



# **BETHANY**

## **COLLEGE**

**STUDENT HANDBOOK**

Revised August 2024

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## Message From the Chancellors

Dear Student,

We want to be the first to welcome you to Bethany College. We are committed to your spiritual growth, personal development, and academic success. Our prayer is that you develop into a leader who is people-focused and service-minded in ministry.

Our focus goes beyond the classroom. You will have incredible opportunities to implement your knowledge in outreaches, Bible clubs at public schools, weekend services, youth services, children's ministry, mission trips, music teams, and evangelistic efforts. We believe Bethany College is one of the best places for your foundational walk with the Lord because of its inseparable relationship with the local church.

Please let us know how we can pray for you and serve you as you consider God's direction for your life.

Sincerely,  
Pastors Jonathan and Angie Stockstill



## Message From the Directors

Welcome to Bethany College!

We are thrilled to have you here! We are confident that your educational journey at Bethany College will not only be empowering, but transformative and memorable. Alongside our lead pastors and staff, we have crafted a powerful, engaging, and exciting program infused with incredible teaching, impactful ministry moments and intentional relational connections.

As you carefully and thoughtfully read through this handbook, we encourage you to view it as your roadmap to success. We believe it will provide clarity and help you remain positioned to receive all God has for you here without distraction or hindrance.

If you need anything during your time at Bethany College, please feel free to stop by our office. We are available to you and happy to do all we can to help you have the best experience at Bethany.

We look forward to an amazing year with you!

Sincerely,

Wayne and CC Brown

# Foundations of Bethany College

## Bethany College & Bethany Church

Bethany College is part of the life and vision of Bethany Church, which has sought to impact Louisiana and the world for over fifty years. From its earliest days, Bethany Church has been committed to equipping leaders, starting in 1978 with the launch of Ministers Training Institute. MTI provided indispensable training to hundreds of men and women who wanted to follow the Lord in full-time service. In 2013, MTI was absorbed into Bethany College. The college exists to give sound biblical theology, provide an atmosphere for a transformed spiritual life, and equip people with ministry skills to impact the local church, community, marketplace, and beyond.

## Mission Statements

- **Bethany Church:** Bringing all people into the life, family, and purpose of God.
- **Bethany College:** To educate, equip, and empower next-generation leaders for local church ministry here and around the world.

## Doctrinal Statement & Beliefs

We affirm that there is one God, infinitely perfect and eternally existent in the Persons of the Father, Son, and Holy Ghost.

We affirm the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His return in power and glory.

We affirm the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. We affirm that the Holy Spirit provides one or more spiritual gifts to all believers, manifesting them as He wills. We affirm that all of the gifts of the Holy Spirit are operative today.

We affirm the Bible as the Holy Spirit-inspired, authoritative Word of God and eternally reliable.

We affirm that salvation is by grace through faith in our Lord Jesus Christ.

We affirm the resurrection of the saved and the lost—those who are saved to the resurrection of life and those who are lost to the resurrection of damnation.

We affirm the one universal church, which is the body of Christ, with Christ as its head. We affirm all who are born again as its members. We affirm the church's purpose as offering worship to God; engaging in fellowship, ministry, and instruction to itself; and providing evangelism and service to the world. We affirm the ministries of Ephesians 4 (apostles, prophets, evangelists, pastors, and teachers) and the spiritual unity of believers in Christ.

We affirm believers' water baptism by immersion in obedience to our Lord Jesus Christ. We affirm the importance of regular participation at the divinely instituted table of our Lord.

We affirm the ministry and presence of angels, as well as the reality of the devil and demonic forces.

We affirm the sanctity of human life and that life begins at the moment of conception.

We affirm that the stripes placed upon Jesus Christ at His crucifixion provide physical healing to all who will believe and receive.

We affirm that the Bible speaks clearly and conclusively regarding God's will for human sexuality. We affirm that God designed human sexuality and has a clear plan for it; therefore, we regard any sexual behavior outside of God's plan as deviant behavior from God's original design and plan. In other words, sexually deviant behaviors are sinful behaviors because they miss the mark of God's intentions and violate the sacredness of sexuality (Romans 1:26-27, 1 Corinthians 6:9-10). As seen in Scripture, God's specific plan for human sexuality can be summed up in the following points.

