

DAVIS

COLLEGE

Student Handbook

2023-2024



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INFORMATION DIRECTORY

- Bible Institute Switchboard: 518.494.1427. An automated attendant operates during off hours.
- Regular office hours are 8:30 AM to 5:00 PM, Monday through Friday.
- All numbers, unless otherwise indicated, begin with 518.494.XXXX

DAVIS COLLEGE

ADMINISTRATION

President	Douglas Blanc, Ph.D.	Page Ctr., 518.620.1701	dblanc@davisny.edu
Academic Dean	JoAnna Oster, Ed.D.	607.331.3242	joster@davisny.edu
Director of Admissions	Sarah Dever	Enrollment Ctr., Ext 1604	sdever@davisny.edu
Director of Finance	Larry Ellis		lellis@davisny.edu
Director of Institutional Effectiveness	Shelley Byron	814.503.0038	sbyron@davisny.edu
Director of Operations	Naomi Saravanapavan	607.442.4878	nsaravanapavan@davisny.edu
Title IX Coordinator	Sarah Dever	Enrollment Ctr., Ext 1604	sdever@davisny.edu

ACADEMIC DEPARTMENT

Director of Distance Education	JoAnna Oster, Ed.D.	607.331.3242	joster@davisny.edu
Registrar	Naomi Saravanapavan	607.442.4878	nsaravanapavan@davisny.edu
Assistant Registrar	Carissa Cragg	Welcome Ctr., Ext. 1603	ccragg@davisny.edu
Director of Library Services	Shelley Byron	814.503.0038	sbyron@davisny.edu
Director of Student Services	Naomi Saravanapavan	814.503.0038	sbyron@davisny.edu

ADMISSIONS

Director of Admissions	Sarah Dever	Enrollment Ctr., Ext 1604	sdever@davisny.edu
Admissions Counselor	Carissa Cragg	Welcome Ctr., Ext. 1603	ccragg@davisny.edu

BUSINESS OFFICE

Director of Finance	Larry Ellis		lellis@davisny.edu
Director of Financial Aid	Naomi Saravanapavan	607.442.4878	nsaravanapavan@davisny.edu
Assistant Director of Financial Aid	Carissa Cragg	Welcome Ctr., Ext. 1603	ccragg@davisny.edu

WORD OF LIFE BIBLE INSTITUTE

ADMINISTRATION

Executive Dean of Bible Institutes	Mr. Brian Baker	Page Ctr., Ext. 1532
Vice President of Operations and Central Services	Mr. Eric Messer	Welcome Ctr., Ext. 1541
Executive Dean & Professor, Global Campuses	Mr. Mark Strout	Ext. 1433
Alumni Engagement Director	Ms. Rebecca Berga	Ext. 1439
Institutional Effectiveness Coordinator	Mr. Justin Lough	Page Ctr., Ext. 1478
Operations General Manager	Ms. Samuelle Champion	Ext. 1578

ACADEMIC DEPARTMENT

Academic Dean	Mr. Todd Steltz	Page Ctr., Ext. 1447
Assistant to the Academic Dean	Ms. Melissa Paris	Page Ctr., Ext 1432
Librarian	Ms. Susanna Swanson	Library, Ext. 1401
Associate Professor and Bible Department Chair	Mr. Jonathan Lough	Page Ctr., Ext. 1454
Registrar & Veteran's Affairs SCO	Mr. Dan Skau	Page Ctr., Ext. 6280

STUDENT LIFE DEPARTMENT

Dean of Students	Mr. Drew Burtis	Page Ctr., Ext. 1540
Administrative Assistant	Mrs. Julia Lough	Page Ctr., Ext. 1515
Dean of Men	Mr. Justin Cousins	Page Ctr., Ext. 6341
Dean of Women	Mrs. Karen W. Smith	Page Ctr., Ext. 1476

MINISTRIES DEPARTMENT

Dean of Ministries	Mr. Jonathan Bubar	Ministries Ctr., Ext. 6232
Campus Life Coordinator	Mr. Tommy Sewall	Ministries Ctr., Ext. 6289
Athletic Director	Mr. Matt Layton	Ext. 1474
Student Assignments/Services Desk	Mrs. Caroline Tompkins	Ministries Ctr., Ext. 1521
Music Director	Mr. Ryan Arnold	Music Bldg., Ext. 1418

ENROLLMENT AND FINANCIAL AID

Dean of Enrollment	Mr. Brian Tanedo	Enrollment Ctr., Ext. 1599
Director of Financial Aid	Mr. Alex Hackett	Enrollment Ctr., Ext. 6375

BUSINESS OFFICE

Director of Financial Services	Mr. Chris Tompkins	Welcome Ctr., Ext. 1438
Student Accounts Administrator	Mrs. Hannah Freeman	Enrollment Ctr., Ext. 1612

HEALTH AND SECURITY

Health Center Front Desk	Mrs. Mary Steltz	Health/Security Office, Ext. 1600
Security	Mr. Korban Bradshaw	Health/Security Office, Ext. 6202
Student Accident Plan		518.494.6000

OTHER

Café / Bookstore	Ms. Paige Willard	Bookstore, Ext. 1412
Computer/Logos Help Desk	Mr. CT Newell	IT Department, Ext. 6265
Kitchen		Ext. 1407
Chef Manager	Mr. Daryl Jackson	Kitchen, Ext. 1507
Housekeeping/Lost and Found	Mrs. Evelyn Magoon	Housekeeping, Ext. 1488
Maintenance	Mr. Peter LaBarr	Maintenance, Ext. 1474
Title IX Coordinator	Mr. Justin Lough	Page Ctr., Ext. 1478
Visitors (for students)	Mrs. Julia Lough	Page Ctr., Ext. 1515
Director of Biblical Counseling	Mr. Joe Schenke	Ext. 1437

ACCREDITATION AND RECOGNITION

Davis College is authorized by the Board of Regents of the University of the State of New York (BRNYS) to grant the one-year certificate, the two-year Associate of Applied Science (AAS) degree, the three-year diploma and the Bachelor of Religious Education (BRE) degree in Bible and Theology. All of its programs and concentrations are registered with the New York State Education Department (NYSED). BRNYS is classified as a state institutional accrediting agency, but also is recognized by the U.S. Department of Education as an accrediting agency with national scope and recognition.

Davis College is accredited by the Association for Biblical Higher Education (ABHE), an institutional accrediting body recognized by the Council for Higher Education Accreditation (CHEA). ABHE is classified as a national institutional accrediting agency and is recognized by the U.S. Department of Education (USDOE), the Department of Justice (DOJ) and the Department of Veterans Affairs (DVA) as the accrediting agency for undergraduate Bible college education. ABHE

is also a member of the American Council of Education (ACE), the National Association of Independent Colleges and Universities (NAICU) and the International Council of Accrediting Agencies for Evangelical Theological Education (ICAA). In 2016, Davis College was reaffirmed for its accreditation with the Association for Biblical Higher Education (ABHE) for the next ten years. ABHE provides accreditation and services for institutions and programs of biblical higher education within Canada, the United States, and related territories. Davis College has been accredited by ABHE since 1985.

Davis College is an accredited institution and a member of the Middle States Commission on Higher Education (MSCHE) www.msche.org. Davis College accreditation status is Accreditation Reaffirmed. The Middle States Commission on Higher Education, 1007 North Orange Street, 4th Floor, MB #166, Wilmington, DE 19801, is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA). Davis is listed as an accredited four-year college in the Database of Accredited Postsecondary Institutions and Programs and The Higher Education Directory.

Davis is approved by the NYS Division of Veterans Affairs, Bureau of Veteran's Education for the training of veterans. The college has been granted eligibility by the USDOE, Office of Postsecondary Education (OPE), Institutional Participation Division (IPD) for students enrolled in all programs to participate in the Federal Family Educational Loan Program (FFELP), the Federal Pell Grant Program, the Federal Supplemental Educational Opportunity Grant Program (FSEOG), and the Federal Work-Study Program (FWS). The college has been granted eligibility by the NYSED to participate in the Tuition Assistance Program (TAP) for New York State residents enrolled in the 1-year Certificate, the Associate of Applied Science degree, and the 3- year diploma program.

Davis College is an institutional member of the National Council for the State Authorization Reciprocity Agreements (NC-SARA) found at www.NC-SARA.org/states/NY and is approved to offer online education in 49 states, Washington DC, Puerto Rico, and the US Virgin Islands.

AGENCY ADDRESSES

Middle States Commission on Higher Education

1007 North Orange Street, 4th Floor,
MB #166
Wilmington, DE 19801
Phone: 267.284.5000

The Association for Biblical Higher Education

5850 T G Lee Blvd, Suite 130
Orlando FL 32822
Phone: 407.207.0808

The State Education Department

The University of the State of New York
Albany, NY 12230
Phone: 518.474.5108

Maryland Higher Education Commission

6 N. Liberty Street, 10th FL
Baltimore, MD 21201
Phone: (410) 767-3305

National Council for State Authorization Reciprocity Agreements

3005 Center Green Drive
Suite 130
Boulder, Colorado 80301
Phone: (303) 848-3764

ACCOMMODATIONS

Any student with a learning disability wishing to receive learning accommodations should report and document their disability and needed accommodations with the Director of Student Support Services, who will arrange the support services needed.

HANDICAP ACCOMMODATIONS

The Word of Life Bible Institute will work in conjunction with the appropriate local governmental agencies to ensure that public and residential buildings are in alignment with codes to meet the needs of the disabled. The Executive Dean of Student and Guest Experiences, in conjunction with the Dean of Students, will work to ensure that special accommodation needs are met for each individual.

NEW YORK STATE GOVERNMENT TOLL FREE NUMBERS

DIRECTORY OF "800" NUMBERS FOR SERVICES PROVIDED BY NYS GOVERNMENT

These "800" numbers are inward dialed WATS (Wide Area Telephone Service) lines which permit calls to be made with no charge to the calling party from within a service area selected by the State agency. The following pages list the State agencies and the "800" numbers which provide toll free or free local usage for incoming intrastate calls. Numbers listed serve a statewide location unless otherwise noted.

AGENCY/SERVICE	TELEPHONE NUMBER
Advocate for Persons with Disabilities	
All Disabilities	1-800-522-4369
Electronic Bulletin Board	1-800-943-2323
Vocational & Educational Services for Individuals with Disabilities	1-800-222-5627
Domestic Violence, Office for The Prevention Of	
Domestic Violence - English	1-800-942-6906
Domestic Violence - Spanish	1-800-942-6908
Health, Department of	
AIDS Counseling & Testing (Albany)	1-800-962-5065
AIDS Counseling & Testing (Syracuse)	1-800-562-9423
AIDS Counseling & Testing Hotline (Non-Business Hours)	1-800-872-2777
AIDS Hotline - General Information (English)	1-800-541-2437
AIDS Hotline - General Information (Spanish)	1-800-233-7432
AIDS Drug Assistance Program (ADAP)	1-800-542-2437
Growing Up Healthy Hotline	1-800-522-5006
National Suicide Hotline	1-800-273-TALK

WHO WE ARE

VISION

Missional Graduates / Thriving Churches

MISSION

Davis College is a Bible-centered higher education institution committed to assisting the local church by preparing servant leaders who are competent in biblical truth and diligent in making disciples.

CORE INSTITUTIONAL VALUES

Biblically Based

Creating a worldview shaped by the entirety of Scripture.
2 Timothy 3:16-17

Spiritually Focused

Cultivating Maturity through Spiritual Transformation.
Romans 12:1-2

Discipleship Driven

Igniting passionate whole-life discipleship.
Matthew 28:19-20

Servant-Minded

Developing “head, heart, and hands” missional leaders.
Matthew 20:26-28

Culturally Competent

Engaging the world through a Biblically catalyzing lifestyle.
1 Corinthians 9:19-22

PHILOSOPHY OF EDUCATION

Davis College is a private, undergraduate, coeducational Bible College within the conservative evangelical tradition that fosters the spiritual, vocational, intellectual, and personal development of students for ministry. Its philosophy views the direct study of the Bible as the primary means to a successful life and ministry. Its three-year diploma, A.A.S. and B.R.E. degree programs provide an integration of Biblical, general, and concentration studies. The one-year certificate programs focus primarily upon Biblical studies.

As a Bible College, the Bible is the major curriculum component and the integrating factor of all other courses. General education is essential to a balanced, broad-based undergraduate education that gives the student a basic understanding of the world in which they live and minister. Concentration studies develop the student’s competencies, skills, abilities, and knowledge needed for service and leadership within church-related ministries. In its entirety, the educational and practical experience of the College is designed to enable students to know the Word of God, to apply it to every aspect of life and to minister it effectively to the world. In summary, Davis College provides students with the education and experience to develop a thoroughly biblical worldview and lifestyle.

DAVIS COLLEGE INSTITUTIONAL LEARNING OUTCOMES

Upon completion of their chosen certificate or degree, Davis College students will:

Program Outcomes	
Bible/Theology Outcomes	BT1. Demonstrate a commitment to the authority of the Word of God
	BT2. Demonstrate a foundational knowledge of the Bible and theology
	BT3. Apply the tools and skills needed for a lifelong study of the Scriptures
	BT4. Demonstrate the ability to integrate the Word of God into life and ministry
Liberal Arts Outcomes	LA1. Demonstrate speaking, listening, and writing skills for effective communication
	LA2. Demonstrate a broad understanding of the history of man, religion, and culture
	LA3. Demonstrate the development of a healthy lifestyle
	LA4. Demonstrate a general knowledge of the scientific and quantitative aspects of the complex world created by God
	LA5. Demonstrate creativity in different forms of artistic expression
Christian Counseling Concentration Outcomes	CC1. Demonstrate an understanding of the complexity of human behavior from a biblical viewpoint
	CC2. Demonstrate a knowledge of the various systems of counseling, both secular and Christian
	CC3. Articulate a sound philosophy of biblical counseling as a support ministry
	CC4. Demonstrate the ability to counsel people effectively using the Word of God
	CC5. Effectively use the tools, methods, and techniques of biblical counseling associated with programs of the local church, parachurch ministry, or mission field
Christian Ministries Concentration Outcomes <ul style="list-style-type: none"> Biblical Languages - Greek & Hebrew Emphasis General Ministry Emphasis 	CM1. Demonstrate an understanding of the various support ministries of the local church, both those incorporated into the church and those in parachurch organizations
	CM2. Articulate a sound philosophy of ministry for support ministries in general, and for specialized ministry in areas of the student's interest
	CM3. Demonstrate the ability to administer a support ministry related to Christian education, children's ministries, or women's ministries
	CM4. Demonstrate competence in performing the duties associated with various support ministries
	CM5. Effectively use the tools, methods, and technologies associated with successful support ministry programs
Intercultural Ministries Concentration Outcomes	IM1. Understand the biblical and balanced correlation of world missions and the local church
	IM2. Demonstrate a knowledge of the biblical foundation and history of missions
	IM3. Demonstrate skills in the use of tools and techniques for the propagation of the gospel
	IM4. Demonstrate an understanding of variations in cultures around the world and give evidence of understanding how to adjust to life within these cultures
	IM.5 Demonstrate sufficient preparation to be approved and accepted by a fundamental mission agency

Organizational Leadership Concentration Outcomes	OL1. Articulate a biblical philosophy of leadership in order to lead with the right purpose, vision, and values
	OL2. Demonstrate knowledge and understanding in biblical concepts of leadership to ensure godly and effective methods and goals
	OL3. Practice ethically and socially responsible ways of thinking in order to lead with compassion and integrity
	OL4. Demonstrate through coursework and field-based experiences the knowledge, skills, and attitudes needed to lead effectively
	OL5. Demonstrate proficient written and oral communication skills to provide leadership that is credible and ultimately successful
	OL6. Commit to a lifestyle of self-improvement and personal growth in order to serve as a positive role model for others
	OL7. Identify one's leadership style for the purpose of maximizing strengths while delegating and correcting weaknesses
Pastoral Concentration Outcomes <ul style="list-style-type: none"> • Biblical Languages - Greek Emphasis • Biblical Languages - Hebrew Emphasis • Bible Exposition Emphasis 	PA1. Exercise effective pastoral leadership and general oversight of the local church to enable the church to fulfill its God-ordained mission
	PA2. Be competent in evangelism and discipleship methods so as to stimulate the church towards growth and an effective worldwide mission program
	PA3. Develop shepherding skills which will enable the pastor to provide effective biblical counseling and pastoral care in meeting the needs of people
	PA4. Be proficient in the preparation and effective delivery of biblically sound, homiletically balanced, and culturally relevant messages
Teaching English as a Second Language Concentration Outcomes	TE1. Know, understand, and use the major concepts, theories, and research related to nature and acquisition of language to construct learning environments that support ESOL students' language and literacy development as well as content area achievement
	TE2. Know, understand, and use the major concepts, principles, theories, and research related to the nature and role of culture and cultural groups to construct learning environments that support ESOL students' cultural identities, language and literacy development, and content area achievement
	TE3. Know, understand, and use standards-based practices and strategies related to planning, implementing, and managing ESL and content instruction, including classroom organization, teaching strategies for developing and integrating language skills, and choosing and adapting classroom resources
	TE4. Understand issues of assessment and use standards-based assessment measures with ESOL students
	TE5. Demonstrate knowledge of the history of ESL teaching; stay current with new instructional techniques, research results, advances in the ESL field, and public policy issues; use such information to reflect upon and improve his or her instructional practices; and provide support and advocacy for ESOL students and their families and work collaboratively to improve the learning environment
	TE6. Integrate Bible and the teaching of spiritual truth into an ESL program
	TE7. Teach English, Bible, and the message of redemption in a skillful, caring, and proficient manner to speakers of other languages
Youth Ministries Concentration Outcomes	YM1. Acquire fundamental content through classroom curricula
	YM2. Form the essential character through personal mentoring
	YM3. Develop ministry competency through fieldwork

DOCTRINAL STATEMENT

In the following Doctrinal Statement, Tier 1 doctrines are those which contain the formal basis and material substance of the Gospel, which together comprise what is essential to a Protestant and Evangelical understanding of Christian faith. All staff, faculty, and trustees must profess full agreement with the College's Tier 1 doctrines. Those individuals agree, as well, not to dissent in word or action from any of the College's Tier 2 theological commitments.

Our Tier 2 doctrines are those which express beliefs that are distinctive to the College, and which serve to differentiate the College as a theological institution. Trustees, and faculty teaching required Bible and/or Theology courses, as well as courses that satisfy a Bible elective, must consent to the College's Tier 2 doctrines.

TIER 1 – ESSENTIAL FAITH

Article 1.1. The Scriptures — We believe that the original writings¹ of the Holy Scriptures, both the Old and New Testaments in their entirety, are verbally inspired of God and thus inerrant in what they affirm. These Scriptures constitute our only absolute authority in all matters of faith and practice.²

Article 2. The Godhead — We believe in the Trinity: God the Father, God the Son, and God the Holy Spirit, being one God eternally existent in three persons, equal in every divine perfection.⁴

Article 3. The Person and Work of Christ — We believe in the deity and humanity of the Lord Jesus Christ, one person possessing two natures, making Him fully God and fully man.⁵ In His deity, He is Creator and Sustainer of the universe. In His humanity, He was conceived by the Holy Spirit, born of the Virgin Mary, lived a sinless life, died a substitutionary death for sinners, arose bodily from the grave, ascended into heaven, and is now seated at the right hand of the Father.⁶

Article 4.1. The Holy Spirit — We believe that the Holy Spirit is the Third Person of the Godhead, who convicts, regenerates, and indwells every believer in Christ.⁷

Article 5.1. Humanity's Creation and Fall — We believe that humankind is a special creation of God, made in His image, male and female; that Adam disobeyed his Creator and incurred spiritual death, total corruption, and divine condemnation; and that because of this every person is a sinner by nature and practice, in need of divine salvation.¹⁰

Article 6.1. Salvation — We believe that the Lord Jesus Christ died and shed His blood to make atonement for the sins of all humanity. On the basis of His substitutionary death and resurrection, all who repent and believe receive God's gift of eternal life.¹²

TIER 2 – DISTINCTIVE FAITH

Article 1.2. The Scriptures — We believe in the historical, grammatical, and contextual interpretation of the Bible, which reveals divinely determined dispensations defining humanity's responsibilities under God in successive ages.³

Article 4.2. The Holy Spirit — We believe that the Holy Spirit baptizes and seals all believers in Christ, and fills those who are yielded to Him.⁸ We affirm that the Holy Spirit gives gifts of service to all believers.⁹

Article 5.2. Humanity's Creation and Fall — We believe that Adam and Eve were historical figures, not merely literary characters.¹¹ We affirm a historical Fall.

Article 6.2. Salvation — We believe that salvation is given wholly by grace, so that the believer is eternally secure.¹³ We further believe that God's design for believers is to manifest their salvation by a life that is pleasing to God and set apart unto Him, and that for this purpose every believer is provided positional and progressive sanctification in this life, and ultimate or perfective sanctification in the next.¹⁴

Article 7.1. The Church — We believe that the universal Church is composed of all who are saved, and serves as the body and espoused bride of Christ of which He is the Head. We believe that the local church is God's designated instrument for service in the world.¹⁵

Article 8.1. Christian Life and Service — We believe that the fulfillment of the Great Commission is the responsibility of every believer, that the believer is to seek the salvation of the lost, and that the believer is to disciple new converts and enlist them in the life of the local church.¹⁹

Article 9.1. Last Things — We believe in the personal, physical, and visible return of Christ to the earth at the end of the age.²¹

Article 7.2. The Church — We believe that the universal Church is composed of all who are baptized by the Holy Spirit into one body from Pentecost to the Rapture.¹⁶ We believe that the local church is an autonomous company of baptized believers that meets regularly to worship God, to observe the ordinances of believer's baptism and the Lord's supper, to edify itself, and to evangelize the world through the preaching and teaching of the Word.¹⁷ We affirm that the proper mode of water baptism is immersion.¹⁸

Article 8.2. Christian Life and Service — In the accomplishment of the Great Commission, we affirm that believers must be careful to separate themselves from sin, and to seek fellowship and cooperation only with those who believe and practice the biblical Gospel.²⁰

Article 9.2. Last Things — We affirm, in order, an imminent return of the Lord to the air to remove His church from the world, an event commonly known as the Rapture; a seven-year Tribulation; the return of Christ to the earth to rule for one thousand years; the Great White Throne Judgment of the lost; and the formation of a New Heaven and a New Earth. This chain of events issues in conscious, everlasting blessedness for the saved, and everlasting punishment for the lost.²²

Article 10. Marriage & Family — We believe that God created marriage to be exclusively the union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union.²³

We further believe that all human life, being made in God's image, is sacred. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value human life.²⁴

Article 11. Limits of Doctrine — This Doctrinal Statement does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality and proper conduct, is the sole and final source of all we believe. For purposes of Davis College's faith, doctrine, practice, policy, and discipline, our Board of Trustees is the College's final interpretive authority on the Bible's meaning and application.

1. That is, in their final canonical form.
2. 2 Tim 3:16-17; Psa 119:105. Scriptural affirmations are inerrant when rightly interpreted. Scripture references throughout are representative. They are not "proof" texts; instead, they are evidential texts.
3. Eph 3:2-10.
4. Rom 1:7; 9:5; 1 Cor 3:16; Matt 28:19; John 10:30.
5. John 1:1, 14; 1 Tim 2:5.
6. Col 1:16; Heb 1:3; Luke 1:34-35; 1 Pet 2:22; 1 John 3:5; Rom 5:8; 1 Pet 3:18; 1 Cor 15:1-4; Eph 1:20-21; 1 Pet 3:22.
7. John 16:8; Titus 3:5; John 14:16-17.
8. 1 Cor 12:13; Eph 1:13; Eph 5:18.
9. 1 Cor 12:11.
10. Gen 1:26-27; 3:1-6; Rom 5:12-19; 3:9-18.
11. Gen 2:7, 21-23.
12. 1 John 2:2; Acts 20:21; John 6:47.
13. Eph 2:8-10; John 10:28.
14. Rom 12:1-2; 1 Cor 1:2; 2 Tim 2:21; Eph 5:25-27.
15. 1 Cor 12:13, 27; Eph 1:22-23; 2 Cor 11:2; Eph 4:15.
16. Acts 1:5; Acts 11:15.
17. Acts 2:41-47; 1 Cor 14:26; Eph 4:1-12; Matt 28:18-20.
18. John 3:23; Acts 8:38-39; cf. Rom 6:3-4.
19. Matt 28:20; Acts 1:8.

CODE OF HONOR

I. DAVIS COLLEGE COVENANT

I understand and accept the commitment of Davis College to be a distinctly Christian, values-based institution and therefore:

1. I will commit myself to grow in my knowledge and obedience to Christ and His Word.
2. I will embrace the core values of Davis College and strive to carry out these values in my service to God and humankind.
3. I will maintain involvement in a local church, regularly worshiping and studying God's Word with a body of believers (Hebrews 10:25).
4. I will follow the policies of Davis College and will treat the people and property of this community with respect and courtesy.
5. I will tell the truth and my academic work will be my own.
6. I will abstain from the possession and use of alcoholic beverages, illegal drugs, and tobacco products and I will not misuse prescription drugs, both on and off campus.
7. I will be financially responsible to the College, paying my bills and working to support myself as necessary.
8. I will keep my mind and body pure and free from any form of sexual sin, including pornography (Colossians 3:5).
9. I will do my best in my academic work to please the Lord, so that I may be a "workman who does not need to be ashamed" (2 Timothy 2:15).
10. I will conduct myself as a witness of Jesus, treating people with grace and kindness.
11. I will appreciate the diversity of people at Davis College and will strive to model the love of Christ across lines of gender, race, culture and socio-economic status.
12. I will respect the doctrinal beliefs of my peers and Davis College, and where I disagree I will not "sow discord among the brethren" (Proverbs 6:19). In essentials unity; in nonessentials liberty; and in all things charity.

II. APPEAL PROCESS

Appeals of suspension or dismissal decisions will be presented to a Discipline Panel. The panel is made up of 4 faculty and staff members, 2 males and 2 females appointed by the Director of Student Development. Appeals must be in writing. The Appeal Committee will meet within 3 business days of receiving the appeal. A decision will be made after the committee meets. The student will be notified of the decision the following business day after the committee meets by email or phone.

III. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT – WHAT IS IT?

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a Federal law designed to protect the privacy of a student's education records. This federal law, known as the Buckley Amendment, was enacted to establish procedures for disclosing information contained in student records, to insure the privacy of these records for the student, to establish the rights of students to inspect their educational records and to provide guidelines for the correction of inaccurate data through informal and formal hearings. Davis College is in compliance with the FERPA guidelines.

The Act applies to students enrolled in higher education institutions as well as K-12 students. If a student is a minor (e.g., under the age of eighteen), the parents or legal guardians are afforded the rights. Only when the student has signed a written release giving their parent(s) or legal guardian access to their record is an institution allowed to release information from the student's education record to parents. The Act also applies to former students but does not apply to applicants for admissions.

According to the American Association of Collegiate Registrars and Admissions Officers the essence of the Act as it affects higher education students and institutions is:

- College students must be permitted to inspect their own education records.
- Institutions may not disclose information about students nor permit inspection of their records without written permission, unless such action is covered by certain exceptions permitted in the Act.

IV. WHAT IS DAVIS COLLEGE'S POLICY ON FERPA?

An education record is defined as a record maintained by an educational institution and includes information that makes a student personally identifiable. Davis College will permit students to inspect and review their education records. It will not disclose education records about students nor allow inspection of student records without a written request. Davis College will also release educational records to parents of students only upon receipt of a written request from both the student and parent. Davis College will maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student. The college at its discretion may disclose directory information, but students may protect all or part of this data from disclosure. When an individual requests student information from Davis College, the college will respond in accordance with FERPA guidelines.

V. WHAT INFORMATION MAY AN INSTITUTION DISCLOSE?

There are two types of information distinguished under FERPA: personally identifiable information and directory information. Certain conditions exist with regards to disclosure of each kind of information.

VI. PERSONALLY IDENTIFIABLE INFORMATION

Davis College will not disclose personally identifiable information from the student's education records except with the written consent of the student. Examples of personally identifiable information are:

- The name of the student's parent or other family member
- The address of the student or student's family
- A personal identifier such as the student's Social Security Number or another student identifier
- Other information that would make the student's identity easily traceable

Prior consent, in the form of a signed and dated document, must be provided by the student to the Registrar's Office to authorize Davis College to disclose personally identifiable information. The consent:

- Must specify records that may be disclosed.
- Should state purpose of disclosure.
- Must identify party or class of parties to whom disclosure may be made.

VII. PRIMARY EXCEPTIONS

In relation to postsecondary institutions, prior consent is not required to disclose personally identifiable information:

To a school official who has a legitimate educational interest.

A school official is defined as administrative and clerical personnel, faculty, Board of Trustees, persons employed by or under contract to Davis to perform a special task, such as an attorney or auditor, and student workers performing assigned tasks.

The school official has a "legitimate educational interest" if the official is acting in the student's educational interest and needs the student record information for the effective functioning of his or her office position.

To Federal, State and local authorities involving an audit or evaluation of compliance with education programs.

In connection with financial aid (such as the administration or continuation of aid).

- To the student.
- To individuals or organizations conducting studies for or on behalf of an educational institution.
- To regional or professional accreditation organizations.
- To parents of a dependent student (see “What Is It?” section).
- To comply with a judicial order or subpoena. A reasonable effort must be made to notify the student beforehand—unless ordered by the subpoena not to do so.

In the event of a health or safety emergency where the information is required to resolve the emergency.

Data considered directory information, so long as the student has not previously requested nondisclosure of this information.

Data that is the result of a disciplinary hearing where the student is the perpetrator of a crime of violence or a non-forcible sex offense. Under this exception, information may be released to anyone, including the media. No information on the victim or witnesses may be released. Of a student under the age of 21 who has committed a drug or alcohol related offense (e.g., reporting the offense to the parents of the student).

VIII. DIRECTORY INFORMATION

Directory information is defined as information that would not generally be considered harmful to the student or an invasion of privacy if disclosed. Directory information may be released at the discretion of college officials without written permission of the student. Consistent with federal law, Davis College has defined directory information as including, but not limited to:

- Student’s name
- Local address
- Local telephone listing
- Photograph
- Date and place of birth,
- Major field of study
- Dates of attendance
- Grade level
- Enrollment status (e.g., undergraduate, full-time or part-time)
- Participation in officially recognized activities and sports Weight and height of athletic team members
- Degrees, awards and honors (includes Dean’s list) received and pertinent dates
- The most recent educational institution or educational agencies attended and dates of attendance

According to the American Association of Collegiate Registrars and Admissions Officers, the following is not considered directory information and may not be disclosed to a third party except with the written consent of the student or to a school official with a legitimate educational interest:

- Student identification numbers
- Ethnicity/race/nationality
- Social Security numbers
- Gender

Students may withhold directory information by notifying the Registrar’s Office and filing a request for non-release within one week after the first day of class for the term. They may also protect a subset of this information, referred to as locator information, which includes: name, local address, local telephone listing. As a result of placing a privacy restriction on

directory and/or locator information, a student will not be included in the Davis College Student Directory and will not receive mailings from the Alumni Association. Only materials related to your educational program will be mailed to you.

IX. ACCESS TO YOUR ACADEMIC RECORDS

Students who wish to view their records should notify the Registrar's Office by submitting a signed written request. An appointment will be made for the student to view the file within a reasonable amount of time (limited by law to 45 days). Students may receive copies of their records by submitting a signed written request. The fee for copies of educational records other than transcripts is \$1.00 per page. No transcripts or copies of any other educational records will be issued unless the student's or former student's financial account is current.

Parents desiring to inspect and review the education records of the student should address a written request accompanied by a signed letter of permission from the student whose record is requested or a court order directing the release of the information to the parent to the Registrar's Office.

If records are found to be inaccurate, the students or parents shall have the opportunity to request a hearing to challenge the contents of any institution record. If students or parents desire to challenge such a record and a solution is not reached informally, they must do so by filing a written request with the Registrar's Office. A committee appointed by the President of Davis College will conduct the hearing within 30 days of the written request. Students will have a full and fair opportunity to present evidence relevant to the issues raised. A decision shall be rendered in writing within two weeks of the conclusion of the hearing. If the decision of the review committee is unsatisfactory to the students or parents, they may place record statements with the College commenting on the information in the records stating the reasons for disagreeing with the decision.

