

# Student Handbook 2009 - 2010

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Dear Student,

Welcome to the campus of Elim Bible Institute. I am grateful that the Lord has led you to Elim for training and am confident that your Elim experience will provide you with many opportunities to grow spiritually, socially, and academically. I desire to see you become a servant/leader who will manifest the character of Christ and minister in the power of the Holy Spirit.

This handbook contains information that will assist you in making a smooth adjustment to Elim life. Elim Bible Institute comprises a community of believers who have joined together for the purpose of spiritual growth, personal discipleship, leadership training, and academic progress. In this handbook you will discover expectations and guidelines that seek to uphold a unity in our community life based on the Lordship of Jesus Christ and guided by biblical principles. These guidelines are not intended to be a legalistic code that defines true spirituality, but are set forth to assist the student in learning personal discipline and to facilitate the smooth operation of a large campus family.

Please remember that the Deans Office is here to serve you. We desire to provide loving discipleship, personal counseling, and pastoral care that will assist you in discovering the Lordship of Christ in all areas of your life outside of the classroom. It is our prayer to see each of you launched into a ministry that will impact the nations of the world. We welcome you as part of our Elim family.

In Christ's love, *Stacy E. Cline, Dean of Students*

Dear Student,

Whether God has called you into the marketplace or traditional ministry, we believe that every Christian has been commissioned to share the hope of the Gospel through word and deed. John 1:14 says, "The Word became flesh and made his dwelling among us." The Ministry Department will ensure that you have the opportunity to "flesh" out the Word learned in the classroom in real, hands-on ministry experiences proportionate to the program in which you are enrolled.

The Ministry Department will provide you with a weekly assignment to a local church or an organization which includes college campuses, correctional facilities, after-school programs, developmental centers, juvenile counseling facilities, rehabilitation and discipleship centers, street evangelism, homeless outreach, and traveling creative arts teams. Each major program also has its own Internship requirement where the student works alongside a veteran minister for a time of one-on-one mentoring, discipleship, and impartation from the life of the supervising minister.

The Ministry department coordinates requests that come in from churches and other ministries that desire the participation of Elim students. You have every reason to eagerly anticipate the Lord initiating significant ministry through your life even during your time of study. We of the Ministry Department look forward to participating with you as you experience "The Word *made* flesh" in you!

Your Fellow Servant, *David M. Sanders, Dean of Ministry*

Dear Student,

I'm excited for you, for you are on the threshold of seeing the Lord prepare you for the fulfillment of your dreams. You have come to Elim Bible Institute to fulfill the calling you have on your life to reach this world with the Gospel of Jesus Christ. As you pursue your dream to become better prepared for that calling, we are thrilled that the Lord has led you to Elim. We have a mandate from the Lord which is found in II Timothy 2:2: "And the things you have heard me say in the presence of many witnesses, entrust to reliable men/women who will also be qualified to teach others."

So we desire to teach you the thoughts and skills you will need as you go into all the world and preach the Gospel to all creatures. II Timothy 2:20-21 says: "In a large house there are not only vessels of gold and silver, but also of wood and of earth; some to honor and some to dishonor. If a man therefore purge himself from these, he shall be a vessel unto honor, sanctified, and meet for the Master's use, and prepared unto every good work." We believe that you are one of those reliable ones that the Father has sent to us here at Elim to be molded into a vessel of honor prepared for the Master's use.

As you step over the threshold into this season of preparation, know that the Lord will be enlarging your heart to have a greater capacity for the Holy Spirit and a greater understanding of just how the Lord desires to use your life. I pray that the Lord's grace will be poured out on your life as He stretches and molds you to be more useful in His hands.

At your service in His service, *Paul W. Edwards, Academic Dean*

# Section 1: Student Life

## PART I: OUR PURPOSE

### Purpose of the Handbook

Welcome to Elim! We trust that your course of studies here will help form you for service in the Kingdom of God. The Student Handbook is a guide to help you fit smoothly into the various aspects of the program which you have entered.

As you attempt to maximize your preparation time here, this handbook will serve as your primary academic and social advisor. While your respective Deans and the Registrar will provide as much help as possible in planning your academic program, you are responsible for its completion. Therefore you should familiarize yourself with the academic requirements and procedures set forth in this handbook.

RAs will discuss and explain the Handbook as well. May God bless you as you join the Elim family.

### Mission Statement

The mission of Elim Bible Institute is to glorify God and His Son, Jesus Christ, by assisting the Church to fulfill the mandate of the Great Commission: to preach the Gospel and make disciples of all the nations. To this end, we are committed to the task of preparing Christian leaders and workers for revival ministry worldwide, who manifest the character of Christ and who minister in the supernatural power of the Holy Spirit.

### Core Values

1. Our staff and students comprise a community of believers committed to a life of expressive worship, prayer, simplicity, integrity, holiness, servanthood, and mission-mindedness, both individually and corporately.

2. We are committed to providing a setting where Spirit-impartment, systematic and intensive Bible study, academic excellence, and practical ministerial training and experience are woven together, so the student may be prepared for a variety of service opportunities.

3. We are committed to discern, pursue, and participate in any fresh emphasis of the Holy Spirit's work in each generation.

4. We are committed to unity among believers on the fundamentals of the faith, but liberty in other doctrinal matters.

### Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.

2. We believe in the triune Godhead as eternally existent in three Persons: Father, Son and Holy Spirit.

3. We believe in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His present priestly ministry.

4. We believe in evangelistic and missionary fervor and endeavor.

5. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. We further believe in the keeping power of God.

6. We believe in sanctification and holiness of heart and the overcoming life as God's design for the Church, which is the Bride of Christ.

7. We believe that sexual purity is the standard for all God's children, which includes but is not limited to abstinence from adultery, fornication, incest, homosexuality, pornography or other sexual relationships or practices forbidden by Scripture.

8. We believe that marriage is a sacred institution established by God, and is the uniting of one man and one woman in covenant commitment for a lifetime.

9. We believe in the Baptism of the Holy Spirit, as on the day of Pentecost, in the continuing ministry of the Holy Spirit in charismatic gifts and ministries, and in His fruit in the believer.

10. We believe that divine healing is obtained on the basis of the Atonement.

11. We believe in Christ's imminent personal return in power and great glory, and in His present and everlasting domain.

12. We believe in the resurrection of both the saved and the lost; they that are saved unto everlasting life, and they that are lost unto eternal punishment.

### Elim's Spiritual Heritage

In coming to Elim, you have become part of a special spiritual heritage. To assist you in appreciating this heritage more fully, you will be given the following two books:

1. *Ivan Q. Spencer: Willow in the Wind*, the biography of Elim's founder. It is the story of one man and those who gathered around him for the furtherance of Elim's vision. You are required to read this book by the completion of your 1st year.

2. *Elim: Living In The Flow*, a sequel to *Willow in the Wind*. This book focuses on the purpose of God for Elim, and the different individuals who contributed to the growth of the school and the Fellowship by their special callings. You are required to read this book by the completion of your second year.

### "Core" Set of Guidelines

Elim's guidelines for campus life may be reduced to a simple core list of instructions to be followed. Regulations related to safety (firearms, fire hazards, etc.) are to be considered part of the core rules even though not specifically mentioned below (see page 5).

1. Respectfully submit to the spiritual authority of the administration, staff, faculty, and Deans (Hebrews 13:17).

2. Respectfully submit to Elim's disciplinary system.

3. Keep your dorm room neat and clean at all times and ready for inspection. Although inspections may be conducted at any time, they are most often done prior to the chapel hour.

4. Maintain quietness in the dorms at study time and after curfew times.

5. Do not visit in dorms of members of the opposite sex.

6. Punctually attend all required chapels, classes, and services.

7. Make sure your visitors from off-campus are aware of, and conform to, Elim's guidelines for community life.

8. Obey regulations concerning the use of utilities and facilities.

9. Abide by the Elim dress code.

## PART II: SPIRITUAL LIFE GUIDELINES

Elim's commitment to training men and women for worldwide ministry begins with an emphasis on the spiritual health and development of each student. The following are some of the ways in which this development is encouraged:

### **Personal Devotions**

Students are encouraged to have a time of daily communion with the Lord as this habit is vital to the development and maintenance of sound spiritual health.

### **Chapel Services**

Chapel is an integral part of the Elim experience. Students are required to punctually attend all chapel services. Elim chapels offer a widely diversified spiritual experience which emphasizes worship, teaching, and the gifts of the Holy Spirit. Chapels provide an excellent setting for the student to learn about the moving of the Holy Spirit, and to follow His leading. Unexcused chapel absences and tardiness will result in the removal of honor points.

### **Missions Chapels**

While missionary prayer requests are often prayed for in other services, students will also participate in regular chapels which focus on missionary concerns. Each student will be a member of one team which focuses on one part of the world: Africa, Asia, Caribbean, Eurasia, Europe, Latin America, the Middle East, North America, Pacific Islands, or Urban Areas. Prayer may be preceded by reports and challenges from missionaries in the field. Unexcused absences from prayer teams will result in the removal of honor points.

### **Student Council**

To facilitate the objectives of the school, Student Council functions as a liaison between the student body and the administration. Student Council meets during scheduled Missions Chapels for prayer and discussion of community life concerns.

As advisor to the Student Council, the Dean of Students attends all meetings and communicates any concerns directly to the Administration. The Student Council will spend time praying for the Elim staff and student body in each Council meeting.

### **Church Attendance**

Students are expected to regularly attend a weekly church service, when not in conflict with ministry assignments (see next section).

Each student has six weeks during the first semester of each school year to visit different churches in the area. After the sixth week, the student must commit to one local church. Students are to arrive on time and attend the complete service. Weekly verification of church attendance will be made through the Deans office. Unexcused church absences will result in the removal of honor points (see pages 7 & 8). Because students are considered to be leaders in training, it is expected that Sunday dress will conform to the model set by leadership in that particular local church.

### **Student Ministry Assignments (Student Ministries)**

Ministry to others is essential for spiritual growth and well-being.

Student Ministries provide students with opportunities for ministry in a variety of areas. Please refer to Section 2: Ministry Department.

Off-campus ministry assignments (Student Ministry, see page 15) are generally assigned by the end of September, and they are to take precedence over church attendance.

### **Cadre/Hall Meetings**

Each single dorm student is assigned to a small group called a cadre. We chose "cadre" because it means a small band of revolutionaries. An RA leads each cadre. Cadres meet regularly for various reasons: acclimation to campus life, spiritual comradery, and hall concerns.

In addition, cadres will regularly meet with other cadres on their hall for informal times of fellowship, communication, and building community life. Unexcused absences from these meetings will result in removal of honor points.

### **Special Days of Prayer**

Elim recognizes the importance and strength of gathering as one body in prayer. Times of prayer are set apart during the school year for students and staff to spend time together in prayer. These times include Encounter weekend in September, Week of Prayer in January, and Season of Prayer later in the spring semester. Because the Week of Prayer and Season of Prayer occur on days when classes would normally meet, unexcused absences from these prayer times will qualify as class absences. Questions can be directed to the Academic Dean.

### **Conferences and Seminars**

Annual on-campus conferences and seminars provide valuable exposure to the excellent ministries of leading missionaries and ministers. Attendance will be required at some of these events and is optional at others. Students will be notified in advance as to their attendance requirements.

### **Discovery Days / Weekend at the Well**

During the fall and spring semesters, prospective students will be on campus as Elim guests. They will be attending classes, chapels, and meetings in order to discover God's direction for their lives. Many students will be asked to be hosts by sharing their room and friendship with our guests. Arrangements for the housing of our Discovery Days or Weekend at the Well guests are made through the school. Students will be given instructions that will help them host our guests. Free weekends must be synchronized with the responsibilities of being a host. This may mean shortening a free weekend or planning it for another time.

## **PART III: COMMUNITY LIFE GUIDELINES**

Elim Bible Institute derives its purpose from the Mission Statement approved by the Board of Directors (see page 1). The campus comprises a community of believers who have joined together for the purpose of spiritual growth, personal discipleship, and academic progress. We seek to uphold a unity in our community life that is based on the Lordship of Jesus Christ and guided by biblical principles.

Elim acknowledges that it is impossible to create a community with expectations and guidelines that are ideally suited to each member. Nevertheless, we recognize that we are living in a fellowship where we are dependent upon and accountable to one another. Living daily in fellowship with other Christians is a privilege. In recognition of this privilege, we place great value on the quality of relationships in our community, and set forth the following biblical principles as a norm for corporate life and individual behavior:

1. Love (*agape*) must be the determining factor in a Christian's relationship with others. This love will vary in its expression--

correction, rebuke, encouragement, patience, etc. -- with a view to the welfare of the recipient (II Timothy 4:2; Romans 12).

2. While Christians must ultimately decide what behavior is appropriate for them individually, attaining common goals and ensuring orderly community life will necessitate the limiting of some individual liberties (Romans 14:1-13; Colossians 3:1-17).

3. Certain actions are expressly prohibited in Scripture and are therefore wrong. Similarly, Scripture commends some actions that are therefore right. There are other actions that are matters of individual conviction, and in these areas care must be exercised so as not to judge one another, cause another to stumble, or cause others to fall (Romans 1:29-31; I Corinthians 8; Colossians 2:20-23).

Based on these principles, Elim sets forth certain standards of behavior to which members of the college community voluntarily submit. Because of the importance of trust, common courtesy, and mutual responsibility, violations of the following standards are regarded as a serious breach of integrity within the community and will be addressed by the Deans Department.

1. Elim recognizes the danger to one's physical and psychological well being in the non-medical or recreational use of certain substances. Therefore, members of the community are to abstain from the use of any of the following:

- Tobacco in any form.
- Alcoholic beverages
- Controlled substances, marijuana, hallucinogens, depressants, stimulants, and narcotics, unless prescribed by a physician.

Under no circumstances are the above to be personally used, possessed, sold or distributed on or away from the campus.

2. Gambling is viewed as an improper and unwise use of God-given resources, and therefore is not acceptable in any form.

3. Any kind of demeaning gesture (verbal or non-verbal), threat of violence, or personal attack toward another person will not be tolerated.

4. Since the pornography industry exploits people and the use of its products is immoral, pornographic materials, including Internet, are not to be viewed, used, possessed, or distributed on or off campus.

5. Members of the community are expected to recognize their responsibility to God by careful use of their time, and by engaging only in such activities as may contribute to their spiritual, moral, intellectual, and physical well-being. Discretion is therefore required in the choice of television programs, music, movies, and electronic media. Only movies with a PG or G rating may be viewed on campus. Movies with any other rating require special permission.

6. In keeping with Elim's standard of leadership training and in an effort to be honorable and above reproach, Elim students are asked to refrain from dancing in any venues, with the exception of a studio setting and with Dean's permission.