1. God created sex for life-making (i.e., procreation) and love-making (i.e., intimate, enjoyable, rewarding, and unifying experiences between a husband and wife).
2. Married couples (husband/man and wife/woman) have the freedom to do whatever is mutually beneficial.
3. Any and all sexual activity between non-married persons is, in God's eyes, sexual deviancy.
4. God created marriage; therefore, God defines marriage. It is consequently a heterosexual union that represents Jesus' relationship with the church.

We state the original intention rather than trying to compile an exhaustive list of deviant behaviors. Nonetheless, the four most prevalent forms of sexual deviancy in our culture are fornication (any sexual activity between two or more non-married persons), adultery, pornography, and same-sex sexual behaviors. Bethany College is a Christian institution and promotes Christian values. According to Jesus' command, we do not judge people for their sins nor teach people to judge others; however, we do teach a difference between judging someone and making a judgment about an action on the standard of Scripture. We teach God's design for human sexuality and clearly define what we believe that to be. In this endeavor, we are not judging those who engage in sexually deviant behaviors; we are simply teaching people to make a judgment about behaviors based upon Scripture as we encourage them to read God's written Word and live by it daily.

We are sensitive to the reality that sexual temptation is prevalent in our culture. Therefore, while students may be disciplined for sexually deviant behaviors, they will primarily receive loving, biblically-based counsel. However, those who demonstrate sexually deviant lifestyles, celebrate, and/or promote these behaviors without remorse and repentance will be dismissed from Bethany College.

## **Philosophy of Education**

Bethany College has developed its entire program around the belief that local church ministry training is best accomplished within the ministry vision of a local church.

We recognize the value of sound academic training essential for successful and fruitful ministry and embrace the command of 2 Timothy 2:15: “Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth” (NKJV).

We recognize a relationship with the Holy Spirit is essential in the development and education of any minister. Therefore, we believe each teacher and each student must be sensitive to the voice of the Holy Spirit. We strive to help our students connect in a meaningful and biblical way to the Holy Spirit as their teacher.

We believe character development is a legitimate function of the educational process. Therefore, an emphasis is placed on the development of character and the work of life transformation.

We believe in sound doctrine. 2 Timothy 3:16-17 teaches, “All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the man of God may be complete, thoroughly equipped for every good work” (NKJV). Therefore, we endeavor to train students to respect and obey the clear teaching of the Scriptures and help others do the same. Since the Bible is the foundation of all Christian ministries, we believe it must be properly interpreted and applied in the life of the minister and shared through the work of the minister.

We believe staff and faculty are more than teachers; they are role models and examples. Therefore, we are careful to employ teachers and instructors whose lives model the values of Bethany College. We also strive to mentor the faculty and staff in their personal growth as followers of Christ and teachers of truth.

In Acts 1:1, Luke says, “The first account I composed, Theophilus, about all that Jesus began to do and teach” (NASB). Doing and teaching (praxis and theory) were recognizable aspects of Christ’s teaching style and philosophy. Therefore, wherever possible, Bethany College will embrace practical application as a requirement for course completion.

## **Nondiscrimination Policy**

Bethany College is open to any qualified student who has demonstrated a personal commitment to Jesus Christ and does not discriminate on the basis of race, color, sex, national or ethnic origin, or physical disability with regard to admission, education, scholarship programs, or other policies and practices, except where required by specific religious tenets held by the institution.

## Goals & Strategy of Bethany College

Bethany College seeks to nurture ministry leaders to become people-focused and service-minded, serve the body of Christ with integrity and character, and interact with the culture from a biblical worldview. With this goal in mind, we employ the following strategies.

1. We strive to teach students to encounter God by being fully devoted disciples of Jesus through
  - a. a personal, growing relationship with Jesus;
  - b. knowing how to hear the Holy Spirit and do what He says;
  - c. serving others through evangelism, discipleship, and missional living; and
  - d. belonging in a community.
  