If records are found to be inaccurate, the students or parents shall have the opportunity to request a hearing to challenge the contents of any institution record. If students or parents desire to challenge such a record and a solution is not reached informally, they must do so by filing a written request with the Registrar's Office. A committee appointed by the President of Davis College will conduct the hearing within 30 days of the written request. Students will have a full and fair opportunity to present evidence relevant to the issues raised. A decision shall be rendered in writing within two weeks of the conclusion of the hearing. If the decision of the review committee is unsatisfactory to the students or parents, they may place record statements with the College commenting on the information in the records stating the reasons for disagreeing with the decision.

X. COLLEGE CATALOGUE

Every attempt has been made to present information in this section that is consistent with the current edition of the college catalog; a person enrolling as a student at Davis College must obtain a copy of the college catalog from the Davis College website and keep it in their possession during their time as a student at the college.

The provisions stated in the catalog "are to be considered directive in character, and not as an irrevocable contract between the student and Davis College. The college reserves the right to make changes it deems advisable in the offerings, regulation and fees stated in the catalog."

Although the college makes every effort to keep changes to a minimum during the life of a catalog, students must realize that education is never static; therefore, changes are inevitable in order to meet changing needs and the expectations of accrediting agencies. Students should take note of catalog changes and make revisions in their own personal copy of the college catalog.

TITLE IX

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex in education programs or activities by recipients of federal financial assistance. All sexual misconduct complaints and grievances made under Title IX, including allegations of sexual violence, will be handled under this Policy.

I. TITLE IX COORDINATOR

The College's Title IX Coordinator is Sarah Dever who can be reached by calling 518.494.1604, or by emailing sbyron@davisny.edu. Sarah Dever is also the Director of Admissions and an Adjunct Faculty Member. The Title IX Coordinator is:

- Responsible for oversight of the investigation and resolution of all reports of sexual harassment, including sexual assault;
- Knowledgeable and trained in relevant state and federal laws and the College's policies and procedures; Available to advise any individual, including a complainant, a respondent, or a third party, about the courses of action available at the College, both informally and formally, and the courses of action available externally, including reports to law enforcement;
- Available to provide assistance to any College community member regarding how to respond appropriately to reports of sexual assault and harassment;
- Responsible for monitoring full compliance with all requirements and timelines specified in the complaint procedures; and
- Responsible for compiling required reports.

II. VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013

Davis College prohibits the offenses of sexual harassment, domestic violence, dating violence, sexual assault and stalking (those terms are defined on pages 14 through 18) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the college community. Toward that end, Davis College issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a College official.

Davis College does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited by Davis College as well as federal law whether sexually based or not and include dating violence, domestic violence, and stalking. Because you are reporting a possible form of sex-based discrimination, Davis College wants to inform you of our policy and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus as well as your rights and Davis College's responsibilities.

As a complainant of sexual assault, dating violence, domestic violence or stalking, you will receive a written explanation of your rights and options. Davis College has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking. These procedures are explained in "Title IX Policy" and include information on your right to file criminal charges as well as the availability of medical, counseling and support services. We also offer additional remedies to prevent contact between a complainant and an accused party, such as temporary or permanent changes in housing, academic, transportation and working conditions, if reasonably available. The Title IX policy also addresses possible sanctions and interim and/or long-term protective measures that Davis College may impose following a report through the final determination of our discipline process. If you would like more information than is contained in this handout regarding any process or procedure, or if you'd like to make a report, ask questions about the Title IX policy, or need to request an accommodation to your living or working arrangements regardless of whether or

not you chose to report the crime to law enforcement, or Campus Security, contact the Director of Student Development, Health Services or the Title IX Coordinator.

III. CLERY GEOGRAPHY

On-Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

Non-Campus Building or Property: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities that is within the campus or immediate adjacent to and accessible from the campus.

IV. CRIME AND REFERRAL DEFINITIONS – § 6439

To understand the statistics presented in the ASFSR, it is important to know that, for some definitions, the Clery Act requires the College to use definitions that may be different than New York State Law and the Student Code of Conduct. Following are Clery Act definitions of crimes and referrals and, when appropriate, New York State Law definitions and/or Student Code of Conduct definitions. Further, crimes are recorded in the annual statistics based on the initial report.

Accused: A person accused of a violation who has not yet entered Davis College's conduct process.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed).

Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another, etc.

Bystander: Person who observes a crime, impending crime, conflict, potentially violent or violent behavior, or conduct that is in violation of rules or policies of Davis College.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Code of Conduct: The written policies adopted by an institution governing student behavior, rights, and responsibilities while such student is matriculated at Davis College

Confidentiality: May be offered by an individual who is not required by law to report know incidents of sexual assault or other crimes to institution officials, in a manner consistent with state and federal law, including but not limited to 20 U.S.C. 1092(f) and 20 U.S.C. 1681(a). Licensed mental health counselors, medical providers and pastoral counselors are examples of institution employees who may offer confidentiality.

Dating Violence: violence committed by a person who is or has been in a social relationship of a romantic or intimate

nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition: Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and sub section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Domestic Violence: A felony or misdemeanor crime of violence committed

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabiting with, or has cohabited with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

For the purposes of complying with the requirements of this section and sub section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Drug Abuse Violation: The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Hate Crimes: Davis College and WOLBI strive to foster a safe and healthy learning environment that embodies diversity and inclusion of all members of the College community. A hate crime is a crime that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Although there are many possible categories of bias, under the Clery Act, only the following eight categories of the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability, are reported. For Clery Act purposes, Hate Crimes include the listed crimes (Aggravated Assault, Arson, Burglary, Dating Violence, Domestic Violence, Fondling, Incest, Manslaughter by Negligence, Motor Vehicle Theft, Murder and Non-Negligent Manslaughter, Robbery, Rape, Stalking), and any of the following that are motivated by bias: Destruction/Damage/Vandalism of Property, Intimidation, Larceny-Theft, Simple Assault, Unfounded Crimes.

Institution: Any college or university chartered by the regents or incorporated by special act of the legislature that maintains a campus in New York.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Larceny – Theft (Except Motor Vehicle Theft): The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned – including joyriding).

Manslaughter by Negligence: The killing of another person through gross negligence.

Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another. This includes any death caused by injuries received in a fight, argument, quarrel, assault or the commission of a crime.

Non-Consensual Sexual Contact: Any intentional touching, however slight, for purposes of sexual gratification or with sexual intent, with an object or bodily part, by a person upon a person without consent.

Privacy: May be offered by an individual when such individual is unable to offer confidentiality under the law but shall still not disclose information learned from a reporting individual or bystander to a crime or incident more than necessary to comply with this and other applicable laws, including informing appropriate institution officials.

Reporting Individual: shall encompass the terms victim, survivor, complainant, claimant, witness with victim status, and any other term used by an institution to reference an individual who brings forth a report of a violation.

Respondent: A person accused of a violation who has entered Davis College's conduct process.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

- **Rape in the Third Degree:** When a person (1) engages in sexual intercourse with another person who is incapable of consent by reason of some factor other than being less than 17 years old; (2) Being 21 years old or more, engages in sexual intercourse with another person less than 17 years old; or (3) engages in sexual intercourse with another person without such person's consent where such lack of consent is by reason of some factor other than incapacity to consent.
- **Rape in the Second Degree:** When a person (1) being 18 years old or more, engages in sexual intercourse with another person less than 15 years old; or (2) engages in sexual intercourse with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated. It is an affirmative defense to the crime of rape in the second degree the defendant was less than four years older than the victim at the time of the act.
- **Rape in the First Degree:** When a person engages in sexual intercourse with another person (1) by forcible compulsion; or (2) Who is incapable of consent by reason of being physically helpless; or (3) who is less than 11 years old; or (4) who is less than 13 years old and the actor is 18 years old or more.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and /or by putting the victim in fear.

Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- a. **Fondling:** The touching of the private body parts of another person for the sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- b. **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- c. **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

Sexual Activity: Sexual activity has the same meaning as "sexual act" and "sexual contact" as provided in 18 U.S.C.2246(2) and 18 U.S.C. 2246(3).

Sexual act means:

- a. Contact between the penis and the vulva or the penis and the anus, and for purposes of this subparagraph contact involving the penis occurs upon penetration, however slight;
- b. Contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus;
- c. The penetration, however slight, of the anal or genital opening of another by a hand or finger or by any object, with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person; or
- d. The intentional touching, not through the clothing, of the genitalia of another person who has not attained the age of 16 years with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person;

Sexual contact means:

- a. "The intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person."

Sexual Assault: Sexual penetration, no matter how slight, without consent and is further sub-defined by Rape and Statutory Rape

New York State does not specifically define sexual assault. However, according to the Federal Regulations, sexual assault includes offenses that meet the definitions of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

Sexual Exploitation: When one takes non-consensual sexual advantage of another. Examples of sexual exploitation include but are not limited to: observing or recording others engaged in sexual or private activity without the consent of all involved; or taking intimate pictures of someone and then distributing the pictures to others without consent; acts of incest; engaging in sexual activity while knowingly infected with a sexually transmitted disease without informing the other person of the infection; or exposing one's genitals in non-consensual circumstances.

Sexual Harassment: A form of sexual misconduct discussed in the Title IX/Sexual Misconduct section below.

Simple Assault: An unlawful physical attack by one person upon another here neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

For the purpose of this definition: Course of conduct means two or more acts, including but not limited to, acts in which the stalker directly, indirectly or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

- **Stalking in the Fourth Degree:** When a person intentionally, and for not legitimate purpose, engages in a course of conduct directed at a specific person, and knows or reasonably should know that such conduct (1) is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person's immediate family or a third party with whom such person is acquainted; or (2) causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning or initiating communication or contact with such person, a member of such person's immediate family or a third party with whom such person is acquainted, and the actor was previously clearly informed to cease that conduct; or (3) is likely to cause such person to reasonably fear that his or her employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person's place of employment or business, and the actor was previously clearly informed to cease that conduct.

- **Stalking in the Third Degree:** When a person (1) Commits the crime of stalking in the fourth degree against any person in three or more separate transactions, for which the actor has not been previously convicted; or (2) commits the crime of stalking in the fourth degree against any person, and has previously been convicted, within the preceding ten years of a specified predicate crime and the victim of such specified predicate crime is the victim, or an immediate family member of the victim, of the present offense; or (3) with an intent to harass, annoy or alarm a specific person, intentionally engages in a course of conduct directed at such person which is likely to cause such person to reasonably fear physical injury or serious physical injury, the commission of a sex offense against, or the kidnapping, unlawful imprisonment or death of such person or a member of such person's immediate family; or (4) commits the crime or stalking in the fourth degree and has previously been convicted within the preceding ten years of stalking in the fourth degree.
- **Stalking in the Second Degree:** When a person: (1) Commits the crime of stalking in the third degree and in the course of and furtherance of the commission of such offense: (a) displays, or possesses and threatens the use of, a firearm, pistol, revolver, rifle, sword, billy, blackjack, bludgeon, plastic knuckles, metal knuckles, chuka stick, sand bag, sandclub, slingshot, slungshot, shirken, "Kung Fu Star," dagger, dangerous knife, dirk, razor, stiletto, imitation pistol, dangerous instrument, deadly instrument or deadly weapons; or (b) displays what appears to be a pistol, revolver, rifle, shotgun, machine gun or other firearm; or (2) commits the crime of stalking in the third against any person, and has previously been convicted, within the preceding five years, of a specified predicate crime, and the victim of such specified predicate crime is the victim, or an immediate family member of the victim, of the present offense; or (3) commits the crime of stalking in the fourth degree and has previously been convicted of stalking in the third degree; or (4) being 21 years of age or older, repeatedly follows a person under the age of fourteen or engages in a course of conduct or repeatedly commits acts over a period of time intentionally placing or attempting to place such person who is under the age of fourteen in reasonable fear of physical injury, serious physical injury or death; or (5) commits the crime of stalking in the third degree, against ten or more persons, in ten or more separate transactions, for which the actor has not been previously convicted.
- **Stalking in the First Degree:** When a person commits the crime of stalking in the third degree or stalking in the second degree and, in the course and furtherance thereof, he or she intentionally or recklessly causes physical injury to the victim of such crime.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

For the purposes of complying with the requirements of this section and sub section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

New York State definition: Stalking is defined as engaging in a course of conduct directed at a specific person, where the actor knows or reasonably should know that such conduct is likely to cause fear for the person's safety or the safety of others, cause material harm to the person's mental or emotional health.

Title IX Coordinator: The Title IX Coordinator and/or his or her designee or designees.

Unfounded Crimes: If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

Weapons Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

NYS Penal Law definition: There are numerous prohibitions in NYS penal law regarding possessing weapons.

V. AFFIRMATIVE CONSENT TO SEXUAL ACTIVITY – § 6441

A knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression. The following are guidelines for evaluating the effectiveness of consent:

- Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may be initially given but withdrawn at any time. Individuals choosing to engage in sexual activity must evaluate consent in an ongoing manner and communicate clearly throughout all stages of sexual activity.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs or other intoxicants may be incapacitated and therefore unable to consent.
- Consent cannot be given when it is the result of any coercion, intimidation, pressuring, force or threat of harm, or by taking advantage of the incapacitation of another individual.
- When consent is withdrawn or can no longer be given, sexual activity must stop.
- New York state law establishes that an individual less than 17 years old is incapable of consent.

Consent, Abbreviated: Clear, unambiguous, and voluntary agreement between the participating to engage in specific sexual activity.

VI. POLICY FOR ALCOHOL AND/OR DRUG USE AMNESTY – § 6442

The health and safety of every student at Davis College is of utmost importance. Davis College recognizes that students who have been drinking and or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their on conduct. Davis College strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to Davis College's officials or law enforcement will not be subject to Davis College's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

VII. STUDENT'S BILL OF RIGHTS – § 6443

The State University of New York and Davis College are committed to providing options, support and assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in College/University-wide and campus programs, activities, and employment. All victims/survivors of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad:

All students have the right to:

- Make a report to local law enforcement and/or state police;
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;

- Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure from the institution;
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
- Describe the incident to as few institutional representatives as practicable and not to be required to unnecessarily repeat a description of the incident.
- Be free from retaliation by the institution, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
- Access to at least one level of appeal of a determination;
- Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process;
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the College.

Options in Brief:

- Victims/survivors have many options that can be pursued simultaneously, including one or more of the following:
- Receive resources, such as counseling and medical attention;
- Confidentially or anonymously disclose a crime or violation (for detailed information on confidentiality and privacy, visit Options for Confidentially Disclosing Sexual Violence)
- Make a report to: an employee with the authority to address complaints, including the Title IX Coordinator, or the Academic Dean.

Copies of this Bill of Rights shall be distributed annually to students, made available on every college's website, and posted in each campus residence hall, dining hall, and student union or campus center and shall include links or information to access the Sexual Violence Response Policy below and the Options for Confidentially Disclosing Sexual Violence.

VIII. RESPONSE TO REPORTS – § 6444

1. Davis College shall ensure that reporting individuals are advised of their right to:
 - a. Notify WOLBI Campus Security 518.494.1444 (Emergency) 518.494.6200 (Non-Emergency), local law enforcement Warren County Sheriff 518.743.2500 and/or state police 24-hour hotline 1.844.845.7269 and/or dial 911
 - Notify proper law enforcement authorities, including on-campus and local police;
 - Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and
 - Decline to notify such authorities.
 - b. Have emergency access to a Title IX Coordinator or other appropriate official trained in interviewing victims of sexual assault who shall be available upon the first instance of disclosure by a reporting individual to provide information regarding options to proceed.
 - c. Disclose confidentially the incident to institution representatives, who may offer confidentiality pursuant to applicable laws and can assist in obtaining services for reporting individuals;
 - d. Disclose confidentially the incident and obtain services from the state or local government;
 - e. Disclose the incident to institution representatives who can offer privacy or confidentiality, as appropriate, and can assist in obtaining resources for reporting individuals;
 - f. File a report of sexual assault, domestic violence dating violence, and/or stalking and the right to consult the Title

IX Coordinator and other appropriate institution representatives for information and assistance. Reports shall be investigated in accordance with institution policy and a reporting individual's identity shall remain private at all times if said reporting individual wishes to maintain privacy;

- g. Disclose, if the accused is an employee of the institution, the incident to the institution's human resources authority or the right to request that a confidential or private employee assist in reporting to the appropriate human resources authority;
 - h. Receive assistance from appropriate institution representatives in initiating legal proceedings in family court or civil court; and
 - i. Withdraw a complaint or involvement from the institution process at any time.
2. Davis College shall ensure that, at a minimum, at the first instance of disclosure by a reporting individual to an institution representative, the following information shall be presented to the reporting individual: "You have the right to make a report to campus safety, local law enforcement, and/or state police or choose not to report; to report the incident to your institution; to be protected by the institution from retaliation for reporting an incident; and to receive assistance and resources from your institution."
3. Every institution shall ensure that reporting individuals have information about resources, including intervention, mental health counseling, and medical services, which shall include information on whether such resources are available at no cost or for a fee. Every institution shall also provide information on sexually transmitted infection, sexual assault forensic examinations, and resources available through New York state office of victim services, established pursuant to section six hundred twenty-two of the executive law.
4. Every institution shall ensure that individuals are provided the following protections and accommodations:
 - a. When the accused or respondent is a student, to have the institution issue a "no contact order" consistent with institution policies and procedures, whereby continued intentional contact with the reporting individual would be a violation of institution policy subject to additional conduct charges; if the accused or respondent and a reporting individual observe each other in a public place, it shall be the responsibility of the accused or respondent to leave the area immediately and without directly contacting the reporting individual. Both the accused or respondent and the reporting individual shall, upon request and consistent with institution policies and procedures, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of a no contact order, including potential modification, and shall be allowed to submit evidence in support of his or her request. Institutions may establish an appropriate schedule for the accused and respondents to access applicable institution buildings and property at a time when such buildings and property are not being accessed by the reporting individual;
 - b. To be assisted by the institution's police or security forces, if applicable, or other officials in obtaining an order of protection or, if outside of New York State, an equivalent protective or restraining order.
 - c. To receive a copy of the order of protection or equivalent when received by an institution and have an opportunity to meet or speak with an institution representative, or other appropriate individual, who can explain the order and answer questions about it, including information from the order about the accused's responsibility to stay away from the protected person or persons;
 - d. To do an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension;
 - e. To receive assistance from campus safety in effecting an arrest when an individual violates an order of protection or, if campus safety does not possess arresting powers, then to call on and assist local law enforcement in effecting an arrest for violating such an order, provided that nothing in this article shall limit current law enforcement jurisdiction and procedures;
 - f. When the accused or respondent is a student determined to present a continuing threat to the health and safety of the community, to subject the accused or respondent to interim suspension pending the outcome of a judicial or conduct process consistent with this article and the institution's policies and procedures. Both the accused or respondent and the reporting individual shall, upon request and consistent with the institution's policies and procedures, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of an interim suspension, including potential modification, and shall be allowed to submit evidence in support of his or her request;

- g. When the accused is not a student but is a member of the institution's community and presents a continuing threat to the health and safety of the community, to subject the accused to interim measures in accordance with applicable collective bargaining agreements, employee handbooks, and rules and policies of the institution;
 - h. To obtain reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation or other applicable arrangements in order to help ensure safety, prevent retaliation and avoid an ongoing hostile environment, consistent with the institution's policies and procedures. Both the accused or respondent and the reporting individual shall, upon request and consistent with the institution's policies and procedures, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of any such interim measure and accommodation that directly affects him or her, and shall be allowed to submit evidence in support of his or her request.
5. Every institution shall ensure that every student be afforded the following rights:
- a. The right to request that student conduct charges be filed against the accused in proceedings governed by this article and the procedures established by the institution's rules.
 - b. The right to a process in all student judicial or conduct cases, where a student is accused of sexual assault, domestic violence, dating violence, stalking, or sexual activity that may otherwise violate the institution's code of conduct, that includes, at a minimum;
 - Notice to a respondent describing the date, time, location and factual allegations concerning the violation, a reference to the specific code of conduct provisions alleged to have been violated, and possible sanction;
 - An opportunity to offer evidence during an investigation, and to present evidence and testimony at a hearing, where appropriate, and have access to a full and fair record of any such hearing, which shall be preserved and maintained for at least five years from such a hearing and may include a transcript, recoding or other appropriate record; and
 - Access to at least one level of appeal of a determination before a panel, which may include one or more students, that is fair and impartial and does not include individuals with a conflict of interest. In order to effectuate an appeal, a respondent and reporting individual in such cases shall receive written notice of the findings of fact, the decision and the sanction, if any, as well as the rationale for the decision and sanction. In such cases, any right provided to a reporting individual must be similarly provided to a respondent and any rights provided to a respondent must be similarly provided to a reporting individual.
 - c. Throughout proceedings involving such an accusation of sexual assault, domestic violence, dating violence, stalking, or sexual activity that may otherwise violate the institution's code of conduct, the right:
 - For the respondent, accused, and reporting individual to be accompanied by an advisor of choice who may assist and advise a reporting individual, accused or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process. Rules for participation of such advisor shall be established in the code of conduct.
 - To a prompt response to any complaint and to have the complaint investigated and adjudicated in an impartial, timely and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is "not responsible" until a finding of responsibility is made pursuant to the provisions of this article and the institution's policies and procedures, and other issues including, but not limited to domestic violence, dating violence, stalking or sexual assault.
 - To an investigation and process that is fair, impartial and provides a meaningful opportunity to be heard, and that is not conducted by individuals with a conflict of interest.
 - To have the institution's judicial or conduct process run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than ten days except when law enforcement specifically requests and justifies a longer delay.
 - To review and present available evidence in the case file, or otherwise in the possession or control of the institution, and relevant to the conduct case, consistent with institution policies and procedures.
 - To exclude their own prior sexual history with persons other than the other party in the judicial or conduct process or their own mental health diagnosis and/or treatment from admittance in the institution disciplinary

stage that determines responsibility. Past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the disciplinary stage that determines sanction.

- To receive written or electronic notice, provided in advance pursuant to the college or university policy and reasonable under the circumstances, of any meeting they are required to or are eligible to attend, of the specific rule, rules or laws alleged to have been violated and in what manner, and the sanction or sanctions that may be imposed on the respondent based upon the outcome of the judicial or conduct process, at which time the designated hearing or investigatory officer or panel shall provide a written statement detailing the factual findings supporting the determination and the rationale for the sanction imposed.
 - To make impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.
 - To simultaneous (among the parties) written or electronic notification of the outcome of a judicial or conduct process, including the sanction or sanctions.
 - To be informed of the sanction or sanctions that may be imposed on the respondent based upon the outcome of the judicial or conduct process and the rationale for the actual sanction imposed.
 - To choose whether to disclose or discuss the outcome of a conduct or judicial process.
 - To have all information obtained during the course of the conduct or judicial process be protected from public release until the appeals panel makes a final determination unless otherwise required by law.
6. For crimes of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S.C. 1092(f)(i)(I)-(VIII), institutions shall make a notation on the transcript of students found responsible after a conduct process that they were “suspended after a finding of responsibility for a code of conduct violation” or “expelled after a finding of responsibility for a code of conduct violation.” For the respondent who withdraws from the institution while such conduct charges are pending, and declines to compete the disciplinary process, institutions shall make a notation on the transcript of such students that they “withdrew with conduct charges pending.” Each institution shall publish a policy on transcript notations and appeals seeking removal of a transcript notation for a suspension, provided that such notation shall not be removed prior to one year after conclusion of the suspension, while notations for expulsion shall not be removed. If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.
 7. Institutions that lack appropriate on-campus resources or services shall, to the extent practicable, enter into memoranda of understanding, agreements or collaborative partnerships with existing community-based organizations, including rape-crisis centers and domestic violence shelters and assistance organizations, to refer students for assistance or make services available to students, including counseling, health, mental health, victim advocacy, and legal assistance, which may also include resources and services for the respondent.
 8. Institutions shall, to the extent practicable, ensure that students have access to a sexual assault forensic examination by employing the use of a sexual assault nurse examiner in their campus health center or entering into memoranda of understanding or agreements with a least one local health care facility to provide such a service.
 9. Nothing in this article shall be deemed to diminish the rights of any member of the institution’s community under any applicable collective bargaining agreement.

IX. CAMPUS CLIMATE ASSESSMENTS – § 6445

1. Every institution shall conduct, no less than every other year, a campus climate assessment to ascertain general awareness and knowledge of the provisions of this article, including student experience with and knowledge of reporting and college adjudicatory processes, which shall be developed using standard and commonly recognized research methods.
2. The assessments shall include questions covering, but not be limited to the following:
 - a. The Title IX Coordinator’s role;
 - b. Campus policies and procedures addressing sexual assault;
 - c. How and where to report domestic violence, dating violence, stalking or sexual assault as a victim, survivor or witness;
 - d. The availability of resource on and off campus, such as counseling, health and academic assistance;

- e. The prevalence of victimization and perpetration of domestic violence, dating violence, stalking or sexual assault on and off campus during a set time period;
 - f. Bystander attitudes and behavior;
 - g. Whether reporting individuals disclosed to the institution and/or law enforcement, experiences with reporting and institution processes, and reasons why they did or did not report;
 - h. The general awareness of the difference, if any, between the institution's policies and the penal law; and
 - i. General awareness of the definition of affirmative consent.
3. Every institution shall take steps to ensure that answers to such assessments remain anonymous and that no individual is identified. Institutions shall publish results of the surveys on their website provided that no personally identifiable information or information which can reasonably lead a reader to identify an individual shall be shared.
 4. Information discovered or produced as a result of complying with this section shall not be subject to discovery or admitted into evidence in any federal or state court proceeding or considered for other purposes in any action for damages brought by a private party against an institution, unless, in the discretion of the court, any such information is deemed to be material to the underlying claim or defense.

X. OPTIONS FOR CONFIDENTIAL DISCLOSURE – §6446

1. In accordance with this article, every institution shall ensure that reporting individuals have the following:
 - a. Information regarding privileged and confidential resource they may contract regarding domestic violence, dating violence, stalking or sexual assault;
 - b. Information about counselors and advocates they may contact regarding domestic violence, dating violence, stalking, or sexual assault;
 - c. A plain language explanation of confidentiality which shall, at a minimum, include the following provision:

“Even Davis College offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator to investigate and/or seek a resolution.”
 - d. Information about how the institution shall weigh a request for confidentiality and respond to such a request. Such information shall, at a minimum, include that if a reporting individual discloses an incident to an institution employee who is responsible for responding to or reporting domestic violence, dating violence, stalking, or sexual assault but wishes to maintain confidentiality or does not consent to the institution's request to initiate an investigation, the Title IX Coordinator must weigh the request against the institution's obligation to provide a safe, non-discriminatory environment for all members of its community. The institution shall assist with academic, housing, transportation, employment, and other reasonable and available accommodations regardless of reporting choices;
 - e. Information about public awareness and advocacy events, including guarantees that if an individual discloses information through public awareness event such as candlelight vigils, protests, or other public event, the institution is not obligated to begin an investigation based on such information. The institution may use the information provided at such an event to inform its efforts for additional education and prevention efforts;
 - f. Information about existing and available methods to anonymously disclose including, but not limited to information on relevant confidential hotlines provided by New York state agencies and not-for-profit entities;
 - g. Information regarding institutional crime reporting including, but not limited to: reports of certain crimes occurring in specific geographic locations that shall be included in the institution's annual security report pursuant to the Clery Act, 20 U.S.C. 1092(f), in an anonymized manner that identifies neither the specifics of the crime nor the identity of the reporting individual; that the institution is obligated to issue timely warnings of crimes enumerated in the Clery Act occurring within relevant geography that represent a serious or continuing threat to students and employees, except in those circumstances where issuing such a warning may compromise current law enforcement efforts or when the warning itself could potentially identify the reporting individual; that a reporting individual shall not be identified in a timely warning; that the Family Educational Rights and Privacy Act, 20 U.S.C 1232g, allows institutions to share information with parent when
 - There is a health or safety emergency, or

- When the student is a dependent on either parent's prior year federal income tax return; and that generally, the institution shall not share information about a report of domestic violence, dating violence, stalking, or sexual assault with parents without the permission of the reporting individual.
2. The institution may take proactive steps, such as training or awareness efforts, to combat domestic violence, dating violence, stalking or sexual assault in a general way that does not identify those who disclose or the information disclosed.
 3. If the institution determines that an investigation is required, it shall notify the reporting individuals and take immediate action as necessary to protect and assist them.
 4. The institution should seek consent from reporting individuals prior to conducting an investigation. Declining to consent to an investigation shall be honored unless the institution determines in good faith that failure to investigate does not adequately mitigate a potential risk of harm to the reporting individual or other members of the community. Honoring such a request may limit the institution's ability to meaningfully investigate and pursue conduct action against an accused individual. Factors used to determine whether to honor such a request include, but are not limited to:
 - a. Whether the accused has a history of violent behavior or is a repeat offender;
 - b. Whether the incident represents escalation in unlawful conduct on behalf of the accused from previously noted behavior;
 - c. The increased risk that the accused will commit additional acts of violence;
 - d. Whether the accused used a weapon or force;
 - e. Whether the reporting individual is a minor; and
 - f. Whether the institution possess other means to obtain evidence such as security footage, and whether available information reveals a pattern of perpetration at a given location or by a particular group.

XI. STUDENT ONBOARDING AND ONGOING EDUCATION – § 6447

1. Every institution shall adopt a comprehensive student onboarding and ongoing education campaign to educate members of the institution's community about domestic violence, dating violence, stalking, and sexual assault, in compliance with applicable federal laws, including the Clery Act as amended by the Violence Against Women Act reauthorization of 2013, 20 U.S.C. 1092(f).
2. Included in this campaign shall be a requirement that all new first-year and transfer students shall, during the course of their onboarding to their respective institution, receive training on the following topics, using a method and manner appropriate to the institutional culture of each institution:
 - a. The institution prohibits sexual and interpersonal violence and will offer resources to any victims and survivors of such violence while taking administrative and conduct action regarding any accused individual within the jurisdiction of the institution;
 - b. Relevant definitions including, but not limited to, the definitions of sexual assault, domestic violence, dating violence, stalking confidentiality, privacy and consent;
 - c. Policies apply equally to all students regardless of sexual orientation, gender identity, or gender expression;
 - d. The role of the Title IX Coordinator or campus security, and other relevant offices that address domestic violence, dating violence, stalking and sexual assault prevention and response;
 - e. Awareness of violence, its impact on victims and survivors and their friends and family, and its long-term impact;
 - f. Bystander intervention and the importance of taking action to prevent violence when one can safely do so;
 - g. Risk assessment and reduction including, but not limited to, steps that potential victims, perpetrators, and bystanders can take to lower the incidence of violations, which may contain information about the dangers of drug and alcohol use, including underage drinking and binge drinking, involuntary consumption of incapacitating drugs and the danger of mislabeled drugs and alcohol, the importance of communication with trusted friends and family whether on campus or off campus, and the availability of institution officials who can answer general or specific questions about risk reduction; and
 - h. Consequences and sanctions for individuals who commit these crimes and code of conduct violations.
3. Every institution shall train all new students, whether first-year, or transfer, undergraduate, graduate, or professional.

4. Every institution shall use multiple methods to educate students about violence prevention and shall share information on domestic violence, dating violence, stalking and sexual assault prevention with parents of enrolling students.
5. Every institution shall offer to all students general and specific training in domestic violence, dating violence, stalking and sexual assault prevention and shall conduct a campaign that complies with the Violence Against Women Act, 20 U.S.C. 1092(f), to educate the student population. They shall, as appropriate, provide or expand specific training to include group such as international students, student that are also employees, leaders and officers of registered or recognized student organizations, and online and distance education students. They shall also provide specific training to members of groups that the institution identifies as high-risk populations.
6. Every institution shall require that each student leader and officer of student organizations recognized by or registered with the institution, as well as those seeking recognition by the institution, complete training on domestic violence, dating violence, stalking or sexual assault prevention prior to receiving recognition or registration, and each institution shall require that each student athlete complete training on domestic violence, dating violence, stalking or sexual assault prevention prior to participating in intercollegiate athletic competition.
7. Every institution must regularly assess programs and policies established pursuant to this article to determine effectiveness and relevance for students.

