



# KMBC Student Handbook

## 2025-2026

# Student Handbook Part 1: Introduction and Student Life

**Welcome to Kentucky Mountain Bible College!** We are excited to have you as part of our KMBC family. Someone said, “KMBC is big enough to meet your needs and small enough to care.” “We care” comes from our hearts. We want to do our best to see you achieve your goals and fulfill your God-given potential.

Kentucky Mountain Bible College is a unique college with a unique purpose. Not only do we care from the heart, but also we desire our residents to exemplify high-quality conduct that represents Christ well. KMBC students are preparing for the highest calling - representing God! As such, our demeanor, manners, habits, and conduct need to be courteous and above reproach.

At KMBC, we teach our students the responsibilities, values, and behaviors that the public expects of professionals in ministry.

We long for KMBC to be a nurturing environment for you and that you may treasure your days here as some of the happiest of your life. May God richly bless your time spent at KMBC.

Your friend in Jesus,

Dr. Robert D. Pocai, Ed.D.

President

## Mission Statement

**Kentucky Mountain Bible College is a Bible-centered higher educational institution whose mission is to equip men and women to serve with a passion to know God, a passion to prepare for His ministry, a passion to live and teach the message of biblical holiness, and a passion to evangelize and disciple the world for Christ.**

# **“We are the Body of Christ, the expression on earth of Him who is in heaven.”**

- “Love Not the World” by Watchman Nee

## **Purpose of KMBC**

Welcome to Kentucky Mountain Bible College! Our mission centers on preparing passionate individuals like you for impactful spiritual leadership roles in Christian ministry. We're committed to fostering an environment where you can thrive academically, grow spiritually, and develop meaningful social connections.

Our community brings together students from diverse backgrounds and experiences, which enriches our learning environment. To help everyone flourish together, we've established thoughtful guidelines in this handbook that reflect our shared values and goals.

These guidelines serve a positive purpose – they're designed to create an atmosphere where every student can grow and succeed. Rather than being restrictive, they promote personal development, spiritual growth, and mutual respect within our campus family. We believe these principles help each student develop holistically: as an individual walking with God, as a valued member of the KMBC community, and as a future ministry professional.

As a KMBC student, you're invited to embrace both the spirit and specific details of these guidelines, understanding that they support our shared journey of growth and preparation for Christian service.

## **We are Community, in the world but not of the world!**

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## **School Calendar 2025-2026**

### **First Semester**

Freshmen Orientation August 19-21

Registration August 21

Labor Day No School September 1

Convocation Sept 21-26 (Rev George Holley)

Fall Break After classes Oct. 10 through Oct. 13

New Heights Youth Retreat November 14-16

Study Day November 4

Thanksgiving Break After classes Nov. 26 through Dec. 1

Semester Examinations Dec. 9-11

J- term January 6-15

### **Second Semester**

Freshman Orientation January 14-15

Classes Begin January 16

McConnell Holiness Series February 1-4

Study Day February 16

Convocation February 22-27

Spring Break After classes Mar 13 through Mar 23

Study Day April 3

Spring Youth Conference and Open House April 17-18, 2026

Semester Exams May 5-7

Commencement Saturday, May 9

May Term May 11-15

The administration reserves the right to make adjustments to the school calendar.

**Be sure to add the [KMBC Calendar](#) to your Google account.**



## Personnel

### **Administration Officers**

President	Dr. Rob Pocai
Vice President of Academic Affairs	Dr. Richard Englehardt
Vice President of Business Affairs	Mr. Steve Lorimer
Vice President of Enrollment & Student Success	Mr. David Lorimer
VIce President of Advancement	Mr. Jay Wisler
Human Resources	Dr. Tom Lorimer
Physical Plant	Mr. Steve Lorimer
Maintenance	Mr. Josiah Hunter
Admissions Assistant	Mrs. Dyana Birchler
Chief Admissions Counselor	Mrs. Christina Fischer
Assistant Student Life Director	Mrs. Christina Fischer
Registrar	Mr. Kirk Bagby
Librarian	Miss Patricia Bowen
Title IX Coordinator	Mr. Rick Brookens
Director of Field Ministries	Dr. Richard Englehardt
Counseling	Ms. Rebeckah Pickett
Bookstore Manager	Mrs. Adelle Semrow
Nurse	Rev. Holly Pocai

### **Who to See**

Checks cashed	Business Office
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Collateral and absence forms	Mailbox Area
Lost and found	Business Office
Grievance form	Assistant Student Life Director
Guest room and guest meal forms	Business Office
Information—activities	Davis Building Bulletin Board
Off-campus permissions	Dorm Supervisors
Coffee	Coffee Shop

## **Our Distinctive Community**

At Kentucky Mountain Bible College, we foster an intentional environment dedicated to spiritual growth and Biblical living. Unlike typical colleges, our primary focus is preparing students for Christian ministry through a combination of academic excellence and intentional spiritual formation.

## **Our Commitment to Biblical Standards**

KMBC is founded on the conviction that spiritual development flourishes best within a community committed to Biblical principles and godly living. Our students choose KMBC specifically because they desire this distinctive environment where faith shapes every aspect of campus life.

We uphold traditional Biblical values regarding personal conduct, relationships, and lifestyle choices. This includes specific standards that all community members are expected to observe.

KMBC fosters a supportive Christian environment where students can grow spiritually without the distractions and influences that often undermine clear thinking and godly decision-making.

### **Substance-Free Campus**

- The possession or use of alcohol, illegal drugs, tobacco, and nicotine products (including vaping devices) is not permitted among staff or students, and is not permitted on campus or at any college-sponsored events
- Students commit to completely avoiding these substances throughout their enrollment at KMBC, both on and off campus

### **Biblical Sexual Ethics**

- Physical intimacy is reserved exclusively for marriage between one man and one woman
- Prohibited conduct includes any type of sexual activity outside of marriage, viewing of pornography, sexting, and same-sex romantic relationships
- Residence halls are single-gender, with no cross-gender visitation permitted in private living spaces
- See section Human Life and Sexuality for more information

### **Personal Integrity**

- Honesty in all academic work, personal interactions, and official communications
- Refraining from profanity, gambling, theft, and dishonest practices
- Demonstrating respect for authority and institutional policies

## **A Community of Mutual Respect**

We are committed to fostering a campus environment where every person is treated with dignity and respect. As future Christian leaders, our students are expected to demonstrate Christ-like character in all interactions.

We take seriously our responsibility to maintain a safe, supportive community free from:

- Harassment or bullying of any kind
- Discriminatory behavior
- Threatening or violent conduct
- Sexual misconduct, including harassment, stalking, and unwanted physical contact
- See section Title IX for more information.

## **Our Approach to Community Standards**

Students who choose KMBC understand that these standards are not merely rules to follow, but expressions of our shared values and commitment to honoring Christ. We believe these standards create a positive environment for spiritual growth, academic excellence, and preparation for Christian service.

Welcome to a community where faith, learning, and life intersect as you prepare for God's calling!

## Spiritual Life

**At KMBC, we believe that developing a deep, dynamic relationship with God is at the heart of everything we do. We've cultivated numerous opportunities to help nurture your spiritual journey:**

### **Personal Devotional Time**

Studying Scripture, meditation, and prayer are essential to spiritual growth.

### **Chapel Attendance**

Experience the heart of KMBC through our chapel services held Tuesday, Thursday, and Friday. These times of worship and fellowship are central to our spiritual life.

### **Prayer and Fasting**

**Monday and Wednesday noon** fast and prayer services and a **Friday night** (10:00 to 11:00) prayer meeting are opportunities for the campus to meet in the Chapel to bring special needs before the Lord.

### **Convocations**

Experience spiritual renewal through our semester revival services (convocation week). Near the start of each semester, we welcome guest speakers who inspire our campus family toward deeper spiritual growth and development.

### **Mentorship/Accountability Groups**

Opportunities to participate in groups for the purpose of personal and spiritual growth are available on a weekly basis and are strongly encouraged.

### **Hands-On Ministry Experience: The KMBC Field Ministry Program**

We believe learning extends beyond the classroom. Through our Field Ministry program, you'll have the opportunity to be involved in real-life ministry while you are in college. This valuable hands-on experience helps prepare you for future ministry while serving others today. Ministries include teaching Sunday School, preaching, youth ministry, children's ministry, music ministry, discipleship, outreach and personal evangelism, and more.

## **Class Afterglows**

Following Sunday evening service once a month, each class gathers at their faculty/staff sponsor's home for fellowship, refreshments, and class organization. These special evenings allow you to connect with staff and their families in a relaxed setting, creating relationships that often last well beyond graduation. As these gatherings are an important part of our community life, all class members are expected to participate.

## **Sunday Observance**

We encourage students to embrace Sunday as a day set apart for spiritual renewal, worship, ministry, and rest. This Biblical principle provides an opportunity to step back from the week's demands and focus on your relationship with God and Christian community.

We encourage students to attend public worship services and participate in Christian fellowship, engage in prayer, devotional reading, and spiritual reflection, enjoy rest and rejuvenation, enjoy uplifting activity, and spend quality time building relationships.

To preserve Sunday's spiritual focus, we ask students to refrain from academic work and class preparation (except in emergency situations), competitive athletics, commercial activities such as shopping, buying/selling, or conducting business, and entertainment that detracts from the day's spiritual purpose.

By observing these practices, students develop healthy rhythms of work and rest while cultivating spiritual disciplines that will serve them throughout their ministry careers.

### **Two things to note:**

1. All dorm students are required to regularly attend church Sunday morning, including Sunday School. The student will attend a church of their choice from the field ministry church list. A church is to be selected by the 4th Sunday of the semester.
2. All dorm students are also required to attend church Sunday evenings, and a schedule will be distributed to denote which evening services are set and which are open for choice. Those engaging in a Field Ministry assignment Sunday evening would attend there except for Convocation and other special circumstances.

## Character Development

**The entirety of the KMBC experience is intended to shape Christian character.**

Various facets of this experience include dorm life, spiritual life, academics, social life, and work. Each student enrolled at KMBC should seek to add Christian virtues to his/her character through their relationship with Christ.

KMBC has adopted a standard of character requirements for graduation that is based upon Biblical principles, and these character requirements must be met at a satisfactory level in order for the student to be recommended for graduation.

Pages 37-38 have a description of the character assessment tools and methodology.

