College Communications or an appointed representative.

This includes any written communication, oral statement, interview, or pictorial material that would have any information about an occurrence, individual, or situation of any sort relating to TSBC.

The President of College Communications or their appointed representative shall be responsible for designating an area, away from the incident, as a press information/conference area (bearing in mind that a disaster or crime scene are the responsibility of fire and police personnel and premature intrusion is a violation of Ohio Revised Statutes). News media personnel should not gather, assemble or intrude beyond any police line.

TSBC places the highest priority on personal safety for students, faculty, and staff. Campus safety is everyone's business and responsibility! Here are a few tips for keeping yourself safe on campus:

1. Lock your room and your automobile when not occupying either of them.
2. Engrave an identifying number (preferably your driver's license number and state) on your personal property such as TV's, VCR's, stereo's, etc.
3. Do not keep large amounts of cash or jewelry on your person or in your classroom.
4. Do not prop open entrance doors after lock-up.
5. Know who you are admitting to the building or your office.
6. Do not jog or walk alone after dark in areas not patrolled or that are unlit or dimly lighted.
7. Report any suspicious individuals or activities to Campus Safety.
8. Keep your College ID with you at all times. The ID will be required for your admittance to fellowships, athletic events and use of the library.
9. Use the escort service that is provided by the Campus Safety Department by calling x25 from any telephone on campus.

Campus Safety has the authority and responsibility to report college students who are violating college rules and regulations. As part of their patrol function any Campus Safety staff may ask a student to identify themselves. It is important that you carry your ID card with you and present it when asked. You must surrender your ID card to a campus safety staff member if requested. A student may face judicial consequences for failure to correctly identify themselves.

## **Tri-State Bible College Campus Safety**

### **When I call 9-1-1, what will the dispatcher ask me?**

The 9-1-1 dispatchers are trained to always verify your location. Be sure to tell the dispatcher exactly where you are, including if you are in a house, an apartment, a vehicle, etc. Tell the dispatcher the telephone number where you are calling from so that they may call you back should you become disconnected or if more information is needed later. Be sure to communicate to the dispatcher the exact nature of the problem. In the event of a serious police emergency or an emergency medical service call, the dispatcher may ask you if you can stay on the telephone with them while the police or ambulance is enroute. Many times further information can be learned to help the police, or you may be able to help a sick or injured person (maybe even save a life!) with instructions from the dispatcher until the ambulance arrives.

The following section describes the Do's and Do Not's of 9-1-1 under its original "emergencies only" purpose.

#### **Dial 9-1-1 only for an emergency**

An emergency is any serious medical problem (chest pain, seizure, bleeding), any type of fire (business, car, building), or any life-threatening situation (fights, person with weapons, etc.). Most jurisdictions also urge citizens to use 9-1-1 to report crimes in progress, whether or not a life is threatened.

Do not dial 9-1-1 for a non-emergency. Instead, dial Ohio State Highway Patrol non-emergency telephone number (740-377-4311). A non-emergency incident is a property damage accident, break-in to a vehicle and theft of property when the suspect is gone. Vandalism, panhandlers, intoxicated persons who are not disorderly, or cars blocking the street or alleys are also non-emergency incidents..

Do not pick up the telephone and put it down if you don't hear a dial tone; you'll tie up the telephone network and delay obtaining a line. Stay on the line until you hear the dial tone. If you hear a fast busy, all circuits are busy. Try again later. If you reach a recording, the telephone system isn't available for your call. Try again later.

Your 9-1-1 call will automatically be routed to the police, fire or EMS agency that handles the area where the telephone is located. In general, 9-1-1 calls are answered by the area's law enforcement agency, which either handles the call or transfers it immediately to the appropriate agency.