XII. PRIVACY LEGAL CHALLENGES – § 6448

Pursuant to subdivision (i) of rule three thousand sixteen of the civil practice law and rules, in any proceeding brought against an institution which seeks to vacate or modify a finding that a student was responsible for violating an institution's rules regarding a violation covered by this article, the name and identifying biographical information of any student shall be presumptively confidential and shall not be included in the pleadings and other papers from such proceeding absent a waiver or cause shown as determined by the court. Such witnesses shall be identified only as numbered witnesses. If such a name or identifying biographical information appears in a pleading or paper filed in such a proceeding, the court, absent such a waiver or cause shown, shall direct the clerk of the court to redact such name and identifying biographical information and so advise the parties.

XIII. REPORTING AGGREGATE DATA TO THE DEPARTMENT – § 6449

1. Institutions shall annually report to the department the following information about reports of domestic violence, dating violence, stalking and sexual assault;
 - a. The number of such incidents that were reported to the Title IX Coordinator.
 - b. Of those incidents in paragraph a of this subdivision, the number of reporting individuals who sought the institution's judicial or conduct process.
 - c. Of those reporting individuals in paragraph b of this subdivision, the number of cases processed through the institution's judicial or conduct process.
 - d. Of those cases in paragraph c of this subdivision, the number of respondents who were found responsible through the institution's judicial or conduct process.
 - e. Of those cases in paragraph c of this subdivision, the number of respondents who were found not responsible through the institution's judicial or conduct process.
 - f. A description of the final sanctions imposed by the institution for each incident for which a respondent was found responsible, as provided in paragraph d of this subdivision, through the institution's judicial or conduct process.
 - g. The number of cases in the institution's judicial or conduct process that were closed prior to a final determination after the respondent withdrew from the institution and declined to complete the disciplinary process.
 - h. The number of cases in the institution's judicial or conduct process that were closed because the complaint was withdrawn by the reporting individual prior to a final determination.
2. The department shall create a reporting mechanism for institutions to efficiently and uniformly provide the information outlined in subdivision one of this section.
3. The department shall not release the information, as provided for in this section, if it would compromise the confidentiality of reporting individuals or any other party in the best judgment of the department.

4. Within one year of the effective date of this article, the department shall issue regulations in consultation with representatives from the state university of New York, city university of New York, and private and independent colleges and universities, and within two years of the effective date of this article the department shall issue a report to the governor, the temporary president of the senate, the speaker of the assembly and the chairs of the higher education committees in each house regarding the data collected pursuant to this section.

XIV. OPTIONS FOR CONFIDENTIAL DISCLOSURE – §6446

In accordance with this article, every institution shall ensure that reporting individuals have the following:

1. Information regarding privileged and confidential resource they may contract regarding domestic violence, dating violence, stalking or sexual assault;
2. Information about counselors and advocates they may contact regarding domestic violence, dating violence, stalking, or sexual assault;
3. A plain language explanation of confidentiality which shall, at a minimum, include the following provision:
“Even Davis College offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a nonconfidential resource will be relayed only as necessary for the Title IX Coordinator to investigate and/or seek a resolution.”;
4. Information about how the institution shall weigh a request for confidentiality and respond to such a request. Such information shall, at a minimum, include that if a reporting individual discloses an incident to an institution employee who is responsible for responding to or reporting domestic violence, dating violence, stalking, or sexual assault but wishes to maintain confidentiality or does not consent to the institution’s request to initiate an investigation, the Title IX Coordinator must weigh the request against the institution’s obligation to provide a safe, non-discriminatory environment for all members of its community. The institution shall assist with academic, housing, transportation, employment, and other reasonable and available accommodations regardless of reporting choices;
5. Information about public awareness and advocacy events, including guarantees that if an individual discloses information through public awareness event such as candlelight vigils, protests, or other public event, the institution is not obligated to begin an investigation based on such information. The institution may use the information provided at such an event to inform its efforts for additional education and prevention efforts;
6. Information about existing and available methods to anonymously disclose including, but not limited to information on relevant confidential hotlines provided by New York state agencies and not-for-profit entities;
7. Information regarding institutional crime reporting including, but not limited to: reports of certain crimes occurring in specific geographic locations that shall be included in the institution’s annual security report pursuant to the Clery Act, 20 U.S.C. 1092(f), in an anonymized manner that identifies neither the specifics of the crime nor the identity of the reporting individual; that the institution is obligated to issue timely warnings of crimes enumerated in the Clery Act occurring within relevant geography that represent a serious or continuing threat to students and employees, except in those circumstances where issuing such a warning may compromise current law enforcement efforts or when the warning itself could potentially identify the reporting individual; that a reporting individual shall not be identified in a timely warning; that the Family Educational Rights and Privacy Act, 20 U.S.C 1232g, allows institutions to share information with parent when
 - There is a health or safety emergency, or
 - When the student is a dependent on either parent’s prior year federal income tax return; and that generally, the institution shall not share information about a report of domestic violence, dating violence, stalking, or sexual assault with parents without the permission of the reporting individual.
8. The institution may take proactive steps, such as training or awareness efforts, to combat domestic violence, dating violence, stalking or sexual assault in a general way that does not identify those who disclose or the information disclosed.
9. If the institution determines that an investigation is required, it shall notify the reporting individuals and take immediate action as necessary to protect and assist them.
10. The institution should seek consent form reporting individuals prior to conducting an investigation. Declining to consent to an investigation shall be honored unless the institution determines in good faith that failure to investigate

does not adequately mitigate a potential risk of harm to the reporting individual or other members of the community. Honoring such a request may limit the institution's ability to meaningfully investigate and pursue conduct action against an accused individual. Factors used to determine whether to honor such a request include, but are not limited to:

- Whether the accused has a history of violent behavior or is a repeat offender;
- Whether the incident represents escalation in unlawful conduct on behalf of the accused from previously noted behavior;
- The increased risk that the accused will commit additional acts of violence;
- Whether the accused used a weapon or force;
- Whether the reporting individual is a minor; and
- Whether the institution possess other means to obtain evidence such as security footage, and whether available information reveals a pattern of perpetration at a given location or by a particular group.

REPORTING PROCEDURES

I. AUTHORITY AND JURISDICTION

Word of Life staff and student security officers patrol the campus throughout the day and night to detect inappropriate activity and respond to incidents and emergencies. Security officers are not law enforcement officers, but are trained and registered as a security guard with the state. Additionally, our plainclothes emergency response team is armed and trained to respond to violent critical incidents. Our security officers work with the state and local law enforcement to respond to criminal events on campus.

II. REPORTING

Accurate and prompt reporting of all crimes to Campus Security is encouraged through the use of a logbook, which records accidents, theft and incident reports. Appropriate police agencies are involved through the Director of Security. Cases involving more minor offenses such as petty theft, criminal mischief, trespass, disorderly conduct, vandalism, etc... are reported to the local police depending on the nature and seriousness of the offense, and joint investigative efforts are deployed to handle these matters. Regardless of the nature of the offense, individual perpetrators may be arrested and charged in accordance with state and local laws. Infractions involving College rules and regulations are promptly reported to the Office of Student Development for disciplinary actions.

III. HOW TO REPORT

It is the policy of Davis College to provide immediate assistance to victims of sexual assault. The College encourages you to file a police report, however as a victim, you do have several options, noted below. You can pursue any or all options:

- **Report Incident to local law enforcement:** Law enforcement officers are trained in investigating sexual offenses and supporting victims reporting a sexual offense. With your permission, law enforcement officers have the authority to commence a criminal investigation and prosecution in sexual assault matters. It is standard operating procedure for Davis College and Campus Security to contact law enforcement in all cases of sexual assault, however, you have the option of personally filing a formal report, or not.
- **Report incident to the College Title IX Officer:** Individuals may consider reporting a sexual violence incident to the Davis College Title IX Officer. A Title IX Officer can provide assistance in addressing the incident through consultation, administrative review and/or formal investigation. The Davis College Title IX Officer can be reached by calling 814.503.0038.
- **Seek counseling and emotional support:** Off campus counseling is available free of charge for Davis College students and can care for student's emotional well-being. Counselors can provide confidential support during a difficult period and afterward. Due to confidentiality, they will not report an incident without your consent, and they will not conduct an investigation. Talking to a counselor in a safe and supportive environment may help you to sort through your feelings and decide what to do. A counselor is available at Sexual Assault Support Services of Warren County, they can be reached at 1.886.307.4086.
- **Seek assistance from the New York State Police Campus Sexual Assault Victims Unit (CSAVU):** The New York State Police have established a dedicated hotline for reporting sexual assaults on college campuses. (1-844-845-7269) This hotline is staffed by New York State Police Sergeants and Communication Specialists working from Troop C-SP Headquarters in Homer, New York. They handle inquiries to the hotline and provide assistance to callers. These same reporting options are available for bystanders. The College strongly encourages bystanders to step up on behalf of another person's well-being when it is safe to do so.
- **Seek support from A New Hope Center:** The New Hope Center's mission is to help survivors see their choices, provide a safe non-judgmental environment, and to educate and inspire the community. They can be reached at 1-800-696-7600 or 607-687-6866 or text 607-972-1996.

IV. WHAT TO DO IF YOU ARE A VICTIM OF SEXUAL MISCONDUCT

A person who experiences sexual violence will have a number of options for recourse against the accused individual: to make a report on campus, to make a report to law enforcement, to do both or to do neither. First and foremost, the College wants you to get the immediate help you need by following these procedures immediately:

- Go to a safe place. Call a friend, a campus advocate, a family member or someone else you trust and ask her or him to be with you.
- Go immediately to see medical personnel either at Health Services or a local hospital Emergency Department. An individual considering campus and/or law enforcement options against a Respondent should visit a Sexual Assault Forensic Examiner (SAFE) Nurse (also referred to as a Sexual Assault Nurse Examiner) within 96 hours of the incident.
- Do not shower, bathe, douche, or brush teeth, and save all clothing worn at the time of the assault.
- Place each item of clothing in a separate paper bag. Do not use plastic bags.
- Do not disturb anything in the area where the assault occurred.
- Talk confidentially with a counselor who is trained to assist victims with the emotional and physical impacts of an assault and/or sexual harassment. See contact information for confidential on- and off-campus resources listed below.
- The College encourages victims to contact appropriate authorities as soon as that individual is prepared to make a report of the incident, including:
 - The Title IX Coordinator at 518.494.1604 or emailing sdever@davisny.edu;
 - Campus Security by calling 518.494.6200
 - Local law enforcement by dialing 911;
 - New York State Police's 24/7 hotline staffed by specially-trained responders at 1.844.845.7269

V. PRESERVING EVIDENCE

Although it may be difficult following a sexual assault, individuals who are considering or may consider legal action should take certain initial steps in order to preserve the option to pursue any type of criminal charges or campus disciplinary process:

- It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order.
- In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections.
- Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College adjudicators or law enforcement.
- Write down as much as you can remember about the circumstances of the assault, including a description of the assailant.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Safety or law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or college officials at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

VI. NOTIFICATION TO VICTIMS OF CRIMES OF VIOLENCE

The College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense,

the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

VII. EQUAL OPPORTUNITY/NON-DISCRIMINATION POLICY

Admissions:

Davis College admits students of any race, color, or national and ethnic origin to all the rights, privileges and programs of the institution. It does not discriminate on the basis of race, color, national or ethnic origin, physical or mental disability, gender or age in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-sponsored programs.

Davis College reserves the right to operate as a church-related institution and develop policies consistent with biblical principles and the religious tenets of its constituency churches. In keeping with biblical directives regarding gender in pastoral authority, only men will be admitted to the Pastoral concentration. Only women may enroll in Women's Ministries courses. Only men may take Homiletics Lab, and only women may take Ministry Communication for Women, since the presentation of student messages in these courses involves the exercise of spiritual authority.

Believing that all human beings are of equal value in the eyes of God, Davis College deplores discrimination and insensitivity based on differences in race, gender, age, socioeconomic status, physical or mental disability, or cultural differences. Attempts at humor which aim to elicit laughter at the expense of individuals based on these differences is considered to be a form of discrimination that is not acceptable in the Christian community.

The college is seriously concerned about allegations of discrimination and therefore encourages the reporting of such misconduct. Copies of Davis College's complete policy regarding Equal Opportunity and Non-Discrimination are available in the OSD.

The provisions of this article shall apply regardless of whether the violation occurs on campus, off campus, or while studying abroad

Employment Policy:

Davis College believes that spiritual unity among all its employees is essential to the fulfillment of its mission (I Cor. 1:10). Davis asserts its right to employ persons who subscribe to the purpose, mission, Doctrinal Statement, and Core Values of the college.

Davis College further believes that everyone is created equal in the image of God (Gen. 1:26) and therefore will be afforded equal opportunity in employment.

It is the policy of Davis College to not discriminate against any student, employee or applicant for employment based on:

- Age (18 and over)
- Ancestry or national origin
- Physical or mental disability
- Gender (as determined at birth and not subject to change)
- Marital status*
- Pregnancy, childbirth, and related medical conditions
- Race or color
- Religion or creed
- Sexual orientation, including perceived sexual orientation*
- Genetic testing information
- Lawful recreational activities when not at work

- Military status or service
- Observance of Sabbath
- Political activities
- Use of service dog
- Arrest or criminal accusation
- Domestic violence victim status

or any other characteristic protected by law, except when an otherwise protected characteristic is a bona fide occupational qualification.

*Davis College does not discriminate on the basis of sexual orientation, but expects employees to abide by our Doctrinal Statement.

Davis College provides equal opportunity in recruiting, hiring and employment. All personnel actions, including, but not limited to, hiring, promotion, transfer, termination, compensation, benefits, and training will be conducted in accordance with all applicable laws.

Any employee or applicant who believes that he or she has been discriminated against in violation of this policy should immediately file a complaint as explained in our Complaint Policy. We encourage you to come forward if you have suffered or witnessed that you believe to be discrimination—we cannot solve the problem until you let us know about it. Davis College will not retaliate, or allow retaliation, against any employee or applicant who complains of discrimination, assists in an investigation of possible discrimination, or files and administrative charge or lawsuit alleging discrimination.

Supervisors are required to report any discriminatory conduct or incident, as described in our Complaint Policy.

The College complies with all federal, state and local non-discrimination in employment laws.

SERVICES AVAILABLE FOR VICTIMS ON WOLBI'S POTTERSVILLE CAMPUS

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Davis College will provide written notification to students and employees about existing assistance and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement. The recourses include the following:

I. HEALTH

You can reach the Health Services by calling 518.494.1600.

Emergency Medicine: The campus security team responds to medical emergencies, which include severe bleeding, difficulty breathing, loss of consciousness, broken bones, or other severe illness or injury.

For urgent medical care (non-life threatening), please call the emergency line at 518.494.1444.

Non-emergency Medicine:

1. Upstate Concierge Medicine provides Telemedicine access for routine illnesses and injuries. This service provides fast and easy health care access 24/7/365. All students are automatically enrolled as members in this program while they are enrolled at the Bible Institute. With this program, students have access to a physician by phone, with secure messaging and/or video chat. An application may be downloaded from the following locations:
 - a. 'App Store' or 'Google Play' (UCMnow) for phones
 - b. Website: upstatevipmedicine.com
 - c. Call 844.484.7362
2. Plan Design:
 - a. Students can request a consult with a physician by phone from any location.
 - b. Students can share pictures and/or video with a doctor if necessary.
 - c. The doctor will send prescriptions directly to the pharmacy.
 - d. Students can create a patient portal.
 - e. The doctors will follow up to track the student's recovery.

Warrensburg Health Center

3767 Main Street
Warrensburg, NY 12885
Phone: 518.623.2844

Glens Falls Hospital

100 Park Street
Glens Falls, NY 12801
Phone: 518.926.1000

Ticonderoga (Moses Ludington) Hospital

1019 Wicker St
Ticonderoga, NY 12883
Phone: 518.585.2831

1. In addition to the Telemedicine service, students can receive health care at the following locations:
2. Transportation
 - a. In emergency situations, an ambulance will be called to transport students.
 - b. In non-emergency situations, transportation is the responsibility of the student.
5. The pharmacies that are the closest to the Bible Institute are:

Schroon Lake Pharmacy

1081 Main Street
Schroon Lake, NY 12870
518.532.7575
M-F 9 AM to 5:30 PM, Sat 9 AM to 1 PM

Walgreens

6272 State Route 9
Chestertown, NY 12817
518.494.3211
M-F 9 AM to 6 PM, Sat 9 AM to 5 PM

II. VISA AND IMMIGRATION ASSISTANCE

For international students, the first point of contact will be Principal Designated Official for International Admission (PDSO) available at admissions@davisny.edu or 607.442-4878.

III. STUDENT FINANCIAL AID

The Office of Enrollment Management can offer assistance and information regarding student financial aid. The office can be reached by calling 607.442-4878.

SERVICES AVAILABLE FOR ALL DAVIS STUDENTS

I. COUNSELING

Counselors and Advocates - Members of the College community may contact local resources for confidential support. The Official Website of Warren County (<https://www.warrencountyny.gov/da/serv>) maintains updated listings of services. Agencies include:

- Adirondack Samaritan Counseling Center at 518.747.2994
- Sexual Assault Support Services of Warren County at 1.866.307.4086

II. HEALTH

Medical Care - Individuals who have experienced sexual violence should visit the Health Services, a local Emergency Department or the local medical provider of their choice for confidential emergency care, whether or not they have any intention of pursuing an on-campus complaint or complaint with local law enforcement. An individual considering campus and/or law enforcement options against a Respondent (accused individual) should visit a Sexual Assault Forensic Examiner (SAFE) Nurse (also referred to as a Sexual Assault Nurse Examiner). SAFE Nurses provide free medical care for victims of sexual assault, and are specially trained in conducting sexual assault exams and collecting and preserving forensic evidence of the assault for possible prosecution of the assailant. Options for seeking medical care include:

- Sexual Assault Nurse Examiner Project (SANE) at Glens Falls Hospital, 100 Park St, Glens Falls, NY 12801, 518.926.3000

A medical exam conducted by a SAFE Nurse (commonly referred to as a “rape kit”) has two goals: (1) to diagnose and treat the full extent of any injury or physical effect and (2) to properly collect and preserve evidence. The exam may include testing and prophylactic treatment for HIV/AIDS, sexually transmitted infections (“STIs”); a vaginal examination; examining for injuries; and drawing blood. There is a limited window of time (typically 72 to 96 hours) following an incident of sexual assault to preserve physical and other forms of evidence. Gathering such evidence does not commit an individual to pursue legal action against the assailant, but is important for preserving that option.

If you suspect that you may have been given a rape drug, inform the hospital or clinic where you receive medical care and/or ask to provide a urine sample. Rape drugs, such as Rohypnol and GHB, are more likely to be detected in urine than in blood.

Hospitals are not required to report non-identifying information to the College or anyone else. However, hospitals providing care to individuals reporting sexual assault are required to:

- Collect and maintain the chain of custody of sexual assault evidence for not less than 30 days unless the patient signs a statement directing the hospital not to collect it;

- Advise the individual seeking medical treatment related to sexual assault of the availability of local rape crisis services or victim assistance organizations to accompany the individual through the sexual offense exam;
- Medical services to individuals reporting sexual assault who request such coordination and services; and
- Provide emergency contraception upon the patient's request.

Even if an individual who has experienced sexual violence does not have injuries requiring emergency attention, the College encourages that individual to seek medical care as soon as possible.

Most health care providers will encourage an individual seeking medical treatment related to a sexual assault to authorize collection of evidence. (Note: If the individual has not been seen by medical personnel at the time a report is received, the individual will be immediately advised to do so. The College will provide transportation, if needed.)

Be aware that medical office and insurance billing practices may reveal information to the insurance policyholder, including medication and/or examinations paid for or administered. The New York State Office of Victim Services may be able to assist in compensating victims for health care and counseling services, including emergency compensation. More information may be found at: http://www.ovs.ny.gov/files/ovs_rights_of_cv_booklet.pdf, or by calling 1-800-247-8035. Options are explained here: <http://www.ovs.ny.gov/helpforcrimevictims.html>.

Please note that even individuals who can typically maintain confidentiality are subject to exceptions under the law, including when an individual is a threat to him or herself or others and the mandatory reporting of child abuse.

III. VICTIM ADVOCACY

The following agencies also provide assistance to individuals who pursue criminal complaints:

- The following agencies also provide assistance to individuals who pursue criminal complaints
- United States Attorney's Office Northern District of NY Victim Witness Unit 518.431.0247

To learn more about these programs, visit the website for the New York State Office of Victim Services (<http://www.ovs.ny.gov/>), which funds local victim assistance programs.

IV. LEGAL ASSISTANCE

The Legal Aid Society of Northeastern New York: 833.628.0087 (<https://www.lasnny.org/location/albany-office/>)

V. VISA AND IMMIGRATION ASSISTANCE

Contact the Department of Homeland Security, Immigration Customs Enforcement, Student and Exchange Visitor Program, 500 12th Street, SW Stop 5600, Washington, D.C. 20536-5600 or call the SEVP Response Center at 703.603.3400.

VI. STUDENT FINANCIAL AID

For information regarding financial aid, contact the Office of Postsecondary Access, Support and Success, New York State Education Department, Room 505W, Education Building, Albany, NY 12234 or by calling 518.474.3719.

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<http://www.rainn.org> – Rape, Abuse and Incest National Network <http://www.ovw.usdoj.gov/sexassault.htm> - Department of Justice <http://www2.ed.gov/about/offices/list/ocr/index.html> – Department of Education, Office of Civil Rights

COMPUTER USAGE POLICIES

I. DAVIS COLLEGE

Davis College's information technology resources, including email and Internet access, are provided for business and educational purposes. Students, faculty, staff, and guests (hereinafter referred to as users) are expected to adhere to the following policy for continued access to the college's technological resources. Users should report security risks or violations to staff, faculty, or a network administrator.

Overview

Davis College provides its students, faculty, staff and guests (hereinafter referred to as users) with Internet and E-Mail access to help in the fulfillment of job responsibilities and for educational services.

Users must understand that any connection to the Internet offers the opportunity for non-authorized users to view or access school information. Therefore, it is important that all connections be secure, controlled, and monitored.

Purpose

The purpose of this policy is to describe what steps must be taken to ensure that users connecting to Davis College's network are authenticated in an appropriate manner, in compliance with school standards, and are given the least amount of access required to perform their job function or meet their educational needs. This policy specifies what constitutes appropriate use of network accounts and authentication standards.

Scope

The scope of this policy includes all who have access to school-owned or school-provided computers or require access to Davis College's network and/or systems. This policy applies not only to employees and students, but also to guests, contractors, and anyone requiring access to the college's network. Public access to the college's externally-reachable systems, such as its website or public web applications, are specifically excluded from this policy.

Policy

Account Setup

During initial account setup, certain checks must be performed to ensure the integrity of the process. The following policies apply to account setup:

- Positive ID and coordination with Human Resources, the Registrar's Office, or the Student Development Office (in regards to guests) is required.
- Users will be granted the least amount of network access required to perform his or her job function or meet their educational needs.
- Users will be granted access only if he or she accepts the Acceptable Use Policy.
- Access to the network will be granted in accordance with the Acceptable Use Policy.

Account Use

Network accounts must be implemented in a standard fashion and utilized consistently across the organization. The following policies apply to account use:

- Accounts must be created using a standard format (i.e., first name-last name, or first initial-last name, etc.)
- Accounts must be password protected (refer to section 4.3 Password Policy for more detailed information).
- User accounts must not be given administrator or 'root' access unless this is necessary to perform his or her job function.
- Individuals requiring access to confidential data must have an individual, distinct account. This account may be subject to additional monitoring or auditing at the discretion of the IT Manager or Operations Team, or as required by applicable regulations or third-party agreements.

Password Policy

All accounts must be password protected. Passwords are unique for each user and are not to be shared with anyone. Appropriate passwords must contain the below information:

- Must be at least eight characters in length.
- Must contain at least one upper case letter.
- Must contain at least one lower case letter.
- Must contain at least one number or special character. Examples of special characters are \$, %, @, or * etc.
- May not contain your name. For example, if your name is John Doe, your password can not be John1234.

Account Termination

When managing network and user accounts, it is important to stay in communication with the Human Resources and Registrar's Office so that when an employee or student no longer works at or attends Davis College, that account can be disabled. Please refer to Human Resources and the Registrar's Office's policies for more detailed information on how the IT Manager is notified in the event of employment terminations or dis-enrollment.

System Use and Ownership

Users should be aware of the following when using any systems at Davis College and should report any violations to staff, faculty, or a network administrator:

- Users at Davis College should have no expectation of privacy while using college-owned or college-leased equipment. Information passing through or stored on college equipment can and will be monitored. Users should also understand that Davis College maintains the right to monitor and review Internet use, Intranet use, and E-Mail communications sent or received by users as necessary.
- Users are to respect the intended usage of an account. Users are not to use their Davis College provided email account or network access to operate a business unless these activities are approved as a project for the college. These accounts are created for Davis College business or educational use only. In regards to E-Mail, users should not send spam, chain letters, or other mass unsolicited mailings.
- Users are expected to respect and protect the privacy of others. Every user is assigned an account for access to Davis College's systems. This information is not to be shared with others. Also, users are not to use another's account for any reason. Users should not intentionally seek information on, obtain copies of, or modify files or passwords belonging to other users of Davis College, or represent others, unless explicitly authorized to do so by those users. Please refer to the Academic Integrity Policy for more detailed information.
- Users are to respect and protect the integrity, availability, and security of all electronic resources. This includes observing all network security practices as listed in this document. Users should not purposely damage or destroy any resources that do not belong to them without clear permission of its owner. Users shall not intentionally develop or use programs, transactions, data, or processes to harass other users or infiltrate the system or damage or alter the software or data components of a system. Users shall not develop or use any unauthorized mechanisms to alter or avoid charges levied by the college or its providers.
- Users are to respect and protect the intellectual property of others. This includes abiding by copyright laws and not plagiarizing. Most software, music, games, movies and books are copyrighted materials and copies of these should not be created or downloaded using Davis College's systems.
- Users are to respect and practice the principles of community. This includes abiding by Davis College's code of conduct. Users should not intentionally access, transmit, copy or create any material that is illegal or obscene, and they shall not use resources to further other acts that are criminal. Users shall comply with Davis College policies regarding sexual, racial, and other forms of harassment.

Consequences for Violation

Davis College network administrators and their authorized employees maintain the right to monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the college's information networks to further the health, safety, discipline, or security of any student, employee, or to protect property (physical and intellectual).

Any suspected violations of this policy will be reviewed on a case-by-case basis. If it is determined that a user has violated one or more of the above use regulations, disciplinary action may occur.

- Disciplinary action may include suspension, restriction of access, or more severe penalties up to and including termination of employment (in regards to employees) or expulsion (in regards to students).
- Where illegal activities or theft of college property (physical and intellectual) are suspected, Davis College may report such activities to the applicable authorities.

II. WORD OF LIFE COMPUTER USAGE POLICIES

Word of Life Bible Institute provides students with access to network and computing resources as an integral part of the educational environment. Students using these resources should do so responsibly in ways that are consistent with the school's mission and objectives. Word of Life Bible Institute reserves the right to mandate and enforce appropriate regulations to that end. Enforcement of these regulations may involve the monitoring of stored files and electronic transmissions such as email and website accesses. Use of Word of Life's network and computer equipment constitutes agreement with these regulations and monitoring activities.

A. Definitions

The following definitions and descriptions will be considered when discussion acceptable use:

1. Word of Life Computer Network: This is a network infrastructure comprised of computers and network equipment provided for the purpose of communication, sharing files, fulfilling academic coursework requirements, Internet access, etc. This network can be accessed by faculty, staff, and students when authorization is granted.
2. User account: Word of Life provides each student with a unique user account while enrolled at the Institute. This is used to access computers, online resources, email, academic systems and other tools that are provided to student success.
3. Privacy: Each student's account is as confidential as the student mandates through his or her usage practices. Since Word of Life owns the network equipment, Word of Life reserves the right to examine any and all information accessed by the student. This includes emails, instant messages, network traffic, stored files, internet sites visited, etc.
4. Office 365: Word of Life provides students with an Office 365 account while enrolled at the Institute. This provides students with their user account, email, instant messaging, word processing, presentation, and other tools that facilitate student success. Use of this system must comply with all policies and our code of conduct.
5. Canvas LMS: The Canvas LMS (Learning Management System) is a resource that gives much information about the Bible Institute, including daily scheduling, meal menus, class notes, etc. It is a valuable tool for keeping up to date on the happenings around the Bible Institute.
6. Word of Life Student Portal: The Student Portal is a web-based center for student resources such as the Library, Tech Support, Student Directories, Health and Security information, Financial Services, and Grades and Transcripts.
7. Firewall and Content Filtering: Word of Life uses a filtering and firewall system to prohibit access to content that does not fit the biblical standard of being "true, honest, just, pure, lovely, and of good report" (Philippians 4:8). All activity is logged and monitored by the Student Life Department.
8. Objectionable content: This includes but is not limited to the following:
 - a. Pornography. So-called "adult content" depicting or describing sexual acts, erotic material, nudity, etc.
 - b. Violence. Graphic depiction of violent acts including murder, rape, torture, and/or serious injury.
 - c. Drug use. Material encouraging the use of recreational drugs including tobacco and alcohol advertising.
 - d. Gambling. Online gambling and gaming services.
 - e. Offensive language and tasteless subjects. Crude, vulgar language or gestures. Such material includes tasteless humor (e.g., excretory functions), graphic medical photos outside of a medical context, and some forms of body mutilation such as cutting or branding.

- f. Crime. Encouragement of tools for, or advice on, carrying out criminal acts. This includes lock-picking, bomb-making, and hacking information.

B. Acceptable Use

All users of Word of Life computer resources are subject to Word of Life IT and Cybersecurity policy. Below is the summary of the most commonly applicable policies.

1. User Accounts: Students are responsible for the use of their own user account. They must take reasonable precautions to safeguard their passwords and are not allowed to share access with other students. If account compromise is suspected, student should contact the Word of Life IT department for assistance: **helpdesk@wol.org**.
2. Network Access: The use of the Word of Life computer network and apps are provided as a service. Access is granted as a privilege and by IT Department permission only. Misuse, abuse, or active threats of computer resources may result in termination of access without notice.
3. Objectionable Behavior: Access to objectionable content, bullying, threatening or other use of computer resources that go against our code of conduct may result in termination of access to computer resources.
4. Unauthorized Access, Hacking, Unethical Use: Browsing, exploring, or making unauthorized attempts to view data, files, or directories belonging to the Bible Institute or to other users is forbidden. It is also unacceptable to corrupt files, introduce deviant software (worms, viruses, etc.), or interfere with someone else's legitimate computer use. Possession of a program designed to gain unauthorized access will be deemed to constitute an attempt at breaking computer security and may be subject to disciplinary action and criminal charges.
5. Copywritten Material: Transferring copyrighted materials to or from any system or via the computer network without the express consent of the owner is a violation of Federal and State laws. Examples of illegal copying include:
 - a. Making a personal copy of software licensed to the school.
 - b. Copying files created by another person without obtaining that person's permission.
 - c. Installing software on a computer without first obtaining a license for that software.
6. Network Protocols: Certain network protocols may be deemed by the IT department to be a risk to the security and operation of the network or user experience may be restricted.
 - a. "Bursty" network protocols such as NetBEUI or AppleTalk are not permitted and are restricted on the network. These are unnecessary for operation on the Word of Life network and simply degrade performance for all other users.
 - b. The use of "Torrent" style file sharing tools are not permitted on our network.
 - c. Other network protocols or network ports may be restricted without notice.
7. Internet/Network Connections: Your computer should not be set up as a server that will in any way interfere with the normal operation of our network. This includes DHCP servers, DNS servers, wireless access points, routers, VPN gateways, etc.
8. Active Protection: In order to be responsive to changes computer system, vulnerabilities, and active threats, the IT department reserves the right to block access to any technology resource, remove software, or confiscate equipment without notice.
9. Policy Change: The IT department reserves the right to update or change this policy at any time without notice. Effort will be made to notify students of changes.

C. Word of Life Computer Equipment Policy

Students are expected to treat Word of Life equipment with appropriate care.