## Student Life

### **Vice President for Enrollment & Student Success - David Lorimer**

This administrator serves as a liaison between the needs of the students and the institutional policies designed to meet those needs. They serve as a counseling point, addresses chapel attendance, coordinates health services, oversees campus security, advises Student Council, oversees the Student Center, and coordinates the disciplinary system. They may make outside referrals to mental health professionals or to spiritual leaders such as pastors for more serious problems if deemed in the best interest of the student and the college.

The VPESS David Lorimer also exercises supervision over all residence halls, with the assistance of the following staff:

Assistant Student Life Director	Christina Fischer
Brengle Hall Supervisor	Nate Tomlian
Brengle Hall Resident Assistant (RA)	Josiah Thompson
AD Building Supervisor	Dyana Birchler
AD Building Resident Assistant (RA)	TBD

### **Image Release**

Please be advised that your presence on this campus as a part-time or full-time student, faculty or staff constitutes your permission to Kentucky Mountain Bible College to use your likeness in photography or

videography for promotional/advancement of the College. If you have a concern in this regard, please contact the Student Life Director/Assistant .

## **Community Life**

**Living together as a Christian community provides unique opportunities for spiritual growth, lasting friendships, and mutual encouragement. Our residence halls are designed to foster an environment where students can thrive academically, grow spiritually, and develop meaningful relationships.**

**Community living requires thoughtful consideration for others and a willingness to prioritize the common good. These shared experiences of putting others first help develop the servant leadership qualities essential for effective Christian ministry.**

### **Living on Campus**

All single students enrolled in on-campus programs are required to live in the college dormitories, unless they are commuting from their family home within the local area.

By joining the KMBC family, you've chosen to be part of a unique community dedicated to spiritual, academic, and personal growth, and agreed to abide by KMBC policies and guidelines. Our guidelines are designed to create an environment where everyone can thrive together. We value each person's contribution to building a positive campus atmosphere that encourages learning, supports meaningful relationships, and nurtures spiritual development.

### **Class & Study Hours**

- 8:00 - 11:00 AM (M-F) (class hours)
- 12:30 - 3:30 PM (M-F) (class hours)
- 7:00 - 9:00 PM (M-TH) (study hours)
- During these times, please maintain a campus culture that supports academic success. Any study outside should take place in public, well-lit places on lower campus.

### **Evening Dorm Hours**

- Sunday-Thursday
  - 10:00 - Curfew
    - Students must be in their dorms by curfew.
  - 10:30 - Quiet hours begin

- 11:00 - Everyone in their own rooms
  - When it is necessary to study past 11:00 in another room, you must secure permission from the dorm supervisor or RA.
- Friday & Saturday
  - 11:00 - Curfew Friday; 10:30 - Curfew Saturday
  - 11:30 - Quiet hours Friday; 11:00 - Quiet hours Saturday
  - 12:00 - In your own room Friday; 11:30 - In your own room Saturday

## Student Rooms, General

- Musical instruments are not to be played in the dorm during study hours or during quiet hours. Music practice rooms may be available during these times.
- Electrical Appliances:
  - Electrical Appliances that comply with fire code are permitted in dorm rooms. Ex: Coffee makers, microwaves, and small refrigerators can be used in dorm rooms.
  - Fire Code prohibits items like hot plates, room heaters, and anything with an open flame in any of the dorm rooms.
- Pets: Fish in aquariums, if properly taken care of, are the only pets allowed in dorms.
- Fire/Safety:
  - In accordance with Kentucky fire safety regulations,
    - Do not prop open fire doors or dorm room doors.
    - Anything with an open flame is not permitted in the dorms.
    - No flammable liquids (like camping fuel, propane, etc.) may be stored in the dorms.
    - Fire extinguishers are for emergency use only.
- Fireworks/Weapons:

- Fireworks/explosives, sparklers and weapons of any kind (including, but not limited to, firearms, bows, and blades over 3.5 inches) as well as ammunition are not permitted in the dorms.
- Those desiring to have them on campus must first secure the approval of the Vice President for Enrollment and Student Success, and second, have them kept in an approved secure site as designated by the VPESS.
- Students with firearms must take a hunter's safety course prior to using them.
- Firearms are not to be fired on or in the immediate vicinity of campus.
- Visitors:
  - Dorm students may invite visitors to spend the night in their rooms with prior approval by the dorm supervisor.
  - Charges may apply for food and lodging.
- Room Assignments:
  - Any room assignment changes must be approved by the respective Dorm Supervisors.
- Room Charges:
  - In the event that a room is not in good repair and thoroughly cleaned at semester's end, a minimum charge of \$50 will be assessed. Any cleaning fee and/or damage to the room will be billed to the student.
- Room Keys:
  - Upon arrival, a dormitory student may secure a room key from the dorm supervisor. Any student found with an unauthorized key will be subject to disciplinary action. If a key is lost, a \$15 charge will be applied.
- Fundraising for any reason (including mission trips) requires the approval of the Assistant Student Life Director.
- Sickness:
  - Students too ill to attend class must notify their RAs before any class is missed or the absence may not be excused.
  - A sick tray can be arranged with the RA for any meals missed.

- If an emergency situation arises, transportation to a medical facility can be arranged, however students are responsible to underwrite the cost of transportation.
- If going to the doctor is not an emergency, students are to arrange their own transportation.

## Student Rooms, Specific

- When using videochat (Messenger, Skype, facetime, Zoom or similar live stream media), a minimum of casual attire must be maintained by all parties.
- Room decorations (posters, pictures, etc.) should promote positive messages and attitudes. Therefore, any decorations that, by word or symbol, promotes or endorses alcohol, tobacco, drugs, the vulgar, the sensual, or the violent are not appropriate.
- **Anything that leaves holes in the walls or woodwork or results in room paint being removed will result in a charge based on the damage done. Ask your Dorm Supervisor about approved materials before you hang anything on the walls.**
- Room furnishings are not to be moved/switched out of the dorm rooms. Only the Dorm Supervisor can authorize an adjustment in dorm room furniture. Failure to get permission before moving can result in an immediate \$25 fine, as well as restoring the furniture to its initial location.
- Rooms are to be left clean and in order during vacation periods and at the end of the school year. Each room is inspected by the dormitory supervisor before the student leaves at the end of the semester. If the student leaves without his room being inspected there will be a minimum of \$50 charged.
- Do not alter electrical circuits and fixtures.
- Please report room repair needs, desire for screen removal and plumbing or electrical difficulties to the dorm supervisor.
- Students are to keep their rooms in order and ready for inspection by chapel time.
  - School janitorial supplies are not for use in student rooms.
  - All food should be stored in covered metal or plastic containers.

**The college reserves the right to have authorized personnel enter any room for the purpose of inspection, repairs or any other official business.**

**Losses to a student's personal items resulting from theft, damage or other peril are not the responsibility of Kentucky Mountain Bible College. All personal items should be insured under homeowners or renter's insurance of the student, parent, or legal guardian.**

## Storage

- Storage is available in the dorms. All items stored must be in plastic totes.
- All storage containers must be labeled with the owner's name and date of storage. Attach labels firmly with tape – totes without labels will be removed.
- Storage of furniture and/or large appliances must be approved by the Dorm Supervisor and be clearly labeled.
- A fee will be assessed to prepare and mail stored items to students not returning.
- Stored items left longer than six months after the student departs may be discarded unless other arrangements are made.

## Laundry

- Washing Machines and Dryers are provided by the school at no cost.
- Only High Efficiency (HE) liquid detergent is to be used in the washing machines.



- Laundry detergent and other laundry items must be stored neatly and clearly labeled, if stored in the laundry room
- Laundry should be done in a timely manner, not leaving it in the laundry room or machines for long periods of time.

## Weekends

- Students may leave campus on Fridays after completing their responsibilities (just let your dorm supervisor know if you'll be away overnight). Return by Saturday curfew. We prioritize Sundays as an important part of our commitment to missional training, thus student involvement in Sunday services (morning & evening), ministry, and responsibilities is essential.
- In addition, students can take one full weekend home per semester. KMBC involvement often includes weekend obligations such as campus work, field ministry, church obligations, or social commitments. To accommodate these responsibilities, KMBC allows each student to take one 'weekend off' per semester, excusing them from all weekend responsibilities on that occasion. Students are to complete and submit the weekend permission form, available from dorm staff.

Typically this would be Friday after classes until Sunday curfew or Monday morning and would include being excused from weekend work (student must arrange replacement with their supervisor), their field ministry and missing the Sunday evening service.

- Some weekends will be designated as closed weekends for special campus events that we wouldn't want you to miss! These include campus-wide events, such as banquets, open house, conferences, etc.
- Extended co-ed activities off-campus (beyond regular day trips) require permission from the Dorm Supervisors.

### **Breaks/Vacations**

- All dormitories will be closed during official college breaks. Students are responsible for making arrangements in advance to return home or stay with friends during these periods. In exceptional circumstances, students may submit a request for special housing accommodations, which will be considered on a case-by-case basis.
- Students who return early to campus after breaks/vacations will be responsible for their own meals until the dining hall is reopened at the start of the semester.
- Students arriving back on campus early from a break may be subject to a \$30 daily charge.
- Those who have permission to be on campus when school is not in session are to abide under campus rules.
- Students leaving for (or returning from) breaks/vacations must maintain the KMBC dress code.
- Students are expected to be in their dormitories no later than 10:00 PM on the evening before school activities resume.
- Students staying late or arriving early from break should direct all questions/concerns to the dorm supervisor as RA's are also on break.

### **Commencement Week**

- Out of respect for those graduating, all students are to be present at all commencement activities.
- Failure to attend these activities will result in a \$300 fine and possible disciplinary action.
- Dress Code for Commencement week:
  - Graduate Testimonies: Business Casual (Class Clothes)

- Commencement: Professional Attire (Sunday Clothes)
- Students must carry out their campus work contract through commencement.

## **Chapel Attendance**

### **Importance of Chapel**

Chapel attendance is a vital part of the KMBC experience and spiritual formation. Campus students are expected to attend all chapel services as an integral component of their education.

### **Attendance Requirements**

- Students may miss up to four (4) chapels per semester for any reason without penalty
- Commuting students are expected to attend chapel on days they have class.
- Exceptions and alternate arrangements for special circumstances must be approved by the Student Life Director/Assistant.
- Being late to chapel three times constitutes one absence.

### **Making Up Missed Chapels**

- Additional absences (over the 4) due to illness may be made up by live attendance via zoom or watching the recorded service and submitting a  $\frac{1}{2}$ -page typed summary to the Student Life Director/Assistant.
- Chapels missed for doctor's appointments, official school representation (singing groups, impact teams), or student teaching are automatically excused with no makeup required.