7. Computer games, music and/or any other media with immoral and/or explicit violence are prohibited.

### **Dress Code**

The primary goal of community life at Elim is to glorify Jesus Christ in all areas. In the area of personal dress and appearance, Elim recognizes that students come from various backgrounds and have experienced many styles of dress standards. We acknowledge that it is impossible to create a community with expectations that ideally satisfy each member. Nonetheless, the demands of community life

require mutual understanding expressed in reasonable expectations. In keeping with Elim's goal of training leaders, it is expected that students are to dress neatly and modestly at all times and maintain daily personal hygiene.

### **Professional Attire**

For classes and chapel on Tuesday and Thursday, as well as occasional special events, students should dress professionally appropriate in the following manner:

#### **Men**

Dress shirt, cinched tie, dress pants, belt, socks, dress shoes, or dress boots. No sneakers, T-shirts, sweatshirts, or work boots.

#### **Women**

Dress or skirt, dress shoes or dress boots. Dress/skirt hem is to be no shorter than the top of the kneecap at any time. Leggings under skirts should be reserved for casual days. No sneakers, T-shirts, sweatshirts, sleeveless shirts or clothing that is transparent, tight, or immodestly styled.

### **Business Casual Attire**

For classes and chapel on Monday, Wednesday and Friday, students may dress in a manner reflecting the appearance of modesty and neatness as would be fitting for Christian leaders.

#### **Men and Women**

When attending class or chapel, neat casual pants and shirts are acceptable and dress T-shirts with no words are allowed. Jeans, T-shirts or sweats (pants, shirts or hoodies), sneakers, or flip-flops are not allowed. Women are allowed to wear skirts with leggings on casual days.

### **Note Re: Class (Evening and Summer School), Chapel Dress, and Work Responsibilities**

Students registered for evening and summer school courses may dress according to the discretion of the teacher.

When students are going to work or a work assignment after class or chapel, they should comply with the class/chapel dress code and change to work clothes afterward.

### **Casual Attire**

At all other times students should reflect standards reflecting a lifestyle of Christian character. All clothing should be modest, fit well and not be too tight.

#### **Men**

Neat, clean jeans, sweatpants, sweatshirts, T-shirts, sneakers, sandals, or any comfortable shoes may be worn on campus. No muscle shirts except in the weight room. No earrings or other body-piercing jewelry may be worn at any time during the semester. No hats or bandanas may be worn inside any building, with the exception of the student lounge, dormitories, and gymnasium.

#### **Women**

Neat, clean jeans, sweatpants, sweatshirts, T-shirts, sneakers, sandals, or any other comfortable shoes may be worn on campus. No low-cut or sleeveless tops or bare midriffs are allowed at any time. Other

than conservative earrings and small nose piercings, no other body piercing jewelry may be worn at any time during the semester.

### **Shorts**

During the academic school year, the wearing of shorts on campus is not permitted except while participating in approved athletic activities and going to and from such activities. Shorts must be as long or longer than mid-thigh. Married and single parent students, their spouses or their children beyond the age of 13 years may not wear shorts on campus except in the vicinity of private apartments, on the ballfield, or in the gymnasium. There will be no loitering about the campus while wearing shorts (Modest shorts may be worn off campus.)

### **Grooming**

Hairstyles must not be extreme or offensive to church or community. Hair dyes for men and women are to be of a natural color. Male students are to be well groomed even while they are growing a beard or moustache.

The intent of these guidelines is to identify the expectations that assist EBI in functioning as a Christian community and achieving the goals expressed in our Mission Statement.

In summary, we seek to embrace the counsel of the apostle Paul in Colossians 3:16,17: "Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns and spiritual songs with gratitude in your hearts to God. And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him."

### **Visitors**

All visitors must comply with Elim's "core" set of guidelines, which include Elim's dress code. (see page 1)

## **PART IV: DORM LIFE GUIDELINES**

While attending Elim, the dormitory is the student's home. We hope each student will find a community life atmosphere of love, cooperation, and unity. Living in close quarters, students who were strangers soon become like members of a family, learning to respect the rights of others, becoming flexible, sharing concerns and time with one another. The dormitories are also used for study. We ask that students show genuine concern for the study needs of others and maintain an atmosphere of quietness in the dorms.

The following guidelines are set to further assure the smooth operation of community life in the dormitories.

### **Resident Advisors**

Resident Advisors (RAs) are a vital component of community life at Elim. RAs are selected following an intensive screening process and reside on each floor and hall in the dorms. RAs function as servant/leaders who are an extension of the Deans office. They are responsible for encouraging students with personal, social and academic difficulties, understanding and enforcing school policies, and facilitating a healthy residential environment.

### **Forms**

For the convenience of all students, the following areas contain forms for student use. Forms located in office areas are only available during regular business hours.

*Forms Located in Deans Office:*

- Dorm Guest
- Free Weekend Request
- Weekly Student Ministry Report/Adjunct Student Ministry Report
- Student Emergency Card
- Appliance Request
- Furniture Request
- Chapel/Church Attendance for Student Families

*Forms Located in Academic Office:*

- Class Absence
- Drop/Add
- Reading Log
- All other academic forms
- Student Schedule

### **Room and Key Policy**

Each student is issued two keys: dorm room and mailbox. The loss of a dorm room or mail key will result in a \$20 fine per key. Loss of an MD key will result in a \$40 fine. Replacement dorm key is obtained from the Deans office. Replacement mailbox key is obtained from the Receptionist. If lost key is found and returned, the fine will be refunded.

### **Room Identification**

The following information must be posted on or next to each student's door:

- Completed Student Schedule.
- Student Emergency Card.

### **Visitors**

All visitors are expected to comply with Elim's "core" set of guidelines (see page 1):

1. Students who wish to have an overnight guest in their room must first obtain permission from their Dean by filling out a Dorm Guest Form.
2. The returned Dorm Guest Form must be posted on the outside of the student's door for the period of time the visitor is on campus.
3. There is a daily charge for guests staying overnight on campus which must be paid to the receptionist.
4. Men may not enter women's dorms and women may not enter men's dorms except when authorized by a Dean.

### **Furniture**

Rooms are supplied with the appropriate amount of furniture for student needs. Some personal furniture may be allowed, however students are not to remove or exchange furniture. Students bringing in furniture of their own must first complete and submit a Furniture Request form to the Housing Manager. Any request involving room furniture must be approved by the Housing Manager. Each student is responsible for the care of the furniture in his/her room.

### **Personal Possessions**

Students are responsible for the loss and/or damage of their own possessions. This includes loss and/or damage of personal possessions as the result of a fire, flood, or natural disaster. It is suggested that students place their name on all personal items. Please be responsible and return any borrowed items at the agreed upon time.

## **Pets**

Students are not allowed to have pets on the Elim Campus.

## **Safety**

*Firearms:* Students are not allowed to bring firearms, fireworks or explosive devices to the campus. BB, pellet, air and paint guns are considered firearms and are not to be brought to the campus.

*Hallways:* Fire insurance regulations require that the dorm and apartment hallways be completely clear of obstructions at all times.

*Candles:* The burning of candles and incense in the dorms is prohibited.

*Fire Regulations:* Each student must know how to exit the building and where to report during a fire alarm. Students also should locate the fire extinguisher nearest their own rooms, and report any discharged fire equipment or hazards to an RA or the Maintenance Supervisor (if an RA is unavailable). Detailed instructions are posted in each hall.

*False Alarms:* Since the Village of Lima and the local fire department assess fines, any student(s) involved in setting off a false alarm will be responsible to pay the fine. Student(s) will not be allowed to charge the amount to their student account because it is an infraction of the law and must be paid directly to the Village of Lima.

## **Student On-Campus Services (SOS)**

SOS is a ministry program that provides opportunities for resident Elim students to serve in various capacities. Just as a family shares the “chores” around the house, SOS helps students develop responsibility and character, while maintaining daily cleanliness of shared facilities. This is a family responsibility that requires the whole community's participation. Each student will contribute 34 hours of service throughout each semester, which includes a Campus Day event in the fall and spring. (Married students are only required to complete 10 hours of service per semester). 2nd year students returning from their NYSUM internship will only be required to fulfill 10 SOS hours for that semester. The Administration office, in connection with the various service departments on campus, assigns scheduled participation in SOS. Part time student hours...

## **Campus Days**

Campus Days involve campus beautification and fulfill partial SOS requirements for full-time students.

## **Physical Activity Requirement**

Students are required to complete 1 1/2 hrs. of physical activity each week and record their hours on the chart provided by the RA. Failure to comply with this requirement will result in appropriate disciplinary action.

Activities that can be counted for this requirement include: basketball, volleyball, racquetball, soccer, tennis, weight lifting, running, swimming, aerobics, shoveling snow and walking.

Activities that *cannot* be counted for this requirement include: walking to classes, chapel or your car, climbing the stairs to your dorm or other buildings, and playing ping-pong or foosball. Unlisted activities are at the discretion of the Deans.

Permission to be excused from this requirement must be obtained *in writing* from the Student Health Office or personal physician.

## **Student Employment**

Students must post their work schedule on their dorm door using the Student Schedule received at Registration. For full-time students,

special permission is required from your respective Dean to work over 20 hours per week.

## **Scheduled Breaks**

Scheduled breaks include:

- Fall Recess (Canadian Thanksgiving)
- Thanksgiving Recess
- Christmas Recess
- Winter Recess
- Easter Recess

Students are expected to leave the campus during scheduled breaks, and must return at the scheduled conclusion of break. Permission to stay on campus must be requested in advance from the respective Dean. Approved student will be charged \$10/night in advance for each night they remain during a scheduled break. No meals are served during scheduled breaks. All guidelines and curfews remain in effect for students remaining during breaks.

The Deans may do a room inspection during breaks, so all rooms must be left clean and neat. Make sure all windows are closed, lights are off, and the door is locked. Refer to the section “Room Maintenance and Dorm Care” for further instruction.

Students are responsible to arrange in advance for all individual transportation needs to and from public transportation terminals. Elim is not responsible for arranging or providing transportation to or from public terminals.

## **Free Weekends**

Students are allowed to take free weekends away from the campus according to the following schedule:

- 1st Year Students: 4 free weekends per semester.
- 2nd Year Students: 6 free weekends per semester.
- 3rd Year Students: Unlimited free weekends per semester.

Free Weekends must not conflict with Elim events (Encounter Weekend, Week of Prayer, required seminars, Missions Conference, ministry outstations, etc.) or work commitments, and must be approved by the student's respective Dean.

Students may not miss a class to go on a free weekend. They are free to leave after their last class of the week or after chapel should they have classes in the morning, and must return prior to their first class or chapel of the following week.

The Free Weekend Request Form must be completed and submitted by 5 p.m. Thursday. This form will be signed by a Dean, returned to the student, and must be posted on the student's dorm room door before they leave for the weekend. It is most important that RAs and Deans know your whereabouts in case of an emergency.

Students having work scholarship or student ministry responsibilities must follow the appropriate procedures for securing replacements before taking a free weekend.

Students leaving early for, or returning late from, a free weekend will be subject to a loss of honor points and/or disciplinary sanctions.

In a situation involving a mixed group of students going to someone's home for a free weekend, it will be expected that the host parents will provide permission in the form of a letter or telephone call to the Dean's Office.

## **Room Maintenance and Dorm Care**

Dorm rooms will be checked throughout the school year. In order to make the dorm atmosphere as pleasant and comfortable as possible for all students, please adhere to the following:

1. Students should have their rooms ready for inspection by 9 a.m. Monday-Friday.

2. Roommates need to work together and do their part in cleaning the room and maintaining a pleasant atmosphere.

3. Cleaning supplies are available for student use and are located in the bathrooms or hall closets; supplies must be returned when the student is finished with them.

4. Students' rooms, hallways and doors must not be defaced by the use of thumb tacks, staples, tape, nails, rubber cement, contact paper or any form of adhesive or fastening material. This also includes painting, wallpapering or stenciling.

5. Posters may be adhered only with sticky-tack, Hold-it gum, or similar products. All residue must be removed upon the student's departure.

6. Windows must be closed during scheduled school breaks and/or long absences from the room. Fines and/or loss of Honor Points will be imposed for any infractions.

7. Dorm rooms must be locked and lights turned off whenever the room is vacant.

### **Trash**

Trash dumpsters and recycling receptacles for paper and plastic can be found by the West Apts., North A and B Apts., and behind Washington. All trash must be placed inside the dumpster. All boxes should be broken down and placed inside the special dumpster for recycling cardboard located behind the Cafeteria.

### **Storage**

Limited space for summer storage is available for a nominal fee. See the Housekeeping manager for arrangements and details.

### **Light Bulbs**

The school maintains permanent light fixtures. If replacement is needed, student notifies their RA who will submit an email request to maintenance. The school does not supply light bulbs used in personal lamps.

### **Food**

Students may keep snacks in their rooms as long as the food is enclosed in adequate containers. Refrigerators are provided in each dormitory for student use. Please put your name and the date on refrigerated items. Borrowing or using another student's food without permission is stealing and is strictly prohibited. Students are responsible for cleaning refrigerators in dorm areas.

### **Music**

1. Musical instruments may be played in the dorms with discretion, except during study and quiet times.

2. Permission for playing personal instruments and/or using Elim Bible Institute instruments in the Tabernacle (i.e., drums, piano, etc.) must be obtained from the Music department.

3. Philosophy, tastes, and personal convictions concerning music vary greatly among Christians. Deference to other students and visitors requires that neither the volume nor choice of music should cause disturbance or offense. Volume setting should be low enough to ensure that music played in a dorm room does not carry into hallways or other rooms.

4. Students are asked to guard not only their own conscience in their personal choice of music, but to also guard the conscience of their brothers and sisters. (Romans 14:1-22, 1 Cor. 8:1-13)

### **Prayer Rooms**

Prayer Rooms are located in some dormitories for student use. The Prayer Room is not to be used for fellowship, study, or storage. When praying, please pray quietly in consideration of others in the dorm.

### **Study Times**

Study time hours are from 7PM – 9:30PM Monday through Thursday. Stereos and radios may be played during study time only when using headphones and with the speakers muted. There is to be absolute quiet in the dorms and library. These hours may be adjusted when special school activities are scheduled. Students are expected to use this time for studying only.

#### *1<sup>st</sup> Year Students:*

- Campus-wide quiet time. Must be in their own rooms, library, or writing lab. These places are to be used only for study. No socializing is permitted during this time.
- May not do laundry.
- Must make up any lost study time due to working during these hours.

#### *2<sup>nd</sup> Year Students:*

- Campus-wide quiet time. Not restricted to dorm room or library. No loud activities allowed.
- May do laundry.
- Must stay on the campus.

#### *3<sup>rd</sup> Year Students:*

- Campus-wide quiet time. Not restricted to dorm room or library. No loud activities allowed.
- May do laundry.
- May leave the campus.

#### *Provisional Status Students (All classifications):*

Provisional students must abide by the study time guidelines as listed for 1<sup>st</sup> year students.