1. The Word of Life network, wireless, computer equipment, printer, copier, security, and mobile devices installed on campus is essential to providing you with service. These devices must not be moved, touched, or tampered with in any way without direction from the Word of Life IT Department. If there are problems, or something is not working, please submit help desk request to **helpdesk@wol.org**
2. Word of Life owned device repairs, modifications, or recabling must be done by Word of Life IT staff. Students are not allowed to open Word of Life device cases nor to add or remove components, change

configurations, and wiring without permission.

3. Adding any equipment to the network any type without permission from the Word of Life IT Department is prohibited. This includes but is not limited to personal computers, mobile devices, switches, routers, wireless access points, VPN gateways, IoT devices (cameras, voice activated AI devices, controllers), gaming consoles, etc. All such attachments must align with Word of Life IT and Cybersecurity Policies. Unauthorized devices may be confiscated, and access may be terminated without notice.
4. All Word of Life owned computer monitors used by students must face the public and must be in clear view of supervisors.

SECTION ONE

STUDENT LIFE

STUDENT LIFE HANDBOOK

DAVIS STUDENTS AT POTTERSVILLE TEACHING SITE

I. STUDENT LIFE PURPOSE AND STRUCTURE

The mission of Student Life is to help students cultivate healthy relationships with Christ and others through providing leadership, a discipleship atmosphere, and development in spiritual disciplines.

A. Objectives

The specific objectives of the Student Life Department are to help every student to:

1. Develop and incorporate spiritual disciplines into daily life with the goal of long-term spiritual success.
2. Learn and apply biblical principles of leadership within various contexts.
3. Learn and apply principles of discipleship within various contexts.

B. Structure

The Dean of Students, under the authority of the Executive Vice President, leads the Student Life Department including the Dean of Men and Dean of Women. They minister together, overseeing all aspects of campus life including housing, spiritual, and social activities or events, counseling, discipleship, and discipline.

The International Student Coordinator – Student Life Deans

Off Campus Student Coordinator – Todd Steltz

Resident Directors are selected to assist the Deans in the management of Student Life programs and the training, oversight, and discipleship of the Resident Assistants. Each Resident Director reports directly to a Student Life Dean.

Student leadership (Residents Assistants) is comprised of students selected by the faculty and staff who have demonstrated leadership potential and personal responsibility. They serve to facilitate and maintain the standards of the Bible Institute as set forth in this Handbook. Dorm Resident Assistants assist with the oversight of dorm life, and the Student Experience Program participants assist with oversight in various service areas. RA/SEP's exercise vital leadership roles in the dorms, in service areas, in the classroom, and on ministry teams. They also serve to encourage students in their walk with the Lord.

II. STUDENT LIFE CORE VALUES

The Christian life is a walk of faith. Without faith, it is impossible to please God (Hebrews 11:6). Unbelief turns us away from the Lord, hardens the heart, and neutralizes the benefits of hearing the Word of God (Hebrews 3:12-4:2), whereas faith energizes the work of the Holy Spirit in our lives. Therefore, we want to help students learn to walk by faith and not by sight (2 Corinthians 5:7). As we seek to encourage this, it is our desire that the following biblical values guide our approach.

A. The Sufficiency of Christ Through His Word (Colossians 2; 2 Timothy 3:16-17; 2 Peter 1:1-4)

Sanctification is the process by which believers change to become more like Jesus Christ. Salvation and sanctification are both of the Lord, unmerited favors that we access by faith. As we trust and obey God's Word, the Holy Spirit transforms us through the renewing of our minds (Romans 12:2). Scripture alone can accurately evaluate every situation and provide effective guidance for authentic life change. When external checklists, programs, and policies claim to prescribe a cure for the human condition or to generate spiritual growth on their own, they compete with the sufficiency of Christ through His Word. Therefore, our focus will be to constantly direct students to the Scriptures and help them to internalize truth.

B. The Reality of New Life in Christ (2 Corinthians 5:14-19; Galatians 2:20; Colossians 1:27, 3:1-4)

The Christian life is not a matter of doing all we can to become like Christ. It is responding by faith to the truth that Christ is now our life and allowing Him to live through us! Since all students who come to Word of Life Bible Institute profess new life in Christ, we take them at their word. In the words of Paul, “Therefore from now on we recognize no one according to the flesh even though we have known Christ according to the flesh, yet now we know Him in this way no longer. Therefore if anyone is in Christ, he is a new creature; the old things passed away behold, new things have come” (2 Corinthians 5:16-17). Therefore, in matters of behavior, personal responsibility, and community life we appeal to a student’s new identity in Christ and call him or her to live in a manner that is worthy of their calling (Ephesians 4:1; Philippians 1:27); no longer for self but for Him who died and rose again on their behalf.

C. Heart Transformation (Romans 12:1-2; Ephesians 4:17-24; Colossians 3:15-16; Hebrews 4:12-13)

The Word of God makes it clear that our fundamental problem is deeper than a lack of information or of skill. It is, in fact, our hearts which are easily led astray from faith to unbelief (Hebrews 3:12-13). Scripture teaches that the goal of instruction is a pure and a sincere heart (1 Timothy 1:5; Hebrews 10:22). Therefore, in each of the processes of instruction, admonition, correction, and restoration we aim to deepen students’ understanding of how behavior originates from the heart and is ultimately linked to faith and unbelief. Our goal is to allow the penetrating light of God’s Word to examine their hearts, fill them with truth (Philippians 4:8), and transform them by the renewing of their minds.

D. Edifying Relationships (Hebrews 3:13, 10:24-25; Galatians 6:1-5; Ephesians 4:14-16, 25-32)

God has placed believers in a community, the Church, which is described as Christ’s flock, His body and His building. These metaphors indicate that God never intended believers to function in a vacuum! Paul compares us to the interdependent parts of the human body (1 Corinthians 12:12-31) and reminds us we are actually “members of one another” (Ephesians 4:25) and are to build each other up in love as we minister to each other (1 Peter 4:8-10). The New Testament employs the phrase, “one another,” over fifty-six times in order to express the shift from the self-interest of the unbeliever to the gracious humility of the believer who now expresses love and concern for others. This is not accomplished by simply deploying a program but also by spending time listening to and building relationships with one another. Realizing we are all tempted by sin, believers can move toward one another with understanding and humility, calling each other away from the dangers of sinful choices and pointing one another back to the truth of God’s Word. Scripture teaches us that the end goal of all discipline is restoration of freedom, fellowship with God, and fellowship with one another. In this way, the loving pursuit of a brother or sister in sin becomes an act of compassion.

E. A Compassionate Environment (Colossians 3:12-14; Philippians 2:1-4)

We want to provide a nurturing community, where we walk with students through the issues they are struggling with. We desire to show them how to live in fellowship with other believers and what it means to walk in relationship with the Lord and to experience His grace together. The Word of God instructs us that it is the grace of God, rightly understood, which teaches us to “deny ungodliness and worldly desires and to live sensibly, righteously and godly in the present age” (Titus 2:11-12). This does not imply an absence of rules nor of correction. Rather, a compassionate environment provides the right context within which to:

- Function with the understanding that no one is perfect though we are all accountable (Philippians 3:12-16).
- Deal appropriately with sin and to pursue authentic biblical freedom (Galatians 6:1-5).
- Forgive others freely from the heart (Matthew 18:35).

III. STUDENT LIFE PHILOSOPHY

At Word of Life Bible Institute we pursue life change! The Student Life Department facilitates this by maintaining an atmosphere conducive to growth in faith, hope and love. This atmosphere is cultivated in the dorms, in co-curricular activities, in campus service assignments, and in ministry. Our philosophy describes the approach we take and is well summarized in the following verses: “We proclaim Him, admonishing every man and teaching every man with all wisdom so that we may present every man complete in Christ. For this purpose, also I labor, striving according to His power, which mightily works within me” (Colossians 1:28-29). To that end, the philosophy of the Student Life Department centers around three concepts:

A. Christ-Dependent – *because we tend to depend on ourselves.*

(1 Corinthians 1:30-31; 2 Corinthians 12:9-10; Galatians 2:20; Philippians 3:1-16; Colossians 2:1-23, 3:1-3)

Scripture teaches that Christ is our wisdom, righteousness, sanctification, and redemption. He is our life, our hope of glory, and the One in whom we are now hidden in God. Every day we are called to live out these realities by faith. We share the same concern as the Apostle Paul, who said, “But I am afraid that, as the serpent deceived Eve by his craftiness, your minds will be led astray from the simplicity and purity of devotion to Christ” (2 Corinthians 11:3). Therefore, we desire to continually point students to Christ, who is the object of our faith, and away from a dependence upon themselves and the tendency to pursue self-righteousness in one’s own strength by the keeping of rules. True righteousness is through faith in Christ. Though rules are important for worship and fellowship, they can never produce genuine godliness, since they are powerless in dealing with the weakness of the flesh. Therefore, we seek to encourage students to keep their focus on Christ, not on themselves nor on other people (Hebrews 12:1-2) and to rejoice in Him, not in their own accomplishments.

B. Love-Driven – *because we tend to neglect others.*

(Matthew, 22:36-40; Ephesians 5:1-5; Galatians 6:1-5; 1 Peter 1:22, 4:8-10)

One of the characteristics of an authentic Christian community is love for others that is the result of having experienced God’s grace and love for oneself (John 13:34-35; 1 John 4:19). Humility, a teachable heart, and a desire to seek the best interests of others are hallmarks of sincere love. This often involves setting aside personal preferences in order to serve others or to help those who may be struggling in some area of life. In cases where a brother or a sister is struggling with sin, loving them enough to walk with them through the process of repentance and restoration provides a radically different motivation for dealing with the issue. No longer is the goal to simply ignore the problem, maintain appearances, or to ensure that offenders somehow pay for their sin in order to balance the scales. Instead, the intended goal is restored fellowship and joy. Therefore, it is our desire to model genuine peace-making and burden-bearing and to pursue forgiveness and restoration whenever sin has been uncovered in someone’s life by the Holy Spirit.

C. God-Glorifying – *because we tend to live for self.*

(Romans 8:29; 1 Corinthians 6:18-20, 10:31; 2 Corinthians 5:14-15; 1 Peter 2:11-12, 4:10-13)

The end goal of all spiritual growth is to be conformed to the image of Jesus Christ, reflecting Him to the world rather than pursuing our selfish desires and drawing attention to ourselves (Romans 13:14). Therefore, we encourage students to view every dimension of life as a forum for putting Christ on display and to allow Him to live through them. Seeing all of life as a platform to glorify God rather than self makes the classroom, the dorm room, and one’s ministry or service assignment places where God is to be honored rather than ignored.

Compassion and Discipline

It is our desire to provide a compassionate, nurturing environment at the Bible Institute that is more like a walled garden than a fortified compound. This does not imply an absence of rules or discipline. Love does not ignore truth nor does truth override the need to be loving (Ephesians 4:15). Compassion does not preclude giving directions, issuing warnings, and providing correction and training that is consistent with truth. Discipline proves relationship. Instruction demonstrates

love (Hebrews 12:8). Furthermore, biblical discipline is not heartless nor does it follow a predetermined set of responses. The Word of God exhorts us to “admonish the unruly, encourage the fainthearted, help the weak, and be patient with everyone.” (1 Thessalonians 4:15). This implies a need to exercise discernment in choosing an appropriate course of action in response to misconduct rather than dealing exactly the same way with everyone regardless of their response to correction. Therefore, in all discipline situations, we will seek to choose a response that is in a student’s best interest and which is appropriate to his or her particular circumstance.

Biblical Mandates and Institutional Policies

The administration of Word of Life Bible Institute recognizes that there is a distinction between *Biblical Mandates* and *Institutional Policies*. Both can be found in our Standard of Conduct as well as in this Student Handbook. *Biblical Mandates* are specific commands from God’s Word directed to all believers at all times in all places such as the command to abstain from sexual immorality (1 Thessalonians 4:3). *Institutional Policies* such as specific dress code expectations are best viewed as “house rules” intended to maintain an environment most conducive to the realization of our goals (No one appreciates chaos.). As a spiritual as well as an academic community, we ask students to adhere to both *Biblical Mandates* and *Institutional Policies*.

While a student’s personal convictions may differ somewhat from the *Institutional Policies*, their free choice to become a part of the Bible Institute community constitutes a commitment to willingly abide by them, both on and off campus, while the academic semesters are in session (Hebrews 13:7,17). When at home during official school breaks, students are accountable to *Biblical Mandates* but not to *Institutional Policies*. It is expected they will conduct themselves in a way that will honor the Lord and will not discredit their identity in Christ, their parents, their local church, or the ministry of Word of Life with which they are associated during the time of their enrollment. When determining appropriate responses to misconduct, attention will be given to recognizing the differences between *Biblical Mandates* and *Institutional Policies*. The goal of the administration will always be to restore students to freedom and fellowship.

IV. SPIRITUAL LIFE

The Bible Institute program has been designed to encourage spiritual growth, but, in the end, it is the student’s responsibility under the guidance of the Holy Spirit to undertake the changes the Word of God demands in order to grow. In keeping with an environment conducive to spiritual growth, all students are responsible to observe the following:

- A. Chapel** – Chapel services are held Wednesday and Friday featuring resident and adjunct faculty as well as guest speakers. All students, including off-campus students, are required to attend chapel services. Students are strongly encouraged to take notes during chapels.
- B. Church** – Church attendance on weekends is required. A worship service is conducted at the Bible Institute each weekend through our partnership with Grace Community Church, Warwick, NY. Students may also attend local churches in the area. Physical attendance is required; watching a service in your room is not sufficient. There are times when students must attend on campus due to conferences, Snowcamp or special training sessions.
- C. Dorm Devotions**
 - 1. Monday through Wednesday evenings, devotions are held in the dorms from 9:15 - 9:30 PM. Devotions are generally led by the Dorm RAs, with students presenting the devotional on a scheduled basis.
 - 2. The Deans may occasionally change the time of dorm devos or schedule special speakers. Dorm RAs must first obtain permission from their RD to have a special speaker in the dorm.
 - 3. All students are expected to participate in presenting devotions periodically each semester.

D. Quiet Time

1. Time is set aside each day for students to have their own personal “Quiet Time” with the Lord.
2. Students do not have to be at their desk for Quiet Time. While we allow students to not be at their desk, a full 30 minutes must be designated to Quiet Time. No other activities are allowed during the Quiet Time period. Students with early morning work assignments must complete their Quiet Times before going to bed.
3. Students are required to use at least the current Word of Life Quiet Time Diary as part of their devotional period and to fill in the comments for each day. As a means of providing helpful accountability, staff, RAs and RDs will periodically check Quiet Time Diaries.
4. On Saturday, Sunday and Monday, students are responsible for scheduling their own Quiet Time period. In each case, they must be completed prior to “In-dorms.”
5. Students must complete the Quiet Time Diary every day they are enrolled as a student, including weekends. During breaks Quiet Time is encouraged to keep accountability with other students.

E. Conferences

We consider Missions Conference to be an integral part of the program, and all students are required to attend.

1. **Missions Conference:** Several days are devoted to a special mission’s emphasis during the second semester. Speakers and seminars as well as personal interaction with the missionaries themselves provide valuable insight and motivation. God often uses this conference to dramatically change the direction of students’ lives.

V. DISCIPLESHIP PROGRAM

Deeper is a discipleship program for any student enrolled at Word of Life Bible institute to meet with someone with expectation of bible study, prayer, encouragement, and accountability.

As a Student Life Department our desire is to help you go from just a knowledge of the Bible which we believe can puff you up and makes you prideful (1 Corinthians 8:1) to a wisdom and love that helps you build up one another (Romans 14:19) and develop a deeper personal relationship with Christ (John 17:3.)

1. One on One Discipleship: A yearlong journey to deeper spiritual growth. Our Student Life Department will be happy to pair you with a staff member or you can talk to your RA, LRA or RD. The discipleship application is found on the Student Portal.
2. D Group: D-Groups are gender and topic specific to help you focus on specific areas of growth. Led by staff members, these focused groups create high accountability with other likeminded students. You can sign up for a focus group through the discipleship application found on the Student Portal.
3. Home Groups: Students can sign up for a specific home group that meets periodically at that staff member’s home. These groups offer an atmosphere of encouraging community and relaxation with an emphasis on building relationships, discussion, and prayer. Sign-ups will be available in the fall.

VI. RELATIONSHIPS

We encourage men and women to form healthy relationships. Word of Life Bible Institute desires to teach and model an approach to moral purity in relationships that reflects biblical values. We believe that sexual intercourse and many of the acts leading up to it are reserved exclusively for the context of a biblically defined marriage (Genesis 2:22-25; Matthew 19:4-6). Outside this context, sexual activities such as sexual intercourse, oral sex, forms of intimate touching and homosexual behavior violate clear biblical teaching (Romans 1:26-27; 1 Corinthians 6:9-20; Galatians 5:19; 1 Thessalonians 4:3-8) and are prohibited even when consensual. God’s design at creation for both sexual desire and orientation is within the context of the marriage union between a man and a woman. Therefore, gender identity is a feature of God’s original creative design (Genesis 1:26-28).

Word of Life believes that the term “marriage” has only one legitimate meaning, which is how marriage is defined, described, and illustrated in the Bible: the joining of one man and one woman as their genders were determined at birth,

into a single, covenantal union. Whenever there is a conflict between Word of Life's position and any new legal standard for marriage, the ministry's Statement of Faith, doctrines, and biblical positions will govern (Genesis 2:24; Ephesians 5:22-23; Mark 10:6-9; 1 Corinthians 7:1-9).

Word of Life requires its students to obey the Bible's teaching that no sexual activity be engaged in outside of marriage as defined above. Word of Life believes that any other type of sexual activity, identity, or expression that lies outside of this definition of marriage, including those that are becoming more accepted in the culture and the courts, are contradictory to the Bible's design and purpose for sexual activity (Genesis 2:24, 19:5; Leviticus 18:1-30; Romans 1:26-29; 1 Corinthians 5:1, 6:9-10; 1 Thessalonians 4:1-8; Hebrews 13:4).

Students who are involved in or are pursuing a "dating" relationship are to be guided by biblical principles. Scripture gives us helpful insight on how members of the opposite sex should interact with one another. "Do not rebuke an older man but encourage him as you would a father, younger men as brothers, older women as mothers, younger women as sisters, in all purity" (1 Timothy 5:1-2). In marriage, a husband and wife become one flesh (Genesis 2:24). In a dating relationship, however, a man and woman remain brothers and sisters in Christ. Scripture calls us to treat one another as brothers and sisters, "in all purity." It is our desire to help students who face all kinds of sexual temptations.

A. Dating, Engagements, and Marriages

1. Marriage plans made prior to attendance should be communicated to the Student Life Department upon enrollment. Marriages are not allowed during the school year without prior permission from the Student Life Dean's Office.
2. The Student Life Department should be consulted prior to any engagement between two current students during the school year and that parental/guardian permission be given prior to the engagement.
3. Divorced or separated students are not allowed to date while enrolled at the Bible Institute.

B. Physical Contact

1. For the sake of accountability and testimony, physical displays of affection should be limited to a brief embrace, upon leaving for or returning from official school breaks. Holding hands (except for engaged couples), kissing, or any other physical contact is not allowed on or off campus.
2. Physical contact between members of the same sex must be within the bounds of biblically acceptable behavior.

C. Third-party Rule

1. Two students of the opposite sex must have a third party with them at all times except while in the central area of the campus. This area extends from Council Hall to the WC parking lot and excludes any remote or darkened location within it.
2. When students in mixed company visit, use, or are invited to a home, the owner (or renter) must be present.

VII. OFFICIAL SCHOOL BREAKS

- A.** While Biblical Mandates apply at all times, students are not held to the Institutional Policies of Word of Life during school breaks unless they are on the Bible Institute campus or on a Word of Life ministry trip, in which case they are.
- B.** During official school breaks, the campus and dormitories close. Students are expected to arrange their own housing and transportation during those weeks.
- C.** Students are typically not permitted to leave or return early or late for official school breaks. In the case of extenuating circumstances, special permission is required from the Student Life Deans. Failure to obtain this may result in a zero grade for missed coursework.
 - 1. If special permission is granted to leave early, coursework can be made up in one of the following ways:
 - a. Complete the work ahead of time by viewing the previous year's class on the campus intranet.
 - b. Arrangements must then be made with the Academic Department to complete assignments and take quizzes and exams.
 - 2. All make-up work must be completed by the deadline established by the Academic Department including all assignments, quizzes, or exams. Failure to do so will result in a zero grade for all missed assignments.
 - 3. As per the standard stated elsewhere, no more than 20% of a semester may be made up. If illness or other factors result in a student missing more than 20% of the semester, they may be asked to withdraw and then to re-enroll when they are able to complete the program in the classroom.

VIII. ACADEMICS AND STUDENT LIFE

A. Announcements

- 1. Your school email and Canvas is the main source of communication. Check your communication daily.
- 2. Students are responsible for any important announcements or meeting requests sent to their email accounts or posted in Canvas by staff and faculty.

B. Classroom

- 1. Cell Phones must be put away during class lectures. Laptops and tablets are to be used only for classroom related tasks.
- 2. Beverages are permitted in the classroom only if they are in a closed lid container.
- 3. Students should restrict eating to the WC lobby. Any trash or spills should be taken care of immediately. Snacks are to be limited to breaks only.
- 4. Cough drops, breath mints, and small, hard candies not on a stick are permitted in the classroom during class session.

For all other Academic policies see the Academic Section beginning on page 71.

IX. CAMPUS LIFE

A. Care of Buildings

1. Students collectively sign a “dorm contract” with their Dorm RA at the start of the year, which serves as a reference during room inspections at the end of the year. Damages may result in fines determined by the Student Life Deans.
2. Screens are not to be removed from windows. There is a \$10 replacement fee for missing screens.
3. Extension cords are not permitted in dorm rooms but power strips are. However, a power strip may not be connected to another power strip.
4. Hot oil poppers, toaster ovens, hot pots (unless a coil is built into the base), hot coils, halogen lamps, and sun lamps are not allowed in the dormitories due to being fire hazards. Hot air poppers are allowed.
5. Air conditioners are not permitted in student housing.
6. Students must not store items in the boiler room or enter it at any time.
7. Tampering with the temperature settings of water heaters and furnaces is not permitted. If there is a problem with furnaces or water heaters, contact your Dorm RA. Please do not attempt to make repairs.
8. It is a violation of New York State law to tamper with, cover, or in any way deface exit signs or fire extinguishers.
9. With the exception of housing during Snowcamp, all buildings on the north (Ranch) end of campus beyond Venezuela dorm are off limits, whether locked or unlocked, until the summer camp season begins. Those with authorized access must check with Property Services personnel to obtain a key.
10. Students are requested to turn off all lights and electrical appliances when leaving dorm rooms.

B. Cleanliness

1. Dorms are to be kept clean and neat and will be inspected regularly at the discretion of the RAs, LRAs, RDs, or Deans.
 - a. Beds should be made.
 - b. Dirty laundry must be kept in a laundry bag or closed container.
 - c. Food must be kept in sealed containers.
 - d. Rooms, halls, and entryways must be kept free of clutter.
 - e. All trash must be emptied from kitchen/lounges daily or when needed.
2. Dorm Jobs
 - a. Each person will take turns cleaning their dorm building. Dorm RAs will post and maintain a schedule for this.
 - b. Each student is responsible to conscientiously complete their assigned dorm job daily. They are to be done and checked off daily by “Quiet-in-Dorms” time.
 - c. If you have a conflict, please check with your Dorm RA about the time your job should be done.
 - d. If you are away when scheduled, it is your responsibility to find a replacement.
3. Dorm Lounges – Lounges are to be treated with respect and care.
 - a. All trash emptied daily.
 - b. Dishes must be cleaned daily.
 - c. Furniture is to be put back to its original spot daily.
4. Students are reminded that personal hygiene is essential, particularly when living in dorms. Students are expected to shower and launder their clothes and linens regularly.

C. “In-dorms” and “Quiet-in-Dorms”

1. Please refer to the daily schedule for “In-dorms” and “Quiet-in-Dorms” times.
2. During “Quiet-in-Dorms,” only desk lamps are to be used. An atmosphere conducive for sleeping must be maintained for the sake of others. No forms of entertainment should be played out loud.

D. Study Hours

1. Study hours are required for all on-campus students, except for those on the Dean's Honor List (3.0 GPA). See the student weekly schedule for exact times. (See section two of Academics for more details.)
2. Dorm rooms are to be quiet during the evening study hours with no talking or unnecessary noises (see "Cell Phones" below). Study hours are for individual studying. Group studying, while recommended, is for breaks and free time.

Study Hours Chart "Who Studies Where":

- a. Freshmen & Sophomores: 3.00-4.00 previous quarter GPA have no required study hours.
- b. Freshmen & Sophomores: 2.00-2.99 cumulative GPA study in their rooms or the Library.
- c. Freshmen: 0.00-1.99 previous quarter GPA study in their rooms, not the Library.
- d. Sophomores: 0.00-1.99 cumulative GPA may be asked to petition the Administration for permission to continue their studies at Word of Life Bible Institute.

E. Pets

Fish are the only pets permitted in student housing and fish tanks cannot exceed ten gallons.

Service animals are permitted, as defined by Americans with Disabilities Act (ADA). "A dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability." Persons with service animals are requested (but not required) to make it known to admissions staff during the application process to facilitate best accommodations. Emotional support animals, comfort, therapy, or companion animals, are not permitted in student housing.

F. Posters and Pictures

All posters and pictures in the dorm should not be excessive in number and must not conflict with biblical principles or values. Tape is not permitted on painted surfaces, A "sticky tack" type product should be used.

G. Room Entry

Authorized personnel of the Bible Institute reserve the right to enter dorm rooms at any time for the purpose of maintenance, inspection, health and safety, or to investigate violations of Bible Institute regulations. The exercise of this right will be carried out with restraint and discretion.

H. Cell Phones

1. Cell phones are to be silenced and not used during class and other public meetings. For those with required study hours, there should be no use of cell phones in the dorms or library during that time (talking or messaging). Students may use their phones for studying purposes or for listening to music (headphones only). Use of cell phones during "Quiet-in-Dorms" should be limited to activities that allow others to sleep (e.g. no talking, music without headphones, etc.).
2. For legal, safety, and insurance purposes the cell tower site and its access road are off limits to all students. It is fenced and is not the property of Word of Life. Trespassers could face prosecution.

I. Special Permissions

1. Philosophy of special permissions
Special Permission is needed from the Student Life/Academics/Ministry Department for any of the following:
 - a. To miss class (Other than for being sick. See attendance policy under Academics), work assignments, study hours, in-dorms, ministry, chapel, church, discipline work hours, conferences, or any other required activities.
 - b. To travel home or anywhere that would involve an overnight stay. "Standing permission" will be handled on a case-by-case scenario. All special permission policies apply.
2. Procedures for special permissions
 - a. Special permission may be obtained online and must be submitted by 5:00 PM on Wednesday to be considered valid for the upcoming weekend.

- b. Generally speaking, students will not be permitted to miss class or their ministry/service assignment. The Ministries Department must approve any requests to miss any ministry/service assignment.
- c. Special permissions will not be granted until make-up work or outstanding discipline work hours have been scheduled.
- d. Poor academic or disciplinary standing may limit special permissions.
- e. During the winter season, students are very involved in Snowcamp. Therefore, weekend special permissions are only granted in extreme situations.
- f. Occasionally, due to scheduling constraints, students may be required to apply for special permission earlier. Students will be notified in these cases.

J. Visitors

1. Overnight visitors. Students may have overnight visitors provided they adhere to the following guidelines:
 - a. Students may periodically spend the night in another dorm room, but they must obtain permission from their RD in advance.
 - b. For outside visitors, permission must be granted by the Student Life Department at least two days in advance.
 - c. A visitor's pass must be obtained from the Student Life Administrative Assistant in The Page Center during regular office hours. The cost is \$30/day, which covers meals and lodging regardless if visitors eat off campus.
 - d. Accommodations, if available, will be assigned by the Student Life Administrative Assistant for overnight visitors. Generally, special permission will not extend beyond three nights.
 - e. Generally, visitors must be between the ages of 16 and 24.
 - f. We are unable to provide on-campus housing for parents. Accommodations may be available at our Lakeside properties. Contact Customer Service at 518.494.6000, option 1, or **customerservice@wol.org**
 - g. All visitors must register their vehicle upon check in, indicating the make, model, and plate number of their vehicle.
 - h. Generally, visitors will not be permitted during the week that precedes official school breaks.
 - i. The third-party rule applies to students with visitors and guests.
2. Daytime visitors
 - a. All day visitors must sign in and sign out at the Welcome Center or at the Student Services Desk.
 - b. All day visitors may purchase meal tickets at the Welcome Center or at the Student Services Desk.

K. Vehicle Policies

The vehicle policies have been set in place to ensure the safety and welfare of students, employees, and visitors as well as for the protection and maintenance of the Bible Institute property. Please see p.96 for complete vehicle policies.

L. Bicycles

No bicycles may be kept in the dorms or on the porches. All bikes should be placed in a bike rack when not in use. A bike lock is strongly recommended. All bikes must be properly locked in approved storage areas during breaks. Please see p.103 for complete bicycle policies.

M. Dining Room

1. General Guidelines
 - a. Students must enter the meal line and present their own student ID before taking any food or drink from the food lines. Students are not permitted to bring food back to a roommate unless they are sick.
 - b. Off-campus students and all guests must purchase a meal ticket at the Student Services Desk. There is no charge to off-campus students and spouses for school banquets, but tickets for children must be purchased.

- c. No food is to be removed from the dining room or picnic table area except that which would be appropriate for immediate personal consumption such as a sandwich or a piece of fruit. No table items (plates, cups, bowls, silverware, salt and pepper shakers, condiments, etc.) are to be removed from the dining room.
 - d. Only one temporary meal pass is permitted per week.
2. Special dietary needs
- a. Students with special dietary needs or allergies should bring them to the attention of the chef at the beginning of the semester. Every reasonable effort will be made to accommodate special needs once staff has been informed. Combinations of allergies, allergies not listed, and other special dietary needs must be reviewed with culinary staff before approving the ability to serve. A doctor's note is requested.
 - b. Word of Life is not an allergen-free facility, as we regularly serve foods containing peanuts and tree nuts, dairy products, seafood and fish, eggs, gluten, refined sugars, soy, and other common allergens. Word of Life strives to keep allergen items separate during preparation, serving, and storage for your safety, but it is not guaranteed. We cannot guarantee that as a student you will completely avoid contact with a particular food while at our facilities, and we may not be able to accommodate those with severe allergies, who react not only to a food being ingested, but also to skin contact, close proximity, or an airborne allergen.
 - c. It is the responsibility of the student to communicate with the culinary staff to guarantee accommodations. To reach the culinary staff, email **food@wol.org**. If allergies or needs change, a meeting with the culinary staff is required to assess how those needs may be accommodated.

N. Entertainment Media

- 1. Music, movies, and video games are permitted under the following conditions:
 - a. Students may listen to music on campus. Early in the fall semester, students attend Source One, which is a seminar designed to help them evaluate their entertainment choices through the principles of God's Word. Following this seminar, students are required to write out their own biblical principles for entertainment and give a copy of them to their Resident Director and Dorm RA. This project counts toward the student's overall Christian Disciplines grade.
 - b. The student should be willing to allow the Dorm RA, other students, and staff to ask accountability questions about whether or not their music and movies are in line with their biblical principles for entertainment. Please see the Word of Life Standard of Conduct (p.9, #5) for guidelines on Christian Liberty regarding entertainment.
 - c. In the dorm rooms and lounges, music and movies can be played audibly provided each student is careful to honor the biblical principle of "preferring one another" (Philippians 2:4) with regard to volume, appropriateness, personal convictions, etc.
- 2. Music, movies, and video games may not be played during the following times: Quiet Time, dorm devotions, class, and service or ministry assignments. However, students may listen to music during study hours through headphones only.
- 3. During Quiet-in-Dorms, entertainment must be played through headphones only.
- 4. The Deans will make the decision as to what musical instruments may be used in the dorms. Amplifiers, drums, and keyboards are not permitted in the dorms without the use of headphones.
- 5. Computer monitors and small televisions (i.e., maximum 32") are permitted for use with game consoles.

