

# **Temple Bible College**

## **Student Handbook**

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## **Draft Temple Bible College**

### Student Handbook

Dear Temple Bible College Student:

The Temple Bible College Student Handbook provides important information on institution policies, people, campus activities, tradition and organizations. Every effort has been made to provide current and accurate information in this publication; however, the administration reserves the right to alter, amend, or abolish its rules, regulations or policies at any time.

Temple Bible College is really a small, close-knit community. Everyone here cares about you, your education and your future success as a person. Take advantage of every opportunity to learn, to explore and to grow, in your classes and in your extra curricular activities.

This class year (2009-2010) we enrolled     \_25\_ students.

We hope you will explore our rich traditions and history while helping us create her future.

This fall, Temple Bible College enters a new era -- yours! I look forward to getting to know you and to our journey together.

Sincerely,

Dr. Calvin A. Harper

President Temple Bible College

## **Statement of Purpose**

Temple Bible College seeks to offer an impeccable institution of higher learning to those disciples aspiring to participate in advanced degree programs and obtain certificates of study.

We will train Christian men and women to participate as leaders and examples of God's Church on earth. We believe that the Apostle Paul's admonition to Timothy, "Study to show thyself approved unto God, a workman that need not to be ashamed, rightly dividing the word of truth" II Timothy 2:15, is required by God of every leader.

## **Doctrinal Statement**

1. We believe that there is one God, eternally existing in three persons: Father, Son and Holy Spirit.
2. We believe that Bible to be the inspired, infallible and only authoritative Word of God.
3. We believe in the Deity of our Lord Jesus Christ, in His Virgin Birth, in His Sinless life, in His miracles, in His vicarious death and atonement through His shed blood, in His bodily resurrection, and in His personal and literal Second Coming in power and glory.
4. We believe that man was created in the image of God, that he was tempted by Satan and fell, and that because of the exceeding sinfulness of human nature, regeneration by the Holy Spirit is absolutely necessary for salvation.
5. We believe that salvation is by Grace, through personal faith in the Lord Jesus Christ.
6. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life and by whom the Church is empowered to carry our Christ's great commission.
7. We believe in the bodily resurrection of both the saved and the lost, and the saved to the resurrection of life, and the lost unto the resurrection of damnation.

## **Administration 2009-2010**

Temple Bible College is governed by a board of 11 members. The Board is primarily responsible for setting policy and approved budgets and expenditures. The day-to-day operations are administered by the President and his/her Administrative Staff. Following are lists of the Board of Trustees, Administration and Deans.

Dr. Calvin A. Harper, President  
Dr. J. D. White, Dean/Evening  
Dr. Carl P. Adkins, Dean/Day  
Dr. Charles Battle, Dean/Students  
Dr. L. Eugene Vaughn, Chair, Dept. of Urban Ministry  
Levette Phillips, Registrar/Evening  
Dorothy Greene, Registrar/Day  
Dr. N. Spencer Glover, Dean/Advanced Studies

## **Entrance Requirements**

High School diploma for degree programs  
Institute for those without high school diploma; should high school diploma be acquired transfer from Institute to College is possible.

Application for admission should be made as early as possible during the academic year prior to the applicant's projected date of admission. Temple welcomes men and women who are members of Christian Churches and desire to prepare them for Christian service.

## **The Admission Process**

The Admissions Committee after reviewing the credentials submitted, will grant admission to spiritually and academically qualified students. Students may be admitted to the Day or Night School upon request.

Please contact the School Office for additional information and further details. We also accept transfer students and audit students.

We look forward to seeing and talking with you about the educational opportunities at our school.

## **I. Administration**

Responsible for overseeing the implementation of the curriculum, student affairs and classroom instructions.

## **II. Authority Delegate to the Student Body Organization**

Administration delegates the following powers regarding Community and Ethical Standards to the student body of Temple Bible College:

1. To recommend rules that regulate, control and dictate conduct on campus and within student organizations of Temple Bible College.
2. To create student peer review boards to try cases, not retained by the administration, of alleged violations of student regulations by Temple Bible College students and to interpret student regulations.
3. To enact procedural rules for student judicial and governmental activities.
4. To enact rules of evidence for the student judicial boards.
5. The Student's Organization is directed by the Dean of Students. Implementing the programs planned by the Student Organization. All Students are expected to be actively involved in this organization.

## **III. Jurisdiction Statement**

Sanctions may be imposed against a student or student organization for the violation of any student regulations that occur on campus. Sanctions also may be imposed against a student or student organization for violation of any regulations that occur off campus when the alleged conduct, if true, impair, interfere with, or obstruct the missions, processes, or functions of the College, or when the alleged conduct would, if true, endanger the health, safety, or welfare of the student or others, or would endanger any College property.