### **If you dialed 9-1-1 in error...**

Do not hang up the telephone. Instead, stay on the line and explain to the dispatcher that you dialed by mistake and that you do not have an emergency. If you hang up, a dispatcher will call back to confirm that there is no emergency. If you don't answer, a police officer or deputy must be dispatched to confirm that you are OK. This will needlessly take resources away from genuine emergencies.

### **Briefly describe the type of incident you are reporting**

For example, "I'm reporting an auto fire," or "I'm reporting an unconscious person," or "I'm reporting a shoplifter." Then stay on the line with the dispatcher--do not hang up until the dispatcher tells you to. In some cases, the dispatcher will keep you on the line while the emergency units are responding to ask additional questions or to obtain on-going information.

### **Let the call-taker ask you questions**

Call-takers have been trained to ask questions that will help prioritize the incident, locate it and speed an appropriate response. Your answers should be brief and responsive. Remain calm and speak clearly. If you are not in a position to give full answers to the call-taker (the suspect is nearby), stay on the phone and the dispatcher will ask you questions that can be answered "yes" or "no."

### **Be prepared to describe your location and the location of the emergency**

Although an Enhanced 9-1-1 system will display your telephone number and location, the dispatcher must confirm the displayed address or may ask you for more specific location information about the victim or suspects.

If you are a cellular caller, your telephone number and location will not be displayed for the dispatcher's reference. You must be able to describe your location so emergency units can respond. Be aware of your current city or town, address, highway and direction, nearby cross-streets or interchanges, or other geographic points of reference.

Cellular 9-1-1 calls are frequently routed to a central PSAP that could be many miles from your location. Be prepared to give the dispatcher your complete location---city or town, address or location, inside or outside, what floor or room, etc.

### **Be prepared to describe the persons involved in any incident**

This includes their race, sex, age, height and weight, color of hair, description of clothing, and presence of a hat, glasses or facial hair.

### **Be prepared to describe any vehicles involved in the incident**

This includes the color, year, make, model and type of vehicle (sedan, pick-up, sport utility, van, tanker truck, flatbed, etc.). If the vehicle is parked the dispatcher will need to know the direction it's facing. If the vehicle is moving or has left, the dispatcher will need to know the last direction.

### **Be patient as the dispatcher asks you questions**

While you are answering the dispatcher's questions, he/she is entering or writing down the information. If you are reporting an emergency, most likely a response is being made while you are still on the line with the dispatcher.

### **Listen to the dispatcher's instructions for assistance if you are in danger yourself**

The dispatcher may tell you to leave the building, secure yourself in a room or take other action to protect yourself.

### **Don't hang up until the call-taker tells you to**

Follow any instructions the dispatcher gives you, such as meeting the officers at the door, or flagging down the firefighters at the curb.

### **If you are able and have certified training, apply first aid to any patients who need it**

Give the victim reassurance that help is on the way. Secure any dogs or other pets that may interfere with the emergency response. Gather any medications the patient is taking and which the medical crew will need to take with the patient.

## **TSBC Campus Safety Attendant Service**

In an effort to provide a continual public safety awareness and community support, the TSBC Campus Safety will provide an attendant service to Faculty, Staff, Students and Visitors to our campus.

1. An attendant service is available during hours of operation by calling on-campus extension 25,26,27,28 from any on-campus phone to request attendant services, or dialing 740-377-2520.
2. Either a the director of Campus Safety, or a Campus Safety Student Worker will provide the attendant service.
3. If a Student Worker is providing the attendant service, he/she will be

readily identified by a student ID.