X. DRESS CODE

Our approach to standards for dress and appearance seeks to honor biblical principles of modesty as humility expressed in dress and to provide general guidelines appropriate for a Christ-centered educational institution. Davis College strives to maintain a standard of dress and appearance that communicates modesty and discretion without magnifying or bringing undue attention to the individual. The biblical expectation of modesty is that the conduct of both men and women, which includes but is not limited to dress, serves to enhance rather than detract from the reputation of the gospel (1 Tim. 2:3–10; 1 Pet. 3:3–4). Manifestation of modesty includes seeking to adorn the gospel by placing emphasis on the condition of one's heart expressed by living with humility in attitude, behavior, and dress (1 Sam. 16:7). Therefore, students are encouraged to portray servant attitudes toward Christ and other people in their dress and appearance. The specific guidelines included below are shaped by biblical principles and community preferences.

Men's Dress for Students

Men should be modest in their dress and avoid excessively tight-fitting clothes or holes in inappropriate locations. Hairstyles and fashion should avoid extremes. Facial hair, if worn, should be intentionally grown, kept, and closely trimmed. Earrings and plugs may be worn in ears. No other facial jewelry is permitted. Clothing should not have slogans that are inconsistent with Davis College values.

- Chapel dress is required in chapel. Chapel dress should be neat and consist of footwear, dress pants/jeans with no holes, and collared shirts/sweaters. Hats or hoods should not be worn in class or chapel.
- Class/casual dress is acceptable any time chapel dress is not required. Class/casual dress consists of chapel dress and/or modest T-shirts and shorts (minimum 4-inch inseam), warm-ups, and footwear. Swimwear should be a modest swimsuit (shorts style swimsuit, not briefs).

Women's Dress for Students

Women should be modest in their dress and avoid revealing, sheer, excessively tight-fitting, or short clothing. Hairstyles and fashion should avoid extremes. Earrings and plugs may be worn in ears and small studs/rings may be worn in the nose. No other facial jewelry is permitted. Clothing should not have slogans that are inconsistent with Davis College values.

- Chapel dress is required in chapel. Chapel dress should be neat and consist of footwear, modest length skirts/dresses (top of the knee), dress pants/jeans with no holes (including capri/cropped pants), and dress shirts/blouses/sweaters. Hats or hoods should not be worn in class or chapel.
- Class/casual dress is acceptable anytime chapel dress is not required. Class/casual dress consists of chapel dress and/or modest T-shirts and shorts (minimum 4-inch inseam), warm-ups, and footwear. Leggings/tights should have a skirt, dress, or shirt over top that falls to the top of the knee. Swimwear should be a modest swimsuit (one-piece swimsuit or the appearance of a one-piece).

Students are expected to abide by these guidelines both on and off campus when not on official school breaks. In addition, our campus culture supports the professional development of students and allows administration to communicate additional dress guidelines for special events and conferences. We also acknowledge additional guidelines for certain off-campus ministries and/or mission trips.

XI. DISCIPLINE

The Student Life Department desires to provide students with leadership and an atmosphere suitable for discipleship. Staff will seek to help students to mature and to develop self-discipline. Throughout the school year, discipline may become necessary to assist in this growth process. Discipline may be preventative or remedial, depending upon the nature of the offense and the attitude of the student. Disciplinary action may include campusing, work duties, accountability, counseling, or other measures deemed appropriate. In some cases, it may become necessary to suspend or dismiss students.

It is important to realize that our desire is to help students grow into conformity to Christ. One indicator of a genuine desire to change is whether or not a student comes forward on their own or is caught. Another indicator of a genuine heart is whether or not they tell the truth. These indicators of a repentant spirit, as well as others, will be taken into consideration when taking disciplinary action.

As stated earlier, Scripture teaches us that punishment and discipline are not end goals when dealing with sin. Our objective must be biblical restoration as stated in Galatians 6:1. Realizing we are all tempted by sin, the believer can move towards another with understanding and humility, calling them away from the dangers of sinful choices. In all disciplinary matters, the staff will seek to pursue an approach that harmonizes both compassion and correction seeking what is deemed to be in the best interest of both the individual and the wider Bible Institute community.

A. Disciplinary Objectives

1. To teach obedience to the Word of God. God holds us accountable for obedience to the standards that He has revealed to us in His Word. We believe that discipline should cause students to consider their actions and attitudes and to bring them into alignment with biblical directives (Hebrews 12:10-13).
2. To promote harmony. As in any community, certain “house rules” must be established so that things function smoothly and efficiently. In some cases, individual liberties have to be limited if this is to be accomplished (Romans 12:10; Philippians 2:3-4).
3. To teach self-control. One of the characteristics of spiritual maturity is self-control. Not all offenses are the result of sinful actions on the part of the student but may be a matter of the student learning and growing in certain areas of his or her life (Galatians 5:23; Titus 1:8; 1 Corinthians 9:25).
4. To model restoration as we seek to help students abandon sinful or destructive attitudes and actions (1 Thessalonians 5:14), be forgiven, and be restored to a right relationship within the body of Christ.

B. Biblical Confrontation

The purpose of confrontation is to direct students’ attention to a particular problem in order to help them make the necessary changes in keeping with Biblical Mandates or Institutional Policies. The course of action taken will be based on the principles set forth in 2 Thessalonians 5:14, which include correcting the unruly, encouraging the fainthearted, and helping the weak.

1. Even though misconduct is addressed by staff, Resident Assistants, or others designated by the Deans, we encourage students to respectfully confront one another and encourage one another toward “love and good works” as is biblically appropriate (Galatians 6:1; Hebrews 3:13, 10:24).
2. Confrontation should first be handled privately and in person rather than bringing others into the picture who are not involved. If resolution is not achieved, you should follow the guidelines for appeals.
3. Recurring disciplinary problems and uncooperative and/or critical attitudes may result in disciplinary probation, inability to enroll for the following semester, or dismissal.

C. Discipline Point System

Violations of Institutional Policies may result in discipline points (D-points). The primary consequence for discipline points is work hours served on Mondays. The following is a general description of the discipline point system.

1. Warnings
 - a. RAs distribute warnings for cleanliness violations and other violations of a minor nature.
 - b. Students may receive warnings for cleanliness of their personal area such as bed, desk, closet, bathroom, etc.
2. One D-point violations

The following is a list that includes but is not limited to infractions for which students may receive one D-point:

 - a. Accumulation of three warnings.
 - b. Being late to class, church, work, ministry, service assignment, devos, curfew, or required meetings. Points may vary based on the extent of the tardiness.
 - c. Not following policies for Quiet Time, study hours, "Quiet-in-Dorms," etc.
 - d. Failure to do dorm job.
 - e. Failure to do Quiet Time.
 - f. Eating or chewing gum in the classroom.
 - g. Inattentiveness or being disruptive in class or meetings.
 - h. Dress code infractions.
 - i. Entertainment policy infractions.
3. Five D-point violations

The following is a list that includes, but is not limited to, infractions for which students may receive five D-points:

 - a. Skipping any required meetings or assignments (church, devos, conferences, study hours, ministry, service assignment, discipline work hours, etc.)
 - b. Hosting unauthorized visitors overnight in the dorms.
 - c. Disassembling or removing dorm furniture.
 - d. Failing to have a third party.
 - e. Being late for curfew beyond 30 minutes.
4. D-point work hours

Accumulated D-points can result in a variety of consequences with work hours being the most common. Two work hours will normally be assigned for every five D-points accumulated. The following is a description of how the discipline work hours function:

 - a. Notices for students having required work hours are emailed to students.
 - b. Students receiving notices have until Friday of the same week to see their Resident Director and schedule their work hours.
 - c. When work hours conflict with approved special permissions, students are expected to work their hours. Students with outstanding work hours will be denied special permission applications.
 - d. All students assigned discipline work hours are to report to the assigned work area at the designated time. Skipping assigned work hours will be considered the equivalent of skipping a required activity.
 - e. Discipline work hours may not be rescheduled. Those who are sick should see their RD to get reassigned.
5. Campusing
 - a. At times, students may be campused in addition to serving discipline work hours.
 - b. A student who is campused is not permitted to leave campus without permission from the Deans.
 - c. Campusing cancels out any previously granted special permission.
6. D-point appeals

All disciplinary actions may be respectfully appealed as follows:

 - a. Appeals must be made within 48 hours of receiving the D-point.
 - b. Appeals related to dorm life and classroom matters are to be brought to your Resident Director.
 - c. Appeals related to Service or Ministry Assignments are to be brought to the Student Services Desk.
 - d. Denied appeals may be brought to the respective Ministry and Student Life Deans, if necessary.

D. Dismissal

Students dismissed for disciplinary reasons:

1. Will be required to leave campus as soon as possible and may not be permitted to mix with other students.
2. May not be permitted to return for a period of time in order to provide an opportunity for growth under the ministry of their local church.
3. May have to sign an agreement that outlines the conditions for re-enrollment. In each case, a student must reapply. Conditions to re-enroll may include but are not limited to the following:
 - a. Engage in biblical counseling. A positive recommendation will be required from the counselor.
 - b. Demonstration of the fruit of repentance by a change of lifestyle and/or attitude.
 - c. Active involvement in a local church and regular time in the Word of God.
 - d. The following are examples of the types of behaviors that may result in disciplinary action or dismissal:
 - Sexual immorality
 - Harassment, including sexual harassment, assault, and stalking
 - Possession and/or consumption of alcohol, use of tobacco, use of drugs, or abuse of a substance otherwise legal or associated with those doing the same.
 - Theft or possession of stolen property
 - Violence or threat thereof to others or to oneself
 - Hazing
 - Unauthorized possession or use of a weapon (see Word of Life's Firearms Policy)
 - Violation of New York State or Federal criminal codes. This would include the possession of, trafficking in, or distribution of illegal drugs or alcohol.
 - Willful propagation of doctrinal error or teachings which are contrary to Word of Life's Statement of Faith
 - Failure to comply with written or verbal directives from staff or faculty in the performance of their duties
 - Dishonesty, including but not limited to cheating, plagiarism, falsification of information on official documents, lying to a staff member during an inquiry, and forgery
 - Frequent disciplinary problems or an uncooperative/rebellious spirit
 - Unauthorized possession, duplication, or use of keys to any campus or camp premises or buildings
 - Academic deficiency as described in the Academic section of the Handbook
 - Failure to attend classes, service assignments and/or ministry
 - e. Students who are dismissed or those that withdraw are responsible for getting their personal belongings home within two weeks. Word of Life staff and students are not responsible for packing and shipping their belongings. After two weeks, all belongings that remain on Word of Life property will be considered abandoned and will be donated or discarded.

E. Communication with Parents

We encourage students to maintain regular communication with their parents. The preferred form of communication is when students assume responsibility for themselves as adults by contacting their parents regarding their own personal circumstances whether they are related to academics, health, or discipline. Under certain conditions, the Student Life Department may ask students to contact their parents.

XII. CAMPUS SECURITY AND EMERGENCY PROCEDURES

A. How to Get Help:

1. Report emergencies by calling 518.494.1444.
2. Report non-emergency crime or suspicious behavior by calling 518.494.6200 or email **security@wol.org** or by speaking with a security officer.
3. For non-emergency injuries and illnesses, contact Telemedicine (see “Health Center” XIV).
4. For non-emergency maintenance concerns, enter a work order or contact your supervisor.
5. To report child abuse, sexual abuse or violations of the Child Protection Policy call 518.494.6300, email **safety@wol.org**, or speak with a security officer, counselor, Unit Leader, Resident Assistant, Resident Director or Dean.

B. Safety Tips

1. When walking or jogging, do so in pairs or groups, and stay in well-lit areas.
2. Stay alert to your surroundings. Don't be distracted by headphones, mobile phones, or conversations.
3. Always keep your dorm room locked when occupants are away or sleeping.
4. Never leave large amounts of cash in your dorm room.
5. Keep the exterior doors to your dorm secured at all times; never prop them open.
6. Never leave personal belongings or valuables unattended (i.e., classroom, dining hall, cafe).
7. Park your bicycle in a bike rack and use a bike lock.
8. Get training in first aid and CPR.
9. Immediately report any theft, crime, or suspicious activity to Security.
10. If you see something, say something. Word of Life has almost no crime. Everyone on campus must work together to keep this record. If you see a crime committed, observe suspicious activity, or have information about an incident, please contact Campus Security.

C. Security Officers

Word of Life is a proprietary security guard agency registered with New York State. The security personnel include the unarmed security guards, armed security guards, and emergency response team members. Security personnel are not law enforcement officers, but derive authority from Word of Life. Arrest powers are limited to the citizen's arrest regulations. Emergency response team members are full-time staff who have other roles within the organization but are armed and trained to respond to violent encounters. Security personnel communicate with local authorities including the NY State Police and the Warren County Sheriff's Department. The Security Department is responsible for the following:

1. Patrolling properties to deter and detect criminal or suspicious activity
2. Providing first aid
3. Enforcing vehicle and parking rules
4. Locking buildings
5. Controlling access to properties or buildings (varies seasonally)
6. Writing reports for incidents
7. Responding to emergencies
8. Assisting visitors
9. Liaison with law enforcement and emergency responders

D. Campus Security Authorities and Mandatory Reporters

Federal and state laws dictate that certain staff members are obligated to report crimes to the Security Department, law enforcement, or social services. These staff members include Counselors, Unit Leaders, Resident Assistants, Resident Director, Deans, HR staff, Security staff, SIC and Camp Crew Coordinators, Camp Directors, and Childcare staff.

E. Confidential Reporting

All victims or witnesses of a crime are encouraged to report it immediately to Security. They also have the option of reporting it to local enforcement, or a Counselor, Unit Leader, Resident Assistant, Discipleship Coordinator or Dean. These individuals are required to report certain crimes (crimes against minors or crimes that pose a threat to others), but the victim may choose not to share this information with Security or law enforcement. In that case, the counselor will only report to Security that a crime occurred and the nature of the crime for statistical purposes.

F. Crime and Fire Log

The Security Department maintains a daily log of crimes, fires, and other activity reported to Security. It is available in the Security Office. Additionally, the Security Department and local law enforcement agencies compile statistics for crimes that occurred on our property. See the Annual Crime and Fire Statistics for more information.

G. Emergency Alerts

In the event of an emergency, you will receive an alert via text message and email. Based on your location, you may also receive alerts over the ShoreTel phones, two-way radios, public address systems, or other means. Staff, students, volunteers, family camp guests, and camp youth leaders are enrolled in the alert system automatically. The Security Department will test the alert system twice a year, at the beginning of the BI fall semester, and at the beginning of the summer camp season. Please keep your phone number and email address on file up-to-date. Contact your camp office or the Health and Security Department to update this information.

H. Access Control

Our Bible Institute campus is generally open during the day and visitors are requested to sign in at the Welcome Center. Access to youth and family camps are limited to staff, registered guests, and approved vendors. Camp visitors must sign in at the front gate upon arrival. Members of the opposite gender are not permitted in housing units for campers, students, or single staff. Students and staff should keep housing doors locked at all times and report unauthorized persons.

Classroom doors should be locked during class or other meetings. On occasion, Property Services, Housekeeping, Security, or Student Life may enter housing units to make necessary repairs or inspections. Student Life, Security, and Law Enforcement reserve the right to enter dorm rooms and other buildings to investigate violations and crimes. Security officers patrol during the day to detect unauthorized access and to lock all buildings at night.

I. Emergency Procedures

The Standard Response Protocol summarizes the four main actions we ask our staff, students, campers, guests, and visitors to take during an emergency. Instructions will be given via text alerts and other methods.

Lockout "Secure the Perimeter"	Students / Campers / Visitors <ul style="list-style-type: none">• Move indoors• Do business as usual	Staff <ul style="list-style-type: none">• Lock exterior doors• Recover students, campers, and staff from outside building• Increase situational awareness• Do business as usual• Account for your people
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Lockdown “Locks, Lights, Out of Sight”	Students / Campers / Visitors <ul style="list-style-type: none"> • Lock your door or barricade yourself inside • Move out of sight • Maintain silence • Prepare to evade or defend 	Staff <ul style="list-style-type: none"> • Lock your door or barricade yourself inside • Lights out • Move out of sight • Maintain silence • Prepare to evade or defend • Do not open the door • Account for your people
Evacuate “To (location)”	Students / Campers / Visitors <ul style="list-style-type: none"> • Take your phone • Leave your other stuff behind • Be prepared for additional instructions • Move to the specified location 	Staff <ul style="list-style-type: none"> • Lock exterior doors • Recover students, campers, and staff from outside building • Increase situational awareness • Do business as usual • Account for your people
Shelter “(for a certain hazard)”	Students / Campers / Visitors <ul style="list-style-type: none"> • Move indoors and avoid windows • Prepare for the specific hazard 	Staff <ul style="list-style-type: none"> • Move your people inside • Prepare for the specific hazard • Await further instructions or “all-clear” • Account for your people

Emergency Line 518.494.1444 (ext. 1444)
Non-Emergency Security 518.494.6200 (ext. 6200)
Non-Emergency Health Center 518.494.1600 (ext. 1600)
Police/Fire/EMS 911
BI Entrance..... 4230 Glendale Road, Pottersville NY 12860
Ranch Entrance: 8192 US Route 9, Pottersville NY 12860

J. Medical Emergency

1. Note: Minor injuries and illnesses should be handled by contacting Telemedicine.
2. Examples of medical emergencies:
 - a. Unconscious or unresponsive person
 - b. Trouble breathing or not breathing
 - c. Chest or abdominal pain or pressure
 - d. Bleeding severely or passing blood
 - e. Seizures, severe headaches, or slurred speech
 - f. Possibly poisoned
 - g. Injury to head, neck, or back
 - h. Possible broken bone
3. Call Word of Life Emergency Line at 518.494.1444
4. Remain with the victim until help arrives.
5. Render basic first aid, if trained.
 - a. Massive Hemorrhage – stop obvious major blood loss
 - b. Airway – open airway
 - c. Respiration – give rescue breathing
 - d. Circulation – give CPR
 - e. Hypothermia – keep them warm

K. Fire

1. Rescue – get yourself and others to safety, then report to the staging area
2. Alarm – sound the fire alarm, shout to alert others, call Word of Life Emergency Line at 518.494.1444
3. Contain – close, but do not lock, doors and windows
4. Extinguish – if the fire is small and you have been trained, use a fire extinguisher to fight it

Evacuation Staging Areas/Emergency Assembly Areas		
	Outdoor	Indoor
Primary	BI Soccer Field	Bollback Student Life Center
Secondary	Ranch Soccer Field	Wyrzten Center

It is important to always exit a building immediately when you hear a fire alarm, whether or not you see a fire, and not return to the building until directed to do so by responding staff, even if the alarm has stopped sounding. All students should become familiar with the emergency exits in their dorms and other buildings on campus. Please keep all exits free from obstructions.

L. Active Shooter/ Critical Security Incident

1. An “active shooter” means that an individual is in the process of killing others. A “critical security incident” may include a suspicious person, violence, bomb threat, trespassing, threatening behavior, dangerous animal, or similar danger.
2. Call 518.494.1444
3. **Avoid** – move away from the threat as quickly as possible
4. **Deny** – keep distance and barriers between yourself and the threat
5. **Defend** – if you are attacked and cannot avoid or deny, do everything you can to fight back and stop the attack

M. Missing Person

Call 518.494.1444 and provide the name and information about the missing person.

N. Maintenance Emergency

A maintenance issue is considered a maintenance emergency if the issue is likely to result in one of the following:

1. Serious personal injury or health issues
2. Major impact on a ministry
3. Major environmental impact
4. Additional facility or equipment damage

If these concerns are evident, please call 518.494.1461 or 518.494.1444 if there is no answer.

O. Severe Weather

Examples of severe weather include the following: thunderstorm, tornado, or other natural or man-made environmental hazard. If one of these weather-related emergencies occur:

1. Get inside and stay there for 30 minutes unless you receive other instructions
2. Call 518.494.1444 to report the severe weather
3. Stay indoors until an “all clear” message is given

P. Off-Campus Emergency

Examples of off-campus emergencies may include: vehicle accident, assault, missing person, or another incident requiring assistance. If one of these weather-related emergencies occur:

1. Call 911 if this is a crime or life-threatening emergency.
2. Call 518.494.1444.
3. Don't leave someone alone.

Q. Alcohol, Drugs, and Tobacco

Word of Life policy prohibits the possession or use of alcohol, drugs, tobacco, or other illicit substances on any property or off-property sponsored event. This includes marijuana, smokeless tobacco, nicotine and non-nicotine vaping, and applies to all staff, students, volunteers, campers, guests, and visitors. Visitors may be asked to leave and staff, students, volunteers, or campers will be dismissed. If the possession or usage is in violation of the law, the police will be notified. Those struggling with addiction to these harmful substances are encouraged to seek the help of a Resident Director, Unit Leader, or Dean.

R. Firearms and Weapons

Word of Life policy prohibits the possession or use of firearms, fireworks, or weapons on Word of Life property. This applies to staff, volunteers, students, campers, guests, visitors, and vendors. This also applies to individuals with permits to carry concealed weapons. Criminal possession will be reported to law enforcement authorities.

Below is a list of prohibited items:

1. Firearms (pistols, revolvers, shotguns, rifles, muzzleloaders, BB/pellet guns, paintball guns, starter pistols)
2. Bows or throwing weapons (crossbows, bows, arrows, dart guns, wrist braced slingshots)
3. Batons (clubs, nightsticks, billy sticks)
4. Knives (longer than 4 inches, switchblades, butterfly knives, gravity knives, daggers, swords)
5. Stun Guns (tasers, electric dart guns)
6. Fighting weapons (metal knuckles, chuka sticks, sandclubs)
7. Bombs (improvised explosives, grenades, Molotov cocktails)
8. Fireworks (pyrotechnics)
9. Homemade weapons (potato guns, chemical based weapons)
10. Ammunition
11. Replica, antique, training, or toy versions of any of the above

S. Student Sexual Discrimination or Sexual Violence

1. If an individual believes they have been denied admission, employment, or participation in a Davis College or

Bible Institute program or sport based on their sex or has experienced sexual harassment as defined above, they should contact the Title IX Coordinator immediately.

2. If any student, staff member, or other member of the Davis College or Bible Institute community is a victim of, or is made aware of sexual violence or sexual assault, they should report it to the Title IX Coordinator immediately. The Title IX Coordinator will conduct an investigation to determine if sexual discrimination or sexual violence occurred. See the Title IX policy for more information.

T. Sexual Misconduct

1. Word of Life believes that all sexual acts outside of a biblically defined marriage between one man and one woman are sinful.
2. Word of Life also takes seriously our responsibility to care for those attending our camps, Davis College or Bible Institute, or are serving as staff or volunteers. Staff are not permitted to be alone with someone below the age of 18. Staff and students are also prohibited from being alone in vehicles with people of the opposite gender if one of them is married. Students and campers are not permitted to have physical contact with the opposite gender, and dating or courting must include a third party.
3. Instances of dating violence, domestic violence, sexual assault, sexual harassment, or stalking should be reported to Security Coordinator, Title 9 Coordinator or a Dean immediately. Any criminal acts will be referred to law enforcement.

U. Registered Sex Offenders

1. Background checks are performed on all staff, students, volunteers, and many of our vendors. We follow up on any records of criminal activity. Those who have been convicted for child abuse may not be employed at Word of Life and may not work with or near children at any Word of Life property or activity.
2. You may obtain a listing of registered convicted sex offenders living in our area by visiting the NY State Division of Criminal Justice website at www.criminaljustice.ny.gov/nsor. The zip code for Pottersville is 12860, and the zip code for Schroon Lake is 12870. Additionally, the site users.nyalert.gov will allow you to enroll to receive alerts when sex offenders relocate into our area. The Security Department includes nearby registered sex offenders in our security watch list.

V. Training

The Security Department conducts security and emergency training throughout the year. While the training is tailored for certain audiences, it includes emergency procedures, crime prevention and crime reporting.

1. Beginning of fall semester students, RDs, RAs, and Bible Institute staff
2. Beginning of summer camp – counselors, camp crew, students, camp staff, volunteers
3. Spring and summer missions trips – Missions Reality and Student Fusion trip leaders and participants
4. Winter – Cross Cultural Interns (CCI) before departing for two-year international deployments
5. Fire evacuation drills – twice each year at the BI and once each summer
6. Occasionally we partner with local first responders to train in active shooter or mass casualty scenarios.

W. Missing Person Notification

Students are allowed to specify who Word of Life should contact in the event they are reported missing. This may be the same person or persons as their emergency contact or different persons. Word of Life Emergency Procedures prescribes contact attempts to the missing person, property searches, and notification to their “missing person contacts.”

XIII. HEALTH CENTER

A. Emergency Medicine

- 1. The campus security team responds to medical emergencies, which include severe bleeding, difficulty breathing, loss of consciousness, broken bones, or other severe illness or injury.
- 2. For urgent medical care (non-life threatening), please call the emergency line at 518.494.1444.

B. Non-emergency Medicine

- 1. Upstate Concierge Medicine provides Telemedicine access for routine illnesses and injuries. This service provides fast and easy health care access 24/7/365. All students are automatically enrolled as members in this program while they are enrolled at the Bible Institute. With this program, students have access to a physician by phone, with secure messaging and/or video chat. An application may be downloaded from the following locations:
 - a. 'App Store' or 'Google Play' (UCMnow) for phones
 - b. Website: **upstatevipmedicine.com**
 - c. Call 844.484.7362
- 2. Plan Design:
 - a. Students can request a consult with a physician by phone from any location.
 - b. Students can share pictures and/or video with a doctor if necessary.
 - c. The doctor will send prescriptions directly to the pharmacy.
 - d. Students can create a patient portal.
 - e. The doctors will follow up to track the student's recovery.
- 3. In addition to the Telemedicine service, students can receive health care at the following locations:

Warrensburg Health Center	Glens Falls Hospital	Ticonderoga (Moses Ludington) Hospital
3767 Main Street	100 Park Street	1019 Wicker St
Warrensburg, NY 12885	Glens Falls, NY 12801	Ticonderoga, NY 12883
Phone: 518.623.2844	Phone: 518.926.1000	Phone: 518.585.2831

- 4. Transportation is the responsibility of the student.
- 5. The pharmacies that are the closest to the Bible Institute are:

Schroon Lake Pharmacy	Walgreens
1081 Main Street	6272 State Route 9
Schroon Lake, NY 12870	Chestertown, NY 12817
518.532.7575	518.494.3211
M-F 9 AM to 5:30 PM, Sat 9 AM to 1 PM	M-F 9 AM to 6 PM, Sat 9 AM to 5 PM

- 6. Medication can be delivered to the Bible Institute Health Center

C. Transportation

- 1. In emergency situations, an ambulance will be called to transport students.
- 2. In non-emergency situations, transportation is the responsibility of the student.

D. Missing Required Activities Due to Illness

- 1. Service assignments are required.
- 2. Students can miss up to three Service Assignments per semester for sickness without penalty. Sick students, who will miss a Ministry or Service Assignment, are required to fill out an excuse form through Canvas.
- 3. Missed Service Assignments do not roll over to the following semester. If a student misses more than three assignments, they will be assigned appropriate d-points (see p. 37), will be reassigned to make up missed assignments, and their Christian Disciplines grade will be reduced appropriately.

4. Students with significant or prolonged medical conditions should email the Health Center at **healthcenter@wol.org** to make reasonable accommodation regarding class, ministry, and Service Assignment. Students who require extensive and/or extended nursing care may be hospitalized or sent home until they fully recover. It may become necessary for a student to withdraw from school if illness or recovery hampers his or her ability to complete school requirements.

E. Medication

1. Non-prescription medication. Students can purchase some non-prescription medication at the campus bookstore and may keep a small supply in their dorm room.
2. Prescription medication
 - a. Students may keep prescription medication in their room. A lock box is highly recommended.
 - b. There is to be absolutely no sharing of prescription medication with other students.

F. Health Forms

If you need a copy of your health form sent to another school, please submit a written request to have it sent either by fax or by mail.

G. Sexually-Transmitted Diseases

In the event that a student is discovered to have the HIV virus (the cause of AIDS) or any other sexually-transmitted disease, every effort will be made by the Administration to determine a course of action that will be in the best interest of the student and the Bible Institute community. In all cases, confidentiality will be adhered to as permissible by law.

H. Student Accident Plan

1. All full-time students are eligible for coverage under the Student Accident Plan and will be enrolled in the plan regardless of any other coverage they may have personally or have provided by their parents. The cost of the plan is \$45 per semester and is automatically included in their student fees as billed by the Business Office. Premiums are non-refundable. Coverage under the plan terminates when the plan terminates or when the student is no longer enrolled, whichever occurs first.
2. The Student Accident Plan is a secondary policy. Therefore, all claims must first be submitted to the student's primary health insurance carrier. Any unpaid portions or deductible may then be submitted under the Student Accident Plan. Policy guidelines for eligible charges and claims procedures are outlined in the brochure.
3. Because this is a student accident plan, COBRA continuation is not available.

In the event of an accident:

1. If at the Bible Institute, report immediately to the Word of Life Bible Institute Health Center so that proper treatment can be administered or approved and, if applicable, an accident report can be filled out.
2. If away from the Bible Institute, consult a physician and follow his or her advice. Treatment of any accidental injury must begin within 72 hours of the injury in order to be considered for coverage. You must report to the Health Center upon returning to the Bible Institute, where assistance will be provided in completing the required forms.
3. Students must submit claims to the Contract Administrator. This will result in reimbursement to the student or direct payment to the service provider. If there is dual coverage, the student must first submit to their primary health insurance carrier but may also submit to the Student Accident Plan to have the claim on file within the six-month deadline for secondary coverage.
4. If students provide proper information to the doctor or hospital, most area providers will bill insurance companies directly. It is the student's responsibility to ask if fees will be billed directly to insurance companies or if they must submit a claim. Written proof of treatment (itemized bills) must be furnished with the claim within six months of the date of treatment in order to be considered for coverage. It is the student's responsibility to inform providers of this deadline. The claim should provide sufficient information including the

student's name, address and social security number to allow processing of each claim. Additional forms or information may be requested by the insurance company to assist them in this process.

5. The Student Accident Plan does not provide coverage for accidents that occur while students are using skateboards, long boards, razor scooters and variations thereof.

XIV. GENERAL GUIDELINES

A. Bookstore

1. The Campus Store & Café is where you will find all your daily needs from school supplies, toiletries, gifts, Word of Life apparel, books, postage stamps, and dry cleaning upon request. A copier and printer is available for a small fee per page. The Café has many items to offer including coffee, smoothies, Frappuccino, baked goods, snacks, etc.
2. Charges: The bookstore accepts personal checks, Visa, MasterCard, Discover, and debit cards.
3. Returns: Defective merchandise may be returned for a full refund or exchange. Exceptions include sale merchandise and textbooks which are not returnable once class has started.
4. Check cashing: Checks up to \$30 may be cashed at the bookstore only as funds are available. If larger sums are needed, checks will need to be cosigned by Word of Life prior to cashing them at Glens Falls National Bank in Schroon Lake. The approved cosigner is Mr. Chris Tompkins, whose office is located in the Welcome Center. Once endorsed, checks can only be cashed at the bank. All checks must be payable to the student or to CASH and NOT to Word of Life. Checks must be written in US funds. Checks returned for insufficient funds may result in a \$15 fee. An ATM machine is available on campus.

B. Xavante Sports Lounge

The Xavante Sports Lounge is your on-campus snack shack. We offer a variety of hot and cold items, including pizza, wings, fries, ice cream, assorted beverages and more! The lounge is a comfortable place to hang out with friends, play ping-pong or pool, and watch your favorite teams on one of our four TVs. During mealtimes this is a quiet space for discipleship meetings as well.

C. Campfires

Campfires are permitted on campus only at approved fire rings and must be signed out at the Student Life Center prior to use.

D. Camping

Camping in mixed company is not permitted without permission from the Student Life Deans.

E. Equipment

All Bible Institute equipment is to be treated with respect as belonging to the Lord. Students are responsible for damage due to neglect or abuse. All equipment is to be returned to its proper storage location.

F. Financial Services

1. The Financial Aid Office is located in the Enrollment Center. Check with them regarding all applications for financial aid and specific deadlines. All students are expected to respond promptly to requests from the Financial Aid Office regarding their accounts or needed Financial Aid documentation. "Professional judgment" decisions for students enrolled in September must be completed by May 30th of their enrollment year. Spring students must contact the Financial Aid Office for specific deadlines.
2. The Business Office is located in the Enrollment Center. Check with them regarding billing statements, account balances, or to make a payment. Students must have their financial obligations met in full in order to receive transcripts, certificates, diplomas, and admittance into their sophomore year. Students failing to meet their financial obligations will have a financial hold placed on their account.