### **Curfew Times**

As part of the daily discipline involved in leadership training, and to create an atmosphere conducive to mental and physical rest, Elim enforces a nightly curfew. The curfew is designed to provide for the spiritual and physical well-being of our student body. On rare occasions curfew is extended because of special activities or events. Students will be notified of any changes in advance of the activity or event. Curfew times are as follows:

#### *Sunday through Thursday:*

- Students in own dorm building: 11p.m.
- Students in own dorm room with lights out: 12 Midnight.

#### *Friday and Saturday:*

- Students in own dorm room with lights out: 1 a.m.
- Underclassmen may not use phones or Internet service during curfew.

### **Quiet Times**

Because the student body is made up of a diversity of age groups, schedules, needs, and habits, it is necessary to have scheduled times of quietness for the purpose of rest, study, and prayer.

1. No shouting from dormitory windows or making excessive noise in the courtyard or in front yard of Spencer Hall at any time.
2. Quietness must be maintained in the dormitories during the following times:
  - Study time
  - Daily from 11 p.m. to 8 a.m.
3. During these hours there must be no loud conversations in the halls.

### Late Lights

RAs may occasionally give permission for lights to be on past curfew on a case-by-case basis for students to complete classroom assignments. If a roommate is unable to sleep with the lights on, studying will need to be done in the lounge.

3<sup>rd</sup> year students do not have a lights out curfew but must use discretion so that their activity maintains a quiet atmosphere and does not adversely affect underclassmen.

### Early Bird Students / Late Workers

Students wanting to wake early are to be sensitive to others who sleep later or have different work hours. Lights and music should not be turned on. Those students who work the late night/early morning shifts are to be considerate and understanding of others.

### Extended Student Privileges

Consideration for extended privileges will be given on an individual basis to students 22 years of age or older. Requests should be made through their respective Dean.

### Transfer, Special, Part-time & Second Year Students

*Transfer Students* must follow the same social guidelines as 1st year students.

*Special and International Students* are to follow the guidelines listed in this handbook. For more information concerning international students, refer to page 27.

#### Part-time Students:

Part-time students residing on campus are to follow and adhere to the student guidelines listed in this handbook for full-time students.

Part-time students living off campus are to follow and adhere to school guidelines when on campus for classes, chapels, etc. Each student is expected to maintain a Christian witness off campus.

### Honor System

The Honor System describes Elim's program of discipline and personal accountability, and is vitally connected with Elim's vision and mission for leadership training. Once students enroll at Elim, they enter into a new relationship with those in spiritual authority. Students will discover their respective Deans exercising spiritual authority in accordance with the principle that love is freely given and trust is earned.

The Honor System is designed to give students the opportunity to earn the trust of the spiritual leadership placed over them. It also enables the Deans to express a love that "rejoices in the truth" (1 Corinthians 13:6). The apostle Paul exhorts all Christians to "live a life worthy of the Lord" and to "please Him in every way" (Colossians 1:10).

The Honor System expresses the confidence and hope of Elim's leadership that each student enrolls with a desire to please the Lord in all of his/her conduct. The discipline structure provides a proper

balance between freedom and accountability, providing students with the opportunity of building strong bridges of trust with their Deans and to demonstrate personal, spiritual and ethical maturity. The Honor System will also expose deficiencies in these areas that will bring the application of discipline to some students.

Discipline at Elim will always be applied according to the following principles:

1. Discipline and appropriate sanctions are instrumental in the training and preparation of Christian leaders.
2. Discipline and appropriate sanctions are instrumental in the harmonious administration of a Christian community.
3. Discipline must be applied in a spirit of love as part of a redemptive and educational process.

### Discipline Sanctions:

The Deans, with a desire to extend a measure of trust to all incoming students, confer honor points. *All* students begin their first semester at Elim Bible Institute with 20 honor points. The student is able to build on this foundation of extended trust by demonstrating conduct that conforms to the guidelines of this handbook. Students who do not abide by the guidelines of the school will lose honor points varying with the seriousness of the misconduct. When a student has lost 10 honor points they will be required to have a personal consultation with their Dean. A discipline sanction may be imposed at that time. A student who has lost 20 honor points will be placed on disciplinary probation. A loss of 25 or more honor points may result in suspension from the school. A student who feels that he/she has been unjustly accused has the right to appeal a disciplinary action through the Dean of Students. At the end of each semester, one-half of the points lost during the semester will be restored and added to the student's remaining points.

Sanctions may be imposed after the loss of 10 honor points. A student should be aware that more than one sanction may be imposed, and that records of prior misconduct may have an influence on the sanction(s) imposed.

1. *Social Probation and Restriction (Campusing)*: Social privileges (to an individual or group) may be forfeited for a specified period of time. Examples of social privileges:

- Intramural sports
- Dating
- Worship Team
- Class functions, e.g., banquets, mixed groups, use of student lounge, and free weekends
- Free time out of your room.

2. *Community Service (On Campus Work)*: Student will be assigned a specific number of hours to work in an assigned campus department.

- Work is to be completed within two weeks of when the assignment is given. It is the student's responsibility to contact the assigned campus department and make arrangements to work his/her hours.
- The Deans office and the appropriate supervisor will monitor work hours.
- Additional time may be added for failure to complete work within the time allotted.
- Community service is not deducted from SOS hours.

3. *Fines*: The sanction may be a fine not to exceed \$50 per occurrence.

4. *Restitution*: The student is required to make restitution for damage to, or misappropriation of property. Restitution may take the form of appropriate service to repair or compensate for damages.

5. *Disciplinary Probation*: Such probation implies that the offense was of a serious nature. It may be imposed if 20 or more honor points are lost.

- The length of the probationary period will be defined in writing for each case.
- When on disciplinary probation a student is not eligible to participate in student leadership positions, e.g., student council, worship team, serving as an RA, or ministry team leadership.
- Disciplinary probation may also prohibit participation in internship ministry.
- A student on disciplinary probation who is involved in any disciplinary difficulties during the time of probation is liable to immediate dismissal.

6. *Requested Withdrawal* involves asking a student not to register for the following semester. The reason shall be given in writing and a copy of the letter will be placed in the student's file, becoming part of their permanent record. If readmission is desired later, a student must reapply to the Admissions committee.

7. *Dismissal*: Dismissal means that one's status as a student is terminated for an indefinite period of time. Such action is noted and becomes part of the student's permanent record. A student who is dismissed for a period of more than one semester must apply to the Admissions committee for readmission.

### **Right to Appeal**

Each student has the right to appeal a disciplinary decision. This appeal should initially be directed to the person who administered the discipline. If the matter cannot be resolved at that level, the students should seek the input of their respective Dean, who will guide them as they take steps through the chain of command.

If input from a Dean is necessary, the Dean will assist the students in coming to an agreeable decision for themselves, and/or after hearing all sides will make a decision according to their best judgement, and/or consult the Dean of Students.

### **Conflict Resolution**

Students are expected to resolve conflict according to the principles in Matthew 18:15-35. First go to the offender privately. If the matter is not resolved, your respective Dean will assist you in further discussion with the offender.

### **Social Events**

Class-sponsored social events, athletic contests, fundraising events, etc., are held throughout the year for the entire Elim family. Students also participate in holiday socials, school picnics, and overnight class events (with the class advisors). In the spring semester, the junior class honors the senior class with a banquet.

For the smooth operation of activities put on by classes or students, all social events must be cleared through the Administration office by obtaining and completing a Facilities Use Request form. The following procedure will assist the student in making sure each activity goes through the proper channels:

1. The student fills out the form and then obtains the approval and signatures from the appropriate departments.
2. Student should return the form to the Administration office for final approval.

3. Student will be notified of approval or denial by on-campus mail or personal contact.

### **Off-campus Mixed Group Activities**

Students are encouraged to participate in mixed group activities. The purpose of the mixed group is to allow each student the opportunity of social interaction with the opposite sex in the context of fellowship and friendship.

As a general rule, a mixed group consists of three or more people, with a proportionate ratio of men and women. Mixed group activities are never to be used as a way of bypassing the dating guidelines by using the group as an opportunity for exclusive "pairing off". Any couple that is a part of a mixed group activity is expected to remain with the group for the entire time away from campus. Any group of four comprised of two couples is not considered a mixed group, but a double date.

### **Dating Philosophy and Guidelines**

At Elim Bible Institute we seek to apply biblical principles to all areas of life. This goal is especially important in the area of student social and dating relationships. By design, Elim's guidelines may be different from the structures that are found in many other Christian schools. We do not apologize for these guidelines but set them forth with confidence as a means of assisting our students in discovering the Lordship of Christ in their interpersonal relationships.

The guidelines are designed to accomplish the following goals:

- To enable students to glorify God in their dating relationships.
- To assist students in planning and pacing their dating relationships. Elim encourages students to relate initially as friends and brothers and sisters in Christ, rather than rushing into a premature commitment.

### **Dating Privileges**

It is important to recognize that Elim's social guidelines extend dating privileges to our students. A "privilege" is different from a "right." Dating privileges at Elim are provided within the parameters of the following principles:

*Trust is earned.* At Elim we believe that love (agape) is freely and unconditionally given, but that trust is earned. This means that 2nd year students and 3rd year students who have earned trust will enjoy more privileges than 1st year students.

*Accountability is vital.* The Deans at Elim seek to provide loving pastoral care and accountability for student relationships. This means that a Dean has the authority to approach, counsel, confront and, if necessary, bring disciplinary sanction to a student relationship. In some cases, the disciplinary sanction may impose partial or complete restriction on the relationship.

All students, whether full-time, part-time, transfer, or special, are under the care and direction of the Deans Office for their social, spiritual, and emotional well-being. Please feel free to come in and make an appointment with your respective Dean.

### **First Semester Freshmen Guidelines**

Students should take the first semester to cultivate a wide variety of friendships with the student body, staff, and faculty. Social times should be invested in many relationships, not just a "special someone". For this reason, Elim requires that first semester freshmen

not pursue exclusive relationships. First semester freshmen activities are understood as group activities (mixed group of three or more.)

Freshmen coming to Elim in an already established and recognized relationship may be granted certain privileges after meeting with the Dean of Students. These guidelines may be adjusted as maturity dictates.

### **Relationship Guidelines**

Because social experience and the forming of relationships are part of developing true Christian maturity, students should conduct themselves in a godly manner regarding dating relationships. A couple considering starting a relationship should meet with their respective Deans. As with any decision, several checkpoints should be used.

- Biblical Standards
- Input from Pastoral Leadership: home church and Elim Deans
- Parental Approval
- Peer Feedback
- Circumstantial Considerations, e.g., God's call, compatibility, timing, etc.

Approved couples will need to:

- Submit a written list of requested privileges
- Meet with a leader and/or couple for counsel on a regular basis
- Check in with their respective Deans at least monthly
- Show respect by not engaging in public displays of affection. (Elim couples are not permitted to have physical contact)
- All Free Weekends or Breaks together must be approved by the respective Deans and both students' parents.

Graduated privileges will be given as continued trust is built and maturity observed. For instance, as a general rule freshmen couples or student couples wherein one is a freshman will receive different privileges than a couple wherein both are seniors.

A graduated list of privileges for approved couples would include:

- Group outings off-campus
- Double dates
- Walks on campus together
- Single dates (Single date privileges may range from a quick bite to eat at a local restaurant to a longer time period such as an evening out with dinner and a movie or coffee.)

As stated above, a written list of requested privileges will be submitted by the couple. Approved lists will be kept with the students' files, and their RAs will be notified. Christian maturity is not automatic. Privileges will be granted and maintained in the light of the students' character, maturity, attitude, and academic standing.

### **Engagement**

Student couples who are considering marriage are required to seek the counsel of the Dean of Students. Failure to seek such counsel will cause the couple to forfeit official recognition, endorsement, and the traditional announcement of their engagement. Following the official announcement, an engaged couple is allowed to hold hands on campus.

A newly married couple may return to Elim only after submitting a written request to the Dean of Students. This request will be processed by the Administration Committee and the Dean of Student Families, who will base their final decision on the maturity of the relationship, financial stability, and pastoral recommendation.

### **Relating to International Students**

We are privileged to have international students joining the student body each year and we want to help internationals feel as welcome and comfortable as possible, and show them respect. American students are encouraged to intentionally reach out to and include internationals in social activities (e.g., dining room, mixed groups, lounge, and café time). It is a special blessing to invite an international student to your home to share a recess, holiday, semester break, or free weekend.

One very important area in which we need to be careful concerns behavioral approaches in socializing. Americans can unintentionally offend internationals through such things as our typical informality. A list of guidelines is beyond the scope of this handbook, but if sensitive forethought is used in relating to an international student, many offenses and misunderstandings can be avoided.

### **Faculty and Staff Respect**

Part of the student's leadership training at Elim involves learning how to properly relate with those in authority (Romans 13). Faculty and staff members should be addressed with due respect by the title desired by each member. Use of the terms Brother, Sister, Mr., Miss, or Mrs. will assist in this wholesome attitude.

## **Services Available to Students**

### **Health Care**

Student Health Services (SHS), located in the Student Center, provides primary care to students, and limited care for dependent family members of married students. It is open during posted times on a walk-in basis during the academic year when classes are in session. Students with a medical emergency have access to an "on-call" medical provider who can be reached through the SHS answering service 24 hours a day during the academic year.

For life-threatening emergencies call 911 for an ambulance and then call SHS for emergency first aid.

A mandatory student health fee is charged to both full-time and part-time students that live on campus. The fee covers services provided through SHS, and first aid supplies used on campus.

### **Check Cashing**

Located in the Accounting Office in Spencer Hall: A personal check (\$25 maximum with the limit of one check per week) may be cashed in the Accounting Office during posted times. Accounting Office staff are not permitted to cash foreign checks, including Canadian checks in U.S. funds. A fee of \$10 is charged for returned checks. Continual check clearing problems may result in revocation of check cashing privileges.

### **The Receptionist**

Located in Spencer Hall lobby, the Receptionist is on duty during regular business hours on weekdays and Saturdays. The following services are provided by the Receptionist:

### *Mail:*

Mail is distributed to each student's mailbox Monday through Saturday. Because important memos are placed in mailboxes, it is important that students check their mailboxes daily. Student mail should be sent to the following address: Elim Bible Institute, student name, student mailbox #, 7245 College Street, Lima, New York, 14485.

### *Stamps:*

The receptionist is able to weigh your letters and sell you the proper postage.

### *Change:*

The receptionist is authorized to change up to a \$10 bill for you. The receptionist is not able to accept personal checks or foreign currency, including Canadian.

### *Packages:*

When packages are received on campus, the receptionist will notify the student by sending a package notice to the student's mailbox. Please present the package notice to the receptionist when claiming your package.

### *Keys:*

The keys for school vans (for those who are designated drivers) are signed out through the receptionist, who will inform the student what procedure needs to be followed. Students are responsible for locking vehicles for which they have signed out keys.

### *Lost & Found:*

There are three Lost & Found locations: Student Center Café, Sports Center and Elim Receptionist. EBI is not responsible for personal property loss. Items not claimed within one week will be donated or discarded.