2. We promote the transformation of students' spiritual lives, understanding the role of the Holy Spirit in both personal formation and ministry practice, through
  - a. the impartation of multifaceted, practical ministry and leadership skills;
  - b. the development of a biblical worldview and a missional, ministry mindset; and
  - c. an introduction to community and marketplace topics with which the church engages (e.g., government, finances).
  
3. We value the development of the whole person through
  - a. physical health education and practice;
  - b. healthy psychological development;
  - c. the development of integrity, character, and biblical morality;
  - d. life-giving spiritual formation; and
  - e. skills related to socio-cultural interactions and contexts, including, but not limited to,
    - i. self-care,
    - ii. interpersonal boundaries,
    - iii. communication skills,
    - iv. and conflict resolution.
  
4. We equip students to engage their God-given purpose within the context of the local church through the teaching of sound biblical theology integrated with faith development and critical thinking.



# Academic Policies & Information

## Class Cancellations

Students will receive cancellation or schedule update announcements via text, email or the Slack app.

## Grading System

Bethany College uses a 4.0-grade point average system.

**A—Add:** By the end of the second week of the term, second-year students may apply to add classes or practicum concentrations free from restrictions and permissions. Approval is conditional, and students are responsible for meeting all course requirements as mandated by the course syllabus.

**AU—Audit:** Students who choose to audit a course will attend class but not be required to submit assignments. The grade of AU will be posted to the student's permanent academic record; however, unsatisfactory attendance will result in administrative withdrawal from the course.

**D—Drop:** A dropped course is removed from the student's academic record without a W appearing on the transcript; neither the course nor a grade appears on the student's transcript. Students must meet with their instructors to drop classes, which must be done by the end of the second week of the term.

**I—Incomplete:** This represents a course in which all requirements have not been met. Students are responsible for removing an I from their records within six weeks of the end of the term. Failure to meet this deadline will result in an F for the course regardless of previous grades.

**IP—In-Progress:** This grade may be applied when course requirements are specifically designed to extend beyond the end of the term (e.g., an internship). The course syllabus will note this designation.

**LW—Late Withdrawal:** If extraordinary circumstances require withdrawal from a class after the deadline, the student must write a letter specifying the reason, gather supporting paperwork (e.g., court or hospital documents), obtain a Late Withdrawal Request Form from the instructor, obtain the director's signature on the form, and submit all documentation to the admin office. If approved, the student will receive a WP or WF based on their current grade.

**P—Pass or NP—No Pass:** Credits taken as pass/no pass will receive a standard letter grade. This will be converted to P (A-C) or NP (D-F) for the grade report and not count toward GPA.

**R—Repeated Course:** If a course has been repeated, only the last grade earned will be used for GPA.

**WP—Withdraw Passing or WF—Withdraw Failing:** A student must complete an add/drop form and secure the instructor's signature to withdraw from a class. A withdrawn course will not receive credit or affect GPA; however, failure to withdraw properly will result in a grade of F.

## Grade Errors & Grievances

If an observed error results in a grade change, students should notify the college administrative staff.

If a student disagrees with a grade, a written request for review should be submitted to the instructor. Unsatisfactory explanations may be appealed to the college director, of which a final determination will be made as quickly as possible and placed in the student's record.

## Satisfactory Academic Progress

Satisfactory academic progress is defined as maintaining a cumulative minimum GPA of 2.0 or higher. Students may appeal dismissal due to unsatisfactory academic progress.

If any student's GPA falls below 2.0, an academic warning will be placed on the semester grade report followed by a meeting and email. The student is then expected to take steps to raise their GPA. If their GPA remains below 2.0 for more than one semester, they will be placed on academic probation resulting in appealing in front of the probation board to receive their plan of action. A student whose GPA remains below 2.0 for more than three consecutive semesters should expect to be dismissed from Bethany College.