G. Fitness Center

1. Please observe posted hours. A supervisor will be on duty during the afternoon hours Monday through Friday. There will be no supervisor on duty on the weekends.
2. Two people must be present in the Fitness Center whenever bench press equipment is in use in order to prevent potentially serious injuries.
3. While using the Fitness Center, students must follow the dress code.
4. Questions on policy and procedures should be directed to the Athletic Director.

H. Fireworks

New York State law prohibits the use of fireworks of any type including smoke bombs.

I. ID Cards

Students are issued ID cards as meal passes, for checking material out of the library, and for bookstore discounts. Cards must be presented when cashing checks. Lost cards may be replaced in the Health & Security Office for a \$10 fee.

J. Intramural Sports

All students are eligible to participate in intramural sports, except for disciplinary or health reasons.

K. Keys

Dorm room keys are provided for your security. Rooms and dorms are to be kept locked at all times. Duplication of keys is prohibited. Lost keys may be replaced at the Page Center for a \$10 fee for room keys and \$20 for missing mailbox keys. Failure to return your dorm key at the end of the year will result in a \$10 fee.

L. Laundromat

The laundromat is located below the Page Center and is open from 8 AM until “in-dorms” time. Please keep the laundromat clean. Items, including soap products, are removed daily.

M. Lost and Found

Found items are to be turned in to Housekeeping where they can be claimed (Mon-Fri, 2:30-4:30 PM). Clothing, books, and personal items left in any public area will be taken to lost and found. Attempts will be made to contact students whose items are clearly labeled. The Bible Institute assumes no responsibility for lost or stolen property. Lost and found items are disposed of every two weeks.

N. Mailroom

Mail will be picked up from the US Post Office and distributed daily to student mailboxes located in the Student Life Center. Incoming mail is usually available by 4:00 PM.

1. If you find mail in your box that is not yours, please put it in the on-campus slot located outside the mailroom.
2. There is a slot available for interoffice mail outside the mailroom.
3. Mail is distributed by box number. All papers and tests must show your box number. Be sure to include it on all correspondence.
4. Mailboxes must be checked daily. Students are responsible for everything distributed by staff and faculty, whether they have checked their boxes or not.
5. Return name and address are required as mail is sometimes returned for additional postage or other problems.
6. Use the following address for all mail and shipping (US Postal Service, Fed-Ex, UPS, DHL):

Student Name
Word of Life Bible Institute
4200 Glendale Road PMB # (insert your personal mailbox #)
Pottersville, NY 12860-2300

7. When you receive a package, the mailroom will notify you by putting a package slip in your box. Packages may be picked up between 2:30-5:15 PM Monday through Friday and 9:00 AM-12:00 PM on Saturday. You must bring your package slip and student ID to retrieve your package.
8. It is a federal offense to tamper with the mail. This includes breaking into the mailroom and/or taking mail that does not belong to you.

O. Medication

Students may keep medication (both over-the-counter and prescription) in their dorm rooms. However, all medication must be in its own separate, original container. Example: Ibuprofen must not be placed in the same bottle along with prescription medication.

P. Swimming and Canoeing

1. Due to insurance and New York State regulations, swimming or wading from any area on Word of Life property is prohibited. Jumping off bridges is against New York State law.
2. Canoes and boats may be used by permission only.
3. See the Student Activities Coordinator in the Ministries Department for more information.

Q. Transportation

Word of Life Bible Institute is not listed as a bus delivery service with New York State and cannot act as such. Adirondack Trailways provides the following services:

1. The bus departs Albany International Airport for Pottersville at 1:50 PM daily. Tickets can be purchased at the Adirondack Trailways ticket counter.
2. Note also the following if you should choose to take the bus to Glens Falls and arrange for other transportation from there to Pottersville:

Albany Bus Station to Glens Falls

10:15 AM; 12:01 PM; 1:30 PM; 2:35 PM; 7:35 PM; 8:50 PM

Tickets are \$14.00 one way and can be purchased at the ticket counter.

Albany International Airport to Glens Falls

10:35 AM; 1:50 PM; 2:55 PM; 7:50 PM; 9:05 PM

Tickets are \$11.70 to \$14.00 one way and can be purchased at the ticket counter.

If you are unable to work out transportation, Word of Life Bible Institute provides transportation on a limited basis. For arrivals from the airport on the first day after a school break or departures on the last day before a school break, van runs depart at 10 AM, 1 PM, 4 PM, and 8 PM. There is a fee of \$25 each way to cover costs and must be paid at the time of request. Requests are due one week before each break. Fees are doubled to \$50 each way for late requests.

R. Weapons

See Firearms and Weapons (p.63).

S. Yearbooks

Questions regarding yearbooks should be directed to the Registrar, Dan Skau, at daskau@wol.org. Yearbooks will be distributed on Graduation weekend in August.

SECTION TWO

ACADEMICS

ACADEMIC HANDBOOK

INTRODUCTION

Students and faculty at Davis College are engaged in the pursuit of truth. Davis recognizes that this pursuit of truth will require a thorough study of the Scriptures. However, mere knowledge of the Scriptures does not guarantee success in life. Ultimately, biblical study must compel individuals to change and conform to a Christ-like lifestyle. By understanding the world better through a study of general education subjects and through the acquisition of skills and abilities learned in the concentration courses, Davis College students can work and minister in a way that truly reflects Jesus Christ.

I. FOUNDATIONAL STUDIES

Entrance assessments will be given during new student orientation prior to each fall and spring semester. Students who fail to take an entrance assessment at the scheduled time will be required to schedule a make-up exam at the convenience of the Office of Academic Affairs.

Students will not be considered matriculated in a program until entrance assessments have been completed. Students who are not matriculated in a program are not eligible for financial aid.

Foundational studies courses, except FOUN 3022 Career Development, cannot be used to satisfy other program requirements (electives, Biblical/Theological Studies, Liberal Arts Studies or Concentration Studies courses) or be counted toward academic awards.

All students are required to take an English and mathematics placement exam at the beginning of their college enrollment unless they have already completed and obtained transfer credit for an equivalent college level course. FOUN 0971 Foundations in Mathematics is a pre-requisite for MATH 1011 Mathematics I for students with unsatisfactory scores on the math entrance assessment. Students with unsatisfactory scores on the English entrance assessment are assigned a writing coach for assignments throughout the first semester.

ACT - Scores of 30 and above on the English section of the ACT waive the requirement to complete ENGL 1011 English Composition I. The MATH 1011 Mathematics I pretest requirements can be waived if a student achieves a score of at least 30 on the ACT math exam. Students with ACT math scores below 30 are given pretests to determine proper placement. Please have official test scores submitted to the Admissions Office for review.

SAT - Students may waive MATH 1011 Mathematics I pretest requirements if they obtain a score of at least 675 on the Math portion of the SAT exam. Students that score below 675 are given pretests to determine proper placement. Please have official test scores submitted to the Admissions Office for review.

FOUN 3022 Career Development is a 1 credit hour course. This course is designed to prepare students for the world of work and/or further education. Special topics will include, but are not limited to, career preparation, essential job seeking skills, the job search process, resume writing, vocational portfolio, and/or interviewing techniques. It also provides Davis with the opportunity to acquire meaningful feedback regarding the effectiveness of its programs in the area of student learning. It is required of all students graduating with the BRE degree.

II. ASSIGNMENT OF CREDIT HOURS

All courses taken for credit at Davis College, which are applied toward completion of degree requirements, conform to applicable state and federal regulations concerning the assignment of credit hours. The following provides information concerning credit hour assignment policies.

1. Credit Hour Definition

New York State:

All credit-bearing degree programs at Davis College are approved by the New York State Education Department (NYSED). Calculation of credit hours for these programs follows NYSED guidelines, which are consistent with the U.S. Department of Education's definition of a credit hour.

Codes, Rules and Regulations of the State of New York, Title 8 – Education Department, Chapter II – Regulations of the Commissioner, Subchapter A – Higher and Professional Regulations, Part 50 – General, Section 50.1 (o) stipulates the following:

Section 52.21(4) stipulates:

A semester hour of credit may be granted by an institution for fewer hours of instruction and study than those specified in subdivision (o) of section 50.1 of this Subchapter only: (i) when approved by the commissioner as part of a registered curriculum; (ii) when the commissioner has granted prior approval for the institution to maintain a statement of academic standards that defines the considerations which establish equivalency of instruction and study and such statement has been adopted by the institution; or (iii) in the event of a temporary closure of an institution by the State or local government as a result of a disaster, as defined in section 50.1(w) of this Title, when the commissioner has granted approval for the institution to maintain a statement of academic standards that defines the considerations which establish equivalency of instruction and study and such statement has been adopted by the institution.

U.S. Department of Education:

Electronic Code of Federal Regulations, Title 34: Education, Part 600 – Institutional Eligibility under the Higher Education Act of 1965, as amended, Subpart A – General, Section 600.2 stipulates the following:

Credit hour: Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than - (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one-quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours."

U.S. Department of Education guidance on Program Integrity regulations related to the credit hour (<https://www2.ed.gov/policy/highered/reg/hearulemaking/2009/credit.html>) also stipulate:

The credit-hour definition does not dictate amounts of classroom time versus out-of-class student work. Further note that the definition provides that a credit hour may be for an equivalent amount of work over a different amount of time. There is no requirement that a 3-semester hour course meet 3 hours per week during a semester or a 3-quarter-hour course meet 3 hours per week during a quarter. The requirement is that the institution determine that there is an amount of student work for a credit hour that reasonably approximates not less than one hour of class and two hours of out-of-class student work per week over a semester for a semester hour or a quarter for a quarter-hour. For example, an institution with a semester-based calendar has a graduate seminar for which it awards 3 semester hours. The class meets only one hour per week over a 15-week semester with the students expected to perform a substantial amount of outside research that is the equivalent of 8 or more hours of student work each week of the semester. For purposes of the Federal definition, the institution would be able to award up to 3 semester hours for the course.

2. Credit Hour Assignment Policies

All semester/credit hours awarded by Davis College will conform to the definitions listed above. Therefore, all units of credit awarded will conform to the federal and state definitions. These guidelines are also in compliance with policies set forth by the Middle States Commission on Higher Education and the Association for Biblical Higher Education.

Davis College generally follows a semester system with fall and spring semesters consisting of a minimum of 15 weeks, which includes one week for exams. Summer terms are typically less than 15 weeks but adhere to the policy in terms of meeting time and the amount of work required. Terms for certain academic programs

(for example, compressed schedules) have been adjusted but nonetheless adhere to the policy in terms of the amount of work required.

The faculty and program administrators are responsible for developing, maintaining, and evaluating the curriculum within an academic program. Assignment of credit hours for courses is determined within the program based on faculty expertise and course learning objectives. Existing courses will be evaluated for adherence to the federal credit hour regulation using an annual audit. New courses will, upon review and approval at the program level, be reviewed by the Curriculum Committee and recommended for approval or denial.

The Curriculum Committee is charged with following the policy on credit hours in their review and approval of all courses and curricula and for certifying that the expected student learning for the course meets the credit hour standard.

Approved courses are sent to the Registrar's Office for inclusion in the College Catalog. The Office of the Vice President for Academic Affairs reviews the class schedules prior to the start of each semester to ensure that all classes are scheduled for the minimum number of minutes corresponding to the credits assigned, or otherwise notes when course schedules do not match assigned credit hours. Any discrepancies are brought to the attention of the appropriate department for correction or explanation.

The following provides general guidance on the how the credit hour translates to the instruction method. Note, however, that the credit-hour definition does not dictate amounts of classroom time versus out-of-class student work – the information below serves as general guidance only.

LECTURE AND SEMINAR: Courses with multiple students which meet to engage in various forms of group instruction under the direct supervision of a faculty member.

LECTURE AND SEMINAR: CLASSROOM/FACULTY INSTRUCTION AND OUTSIDE STUDENT WORK					
Credits awarded	Minimum contact time per week	Minimum instructional time Total for 15 Weeks (Contact time X Weeks)	Minimum Out of Class Student Work per week	Minimum Out of Class Student Work Total for 15 Weeks (Outside Work X Weeks)	Total of instructional contact time and out of class student work
1	50 contact minutes	750 contact minutes	100 minutes	1500 minutes	2250 minutes (37.5 hours)
3	150 contact minutes	2250 contact minutes	300 minutes	4500 minutes	6750 minutes (112.5 hours)

DIRECTED STUDY: Courses of study designed in instances where enrollment has fallen below established standards but under conditions where a student or students require that course be offered in order to progress academically (such as the need for a particular course in order to graduate). In such instances, the faculty member will work with the student(s) to arrange meeting times which may or may not match the normal course schedule. In all such instances, such courses must match the minimum instructional time and minimum out of class student work per week using the examples listed above, and the faculty member is required to keep records of the meeting times and length so that contact hours can be calculated.

INDEPENDENT STUDY: Courses of study outside normal course offerings in which a faculty member regularly interacts and directs student outcomes with periodic contact in order to allow students to pursue particular areas of interest. Minimum credit hours are determined based on faculty instructional contact minutes and student outside work time. In all such instances, such courses must match the total amount of work using the examples listed above, and the faculty member is required to keep records of the meeting times and student work assigned so that contact hours can be calculated.

FIELD EXPERIENCE: Courses of study in which a faculty member regularly interacts and directs student outcomes with periodic contact, but where the actual learning environment takes place off-campus at an approved site. The learning experience will typically involve a site supervisor or preceptor and directed activity/ learning will occur outside of a lecture setting. Contact time and outside student work requirements must be established and documented and must match the total amount of work using the example above. The faculty member or program director responsible for the experience is required to keep records of amount of supervised work and the amount of outside work assigned so that contact hours can be calculated.

ONLINE COURSES: Courses offered entirely online without any on-site face-to-face meetings. These courses have the same learning outcomes and substantive components of a standard lecture / seminar course with an alternate delivery method. Contact time is satisfied by several means which can include, but is not limited to, the following: (a) regular instruction or interaction with a faculty member once a week for each week the course runs. (b) Academic engagement through interactive tutorials, group discussions moderated by faculty, virtual study/ project groups, engaging with class peers and computer tutorials graded and reviewed by faculty. In all such instances, these courses must meet the total amount of instructional and student work time as the examples above even if delivered online or asynchronously.

HYBRID COURSES: Courses offered in a blended format with 1 or more on-site face-to-face class sessions and at least one or more online sessions, both containing direct interaction with a faculty member. Contact time is assessed using both on-site definitions (for the on-site portion) and online definitions as above (for the online portion). In all such instances, these courses must meet the total amount of instructional and student work time as the examples above even if delivered online or asynchronously.

ADDITIONAL INFORMATION: Determining Time on Task in Online Education — from New York State Education Department. Time on task is the total learning time spent by a student in a college course, including instructional time as well as time spent studying and completing course assignments (e.g., reading, research, writing, individual and group projects.) Regardless of the delivery method or the particular learning activities employed, the amount of learning time in any college course should meet the requirements of Commissioner's Regulation Section 50.1 (o), a total of 45 hours for one semester credit (in conventional classroom education this breaks down into 15 hours of instruction plus 30 hours of student work/study out of class.)

"Instruction" is provided differently in online courses than in classroom-based courses. Despite the difference in methodology and activities, however, the total "learning time" online can usually be counted. Rather than try to distinguish between "in-class" and "outside-class" time for students, the faculty member developing and/ or teaching the online course should calculate how much time a student doing satisfactory work would take to complete the work of the course, including the following:

- Reading course presentations/ "lectures"
- Reading other materials
- Participation in online discussions
- Doing research
- Writing papers or other assignments
- Completing all other assignments (e.g., projects)

The total time spent on these tasks should be roughly equal to that spent on comparable tasks in a classroom-based course. Time spent downloading or uploading documents, troubleshooting technical problems, or in chat rooms (unless on course assignments such as group projects) should not be counted.

In determining the time on task for an online course, useful information include the following:

- the course objectives and expected learning outcomes
- the list of topics in the course outline or syllabus; the textbooks, additional readings, and related education materials (such as software) required
- statements in course materials informing students of the time and/or effort they are expected to devote to the course or individual parts of it
- a listing of the pedagogical tools to be used in the online course, how each will be used, and the expectations for participation (e.g., in an online discussion, how many substantive postings will be required of a student for each week or unit?)

Theoretically, one should be able to measure any course, regardless of delivery method, by the description of content covered. However, this is difficult for anyone other than the course developer or instructor to determine accurately, since the same statement of content (in a course outline or syllabus) can represent many different levels of breadth and depth in the treatment of that content, and require widely varying amounts of time.

III. GRADING SYSTEM

<i>Grade</i>	<i>Grade Points</i>	<i>Percent</i>
A	4.0	100-95
A-	3.67	94-92
B+	3.33	91-89
B	3.00	88-86
B-	2.67	85-83
C+	2.33	82-80
C	2.00	79-77
C-	1.67	76-74
D+	1.33	73-71
D	1.00	70-68
D-	.67	67-65
F	.33	64-0

<i>Non-Letter Grade</i>	<i>Interpretation</i>
AU	Audit (Pass)
AUF	Audit (Fail)
CR	Taken for credit (Pass)
NCR	Taken for credit (Fail)
INC	Incomplete
R.F.	Repeat Course
VWD	Voluntary Withdrawal (Simple)
VWP	Voluntary Withdrawal Passing
VWF	Voluntary Withdrawal Failing

Interpretation of Letter Grades

A grade of “A” represents outstanding academic achievement, both in quantity and quality. It signifies an unusual mastery of the subject, and is a distinguished grade reserved to honor the select few who excel in the fulfillment of requirements.

A grade of “B” indicates work and achievement that is superior. The student has intelligently fulfilled all requirements of the course and demonstrated superior understanding of the subject.

A grade of “C” is average and indicates satisfactory fulfillment of all course requirements through average scholastic ability and initiative. It is the most common grade achieved in a normal college population.

A grade of “D” represents accomplishment that is inferior in quality and/or quantity and demonstrates minimal understanding of the subject.

A grade of “F” indicates failure to achieve the minimum competencies of the course. It is indicative of unacceptable work, and the course must be repeated for credit.

An incomplete ("INC") is granted by the Office of Academic Affairs only in extreme circumstances such as a major illness or emergency. Incompletes not satisfied within the time frame specified by the course instructor and approved by the Vice President of Academic Affairs will result in an "F" for the course. This time frame is typically 30 days from the end of a semester.

A grade of "R" indicates that the course was repeated for credit. Each attempt will show on the transcript, and the most recent grade earned is used in GPA calculations.

Only "D" or "F" grades may be replaced.

Repetition of Courses

A student may repeat a course in which a grade of "D" or "F" was received. The student must complete the proper paperwork with the Office of the Registrar to have the passing grade replace the previous grade. Any previous grades will remain on the transcript, but only the last attempt will be counted in the cumulative grade point average. A student may not repeat at another institution and transfer in a course in which a grade of "D" or "F" has already been earned at Davis College. Davis College grades always take precedence over courses taken at other institutions.

Replaced Grades and Repeated Courses

A Replaced ("R") grade indicates that the course was repeated for credit, and the higher grade was used as a replacement of the lower in cumulative GPA calculations. Only "D" or "F" grades may be replaced. Both grades will remain on the official transcript, but only the higher grade will be computed in the cumulative GPA. The lower grade will be preceded by an "R" for "Replaced:" R (F), R (D-), R (D) or R (D+).

A Davis College course grade may be replaced only by the same Davis College course. The replaced course prefix and course title must correspond to the course prefix and course title that is to be replaced.

Students who re-take courses with grades of "C" or better will have both courses listed on their transcript without notation, and both grades will be calculated into the cumulative GPA.

Students should be strongly advised to retake failed courses before taking additional courses.

Grade Point Average

Semester GPA equals the semester quality point divided by the number of credit hours for the semester. The number of quality points is determined by the number of credit hours for the course multiplied by the grade points for each letter grade. The GPA considers both earned hours and attempted hours of thousand level and above courses.

<i>Course</i>	<i>Att</i>	<i>Com</i>	<i>Units</i>		<i>GPA</i>		<i>Points</i>	<i>Grade</i>
Foundations in Mathematics	3	3	-	x	-		-	CR
English Comp I	3	0	3	x	0.00		0.00	F
Pentateuch	3	3	3	x	1.00		3.00	D
General Psychology	3	3	3	x	2.33		6.99	C+
Psalms	3	3	3	x	2.67		8.01	B-
Family Foundations	3	3	3	x	3.33		9.99	B+
Phys Ed I	1	1	1	x	2.33		2.33	C+
Term Totals	19	16	16		11.66		30.32	
Term GPA: $= 30.32/16 = 1.90$								

Sample Computation of a GPA

IV. STUDENT COMPLAINTS

The Office of Student Development is committed to the students of Davis College. Concerns and complaints of our students are important to us. Please email studentdevelopment@davisny.edu.

Non-academic Complaints:

If a student has a complaint that is non-academic in nature, it should be directed to the Office of Student Development at studentdevelopment@davisny.edu. If the complaint is not resolved with the Office of Student Development, then the student may appeal the decision to the Vice President of Academic Affairs. If the complaint is not resolved with the Vice President of Academic Affairs, then the complaint may be appealed to the President's Executive Cabinet. The President's Executive Cabinet has the final decision.

Academic Complaints and Appeals:

If a student disagrees with the grade received in a course, then the student may appeal the grade. The student must follow the Academic Final Grade Grievance Policy.

If a student has an academic-related complaint not related to the final grade for a course, then the student is to direct the complaint to his or her professor or academic advisor. If the complaint is not resolved with the student's professor or academic advisor, then the student may appeal the decision to the Academic Affairs Committee. Any students desiring to appeal an academic decision may appeal to the Academic Affairs Committee. Students may appeal the decision of the committee to the Vice President of Academic Affairs. The decision of Vice President of Academic Affairs is final in all instances except those involving disciplinary dismissal. Disciplinary dismissal may be appealed to the President of the College, whose decision in such cases is final.

means answering all questions completely and honestly and giving the investigator all documents and other material that might be relevant. All complaints will be handled as confidentially as possible. When the investigation is complete Davis College will take corrective action, if appropriate.

Davis College will not engage in or allow retaliation against any student who makes a good faith complaint or participates in an investigation. If a student believes that he or she is being subjected to any kind of negative treatment because a complaint was made or were questioned about a complaint, then the student should report the conduct immediately to the Vice President of Academic Affairs. If the complaint is not resolved by the Vice President of Academic Affairs, then the student may appeal the decision to the President's Executive Cabinet.

Maryland Students:

Davis College is subject to investigation of complaints by the Office of the Attorney General or the Maryland Higher Education Commission. Complaints should be directed to:

Maryland Attorney General
Consumer Protection Division
200 St. Paul St.
Baltimore, MD 21202
Phone: 410.528.8662 or toll free 888.743.0823

V. FINAL GRADE GRIEVANCE POLICY

Any student disagreeing with the grade received in a course may appeal the grade. The student must follow the formal steps for contesting the grade.

1. The student must meet with the instructor within 30 days of the beginning of the subsequent semester. If the instructor determines that the grade is in error, he or she may submit a Grade Replacement Request to the Registrar's Office.
2. If the instructor disagrees with the request, the student may formally appeal the decision in writing to the Academic Affairs Committee within 10 business days of the meeting with the instructor. The Academic Affairs Committee will have 30 days from the receipt of the grievance to review the information and make a decision.
3. The Vice President of Academic Affairs has the final decision regarding the grade grievance.

VI. ADDING AND DROPPING COURSES

Students may add or drop courses after registration has been finalized. This must be done by completing and submitting the appropriate form. The date of the drop/withdrawal is the date that the official drop or withdrawal form, complete with required signatures, is returned to the Office of Academic Affairs. Failure to attend class does not exempt students from tuition charges, and reimbursements will be based on the official drop/withdrawal date on the form according to the schedule found under “Refund Policy” in the “Finances and Student Accounts” section of the Davis College Catalog.

Unofficial drops/withdrawals will result in an “F” on the student’s transcript. A student may drop a course by the date published on the academic schedule, and the course will not be noted on the student transcript. After the drop period has passed, a student may withdraw from a course and receive a final grade of “VWD” or “VWP/F” according to the date published on the academic schedule.

Main Campus – A student may drop a course before the end of the first week of class; the course will not be noted on the student transcript. On or after the first day of the second week of class, a student may withdraw from a course. A “VWD” grade will be noted on the student’s transcript for any course withdrawal during the first four weeks of the semester as published on the academic schedule for the last day to withdraw from a course with a “W.” Grades of “VWP” (Voluntary Withdrawal – Passing) or “VWF” (Voluntary Withdrawal – Failing) will be noted on the student’s transcript for any course withdrawal from the fifth through sixth weeks as published on the academic schedule for the last day to withdraw from a course with a “WP” or “WF.” The last day of the sixth week of the semester is the last day that a student may officially withdraw from a course.

<i>Main Campus</i>	
Week 1	Drop period; 100% refund
Week 2	Withdrawal period (VWD); 75% refund
Week 3	Withdrawal period (VWD); 50% refund
Week 4	Withdrawal period (VWD); 25% refund
Week 5	Withdrawal period (VWP or VWF); 0% refund
Week 6	Withdrawal period (VWP or VWF); 0% refund
Week 7 or later	Failed grade (F); 0% refund

Davis Online Learning – Students enrolled in a course through Davis Online Learning (DOL) are expected to follow the Davis Online Learning (DOL) Participation Policy. A student may drop a course before and during Week 1 of the DOL course; the course will not be noted on the student transcript. On or after the first day of Week 2 of the DOL course, a student may withdraw from a course. A “VWD” grade will be noted on the student’s transcript for any course withdrawal during Week 2 of the DOL course. Grades of “VWP” (Voluntary Withdrawal – Passing) or “VWF” (Voluntary Withdrawal – Failing) will be noted on the student’s transcript for any course withdrawal during Week 3 within the course. The last day of Week 3 within the course is the last day that a student may officially withdraw from a course. Non-participation for 21 consecutive days results in a failing grade for non-participation.

<i>Davis Online Learning</i>	
Week 1	Drop period; 100% refund
Week 2	Withdrawal period (VWD); 75% refund
Week 3	Withdrawal period (VWP or VWF); 40% refund
Week 4 or later	Failed grade (F); 0% refund

Faculty will be notified of students who have officially withdrawn from courses. Faculty are responsible for reporting students to the Office of Academic Affairs who are enrolled in a course but not attending. It should never be assumed that a student has withdrawn from a course because he or she is not in attendance or has claimed to have withdrawn from a course. If a student notifies faculty of withdrawing from a course, the student must also submit the appropriate form for dropping or withdrawing from a course. Faculty are not responsible for submitting a drop or withdrawal form to the Office of Academic Affairs on behalf of a student. Only students officially withdrawn should receive a “W” grade at the end of the semester. All others who fail to meet the course requirements should receive an “F” grade.

The last day to add or withdraw from a course is published with each current semester schedule. Requests to add a course after the final “add” date has passed will not be approved.

VII. COURSE EXTENSIONS (REQUEST FOR INCOMPLETE)

Requests for extension of courses (a request for an “Incomplete”) will be considered on a case by case basis. The appropriate form must be completed and submitted (contact the Registrar’s Office for guidelines and form). If approval is granted, students will be assessed a surcharge for each course involved. Extensions requested after the course ends will not be granted.

1. The student should submit a Request for Incomplete Form when requesting consideration for an extended deadline for coursework to be submitted. (One form per request is required.)
2. An Incomplete is granted only in extreme circumstances such as a major illness or emergency. Incompletes granted for any other reason will incur a minimum 10% reduction in the final grade.
3. The student must complete Part I of this form and request instructor approval and the final due date (to be set within thirty days of the last day of the semester).
4. If the instructor grants his/her approval and completes Part II, the student must bring the form back to the Office of Academic Affairs for the approval of the Vice President of Academic Affairs.
5. Upon the Vice President of Academic Affairs’ review of the form and Part III, the Registrar will contact the student regarding the outcome of the request.

VIII. WITHDRAWAL POLICY

Students who find it necessary to withdraw from school (all classes) must complete an official withdrawal form. Forms may be acquired from the Office of Academic Affairs. Failure to officially withdraw will result in a loss of any financial rebate, plus failure of all courses for that semester.

IX. CLASS ATTENDANCE

Students are expected to participate in the course regularly and are encouraged to attend all classes. Faculty are not required to adhere to an institutional attendance policy but are free to implement attendance and/or participation policies in their individual courses that may or may not affect a student’s grade. Please see individual course syllabi for class attendance and/or participation information.

X. DAVIS ONLINE LEARNING (DOL) PARTICIPATION POLICY

Students are expected to participate in the course regularly. The course runs each week from Monday – Sunday. Any work submitted after Sunday at 11:59 p.m. (Eastern Time) on the designated week will be considered late and be subject to a 10% deduction the first week and 20% the second week. No assignments will be accepted after the second week of being late unless planned in advance with the professor. After 3 weeks of non-participation, a grade of non-participation failure will be applied. Students are expected to maintain an online presence each week, which includes actively posting to the discussion boards, taking exams, and submitting papers.

XI. TRANSFER OF CREDIT

Students attending Davis College may earn college credit by the transfer of credit from various learning experiences. Specific documentation is required before a transfer of credit evaluation may be completed.

Credit may be accepted for college courses taken through regionally or nationally accredited institutions whose associations hold membership in the Council for Higher Education Accreditation (CHEA). Only courses with a minimum grade of “C–” or above are transferable. Students transferring from non-accredited institutions or from institutions whose accrediting association does not hold membership in CHEA will be evaluated on a case-by-case basis using procedures determined by the Registrar. This determination of transfer credit is based upon the accreditation status of the institution, the academic rigor of a particular course, the final grade of the course, and whether a match exists between a course and a Davis College program requirement.

Equivalent course credit may be transferred to Davis College from regionally or professionally accredited institutions by presenting an official transcript from that institution. College credits are evaluated by the Registrar’s Office for possible transfer of credit. The Registrar’s Office will notify applicants/students in writing of the transfer evaluation results. Only that credit which has been validated by the Registrar’s Office may be transferred from selected non-accredited institutions. Courses taken in all modalities are transferable with the exception of waived courses, labs, practicums, and internal assessments. A maximum of 12 credit hours of work in correspondence courses may be transferred from accredited correspondence programs. Acceptable transfer of credit exempts students from taking the equivalent course in the Davis College curriculum.

Students transferring from other institutions should contact each previous and/or current college or university to request an official transcript of all previously attempted college credit to be sent to Davis College. Davis College accepts transfer credit into all of its certificate and degree programs across all modalities and locations.

An official transcript is one received directly by Davis College from a sending institution. It is a legal document printed on official transcript paper which contains the signature of the certifying official, the institutional seal, and the date of issue. The official transcript must be sent directly from the sending institution (previous institution) to the receiving institution (Davis College). An official transcript may be sent by mail in a sealed, unopened envelope bearing an institutional stamp across the envelope seal, or it may be sent as a certified and verified electronic transmission through a secured link from the institution. Official transcripts must be submitted directly to a designated Davis College official. Transcripts received by Davis College that do not meet these requirements will not be considered official and will be routinely rejected for permanent use as a transfer of credit evaluation by the Registrar’s Office. Transcript evaluations are kept on file for a maximum of 5 years for those applicants who do not enroll.

International students who wish to transfer credits earned in their home countries have the responsibility of having their transcripts evaluated by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) International Education Services or an evaluator of foreign credentials that is a member of the National Association of Credentials Evaluation Services (NACES), such as World Education Services, and submitting the evaluation to the Registrar’s Office.

Only grades received at Davis College will be used to determine cumulative GPAs or scholastic honors.

Exceptions to transfer policies can be made only by the Registrar or by the Academic Affairs Committee. If a student wishes to appeal a transfer of credit evaluation, he or she should follow the Appeal Process and submit an Academic Petition Form to the Registrar’s Office.

XII. TRANSCRIPT EVALUATION PROCEDURE

1. Upon receipt of an official transcript the Registrar's Office reviews the transcript to identify all courses which could possibly transfer.
2. A transfer credit worksheet is created listing all transferable courses and the course equivalent at Davis College.
3. The transfer credit worksheet is then used to fill in transferable credit to the student's intended program at Davis.
4. All information is then entered into the Student Information System and forwarded to the admissions office and academic advisor as appropriate.
5. Copies of all worksheets and transcripts are maintained in the student's permanent file.