## **PART V: BUILDING USE GUIDELINES**

### **Spencer Hall**

- The Guest Lounge has been set aside for the exclusive use of Elim guests and is not available to students except for visiting with outside guests.
- Students are not to loiter on the main floor or stairwells of this building at any time.
- Be mindful of the apartment dwellers and Guest Wing occupants. Please keep the noise level at a minimum when using the stairwells.

### **Student Center Upper Level**

#### **Dining Room and Food Service:**

Pioneer College Catering operates food service independently from EBI. Employment opportunities are available through Elim's Workstudy Program.

- Students are not permitted in the kitchen area except as required by work duties.
- No dishware, utensils, or equipment may be removed from the kitchen or dining room.
- All meals are served in the Dining Hall. (Special permission may be granted for taking food trays to sick students.)
- Your personal student I.D. card must be presented to the dining room monitor at each meal. Report lost cards to the Accounting Office immediately and make arrangements for a replacement. You will not be served a meal if you don't have your card.

- Pioneer College Catering is able to make special provision for unusual dietary concerns. Please speak to the Food Service Director if you have questions or dietary restrictions.
- Because Pioneer provides a self-serve buffet menu, please do not take more food than you can eat. Students are free to return to the serving lines for seconds.
- All students are required to clear their own tables and to pick up any trash in their respective areas.
- Sack lunches are available for those involved in student ministry over a mealtime. Please make arrangements with the Food Service Director the day before.

***Dining Room Atmosphere:*** The following guidelines are suggested with a view to maintaining a considerate family atmosphere at meal times:

- Be courteous to Elim guests by inviting them to go to the head of the meal line.
- Do not cut into the food line unless you have a scheduled school or staff function.
- Limit your table conversation to pleasant subjects that include everyone at the table.
- Be restrained in your laughter and in the loudness of your talking at the table.
- The Food Service Supervisor must approve all announcements.
- Do not take extra food out of the cafeteria.

### **Student Center Lower Level**

#### **Deans Department**

The Deans provide pastoral care for all students and oversee the guidelines set forth in the Student Life section of the handbook. Students may make appointments to meet with their Deans for any aspect of personal counseling. Appointments may be made Monday – Friday between 8AM and 5PM.

#### **Ministry Department**

Defined in Section 2 of the handbook.

#### **Student Lounge/Café**

- For the use of students. Maintenance of the lounge and Café is the responsibility of all who make use of the facility.
- No food or drink is allowed on the carpeted area.
- Any furniture or cushions that are rearranged must be returned to their original places prior to users departure.
- All trash must be placed inside proper receptacles, which are located throughout the area.
- Personal belongings brought into the Student Center must be taken when leaving. Items left behind will be discarded after one week.
- Café hours and menu are posted.

#### **Student Computers**

For use by Elim students only. No food or drink is allowed at this area. Use of printers is available for 15¢ a copy.

#### **Student Health Services (SHS)**

Description in Part IV of handbook.

### Deans Department Conference Room

Used for meetings is scheduled via the Deans Department.

### Student Center Conference Room

Used for meetings is scheduled via the Administration Office.

### Tabernacle (TAB)

This building is used for most chapel services, Music Department offices, music practice, some classes, and a men's dorm on the lower level. Women may not enter the men's dorm area without permission from a Dean, except to use the women's bathroom located in the basement.

### College Hall

Academic Offices, and most classrooms, are contained in this building. Please observe the following:

- When entering this building please be considerate of others that may be in class and conduct yourself in a quiet manner.
- Do not use empty classrooms or practice rooms for socializing.

### Sports Center

Recreational activities are held in the Sports Center. A schedule of activities and workout times will be posted in the Sports Center and on campus bulletin boards. Those desiring to schedule special or class activities must obtain permission from the Sports Center Supervisor.

When using the Sports Center, you will need two pairs of shoes; one pair is to be worn walking to and from the Sports Center, the other pair must be sneakers worn only on the gym floor. Street shoes are never to be worn on the gym floor. Rough play is not permitted in the Sports Center. Please keep fluids in your mouth and not on the gym floor.

Equipment and materials may be secured from the Sports Center Monitor. In exchange for their student I.D. cards, students may borrow basketballs, soccer balls, volleyballs, racquetball supplies, and other equipment. When the borrowed equipment is returned, students will receive their I.D. cards. Damaged or lost equipment will be charged to the student's account.

No one under the age of 17 is allowed unsupervised in the Sports Center. This is subject to the discretion of the Sports Center Supervisor.

### On-Campus Socializing Locations

The following locations are available for student use, i.e., studying, socializing and relaxing.

1. *Dorm Lounges*: No member of the opposite sex may be in the dorm lounges.
2. *Student Lounge/Cafe*: The lounge and cafe are for the exclusive use of the Elim family.
3. *The Elim Sports Center*

### On-Campus Meeting Locations

The following locations are available for student group use by reservation only (i.e., meetings of Missionary Prayer Teams, out-stations, classes, etc.). Please make all arrangements for use through the department listed.

*Classrooms*: Administrative Assistant to the Academic Dean  
*Sports Center, Ballfield*: Sports Center Supervisor

*Elim Café, Deans Department Conference Room, Student*

*Center Conference Room*: Deans Department

*Tabernacle, Spencer Building Classroom, Main Dining Hall,*

*Executive Dining Room*: Administration Office

### Bulletin Boards and Sign Posting

**Dorms**: A bulletin board is provided in each dormitory for announcements. Students are responsible to read all notices posted there by Deans or RAs.

**Student Center**: Notices and other information are posted on the bulletin board outside the dining room, and on the lower level near the Mailroom. Students who want to post signs or notices must obtain permission from the Deans Department.

### Hall Telephones

A phone is provided on each hall by EBI. Please be aware that this is a shared phone and is used for both incoming and outgoing calls. Because the hall phone must be available during emergencies, please report any malfunctions to your RA immediately. School extension numbers are posted in each hall. Due to the high volume of incoming calls, please limit conversations to no longer than 15 minutes on hall telephones.

### Room Phone & Internet Guidelines

All students must provide their own phone and other equipment to connect phones and computers to the jack in the wall. All students are **required** to have a current, up-to-date antivirus program on their computer in order to connect to the network. Use of all "Bittorrent", "Peer to peer" and other file sharing programs is prohibited. If this is not adhered to, computers may be confiscated until the end of the year. Refer to the EBI Dorm Phone & Internet Jack Agreement for additional information.

### Online Postings

Students are reminded that pictures and information posted on the Internet via programs such as Facebook, MySpace, youtube, etc, are all considered public information. Pictures or information from these sources that describe, document, or imply behavior that is inappropriate or in violation of Handbook policy will be subject to further investigation, verification, and appropriate discipline. Students are encouraged to live a life "above reproach" and to portray an image that honors God.

### Appliances

Due to strict fire regulations, caution must be employed with regard to the location and operation of various electrical appliances.

*Electrical appliances **permitted** for use in dorm rooms:*

- Clocks
- Radios and sound systems
- Razors
- Personal computers and printers
- Fans (except fans with a heating element)
- Small refrigerators

*Electrical appliances **prohibited** from use in dorm rooms:*

- TV sets
- Electric blankets
- Hair dryers, curling/straightening irons, hot curlers
- Electric or candle-heated potpourri burners

- Irons
- Electric heaters
- Microwaves
- Hot plates
- Coffee makers
- Toasters & Toaster Ovens

Hot pots (small water-boiling type), hot air popcorn poppers (no-oil types), coffee makers, hair dryers, curling/straightening irons and heat rollers are allowed only in bathrooms and lounges.

Students are to provide their own irons for use only in dorm lounges and designated areas. Do not leave irons unattended!

For the use of electrical devices not listed, please check with your Dean for permission.

Students are asked and expected to conserve energy. Please use Energy Star settings on computers and monitors. Turn off lights, computer and monitor, fans, etc. when leaving a room. Violations will result in the loss of honor points.

### Repairs

For needed repairs for school property, the student should contact their RA who will email the concern directly to maintenance.

### Water

Students are asked to be as conservative as possible in the use of water. Cars are not to be washed on campus. In case of plumbing failure (faucets, toilets, etc.), repair needs should be reported immediately to the Maintenance Department.

### Laundry

Students are to use the following guidelines when doing their laundry on campus:

*Washers and dryers* are located in the dormitories for student use. *Laundry facilities* may not be used after curfew. Additional guidelines for their use are posted in the laundry areas. These privileges are only available to current dorm students.

### Vehicle Usage

All vehicles and bicycles brought on campus for student use must be registered at registration or on the first business day after the vehicle is brought to campus. There is a fee for this service. For parking guidelines, refer to next paragraph.

The on-campus speed limit is 10 m.p.h. All traffic signs are to be obeyed. Tickets with fines associated will be levied against violators. Parking violations may result in fines and/or towing. Repeat violations will result in the loss of on-campus parking privileges.

### Parking Areas

All owners of motor vehicles who desire to park on the property of Elim Bible Institute must be registered and display a current EBI parking permit. These vehicles must also display current license plates, registration, and have active insurance coverage that meets New York State minimums. Student vehicles must be maintained in operating condition. If during the term of its parking permit a vehicle is replaced with another, the student must register the new vehicle. Extensive car repairs are not permitted. If prior arrangements are made, vehicles may be stored on campus while away on a ministry trip.

Student-designated parking areas are shown on the Elim Bible Institute campus map on the back of this Handbook. Each student

with a vehicle will be assigned to one specific lot at registration. All other lots are restricted and not for student parking at any time.

Vehicle parking permits are to be placed on driver's side passenger window on inside bottom corner.

Students are allowed to bring a bicycle to campus and store it in the assigned place (determined by the Dean's Office and Housing Department), but must be registered. EBI is not responsible for any lost or stolen bicycles. No bicycles may be stored at EBI over the summer months. Elim Bible Institute is not responsible for any loss or damage to a vehicle while parked on campus.

### End of Year Check-out

Due to continued use of dormitory space after students depart, rooms, hallways, lounges, bathrooms and prayer rooms must be left in the same clean and orderly condition in which they were found. Dirty or damaged dorm spaces will normally result in a significant fine. Each student will be responsible to complete the 'Room Checkout' form and have it signed by an RA.

## PART VI: A CAMPUS TOUR

### An Historic Campus

The campus on which Elim Bible Institute is situated today has a long history of Christian significance, pre-dating by 120 years Elim's purchase of the property in 1951. The campus was originally the home of the Genesee Wesleyan Seminary, which was founded in 1832 as a result, according to historians, of the impact of Charles Finney's revival crusades in Rochester. The Methodist seminary, which was one of the first schools of higher education in Western New York, occupied the campus for 109 years before closing its doors in 1941.

### Spencer Hall (No.1)

The first building constructed on the campus of Genesee Wesleyan Seminary, Spencer Hall burned to the ground in 1842 and was promptly rebuilt on its original site. Today, the top two floors serve as a dormitory, and the lower two floors house a receptionist/switchboard operator, administrative offices, guest rooms and lounges, and a few apartments. Except for the addition of the front veranda in the late 1800s, this building looks very much as it did at that time.

### College Hall (No. 2)

Built in 1851, this classroom building stands today as one of the area's best examples of Greek Revival architecture. Today, the exterior of the building is virtually unchanged, though the interior of the building has been remodeled and modernized throughout the years. This building houses classrooms and the academic offices.

### Watson Hall (No.3)

This building was named after Eva Watson Clark (Class of 1928) who served Elim as Dean of Women for over 20 years. Erected in 1969, the building was designed for use as a dormitory but was originally utilized as classrooms while the public school system in Lima used College Hall as classrooms. Today it serves as a dormitory.

### **Washington Hall (No.5)**

Originally constructed in the late 1800s to be used as a laundry and dormitory, this building today houses Parable Christian Bookstore on the ground floor, student dormitories on the second and third floors, Helimission offices on the second floor, and housekeeping offices in the basement.

### **I.Q. Spencer Tabernacle (No.6)**

Built by Elim's Maintenance Department, the "Tab" was completed in 1972 and named in honor of the founder and first president of Elim. The auditorium seats about 800 people when both wings are open. (These wings may be closed off to make classrooms and meeting areas.) The pipe organ--at one time Upstate New York's largest--was moved to this building from College Hall. The balcony portion of the Tab accommodates the sound and tape rooms. The lower level of the Tab is used as a dormitory.

### **North Complex, Buildings A & B (No's. 7A & 7B)**

Constructed in 1980 and 1996 to house married students, these buildings contain one-, two-, and three-bedroom apartments that are used for housing staff and married students.

### **Library Building (No.8)**

Constructed in 1980, this building houses the student library facilities, dorm rooms, and offices.

### **Faling Hall (No.9)**

This dormitory was built in 1897 by Genesee Wesleyan Seminary. It is named after GWS alumnus David R. Faling.

### **Staff and Student Housing (No's. 10-14)**

Many of Elim's faculty and staff live in apartments on campus. Buildings 10 (West Apartments) and 11 (South Apartments) were built in recent years. The three buildings across the street (12-14) were built in the late 1800's and were originally used for classrooms; later, they were renovated for use as staff and student apartments. Today these buildings house student families as well.

### **Garage/Maintenance Offices (No.15)**

This building is used for the maintenance of all school vehicles and houses maintenance offices.

### **Student Center (No.16)**

Constructed in 2000, this building houses the following: dining room, student cafe and lounge, student mailboxes, health office, Deans offices, Ministry Department, classroom, and maintenance offices.

### **Sports Center (No.17)**

Completed in 2002, this building houses the school gymnasium, weight room, racquetball courts and indoor track.

will add up to a significant part of one's development for life and leadership in the Kingdom of God!

### **Campus Life Guidelines**

#### ***On-campus residents:***

As a student you are expected to abide by the student dress code as found on pages 4 and 5. Spouses and children are to reflect appropriate attire as well.

#### ***Off-campus residents:***

As a student you are expected to abide by the student dress code as found on pages 4 and 5 when attending classes, social events or visiting the campus. Spouses and children are to reflect appropriate attire as well while on campus.

### **Free Weekends**

While there are no restrictions for married and single parent students taking free weekends, we would encourage your making an effort not to miss Home Group meetings that could be scheduled on weekends from time to time. It would also be helpful to let the Dean of Student Families know where you are going and how you can be reached in the event of an emergency. Also, the Weekend of Prayer in September, Missions Conference in October, Week of Prayer in January and Season of Prayer in February are all meetings that the Married Students and Single Parents are expected to attend.

### **Visitors**

Your visitors are to comply with Elim's campus guidelines pertaining to dress and conduct.

### **Student Employment**

Typically, a student with a family finds it necessary for one or both spouses to work during all or part of their time at Elim. Employment will at times conflict with Elim requirements. It is expected that a high priority will be placed on each Elim requirement and that every effort will be made by the student to meet these requirements. The Dean of Student Families must approve any departure from normal Elim requirements in advance.

### **Dining Room**

Meals are available in the dining room for student families. You are invited to come any time to share fellowship and a meal with the other students. Pioneer College Catering charges a reasonable fee for all meals.