4. The attendant service is restricted to the Campus property and the city streets in the immediate area.

5. We regret that Campus Safety is not equipped to provide a vehicle lock-out response.

## Tri-State Bible College Annual Crime Statistics Report

<b><i>Criminal Offence</i></b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
<b>Murder/Non-negligent Manslaughter</b>	0	0	0	<b>0</b>
<b>Negligent Manslaughter</b>	0	0	0	<b>0</b>
<b>Sex offenses-Forcible</b>	0	0	0	<b>0</b>
<b>Sex-offences-Non-Forcible (including only incest and statutory rape)</b>	0	0	0	<b>0</b>
<b>Robbery</b>	0	0	0	<b>0</b>
<b>Aggravated Assault</b>	0	0	0	<b>0</b>
<b>Burglary</b>	0	0	0	<b>0</b>
<b>Motor vehicle theft</b>	0	0	0	<b>0</b>
<b>Arson</b>	0	0	0	<b>0</b>
<b>Illegal weapons possession</b>	0	0	0	<b>0</b>
<b>Drug law violations</b>	0	0	0	<b>0</b>
<b>Liquor law violations</b>	0	0	0	<b>0</b>
<b>Total</b>	0	0	0	<b>0</b>

Crime statistics and Campus Event Procedures are also available on the website at [www.TSBC.edu](http://www.TSBC.edu). Additionally, crime statistics are kept on file in the Registrar/Financial Aid office and are available upon request.

## Tri-State Bible College North Annual Crime Statistics Report

<b><i>Criminal Offence</i></b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
<b>Murder/Non-negligent Manslaughter</b>	0	0	0	<b>0</b>
<b>Negligent Manslaughter</b>	0	0	0	<b>0</b>
<b>Sex offenses-Forcible</b>	0	0	0	<b>0</b>
<b>Sex-offences-Non-Forcible (including only incest and statutory rape)</b>	0	0	0	<b>0</b>
<b>Robbery</b>	0	0	0	<b>0</b>
<b>Aggravated Assault</b>	0	0	0	<b>0</b>
<b>Burglary</b>	0	0	0	<b>0</b>
<b>Motor vehicle theft</b>	0	0	0	<b>0</b>
<b>Arson</b>	0	0	0	<b>0</b>
<b>Illegal weapons possession</b>	0	0	0	<b>0</b>
<b>Drug law violations</b>	0	0	0	<b>0</b>
<b>Liquor law violations</b>	0	0	0	<b>0</b>
<b>Total</b>	0	0	0	<b>0</b>

Crime statistics and Campus Event Procedures are also available on the website at [www.TSBC.edu](http://www.TSBC.edu). Additionally, crime statistics are kept on file in the Registrar/Financial Aid office and are available upon request.

## **Christian Service Packet**

1. Letter to student.
2. Letter to Christian service supervisor.
3. Faculty approved list of Approved Christian Service assignments.
4. Christian Service Registration Form. (Fall & Spring semesters)
5. Mid-Term Christian Service Critique. (Fall & Spring semesters)
6. Final Christian Service Critique. (Fall & Spring semesters)
7. Christian Service student self evaluation form. (Fall & Spring sem.)
8. Student's monthly CS Activity report form. (When directed only)
9. ( Contact Vice President of Student Affairs for additional forms )

### **Letter to Student**

Dear Student at Tri-State Bible College

Greetings in the name of Our Lord Jesus Christ

I am writing you concerning your Christian Service Requirements. Since the purpose of The Tri-State Bible College is to train people for their work of ministry, it is imperative that all students be required to be engaged in Christian Service Ministry. Part of my responsibility will be to monitor and to keep records which will display that you are fulfilling your Christian Service requirements, and more importantly, that you are growing in knowledge, skills, and in the practical application of the knowledge and skills which you are learning.

Therefore I am writing to introduce myself to you and to let you know that I am praying for you and your ministry, that if I can be of any help to you concerning your Christian Service ministry and the fulfilling of your requirements please feel free to contact me and make an appointment so we can discuss your needs and how I can be of help to you.

I am looking forward to meeting each and every one of you and to serving Our Lord Jesus through serving you and the Tri-State Bible College. Please be assured that the Student Affairs and Christian Service Departments exist entirely for the purpose of making your time at Tri-State Bible College a profitable and enjoyable learning experience.