### **Consequences for Excessive Absences**

- Level 1 (5-7 total absences):
  - \$10 fine per absence beyond the four allowed. Chapel fines must be paid in cash.
- Level 2 (8-10 total absences):
  - \$25 fine per absence after 7 absences. Chapel fines must be paid in cash.
  - 45 minutes of community service per chapel missed
  - Loss of eligibility to hold class offices or leadership positions
- Level 3 (11+ total absences):
  - Everything in level 2, and:
  - Disciplinary meeting
  - Potential of probation or suspension from enrollment

## **Important Note**

Chapel attendance reflects commitment to spiritual growth and community participation. Chronic absence undermines both personal development and the campus community experience.

## **Entertainment**

**Our purpose at KMBC is that while here, students will develop discernment and strong personal standards about media choices that will serve you well throughout your life and ministry.**

**Our guidelines for media use reflect this commitment to developing wisdom and self-discipline while enjoying appropriate entertainment in community with others.**

All students are to avoid entertainment (in any form, from streaming, to downloads to comic books) that produces, promotes, or features unnecessary violence, the sensual or pornographic.

The college reserves the right to monitor all media. The Dormitory Supervisors and Student Success Leadership have the right to confiscate any media storage device containing questionable content, as well as the media devices used to play such content.

### **Music and Audio**

- Any audio equipment in student dorm rooms needs to be used with headphones during study hours or after 10:30 PM.
- The volume level of audio equipment should not be heard in the next room or in the hall with the door closed.
- Music should uplift the spirit and promote Christian values that contribute to spiritual growth and godly character development. One of our purposes is that students will grow in discernment and develop strong personal standards in their entertainment choices. Music that is explicit, promotes violence, sensuality, self-destructive behavior, or content unprofitable for Christian living is not permitted.
- When music is played aloud on speakers in shared spaces or common areas, it must be Christian music that contributes to our campus's spiritual atmosphere.

- In work areas, all music choices are subject to the direction of the supervisor or workspace leader.

## **Technology and Social Media Guidelines**

### **Internet and WiFi Usage**

Campus internet and WiFi are provided to support academic work, spiritual growth, and appropriate communication. Students are expected to use these resources responsibly and in ways that honor Christ and respect others.

### **Social Media Conduct**

As future Christian leaders, students should maintain a positive Christian witness in all online interactions. Consider how your posts, comments, and digital presence reflect your faith and represent KMBC.

- Avoid posting content that contradicts Biblical values or KMBC community standards
- Respect others' privacy
- Remember that online content can have lasting consequences for your ministry and professional future
- Use social media to encourage others and share positive aspects of your KMBC experience

### **Digital Citizenship**

- Respect copyright laws when sharing or downloading content
- Avoid excessive internet use that interferes with academic responsibilities or community life
- Report any technical issues or inappropriate online behavior to campus IT or student life staff

### **Privacy and Safety**

Be mindful of personal information you share online and maintain appropriate privacy settings on your social media accounts.

For detailed internet usage policies and technical support, contact the IT department.

## **Movies/Television/Video Games**

- The college limits approved movies, TV shows, and video games (T-rated and above) used on campus and in campus housing. See Media Guidelines and Approval Process in the Student Center.
- In the interest of developing a disciplined life and using study time to the fullest, devices dedicated entirely to gaming and entertainment are not permitted in the dorms and must be stored with the Dorm Supervisor. These may be used by permission given by the Dorm Supervisor.
- Students are not to watch movies on their personal computers/tablets/smart phones or other electronic devices unless by special permission from the RAs/Dorm Supervisor. There is an area provided in the Student Center for appropriate movies and games.
- Students are allowed to watch approved TV shows and play approved video games in the dorm as long as the student is accompanied by at least one other person or the door is propped open.

## **Additional Note:**

- We expect our students to refrain from patronizing places of business that encourage the sensual, violent, and questionable, including dances, nightclubs, etc.

## **Dress Code**

**The dress code emphasizes a) modesty (drawing attention to inward beauty rather than to outward appearance, characterized by adequate coverage and suitable fit), b) appropriateness (understanding the setting and wearing clothing that is suitable for the context) and c) professionalism (neat, appropriate attire reflecting a respectful work environment).**

**Our goals are to help students prepare for vocational success in a world of dynamic ministry by practicing these principles in their current educational setting, and to support students' development of their own convictions and standards related to attire. To promote consistent practice, we will provide accountability in a discipleship atmosphere.**

## General dress

- Clothing should be modest and non-form fitting, appropriate to one's body type (not too tight, not too loose), completely cover the torso and thighs, and be knee length or longer. (KMHA, 2023)
- Men and women are expected to dress according to their biological gender.
- There should always be a discernible gap between clothing and skin. To test for tightness, fabric should easily pull away from the skin to demonstrate appropriateness of fit. Clinging fabric should be avoided.
- Leggings / yoga-style pants / form-fitting activewear are not to be worn as pants.
- The rise on the pants needs to have space between fabric and skin so as to not show definition.
- Short sleeves on shirts are expected to be modestly long.
- Men and women are expected to wear clothing with modest necklines.
- Clothing should not be see-through, have holes, etc. Undergarments should not be persistently visible due to the cut or style of the garment or visible through the clothing either due to the sheerness of the fabric or the tightness of the fit. (Administrative)
- Clothing should be free from rips, cutouts, or sheer panels. Distressing is acceptable for casual attire.
- Clothing with logos and symbols needs to promote positive messages and attitudes. Therefore, any apparel that, by word or symbol, promotes or endorses alcohol, tobacco, drugs, the vulgar, the sensual, or the violent is not appropriate to wear.
- Public Relations and Traveling Groups: Individuals with responsibilities related to public relations and traveling groups may be subject to specific dress code and facial hair policies that differ from the general guidelines.
- Please note that the KMBC Administration reserves the right to make professional judgements, decisions, and changes concerning all dress code practice.

## Body Alterations

- Body alteration includes any permanent or removable tattooing, piercing, brands, or implants. KMBC requires that any body art that does not promote positive messages and attitudes should remain covered with clothing at all times.

- No removable body piercings may be worn at any time on campus.
- As a condition of continued enrollment, students must not receive any new body alteration.

## Women

- Skirts must be long enough to cover the front and back of the knee when sitting. Skirts with splits should cover the knees front and back. Pants should not form tightly to the body at thighs & hips. Shorts are not permitted.
- Casual Attire: Denim skirts/pants, denim jackets, T-shirts, athletic shoes, flip flops (except in the cafeteria), and culottes / gauchos / palazzos / capris. Knees must be covered both standing and sitting. Shorts are not permitted. Sweat pants & athletic pants can be worn for athletic events, after supper, Saturdays, and during the casual period on Sundays (situationally appropriate). Pajama pants and shorts are not to be worn outside the dorms.
- Business casual: Business-like tops (incl sweaters), skirts/dresses/full length slacks. Dress shoes or dress sandals.
  - Business casual is to be worn during all classes, chapel attendance including Sunday PM, at noon meals, and in the library during regular class hours.
- Professional Attire: Dressy tops (including sweaters), skirts or dresses. Dress shoes or dress sandals. This should be a few steps above business casual.
  - Professional attire is to be worn during special occasions, Sundays, formal dinners, and during any scheduled platform church or chapel appearance, as well as Commencement..
- Functional jewelry such as medical alert ID, wedding bands, engagement rings, and purity/promise rings, along with small decorative pins and one Christian-themed non-metal bracelet, are the only jewelry to be worn.
- Cosmetics
  - Foundation and concealer that promote natural beauty may be used in moderation.
  - Clear nail polish along with french tips and clear mascara is permissible.
  - Hairstyles are to be neat and attractive, long enough to be distinguishable as clearly feminine. Extreme hairstyles are not acceptable.
  - Tinting, dying, or bleaching of the hair needs to reflect a natural hair color.

## Men

- Pants should be full length and should not form to the body. Shorts are not permitted.
- Casual Attire - Men may wear t-shirts, athletic shoes, flip flops (except during meals), jeans, and non-form-fitting athletic pants. Shorts are not permitted. Sweat pants & athletic pants can be worn for athletic events, after supper, Saturdays, and during the casual period on Sundays (situationally appropriate). Pajama pants and shorts are not to be worn outside the dorms.
- Business Casual - Men are expected to wear dress-like shirts (non-flannel) with collars, polos, slacks, and dress shoes. Shirts are to be worn tucked into pants, with a belt.
  - Business casual is to be worn during all classes, chapel attendance, at noon meals, and in the library during regular class hours.
- Professional Attire - Men are to wear a tie and suit coat with formal dress shirts tucked into dress pants with dressy shoes.
  - Professional attire is to be worn at formal dinners, Sunday evening services, during any scheduled platform church appearance, and field ministry assignments (unless the pastor requests for the student to wear class attire).
- Hair is to be neatly trimmed and kept off the collar and ears. Sideburns are not to come below the bottom of the ear and extreme hairstyles are not acceptable, nor are unnatural tinting, dying, or bleaching of hair.
- Functional jewelry such as medical alert ID or wedding bands, along with small decorative pins and one Christian-themed non-metal bracelet, are the only jewelry to be worn.
- Facial Hair Guidelines
  - a. Neatness and Maintenance: All facial hair, including beards and mustaches, must be kept neat, groomed, trimmed relatively short, and well-maintained at all times.
  - b. Professional Style: Facial hair should adhere to professional grooming standards. Extreme styles, cuts, or colors are not permitted.
  - c. The unshaven look is not acceptable on campus. Facial hair should be maintained at a length that is a trimmable beard or should be clean-shaven.
  - d. Starting Facial Hair Growth: Students are not permitted to begin growing facial hair while on campus.
  - e. Existing Facial Hair: Students who arrive on campus with existing facial hair are permitted to keep it, provided it adheres to the guidelines outlined in this policy.

## Social Life

**To promote relational growth and Christian fellowship the following guidelines will be observed.**

### **Leaving Campus**

We encourage students to make the most of their campus experience while also prioritizing their safety and academic success. With that in mind, we have established the following guidelines for leaving campus:

- Students are free to come and go during designated hours: Monday-Thursday from 7:00 AM to 7:00 PM and 9:00 PM to curfew, as well as Friday and Saturday from 7:00 AM to curfew. (*7-9 PM Monday-Thursday is designated as Study Hours*).
- If you need to leave campus outside of these hours, please request permission from your Resident Assistant (RA).
- Mixed-gender groups leaving campus must consist of 3+ individuals (see dating policies for couple exceptions).

We trust our students to make responsible choices and represent KMBC well when off-campus. These policies are in place to support your wellbeing and create a secure environment for all.