### **Building Usage**

Refer to page 12 for details. Please do not allow your children to freely visit student dormitories, lounges or office areas. Loitering or playing inside of these buildings, and loud play on the front porches of the Main Building or College Hall are prohibited.

### **Social Life Guidelines**

Personal conduct and respect of faculty and staff is the same as for single students, as explained in the handbook.

Should any of your children become involved with an EBI student, the dating guidelines as explained for each respective class will be observed.

Respect the single student's period of quiet time or study time on campus (refer to page 7).

Single parent students, married students along with their spouses are expected to attend the social activities that are a part of their class.

## **PART VII: STUDENT FAMILY COMMUNITY LIFE**

Through the years, many couples and single parents have experienced a tremendous amount of joy during their time at Elim. Though there will be many opportunities for adjustment and flexibility, all of these

## Housing

You are expected to keep your home in presentable order at all times. In addition, please abide by Housekeeping's request to keep your halls clear (Fire Marshall requirement) and toys, bikes, etc., put away when not being used.

### *On-campus residence concerns:*

*Lost keys* will result in fines. If you find a key that you had lost, your lost key fee will be reimbursed.

*Storage:* Each apartment is given a storage area that should be sufficient. The student storage area in the attic of College Hall is for single students only. For other guidelines, refer to the campus housing sheet given to you when you rented an apartment.

*Laundry facilities:* On-campus residents only may utilize the laundry facilities provided in their respective apartment buildings. All student families residing in the Administration Building may use the facilities in the basement of the Administration Building. Please be considerate of the single students' prime use times.

## Checkout

As you are in the process of making arrangements to move off campus, please contact the Dean of Student Families and the Housing Manager to let them know when you are moving. Upon notification, please obtain an 'Apartment Move Out Checklist' from the Housing Manager. Use this checklist as you are cleaning and to note any areas that need to be repaired. It is expected that you will leave your apartment in as good or better condition than when you moved in. When your apartment is ready to be checked out, a walkthrough with the Housing Manager should be performed. At this time the completed checklist and the apartment keys are to be returned to the Housing Manager. Any costs for damages to your apartment will be withheld from your security deposit and the remainder of the deposit will be sent to the forwarding address that you indicate on the Move Out Checklist.

## Guidelines for Children

Please read, discuss and implement the following guidelines with your children:

1. You are responsible for the conduct of your children. Property damaged by your children must be repaired or replaced immediately.
2. Children are not to play inside of campus buildings. When classes or meetings are in session, they are not to be loud or noisy near meeting areas.
3. The ballfield and surrounding property is available for play and recreation. Under NO circumstances is anyone allowed to swim or wade in the pond! Fishing is permitted on a catch-and-release basis; however, no netting or spearing is allowed. Please supervise young children playing near the pond.
4. No B-B, paint or pellet guns, bow and arrows, blowguns, etc., are to be used on campus.
5. It is unlawful to discharge firearms or fireworks within the Village of Lima limits. This includes the entire campus of Elim Bible Institute. There are several gun clubs and shooting ranges in the area which can accommodate riflery.
6. No children are allowed in the weight room, Student Lounge, Dining Hall or game room without adult supervision. Also, no children are allowed to participate in student activities without permission from those responsible.

## Academic Life

You are not exempt from class attendance requirements. Please note the requirements on page 23 of this handbook regarding attendance.

## Spiritual Life Guidelines

Married and single parent students are expected to attend at least one chapel for each four unit hours of classes taken. This means that a full-time student averaging 16 unit hours of course work per semester would be expected to attend the four regularly scheduled chapels each week. The Dean of Student Families must approve exceptions. See the Spiritual Life Guidelines as reviewed on page 2 for more information.

## Student Ministries

Please refer to section beginning below for details on Student Ministries.

## Student On Campus Services (SOS)

Please refer to the section on page 5 that describes this mandatory on-campus ministry program.

## Home Groups

Home Groups are an essential source of encouragement and support for student families while here at Elim. The Dean of Student Families' office assigns each student family to a specific group that meets once a month for variously formatted small group meetings and activities. These are intended to provide a community-within-a-community by providing the opportunity for interaction with other student families. Home Groups are known to provide the following:

1. A comfortable setting for fellowship and interaction.
2. The opportunity for non-student spouses to enter into the mainstream of student community life.
3. An opportunity to meet a very real need for community, encouragement, guidance, security and recreation which might not otherwise be met within the context of student life.
4. A relaxed atmosphere in which student families may share common goals, concerns, struggles and victories with one another.
5. A practical setting wherein families and individuals, who might not otherwise find themselves interacting socially, are afforded avenues to develop committed, edifying friendships.
6. A dynamic means of developing the Christian leadership skills of listening, serving, and bearing one another's burdens.

## PART VIII: MISCELLANEOUS INFORMATION

### Registration Information:

#### Class Dues

Class dues are collected at registration each semester. Dues are applied towards the cost of class social activities. Dues are not optional. Non-payment of class dues are treated in the same manner as unpaid bills, i.e., grades will be withheld until full payment is received.

**Student Insurance**

All students living on campus will be charged for student sickness insurance unless they sign a waiver and produce sufficient evidence that they have other insurance. This information must be given to the school no later than Student Services Registration day and must include the name and policy number of the insurance company under which they are currently covered. Any questions may be submitted to the Administration Office.

**Work Scholarship Program**

Students seeking financial assistance for their school bill may apply through the Accounting Office for opportunities in the Work Scholarship Program. This program is only available to students who are currently enrolled at Elim and are actively attending class. The amount earned under this program is applied directly to the student's school bill. Students will be interviewed and selected on the basis of financial need, academic status, work skills, and availability.

# Section 2: Ministry Department

## PART I - STUDENT MINISTRIES

Students are involved in ministry through *Student Ministry Assignments*, which play a vital role in one's development while at Elim. Experience in practical avenues of ministry and service are essential to training, while helping students discover and develop God-given gifts for life and ministry. Often, confirmation of one's call is received during these opportunities of service.

Student Ministries are based upon two principles: First, practical Christian service is part of any Christian experience. Student Ministry is not an undertaking reserved for an elite group within the Church but is part of our daily walk with Christ. Second, having an outlet for the truths imparted to the student is indispensable to overall growth.

A Student Ministry consists of a weekly assignment to an organization which includes but is not limited to: assignments to local churches, hospitals, nursing homes, developmental centers, correctional institutions, counseling facilities, rescue/shelter facilities, college campuses and coffeehouse/street ministries.

Student Ministry assignments fall into one of two categories. The first type is "Regular Student Ministry," which consists of a team of two or more students assigned to a preselected host organization. The second type is an "Adjunct Student Ministry" which consists of one student being assigned to an approved organization based on that organization's or student's unique needs. Mileage reimbursements are not available for Adjunct Student Ministries.

### Objectives

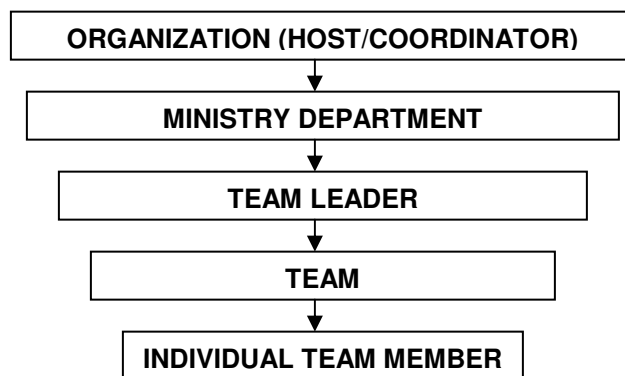
1. To provide the opportunity to share the Gospel.
2. To insure that students maintain a proper balance between academic effort and Christian service.
3. To help students recognize and develop spiritual gifts and abilities, as well as exercise such gifts responsibly.
4. To encourage flexibility in students through exposure to a variety of practical ministries.
5. To provide opportunities for students to serve together, learning teamwork, cooperation, discipline, and mutual dependence.
6. To provide ministry opportunities which will reinforce the training within a student's chosen course of study.
7. To help strengthen and encourage host organizations.
8. To provide an avenue of opportunities for future ministry positions.

### Organization

The Ministry Department oversees the activity of more than 400 short-term ministries via Student Ministries, Internships and Placements. Included in the outreach program is a broad spectrum of ministries, both in and out of local churches.

The Ministry Department maintains contact with over 100 organizations within the immediate area which participate in the program. A team is made up of students whose abilities and interests best meet the needs of the host organization.

While serving a host organization, each Student Ministry team functions under the covering of the organization that has extended the opportunity of service. The "chain of command" as it relates to the student is as follows:



The host organization has determined goals for its ministry, which the Ministry Department can assist in attaining. The supervisor of the host ministry is the one who oversees the student team on behalf of the host organization. They work directly with the Ministry Department providing information vital to the Student Ministry team and helping them to achieve their goals. They supervise the team while on-site and evaluate the team effort along with each team member's performance.

### Student Ministry Requirements

Single students enrolled in 9 or more units are required to participate in weekly Student Ministry assignments.

Married students enrolled in 9 or more units are required to participate in monthly Student Ministry assignments, which works out to four per semester, in order to allow for the needed time with their families. Realizing the many responsibilities of married life, employment and home groups, married students are given flexibility in choosing the assignment or initiating an opportunity "with the approval of the Ministry Department". To maintain accountability for Student Ministry, married students must verify their assignment on the appropriate form in the Ministry Department within one week of completion of each assignment.

### Student Ministry Assignments

Student Ministry assignments are made with the following factors in mind:

- The expressed needs of host organizations
- The availability of ministry opportunities
- The need for a variety of practical ministry experiences
- The need for ministry opportunities related to the student's chosen course of study
- The expressed interests of the student, if possible

Each year, students are given the opportunity to express their preference for Student Ministry assignments.

Once teams are formed at the beginning of the semester, it is expected that each student assigned to a team will faithfully discharge all assigned duties until the semester's end. Change of Student Ministry assignment must be reviewed and approved by the Student Ministry Department and is considered an exceptional occurrence.

### **Additional Assignments**

Occasionally, a student may become aware of an opportunity to engage in ministry apart from an assigned Student Ministry assignment. Such opportunities must be cleared with the Ministry Department prior to making a commitment, particularly if a conflict with an assigned Student Ministry is involved.

### **Student Ministry Changes and Cancellations**

Occasionally, organization supervisors may contact a team leader or team member regarding a change in place, time or activity with regard to a Student Ministry. Changes must be reported promptly to the Ministry Department.

It is sometimes necessary to cancel a scheduled Student Ministry due to unforeseen circumstances. When a Student Ministry is canceled by a host organization, or it appears that cancellation is advisable due to weather, team leaders are to contact the Ministry Department. Cancellations will be posted on the Student Ministry board.

### **Communication**

The "Chain of Command" is also a line of communication. Communication in either direction should be made along the lines of authority.

### **Replacements for Student Ministry Assignments**

Absences other than for illness or Dean approved free weekends must be approved by the Ministry Department. When students are unable to participate in a scheduled Student Ministry due to illness, they are responsible for securing a replacement team member as necessary. The team leader, prior to the Student Ministry time must approve any replacement. In the event that a team member or leader does not receive permission in advance for an absence, an honor point will be removed. Team leaders must consult with the Director of Student Ministries prior to an absence. For those whose Student Ministry takes place during the weekend, it is expected that "Free Weekends" be taken responsibly and with consideration for the ministry the team is serving. Team leaders are especially encouraged to set a leadership example in these decisions. More than 2 absences from a Student Ministry in a semester are considered excessive and will result in a failing grade, considering there are only 10 visits per semester. Being late to any combination of three meetings or ministries is equivalent to one absence.

### **Weekly Student Ministry Report**

The team leader is responsible for the completion (or delegation in his/her absence) of the Weekly Student Ministry Report after each assignment. The report must be completed thoroughly and specifically on each occasion, with particular attention given to the spirit among team members. The weekly report is to be turned in to the Ministry Department no later than the day following the assignment. Adjunct Student Ministry assignments must also provide weekly reports on the appropriate Adjunct form.

### **Transportation**

The availability of student-owned vehicles is vital to the overall Student Ministry effort. When student vehicles are used for transportation to and from a Regular Student Ministry, the vehicle owners will be reimbursed according to current Elim mileage rates.

Cash reimbursement is available for the vehicle owner in the Accounting Office on Friday afternoon after 1:30 pm.

Regardless of the requirements of the student's state of residence, students using private vehicles for Student Ministry assignments must maintain insurance coverage which meets New York state minimum requirements. Current New York motor vehicle statutes require liability coverage in the amounts of \$25,000 per person, \$50,000 per event, \$25,000 property damage.

In the event that student-owned vehicles are not available or adequate for a Student Ministry assignment, school-owned vehicles will be assigned by the Ministry Department.

The following guidelines regulate the use of school vehicles:

**1.** Drivers of school vehicles must possess a current, valid operator's license, be at least 21 years of age, and must have registered with the Ministry Department prior to the assignment.

**2.** Only drivers who have experience in driving in winter conditions (snow and ice) will be allowed to drive under such circumstances.

**3.** Drivers must pass the Insurance Company Written Exam and have a certificate and copy of driver's license on file with the EBI receptionist.

**4.** Only Elim students, staff and faculty are permitted to drive or ride in school-owned vehicles.

**5.** Upon return to the campus, the driver of the school vehicle must complete the odometer reading and mileage on the Vehicle Request Form and submit it to the Receptionist.

**6.** The key to each vehicle is to be secured from the Receptionist during normal business hours. Keys are to be returned immediately upon returning from your Student Ministry directly to the Receptionist or dropped in the on-campus mail slot.

### **Instruction to Team Leaders**

As the Student Ministry team leader you will be supervising the activity of several individuals on behalf of a host organization which has specific objectives. First and foremost in your mind should be meeting the needs of that host organization. Toward that end, you will find it necessary to plan the use of people, time and resources. Team leaders must ensure that team members are not permitted more than two absences. A team leader's grade is reflective of their ability to effectively lead their team.

*Upon receiving an assignment, you will need to:*

**1.** Familiarize yourself with the Student Ministry by reviewing the information sheet (filled out by the host) provided with the assignment.

**2.** Contact the Host supervisor to receive specific up-to-date instructions. Student Ministry phone calls may be made from the Ministry Department office during normal business hours. Please obtain permission before using the phones.

**3.** Plan the ministry based upon the instructions of the supervisor and your assessment of the resources within your team.

**4.** Call the team together on a regular basis during the week for planning and prayer. This is imperative to the successful completion of assignments!

**5.** Coordinate all planned absences (including your own) in order to minimize the number of replacements.

*Prior to departure, you will need to:*

**1.** Consult with the Ministry Department if cancellation seems advisable.

**2.** Be satisfied that the personal appearance of each team member is consistent with Student Ministry requirements.

3. Review ministry plans with the team.
4. Pray with the team prior to departure. If the Lord doesn't go before you, you shouldn't go.