Please fill out your Christian Service Request Form and turn it in as soon as possible. Please ensure that the name and location of the Christian Organization where you will be performing your Christian Service Ministry and the name and phone number of the person who will be filling out you critique forms are included. A monthly report form must be submitted when directed.

A Servant to you in Christ Jesus our Lord

Leroy Fulford

Vice President of Student Affairs & Christian Service Director

## Letter to Christian Service Supervisor

Dear fellow servant in Christ Jesus our Lord

Greetings in the name of our Lord Jesus Christ.

I am writing to thank you for the service you are providing to our student. Your service is a very important part of our ministry here at Tri-State Bible College. Both TSBC and the student are dependent upon your service. The student must fulfill his/her Christian Service requirements because it is an important part of their learning experience. It gives them the opportunity to put into practice the things they are learning at TSBC. It gives us the assurance that the student is developing into a Christian leader that Christ will be able to effectively use after their graduation. It also gives us the necessary feedback that will enable us to aid the student in areas where he/she has the greatest need. Your service is very important in equipping the student to where he/she will be "thoroughly furnished unto every good work".

Please fill out the forms with the utmost care, understanding that they are a tool to help us recognize any weakness that the student may need extra help with, and return them to Tri-State Bible College at 506 Margaret Street, P.O. box 445, South Point, Ohio 45680.

Two Forms need to be filled out each semester, a mid term and a final. The mid term lets us know if the student is on track and will be able to successfully complete the assignment or that he/she needs special help to complete it. The final form tells us he/she has successfully met the requirement.

Student needs to complete top section of forms. (Name, etc. etc.)

The Mid-Term form should be filled out and returned by mid semester. ( Nov.1/ Mar.1 ). The final form should be filled and returned by semester end ( Dec.15/ April 15 ).

If you have questions/concerns about anything pertaining to this student please feel free to contact me.

Your Servant in Christ Jesus our Lord

Leroy Fulford  
Vice President of Student Affairs  
Christian Service Director  
Phone:  
TSBC: 740-377-2520 ext. 25  
Home: 304-525-7474  
E-Mail: lfulford@zoominternet.net

# TRI-STATE BIBLE COLLEGE

## Faculty Approved Christian Service Assignments

All freshmen and sophomore students in any program, and all Special, Certificate and Associate of Arts students may elect their Christian Service assignments from the following lists:

### 1. EVANGELISM

Personal  
Door-to-door  
\*Tract-distribution  
(Approved tracts only)  
Ethnic groups  
International students  
University students  
Coffee House  
Open Air Campaigns

### 2. INSTITUTIONAL SERVICE

Prison meetings  
Nursing Home visitation  
Hospital visitation  
Rest Home visitation  
Shut-in visitation  
Rehabilitation Center visitation  
Juvenile Home visitation  
Hospital Pastoral Care

### 3. CHRISTIAN EDUCATION

Sunday School teacher  
Children's Church worker  
Ch. Ed. Workshops & clinics  
Sunday School Administration  
Training Hour teacher

### 4. GOSPEL TEAM SERVICE

Mission meeting  
Athletic Gospel team  
Missionary Gospel Team

### 5. MUSIC SERVICE

\*Song Leading  
Soloists  
Small Musical groups  
(instrumental & vocal)

### 6. PARA CHURCH

\*Child Evangelism  
\*Awana Club (leader or teacher)  
\*Good News Club (teacher)  
Weekday Bible classes  
Work with street gangs  
Teen-centers  
\*Young Life

### 7. PREACHING & PASTORAL WORK

Student Pastorate  
Assistant Pastor (with responsibilities)  
Interim Pastor  
Mission Meetings preaching  
Gospel-team preaching

### Additional Concerns:

1. No more than two (2) semesters in any one specific assignment.
2. Any additional concepts or ideas may be used upon approval.
3. Juniors or seniors may **NOT** use those items in the above listing which are preceded by an asterisk.
4. **Ministry Studies Juniors and Seniors** must choose at least one assignment from each of groups one, two, and seven above.
5. **Christian Education Juniors and Seniors** must choose at least one assignment from group one and two assignments from group three above.