Any student dismissed for academic reasons may reapply after one year. They must supply evidence of successful work/course experience since dismissal and a plan to complete future work. If approved, the student must meet all requirements of the agreed-upon reinstatement plan. Failure to do so will result in final academic dismissal with no chance for reapplication.

## Records

Bethany College maintains complete academic records for all students, and grades are issued at the end of each term electronically with current account balance. Those with accounts that are not current will not be able to receive their grades until fees are paid. Cumulative records are issued upon written request from the student.

## FERPA

The Family Educational Rights and Privacy Act provisions are observed regarding the release of information to third parties. Therefore, confidential records are only released to third parties specified by the student, and Bethany College will not release any information without written consent on file.

The following is designated as non-confidential: name, date/place of birth, permanent and local address/phone, previous school(s) attended, most recent educational institution attended, class level, major, dates of attendance, degree(s) received and date(s) awarded, honors/awards received, and participation in recognized activities.

Students have the right to request no information be released by filing a written request with the admin office. In such a case, no items will be released to any third party, regardless of relation to the student.

# Campus Health, Safety, & Emergency Procedures

## Health Policies

### Personal Health Practices

The following actions are recommended for good hygiene and the prevention of spreading germs:

- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place or after blowing your nose, coughing, or sneezing. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with anyone who is sick.

### Vaccinations

Students are not required to be vaccinated for COVID-19 to attend BC. However, any student who has should provide this information to the Administrative Office to enable our staff to make operational decisions if there are any reported cases on campus.

## Health Procedures

### Monitor for Symptoms

You should self-monitor for symptoms such as fever, chills, cough, shortness of breath, fatigue, muscle or body aches, sore throat, headache, and new loss of taste or smell. The development of any of these symptoms or close contact (<6 feet for ≥15 minutes) with anyone who has is a serious matter. Notify a staff member if you become aware that any of these applies to you.

### Class Attendance Policy

Unless a student is physically unable to participate, online attendance and assignment due dates will still be enforced. Students should take personal responsibility for their health. All necessary precautions should be taken (proper hygiene, medications, etc.) to prevent and lessen symptoms for sickness. After all precautions have been taken and symptoms do not change or worsen, students are encouraged to schedule a doctor's appointment and remain at home until the illness has passed. A doctor's note should be supplied for all absences due to sickness.

## **Health Insurance**

All students are expected to maintain health insurance, whether under their parents' policy or their own. Coverage is mandatory throughout enrollment, and students are required to provide the administrative office with proof of insurance to attend classes or reside in school housing. Failure to maintain coverage may result in disciplinary action, including suspension and dismissal.

## **Renter's Insurance**

Students living in school housing must provide proof of a renter's insurance policy in their name. Bethany College is not responsible for personal property that is stolen, lost, or damaged. Additionally, we recommend students carry fire and theft insurance to cover any items of value.

## **Required Immunizations**

Louisiana state law (R.S. 17:170) requires immunization against measles, mumps, rubella, and tetanus/diphtheria for all students born after 1956 and enrolling in higher education. Additionally, vaccination for meningococcal meningitis is required for first-time freshmen beginning in the fall of 2006 or after, according to Acts 251 and 711 of the 2006 regular legislative session. Failure to comply will result in ineligibility to attend BC.

Note: The law allows for a medical or personal exemption; however, should an outbreak occur, students signing exemptions will be excluded from class and other campus activities during an incubation period of two to three weeks. Please contact us for an exemption form.

## **Emergency Procedures**

### **Medical Emergency Procedures**

If a student is unresponsive or seriously injured on school property, staff will make sure all necessary steps are taken for the student's care. The student's designated emergency contact will be contacted with information on what has occurred and where the student is being taken for treatment.

### **Fire Procedures**

Class and church buildings have fire alarms that can be pulled to notify all occupants. To report a fire, shout to all occupants in the area, activate the fire alarm, exit, and walk away from the building. All occupants should then meet in the designated area outside the building so roll can be taken.

## **Weather-Related Emergencies**

Weather notifications may be received via smartphone notifications, local media, or radio.