*Upon arrival at the Student Ministry, you will need to:*

1. Introduce yourself and your team to the Host Supervisor. Be personable!
2. Review your plans with the Host Supervisor in the event that minor adjustments are in order.
3. Be prepared to move in an entirely different direction if the need arises.
4. Maintain your composure, regardless of what takes place. Exercise self-control, and do not over-react!
5. Show respect for everyone you encounter at the Student Ministry Site.
6. In the event of an accident or an emergency, notify Elim promptly. Keep a list of emergency phone numbers with you at all times.

*After returning to the campus, you will need to:*

1. Complete a vehicle-use form if school vehicle was used, and submit, with key, to receptionist.
2. Complete and submit the Weekly Student Ministry Report Form. Report any significant problems as soon as possible.
3. Turn in offerings received to the Ministry Department by on-campus mail in an envelope marked "Attention: Student Ministries." Attach a note of explanation.

#### **Instruction To All Students**

1. All students will attend a Student Ministry Commencement Service in the Fall semester to meet their host ministry leader.
2. Students will honor the authority and instructions of the Student Ministry Host.
3. Students will dress and conduct themselves in a manner appropriate to their mission. Abide by the student dress code and the instructions of the Student Ministry Host with regard to dress and conduct.
4. It is inadvisable to minister to persons of the opposite sex on an individual basis. If such an occasion arises, observe the following:
  - Conduct "private" conversations in "public"--you can find privacy in full view of others.
  - Recruit an opposite-sex team member at first opportunity to join in the conversation.
  - Avoid intimate conversation which might undermine your purpose as a minister.
  - Be aware of your own frailties as an individual: whether you are a minister or not, you are human!
5. Don't give out personal phone numbers. The only phone number to be provided in such a circumstance is that of the Ministry Department: 585-582-1230.
6. Materials and curriculum needed for Student Ministries are provided by host organizations.
7. Relationships between team members are to be kept casual, particularly while traveling to and from as well as during the Student Ministry.
8. If a Student Ministry assignment involves an overnight stay, students should offer their services to the host family.

#### **Evaluation and Grading of Student Ministries Performance**

Each student will be evaluated by their Host Ministry and the Director of Student Ministry each semester. The grade will be based on the student's attitude, cooperation, and performance. The Student Ministries Director will assign a quality grade for the student's service each semester. The grades are as follows:

- E = Excellent
- S = Satisfactory
- N = Needs Improvement
- F = Fail

The grades do not affect the student's grade-point average, but are reflected on the transcript for quality of service.

#### **Conclusion**

As ministers-in-training, you will influence lives to a degree which will exceed your training and experience. Some of the consequences will be eternal. The fruit of your ministry as an Elim student will be determined by your heart attitude. "Give yourself fully to the work of the Lord, because you know that your labor in the Lord is not in vain." (1 Corinthians 15:58)

Planning in connection with student ministry assignments involves specific concerns. It has been noted that "he who fails to plan, plans to fail." These concerns include:

1. *Knowing God*: a sound devotional life keeps you in step with the pulse of the Almighty, ready to respond to a divinely appointed course.
2. *Knowing Yourself*: the willingness to be formed is the willingness to see yourself through God's eyes, to understand your limitations and remain within them unless God directs otherwise.
3. *Knowing Your Teammates*: the extent to which you exert yourself in understanding these others is the extent to which you will be able to cover their shortcomings and allow them to cover your own.
4. *Knowing Your Audience*: the effectiveness of your ministry to others will be proportional to the time you invest becoming acquainted with them. The most effective ministry is that which is tailored to the group it purposes to serve. The tailor's first order of business is to take measurements--so make it yours.

## **PART II – INTERNSHIPS**

#### **Internship Requirements**

Internships are a significant part of the overall training experience at Elim. This experience tempers the students' academic development by allowing them to minister in real-life settings while they are training for the harvest. Academic units are granted for the completion of these programs, which are a requirement for graduation. Students should register for internships at the regular fall or spring registration. (Internships are not to be confused with *Student Ministries* - see Section 2, *Student Ministries*.)

NOTE: The Ministry Department will only release students to do internships who have demonstrated responsible conduct and attitudes during the semester prior to any internship ("packaged" or "custom-made"). Otherwise, the student would not spiritually be in a position to adequately benefit from the internship experience. The Ministry Office will, therefore, review the student's Student Ministries performance, and consult with the respective Deans, appropriate staff and faculty to determine a student's eligibility.

### **Standard Internship Programs**

*Junior Internship:* The emphasis of the Junior experience is intensive exposure to urban ministry opportunities in a team setting. This approach is important because the world is continually becoming more urban, and servants of God must learn how to work together in cities as team players. 2nd year students, who are single, complete their internship at the New York School of Urban Ministry (NYSUM) during the first half of the fall semester. Four (4) academic units are granted for completing the Junior Internship.

*Senior Internship:* The Senior Internship is more aligned with the student's minor, and includes personal discipling. Missions minors must complete this internship overseas. It is anticipated that the Senior Internship may confirm the nature of the student's ministry, and give direction for ministry placement after graduation. Special opportunity is arranged for the student to receive one-on-one mentoring under seasoned ministers. Five (5) academic units are granted for completing the Senior Internship.

*One-year Certificate Students:* This category includes students enrolled in *Year in the Son (YIS)*, the *Missions and Cultural Studies* program (MCS), and the *Church Leadership Studies* program (CLS).

- YIS and CLS students must fulfill their 1-unit hour internship at NYSUM during the first two weeks of May.
- MCS students must fulfill their 2-unit hour internship overseas.

*Practical Ministry and Missions Students:* Students participating in the PM&M two-year program participate in the same Junior Internship experience with the three-year program students. They have, however, a fourth-semester internship that is exclusive to the PM&M program. During their final semester, these students leave campus immediately following Week of Prayer for an 11-week , overseas internship; Eleven (11) academic units are granted upon completion.

*Alternate Internship Programs:* While Elim's standard internship programs are quality "packaged" opportunities, our system allows room for custom-made arrangements that may be better suited to particular individuals, especially for married students or single parents who cannot so easily leave their families for months at a time.

*Community Health Program* internships: The specialized health-related internships for this program are handled directly by the Community Health program coordinator, rather than by the Ministry Department. Nevertheless, Community Health students who desire to participate in the 2-week NYSUM internship (described above under *One-year Certificate Students*) as an elective, are welcome to do so.

*Custom-made Arrangements:* Some students may have an opportunity to serve in a local church, on the foreign field with a missionary, or with a specialized ministry that is especially appropriate to their calling. A minimum of 160 hours of service is required for the Junior Internship, and 200 hours for the Senior Internship. We not only *allow* for this kind of arrangement, but trust the Holy Spirit to prepare the way for such opportunities. It is not unusual for such opportunities to result in a student's initial place of ministry after graduation.

*Unit for prior ministry experience:* Some students come to Elim with significant ministry experience. The Dean of Ministry is prepared to evaluate such experience, and, if appropriate, grant for that service complete or partial academic units.

Corresponding tuition fees apply.

### **Grading Internships**

Grades for internships are based upon the student's attitude, cooperation and performance. The Dean of Ministry will assign a grade for the student's service each semester. The grades are:

E = Excellent

S = Satisfactory

N = Needs Improvement

F = Fail

## **PART III - PLACEMENTS OF GRADUATES**

The Ministry Department facilitates EBI students and alumni by connecting them with ministries around the world that are interested in receiving Elim graduates. This is accomplished by posting the requests and bringing them to the attention of the students in various ways. See the Ministry Department for more information.

# Section 3: Academic Life

## PART I:

### ACADEMIC STUDENT CLASSIFICATIONS

Students are classified academically in three ways:

- Academic Full-Time
- Academic Grade Level
- Provisional Status

#### Academic Full-Time

This classification shows the student's participation in a full-time academic load. A full-time academic load is approximately 15 unit hours (25.5 clock hours) per semester. There are four definitions identifying a student's academic status.

*Regular Student:* A regular student carries a full-time academic load each semester, and is working toward the requirements for their program whether it be the 3-year diploma, 2-year diploma, or one of the 1-year certificate programs.

*Undeclared Student:* An undeclared student carries a full-time academic load each semester, and is not seeking to meet the requirements for graduation in either a 2- or 3-year diploma program or a 1-year certificate program. Undeclared Student status may be granted by the Admissions Committee when it is requested during the admissions procedure, but only in special qualifying circumstances.

*Part-time Student:* A part-time student carries less than 12 unit hours (20 clock hours) that semester.

*Audit Student:* An audit student may register for one or more courses. No grades are given for an audit course.

Regular and undeclared students are expected to carry full-time academic loads. Permission to take unit hours above or below the standard load must be requested from the Registrar or the Academic Dean.

Dorm resident students are expected to carry a minimum of 12 unit hours (20 clock hours) each semester except with special permission from the Dean of Students.

Students receiving Veteran's Administration (VA) benefits or other forms of governmental assistance are classified as full-time when carrying 12 or more unit hours (20 clock hours) per semester. NOTE: To comply with VA requirements, clock hours are noted in parenthesis when units are listed.

#### Academic Grade Level

Students are classified academically according to the number of unit hours completed as follows:

- Freshmen: 0-29 unit hours
- Junior: 30-59 unit hours
- Senior: 60 + unit hours

Second year students enrolled in a 2-year program are considered seniors for academic purposes. Academic class status may differ from social class status depending upon the student's length of enrollment and rate of progress towards the diploma.

#### Provisional Status

1. Students will be assigned to provisional status by the Academic Dean. This status may be assigned to incoming or to continuing/returning students.

- For incoming students, provisional status will be designated according to their pre-Elim academic records.

- For continuing or returning students, their academic performance at Elim will be the prime evaluation factor. Any continuing or returning student who does not maintain a Grade Point Average (GPA) of 2.0 will be assigned provisional status.
- Students on Provisional Status need to make every effort to raise their GPA.

Students on Provisional Status are required to use the Writing Lab for assistance with their studies. Those on provisional status are strongly encouraged to ask for a tutor to assist them with their studies.

- The progress of provisional status students will be examined throughout the semester.

2. The Academic Dean will revisit each student's case and call them in for an appointment to discuss their individual issues and direct their efforts. A consistent low GPA is a reason for a student to be asked not to return for a semester.

3. Regular counseling is available from the Academic Office for any student on provisional status. It is the responsibility of the student on provisional status to make an appointment with each of his/her instructors to discuss course progress and use the writing lab each week.

4. Provisional students must abide by the 1st year student guidelines for study time as listed on page 6 of this handbook.

5. Removal from provisional status occurs when a student's cumulative GPA reaches 2.0 or above.

6. All incoming students who have not yet successfully completed one year of college prior to Elim will be required to take a course in study skills for one semester. This course is designed to help the student with a variety of study skills.

## PART II: COURSE REGISTRATION

Students can earn unit hours at EBI for every course for which they are properly registered. One unit hour is the basic value assigned to 16 hours of class time. For example, if a class meets one hour a week for a 16-week semester, a student could earn one unit hour.

Each course is paid for on a cost-per-unit-hour basis. All courses taken, and the grades earned for them, are recorded on the student's permanent cumulative record or transcript.

#### Registration Procedure

Course registration occurs on a specific schedule and must be done in person. Students must register on the scheduled day at the specified time. Failure to register at that specified time will result in a late charge.

#### Payment

Elim makes every effort to keep costs low; therefore all payment must be made in full at registration. These charges include tuition, student fees, and room and board for dormitory residents. Students who cannot demonstrate ability to meet Elim's financial requirements will not be permitted to register. Returning students also will not be permitted to register until the previous semester's bills are paid in full.

We recognize, however, the difficulties students face financially. In case of severe hardship, the administration is willing to consider alternative arrangements for payment. Such special arrangements,

which will be based on projected on-campus or off-campus employment income, student loans, or payment plan, may be made with the Business Office.

### **Textbooks**

During the registration process, each student will receive a list of required textbooks for that semester. All textbooks may be purchased from the online bookstore after registration.

### **Changes in Registration**

Once a student has registered for a course, any change in registration involves specific procedures. See the Academic Secretary for appropriate forms.

**1. Drop/Add Period:** The drop/add period ends at 5:00 p.m. on the Monday, two weeks following the Monday registration. Courses may be dropped through the Academic Office during the period without appearing on the student's transcript. NOTE: The drop/add period for concentrated courses ends at 5:00 p.m. the day following the first class period.

**2. Drop/Add Changes:** A student may make one drop/add change during the drop/add period free of charge. Any additional changes are \$25 each.

**3. Change of Status:** A student may change from unit to audit (or audit to unit) during the drop/add period. There will be absolutely no changes in status after the drop/add period has ended. A status change also incurs a change fee if applicable.

**4. Change of Program:** A student may change programs by filling out a "Program Change Form" obtained in the Academic Office. There will be a \$25.00 charge.

**5. Withdrawal:** After the drop/add period has ended, a grade will be assigned to all courses dropped. The grade depends upon both the point in the semester the course is dropped and the student's performance in the course. Withdrawal grades will be assigned according to the following time schedule:

- 3rd - 8th week: WP (withdraw passing) or WF (withdraw failing)
- 9th - 12th week: WF
- After the end of the 12th week, there will be no official withdrawals. Student must finish the course.
- For concentrated course offerings, reduce the above schedule by 50%.

**6. Tuition Refund Policy:** Tuition is refunded to students according to the following schedule:

- 1st and 2nd week: 100%
- 3rd week: 75%
- 4th week: 50%
- 5th week: 0%

No refund after the 4th week

There is a No Refund policy for special financial arrangements.

### **Health Form Policy**

- All new students must submit a health form to the Director of Admissions prior to the student's arrival on the Elim campus. The health form contains the following:
  - A physician's statement detailing immunization history.
  - A personal health history to be completed by the student.

Any student who has not complied with Elim's health form policy within the first 12 days of the semester will be dismissed from school until the health forms are received. Students dismissed because of

non-compliance with health form policy will not be entitled to tuition refund.

### **Special Registrations**

Students can earn unit hours in ways other than through completing regularly-offered courses on campus. Student Internship units are required for graduation. Other options include independent studies, Directed Studies, on-line courses and transfer units. These various options involve special registration requirements and procedures.

### **Summer Term Student Guidelines**

Elim's summer term is designed to allow students to take one or two courses out of the normal semester schedule, or to make up a failed course. All summer school courses will be 3 unit courses. Courses are extremely concentrated. You will be in the classroom with the instructor from 9:00 AM-12:00 PM and from 1:00 PM-4:00 PM Monday through Friday. There will be breaks throughout the day as well as for lunch.

Note: No junior planning to attend NYSUM for their junior student internship will be permitted to take John's Writings during summer school. You are to take that course while at NYSUM.

### **Time Commitments:**

Very little actual assignment work will be done during the week although individual teachers may assign some work or reading. The bulk of the course work will be done following the intensive time of instruction. A person taking a week of summer school will have six full weeks from the date of the final summer school course to complete work for one or both courses. These deadlines are treated the same as the end of any semester. No extensions can be granted without applying for an incomplete with the registrar. (See student handbook for procedures and fees for incompletes.) Incompletes will not be granted for normal life situations such as vacations, work schedules, ministry etc.