- Mixed groups visiting in private off-campus homes must secure permission from the Dorm Supervisors before going.

### **Co-Ed Interactions**

To help protect healthy relationships and maintain a professional Christian environment:

- Students are to avoid any physical contact with members of the opposite sex both on and off campus, except for common gestures like handshakes and high fives. (See Dating Policies for guidance for dating couples.) This includes avoiding close contact, leaning, snuggling, laying against each other, or positions that could appear like physical contact. No shared blankets, covers, or similar items. Maintain modesty and respect at all times.
- Opposite sex pairs may be together M-TH from 4:30-5, 6-7 PM & 9 PM to Curfew (6 to Curfew on Friday), and from 1-3 PM and 9 PM to Curfew on Saturday in public, well-lit areas of lower campus.
- Students may escort someone of the opposite sex to campus public banquets, without being an official dating couple or getting permission.

- Students may not be in the dorm of the opposite sex for any reason without permission from a dorm supervisor or Student Life Director/Assistant/VPESS.
- Co-ed meeting off-campus requires permission from the Dorm Supervisors.

## Off-campus students

- Under special circumstances seniors may request permission to live off campus during their senior year. These requests will be made to the student relations committee through the Student Life Director/Assistant and will be written giving their reasoning in detail. Each request will be considered on an individual basis. If any infractions in regard to the off campus agreement are made the student will forfeit the privilege of living off campus. If a student desires exemption from any campus policies during their time off campus they must submit their request to the student relations committee through the Student Life Director/Assistant.

## Campus Activities

- Campus Banquets typically take place once a semester and are gatherings we enjoy that encourage growth as a community. All students are expected to attend.
- Each semester there is a dorm party for both dorms to encourage community and camaraderie in the dorms. Students are expected to attend their respective dorm party.
- KMBC has monthly dress up suppers, these are both a fun event and a learning experience for our campus community and all students are expected to attend.
- KMBC has regular student activities to encourage fun and connection as a community. These are generally optional activities for those interested.

## Dating

**To encourage strong relationships and Christ-centered growth in dating the following expectations and graduated privileges will be observed.**

Students are encouraged to seek diligently the Lord's plan for them in developing relationships at KMBC. Because of the unusual dynamics of this campus community, dating privileges are extended to students only after six weeks of enrollment.

### **Beginning a Dating Relationship:**

When two students wish to date, they will go through the following procedures:

- The young man will declare the couple's intent to date to the Student Life Director/Assistant

- Both students will write personal dating guidelines before beginning a dating relationship.
- These guidelines must be approved by a KMBC-approved accountability mentor to whom the student will be accountable while dating at KMBC.
- All dependent students under 21 must secure written parental approval before being permitted any off-campus dating privileges.
- For those who choose to be in a relationship with someone who is not a KMBC student or someone who is on staff at KMBC, the dating policies still apply.
  - Dating guidelines are still necessary from the KMBC student, as well as the selection of an approved dating mentor (and meeting with that mentor).
  - Class standing and age continue to define privilege.
- Dating couples are expected to refrain from touching the opposite sex while on campus and off-campus when a part of campus-arranged social events. When off-campus for non-KMBC activities, couples will follow their dating guidelines for appropriate interaction.

## Dating Privileges

Students who have met the above approval process have the following privileges:

- Attend Church together at approved KMHA churches on Sunday evening. Couples are to travel to and from the service with a third party.
- Couples may have a two hour on-campus date on Friday or Saturday after work responsibilities are fulfilled. The coffee house or other campus locations can be made available as a venue for this time together.
- Dating couples may sit together at the Thursday night Dress Up Supper.
- Sunday Evening: When one's respective class afterglow is not meeting, approved dating couples may be together from 8:00-curfew in Brengle Parlor or an approved, well-lit outdoor setting on lower campus.
- Students may request permission to accompany a boyfriend/girlfriend home for a weekend or break from one of the Deans and present him/her with a parental invitation/consent at least one week in advance of the requested privilege.
- The Student Life Director/Assistant will give general oversight to all dating matters.

## Class-Specific Privileges

The lower academic classification of the dating couple determines the dating privileges.

Students who are 21 years old or older will move up one classification.

- Sophomore privileges:

One four hour off-campus date per month is allowed as an approved double date or with an approved chaperon. Permission must be obtained from the Dean of Men or Women 24 hours prior to the occasion.

- Junior-Senior privileges:

Junior and Senior students who have demonstrated good character and responsibility in dating may have an additional four-hour date off-campus alone once per month. They may also work together in a Dean-approved job, minister together in Dean/Field Ministry Director approved roles, and study together in the library or coffee house.

## Facility Use

**To promote and maintain facility use for the benefit of the entire campus community, all campus buildings are available from 7:15am until curfew each day unless otherwise noted. Mixed group use should be a minimum of 3 people.**

## General Decorum

All students are expected to maintain appropriate conduct in campus facilities that reflects respect for the community and the purpose of each space. Food and drinks should be consumed in designated areas and any trash or belongings should be cleaned up promptly. When using furniture in public areas, students should sit upright rather than lying down on couches, floors, or across furniture; recliners may be used in the reclined position as designed. Lights should remain on in all publicly visible areas that are in use. Students should be mindful of their volume and conversation topics in public areas, keeping conversation appropriate, respectful, and honoring to God.

## Chapel

- The Chapel is designed for prayer, worship and ministry.
- If you would like to use the Chapel for a meeting, please see Mr. Wisler or Assistant Student Life Director.
- The Chapel is not intended for casual socializing or recreational use.
- Only bottled water is allowed in the Chapel sanctuary.

## **Student Center**

The Student Center is a great place to gather, study, hang out, and build friendships. When you're in the Student Center, we encourage you to do something together: study, talk, play games, work on projects, or relax with friends.

## **Gym**

- Athletic facilities are provided to support the physical health, wellness, and overall well-being of our students as part of a balanced and healthy lifestyle.
- The Gym is closed on Sunday.

## **Coffee Shop**

- KMBC's coffee house (Lela G's) is open from 7:00-9:00 PM M-Th for study, and after 9:00 PM for fellowship.
- During study hours, in the coffee house, genuine study and an atmosphere conducive to study must be maintained: non-academic related electronic usage is prohibited.

## **Parlor Use**

- During approved social hours, couples may use the parlors in the Brengle and Administration Buildings without additional individuals present. (see [Co-Ed Interactions](#), above, for hours)

## **Dining**

**To foster an atmosphere of courtesy, community, and proper etiquette that prepares students for professional ministry settings, the following dining procedures and guidelines will be observed.**

### **Meal Times**

- Breakfast
  - Monday: 8:15 AM
  - Tuesday - Friday: 7:15 AM
  - Saturday: 10:00 AM Brunch

- Sunday: 8:00 AM
- Noon meal
  - Monday - Friday: 12 PM
  - Sunday: 12:30 PM
- Supper
  - Monday - Friday: 5:30 PM
  - Saturday: No supper is served.
  - Sunday: 5:00 PM

### **Dining Room Decorum**

- Arrive promptly for all scheduled meals, as timely attendance demonstrates respect for the community and dining staff
- Attendance at our monthly Thursday evening formal meals is expected; permission from your dorm supervisor is required if you need to be excused
- Dress appropriately for a community dining setting—ball caps, flip-flops, and overly casual attire are not suitable for meal times
- Demonstrate courtesy and proper etiquette that reflects well on your character and preparation for professional ministry
- Cafeteria-style meals may be enjoyed outside unless otherwise noted. For family-style meals, food may only be taken out with supervisor or RA permission for students who are ill.
- Dining hall items (dishes, cups, silverware, beverages, ice, or food) are not to be removed for personal use outside of designated meal times
- Students with specific dietary requirements or food allergies should inform the college administration so we can work together to accommodate your needs appropriately

## **Miscellaneous**

### **Property Damage**

- Please report any damage to school property or equipment to your work supervisor or RA, whether you accidentally caused it or simply discovered it. Students will be responsible for reimbursing repair costs when damage results from negligence or carelessness.

### **Health Insurance**

- Minimum health insurance for inpatient hospital coverage is required for all full-time students.

### **Driving and vehicle use**

- All students have the privilege to have a vehicle on campus. Reckless or inappropriate driving could result in losing that privilege.
- The campus speed limit is 15 mph.
- Students who loan their vehicles to other students do so at their own risk, and are still responsible for any damage caused to persons or property.
- KMBC assumes no responsibility for damage to private vehicles or injury to persons using them.
- Garage facilities are limited to school and staff vehicles ONLY. Students are not to borrow KMBC tools or wash their cars on campus unless specific permission from the Plant Manager is obtained.
- Vehicles are to be parked in designated student parking areas.
- If you need school transportation, see the business office for availability and rates.

### **Work**

- Campus work program:

Failing to show up for work without proper notification will result in disciplinary action.

Failing to clock in or clock out may result in the forfeiture of time worked.

Students who wish to tithe their work credit hours need to inform the Business Office.

Student work arrangements conclude at commencement. Work arrangements may be terminated earlier if a student consistently fails to fulfill their responsibilities or demonstrates poor work performance.

- Off-campus work: Dorm students are to gain permission from the Assistant Director of Student Life before accepting off-campus employment. Dorm students need to inform their Dorm Supervisor of their weekly off-campus work schedule.

## Voting

**We encourage you to vote!** The Student Life Director/Assistant can answer questions and provide state voter registration and absentee ballot information, including registration cards. The United States Election Assistance Commission provides the National Mail Voter Registration Form that can be used to register to vote, update your registration due to a change in name, make a change of address or to register with a political party. The form also contains rules and regulations.

For Out-of-State Students: You may vote absentee in your home state while attending KMBC. Contact your home state's election office to request an absentee ballot. Plan ahead—absentee ballot deadlines vary by state and often require advance planning to ensure your vote is counted.

## Student Handbook Part 2: Academics

### **Family Education Rights and Privacy Act of 1974 (FERPA)**

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

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

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

Additional information regarding FERPA, details about its provisions and student protection, and the forms necessary to withhold or release information may be obtained through the registrar's office in the Administration Building. A brochure "Your Rights Concerning Personal Information Disclosure" is available from the registrar.

## **ACADEMICS**

### **Administration Officers**

Vice President of Academic Affairs

Dr. Richard Englehardt

Registrar

Mr Kirk Bagby

Librarian

Miss Patricia Bowen

## **Faculty Advisors**

Prior to Registration, students are assigned to a faculty advisor who will guide them in selecting courses during their freshman through senior years.