XIII. RESIDENCY REQUIREMENT

The residency requirement is the amount of credits a transfer student must complete at Davis College while working toward program completion of a one-year certificate, an AAS degree, a three-year diploma, or a BRE degree. At least 30 credit hours of an AAS degree, three-year diploma, or BRE degree program must be taken in residence. At least 15 credit hours of a one-year program must be completed in residence. Courses taken online and as independent studies are considered resident if they are administered by Davis College. Graduates of PBTS/PBC/Davis College will be permitted to include up to 15 hours of transfer credit in the final 30 hours, provided at least 30 hours of total credit have previously been completed through Davis College. Only the Registrar or Academic Affairs Committee can make exceptions.

XIV. PROFICIENCY EXAMS AND CREDIT BY ASSESSMENT

Advanced Placement (AP)

Students who have taken an Advanced Placement (AP) course and passed the test with the required score of "3" or higher needed in one of the approved subject areas may submit official documentation for credit. AP course credit will be reported on the Davis College transcript under "Details of Transfer of Credit" as "AP" and will not be used in computing the student's GPA.

Official documentation can be sent directly from the College Board. For directions on how to submit scores, please visit the College Board website at <https://apscore.collegeboard.org/scores>

The chart below lists AP courses and titles and the minimum score required by Davis College to receive credit. It also lists the number of credits for each class that will be awarded based on the AP test score.

AP EXAMINATION - DAVIS COLLEGE TRANSLATION TABLE

<i>AP Examination</i>	<i>ACE Recommended Number of Semester Hours</i>	<i>Recommended DC Course #/Name</i>	<i>Davis College Credits</i>
Art History	6	ARTT 1011 Art Appreciation Liberal Arts Elective	3 3
Art /Studio (Drawing or General Portfolio)	6	ARTT 1022 Art Exploration Liberal Arts Elective	3 3
Biology	8	SCIN 3211 Life Science Science Elective	3 3
Calculus AB	3 to 4	MATH 1211 Intro to Calculus	3
Chemistry	8		
Computer Science A	3 to 4		
Computer Science AB*	6 to 8		

<i>AP Examination</i>	<i>ACE Recommended Number of Semester Hours</i>	<i>Recommended DC Course #/Name</i>	<i>Davis College Credits</i>
Economics: Macro	3		
Economics: Micro	3		
English Language and Composition	6	ENGL 1011 English Comp I ENGL 1022 English Comp II	3 3
English Literature and Composition	6	Liberal Arts Elective Liberal Arts Elective	3 3
Environmental Science	4	Science Elective	3
European History	6	HIST 2022 World Civ II Liberal Arts Elective	3 3
Government & Politics: Comparative	3		
Government & Politics: United States	3		
Human Geography	3	Liberal Arts Elective	3
Music Theory	6		
Psychology	3	PSYC 1011 General Psychology	3
U.S. History	6	HIST 2022 World Civ I Liberal Arts Elective	3 3
World History	6	HIST 2011 World Civ I HIST 2022 World Civ I	3 3

College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) enables matriculated students to earn college credit by passing examinations for knowledge acquired through formal/informal study, employment, noncredit courses, military, industrial, and business training. CLEP offers two types of tests. The General Examinations measure college-level achievement in five basic areas of Liberal Arts: College Composition, humanities, mathematics, natural science, social science and history. The Subject Examinations measure achievement in specific college courses and stress concepts, principles and relationships.

Davis College awards credit for CLEP examinations based on the recommended credit-grading scores developed by the American Council on Education. The recommended scores are provided at www.collegeboard.com/student/testing/clep. Students who have taken a CLEP examination and passed the test with the required score of “50” or higher needed in one of the approved subject areas may submit official documentation for credit. CLEP course credit will be reported on the Davis College transcript under “Details of Transfer of Credit” as “CLEP” and will not be used in computing the student’s GPA.

Official documentation can be sent directly from the College Board. For directions on how to submit scores, please visit the College Board website at <https://clep.collegeboard.org/>

The chart below lists CLEP courses and titles and the minimum score required by Davis College to receive credit. It also lists the number of credits for each class that will be awarded based on the CLEP test score.

<i>Exam Title</i>	<i>Credit-Granting Score (C-Level)</i>	<i>Semester Hours</i>
Business		
Financial Accounting	50	3
Information Systems	50	3
Introductory Business Law	50	3
Principles of Management	50	3
Principles of Marketing	50	3
Composition & Literature		
American Literature	50	3
Analyzing and Interpreting Literature	50	3
College Composition	50	6
College Composition Modular	50	3
English Literature	50	3
Humanities	50	3
History & Social Sciences		
American Government	50	3
History of the United States I	50	3
History of the United States II	50	3
Human Growth and Development	50	3
Introduction to Educational Psychology	50	3
Introductory Psychology	50	3
Introductory Sociology	50	3
Principles of Macroeconomics	50	3
Principles of Microeconomics	50	3
Social Sciences and History	50	6
Western Civilization I	50	3
Western Civilization II	50	3
Science & Mathematics		
Biology	50	6
Calculus	50	4
Chemistry	50	6
College Algebra	50	3
College Mathematics	50	6
Natural Sciences	50	6
Precalculus	50	3
World Languages*		
French Language Level 1 Proficiency	50	6
French Language Level 2 Proficiency	59	9
German Language Level 1 Proficiency	50	6
German Language Level 2 Proficiency	60	9
Spanish Language Level 1 Proficiency	50	6
Spanish Language Level 2 Proficiency	63	9

American College Education (ACE)

ACE allows students to take college courses taught by a college-approved instructor while still in high school. Classes are similar in content and scope to courses taught on college campuses, but the advantage is that it is approximately half the cost and can be transferred in as college credit. The maximum number of transferable credits is 12 and requires a minimum grade of C- to be eligible. Students must have at least a junior standing in order to transfer credits, and a regionally accredited college must administer the course. Upon receipt of official transcripts, the Registrar will determine the number of credits that are transferable.

XV. CREDIT BY LIFE EXPERIENCE PORTFOLIO ASSESSMENT

Policy for Life Experience Portfolio Assessment

Realizing that some students will apply to Davis College after they have had many years of experience in the work force and/or Christian ministry, it is the College's desire to reward that accomplishment with college credit for this life experience. In accordance, the following guidelines must be adhered to in order to maintain appropriate accountability.

Students who have work experience or Christian ministry experience and desire that to be applied to the academic curriculum should contact the Office of the Registrar for an individual appraisal. Credit may be granted by the Office of the Registrar in consultation with the instructor of the particular course related to the field of experience.

The following guidelines must be met in order to consider credit for life experience:

- Student should submit a Request for Life Experience Credit Form and resume to the Office of the Registrar.
- Student must be a minimum of twenty-five (25) years of age. (Military veterans under this age may apply for military-related experience.)
- All experience must be comparable with current catalog courses.
- The student must have a minimum GPA of 2.0 for twelve (12) credit hours before Life Experience Credit is approved for program requirements and grades issued.
- Students must provide the Office of the Registrar with a portfolio of the work accomplished. (Description available upon request.)
- No more than twelve (12) credits will be granted for life experience.
- The student must demonstrate that a minimum of one hundred twenty (120) hours of work/ministry in the field, per three (3) credit hour course, was accomplished.
- The student will pay an evaluation fee for each portfolio presented. A fee schedule is available at www.davisny.edu.
- Courses would be listed on the transcript as Life Experience Credit and may not be accepted by other colleges or institutions if the student transfers out of Davis College.

Procedure for Life Experience Portfolio Assessment

The student should submit a Request for Life Experience Credit (LEC) Form requesting consideration for LEC for a specific, current catalog course and a complete resume to the Office of the Registrar. *Both a Request for Life Experience Credit Form and resume must be received to continue with this process.*

1. The Request for LEC Form and resume will be reviewed by the Registrar.
2. Upon this review, the Registrar will contact the student regarding a potential course for which LEC might be pursued. A course LEC portfolio description will be forwarded to the student. LEC portfolio collection will be determined by the course instructor and will include but may not be limited to the current policy guidelines.
3. LEC may be awarded upon satisfactory portfolio completion. This will be determined by the Registrar in conjunction with the course instructor.
4. LEC will be applied to the student transcript by the Registrar upon satisfactory portfolio completion and payment to the Business Office for the associated fee stated in the current tuition and fees schedule.
5. LEC portfolio completion and associated fee should be received before the final day of the semester during which the LEC consideration was requested.

XVI. EDUCATIONAL AGREEMENTS WITH OTHER INSTITUTIONS

Davis College has entered into agreements with various institutions that meet the criteria for college level credit. Details regarding these agreements are available in the Office of the Registrar. The following institutions have agreements with Davis College:

Antietam Bible College

Cedarville University: Davis College has partnered with Cedarville University to offer a 15% tuition savings and accelerated ministry degrees to its graduates and employees. See <https://www.cedarville.edu/admissions/graduate/cu-partners/partnerships/davis-college> for current information.

Child Evangelism Fellowship's Children's Ministries Institute

Word of Life Bible Institute

XVII. POLICY FOR INDEPENDENT STUDY

Students may request approval to complete a course through independent study by completing and submitting the appropriate form. Independent study is an option in the following circumstances and will not be granted solely for student convenience:

1. If a required course is not available during the year the student will be graduating.
2. If the student needs two campus courses that meet during the same course period and neither course is available through Davis Online Learning.
3. If the student lives more than an hour's drive away from Davis College.

An "Independent Study Request" Form must be submitted to the Office of the Registrar. Upon approval, the request will be forwarded to the student's academic advisor. Upon the advisor's approval, the request will be forwarded to the course instructor.

The following limits will be applied:

1. A fee will be charged in addition to regular tuition charges. Tuition and fee schedules are published by the Business Office.
2. Instructors who have misgivings about conducting a course through independent study are not required to do so.
3. A learning contract must be written between the student and the instructor stipulating requirements and time limits for completion (not more than one semester).
4. The instructor will verify that a minimum of 150 hours of work has been built into the independent study design for a three credit hour course.
5. Generally, a non-graduating student who has completed less than 60 credit hours will not be permitted to take a course by independent study.
6. A maximum of 12 credit hours may be completed by independent study, and not more than two independent study courses may be engaged at the same time.
7. Exceptions to these guidelines must be requested through the current Academic Petition process.

XVIII. REQUEST FOR INDEPENDENT STUDY PROCEDURE

1. The student should submit an Independent Study Request Form when requesting consideration to complete a course through independent study. (One form per request is required.)
2. An Independent Study is granted according to, but not limited by, the guidelines given in the Independent Study Policy.
3. The student must complete Part I of this form and submit it to the Registrar before registering for the course.

4. If approval is granted by the Registrar, the student's academic advisor will be consulted for approval, followed by the course instructor.
5. The Registrar will contact the student, academic advisor, and course instructor regarding the outcome of the request.
6. The student will be charged the current independent study fee by the Business Office before the registration in the course is finalized. The current registration and add/drop processes apply.

XIX. LOW GRADE REPORTS

All main campus students will be notified at the 5-week point and 9-week point in the semester if they have a grade below a C- in any of their courses. Low grade reports are sent to athletic coaches, Health Services and Student Development so that staff can support students as needed. Students with excessive low grades may be placed on academic probation.

XX. ACADEMIC PROBATION AND DISMISSAL POLICY

Davis College places the following types of full-time students on academic probation:

- Any continuing student who has a cumulative GPA below 2.00
- Any new transfer student with a cumulative GPA below 2.00
- Any new first-time student who has a high school GPA below 2.00 (or equivalent), class rank in lower 20%, ACT Composite score of lower than 15, or a SAT combined score below 1200
- Any new student who is in danger of failing two or more courses or returning student in danger of failing four or more courses at the 5-week and 9-week periods

Part-time students are not placed on academic probation but are sent warnings and are still subject to dismissal. Students on academic probation must attend the Academic Success Center for three hours each week (with the exception of online only students; online only students can request to have an assigned tutor by contacting Student Support Services). They must take a reduced course load of no more than 13 credit hours per semester. This will result in a delay in graduation but will allow students to concentrate their efforts to improve grades. The reduced course load is not required but strongly recommended for new/transfer students in their first semester at Davis. Students must receive written approval from the Student Development Officer before accepting on campus employment in excess of 15 hours per week and must comply with regulations specified in the Academic Probation Contract. Students are not permitted to take junior or senior level courses until all freshman and sophomore courses have been completed. Students are required to retake any failed courses being offered. Students on academic probation will only be eligible for extracurricular activities if they adhere to these guidelines. Students not fulfilling the terms of their contracts will be disqualified from extracurricular activities.

Continuing students will remain on probation until their cumulative GPA reach the required minimum. First-time and transfer main campus students may have probation lifted during their first semesters if they are progressing satisfactorily at the 5-week and 9-week periods. First-time and transfer online-only students may have probation lifted upon successful completion of online term A courses.

After two consecutive semesters of academic probation with no marked improvement, students will be asked to submit an appeal to defer their dismissal for an additional semester. Any students who do not petition will be academically dismissed for failure to comply with their academic contract. Any students subject to academic dismissal may be granted a deferral of dismissal of up to two semesters to retake failed courses. If the minimum cumulative GPA is achieved during the deferment period, the academic dismissal will be canceled. If the minimum cumulative GPA is not achieved, the dismissal will go into effect, and students cannot apply for readmission until one semester has passed.

XXI. ACADEMIC DISHONESTY AND PLAGIARISM

All students are responsible to be familiar with this policy. Consistent with Christian character and the values of Davis College and in order to encourage and preserve the honor and integrity of the academic community, the college expects its students to maintain high Biblical standards of personal and scholarly conduct in the development of research papers and other academic projects.

Definition of Academic Dishonesty

Academic Dishonesty, also known as academic misconduct, refers to the committing of or contributing to dishonest acts by someone engaged in teaching, learning, research, or other academic-related activities. Examples of academic dishonesty include, but are not limited to:

- Plagiarism
 - Submission of quoted or paraphrased ideas without proper documentation (failure to properly cite sources).
 - Submission of the work of others as one's own work. This includes work generated or modified by artificial intelligence technology. (Unless expressly encouraged by the professor for use in the creative process.)
 - Reuse of one's own work without instructor authorization.
- Receiving or giving aid to another in connection with a quiz or examination.
- Purchasing or obtaining papers or assignments.
- Using unauthorized collaboration
- Using unauthorized aids during tests or exams

Penalties for Academic Dishonesty

Whenever a student is found guilty of any kind of academic dishonesty, the instructor must report this in writing to the student and to the Registrar's Officer. The report will become part of the student's record. The Registrar will determine if any other such offenses already exist in the student's record in order to assist the instructor with grading penalties.

The penalty for academic dishonesty related to a quiz or examination is at the discretion of the faculty member involved. Generally, a failing grade for the quiz or exam will be given. It is recognized that there are various levels of plagiarism.

Minimal plagiarism recognizes that the student has been careless or forgetful in acknowledging the sources for various statements. At the discretion of the instructor, the student may be granted an opportunity to rewrite or correct the submitted assignment and will receive a lower grade. When the plagiarism is substantial (determined by the instructor) the student may, at the instructor's discretion, receive a grade of zero (0) for the paper, or be required to rewrite the paper with at least a letter grade reduction for the assignment.

The second offense in any course will result in failure for the course. A third offense of substantial plagiarism in any course will result in disciplinary action which could result in academic dismissal.

In cases of complete or nearly complete (determined by the instructor but understood as flagrant, blatant, glaring) plagiarism the student will receive a failing grade for the course. There is no opportunity to redo the assignment. A second offense of complete plagiarism in any course will result in disciplinary action which could result in academic dismissal.

Appeal Process for Academic Dishonesty

The student may appeal academic dishonesty penalties to the Academic Affairs Council. The decision of this Council may be appealed to the Vice President of Academic Affairs, whose decision is final. If one of the Council members is the instructor who reported the plagiarism, the Vice President of Academic Affairs will appoint an alternate faculty representative during that particular appeal. If a student is dismissed because of plagiarism, that action will be recorded on the student's transcript as "Academic Dismissal."

XXII. STUDENT CLASSIFICATIONS

Matriculated Student — a student taking one or more courses (day, evening or weekend, on or off campus) for credit toward a degree, diploma, or certificate. A regular Application for Admission (available from the Admission's Office) must be submitted to be accepted as a regular matriculated student. A student must be enrolled at matriculated status in order to receive financial aid.

Non-Matriculated (Special) Student — a student taking selected courses for academic credit, but not pursuing a degree, diploma, or certificate. Non-matriculated students are not eligible for financial aid and are not eligible for certificate, diploma, or degree programs until the regular admission process has been followed and acceptance into the program is granted.

Dual Enrollment (High School) Student — a high school student (not matriculated in a degree program at Davis College) who is enrolled in high school while simultaneously enrolled in degree-credit coursework through Davis College. Dual enrollment students may enroll in up to 12 credits per semester during their junior and senior years of high school enrollment for a maximum of 48 completed credits before high school graduation provided they meet admission requirements (see Admissions). Dual enrollment students may register for Davis College summer courses during the summer after their junior year of high school; they may also register for Davis College summer courses during the summer after their senior year of high school if the Davis College summer course begins before their anticipated date of high school graduation (i.e., if a Davis College summer course begins on June 5, the student may continue at the dual enrollment student classification if the anticipated date of high school graduation is June 23).

Auditing Individual (Non-Credit) — an individual attending courses (but not for credit) is not required to take examinations or complete other course assignments. Audit courses appear on the transcript with a grade of "AU." An individual auditing a class who decides to change his or her student classification so as to receive college credit must follow and complete the current admissions process before the final day to add a class. Auditing individuals may be required to pay a comprehensive fee and may receive a Davis College issued email account.

Full-Time Student — a student enrolled for 12 or more credit hours per semester.

Three-Quarter Time Student — a student enrolled for 9 to 11 credit hours per semester (part-time student).

Half-Time Student — a student enrolled for 6 to 8 credit hours per semester (part-time student).

Less than Half-Time Student — one enrolled for 1 to 5 credit hours per semester (part-time student).

First-Time Student — a student who has not attended any other colleges prior to his or her first semester at Davis.

Continuing Student — a student enrolled at Davis the previous semester but not including summer (Fall or Spring).

Readmitted Student — a student previously enrolled at Davis but not the previous semester.

Class Standing is based upon the number of semester hours successfully completed toward a program.

Class Year Calculations — a student's class year is calculated by the credit hours completed toward his or her certificate or degree from prior semesters. This calculation includes any transfer or life experience credit applied toward the certificate or degree that the student is pursuing.

Freshman	0.00-29.90 semester hours
Sophomore	30-59.90 semester hours
Junior	60-90.90 semester hours
Senior	91-150 semester hours

XXIII. GRADUATION REQUIREMENTS

Academic Proficiency — Students must demonstrate academic proficiency through satisfactory completion of each course requirement in their programs, including the requirements of the concentration. In addition, a 2.00 cumulative grade point average (GPA) must also be achieved. The grades of all courses taken count toward the cumulative GPA and

graduation, even if the courses are not in the student's program of study and are additional courses. Specific course and credit hour requirements for each program are published in the "Programs" section.

Academic Program Completion — Graduating students must complete all of their program requirements (including internships and independent studies) prior to participating in commencement and graduation. Permission to graduate will no longer be given to students planning to complete their remaining academic requirements within the following weeks or summer semester.

Proficiency in Ministry — Graduating students must demonstrate proficiency for ministry by satisfactorily completing the number of semesters of student ministry appropriate for the program:

One-Year Certificate Programs	2 semesters
Associate of Applied Science Degrees	4 semesters
Three-Year Diploma Programs	6 semesters
Bachelor of Religious Education Degrees	8 semesters

Full-time students must complete a semester of student ministry for every full-time semester enrolled. Part-time students must satisfy the number of semesters required for the certificate or degree. First-time students satisfy the student ministry requirement during their first semester by establishing a faithful relationship with a local church; subsequent semesters require participation in a specified ministry activity. Candidates for the BRE are required to complete an internship as a part of their concentration.

Spiritual Formation/Christian Character — Davis College places a strong emphasis on spiritual growth and maturity. Regardless of age or circumstances, spiritual transformation and renewal is emphasized during the educational experience. Required church attendance, chapels, prayer times, and other student activities are all designed around the central purpose of giving students ample opportunity to develop Christ-like character.

Financial Requirements — All financial obligations to Davis College must be satisfied before students will be permitted to participate in graduation exercises or before a degree, diploma, or certificate is granted.

Outcomes Assessment Requirements — Davis College constantly endeavors to improve its courses, programs, facilities, and student life activities and seeks to measure overall institutional effectiveness. To aid in this process, graduating students are required to provide valuable feedback to the institution.

The following is a list of outcomes assessment activities that graduating students are required to participate in, *Participation in Career Development (FOUN 3022)* — Graduating seniors should view this course as an opportunity to integrate their studies and to demonstrate how much they have learned as biblical/theological scholars, and as college graduates entering the world of work. In addition to a variety of sessions that will prepare the candidate to enter the ministry or to continue education at the graduate level, this course contains assessment activities that are useful to Davis' outcomes assessment plan.

1. Noel-Levitz SSI (Student Satisfaction Inventory) — administered every other spring (all students)
2. Exit Survey
3. Student Loan Exit Counseling (if applicable)

Residency Requirement

The residency requirement is the amount of credits a transfer student must complete at Davis College while working towards program completion of a one-year certificate, an AAS degree, three-year diploma, or BRE degree. At least 30 credit hours of an AAS degree, three-year diploma, or BRE degree program must be taken in residence. At least 15 credit hours of a one-year program must be completed in residence. Courses taken online and as independent studies are considered resident if they are administered by Davis College. Graduates of PBTS/PBC/Davis will be permitted to include

up to 15 hours of transfer credit in the final 30 hours, provided at least 30 hours of total credit have previously been completed through Davis. Only the Registrar or Vice President of Academic Affairs can make exceptions.

Second Baccalaureate Degree

Students that have already earned a Baccalaureate degree and wish to earn a second degree must satisfy the following requirements: declare a new concentration, fulfill any differences in the program's academic requirements, and complete the concentration studies course requirements in the new concentration.

Diploma Exchanges

There may be instances in which a former graduate of this institution has either lost or wishes to obtain a new diploma. Details concerning exchanging diplomas can be obtained by calling the Office of Academic Affairs.

Scholastic Honors

Students are publicly recognized for excellent work each semester if they are carrying 12 or more hours of academic work in 1000-level or above and non-Foundations courses.

Students are placed on the Dean's List with a semester grade point average (GPA) of 3.50 to 3.85. Students are placed on the President's List with a semester GPA of 3.86 to 4.0.

Students having completed three full-time semesters at Davis graduate Cum Laude with a cumulative GPA of 3.50-3.70; Magna Cum Laude with a cumulative GPA of 3.71-3.85; and Summa Cum Laude with a cumulative GPA of 3.86-4.00.

Commencement Ceremony

Davis College offers one commencement ceremony every August after the close of the summer semester. Students who have completed program requirements in a fall semester may participate in commencement activities in the following August provided all graduation requirements have been met.

XXIV. ACADEMIC TRANSCRIPTS AND RECORD RETENTION

A permanent record of grades is maintained for each student by the Registrar. Transcripts may be obtained on request of the student subject to certain conditions as follows: a transcript request fee will be assessed according to the current tuition and fees schedule; no transcript will be issued unless the student's or former student's financial account is current; all requests for transcripts must be submitted online via the College website at www.davisny.edu or be in written form bearing the student's signature and final four digits of the student's social security number or date of birth. Signed requests sent by fax will be honored. Transcripts are normally processed within five to ten business days of receipt in the Registrar's Office. A request may be expedited for an additional fee according to the current tuition and fees schedule.

Transcript Notation

A transcript notation is an official note placed on a student's academic transcript. The following notations will be placed on a transcript:

- "Davis College Graduate" – for a certificate or associate's degree conferred by Davis College and the student then enrolls to earn a bachelor's degree. The notation will include the name of the certificate or degree conferred, the date the degree was conferred, and will be placed on the transcript following the semester in which the certificate or degree was conferred.
- Awards or Other Honors – specific to the awards or other honors earned upon successful completion of the bachelor's degree.
- "Academic Dismissal" – for an academic dismissal due to plagiarism or failure to meet the minimum cumulative GPA required to fulfill an academic contract; the student cannot apply for readmission until a minimum of one semester has passed.

- “Behavioral Dismissal” – for a student development dismissal due to failure to comply with code of conduct requirements or failure to fulfill a student development contract; the student cannot apply for readmission until a minimum of one semester has passed.

In addition to the dismissal notations listed above, New York law requires the College to make specific notations on the transcripts of Respondents found responsible for the following conduct prohibited by this Policy: sexual assault, dating violence, domestic violence, and stalking.

- Students suspended after a finding of responsibility will receive the following notation on their transcript: “suspended after a finding of responsibility for a code of conduct violation.” Such notations will remain for at least one year after the conclusion of the suspension, at which point a suspended student can seek removal of the notation by appealing to the Chief Officer for Student Development.
- Students expelled after a finding of responsibility will receive the following notation on their transcript: “expelled after a finding of responsibility for a code of conduct violation.” Such notation shall not be eligible for removal.
- Students who withdraw pending resolution of alleged violations of this Policy will receive the following notation on their transcript: “withdrew with conduct charges pending.” Such notation shall not be eligible for removal unless the charges are later resolved.
- If the College vacates a finding of responsibility for any reason, any such transcript notation shall be removed.
- The Chief Officer for Student Development will notify the Registrar in writing of the transcript notation to be applied to a student transcript within 24 hours after a finding of responsibility.

XXV. LIBRARY

The library web page provides 24/7 access to the library databases. For print books and resources, see the Word of Life Bible Institute’s Ryrie Library page at <http://bicampus.wol.org/library/>.

XXVI. STUDENT SUPPORT SERVICES

The Student Support Services Office is available to provide reasonable accommodations for students with properly documented learning-related disabilities. These accommodations pertain to classroom and testing needs as outlined by the Americans with Disabilities Act. Students are required to provide proper recent documentation of their disabilities and recommended accommodations. There are no professionals onsite to evaluate students. Professors are informed of necessary classroom and testing accommodations.

Common accommodations can include:

- Note takers
- Readers
- Recording of Course Lectures
- Large-Print Text (if available)
- Braille Text (if available)

Testing accommodations are scheduled through the Student Support Services Office

Required Documentation – Any student wishing to receive personal accommodations must submit an IEP, 504 plan or another official document completed by a professional with proper credentials. Documentation should be recent, preferably within the past 5 years. Davis College reserves the right to deny accommodations if documentation is older than 5 years with the exception of disabilities of permanent nature. The Student Support Services Office reviews documentation submitted and collectively makes a plan for accommodations with the student. Accommodations are assigned on a case-by-case basis depending on student need, not necessarily based on disability classification.

Student Rights – Students who provide proper documentation have the right to receive reasonable accommodations for their disability. Students have the right to not be discriminated against in regard to recruitment, admission, educational

process, or treatment. Students will never be required to participate in any accommodations that they choose to decline. Any complaints should be promptly directed to the Student Support Services Office.

Davis College's Rights – Davis College has the right to not lower its standards or fundamentally alter the programs offered. Davis College is not required to meet accommodations when they impose undue financial or administrative burden.

Procedure:

1. Students only need to submit proper documentation once.
2. Students will be required to contact Student Support Services at the beginning of every semester to complete an accommodations request form.
3. Student Support Services will contact professors each semester to report required accommodations based off of the completed accommodations request form.
4. Students on campus with specific testing needs will need to schedule their testing with Student Support Services ahead of time and be responsible for making sure professors forward testing materials to the Student Support Services Office by the testing date.
5. Students must complete exams and quizzes by the deadlines set by the professor.

SECTION THREE
MINISTRY AND SERVICE
ASSIGNMENT

MINISTRY AND SERVICE ASSIGNMENTS HANDBOOK

I. STUDENT MINISTRY

It is the responsibility of each student to locate a student ministry and contact those supervising that ministry. Students are encouraged to discuss potential student ministries with the faculty, staff, academic advisors, and upperclassmen. Ministry opportunities are also communicated in Faith Formation experiences by visiting pastors and leaders from organizations.

II. STUDENT MINISTRY PURPOSE

Student Ministry is vital to a student's education. It takes students from the classroom and gives them opportunity to put into practice what has been learned. It also provides area churches and community programs or organizations with a task force of trained personnel. Students are required to complete Student Ministry for graduation from each program.

In addition, each BRE graduate is required to complete an internship. Under the direction of the concentration chair, students are assigned to a local pastor, some other full-time ministry professional, or a community organizer for a field-based internship. Experience is gained in various ministry and work-force related activities.

While the students' learning experience is important, the overall goal of Student Ministry is to expose our students to local ministry opportunities, requiring them to step out of their comfort zones and participate in something they may not typically do otherwise. Participation in Student Ministry gives students an opportunity to develop a passion out of the experiences that they did not know existed and ultimately to shape their vocational direction. Another goal of the program is to edify the body of Christ and share the love of Christ with others.

Objectives:

- To serve God and other people.
- To promote the discovery and development of ministry skills and spiritual gifts through service.
- To provide the student with supervised ministry training, accountability, and evaluation.

III. REQUIREMENTS AND INFORMATION FOR STUDENT MINISTRIES

- Students are to select a ministry that will assist them in their personal and vocational development.
- For incoming freshmen, one Student Ministry Credit will be given for satisfactory attendance and participation at a local church. (See Church Attendance, page 13.)
- Students should be challenged by the requirements of their student ministry but not overwhelmed. Therefore, ministry selections should be made with the student's current experience, training, aptitudes, interests and needs in mind.
- Students should select a ministry that requires at least 2 hours of preparation and participation each week of the semester (total of 30 hours/semester).
- Students must locate work with a student ministry supervisor. A supervisor should be someone who directly oversees the ministry in which the student is serving and is willing to provide the student with accountability, counsel and feedback.
- Students may participate in a ministry that occurs over the summer or in a concentrated portion of the school year, such as camping or missions' ministry.
- Each credit, other than the first semester credit for incoming freshmen, requires a minimum of 30 hours of preparation and participation. All student ministries must be approved by the Director of Student Ministry.

- Upon locating a ministry and a supervisor, students must complete the appropriate forms and return them to the Director of Student Ministry for approval. Students are encouraged to participate in a brief meeting with the Director of Student Ministry if they have any concerns or suggestions regarding student ministry.

Forms for credits and completion of student ministry are available from <https://my.davisny.edu/student-forms/> and are to be completed two weeks before grades are due at the end of each semester.

IV. SELECTION OF A MINISTRY

Davis College is in an area where many exciting opportunities exist in local churches and Christian organizations for student ministry. There are also opportunities for students to serve through student organizations and campus ministries at Davis College. The following list suggests some of the many areas in which a student may minister:

Bible Study Leader, Small Group Leader, Children's Ministry, Rescue Mission, Discipleship, Evangelism, Music Worship Leader, Pastor, Assistant Pastor, Youth Pastor, Visitation, Sunday School Teacher, Campus Ministry, Camping, Cross Cultural, Jail and Prison Ministry, Missions, Outreach Music, Traveling Teams, Release Time, Street Witnessing, Nursing Home, Youth Group, After School Programs, Soup Kitchens, Community Events, Missions Trips.

V. STUDENT MINISTRY CREDIT REQUIREMENTS

Student Ministry credit is the recognition given by the Office of Academic Affairs for satisfactory participation in an approved area of Student Ministry. Students will be given either a "CR" or a "NC". If a student receives a "NC" the student did not fulfill his assigned ministry in an acceptable manner, i.e., less than 10 weeks of ministry or if the student is negligent in church attendance (Students are required to attend all regularly scheduled Sunday morning worship service). If a student receives a "CR" they have completed their Student Ministry Credit acceptably.

Students must satisfactorily complete (CR) the designated minimum number of semesters of ministry development required for their program: eight (8) semesters for BRE degree, six (6) semesters for three-year diploma, four (4) semesters for AAS degree and two (2) semesters for Bible certificate. Both full-time and part-time students must satisfy the Student Ministry requirement to graduate from a program. A prorated reduction in the required number of semesters of Student Ministry will be given for transfer students.