# TRI-STATE BIBLE COLLEGE

## Christian Service Registration Form

### **REQUIREMENTS:**

1. Students in the Certificate program ( one-year ) must complete one semester of Acceptable Christian Service in order to graduate.
2. Students in the Associate of Arts program ( two-year ) must complete three Semesters of acceptable Christian Service in order to graduate.
3. Students in the Bachelor of Arts in Bible/Theology program ( four-year ) must complete seven semesters of acceptable Christian Service in order to graduate.

**TO OFFICIALLY BEGIN AND/OR TO CONTINUE CHRISTIAN SERVICE ACTIVITY FOR CREDIT TOWARD THE ABOVE MENTIONED REQUIREMENTS, THIS FORM MUST BE COMPLETED EACH SEMESTER AS PART OF REGISTERING FOR CLASSES. AND RETURNED TO THE CHRISTIAN SERVICE DEPARTMENT.**

Date: \_\_\_\_\_ (mm/dd/yyyy)  
Print Name ( student's )

Student ID number: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_

Classification:     New             returning     (please mark correct response)

Academic Semester Hours Completed to Date: \_\_\_\_\_

Please list your desired Christian Service project for the current semester

Christian Organization Name: \_\_\_\_\_

C.O. Address: \_\_\_\_\_

Responsible Person's Name: \_\_\_\_\_

R. P. Phone: \_\_\_\_\_

Please List the Name of Supervisor or Person Who Will Fill Out Your Critiques: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**If chosen assignment is unacceptable, you will be contacted by the Christian Service Department. If not contacted within one week, proceed.**

# TRI-STATE BIBLE COLLEGE

## Christian Service Mid-Term Critique (Supervisor's Report)

Student Name: \_\_\_\_\_

Academic program: \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

**As the Supervisor for the aforementioned student, you are requested to complete the following information concerning this student for the given period.**

Church or Organization: \_\_\_\_\_

Assignment: \_\_\_\_\_

Please check the most appropriate boxes for the following criteria indicating your best judgment as to the accomplishments of the student.

Characteristic	Sometimes	Seldom	Never
The student was faithfully prepared			
The student was on time			
The student demonstrated a teachable attitude			
The student demonstrated a cooperative spirit			
The student displayed a consistent Christian character			

What lessons do you feel the student has learned by this experience?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was there anything done or said by the student which you feel was inappropriate?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What can we do to improve our Christian Service Ministry Program?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other suggestions or comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# TRI-STATE BIBLE COLLEGE

## Christian Service Semester Final Critique (Supervisor's Report)

Student Name: \_\_\_\_\_

Academic program: \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

**As the Supervisor for the aforementioned student, you are requested to complete the following information concerning this student for the given period.**

Church or Organization: \_\_\_\_\_

Assignment: \_\_\_\_\_

Please check the most appropriate boxes for the following criteria indicating your best judgment as to the accomplishments of the student.

Characteristic	Sometimes	Seldom	Never
The student was faithfully prepared	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The student was on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The student demonstrated a teachable attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The student demonstrated a cooperative spirit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The student displayed a consistent Christian character	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What lessons do you feel the student has learned by this experience?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Was there anything done or said by the student which you feel was inappropriate?  
 \_\_\_\_\_  
 \_\_\_\_\_

What can we do to improve our Christian Service Ministry Program?  
 \_\_\_\_\_  
 \_\_\_\_\_

Other suggestions or comments:  
 \_\_\_\_\_  
 \_\_\_\_\_

The above named student has completed a minimum of 13 weeks in this assignment during the current semester.     Yes     No

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# TRI-STATE BIBLE COLLEGE

## Christian Service Registration Form

### **REQUIREMENTS:**

4. Students in the Certificate program ( one-year ) must complete one semester of Acceptable Christian Service in order to graduate.
5. Students in the Associate of Arts program ( two-year ) must complete three Semesters of acceptable Christian Service in order to graduate.
6. Students in the Bachelor of Arts in Bible/Theology program ( four-year ) must complete seven semesters of acceptable Christian Service in order to graduate.