## **Incomplete Work**

An “incomplete” is allowed only for illness or family emergencies which cause students to miss classes. Such students will be given a maximum of three weeks after the close of the semester to make up the incomplete work for a letter grade. An incomplete not made up within three weeks will become an “F”. Incomplete work in a course for other reasons than the above will result in a lowered grade or an “F” (if sufficient work has been completed for a grade). Any student who does not maintain a “C” average is automatically on academic probation.

## **Student Load**

The normal student class load is 13 to 17 semester hours. A student who wishes to take more than 17 hours must request permission from the faculty.

## **Class Attendance**

Faithful attendance at class sessions is essential. Students who miss class receive an unexcused absence unless they obtain an excused absence from the Academic Dean. Unexcused absences materially affect grades (see below).

Excused class absences must be approved by the Academic Dean. While certain circumstances (listed below) typically qualify for excused absences, students must still follow the proper notification process to receive official approval.

Excuses from class are typically granted for:

Personal illness which has been excused by the school nurse or Dorm Supervisor **prior to missing a class**, family emergency (incl. serious illness or death of a close family member), field ministry assigned by the school, and Emergency assignments made by the school.

## Class Excuse Procedure

- When a student is sick, their dorm supervisor will communicate this to the Academic Dean on the day of the absence. In certain circumstances, the sick student will be expected to attend class via zoom to avoid being counted absent.
- Any other absence can be excused by the Academic Dean if informed prior to missing class.
- The Dean will notify the faculty that the student has been excused for the absence.
- If the excused student is not required to join the class via Zoom, but does so, they will be counted as present.

1. If the student wishes to be counted present instead of an excused absence, he/she has one (1) week to watch the class video and provide the instructor with a 150-word reflection on the class session he/she missed. This will allow the student to earn attendance credit instead of an excused absence.

## Unexcused Absences

Students are permitted one unexcused absence hour for each hour of academic credit without penalty. For example,

- A 3-hour class meeting 3 times per week allows for 3 absences.
- A 3-hour class meeting once per week allows for one full absence.
- A 3-hour class meeting twice per week allows for two absences, as each session would be 1.5 hours long.

Each unexcused absence in addition to those allowed will result in a lowering of the final letter grade earned by 1/3. In other words, three unexcused absences above those allowed would reduce the final letter grade by one full letter. Two tardies will constitute one unexcused absence. **A student who has missed the equivalent of 20% of a class or classes during a semester for any reason may not receive credit except by special action of the faculty.**

## Late Papers and Test Retakes

Late papers will be subject to a cut in grade. If a student fails a test and desires to retake it, he should make arrangements with the teacher within twenty-four hours after his/her paper is returned, and retake within one week. In no case may a failing grade be raised above a “D”. Late and special tests and examinations will be issued at a time specified by the teacher. Fees should be paid when the student takes the test. See catalog for fees.

## **Mobile Devices Policy**

If a student is found using a computer, smart-phone, or other similar device during class for something other than current classroom activity, the Academic Dean will be notified. After three occurrences (total in all classes), the student may forfeit the privilege of using that or any similar device in any class for the rest of the semester.

## **Plagiarism**

Plagiarism is generally defined as any use of a source—for example, another person or AI’s words, ideas, data or visual material—without proper acknowledgment and citation. KMBC students must become familiar with, and understand, the specific components of plagiarism in order to avoid succumbing to it. When plagiarism is discovered at KMBC it will be immediately addressed. All instances of plagiarism/cheating are reported to the Academic Dean. The consequences of choosing to plagiarize/cheat at KMBC are serious and are detailed in the college catalog. See KMBC Catalog for more information.

## **Consumer Information and Public Disclosures**

KMBC is committed to transparency and providing prospective and current students with important information about our institution, programs, and student outcomes. In compliance with federal regulations, we make available comprehensive consumer information including graduation rates, employment outcomes, financial aid data, campus safety statistics, and other institutional disclosures.

For complete consumer information and public disclosures, visit: [kmbc.edu/consumer-information](http://kmbc.edu/consumer-information)

# **Student Handbook Part 3: Student Life and Sexuality**

## **HUMAN LIFE and SEXUALITY**

### **STATEMENT ON HUMAN LIFE**

Kentucky Mountain Bible College affirms the Scriptural position that all human life is sacred, having been given value by God at conception, and therefore must be both respected and protected. Taking human life through abortion, homicide, assisted suicide, and suicide is inconsistent with Scripture and abhorrent to God. As a result, KMBC prohibits all members of its community from promoting or participating in any act of, or support of, abortion regardless of the stage of pregnancy. The college also retains the right to terminate any member of the faculty, staff, or student body for the violation of this basic human right. KMBC does understand that where a pregnancy puts the life of the mother in serious risk, triage decisions may need to be made in consultation with the mother, her pastor, family, and doctor. It is clearly recognized, however, that God's mercy, forgiveness and restoration is extended to all those who have made the unfortunate choice to have an abortion and who are willing to repent.

### **GENDER IDENTIFICATION**

KMBC recognizes that some students may struggle with the gender identity they were biologically created with. While the college will compassionately seek to counsel and help that student to recover a biblical perspective on gender identity, this college affirms the Scriptural position that each individual is both created in the image of God and has been purposely made with the biological gender of their birth. In the light of Scripture and the college's mission, the college is not able to allow a student of one biological gender to dress and act differently than the one God created them to be. When a student decides to identify as a gender other than their biological one, it is in the best interests of the individual student and the college for that individual to depart entirely from the college community. Departure from the college community is also required if the student decides on a medical course of action to physically change their biological gender. Both the choice to identify as a gender other than their biological one and to medically change their biological gender are considered as deviations from God's purpose and inconsistent with the mission of this college.

### **RELIGIOUS FREEDOM & HUMAN SEXUALITY**

The fundamental Biblical and philosophical goal of Kentucky Mountain Bible College is to develop students into mature, Christian individuals. Of necessity, this involves KMBC's understanding and belief of what qualities or characteristics exemplify a Christlike life (Romans 8:29; 2 Corinthians 3:18).

We believe the Bible to be the inspired, authoritative Word of God. Therefore, everything we say and do must be under the guidance and authority of the Scriptures. Our integrity depends on consistent

application of our commonly understood biblical truths (2 Timothy 3:16-17; Psalm 19:7-11; 2 Peter 1:20-21).

We uphold the sanctity of marriage as a God-ordained, special union between a man and a woman, where sexual relations are both honored and affirmed by God (Genesis 1:27-28, 2:24-25). The Bible teaches that all sexual unions outside of marriage, as thus defined, are sinful (Hebrews 13:4). When dealing with sexual sins, we have no alternative but to follow the teachings of Scripture, as we understand them, and consistently apply those teachings to both heterosexual and homosexual situations (Proverbs 6:29; Ephesians 4:17-24). We understand that sexual sins of all kinds stem fundamentally from an individual's brokenness, and it is God's intention to heal the broken and make us whole.

We understand the Bible to teach that we must oppose all sexual sin while demonstrating compassion for those who fall victim to it, distinguishing between the value and identity of each person as an individual, and the behavioral choices which some individuals make (Galatians 5:19-25; 1 Corinthians 7:1-3). We understand the Bible to differentiate between recognition of person-hood and rejection of those actions which it defines as immoral, while simultaneously extending forgiveness and healing to all who respond in believing faith to its universal offer of God's grace (John 8:3-11; Luke 15:10).

All KMBC students are expected to exhibit the Christlike qualities taught by Scripture and to refrain from activities or behavior that is contrary to those teachings. Therefore, KMBC retains the right to refuse enrollment to or to suspend any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or who is a practicing homosexual/bisexual, as well as any student who condones, supports, or otherwise promotes such practices (Leviticus 18:22; Romans 1:24-32; 1 Corinthians 6:9-20; 1 Timothy 1:9-11).

## **Emergency Procedures and Campus Policies**

Please review all [KMBC Emergency Procedures and Campus Policies](#) at [kmbc.edu/emergency-procedures-handbook](http://kmbc.edu/emergency-procedures-handbook).

## **Title IX**

### **Definition of Sexual Harassment**

The Title IX definition of sexual harassment covers three categories of conduct:

- A. A school employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct (known as *quid pro quo* harassment)
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it denies a person access to the school's education program or activity.
- C. Sexual assault, dating violence, domestic violence and stalking, as defined by the Clery Act and the Violence Against Women Act.

## Further Sexual Harassment Definitions

**Domestic Violence** includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

**Sexual Assault** is any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Falling under the definition of sexual assault are sexual activities as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape.

**Dating Violence** means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

**Stalking** means a course of conduct directed at a specific person that would cause reasonable person to fear for her, his, or other's safety, or to suffer substantial emotional distress.

## Definitions for Reference

**A Complainant** is an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

**A Respondent** is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

**Supportive Measures** are individualized services available that are not punitive, disciplinary, nor unreasonably burdensome to the other party while designed to ensure equal educational success, protect safety, and deter sexual harassment.

**A Formal Complaint** is a document filed by a complainant (or signed by the Title IX Coordinator) alleging sexual harassment against a respondent and requesting that the school investigate the allegation.

## Commitment to Care and Fairness

KMBC is committed to provide every complainant with appropriate supportive measures (whether they want to file a "Formal Complaint" or not). Every respondent will be treated as responsible only after receiving due process and fundamental fairness, and school officials involved will serve impartially and without bias for or against any party.

## **Investigation**

When KMBC has received a formal complaint, or has knowledge of sexual harassment, prompt and discrete steps will be taken to investigate the incident. Subsequently, timely and effective action will be taken to address the incident and insure to those involved a response that will be both appropriate and designed to prevent its recurrence.

## **Student Life and Sexuality**

### **Sexual Harassment Policy**

KMBC is committed to a campus environment that is free of harassment and intimidation based on age, color, disability status, marital status, national origin, separate ethnicity, race, sex, religion, or veteran status. All students, faculty, and staff are responsible for maintaining a professional academic environment where sexual harassment is strictly prohibited. Unwelcome sexual advances, request for sexual favors, and other verbal, written, or physical contact of a sexual nature constitute sexual harassment. Inasmuch as they interfere with a professional, academic environment and create an intimidating, hostile or offensive environment, they will not be tolerated.