The student needs to understand that because there are 15 less contact hours in the classroom during summer school the homework load will be increased. It is understood that 30 hours of additional work than normal will be assigned by the instructor to compensate for the 15 hours less of class time and at least 1 hour of work for each hour that would have been done outside of class to prepare for those hours.

### **Dress Code:**

The summer term is much more "relaxed." However, we always desire to maintain a level of professionalism and respect. Therefore, while ties will not be required, jeans, T-shirts, or sock less sandals will not be permitted for the men. Dresses will not be required for the ladies, but jeans, T-shirts, or spaghetti-strap-type attire will not be permitted. The rest of Elim's dress and behavior guidelines are to be followed as found in the Student Handbook.

### **Snacks:**

Drinks and snacks are permitted at the discretion of the instructor. However students are responsible to make sure all trash is in proper receptacles and rooms are left clean.

### **Security:**

Classes are open and unlocked during the day. Please do not leave your valuables in the classroom overnight. Often windows are

opened up to allow fresh air in. Please take it upon yourself to police the room after each class day to make sure both windows and storms are secured in a closed position. Do not expect others or the teacher to do this. Together, if all students are aware, unfortunate incidents will be eliminated.

#### **Drop/Add/Absences:**

Since the summer courses are extremely concentrated, so is the time wherein you can drop, add, or change your registration. Missing just one day of class means you are missing 6 contact hours of class time! There are only 30 contact hours during the entire 5 days and missing one day exceeds the allowable absences for a course for which you will receive a failing grade. Extreme sickness will obviously be taken into account, but count the cost before registering for class. Reschedule any appointments that are not critical. If you cannot be in all classes due to prior commitments, you may have to reevaluate your plan to register for the class. Dropping/adding a class must be determined by noon the first day of class. Dropping a class after that point will result in a grade being assigned to the course in accordance with the following schedule:

- After 1<sup>st</sup> or 2<sup>nd</sup> day: Withdrawal Passing (WP)
- After 3<sup>rd</sup> day: Withdrawal Failing (WF)
- After 4<sup>th</sup> day there are no official withdrawals. A failing grade will be assigned.

#### **Refund Policy:**

Student dropping a course prior to the commencing of the class (Monday at 9:00AM) will receive a full refund. Dropping prior to or by 1:00PM the first day of class will receive an 80% tuition refund, but no registration fee will be refunded. There will be no tuition refunds after 1:00PM the first day of classes.

#### **Contacts:**

If you have any questions regarding the course(s) you took during the summer, please feel free to contact your instructor directly. If you wish to apply for an incomplete please contact the registrar first.

#### **Community Life:**

Community Life guidelines for campus students are found in the student handbook. If you have any questions please see the deans regarding curfew, activities and dorm guidelines etc.

#### **Independent Study**

Independent studies are available at Elim. A student may do supervised study either in an area of interest which is not ordinarily covered by the regular curriculum, or some required courses may be taken.

Required courses (core), or approved substitutions for such courses, may only be taken as independent studies under exceptional circumstances. Special permission from the Academic Dean is necessary. There will be an additional fee of \$50 per independent study course.

All forms of independent study are covered by the following directives:

**1.** Independent study is understood to be a contract between the student and a supervising instructor. Requirements will be established in a specialized syllabus by the teacher. The effort and quality of the study will be at least equal to the equivalent load of a classroom course; that is, approximately 30 hours of work per unit

hour received. For instance, a three-unit course (five clock hours) will involve at least 90 hours of equivalent work.

**2.** The value of the independent study may vary from one to four units (two to seven clock hours) depending on the needs of the student, recommendations from the instructor, and scope of the topic.

**3.** All requests for independent studies must be on an Independent Study Request Form available at the Academic Office. This form is presented to the instructor from which an independent study is being requested.

**4.** If the instructor is willing to supervise an independent study, they will initial the form indicating their willingness to oversee the study and submit it, with a course syllabus attached, to the Registrar who will present the form to the Academic Dean for final authorization.

**5.** Registration for independent study is done at one of the following times:

- At the time of fall or spring registration, with work completed by the end of that semester
- at the beginning of the summer, with the work completed by the end of the summer,
- or under special circumstances with permission from the Registrar and with a designated time for completion.

**6.** The student must initiate contact with the teacher at least *once every four weeks* to insure proper progress and mutual accountability. Failure to make contact with the instructor will affect the final course grade. Verification of these meetings is recorded on your copy of the approved Independent Study Request Form. Make sure you bring this form to each meeting with your instructor.

**7.** Independent study work is bound to all other existing academic policies such as deadlines for withdrawal and the policy regarding incompletes.

#### **Repeating a Course**

A student may repeat any course taken and failed at Elim, or with special permission of the Academic Dean, a course receiving a grade of "D." All attempts in a course are reflected on the student's transcript, and the cumulative GPA will reflect the most recent grade in the repeated course. Duplicate unit hours are not given when repeating a course.

#### **Transfer Units**

If a student desires to receive transfer units at EBI for courses completed at another institution, a request must be submitted to the Academic Office. Consideration will be given only to courses which have been taken *within 10 years of enrollment at Elim* and for which the student earned a "C" (2.0) or better.

#### **Transcripts**

When a student wishes to send his/her Elim transcript to another school or official, or wants a personal copy of his/her transcript, a request must be made in writing to the Academic Office. This may be done either in person or via mail or fax. Elim cannot accept phoned or e-mailed requests, nor can we release a transcript requested by anyone other than the student (unless student is under 18 years of age, then a guardian may make the request). Elim conforms to the Family Educational Rights and Privacy Act of 1974, as amended, in releasing transcripts or other student records. NOTE: Elim does not release high school records, health information, other schools transcripts sent to Elim for evaluation, or reference material from a student's file, to third parties or to fulfill registration requirements for other institutions.

An official transcript is one that has the signature of the registrar covered by the raised school seal. Official transcripts are mailed only from our school to another school, or from our school to an official or institution requesting grades for such purposes as scholarships, employment, etc. Current or former students cannot receive an official transcript.

An unofficial transcript is one stamped "UNOFFICIAL" It is non-negotiable when applying to another school. It is for the personal records of the current or former student.

A transcript will not be released when there is an outstanding bill in our school's Accounting Office. This is standard procedure with all colleges.

When a transcript is requested, 10 working days may be needed for processing. Additional time may be needed for transcripts requested near the end of the semester.

There is a \$5 fee for official transcripts and a \$3 fee for unofficial transcripts.

**College Withdrawal and Readmission**

If a regular student withdraws from school during the semester, or does not return to school for a semester or more, readmission procedures must be pursued through the Director of Admissions.

**Readmission Policy**

A student who has been dismissed from the institute for academic reasons may reapply. Readmission is subject to the approval of the Admissions Committee on an individual student basis.

**PART III: GRADES**

**Purpose of Grades**

Grades are primarily a form of feedback to students, not necessarily reflective of the long-range potential of the student. They are meant as a tool for increased learning and correction of weaknesses. The grade is related primarily to mastery of content and skills in the course.

A secondary consideration is what grades mean to other institutions with whom Elim communicates. Elim endeavors to keep levels of expectation commensurate with inter-institutional standards.

**Grade Reports and Unpaid Bills**

Grade reports are issued to the student soon after the close of each term.

Students who have an unpaid account balance with Elim Bible Institute will have both their grade reports and transcripts held until the bill has been satisfied. Unfinished SOS hours will fall into the same category.

Students who do not obtain grade reports due to a financial balance with the school will be notified, by the Registrar if any courses were failed.

**Grade Changes**

All requests for change of grade are initiated by the student with the instructor, and must be approved by the Registrar. Such a change is permitted only before the end of the next term the student is in attendance after the original grade was awarded (no longer than one year). At the end of that semester, a grade will be considered final.

**Grading System**

1. Letter grades are assigned to completed course work according to quality of performance as follows:

A = EXCELLENT: An "A" indicates that a student has grasped the subject matter and has made it his own through thought and reflection. It represents not only industry, thoroughness, and correctness of detail, but also originality, much insight, high quality of thought process, critical analysis, mastery of material, and orderliness of presentation.

B = GOOD: Indicates that a student has fulfilled the requirements of a course, assimilating the subject matter with considerable thoroughness and correctness and with some understanding of its relationship to life. Work shows discipline beyond the average, but is not so precise, creative, or comprehensive as an "A."

C = SATISFACTORY: Indicates average work, either steady work of an acceptable quality or work of a high quality which is uneven, irregular, or fragmentary. This grade is given to work that is generally correct but which does not show exceptional reflection upon, or assimilation of, the material of a course.

D = POOR: Indicates work that is inferior to the average both in quality and in quantity.

F = FAILURE: Course requirements not met. Failed courses do not count toward program fulfillment.

2. Grades are assigned quality points, which are totaled and divided by the total number of unit hours to obtain a grade point average. This average is used to determine eligibility for graduation. The following chart lists the grading criteria used by instructors at Elim.

<i>Letter Grade</i>	<i>Numerical Equivalent</i>	<i>Quality Points</i>
A	96-100	4.0
A-	90-95	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	0-59	0.0

3. Other letter grades, for which no quality points are earned, may be assigned as follows:

P = PASSING: Equivalent to a "C" or better. It is assigned only for a course offered on a pass/no pass basis.

NP = NP PASS: Indicates student did not pass a course offered on a pass/no pass basis.

WP = WITHDRAWAL PASSING: Indicates that the student was doing passing quality work at the time of withdrawal from the course.

WF = WITHDRAWAL FAILING: Indicates that the student was doing failing quality work at the time of withdrawal from the course.

AU = AUDIT COURSE: No grade issued.

I = INCOMPLETE (see below).

R = REPEATED or REPLACED COURSE: A student may repeat any course taken and failed at EBI or, with special permission of the Academic Dean, a course receiving a grade of "D." All attempts in a course are reflected on the student's transcript, and the

cumulative GPA will reflect the most recent grade in the repeated course. Duplicate unit hours are not given when repeating a course.

4. In addition to grades received on tests and assignments, a student's attitude, attendance, cooperation, and participation in the classroom will affect his final grade.

#### **Minimum Satisfactory Grades**

The minimum satisfactory grade level for a student at Elim Bible Institute is a 2.0 for each course. The minimum Grade Point Average (GPA) required for graduation from Elim Bible Institute is 2.0.

#### **Dismissal of a Student for Academic Reasons**

Should the cumulative GPA of a student fall below 1.5 for two (2) consecutive semesters, or if at the completion of sixty (60) units (102 clock hours) of academic work the cumulative GPA is below 1.75, the student will automatically be dismissed from the school. The automatic dismissal policy may be waived by the Administration Committee for a student who has exhibited continuous and significant academic progress each semester.

#### **Probation Period**

Normally a student dismissed from school for academic reasons will not be permitted to return to Elim Bible Institute for at least one (1) semester. Application for reinstatement is made through the Admissions office.

#### **Incompletes**

1. The grade of INCOMPLETE is temporary, and may be given when a student is unable to complete the required course work within the specified time *due to circumstances beyond his control*. Such circumstances must be clearly unavoidable and not merely convenient for the student.

2. Assigning the temporary grade of INCOMPLETE allows an instructor to submit grade reports for the Registrar's office without waiting for officially-permitted late work to be completed.

3. A *written petition* for a grade of INCOMPLETE must be submitted by the student to the Registrar no later than two weeks before the end of the semester. Extenuating circumstances occurring in the last two weeks will be given consideration.

4. The request should explain the circumstances and propose a date of completion after consultation with the instructor.

5. No more than one semester will be allowed to complete the work assigned. When the student completes the necessary work, the final grade will be reported to the Registrar's office. If the student fails to complete the course work within the specified time, the instructor may award a grade based on work actually completed. If no final grade is reported to the Registrar's office by the end of the following semester, a grade of "F" will automatically be given.

6. There is an additional charge of \$6 per unit hour for processing an incomplete grade.

## **PART IV: ACADEMIC CONDUCT**

#### **Attendance**

Students are expected to attend all sessions of classes for which they are registered. Elim recognizes that the classroom spiritual experience is essential to the student's growth and cannot be duplicated. Any necessary deviations from this expectation must be reported on a Class Absence form. This form is to be given to the instructor at the beginning of the next class for which the student is

present. Blank forms may be obtained from the Academic Office. *Teachers will weigh attendance as a part of class participation when grading.* Excused absences are only granted in cases of:

- Adding a class during the proper drop/add period
- Admittance to a hospital (verified by hospital)
- Serious emotional illness (verified by dean of students)
- Death or hospitalization of an immediate family member (mother, father, sister, brother, or grandparent)
- Very unusual circumstances as evaluated by the instructor
- Students must receive preapproval for ministry trips from the Academic Dean's Office. (Students must make prior alternate arrangements with the instructors whose class[es] they will miss and complete appropriate form 72 hours [three days] prior to leaving).

*All missed work must be made up per instructions given by teacher.*

Unexcused absences must not exceed one per unit hour of the course (concentrated junior courses differ, please see Academic Office for details). Examples of unexcused absences may include: travel difficulties, conflicting schedules, oversleeping, minor sickness, doctor or dentist appointments, and job interviews.

1. Tardies (lates) or early leaves of more than 15 minutes will be counted as one unexcused absence. An accumulation of four lates or early leaves will be counted as one unexcused absence.

2. Students exceeding maximum unexcused absences for a class will receive a failing grade for the course.

3. All students are responsible for keeping track of their own absences without repeated inquiries.

4. It is the responsibility of the student to obtain any notes and complete assignments given while absent from class.

Because Elim's courses meet in varied time configurations, each instructor will place on the course syllabus the number of class sessions missed with unexcused absences that would automatically cause the student to fail the course.

While Elim makes provision for absences it does not diminish the need for students to be in all classes to receive the fullest impact of the spiritual and academic dynamic experienced only in the classroom setting. The attendance policy makes allowance for circumstances that occur, but Elim strongly encourages consistent participation to receive what God has for each individual student.

#### **Decorum**

For many students, the collegiate academic setting is new. There are some simple ethics which should be followed to insure that this is a pleasant time for both you and the instructor.

1. Teaching the Bible and related subjects is an awesome responsibility. The instructors at Elim Bible Institute take that responsibility very seriously. Pray constantly that God's anointing will be upon them.

2. We at Elim do not limit the freedom of faculty or students for inquiry and expression, provided they are in the pursuit of the Truth and such inquiry does not infringe on the rights of others to do the same. If, however, your approach to this freedom of inquiry becomes a limitation to others or to yourself, the issue will be addressed by the instructor.

3. You are here to learn new things. When exposed to a concept differing from what you have been taught, be patient and open. If you need to question the instructor, wait until the teaching has been completed since your questions may be answered in the process of

teaching. If the student feels they know the subject thoroughly, see Academic Dean for possible change in class.