**TO OFFICIALLY BEGIN AND/OR TO CONTINUE CHRISTIAN SERVICE ACTIVITY FOR CREDIT TOWARD THE ABOVE MENTIONED REQUIREMENTS, THIS FORM MUST BE COMPLETED EACH SEMESTER AS PART OF REGISTERING FOR CLASSES. AND RETURNED TO THE CHRISTIAN SERVICE DEPARTMENT.**

Date: \_\_\_\_\_ (mm/dd/yyyy)  
Print Name ( student's )

Student ID number: \_\_\_\_\_

Signature

Phone: (     )                      -

Classification:        New                      returning        (please mark correct response)

Academic Semester Hours Completed to Date: \_\_\_\_\_

Please list your desired Christian Service project for the current semester

Christian Organization Name: \_\_\_\_\_

C.O. Address: \_\_\_\_\_

Responsible Person's Name: \_\_\_\_\_

R. P. Phone: \_\_\_\_\_

Please List the Name of Supervisor or Person Who Will Fill Out You Critiques: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**If chosen assignment is unacceptable, you will be contacted by the Christian Service Department. If not contacted within one week, proceed.**

# TRI-STATE BIBLE COLLEGE

## Christian Service Mid-Term Critique (Supervisor's Report)

Student Name: \_\_\_\_\_

Academic program: \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

**As the Supervisor for the aforementioned student, you are requested to complete the following information concerning this student for the given period.**

Church or Organization: \_\_\_\_\_

Assignment: \_\_\_\_\_

Please check the most appropriate boxes for the following criteria indicating your best judgment as to the accomplishments of the student.

Characteristic	Sometimes	Seldom	Never
The student was faithfully prepared	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The student was on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The student demonstrated a teachable attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The student demonstrated a cooperative spirit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The student displayed a consistent Christian character	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What lessons do you feel the student has learned by this experience?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Was there anything done or said by the student which you feel was inappropriate?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What can we do to improve our Christian Service Ministry Program?  
 \_\_\_\_\_  
 \_\_\_\_\_

Other suggestions or comments:  
 \_\_\_\_\_  
 \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

## TRI-STATE BIBLE COLLEGE

### Christian Service Semester Final Critique (Supervisor's Report)

Student Name : \_\_\_\_\_

Academic program: \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

**As the Supervisor for the aforementioned student, you are requested to complete the following information concerning this student for the given period.**

Church or Organization: \_\_\_\_\_

Assignment: \_\_\_\_\_

Please check the most appropriate boxes for the following criteria indicating your best judgment as to the accomplishments of the student.

Characteristic	Sometimes	Seldom	Never
The student was faithfully prepared			
The student was on time			
The student demonstrated a teachable attitude			
The student demonstrated a cooperative spirit			
The student displayed a consistent Christian character			

What lessons do you feel the student has learned by this experience?  
\_\_\_\_\_  
\_\_\_\_\_

Was there anything done or said by the student which you feel was inappropriate?  
\_\_\_\_\_  
\_\_\_\_\_

What can we do to improve our Christian Service Ministry Program?  
\_\_\_\_\_  
\_\_\_\_\_

Other suggestions or comments:  
\_\_\_\_\_  
\_\_\_\_\_

The above named student has completed a minimum of 13 weeks in this assignment during the current semester.     Yes     No

Print Name: \_\_\_\_\_



Student's Signature:

Date:

---

# Christian Service Activity Student's Weekly Report

(Please print clearly)

(Please note times are for the current week only)

This report is for the date:

Student's name: \_\_\_\_\_ Classification: FR SO JR SR

Christian Service Assignment: \_\_\_\_\_

How many hours have you spent actually performing this C.S.A.?