Sexual harassment can be evidenced when:

- Student's grades or educational progress are contingent upon submission to such conduct,
- The conduct has the purpose or effect of interfering with the individual's academic performance or creating an intimidating, hostile or offensive educational environment,
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual,
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

All such conduct is specifically prohibited. Members of the campus community who believe they have been sexually harassed are encouraged, but not required, to discuss the matter privately with the offender in an effort to resolve the matter (Matthew 18:15-17). If this venue does not work or is not appropriate considering the nature and/or perpetrator of the harassment, then those believing they have been sexually harassed should consult the campus Title IX coordinator or Student Life Director/Assistant. A brochure detailing an individual's rights, a discussion of when and how to report an incident and the

available institutional and community resources is given to all members of the campus community but is also available from the Student Life Director/Assistant office and online under the Title IX tag.

Sexual harassment is a serious violation of the KMBC student life code, as well as Christian ethics and Federal law. Those who choose to sexually harass another, after investigation (see below), will be subject to college disciplinary measures and, depending on the seriousness of the incident, may face legal charges.

### **Violence Against Women**

Any form of violence against women will not be tolerated on this campus. This includes domestic violence, dating violence, sexual assault, and stalking. Any indication of these forms of violence need to be reported to the lead Title IX coordinator.

When KMBC has received notice of a possible act of sexual violence or harassment, immediate steps will be taken to investigate the incident in a discrete, timely, and appropriate way. It is the charge of the Title IX coordinator to conduct an independent investigation, as they have been given the training to do so with sensitivity and discretion. Upon verification by a “preponderance of the evidence,” the issues will be addressed and dealt with in accordance with state and federal regulations under Title IX and VAWA. Within the investigation period both prompt and effective action will be taken to address the incident and ensure a remedy that will be appropriate as well as designed to prevent its recurrence. In all cases an effort will be made to resolve the incident within 60 days of its reporting.

The college is here to help both the victim and the accused. Guidance, support and counseling will be given or arranged for upon request. If you feel you may have a need because you are or have been involved in any of the above mentioned actions, we urge you to seek out help to address them.

### **AS A BYSTANDER, YOU CAN MAKE A DIFFERENCE!**

While sexual violence and harassment affects everyone, on a small campus community its affects are magnified. Some forms of sexual harassment, while not explicitly illegal, are nonetheless demeaning and undermining to the value of all human life as is exemplified in the Scriptures. These demeaning and undermining forms of sexual harassment may be observed, for example, as sexually violent jokes, sexually oriented comments about someone’s appearance, sexually explicit comments, and vulgar gestures. Allowing this kind of verbal/physical derision to go unchecked contributes, as does the viewing of pornography, to a culture that is much more likely to accept sexual violence. It has no place at all in the life of a follower of Jesus Christ.

While you may not be the object of sexual violence or harassment yourself, it is imperative that you recognize it when it happens. Additionally, you need to be aware of safe and positive options of intervention that can help prevent harm or intervene in situations of potential harm/harassment. This is

appropriately called “bystander intervention.” KMBC will provide a mandatory training session on bystander intervention on a regular basis.

## **RETALIATORY HARASSMENT**

Those who report an incident of sexual or domestic violence, sexual assault, dating violence, stalking, or sexual harassment will be protected against any kind of retaliatory harassment by friends or supporters of the alleged perpetrator(s) of said actions.

Please note that retaliatory harassment will not be tolerated, and the actions of those engaging in such will be addressed by the Title IX coordinator as major disciplinary issues with serious consequences. This statement constitutes due warning.

## **BULLYING**

It is expected that all members of the KMBC campus community (faculty, staff, and student body) will treat each other with respect and consideration. Inappropriate conduct or comments intended to intimidate or humiliate a member of the campus community are not acceptable, and will be dealt with as a serious breach of conduct.

## **Student Grievance Procedure (regarding issues of a non-sexual nature)**

If a student at KMBC has a grievance of a non-sexual nature with a faculty or staff member, a work supervisor, a person of authority, or another student, there is in place a procedure for getting it addressed and resolved.

The biblical example is to go humbly to the individual first and seek to address the disagreement. If a student life issue cannot be successfully resolved in that way, then initially the following chain of command should be followed: 1. Dorm Supervisor, 2. Dean of Men or Women, 3. Student Life Director/Assistant, and 4. President.

\* Usually issues regarding Academics (grades, faculty interaction, work load, etc) can be addressed by the Academic Dean.

\* Issues related to the campus work program can be addressed by the work supervisor, Mr Josiah Hunter. If that does not produce a satisfactory result, Mr Steve Lorimer would be the next one to see.

\* Financial issues can be taken up with the Business Office.

Regarding disciplinary issues, an appeal procedure is detailed on page 30 of the Student Handbook. If the issue has not been resolved satisfactorily through the regular channels, the Student Life Director/Assistant is available to address it, and if need be, present it (or re-present it) to the appropriate person. If further action is necessary, the Student Life Director/Assistant can bring it before the administration. KMBC is committed to make every effort possible to resolve student grievances in a Biblical and appropriate manner.

### **Student Grievance Procedure Under Title IX (regarding sexual issues)**

If an individual at KMBC has a grievance regarding sexual harassment or sexual violence with a faculty or staff member, a work supervisor, a person of authority, or another student, there is in place a procedure for addressing it. The intention of this college is to provide a grievance procedure which will enable the student to share their concerns, complaints or problems with the confidence that they will be seriously considered and a prompt and determined effort will be made to resolve them. KMBC further recognizes each individual has a right to a fair, reasonable and impartial process in the examination of the issues and determining the consequences if necessary.

KMBC's Title IX coordinator is Mr Rick Brookens ([rbrookens@kmbc.edu](mailto:rbrookens@kmbc.edu)) or (693-5000, ext 751) or ext 214 (office). He has been trained to help those facing sexual harassment and sexual violence issues to:

- \* Understand their options in registering a complaint,
- \* Be aware of the available medical, legal, and counseling resources,
- \* Guide them through the necessary grievance procedures to insure a discrete, timely and appropriate addressing of the issues,
- \* Facilitate support during an investigation,
- \* Address any retaliatory issues arising from a complaint and/or investigation,
- \* Coordinate a safe and non-hostile environment.

Because of his training and experience, we recommend (but do not require) the individual who has experienced sexual violence or harassment contact the Title IX coordinator.

Upon receiving information regarding sexual harassment or sexual violence, immediate steps will be taken to investigate the incident in a discrete, timely, and appropriate way. It is the charge of the Title IX coordinator to conduct an independent investigation, as they have been given the training to do so with sensitivity and discretion. Upon verification by a "preponderance of the evidence," the issue will be addressed according to the procedure outlined in "Level 2" of the Disciplinary Process (page 35).



# Student Handbook Part 4: Student Life and Discipline

## DISCIPLINARY PROCESS

At KMBC, we are committed to fostering a Christ-centered community where each student can grow in holiness and Christian character. We recognize that genuine discipleship involves both personal growth and mutual accountability within the body of believers.

Our disciplinary process reflects our commitment to redemption and restoration rather than punishment. When community standards are not met, we respond with the goal of helping students grow spiritually while maintaining an environment that supports the entire campus community's development in Christian living. When one person's choices negatively impact others' ability to grow spiritually or academically, we must thoughtfully balance individual needs with our responsibility to the broader campus family.

**Students are expected to be fully acquainted with the current school catalog and handbook and to abide by the procedures and guidelines contained in them.**

Though a rule may not be definitely stated, students are expected to comply to the spirit of principles of conduct stated. If you have questions, consult with the Student Life Director/Assistant. The Scripture does not describe a precise model for discipline. However, it does give some general principles on how we should confront a person who has disregarded the standards of community life: Matt. 18:12-17; 1 Cor. 5:1-5; 2 Cor. 2:5-11; Eph. 5:6-13; & 1 Thes. 4:3-9.

***Infractions of community life are dealt with at many levels.***

Personal Accountability: Spiritual maturity begins with self-discipline and personal responsibility. Our goal is to help students become less dependent on rules to govern behavior and to develop strong internal convictions and discernment, enabling them to make godly choices based on Biblical principles rather than external rules or peer pressure.

Peer Accountability: Christian community thrives when students care enough about each other to offer loving correction and encouragement. We expect students to take seriously their role in supporting one another's spiritual growth through honest, caring conversations when concerns arise.

Community Accountability: When personal and peer accountability are insufficient, campus staff (dorm supervisors, work supervisors, faculty) step in to provide guidance and correction. This typically involves a warning followed by an infraction notice if needed. Most issues are resolved at this level when students respond appropriately to correction.

Infraction Notice: Issued for irresponsible conduct including disrespect, disorderly behavior, neglecting responsibilities, or policy violations.

**Institutional Accountability:** Formal disciplinary action becomes necessary when previous accountability measures have not produced positive change, or when serious violations of community standards occur that require immediate institutional response.

**Level One** - an accumulation of FOUR infraction notices sends the student to the Student Life Director/Assistant who works with the student to correct the problem. More serious infractions may be referred to the Vice President for Enrollment and Student Success.

**Level Two** - if a student's behavior/attitude does not change, or if they are involved in a serious violation of community life (see page 36);

1. The Student Life Director/Assistant or VPESS will arrange a hearing with the Student Relations Committee, who will have been informed of the nature of the problem.
2. The Student Life Director/Assistant or VPESS will notify the student in writing of the time and date of the hearing, a description of the issues to be addressed, and the reason why.
3. The student will have an opportunity to present witnesses on their behalf.
4. The student will have an opportunity to address the Committee and witnesses.
5. The student has the right to have a member of the campus community (student, staff, or faculty member) present to advise and/or appear with them.
6. The student has the right to appeal the decision of the Student Relations Committee to the President.

Failure to give truthful testimony to the Committee is a serious offense and may lead to dismissal. The Student Relations Committee sets the terms of discipline appropriate to the infraction and informs the student in writing. This letter is placed in the student's file. An appeal to the President must be made in writing within ten days of the hearing, and the President has ten days after the receipt of the appeal to respond.

Cases involving serious violations of community life such as profanity, theft, lying, gambling, possessing or using tobacco, alcohol and/or illegal drugs, immorality, homosexuality, lesbianism, bestiality, sexting, viewing pornography, stalking, sexual harassment, sexual violence, and distributing material of a sexual nature will justify immediate institutional discipline without previous disciplinary response or warning.

When institutional discipline is given and the terms of that discipline are fulfilled, but subsequently there is a further major violation of community life, the institutional consequences can be, at the recommendation of the Student Relations Committee, evaluated in light of "repeated offenses" rather than only the most recent violation.

**Disciplinary options are:**

**Restrictions** - such as causing loss of automobile/motorcycle/bike privileges, the removal and/or denial of social privileges, or the denial of the student's weekend.

**Fines/community Service** - an amount of money and/or community service to be performed by the student to compensate for willful or negligent behavior and/or damage resulting from property abuse.