### **Thunderstorms/Tornadoes**

While tornadoes are infrequent in the Baton Rouge area, severe thunderstorms can create conditions conducive to tornadoes. There is generally a brief warning period that, while insufficient to enact major emergency measures, should be sufficient for necessary survival precautions.

### **Tropical Storms/Hurricanes**

Hurricane season is June 1-November 30. During storms, electricity or water services may fail because of fallen trees and damage to power lines and sewer systems. College staff will keep students updated on how to proceed with precautions/evacuations if any storm is projected to impact the Baton Rouge area. Below are recommended steps to prepare for an incoming tropical storm/hurricane.

1. Move furniture, electronics, and loose articles away from windows. Tightly close all windows and blinds.
2. Clean bathtubs and fill them halfway with water. Fill small containers with water for drinking (at least two to three days' worth).
3. Secure two to three days' worth of nonperishable food.
4. Each student should own a flashlight and batteries. Candles are not permitted.
5. Fill your car gas tank in case an evacuation is issued.
6. Alternative arrangements for evacuation will be communicated if necessary.

### **Intruders**

#### **If an Intruder Is Possibly on Campus**

Call 911 if you are aware of any threats or suspect an intruder is on-campus.

#### **If an Intruder Is Present on Campus**

1. Call 911, provide requested information, and stay on the line until told it is okay to disconnect.
2. If indoors, remain behind a locked door and away from windows, if possible. If outdoors, find refuge in a nearby building.
3. Remain calm and quiet while waiting for the police to arrive.
4. If instructed by authorities to evacuate a building or campus grounds, follow directions exactly.

1. Evacuate the building through the nearest exit and go to the designated assembly area.
  - a. South Baton Rouge Campus: The park by the three crosses
  - b. Baker Campus: The awning outside of the south lobby, opposite B-Kids
2. Bring any available first-aid kit and necessary personal items (e.g., medication) with you.
3. At the evacuation assembly area, the student director will account for all students and staff.
4. Do not attempt to leave the campus until directed.

## **Off-Campus Emergencies**

Students living off-campus should call 911 in case of emergency and then notify Bethany College staff.

## **Missing Student Policy**

If anyone suspects a student is missing, college staff should immediately be notified. If it is determined the disappearance is suspicious, the college director will contact the police. The student's emergency contact will also be notified.

## **Theft**

Students should take the appropriate steps to ensure their house and belongings are protected, including completely closing and locking doors when leaving housing, never keeping large sums of money in bedrooms or announcing the receipt of large sums of money, and never leaving belongings unattended. Any theft should be reported to college staff. When vehicle theft or vandalism has occurred, the college director should be immediately notified so law enforcement can be contacted.

# **Student Policies**

## **Standards of Conduct**

Students represent Christ, Bethany Church, and Bethany College wherever they go. Therefore, they should dress and conduct themselves in a manner befitting followers of Christ who act with excellence as outlined in 1 Timothy 4:12: "Let no one look down on your youthfulness, but rather in speech, conduct, love, faith, and purity, show yourself an example of those who believe" (NASB).

Students are expected to hold to the high standard of morality taught in the Scriptures and exemplified in the life of Christ. While Scripture does not provide specific teaching regarding all

social and moral practices, it does advocate self-restraint in matters that are harmful or offensive to others. These biblical principles influence all facets of Bethany College. Therefore, students must abide by the standards of conduct in this handbook.

Practices clearly forbidden in Scripture (see 1 Corinthians 6:9-20) are prohibited by Bethany College:

- Sexual Sin of any kind (Homosexuality, adultery, prostitution, pornography)
- Stealing
- Drinking
- Smoking
- Drugs

Bethany College recognizes there are varying views concerning conduct that is intrinsically innocent within the confines of Christian principles. However, certain liberties may be restricted for the good of the community (see Acts 15). Staff and students are expected to be committed to others' health and well-being and refrain from destructive and detrimental behaviors. A mutual commitment to others and a willingness to surrender any area inconsistent with biblical standards are necessary expectations.