4. If you feel the instructor is teaching error, go to him or her in private. Having a different viewpoint is not necessarily teaching error. Accusing an instructor of error is a weighty matter--consider your action prayerfully and carefully.

5. Instructors sometimes do make mistakes in grading, so feel free to question grades. But please do so after class or during a break. Never take others' learning time to look into your own situations.

6. Please refrain from eating in the classroom.

7. Students wishing to take notes on notebook computers are permitted to do so as long as they comply with the following regulations:

- Student is to furnish his/her own electrical extension cord.
- Student using computer for things other than the immediate class in session will forfeit computer use rights for the remainder of the semester or possibly longer.

8. The instructor reserves the right to fail any student who does not complete *all* required assignments for the course.

9. Lack of participation, attendance, and cooperation in class will affect your final grade.

### Guidelines for Written Assignments

1. The accepted format for all written assignments is *A Guide To Turabian Documentation* (current edition). If you have any questions about assignments, you should ask the individual instructor what is expected.

2. For all written work that is to be handed in, use standard size paper (notebook or typing, approximately 8~ x 11). Never use pencils unless instructed to do so. Typing is best, but if you write, take time to write legibly. Printout font size is to be 12 points. NO script or specialty fonts accepted. NOTE: *All work must be double-spaced.*

3. Date all class notes. In case of a question regarding attendance, this can be quite helpful in resolving the matter. If no lecture notes were given on a particular day, indicate what did happen in class (saw a video, etc.).

4. Allow adequate time to compensate for word processing disasters!

5. Fasten multiple sheets of the same assignment together before you turn them in.

### Late Assignment Policy

All assignments should be handed in at the beginning of the class period on the day they are due. Any assignment handed in at a later time will be considered "late."

Major assignments (work that contributes a significant portion of a student's final grade for the course) that are submitted to the teacher within the first 24 hours after the day and time due will be automatically penalized three to five points. Work 24 to 48 hours late will be assigned a deduction of 10 points. Thereafter, a minimum of three to five, or more, points per day will be deducted from the grade at the instructor's discretion.

Minor assignment grade deductions for work turned in late will be left to the instructor's discretion.

### Academic Integrity

*But as for me, I will walk in my integrity.* (Psalm 26:11a NKJV)

Integrity in every area of life is necessary for a servant of the Lord. Academic integrity relates particularly to the taking of exams and completion of given assignments.

Integrity in the area of completing assignments is required to avoid plagiarism. Plagiarism means presenting, as one's own, the words, work, or opinions of someone else. Plagiarism can be a legal matter. Elim, as a Christian college, believes that plagiarism is legally and morally wrong. It is deception and theft. It is sin. The following descriptions of plagiarism are placed here for your understanding and information:

1. *Plagiarism:* You plagiarize if you submit as your own work, without appropriate documentation or quotation marks:

- Part or all of a written or spoken assignment copied from another person's manuscript
- Part or all of an assignment copied or paraphrased from a source, such as a book, magazine, or pamphlet, or internet source
- The sequence of ideas, arrangement of material, and pattern of thought of someone else, even though you express them in your own words

You are an accomplice in plagiarism and are equally guilty if:

- You allow part or all of your paper, in outline or finished form, to be copied and submitted as the work of another
- You prepare a written assignment for another student and allow him to submit it as his work
- You keep or contribute to a file of papers or speeches with the intent that these papers or speeches be copied and submitted as the work of someone other than the author

2. *Overlapping Assignments:* While not plagiarism, it is understood that papers or other assignments done for one class may not be submitted for another class without prior approval of all instructors involved.

3. *Copying of Class Notes:* Learning how to listen and take notes effectively is an important part of the classroom experience in college. We are here to help one another, not to compete. However, copying of another's notes is considered unethical. It is appropriate to share notes with a student who was absent from class for a legitimate reason and to study together by comparing notes, etc.

4. *Assigned Reading:* When an instructor assigns reading, all of the material is to be read thoroughly during the current semester. Reading only the first and last paragraphs of chapters, reading only topic headings, or merely flipping pages is not acceptable. If the student is assigned the same reading for more than one class, you must check with all instructors to see if you need to read the material more than once. The instructor may ask you to sign a statement or complete a reading log indicating the work was done.

5. *Exams:* All students will be held accountable for the following:

- Any giving or receiving of information during an exam is considered cheating.
- Copying down information, or passing on information verbally from an exam, that in any way helps another student is considered cheating, even if the actual exam has been left within the classroom.
- Students who have taken an exam should not discuss the exam in the presence of students who have yet to take it.
- It is the student's responsibility, in a classroom with close seating, to distance himself far enough from others so that another's work will not be seen even inadvertently.
- Students must take exams when they are scheduled. If, in an extreme emergency, an exam is missed, the student must contact the teacher upon returning to the next class to reschedule.

#### 6. Final Exam Week:

- The student is responsible to rearrange work schedules in order to take final exams at the scheduled time. (Be sure to talk with your employer several weeks in advance of exam week!)
- If a student is ill at the time an exam is scheduled, a verification of the illness must be given in writing by the student's physician and/or appropriate dean. The written verification must be submitted to the Academic Office along with the request for making up the missed exam.
- No exam may be taken earlier than the originally scheduled time, and all make-up exams must be taken at the next available time period.
- Applications for all make-up exams must be made on the appropriate form which can be completed in the Academic Office. The request must be made on the form no less than three (3) days prior to the day the exam is scheduled. Student will be notified by the Academic Office of the decision rendered by the Academic Dean.
- No make-up exams can be given without prior approval of the Academic Dean.

#### Discipline

Discipline in a Christian community is intended for restoration and wholeness. In cases concerning a student's academic integrity, these guidelines will be followed:

1. First-time cheating on an exam or written assignment will automatically result in a failing grade for that assignment. The Academic Dean will be notified by the instructor, and other action may be taken as/if necessary.
2. Repeated offenses will be grounds for failure of that course and for other actions deemed necessary by the Academic Dean. After every effort has been made to resolve the situation, the last alternative would be dismissal from school.
3. Each student's case will be dealt with individually in a way that the instructor, student, and Academic Dean believe is in the best interest of the student involved.

## PART V: LIBRARY

The Elim library exists primarily to serve the students and staff of Elim. However, it is also open to the general public.

#### Library Hours

<i>Monday-</i>	8:00 a.m. – 12:00 noon
<i>Thursday</i>	1:00 p.m. – 5:00 p.m.
	6:30 p.m. – 10:00 p.m.
<i>Friday</i>	8:00 a.m. – 12:00 noon
	1:00 p.m. – 5:00 p.m.
<i>Saturday</i>	1:00 p.m. – 5:00 p.m.
<i>Sunday</i>	Closed

#### Resources Available

*Reference books:* Reference books may not be taken from the library.

*Reserve and Textbooks:* Textbooks and books put on reserve by an instructor are kept in the office area and if needed must be requested from the library staff. These books must be used in the Library only.

*Books in circulation:* Books located on the book stacks may be checked out at the circulation desk for a two-week loan period.

*Current periodicals* are shelved alphabetically by title in the reading area located on the first floor. Backdated issues are located downstairs. Periodicals, except for the latest issue, may be checked out for a two-week loan period.

*VHS tapes* are shelved on the second floor. The checkout time for VHS tapes is one week.

*Audiocassettes:* Sets of audiocassettes are shelved on the second floor. Individual audiocassettes are shelved in the Audio room, also on the second floor of the library. Audiocassettes may be checked out for a two-week loan period.

*Children's books* are located on the first floor of the library, and available for married student's children, as well as off-campus children.

*Miscellaneous materials:* A selection of pamphlets, Christian education materials and maps are available for checkout for a two-week loan period.

#### Internet

Access to the Internet is available only on the computer located on the first floor. Anyone using the Internet must sign in at the circulation desk before going on the Internet. A time limit of 15 minutes will be enforced if others are waiting to use the Internet. The use of chat rooms is prohibited.

#### Computers

A computer room is located on the second floor with computers and printers available for student use. There is a charge of \$.10 per page for printing. Payment must be made to the librarian. Failure to do so will result in the librarian holding your paper until the payment is made.

#### Photocopy Machine

A copy machine is located in the office area of the library. Copies are 10c per page.

#### Audio Room

A television, VCR, tape players and headphones are located in the Audio room and available for student use.

#### Memorial Room

Resources and memorabilia containing the history of Genesee Wesleyan Seminary and Elim Bible Institute are held in this room. Permission to use these resources, or to study in this room, must be granted by the librarian.

#### Use of Resources

1. *Finding Resources:* Students may search for library materials by using the catalog program installed in the computers located on each floor of the library.

2. *Checkout Procedure:* Materials may only be checked out at the circulation desk by the librarian. He/She will need student ID card.

3. *Return Procedure:* Materials are checked in at the circulation desk. If the library is closed, the items may be deposited in the book drop located on the south side of the building.

4. *Fines:* The fine for all overdue materials checked out of the library is \$.25 per day. (Children's books are \$.10 per day.) No other materials may be checked out of the library until the fine is paid.

5. *Lost Materials:* If library materials are lost, the borrower should see the librarian. If the item cannot be found, the borrower is charged the price of the item. Hardcover books are \$25 minimum, and paperback books are \$12 minimum.

6. *Care of Books:* Please do not mark, underline, or fold pages in a book.

7. *Loaning of Materials:* Please do not loan library materials to another person.

### **Food and Beverages**

Food and beverages are prohibited in the library.

### **Telephone**

The telephone in the library is for staff use only.

### **Library Regulations**

There is to be a quiet atmosphere maintained in the library at all times. Out of respect for others, the library must be a place for study, not socializing. Loud talking, note passing, or any disruptive behavior will not be tolerated. There should also be a respect for library property, and furniture should not be moved, nor mini-blinds adjusted, without permission from the librarian.

## **PART VI: DIPLOMA GRADUATION REQUIREMENTS**

A student is subject to the requirements listed in any catalog that is in effect during his most recent enrollment. Graduation exercises are held annually at the conclusion of the spring term.

Elim considers graduation of a student to constitute an endorsement, by Elim, of that student for ministry. Therefore, potential graduation is determined by the deans and faculty during the student's junior year. Seniors return by invitation only.

The following requirements must be met for graduation:

1. All students planning to graduate must meet with the Registrar in the fall of the senior year.

2. The student must complete all requirements for the program they have chosen.

3. Students transferring from other institutions must complete at least one year (30 unit hours) of their units in residence at Elim Bible Institute.

4. The student's cumulative grade point average must be 2.0 or better.

5. Progress in Christian maturity must be demonstrated by spiritual vitality, the development of Christian servanthood, evidence of Christian moral and doctrinal integrity, and character endorsement by the faculty and deans.

6. Regular attendance at classes and required services and participation in ongoing practical ministry. These are considered a necessary part of training, and show evidence of Christian maturity.

7. Graduation is contingent upon full payment of all financial obligations to Elim Bible Institute.

8. Each graduating senior must have completed their required internships (see page 17).

9. If a student chooses to cease active enrollment at EBI before graduating, and later desires to complete graduation requirements, the following will apply:

- No more than five years can elapse from the last active, in-residence enrollment for a student to complete requirements under the catalog stipulations current when the student first enrolled.
- After five years, graduation possibilities will be under the stipulations of the current EBI catalog.

### **Academic Honors**

Graduates who have attained high academic achievement while enrolled at EBI are awarded academic honors. Honors are awarded for a cumulative grade point average of 3.50 - 4.00.

### **E.T.A. Diploma**

As a long-standing member of the Evangelical Teacher Association (E.T.A.), Elim is authorized to issue both the Standard or Associate E.T.A. diploma to those who qualify. Requirements are:

1. *Bible:* six unit hours for Associate; 10 unit hours for Standard.

2. *Christian Education:* six unit hours for Associate; 15 unit hours for Standard. These hours are to include missions, evangelism, principles and methods of teaching, human development, church educational programming, and a practicum.

3. Elim graduates who minor in Teaching Ministry will automatically qualify for the Standard diploma. Those who pursue other minors should seek to incorporate the E.T.A.-required subjects among their electives if they desire an E.T.A. diploma.

## **PART VII: CERTIFICATE PROGRAM COMPLETION REQUIREMENTS**

A student is subject to the requirements listed in any catalog that is in effect during his enrollment. All certificates will be awarded during the baccalaureate service held during commencement convention weekend.

Elim's one-year programs (*Year in the Son, Missions and Cultural Studies, and Church Leadership Studies*) are designed to give the student a concentrated academic and practical education in a focused manner. A student is presented with a certificate recognizing the level of participation shown while attending according to the following criteria.

Students transferring from other institutions must complete at least one semester (16-17 unit hours) of their units in residence at Elim Bible Institute.

### **Certificate of Completion**

1. Student must pass all required courses, including student internship and elective courses, if required.

2. The student's cumulative grade point average must be 2.0 or better.

3. Progress in Christian maturity must be demonstrated by spiritual vitality, the development of Christian servanthood, evidence of Christian moral and doctrinal integrity, and character endorsement by the faculty and deans.

4. Regular attendance at classes and required services and participation in ongoing practical ministry. These are considered a necessary part of training, and show evidence of Christian maturity.

5. Certificate presentation is contingent upon full payment of all financial obligations to Elim Bible Institute.

6. The student internship for your certificate program must be paid for in full before a certificate is awarded. Certificate will be

withheld until the internship has been reviewed and awarded a pass by the Student Internships Director.

7. A student fulfilling all program requirements will receive a Certificate of Completion at the baccalaureate service during Commencement Convention weekend.

8. Students may complete more than one certificate program.

9. Each certificate requires the course load plus a specific student internship. For instance, a student wishing to receive a *Year In the Son* (YIS) certificate is required to fulfill a 1-unit student internship. If he desires to continue on with another certificate program, he will also have to complete an additional student internship. Student internships are not interchangeable.

10. Students opting to forego their required internship are not eligible for a certificate.

11. Students seeking more than one certificate will not be required to repeat courses already taken, but will have to make up the required units with other elective courses.

12. Students pursuing a certificate program will not be eligible for academic honors, or an E.T.A. diploma.

13. Certificate students are ranked socially and academically according to the classifications of this handbook.

## **PART VIII: INTERNATIONAL STUDENTS**

As a general policy Elim accepts international students for only one year, provided they have already taken advantage of training currently available to them in their home country.

### **English Language Proficiency**

In order to benefit from classroom instruction, international students must be proficient in the English language.

### **Scholarships**

Elim Bible Institute maintains a number of long-standing relationships with significant Christian leaders in various countries. Most of Elim's scholarship funds are committed to candidates that are recommended by these leaders.

The following guidelines apply to international students who are enrolled on a full scholarship:

1. The student must have in hand, before enrollment, sufficient money to pay for his round trip ticket to and from the United States.

2. International students are not to spend time itinerating at area churches to raise money for projects back home, or to purchase equipment, books, or supplies to take with them when they return to their own country.

3. International students are not to accumulate material goods while at Elim to be shipped back home unless they have, in hand, the money for shipping. Items left at the end of the year will be disposed of.