**Probation** - a warning status into which a student is placed when he is in jeopardy of suspension or dismissal from the college. This involves (1) notification of parents, (2) exclusion from extra-curricular activities including athletics, holding office in any organization and as a representative of the school in public functions. When probation is for an indefinite period of time, the Committee usually meets after one semester to determine if probation should be terminated. However, continuation on probation will lead to dismissal.

**Suspension** - the release of a student for a specified period with readmission being granted by action of the Student Relations Committee. The student may face loss of academic work.

**Dismissal** - the immediate release of a student with the subsequent loss of academic work. If a student is dismissed, the dismissal will be for at least one year and will become a part of the student's permanent record. Readmission can be granted only by action of the Student Relations Committee. Students readmitted to KMBC following dismissal are placed on disciplinary probation for one semester.

Refunds for termination, dismissal, or suspension will be made according to the schedule listed under the Withdrawals and Refunds section of the Academic Catalog (see the registrar or access catalog online).

## **STUDENT GRIEVANCE and APPEAL**

A student who has a grievance related to a disciplinary decision should follow this procedure for resolution:

1. Contact the person who made the decision for an explanation of why the decision was reached/infraction issued. If it is discovered there has been misunderstanding the problem can be resolved at this point.
2. If the complaint is not satisfactorily resolved, the student may request a hearing with the Student Life Director/Assistant within seven days of the infraction issuance.
3. If the complaint is not satisfactorily resolved with the Student Life Director/Assistant, the student may request a hearing with the Vice President for Enrollment and Student Success within 5 days.

4. If the complaint is not satisfactorily resolved with the VPESS, the student may then make a written request for a hearing with the Student Relations Committee within five days.
  - a. (Note the procedure in Level 2 of the Disciplinary Process)
5. Subsequent to the student's meeting with the Student Relations Committee, if the complaint is not satisfactorily resolved, the student has five days to present a written appeal to the President. The decision of the President will be final in all disciplinary disputes.

## **STATE OF KENTUCKY GRIEVANCE POLICY and PROCEDURE**

The State of Kentucky has a complaint process that students may use. The following links provide our State's consumer complaint webpage and process:

Webpage: [http://cpe.ky.gov/campuses/consumer\\_complaint.html](http://cpe.ky.gov/campuses/consumer_complaint.html)

Consumer complaint process (per 13 KAR 1:020 Section 13):

<https://apps.legislature.ky.gov/law/kar/titles/013/001/020/>

# **Student Handbook Part 5: Counseling and Character Development**

## **COUNSELING**

### **General Information**

KMBC acknowledges that God alone is the Author of spiritual and emotional healing and wholeness, and that Divine Grace is imparted in the acts of justification and entire sanctification that is adequate to restore the fallen human to relationship with God. Ultimately, it is this relationship with God that heals the spirit.

KMBC provides on-campus personal counseling that is designed to help students cope with a variety of personal issues and move toward wholeness in Christ. If it is determined that off-campus counseling would better serve the student, a professional, Christ-centered counselor is available. The cost for off-campus counseling, and transportation if needed, will be charged to the student's bill.

The college counselor in cooperation with the Student Life Director/Assistant will evaluate student counseling services annually. A complete description of the Counseling Program at KMBC follows.

## **KMBC Counseling Program: Policy and Procedures**

### **Philosophy**

KMBC's counseling program philosophy grows out of the KMBC Mission statement: "Kentucky Mountain Bible College is a Bible-centered undergraduate higher educational institution in a residential setting whose mission is to equip men and women to serve with a passion to Know God; a passion to prepare for His Ministry; a passion to live and teach the message of Biblical holiness; and a passion to evangelize and disciple the world for Christ.

KMBC acknowledges that God alone is the Author of spiritual and emotional healing and wholeness, and that Divine Grace is imparted in the acts of justification and entire sanctification that is adequate to restore the fallen human to relationship with God. Ultimately, it is this relationship with God that heals the spirit.

KMBC provides on-campus personal counseling that is designed to help students cope with a variety of personal issues and move toward wholeness in Christ. Qualified pastoral counselors are available on campus to assist any students. The goal is that all students will become whole and therefore more fruitful in their ministries. A KMBC alumnus and missionary spoke to our students on chapel and

exhorted them, “Unpack your baggage while you are here, or I will have to do it for you when you arrive on the mission field.” The goals of the counseling program are: to help students to confront their personal issues of woundedness, abuse, and dysfunctionality in a safe, Christ-centered, confidential, Biblically-based context; to receive healing from Christ; to extend forgiveness to others; to reach closure on the past; and to move on into productive ministry wherein they “comfort others with the comfort by which they have been comforted.”

## **Institutional Objectives**

Students who would benefit from professional counseling will be offered professional services and referred to a counselor approved by the college.

The college will provide confidential counseling services.

The college counselor will use professional discretion to refer students who need more specialized care to an outside agency or care giver.

The college may refer students under institutional discipline, at their request, to the college counselor to deal with related issues.

The college will provide career counseling through the student’s academic adviser, faculty, college counselor, and Field Ministry Director.

The college counselor will point students dealing with ongoing moral issues toward honesty, confession, repentance, and accountability within the Body of Christ which is the campus community.

## **Student Objectives**

The student will maintain regular appointments with the counselor as needed.

The student, with the assistance of the college counselor, will work to self-disclose.

The student will work to experience Christ’s healing for the wounds of his/her spirit.

Exceptions to confidentiality, without voluntary, written authorization from the student to release such information, include:

- Life-threatening events (self or other).
- Child-abuse (actual or suspected).
- Spouse abuse or another type of dependent care neglect or abuse.

- Court-ordered release of information.
- When the student's behavior places himself/herself or another person in danger or at risk.

There is no additional charge to students for counseling provided on-campus.

## Character

**The following are a list of character traits KMBC recognizes as imperative to Christian service: attitude, congeniality, dependability, discipler, discretion, financial responsibility, forgiving, honest, humble, loving, obedient, patient, peace-making, reputable, self-controlled, self-disciplined, servanthood, spiritually minded, virtuous, and wise. The school is committed to the development of these traits in the lives of its students.**

### **Character Evaluation Tools**

The college will use a variety of tools to assess character development in the life of the KMBC student. These tools will include a Character Development Evaluation form, work performance evaluations, Field Ministry evaluations, record of community service, and the student's personal testimony. These tools are administered by the discipleship/mentor leaders, and shall be collected by the Student Success Team.

**Evaluation form.** In the spring semester, each student will receive a Character Development Evaluation form from their discipleship mentor. This form includes a personal Bible study and a character self-evaluation aligned with the college's graduation requirements. The student will complete the evaluation before meeting with their discipleship mentor to review and discuss commendations and concerns. If needed, the mentor will provide follow-up or refer the student to appropriate campus resources.

**Work performance evaluations.** The college gives work performance evaluations of each student's college work study each semester. These are completed by December 1 and May 1 of each academic year. These evaluations are completed by the men's and women's work supervisors along with the student's direct work supervisor.

**Field Ministry evaluations.** The Director of Field Ministries oversees the placement and evaluation of students in field ministry opportunities. Evaluations are conducted each semester. Copies of these evaluations will be included in each student's character development portfolio, and filed in the faculty advisor's office.

**Community Service.** It is the responsibility of the individual student to record and authenticate any community service which he/she renders during each academic year. Disciplinary community service required by the college is not included in the character development portfolio.

**Personal Testimony.** Each student must write a personal testimony (200-400 words) of their spiritual experience and growth during each academic year. The testimony should include specific crises of grace and spiritual high points during the school year. This testimony must be submitted to the advisor's office for placement in the students' character development portfolio by May 1 of the academic year. All of these records compiled in the student's character development portfolio shall remain confidential between the student and the college.

**Character Evaluation.** The Student Life Director/Assistant is the administrator assigned to supervise the character evaluation process. The faculty advisers shall function as the gatekeepers, reporting to the Student Life Director/Assistant and a committee of faculty advisers. Each adviser shall report to the committee general corrective measures implemented to address student character deficiencies. Students failing to meet the satisfactory level of character development in any of the criteria will be provided assistance to address and correct specific problems. The adviser shall recommend students to the committee who, in the adviser's view, are eligible to continue toward graduation. Any juniors who are in danger of being denied graduation based upon character deficiencies shall be informed at the end of the junior year and provided with a corrective plan. It is the duty of the Student Life Director/Assistant and the committee of faculty advisers to determine the student's fitness for graduation based upon character. The committee of faculty advisers shall recommend all eligible students to the faculty, whereupon the faculty shall make their recommendation to the Board of Trustees.

“For He satisfies the longing soul, and fills the hungry soul with goodness.” Psalm 107:9

We are the Body of Christ,  
therefore  
We are Community.

“For as the body is one and has many members, but all the members of that one body, being many, are one body, so also is Christ. For by one Spirit we were all baptized into one body --- whether Jews or Greeks, whether slaves or free --- and have all been made to drink into one Spirit.”

I Corinthians 12:12-13

“Therefore we were buried with Him through baptism into death, that just as Christ was raised from the dead by the glory of the Father, even so we also should walk in newness of life.”

**Romans 6:4**

# **Student Handbook Part 6: Student Organizations**

## **KMBC ORGANIZATIONS & STRUCTURE ORGANIZATIONS**

A student may hold one major office during a school year. Major offices include Student Council President, Student Council Vice President, class presidents, and missionary president. Students on academic or disciplinary probation are ineligible to hold a major office. Any suggested list of nominees for officers by students may be amended by the administration.

### **Class organizations**

Advisers for the classes are appointed by the Student Life Director/Assistant. They will appoint a faculty member to meet with the freshman class until advisers have been chosen.

Class dues are required from each student, so the class is able to function properly.

Elections are held the first week of the fall semester.

Class members are required to be in attendance at class meetings.

Each class will elect these officers, and each officer is expected to maintain the life of a good spiritual leader and example before class members, as well as:

#### **President**

- a. provides effective leadership for the class and all of its activities
- b. the representative spokesperson for his/her class when necessary
- c. presides at all class meetings in an orderly fashion
- d. works with class advisers concerning all class activities
- e. may make fund disbursements in the absence of the treasurer
- f. appoints committees
- g. informs class members of all class responsibilities including class meetings, deadlines, practices, etc.