Additionally, Bethany College does not condone the following: academic misconduct; providing false information to a college official; disruption of teaching; possession or consumption of alcoholic beverages, tobacco, or illicit drugs; possession of firearms on campus; obscene expressions; sexual misconduct of any kind; gambling; and any violation of federal, state, or local law.

Any student found in violation of these standards of conduct will be subject to disciplinary action.

## **Personal Prayer & Devotions**

Students are expected to establish and maintain daily habits of personal prayer, worship, and Bible reading. Chapel and weekend services do not replace the need for personal devotion time.

## **Academic Dishonesty**

Academic dishonesty consists of any deliberate attempt to falsify, fabricate, or otherwise tamper with data, information, records, or other material relevant to a course or practicum (e.g., cheating, plagiarism, unauthorized assistance in assignments and tests, falsification of submitted materials or academic records). This is not an exhaustive list of all potential instances of academic dishonesty. It is each student's responsibility and obligation to know what constitutes academic dishonesty, and students should seek staff's advice if unclear about what constitutes plagiarism or cheating.

## Dress Code

Students are expected to dress in a manner above reproach, with modesty and integrity as guiding principles, recognizing that their appearance reflects on the college and church as well as the individual. Students are expected to observe the guidelines presented here rather than make choices based on what they may observe others wearing.

All clothing must be well-fitted, ironed, clean, and appropriate for professional environments. To assist students in making appropriate clothing choices, further guidelines are provided below.

### Men's Guidelines

#### Approved Attire

- Dress pants
- Nice jeans and nice joggers
- Button-up shirts
- Nice sweaters, t-shirts, and sweatshirts
- Neatly-kept hair (including facial hair)

#### Unapproved Attire

- Shorts
- Jeans with holes above the knee(s)
- Sweatpants or workout pants
- Sagging pants
- Sleeveless shirts
- Designs promoting inappropriate media or themes
- Crocs, open-toed shoes, or slippers
- Hats
- Earrings
- Exotic/unnatural hair colors

### Women's Guidelines

#### Approved Attire

- Dress pants
- Nice jeans and joggers
- Jumpsuits
- Modest skirts or dresses
- Nice blouses, t-shirts, and sweatshirts
- Neatly-kept hair

#### Unapproved Attire

- Shorts
- Jeans with holes above the knee(s)
- Mini skirts
- Sweatpants, yoga pants, or leggings of any kind
- Designs promoting inappropriate media or themes
- Tight-fitting or revealing tops or bottoms
- Crocs, flip flops, or slippers
- Hats
- Exotic/unnatural hair colors or make

### Dress Code Violations

A **violation** will be issued to any student who arrives on campus, to a college event, or to a Bethany Church event wearing unapproved attire. The student may be given an approved replacement item (e.g., school t-shirt) or sent home to change. Repeated violations will result in further disciplinary action, including a fine of \$15 per instance.

### Tattoos

Students are asked to refrain from getting any new tattoos while enrolled in Bethany College. (\*Enrolled meaning semesters, holidays and summer breaks between enrolled terms.)



## Attendance

Students are expected to be diligent in attending all classes, ministry labs, weekend services, chapels, and other college activities. It is each student's responsibility to sign in via the check-in system.

Students are required to inform college staff of any absence from class, whether anticipated or not. Communication of these absences should include direct contact with staff and the completion of the online absence request form. Students who consistently miss classes or functions will be placed on a probationary program to improve their attendance record which also may reflect in your grade. If a student does not comply with attendance requirements, dismissal from Bethany College may result.

## Excused Absences

Each student has **three** unexcused and **three** excused absences overall per semester. Unexcused absences are only for exceptional circumstances such as sickness, unforeseen events, and family emergencies. Additional absences outside of the allotted 3 will result in a fine of \$20 each. All fines will be due at the end of the week of said absence.

## Tardiness

Each student has **three** tardies per semester. If a student expects to be late to any required event, it is their responsibility to notify college staff directly and the completion of the online tardy form. Tardiness is only excused for exceptional circumstances, and students have three tardies per semester. Additional tardies will result in a fine of \$20 each, due by the end of the week of said tardy.