All BRE students are required to participate in an approved internship in their area of academic concentration. The internship is either conducted during the summer or spread over both semesters of the senior year. While this internship is taken for academic credit, it also counts for Student Ministry credit. Students must follow the requirements for registering and reporting a student ministry to receive Student Ministry credit.

A permanent record of a student's credit will be kept in the Office of Academic Affairs. Prior to graduation, the Student Ministry Officer will send to the Registrar's Office a recommendation of those students who qualify for graduation. Should a student fail to meet the minimum requirement for graduation, the Student Ministry Officer will recommend to the Registrar's Office that the diploma be withheld until the student has met the requirements.

ADDENDUMS

VEHICLE REGULATIONS AND POLICIES

Revised April 2020

518.494.6200..... Security Office
518.494.1600..... Health Center
518.494.1444..... Emergency Line
518.494.1487..... Fax

security@wol.org
healthcenter@wol.org

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INTRODUCTION

The rules and regulations presented below were created to assist Word of Life Security Officers and those utilizing the parking and traffic facilities of Word of Life Bible Institute and the properties owned and operated by Word of Life Fellowship. These rules and regulations were also created to maintain and uphold safety and order for the parking lots, roadways, and fire lanes located on Word of Life properties, as well as to maintain the property and ensure the safety of the assets and blessings God has provided to Word of Life Fellowship. The Bible Institute is a pedestrian/walking campus, which means the regulations and policies listed in this document are created to ensure the safety of those walking on campus.

Anyone utilizing parking and traffic facilities are expected to read and follow the rules and regulations presented in this manual. This includes but is not limited to Word of Life Bible Institute students, staff, guests, volunteers, and contractors.

DEFINITIONS

The following terms and phrases are defined below to provide clarity and clear meaning to the rules and regulations presented in this manual:

- 15-Minute Loading and Unloading Zone – Any parking spot on WOL owned/operated property that is designated with a “15-Minute Loading and Unloading Zone” sign is to be used for loading and unloading equipment, people, supplies, etc. to and from a building.
- Appeal – An attempt to clear, remove, or change a ticket that has been written.
- Authorities – A person or organization having power or control in a particular sphere. (i.e., Campus Health & Security, Police, Fire, EMS, etc.)
- BSLC – Bollback Student Life Center
- Guest – A person invited to participate in an official event.
- WC – Jack Wyrzten Center
- MVA – Motor Vehicle Accident
- Parking Lot – An area used for and designated as a place to park motor vehicles.
- Parking Spot/Space – A location that is designated for parking either by a parking sign or lines on the pavement.
- Red Pass – A pass issued to a staff member or vehicle who, for work purposes, needs to park close to a particular building in a Red Pass parking space.
- Staff – Person employed by Word of Life with a valid staff identification card.
- Ticket – A citation issued by a Word of Life Security Officer due to a violation of a rule, regulation, or agreement listed in this manual.
- Vehicle – Any motorized or non-motorized method of transportation.
- Visitor – A person visiting a person or place, especially socially or as a tourist.
- Volunteer – A person who freely offers or donates their time, work, and/or resources.
- WOL – Word of Life
- WOLBI – Word of Life Bible Institute

VEHICLE REGISTRATIONS

- A.** All persons who bring motor vehicles on campus must register them with the Health & Security Department.

	Fee:	Replacement Cost:
Students	\$25.00 per semester	\$5.00
Temporary Student Registration	\$20.00 (Limit one per semester)	\$5.00
Staff	Free	\$5.00
WOL Owned Vehicle	Free	Free
Guest/Visitor/Volunteer	Free	Free
Contractors	Free	Free

- B.** Bicycles, motorcycles, ATVs and snowmobiles all require a permit and registration. The permit must be displayed on the left front “fork” of the motorcycle or front handlebars of the bike.
- C.** The WOL Health & Security Department may issue temporary handicap passes to staff and students based on physical need and ability. Please note the following restrictions/regulations for obtaining temporary handicap passes:
1. Temporary handicap passes must be obtained prior to using designated handicap parking spaces.
 2. Temporary handicap passes must be hung on the rearview mirror of the vehicle and must be clearly visible.
 3. Temporary handicap passes are only valid for the time indicated on the pass. They must be renewed with the Health & Security Department if needed longer than what is indicated on the pass.
 4. Temporary handicap passes issued by the Health & Security Department are only valid on WOL owned and operated properties and are not considered valid elsewhere.
 5. Vehicles displaying a physician or state issued handicap pass must have the pass clearly displayed on the rearview mirror of the vehicle if using it on campus.
 6. Vehicles displaying a physician or state issued handicap pass are permitted to use designated handicap parking spaces on WOL property and are not required to receive a WOL handicap pass unless told otherwise by a Health & Security Coordinator.
 7. Those requesting a temporary handicap pass from the Health & Security Department must supply a physician’s note or be interviewed by a Health & Security medical professional prior to getting a pass.
 8. The use of an expired temporary pass will result in a ticket.

D. Student Parking Pass

1. Student Parking Passes are issued to students (off-campus students included) for them to display on the left-hand corner of the rear window behind the driver.
2. Replacement decals may be purchased at the Health and Security Department for \$5.

E. Staff Pass

1. Staff Passes are issued to all WOL staff who bring their personal vehicles onto WOL property.
2. Staff Passes permit users to park in the WC and Ranch parking lot, as well as any designated “Staff Only” parking spaces located on WOL properties.

F. Red Pass

1. Red Pass parking spots are reserved for staff whose temporary work requires them to park close to the building where they are working.
2. Why do we have a “Red Pass” reserved parking?
 - Parking space is limited.
 - There are times when certain staff need to park near a building or other place.
 - Most staff do not need this.
 - It is not a privilege, perk or benefit but is based on need and job function at the moment.
 - It allows Security to enforce parking rules without harassing legitimate users.
 - It shows students, visitors and staff that you are complying with the parking rules and are not ignoring them or flaunting your position.
3. Examples of appropriate use include:
 - Maintenance staff parking a vehicle, while working, with tools or supplies near the building needing repairs.
 - Housekeeping parking near a building when cleaning.
 - Security or Health Services parking near a building while responding to an incident.
 - AV, IT or Culinary Services parking near a site while responding to an issue or special event.

4. Examples of inappropriate use include:
 - Parking when staff or handicap spots are full.
 - Parking at the Dining Hall while eating lunch.
 - Daily routine work.
 - Allowing others to borrow your Red Pass.

G. Visitor Pass

1. Visitor Passes are issued to those who are coming to visit a person or place on WOL property.
2. These passes are not for permanent use and must be hung on the rearview mirror when in use.
3. Visitor parking is limited to the WC and Council Hall parking lots, as well as the designated visitor parking spaces located near the BSLC.
4. Visitor Passes will expire after a certain period of time as designated at time of issuance of pass.

H. Volunteer Pass

1. Volunteer Passes are issued to those who come to WOL property to donate their time or services to WOL.
2. Volunteer Passes allow volunteers to park in the WC and Council Hall parking lot, as well as the Visitor Parking spaces during meals in the BSLC.

I. Ranch Day Camper

1. Ranch Day Camper passes are issued to the parents or guardians of campers at The Ranch who are dropping off/ or picking up their camper from The Ranch or The Wild Camp.
2. Ranch Day Camper Parking is limited to the WC and BSLC rear parking lots, as well as the Visitor Parking area behind the BSLC.

PARKING LOCATIONS

- A.** All roadways and walkways are considered fire lanes and are not to be used for parking. Parking on grass or along parking lot curbing is prohibited.
- B.** Student parking spaces are limited to the Jack Wyrzten Center lot and Ranch lot.
- C.** Students are not allowed to park in spaces assigned to staff or campus visitors.
- D.** Vehicles parked in handicap spaces must always display a state issued handicap pass or a valid WOL issued handicap parking permit.
- E.** Students may not park in front of or behind the Huskies Den and Recreation Center or on walkways near the Bollback Student Life Center.
- F.** The parking lots in front of the Administration Building, Welcome Center, Asia, Europe, Hungary, and Huskies Health and Athletic Center are reserved for faculty, staff, and campus visitors only. Student vehicles parked in those areas will be ticketed.
- G.** The Council Hall lot is reserved for handicap parking and faculty.
- H.** Abandoned vehicles are subject to towing at the owner's expense unless special arrangements have been made in advance with the Health & Security Coordinator.
- I.** Overnight parking is limited to the WC and Ranch parking lots. Full or part-time staff living on the WOLBI property may be granted permission from the Health & Security Coordinator to park near their residence overnight.

DRIVING REGULATIONS

- A.** The maximum speed limit on campus is 15 MPH unless otherwise marked.
- B.** Seatbelts must be worn while operating any motor vehicle.
- C.** Riding on the hood or trunk of a car or in the bed of a truck is prohibited.
- D.** WOLBI is not responsible and assumes no liability for damage or theft of any vehicle or its contents.
- E.** Vehicles and operators must fulfill all requirements of the State of New York (e.g., insurance, inspection, registration, etc.). Unregistered or uninsured vehicles are not permitted on property. This includes motorcycles, ATVs (such as 4-wheelers), and snowmobiles.
- F.** Helmet laws for motorcycles, ATVs, and snowmobiles must be followed on campus.
- G.** All vehicles must stay on approved roads (or pathways for ATVs and snowmobiles).

OFFENSES

Below are the different types of driving/vehicle offenses a driver or vehicle owner may be ticketed for on campus:

A. Unregistered Vehicle

1. Not registering your vehicle within 24 hours of bringing your vehicle on campus.
2. Failing to display a proper staff, student, visitor, etc. pass/registration.
3. Using or displaying a pass/registration that belongs to a different vehicle.

B. Unauthorized Parking

1. Parking in a handicap space without a handicap pass.
2. Parking in a fire lane or within 15 feet of a fire hydrant.
3. Double parking, parking in a roadway, or parking so that the vehicle occupies more than one space is not permitted.
4. Parking any place other than a designated parking space.
5. Parking in a Red Pass, Staff, Visitor, or any space without having the appropriate parking pass.
6. Parking in front of driveways, dumpsters, loading docks, or any other place that hinders or interferes with the daily operations on WOL property.

C. Speeding

1. Exceeding the 15 MPH speed limit throughout campus or any WOL owned property, including snowmobile and ATV trails.
2. Exceeding speeds that are appropriate for the weather conditions.
3. Exceeding speeds that are appropriate in pedestrian traffic areas.
4. Campus Health & Security vehicles or emergency response vehicles (Fire, Police, and EMS) may exceed the speed limits on campus in a reasonable and safe manner, if necessary, to perform their duties.

D. General Violations/Moving Violations

1. Reckless operation of a motor vehicle.
2. Disobeying campus traffic signs.
3. Littering.
4. Driving without headlights after dark.
5. Passing another vehicle moving in the same direction.

6. Tampering with, defacing or removing any parking or traffic control sign or device including traffic cones and road closure signs or caution tape.
7. Failure to yield the right of way and/or immediately stop for a safety vehicle when emergency lights are activated.
8. Those who commit a moving violation may receive a ticket in their mailbox within 5 business days after the violation has been committed.
9. No one is permitted to “save” or “reserve” a parking space by leaving objects/items in the space. Those objects/items will be turned into lost and found.

E. Vehicle Accidents

1. Property damage due to a vehicle accident.
2. Reckless driving resulting in a vehicle accident.

F. Failure to Stop or Fleeing/Evading

1. Failure to Stop
 - a. All vehicles ARE REQUIRED to pull over to the side of the road when approached by ANY Public Safety or Emergency Response vehicle with its emergency lights on. This includes any WOL Health & Safety vehicle and any Fire, Police or EMS vehicle.
 - b. Any vehicle failing to pull over and stop for a Public Safety or Emergency Response vehicle is considered to be disobeying an officer and may lose their parking privileges on WOL property. They will also be ticketed appropriately and may receive further disciplinary action as deemed necessary by the Health & Security Department and the Student Life Department.
2. Fleeing/Evading

Any person who purposefully attempts to flee or evade Health & Security officers on foot or while operating a vehicle is considered to be disobeying an officer and will be ticketed accordingly.

WEATHER AND SNOW REMOVAL

It may be necessary for faculty/staff and students to assist Maintenance in moving vehicles so the parking lots can be cleared. Notification will be sent through text alerts that will include scheduled date, time and location to be cleared. It is the owner's responsibility to move their vehicle out of the lot by the requested date/time.

DISABLED VEHICLES

All disabled vehicles must be reported to the Health & Security Department within 24 hours. Health & Security will issue a special “disabled vehicle pass” in this situation. This pass is valid for 24 hours. After that time, the Health and Security Department has the right to tow and store the vehicle at the owner's expense.

- A.** Any vehicle with a dead battery can request a jump from the Health & Security Department by calling the Health & Security Office at 518.494.6200. Requesting a jump does not guarantee that the Health & Security Department will be able to help you right away or at all.
- B.** Any vehicle owner/driver that has locked their keys in the vehicle may call the Health & Security Department to request assistance using their lockout kit.
- C.** Requesting help from the Health & Security Department does not guarantee that they will be able to help right away or at all and does not guarantee that their attempt to help will be successful.
- D.** WOL assumes no responsibility for any damages done while helping a vehicle owner operate, jumpstart, unlock, or repair a flat tire on their vehicle.

PAYMENT PROCESS

- A. Students are required to present the original ticket and fine payment to the Health & Security Department during open hours within 14 days of issuance.
- B. All unpaid fees or fines belonging to students will be applied to their school account after 14 days. Unpaid fines at the end of the year will be added to a student's account and may result in their diploma being withheld.

FINES AND GENERAL ENFORCEMENT

- A. The table below lists the different fines associated with each type of violation. **Please note that additional fines are issued for those who receive numerous violations.**

	Violation	Fine	Further Consequences
Tier 1	Parking Violation	\$25	
Tier 1	Unregistered Vehicle	\$25	
Tier 2	Speeding	\$50	
Tier 2	Reckless Driving	\$50	
Tier 3	Fire lane/Fire Hydrant Parking Violation	\$75	
Tier 3	Handicap Parking Violation	\$75	
Tier 4	Property Damage due to vehicle accident	\$100 (plus cost of repair/ replacement of damaged property)	May lose parking/driving privileges on WOL Property
Tier 5	Fleeing/Evading or Failure to Stop	\$150 (plus legal consequences)	Will automatically lose parking/ driving privileges on WOL property

- B. All unpaid fees or fines belonging to students will be applied to their school account after 14 days.
- C. Fines that are not paid or that have no appeal form submitted within 14 days may result in a suspension of parking privileges.
- D. Unpaid fines at the end of the year will be added to a student's account and may result in their diploma being withheld.
- E. Anyone who receives four violations is liable to lose their parking privileges.
- F. Vehicles may be towed by a private company if one or more of the following criteria is met:
 - a. The vehicle or vehicle registrant has four or more violations.
 - b. The vehicle has been abandoned or disabled for more than 14 days, and the vehicle owner/registrant has not contacted the Health & Security Department.
 - c. The vehicle or vehicle registrant has lost parking privileges on WOL owned property and the vehicle is on property.
 - d. The vehicle is not usable or damaged in a way that disables the vehicle.

TICKET APPEAL PROCESS

- A.** Students and staff may attempt to appeal a ticket by filling out the “Parking Ticket Appeal Form” at **wol.to/ticketappeal**. This does not guarantee a ticket will be appealed.
- B.** Appeals made more than 14 days after a ticket has been issued will not be accepted or considered.
- C.** Email, text, or verbal conversations made in attempt to appeal a ticket will not be accepted.
- D.** One of the following may happen when a ticket is appealed:
 - 1. The appeal is denied, and the fine will be upheld.
 - 2. The appeal is denied, and the fine is reduced or waived.
 - 3. The ticket may be changed to a warning with no fine, but the ticket remains on file.
 - 4. The appeal is granted, the fine is waived, and the ticket is cleared from the file.
- E.** Appeals made for the following reasons will not be considered/accepted:
 - 1. Ignorance or lack of knowledge of the regulations and policies stated in this manual.
 - 2. Inability to find a parking space.
 - 3. Running late to a class, meeting, or appointment.
 - 4. Forgetting about a rule or regulation listed in this manual.
 - 5. Failure to see, read or follow posted signs or markings.
 - 6. The spot you can park in was taken.
 - 7. Mechanical problems.
 - 8. Locking your keys in your vehicle.
 - 9. Not receiving a copy of your ticket.
 - 10. Any reason related to irresponsibility of the driver or person to whom the vehicle is registered.
- F.** Appeals Board – If requested, an Appeals Board can be formed in order to review a parking ticket appeal request. The Appeals Board would be made up of three or more security supervisors who will gather to evaluate the legitimacy of the ticket and the request to have the ticket appealed. Requesting the Appeals Board does not guarantee a ticket will be reduced, waived or cleared.

BICYCLES, SKATEBOARDS, AND OTHER FORMS OF TRANSPORTATION

- A. Bicycles**
 - 1. All bicycles must be registered with the Health & Security Department within 24 hours of being on WOL owned property.
 - 2. Bicycles require a permit and registration. The permit must be displayed on the left front handlebar of the bike.
 - 3. No bicycles may be kept in the dorms or on the porches. All bikes should be placed in a bike rack when not in use. A bike lock is strongly recommended. All bikes must be properly locked in approved storage areas during breaks.
 - 4. WOL is not liable for any theft, damage, or harm done to or by a bicycle, skateboard, skates, longboard, etc.
- B. Skateboards/Longboards**
 - 1. It is strongly recommended that all skateboards and longboards be registered with the WOL Health & Security Department. This will help to identify and return lost or stolen boards.
 - 2. All skateboards, longboards, etc. must be placed in a skateboard rack when available.

VEHICLE ACCIDENTS

A. On Property Motor Vehicle Accidents (MVA)

1. Any MVA that occurs on WOL owned property must be reported to the WOL Health & Security Department immediately. This includes anything from a fender-bender to an injury accident.
2. The WOL Health & Security Department will respond to the scene, render medical care as needed, call for EMS/Fire/Police as needed, document the accident and write an incident report. They will assist those involved in the accident to provide evidence and information regarding the accident.

B. Off Property Accident

If a student is involved in an MVA off WOL property in a WOL owned vehicle, then they are required to complete a police report of the accident and call their supervisor immediately. The WOL Health & Security Department will complete an incident report and follow up appropriately.

LOCAL GARAGES AND TOWING SERVICES

A. Auto Repair and Towing services

1. Pottersville Garage
518.494.3631
7920 U.S. 9, Pottersville, NY 12860
2. J&L Automotive
518.532.0253
203 U.S. 9, Schroon Lake, NY 12870
3. Brant Lake Collision Inc.
518.494.0135
11 Landfill Rd., Brant Lake, NY 12815
4. North Country Towing & Repair
518.532.9892
21 Industrial Dr., Schroon Lake, NY 12870

B. Word of Life Property Services

1. 518.494.1461
2. 8072 State Route 9, Pottersville, NY 12860

C. Word of Life Health & Security Department

1. Emergency Line – 518.494.1444
2. Office – 518.494.6200
3. 4200 Glendale Road, Pottersville NY 12860

STUDENT AGREEMENT

1. I have read the Davis College Student Handbook in its entirety.
2. I will continually seek the guidance of the Holy Spirit and allow Him to help me cheerfully obey the standards therein, as well as the authority of Davis College under which I have placed myself.
3. I understand that any Student Handbook cannot possibly address every issue and detail pertaining to student life. Therefore, I will strive to conduct myself not only according to specific rules, but also according to the spirit of what is trying to be accomplished.
4. I have read and am willing to submit to the Statement of Faith of Davis College. I have read and am willing to submit to the Code of Conduct. I will seek, with the help of the Holy Spirit, to live an exemplary Christian life as an example and encouragement to others within Davis College and before the world. If at any time during my association with Davis College I am no longer willing to submit to the Statement of Faith or Davis College, I will withdraw from Davis College.
5. I will seek to maintain the utmost honesty and integrity in the classroom, on the campus, throughout the community and at home, knowing that my life is a testimony of our Lord Jesus Christ.
6. I have read the Computer Usage Policies, agree to it in its entirety, and will abide by it when using any computer while at Davis College.
7. Illegal drugs, weapons, and other such items are not permitted at Davis College & Word of Life, and I understand that Word of Life reserves the right to search for and remove such items from anyone suspected of possessing them.
8. I understand that Revisions to the Student Handbook will be made from time to time, as needed. Changes that go into effect will be immediately announced to students.

REFERENCE COPY

PLEASE KEEP FOR YOUR RECORDS

LOCAL DIRECTORY

ADIRONDACK ATTRACTIONS

Adirondack Mountain Club: 814 Goggins Rd, Lake George.....	518.668.4447
Gore Mountain Mineral Shop & Garnet Mine Tours.....	518.251.2706
<i>45 min. guided tour; Garnet Jewelry & cut gemstones in Mineral Shop; 9:30 AM - 5:00 PM M-F, 11 AM - 5 PM Sun.; Tours leave every hour on the hour; Weekends through Columbus Day. Barton Mines Rd, North River</i>	
Natural Stone Bridge & Caves	518.494.2283
<i>Self-guided tours of caves, gorge, falls; picnicking (M-Sat), 10 AM - 6 PM (Sun) thru Labor Day. Stone Bridge Rd, Pottersville</i>	
Whitewater Challengers:	518.257.3746
<i>20 min. away; whitewater rafting on the Hudson River; open Fall & Spring; 4511 State Rt. 28, North River</i>	

AUTOMOBILE REPAIRS

AAA: Glens Falls	518.792.0088 1.800.222.4357
Pottersville Garage	518.494.3631
<i>General auto repairs; AAA wrecker & tow service, Rt. 9, Pottersville</i>	

BANKS

Glens Falls National Bank	
Schroon Lake.....	518.532.7121
Chestertown.....	518.494.2691
<i>Open 9 AM-3 PM (M-W, F); 9 AM-6 PM (Th)</i>	
TD Bank	518.623.2666
<i>3852 Main St, Warrensburg</i>	
Ticonderoga Federal Credit Union	518.585.6725

CHAMBERS OF COMMERCE

Adirondack Regional Chamber of Commerce	518.798.1761
<i>Info center for NY State's Southern Adirondack Region: 5 Warren St, PO Box 158, Glens Falls</i>	
Chestertown/Pottersville/Brant Lake.....	518.494.2722
<i>serving the Adirondack lakes area (I-87 exits 25-26), area brochures; new info center, Dynamite Hill, Rt. 8, Chestertown</i>	
Gore Mt. Regional Chamber of Commerce	518.251.2612
<i>Home of Gore Mt. Ski Center, Hudson River Whitewater Rafting – free brochures; Main St, North Creek</i>	
Indian Lake Chamber of Commerce	518.648.5112
<i>Open daily; info center, Routes 28 & 30, Indian Lake</i>	
Lake George Chamber of Commerce	518.668.5755
<i>Fine dining, sightseeing, outlet & village shopping; amusement parks, cruises, all sports; 2176 US 9, Lake George</i>	

Lake Luzerne Regional Chamber of Commerce.....	518.696.3500
<i>Experience the charm of a turn-of-the-century Adirondack village, pristine lakes, mountain scenery, snowmobiling, whitewater rafting, info center – brochures; Bridge St, Lake Luzerne</i>	
Schroon Lake Chamber of Commerce	518.532.7675
<i>Main St., Schroon Lake</i>	

CHURCHES

Faith Bible: Chestertown.....	518.494.7183
<i>Services: Sunday School 9 AM; Morning Worship 10 AM</i>	
Grace Bible Fellowship: Olmsteadville.....	518.251.3290
Horicon Baptist: Brant Lake.....	518.494.2584
Lighthouse Baptist: Pottersville.....	518.494.2862
Mountainside Bible: Schroon Lake.....	518.532.7128
<i>Service: Sundays 10 AM</i>	
New Hope Community Church.....	518.798.5778
<i>454 Corinth Road, Queensbury (Exit 18) Services: Saturdays 6 PM, Sundays 10 AM</i>	

CONVENIENCE STORES/GAS/FOOD

Stewarts Shops	
<i>Chestertown, Rt. 8</i>	<i>518.494.3208</i>
<i>Schroon Lake, Rt. 9</i>	<i>518.532.9095</i>
Pottersville Market (At the Mobile Station)	518.494.9600
<i>Pottersville, across from Post Office</i>	

DENTISTS

Hudson Headwaters Health Network.....	518.623.2844
Dr. Sandler: Warrensburg.....	518.623.3188
Dr. Cook: Ticonderoga.....	518.585.2864

DRY CLEANING

BI Campus Bookstore

FACTORY OUTLET CENTERS

The Adirondack Outlet Mall.....	518.793.2161
<i>Only enclosed outlet mall in the region; save up to 75% at stores offering brand name clothing; housewares, toys, books, clocks, watches, linens, collectibles, etc. and food court; Rts 9 & 149 (I-87, Exit 20) Lake George</i>	
French Mt. Commons Outlet Center	518.792.5316
<i>Savings of up to 70% at factory outlet stores; deli; Rt. 9 (I-87, Exit 20) Lake George</i>	
Log Jam Factory Stores	518.792.5316
<i>Outlets; Rt. 9 & 149 (I-87, Exit 20) Lake George</i>	

FLORIST

Rebecca's Florist & Country Store 518.623.2232
3984 Main St., Warrensburg

GENERAL STORES

Adirondack General Store..... 518.494.4408
A true Adirondack general store: groceries, supplies, unique gifts, deli-eat in/take out – great breakfast & lunch;
East Shore of Schroon Lake – open year-round, opposite Post Office, Adirondack

GOVERNMENT REPRESENTATIVES

24th Congressional District Offices: Elizabeth Little, Representative, 21 Bay St., Glens Falls

GROCERY STORES

Tops Markets
Chestertown..... 518.494.7111
Schroon Lake..... 518.532.7885
Price Chopper 518.964.6500
16 Lake George Plaza Rd, Warrensburg

HOSPITAL

Glens Falls Hospital 518.792.3151
100 Park St., Glens Falls

LIBRARIES

Chestertown Library 518.494.5384
Limited hours
Crandall Library 518.792.6508
Glens Falls; M-W 9 AM-9 PM; TH-F 9 AM-6 PM; SAT 9 AM-5 PM; SUN 12-5 PM; 251 Glen St., Glens Falls
Schroon Lake Library: limited hours; located in Town Hall

MEDICAL CENTERS

Hudson Headwaters Health Network: primary medical care (walk-ins); office hours vary
Chestertown – Rt. 9 518.494.2761
Schroon Lake – South Ave 518.532.7120
Warrensburg – Main St..... 518.623.2844
Urgent Care Facility

MINIATURE GOLF

Pirate's Cove: 2115 US Rt. 9, Lake George

MUSEUMS

The Adirondack Museum.....	518.352.7311
<i>A regional museum of history and art; the Adirondacks from colonial times to the present; new “A Wild Sort of Beauty” and “One Unbroken Domain”; daily 9:30 AM - 5:30 PM, May-Mid October;</i>	
<i>Rt. 28/30, Blue Mountain. Lake</i>	
Adirondack Park Visitors Interpretive Center	518.582.2000
<i>Rt. 28, Newcomb</i>	
Chapman Historical Museum:.....	518.793.2826
<i>Modern gallery, museum store, lectures, Saturday programs; open 12 PM – 5 PM Tues-Sat;</i>	
<i>348 Glens St, Glens Falls</i>	
Chestertown Local History Museum	518.494.2711
<i>Turn of the century bedroom, country store, post office, tools, clothes, Town Hall, Chestertown</i>	
Fort Ticonderoga	518.585.2821
<i>Restoration of famous colonial fortress; active from 1755-1785; open May-Oct. Rt. 74, Ticonderoga</i>	
Hancock Museum	518.585.7868
<i>Gallery entailing display and sale of works by both novice and established artists from the area. In season: June – October, Mon-Sat 10 AM-4 PM; Off-season: October – May, Wed-Sat 10 AM-4 PM;</i>	
<i>Moses Circle, Ticonderoga</i>	
The Hyde Collection	518.792.1761
<i>A distinguished collection of European old masters & American art; original home of one of Glen Falls founding families; Tues-Sat 10-5; free admission Sun 10-2; 161 Warren St., Glens Falls</i>	
Museum of Local History	518.623.2928
<i>Permanent exhibit of local artifacts, guided tour; June –Sept or by appointment; 47 Main St, Warrensburg</i>	
Old Warren County Courthouse	518.668.5044
<i>Home of the Lake George Historical Association; Adirondack exhibits, jail, films, bookstore, memberships; open year around; Canada St, Lake George</i>	
The Penfield Museum	
<i>Home of the Penfield family (1824-1954); owners of Crown Point iron mines vital in Civil War; Antiques, utensils, equipment from 19th century; 703 Creek Rd., Crown Point</i>	
Saratoga Battlefield National Park	
<i>648 NY-32, Stillwater</i>	
Schroon Lake Museum	
<i>Located on Rt. 9 in Schroon Lake</i>	
Skenesborough Museum.....	518.499.0226
<i>Naval museum, railroad, other exhibits; open daily 10-5 PM & by appointment; Skenesborough Dr., Whitehall</i>	
The Wild Center	
<i>45 Museum Dr., Tupper Lake</i>	

PHARMACY

Walgreens: 6272 State Rt. 9, Chestertown	518.494.3211
<i>M-F 9-7; Sat 9-6</i>	
Schroon Lake Pharmacy	518.532.7575
<i>M-F 9-5:30; Sat 9-1; Main St., Schroon Lake</i>	

RELIGIOUS BOOK & GIFT SHOPS

Word of Life Bible Institute Campus Bookstore
Textbooks, wide range of Christian topics, school supplies, necessity items, clothing, greeting cards, stamps, newspapers, dry cleaning service – 10:00 AM - 4:45 PM weekdays

RESTAURANTS

Adirondack General Store.....	518.494.4408
<i>Deli-eat in/take out: breakfast and lunch; 899 E Shore Dr., Adirondack</i>	
Café Adirondack.....	518.494.5800
<i>Specializing in authentic Coastal Southern Seafood. Reservations required</i>	
Dragon Lee	518.623.3796
<i>Chinese food, Warrensburg</i>	
9 Mile Coffee Shop	518.260.4385
<i>Main St., Schroon Lake</i>	
Main St. Ice Cream Parlor.....	518.434.7940
<i>Main St, Chestertown</i>	
McDonalds	
<i>Warrensburg (I-87 Exit 23) and Ticonderoga; Rt. 74</i>	
Moe's	518.615.0233
<i>756 Upper Glen St., Glens Falls</i>	
Olive Garden.....	518.743.9590
<i>Past Aviation Mall on Quaker Rd and R.t 9, Glens Falls</i>	
Pitkin's Restaurant	518.532.7918
<i>Homemade meals, open 7 days, Main St, Schroon Lake</i>	
Red Lobster	518.761.0021
<i>750 Upper Glen St.,Glens Falls</i>	

PIZZA

DeCesares.....	518.532.9200
<i>Rt. 9 Schroon Lake; open weekends only during winter</i>	
Mini Mart (Valero Gas Station)	
Chestertown.....	518.494.2032
Pottersville (referred to as "Mobile Pizza").....	518.494.9660
Xavante Sports Lounge (BSLC)	Ext. 1510

SHOPPING MALLS

Aviation Mall: located off Exit 19 (off I-87) and to the right; stores include: JC Penney, Dick's Sporting Goods, Target, and many other shops; food court also available; 40 min. drive; 518.793.5516
Wilton Mall: exit 15 on State Rt. 50, less than a quarter mile north from I-87 exit; stores include: American Eagle, Old Navy, Maurices, food court, and much more; 1 hr. drive; 518.581.5999
Walmart (Super): Glens Falls 518.793.0309; Ticonderoga: 518.585.3060

SPORTING GOODS SHOP

Crossroads.....	518.494.3821
<i>40 Dixon Road, Chestertown</i>	
Eastern Mountain Sports	518.580.1505
<i>3066 Route 50, Saratoga Springs</i>	
Mountaineer	518.576.2281
<i>1866 NY-Rt. 73, Keene Valley</i>	

STORAGE FACILITIES

Rt. 9, Schroon Lake.....	518.532.7585
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TRANSPORTATION

Adirondack Trailways and Greyhound	1.800.225.6815
Albany Airport.....	518.242.2200
Brant Lake Taxi.....	518.494.2507
<i>Shuttle services for North Country community; including Albany Airport; www.brantlaketaxiserviceinc.com</i>	



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