How much time have you spent preparing for this C.S.A.?

How much time have you spent discussing this C.S.A. with your supervisor?

How much time have you spent discussing this C.S.A. with your faculty advisor?

Has this C.S.A. affected your prayer life? Yes No N/S

Please comment on the previous question.

Student's signature: \_\_\_\_\_

Date: \_\_\_\_\_

C.S. Director's signature: \_\_\_\_\_

Date received: \_\_\_\_\_

Please consider the following questions and answer on the final report on this CSA!!!

**Briefly describe how this C.S.A. relates to your classroom studies.**

Briefly describe what you do to prepare for performing this C.S.A...

Briefly describe how this C.S.A. is helping you reach your ministry goals.

Does this C.S.A. require a lesson plan or outline? (Circle one) Y N N/S

If you answered yes, please include a copy with this report.

If you answered no, please briefly explain.

If you answered not sure, please consult your Faculty advisor.

Please include your comments concerning this C.S.A...

Please use the back of this form for comments and/or answers, if necessary.

**TRI-STATE BIBLE COLLEGE**  
Student Affairs Department

**Graduate Request for Placement Assistance Form**

Graduate's Name: \_\_\_\_\_

Position Desired: \_\_\_\_\_

Present Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code; \_\_\_\_\_ :

Phone: (     )                      E-Mail Address: \_\_\_\_\_

Are you willing to move to another area?                      Yes      No      Possibly

Marital Status:      Single              Married              Divorced              Separated

Do you have Children at Home?      Yes      No      If yes,      How Many?

Date attended TSBC. \_\_\_\_\_

Graduation Date: \_\_\_\_\_

Degree Received: \_\_\_\_\_

List Previous Experience (If any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please provide a resume and (family) picture with this request form:**

May we also send a copy of your Christian Service Transcript?      Yes      No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Do not write below this line.      For Student Affairs use only.**

Date received: \_\_\_\_\_ Received by: \_\_\_\_\_

Was resume and picture received with this form?                      Yes      No

Results: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was Graduate Placed?                      Yes      No

Student Affairs Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **PROCEDURE: MAIN CAMPUS**

### **Step One:**

Send this completed form to the teacher or other individual involved.

### **Step Two:**

If there is no resolution to the complaint, a copy of this form is then to be forwarded to the Academic Dean. If the Academic Dean deems it necessary, it will then be take to the Grievance Council.\*\*

Vice President of Academic Affairs

Kenneth Law

Tri-State Bible College

PO Box 445

South Point, OH 45680

Phone: (740) 377-2520

### **Step Three:**

If no satisfaction is achieved, forward a copy of this form to the President of the College.

PRESIDENT

Jack Finch

Tri-State Bible College

PO Box 445

South Point, OH 45680

Phone: (740) 377-2520

### **Step Four:**

If still no satisfaction is achieved, forward a copy of this form to the Chairman of the Board.

CHAIRMAN OF THE BOARD

John Wright

1308 Mullins Street

Flatwoods, KY 41139

Phone: (606) 834-9346 Cell (606) 571-9903

(740) 377-0001 Fax TSBC

### **Step Five:**

If still no satisfaction is achieved, forward a copy of this form to the Executive Director of the Association for Biblical Higher Education.

ABHE

Dr. Ralph E. Enlow Jr.

Association for Biblical Higher Education

5850 T.G. Lee Blvd. Ste. 130

Orlando, FL 32822

Phone: (407) 207-0808

\* Be assured that your complaint will be kept confidential.

\*\* The Grievance Council consists of four members: one student member, one faculty member, the head of student affairs, and one administrator.

## **PROCEDURE: NORTH CAMPUS**

### **Step One:**

Send this completed form to the teacher or other individual involved.