#### **Vice President**

- a. takes on the responsibilities of the president in the case of his/her absence
- b. becomes an active member of the school social committee

- c. serves with the president as an ex-officio member of all committees
- d. assists the president as needed

### **Chaplain**

- a. with the help and direction of the class advisers, conducts the class afterglows and provides a devotional
- b. opens each class meeting in prayer
- c. leads in devotions at class-sponsored school socials
- d. serves on the Spiritual Life Committee, which works to:
  - Plan and organizing student involvement in the National Day of Prayer
  - Plan and organizing student prayer meetings before and during Convocation
  - Plan and organizing a Prayer Emphasis Week once per school year, including scheduling a speaker and the week during which the special services are to be held
  - Plan and organizing a prayer vigil for students on or before October 31
  - Participate in and encouraging fast prayer meetings

### **Secretary**

- a. records all proceedings of the class meetings including any pertinent details
- b. reviews minutes from previous meetings if necessary
- c. keeps attendance at all the meetings
- d. handles all necessary class correspondence

### **Treasurer**

- a. collects class dues
- b. keeps a record of all distributions of all funds, makes all deposits, keeps a record of all monies accessible to the class and all funds withdrawn

c. prepares and reads a report on the state of the treasury at each meeting

### **Class Representative (2)**

- a. is a member of the Student Council
- b. attends all Student Council meetings and represents class concerns to the Council
- c. reports important Student Council matters to the class

## **Class Activities**

### **Advisers' Parties**

Each class may have a party in appreciation of class advisers and should be planned as follows: Seniors in May; Juniors in February; Sophomores in March; and Freshmen in April. Classes should set dues and due dates for members' contributions.

Classes may secure some funding from Student Council Activity Fund (\$1.00 per student) for campus wide activities.

### **Special Responsibilities**

Freshmen - decorate campus for Christmas, work in kitchen during Junior/Senior Banquet, baby sit during Alumni Day.

Sophomores - plan Christmas Social, serve and clean dining room for Junior/Senior Banquet and Alumni Banquet.

Juniors - Junior/Senior Banquet (provide refreshment for Freshmen and Sophomores), serve for Alumni Banquet.

Seniors - Senior chapel

## **Student Council**

### **Student Council Bylaws**

Name: Student Council of Kentucky Mountain Bible College

#### **Purpose**

- A. To serve as a liaison between the student body and college administration.
- B. To serve as a forum for student input on school policy and activities relevant to student life.
- C. To sponsor, promote, and assist in the conducting of programs and activities that are beneficial to the school.
- D. To charter student organizations.

#### **Membership**

Membership of the student council shall consist of the President, Vice President, and eight representatives - two from each class. The secretary and the treasurer will be elected from the eligible candidates of these representatives. The Student Life Director/Assistant shall serve in an advisory position.

#### **President**

1. shall chair council meetings
2. shall announce before the student body the date of the next regularly scheduled meeting at least nine days in advance of the meeting and will distribute an agenda for that meeting to the secretary, no less than four days before the meeting
3. shall make fund disbursements in the absence of the treasurer
4. shall be at least a third year student and must have attended KMBC for at least two semesters as a full-time student (the nominating committee reserves the right to select nominees from the upcoming sophomore class)
5. shall carry a cumulative GPA of at least 2.5
6. shall appoint a successor to complete the unexpired term of an officer, in the event of the vacancy of a Council office for any reason, with the advice and consent of 2/3 of the council. (In the event that the vacant office is that of the Vice President, the appointed successor will be approved by the Administrative Committee.)

7. shall address the student body in the Student Council Presidential Inaugural Chapel held during the first full week of the fall semester. Other addresses are to be made as needed.

8. shall perform responsibilities assigned by the council

### **Vice President**

1. shall chair meetings in the absence of the president

2. shall chair the Social Committee, plan, and direct social activities sponsored by the committee

3. shall assume the office of president should the president no longer be able to fulfill that office

4. shall be at least a third year student and must have attended KMBC for at least two semesters as a full-time student (The nominated committee reserved the right to select nominees from the upcoming sophomore class)

5. shall carry a cumulative GPA of at least 2.5

6. shall perform responsibilities as assigned by the council president and the council

### **Secretary**

1. shall keep an accurate attendance record

2. shall record the minutes at the meetings

3. shall be responsible for all council correspondence

4. shall distribute a copy of the agenda to council members three days prior to regularly scheduled meetings

5. shall post on the Student Center bulletin board three days prior to the next regularly scheduled meeting, a list of proposals

6. shall be responsible to make copies of the minutes to be presented to the Student Life Director/Assistant

7. shall post on the Student Center bulletin board proposals considered and council and Administrative Committee action toward them

8. shall be at least a second year student and must have attended KMBC for at least two semesters as a full-time student

9. shall carry a cumulative GPA of at least 2.5

10. shall perform responsibilities as assigned by the council president and the council

### **Treasurer**

1. shall be responsible to the president and/or council for all revenue and capital of the council
2. shall make no expenditures without the approval of the president and/or council
3. shall be responsible for the recording of all financial transactions of the council
4. shall have a basic knowledge in accounting
5. must be at least a second year student, and must have attended KMBC for at least two semesters as a full-time student
6. must carry a cumulative GPA of at least 2.5
7. shall perform responsibilities as assigned by the council president and the council

### **Representatives**

1. shall include two members from each class
2. may hold any other organizational office excepting the President or Vice President offices of the Council, providing he/she attains to the qualifications of that particular office
3. shall represent his/her class in:
  - a. expressing the best interests of his/her class
  - b. functioning as a liaison between the council and his/her respective class
  - c. acting according to the dictates of his/her best judgment and of the class he/she is representing
4. shall carry a cumulative GPA of at least 2.5
5. shall perform responsibilities as assigned by the council president and the council.

### **Student Life Director/Assistant**

1. shall advise the council
2. shall serve as a liaison between the Student Council and the Administrative Committee

## **Election Procedures**

The Student Council shall serve as the nominating committee for president and vice-president.

### **President and Vice-President**

1. The Nominating Committee shall nominate no more than three candidates in the regularly scheduled April meeting. These nominations will be approved by the Administrative Committee.
2. The student body will have 48 hours to consider the candidates.
3. The student body will elect the officers the first Thursday of May.
4. The Nominating Committee shall appoint a board of three tellers from the membership of the council in the regularly scheduled April meeting to tally election results.
5. The candidate winning the most votes is elected.
6. The offices shall begin after the last instructional day of the spring semester and terminate at the end of the last instructional day of the following spring semester.

### **Secretary and Treasurer**

1. These officers shall be elected from the eligible representatives by the council during the first council meeting of the school year.
2. These offices shall begin during the first council meeting of the school year and terminate the first council meeting of the following school year.

### **Representatives**

Two members shall be elected from each class.

- a. The returning classes shall meet during the second week of May to elect two council representatives.
- b. The incoming freshman class shall elect two council representatives whose offices shall begin at the point of election, and shall terminate on the following fall registration.

No member of the student council shall hold any one council office for more than two consecutive years.

## Meetings

- A. Regular meetings shall be held once every full month of the school calendar year.
- B. Special meetings may be called by the president of the council in consultation with the Student Life Director/Assistant when it is deemed necessary.
- C. A majority of members shall constitute a quorum to do business.
- D. Each member present shall have one vote, excepting the chair, who shall have no vote unless the council is equally divided.
- E. Council members are expected to be present unless they have secured permission to be absent from the council president or the Student Life Director/Assistant.
- F. No more than 30 minutes may be spent on any one proposal in any one meeting; after the elapse of 30 minutes, the chair shall call for a motion.
  1. The council president shall appoint a clerk to monitor the time.
  2. Each member of the council is allotted two minutes to speak on any one proposal in any one meeting.
  3. If a member runs out of time he/she could ask another member to yield him/her time in increments of no less than 15 seconds.
  4. The Student Life Director/Assistant is not restricted in debate.
    - a. He/she does not have to be recognized by the chair.
    - b. He/she is not restricted in debate time.
  5. Nonmembers shall be recognized for no more than one minute. If more time is desired, the council may permit them to speak longer by majority vote. They shall not be permitted to speak for more than three minutes.

## Voting

- A. The members present at the roll call shall exclusively have the right to vote in that meeting. Tardy members may appeal to the council.

B. The chair shall have no vote unless the council is equally divided.

C. The Student Life Director/Assistant does not have the right to vote.

All Student Council decisions are subject to Administrative Committee approval.

## **Impeachment**

A. A council member can be removed from office for not discharging his/her office or for misconduct.

B. Any and all charges are to be addressed to the Student Life Director/Assistant who shall serve the accused with the charges in writing.

C. The Student Life Director/Assistant shall call a special meeting of the Student Council Executive Committee and serve as its chair, to deal with the charges. At that time the accused will be given opportunity to defend him/herself. If the council executive committee finds that there is suitable evidence to convict, they may vote to impeach by a 2/3 majority vote.

D. If the vote is to impeach, then the full council is called into special session to provide a hearing for the accused.

E. The accused shall have opportunity to defend him/herself. Evidence shall be presented on both sides; a 2/3 majority vote of the council is needed to remove the accused from the council.

F. The impeached council member has the right to appeal to the Administrative Committee within seven days. The decision of the Administrative Committee will be final.

## **Amendments**

A. Only council members can propose changes in the bylaws.

B. A proposed amendment is to be submitted to the president in writing no less than one week before a regularly scheduled meeting for consideration at that next meeting.

C. A proposed amendment is passed with a 2/3 majority vote of the council.

## **Financial Guidelines**

### **Budget**

#### **1. Student Activities Fund**

(\$10.00 per student given to the Student Council within 30 days after the semester begins)

a. class sponsored activities

i. \$1.00 per eligible student (see list secured by the Vice President of the Student Council)

ii. Given to the treasurer of the class upon request.

(a) Fall Semester – Freshmen (Decorating Campus for Christmas)

(b) Fall Semester – Sophomores (Christmas Party)

b. 90% - school-wide activities (Student Council-sponsored)

i. The Student Council must deplete its portion of the student activities fund during the academic year when the latest student activities fee was collected.

## **2. Merchandise Funds (Income from Sales Merchandise)**

a. Up to 30% of the profits may be used for student life expenses

b. No less than 70% of the profits shall be used for the purchase of more merchandise.

## **Student Bill of Rights**

Any student may present to his/her class representative a signed college-related matter in the form of a proposal. Only proposals received at least one week prior to the next regularly scheduled meeting shall receive consideration at that meeting. These proposals shall be posted for consideration at least three days prior to the meeting.

Any member of the student body, the faculty, or the staff may visit council meetings and have a voice when recognized by the chair. The visitor has no vote and may be requested to leave for executive session.

Any student may present the student council a request to have a proposed student organization chartered. No student organization will exist except those chartered by the student council.