## **IV. Community and Ethical Standards**

This section establishes the rules and regulations for all students and student organizations of Temple Bible College. Students are expected to abide by these regulations, and administrators are expected to enforce them. Through the setting of high standards of community and ethical standards and scholarship and through the regulation of use of College facilities, these regulations are intended to protect the educational purposes of Temple Bible College. Temple Bible College believes students are the product of their own experiences and they should assume certain responsibilities for their own conduct and that of their fellow students. These regulations are not designed to define prohibited conduct in exhaustive terms and, therefore, should be interpreted broadly.

Also, since Temple Bible College cannot foresee each and every circumstance that may arise, all may not be included herein. As such, a student may be subject to disciplinary action when such behavior is deemed detrimental or disruptive to the mission, purposes, and/or goals of the College, and may not be provided for herein.

**NOTE:** For the purpose of this policy a "student" is defined as any person who is admitted, enrolled, or registered for study at Temple Bible College for any academic period. Person who are not officially enrolled for a particular term but who have a continuing student relationship with Temple Bible College are considered "students". A person shall be considered a student during any period, which follows the end of either the spring or fall semester, which the student has completed until the last day for registration for the following semester. A person shall be considered a student during any period while the student is under suspension from the institution or when the person is attending or participating in any activity preparatory to the beginning of school including, but not limited to, fraternity or sorority rush, orientation, placement testing, and residence hall check-in.

Attempting, abetting or being an accessory to any act prohibited by the General Student Regulations shall be considered the same as a completed violation.

### **1. Computer Misuse**

a. No student shall allow any person to use his/her ID and/or password, create access into the computing network in such a way that will bypass College security systems, attempt unauthorized access and use other computing resources or data, violate software licenses or copyrights while using College equipment, or use computing services in any way which may violate federal, state, or local law.

b. No student shall send abusive, obscene, or threatening messages by use of computing facilities and services; attempt to read, delete, copy, or modify electronic mail or files of others without authorization; falsify the identity of the source of electronic mail message; or send, without official College authorization, for-profit messages, chain letters, or other unsolicited junk.

## **2. Contempt**

No student shall fail to comply with sanctions, orders, and rules set forth by the Office of Dean, hearing or appeals official, student judicial panel, or judicial committee without proper excuse or justification as deemed by College judicial officials.

## **3. Damage to Property**

## **4. Disorderly Conduct**

## **5. Disruption of Community and Ethical Standards Process**

## **6. Drugs and Alcohol**

## **7. Failure to Comply with Official Request**

## **8. Fraud**

## **9. Harassment**

## **10. Sale of Instructional Materials**

## **11. Sexual Misconduct**

## **12. Stealing; Weapons & Explosive Material**

## **13. College ID Card**

a. No student shall fail to present his/her student identification to a College official upon request. Temple Bible College ID cards are non-transferable, and student may not lend their ID cards or use the ID cards of other students.

b. No student shall fail to carry his/her student identification at all times when within reason.



## **Academic Grievance**

Academic grievances are handled by the administration. It is advisable to visit the Dean of Students prior to filing a grievance.

## **Returned Checks**

A check or charge card given in payment of expenses that is returned unpaid by the bank immediately creates indebtedness to the College. The Registrar's Office, administers matters related to the collection of all returned checks for students and non-students.

The Dean of Day and Dean of Evening Colleges' Office will redeposit returned checks in payment of academic fees for the fall and spring semester. A \$35.00 returned check charge will be assessed for each returned item in accordance with state laws. Students with returned items for payment of academic fees are also subject to a late payment fee of \$5.00 per calendar day, not to exceed \$30.00 beginning the day after the last day of the late registration. If the item was returned to the College in a timely manner with no response by the student or drawer, a written request to disenroll the student is made to the Registrar. If the request is approved, the percentage of refund will be applied to the debt. If the check is returned after the midpoint of the semester with no response, a decision will be made by the Registrar's Office as to the effects of disenrollment. At that point, the student will owe 100 percent of tuition and fees, even if he/she has been disenrolled. Temple may restrict subsequent payment for academic and other fees by accepting only cash, certified checks, cashiers checks or money orders.

## **V. Graduation Requirements**

Completion of required courses and hours. All debts and graduation fees fully paid. The student should check with the Registrar for conformation of requirements-completion. This information is presented to the Dean for approval. After graduating your active membership with the alumni association is expected.