## Weekend Services

Bethany Church services are a central part of the Bethany College curriculum. Students will be given their assignments weekly, must sign in just like any other class, and are required to wear their school ID/lanyard at weekend services and other church events.

## Weekend Checkout

All students who will be out for Sunday service must obtain permission from both their practicum supervisor and Bethany College staff before the weekend.

## Etiquette

Phones should be off or silent during classes and services and not interfere with learning at any time. Other devices (iPads, laptops, tablets, notebooks, etc.) are encouraged to be used for note-taking.

When at the Bethany Church offices, students should be aware of and respect staff working in the building. Students should be mindful that they are conversing at a respectful volume, not congregating around cubicles, and being mindful of others' time.

## Alcohol/Tobacco Use & Legal/Illegal Substances

Drinking, smoking, and the consumption of illegal substances (narcotics, opioids, etc.) are not permitted while enrolled in Bethany College.

(\*Enrolled meaning semesters, holidays and summer breaks between enrolled terms.)

## Housing

### Community Policies & Rules

- a. Curfew is 11:00 PM Sunday–Wednesday and 12:00 AM Thursday–Saturday. Notify your RA if you anticipate missing curfew for any reason and submit a sign-out form for overnight absences.
- b. Your room and all common areas must be kept clean, and trash must be disposed of regularly in appropriate receptacles.
- c. Candles are a fire hazard and not permitted at any time. In the case of power loss, use battery-powered lighting only.
- d. Facilities and services may not be used for business or personal profit. Only recognized student organizations, with prior permission, may fundraise in housing.
- e. You must obtain advance approval for guests, who will be approved at our discretion.
- f. You and any guests may not engage in illegal/criminal behavior; behave in a loud or obnoxious manner; disturb or threaten others; possess a controlled substance, alcohol, or weapon; or tamper with utilities.
- g. No pets are allowed, even temporarily; you must remove an animal within 24 hours of notice from us or be considered in default of this contract. You may also be subject to fines and cleaning costs.
  - i. An assistance animal for a disabled person will be allowed with applicable documentation and a signed addendum.
- h. You must comply and abide with the student handbook and all other rules and policies. Failure to do so may result in termination of residency and suspension from classes, activities, or leadership roles (e.g., worship team).

**\*Refer to Bethany College's housing contract for full policies and procedures:**

## **Bethany College Housing Contract**

### **Buddy System**

Always use the buddy system. Do not stay or leave someone else alone in a building at night.

### **Visitors**

Permission must first be obtained from the director before guests may attend a class or visit housing. Only individuals currently enrolled at Bethany College are allowed to stay overnight. Any guests or students who are **not** enrolled are strictly prohibited from staying overnight.

### **Automobiles on Campus**

Speed limits should be closely followed on campus. Additionally, as the South Baton Rouge campus is shared with Bethany Christian School, students should be compliant with any changes to posted speed limits during school hours, pay close attention to crosswalks, and exercise caution in watching for pedestrians when driving through the campus.

At the beginning of each school year, all students who plan to drive a vehicle to school must register their vehicle with Bethany College by completing the vehicle registration application and utilize the parking permit given to them by Bethany College. This permit is required to park in the designated parking area, during official school hours. Registered students will receive a parking tag. Each parking tag should be affixed to the rear windshield of at the bottom left corner and be visible from the exterior of the vehicle.

During school hours, students have designated parking and may only park elsewhere with express permission from college staff. Student parking is open all week in the parking lot by the three crosses. On Monday, Tuesday and Thursday only, students are permitted to park in the gravel parking lot next to the warehouse. On Wednesday, all students must park in the designated student parking lot at the crosses.

Accessible parking spaces are designated for all Bethany Church buildings under the jurisdiction of the State of Louisiana. Vehicles parked in these spaces must have the appropriate plates or permits.

As required by Louisiana law, any student who owns a vehicle must have a valid insurance policy. Any vehicle collisions that happen on college property must be reported to college staff immediately. Students are expected to adhere to all laws regarding accident documentation, exchange of insurance information, and the notification of proper authorities.