### **Step Two:**

If there is no resolution to the complaint, a copy of this form is then to be forwarded to the Academic Dean. If the Academic Dean deems it necessary, it will then be take to the Grievance Council.\*\*

Vice President of Academic Affairs

Dr. Jonas Butts  
Tri-State Bible College  
1350 Virginia Avenue  
Akron, OH 44306  
Phone: (330) 785-9340

### **Step Three:**

If no satisfaction is achieved, forward a copy of this form to the President of the College.

PRESIDENT

Clifton Norwood  
Tri-State Bible College  
1350 Virginia Avenue  
Akron, OH 44306  
Phone: (330) 785-9340

### **Step Four:**

If still no satisfaction is achieved, forward a copy of this form to the Chairman of the Board.

CHAIRMAN OF THE BOARD

John Wright  
1308 Mullins Street  
Flatwoods, KY 41139  
Phone: (606) 834-9346 Cell (606) 571-9903  
(740) 377-0001 Fax TSBC

### **Step Five:**

If still no satisfaction is achieved, forward a copy of this form to the Executive Director of the Association for Biblical Higher Education.

ABHE

Dr. Ralph E. Enlow Jr.  
Association for Biblical Higher Education  
5850 T.G. Lee Blvd. Ste. 130  
Orlando, FL 32822  
Phone: (407) 207-0808

\* Be assured that your complaint will be kept confidential.

\*\* The Grievance Council consists of four members: one student member, one faculty member, the head of student affairs, and one administrator.

## **AGREEMENT**

I have read the "Network Privacy and Acceptable Use Policy" relating to use of the computers, computer networks and electronic messaging systems of the College.

I agree to comply with the "Network Privacy and Acceptable Use Policy" and understand that access to the network and messaging systems is a privilege that may be withdrawn in the event of noncompliance with the above Policy.

\_\_\_\_\_  
Signature

PLEASE PRINT NAME: \_\_\_\_\_

Date: \_\_\_\_\_

## LETTER OF AGREEMENT

I, the undersigned, do hereby give this my signature as a token of my submission to the rules and regulations set forth in the 2007-2008 Tri-State Bible College Student Handbook. It is my intent to demonstrate an attitude and lifestyle governed by God's Word and the before mentioned Student Handbook. I may or may not agree with all rules and regulations set forth in this Student Handbook, but I do agree to abide by these same rules and regulations while I remain a student at Tri-State Bible College. I understand that my Christian testimony is very important to God, my church, and to the college. I do not give my consent lightly, but reverently. I understand that I am also submitting myself to the authority of Tri-State Bible College in order to be subject to and (if the need should arise) disciplined by the leadership of the College according to the rules and regulations set forth in the 2007 - 2008 Tri-State Bible College Student Handbook.

With my signature, I am stating that I have been given a current copy of the Tri-State Bible College Student Handbook and have been instructed to read that handbook before signing this agreement. I understand that I have the right and responsibility to ask for clarification on any part of the student handbook that I do not understand. I understand that any failure on my part to read or to ask for clarification does not relieve me of the responsibility for abiding by the rules, regulations and policies that are contained in the student handbook.

I understand that by attending classes I have the responsibility to seek to understand and abide by all the rules, regulations, and policies of Tri-State Bible College, whether contained in the handbook, college catalog, or by administrative decision. I understand that the administration reserves the right to change or add to these policies as the need arises. I agree to abide by the changes that the administration makes. I understand that I have the right to resign from the college, with normal withdrawal procedures, at any time I may choose to do so.

Students who attend classes will be bound by all rules, regulations, and policies of Tri-State Bible College, even in the absence of a signed form in their file.

Name Printed: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**This form must be signed and returned to The Dean of Students Office by the end of the first full week of classes. Failure to return this form on time can result in discipline of the student, administrative costs, and expulsion.**