### **Dating & Relationships**

Students' primary purpose should primarily mean expanding their knowledge about their faith,

while acquiring skills and knowledge that will help them prepare for their future roles assigned by God. Thus, dating is not permitted during a student's first semester. Students may date after this time if desired; however, it is recommended students seek the counsel of a Bethany Church pastor or college staff member.

It is never permissible for a student to stay overnight with a person of the opposite sex. Exclusive trips, vacations, etc. with persons of the opposite sex are not permitted. Group travel and accountability are strongly encouraged. All students should aim to avoid any appearance of evil, even if their intentions are pure.

## **Disciplinary Procedures for Student Conduct Violations**

All students are expected to abide by the standards outlined in this handbook. If a student consistently or seriously fails to comply with these standards, a behavioral intervention program will be implemented by the director. If no satisfactory progress is made or in the case of severe violations, the student may be suspended or dismissed from the college.

## **Student Appeals & Procedures**

### **Changing Ministry Area or Campus**

If a student wishes to change their assigned ministry area or campus, they should first discuss the move with a college staff member. No changes should be made unless approved.

### **Financial/Behavioral Appeals**

Students may appeal financial or behavioral decisions by submitting a written request to the administrative office. Bethany College staff will contact the student in writing about the status of the appeal.

### **Personal Grievances**

If a student has a formal complaint with a fellow student or member of the staff or faculty, the principles of Matthew 18:15-17 will be followed.

The student should address the issue privately with the respective individual. If the problem remains unresolved, a written complaint should be submitted to the administration office; a staff member will then conduct a meeting with all parties involved. If the matter remains unresolved, the issue will be brought before the college director for a final ruling; records regarding the complaint will be kept in the appropriate file(s).

## **Student Services**

## Academic Support Services

There are several support options available to assist students with academics. Bethany College staff is available to answer any questions the students may have about the material covered in the courses or assignments during the designated office hours.

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Staff maintain a close relationship with and mentor students during the school year, and students are encouraged to seek help and counsel for spiritual, academic, or personal issues.

## Email & Online Portal

Upon enrollment, all Bethany College students are provided with a school email address, which can be accessed through Gmail.com. Students are expected to check their school email regularly, as it is used for communication and announcements, and should contact the administrative office if any assistance is needed.

An online portal is available at [bethanycollege.net/student-portal](http://bethanycollege.net/student-portal), accessed through the “Student Life “> “Current Students” dropdown on the website. This page allows students to access news, a calendar of classes/events, reference guides, payment forms, and staff contact information. A required password is emailed to all students at the start of the semester. Students may contact the administrative office for assistance accessing this portal.

## Facilities

### Practice Facilities

Creative/worship facilities and office spaces are open during office hours and when Bethany department heads give consent. However, no student should be in the offices or facilities after normal office hours.

### Student Lounge

Our warehouse facility is able to be utilized as a student lounge during office hours.

## Student Life

Bethany College exists to help every student succeed spiritually, academically, and relationally. Students are encouraged to develop a rich life of prayer, Bible study, servanthood, and Christ-centered relationships.

### Student Government Association

Bethany College’s student government exists so students may participate in decision-making processes and help the community adhere to the founding vision of the

college. Each year, students elect classmates to represent them through SGA, which develops individual students' leadership abilities and cultivates an atmosphere of school spirit.

- **President:** Leads the student body by working closely with the vice president and college staff
- **Vice President:** Assists the president and oversees, plans, and promotes student life events
- **Student Body Representative:** Supervises and manages the SGA budget and works closely with the president and vice president to promote Bethany College

### **Student Assembly**

The purpose of the Student Assembly, led by SGA, is to maintain open lines of communication between Bethany College administration and the student body and ensure continual institutional improvement. Students have the opportunity to respectfully voice suggestions, concerns, and constructive criticism and formulate solutions and proposals for SGA to present to the administration.

### **Social Activities**

Social activities provide a fun way for students to get to know each other outside of the classroom and develop a community together. These events are announced throughout each semester.

