

South Florida Bible College
& Theological Seminary

STUDENT HANDBOOK



2024-2025

A Letter from our Vice President for Student Life

MISSION STATEMENT FOR STUDENT LIFE OFFICE

To enhance the quality of the college experience through a vibrant learning environment, supporting the emotional development of the student by challenging students to seek new experiences.

In pursuit of this mission, Student Life is dedicated to a partnership with our students at South Florida Bible College and Theological Seminary.

You have been given an exciting opportunity to study God's Word from men and women who have dedicated their lives to educating servants for God's Kingdom! The Faculty and Staff are here to help develop you into what God has purposed for your life. This is your time to learn and grow, and SFBC&TS will do all we can to help you flourish!

The policies and rules in this handbook are for your benefit. Just as God gives us guidelines for life, the rules and policies of SFBC&TS are in place to help you walk the best path as you pursue His ways for your life. If you choose to follow the paths of righteousness, you will succeed at SFBC&TS and more so in the life that God is preparing for you.

May God bless you and your time at SFBC&TS. Take advantage of this awesome opportunity and take advantage of all we have to offer you!

In Christ,

Phyllis Wright-Portice
Vice President for Student Life



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STUDENT MANUAL

You hold in your hands an invitation to an enriching learning experience. This manual will tell you about how you can expect to grow spiritually and be better equipped to minister the Word of God.

Our goals are not only academic, but also spiritual and practical. The union of these factors creates an exciting environment in which you can anticipate real expansion in your grasp of Scripture, in your relationship with other Christians, in the vigor of your faith, and in your service for Christ.

We welcome you among our students; and we pray that your expectations will be surpassed. May the Lord bring you to a new level of personal fulfillment and fruitful service.

Mission Statement

South Florida Bible College & Theological Seminary is an institution of higher learning where the Bible is central in preparing men and women for ministry to serve Christ and His Church through Biblical thought and Christian life.

Vision Statement

South Florida Bible College & Theological Seminary (SFBC) believes in pursuing the unreachable and chasing an image of a God-breathed community that is working towards the mission of God in their everyday lives. SFBC trusts in God to accomplish the following impossible tasks, more than we can even ask or think (Ephesians 3:20):

- Building up, Striving for, and Maintaining a spiritual vibrant community.
- Serving as a resource for the local community and impacting all nations with the Gospel of our Lord Jesus Christ.
- Pursuing a diverse student and faculty demographic that includes people from various nationalities, denominations, and cultures (Revelation 7).
- Pursuing a biblical foundation in every aspect of instruction, producing academically competent scholarship for the global church.

Institutional Goals & Objectives

To accomplish its mission, South Florida Bible College & Theological Seminary embraces eight goal-oriented objectives.

1. The College and Seminary strives to educate Christian men and women to be transformational leaders in life and ministry, impacting culture and fulfilling the great commission.
2. The College and Seminary commits to provide adequate financial, physical, human, and technological resources for student and faculty development and spiritual growth relative to its mission.
3. The College and Seminary embodies and facilitates diversity through culturally rich learning opportunities, which prepare students to impact local and global communities to further the Kingdom of Christ.
4. The College and Seminary equips men and women to study, research, and analyze various theological and philosophical perspectives from a Biblical worldview across undergraduate and graduate programs.



5. The College and Seminary fosters student learning through a strictly aligned curriculum and consistent academic rigor across all programs.
6. The College and Seminary is committed to serving students intellectually, socially, physically, emotionally, and spiritually through: A curriculum based on the Holy Bible, information literacy, spiritual formation programs, wellness programs, and other support services.
7. The College and Seminary offers placement and academic support services for domestic and international students to achieve timely graduation and to succeed in higher education, careers, and ministry.
8. The College and Seminary actively supports its mission through systematic research, planning, and evaluation processes, cultivating a culture of continuous improvement across the Institution.

Core Values

1. Transformation
 - a. Our hope for students is that, through their time at SFBC & TS, their lives will become transformed in Christ, that they will have their minds further constructed with His truth and their characters formed according to His virtues, and that their hearts will courageously carry His mission. It is our hope that our students are not just educated, but that they are being conformed to the image of Christ, both to His life and His suffering through the Holy Spirit (Phil 3:10).
2. Compassion
 - a. As a community, we seek to know the compassion and care of our God, our Creator, the Triune God. We aim to value what God values. God's kingdom touches the whole person, and care for social justice issues is a natural outflow of knowing God. We embrace local and global opportunities to express tangible care for the marginalized, poor, and vulnerable from a biblical perspective. We also desire to learn to take our responsibilities in creation care seriously by encouraging and upholding a lifestyle that is non-consumer oriented, but sustainable, as we care for His creation.
3. Respect
 - a. We believe that all people are created in the image of God and therefore have inherent worth and dignity. We seek to cultivate a safe environment for all students to engage in courteous and respectful conversation as they pursue truth and Scriptural formation. Such an environment will abide by our anti-bullying policies and promote a mutual value for seeking truth rather than being right.
4. Multi-denominationalism (Inter-denominationalism) [from research they mean essentially the same thing.
 - a. As a community, we seek to understand and embrace what being part of the 'new humanity in Christ' (Gal 3:28) looks like, including how we treat male/female, ethnic, racial, denominational, and theological differences. While we recognize the importance of holding and defending evangelical convictions with reason and grace, we are aware of the various Christian traditions – Orthodox, Roman Catholic, and Protestant – and their profound contributions. We endeavor to be part of the solution and to model love for Jesus' Church.
5. Diversity
 - a. SFBC & TS values the energy and insights from our diverse faculty, staff, and student body. Our classrooms consist of students from diverse ethnicities, vocational goals, denominational traditions, backgrounds, and experiences. This provides us with endless opportunities to learn from each other, learn about ourselves, and foster real kingdom



practices. Such diversity teaches us to celebrate our unity in Christ and to find a loyalty to Christ that transcends our human affiliations and communities.

6. Excellence
 - a. As an institution of higher learning, we believe that a rigorous academic standard and engagement in scholarship are expressions of good stewardship to God and are vital to the wellbeing of the church and mission of God. We expect that our students will engage their faith in clear, compelling, critical and intellectually rigorous ways.
7. Missio Dei
 - a. We believe God is already at work, renewing humanity and creation, and it is our desire to join in His mission. We expect our students to incarnationally mediate God's mission as they encounter and influence culture locally and globally with the holistic gospel. It is also our belief that our identity is shaped by our participation and understanding that central to God's mission is His glory, and not us.

Doctrinal Statements

SFBC&TS believes it is essential to have doctrinal statements of faith that set forth the general principles of this institution and its theological understandings of Scripture. Applicants, students, and graduates are not required to sign or affirm SFBC&TS' statements of faith, but they are expected to be in essential agreement with them. SFBC&TS is interdenominational in character and maintains a conservative, evangelical position. SFBC&TS recognizes the following doctrinal statements of faith.

1. We believe the Bible reveals the mind of Christ and is the inspired, infallible, inerrant, and authoritative Word of God.
2. We believe in the Triune God who is one in substance and three in person- the Father, Son, and Holy Spirit.
3. We believe in the reality of Satan and his present control over unregenerate man.
4. We believe in the deity of our Lord Jesus Christ, His sinless life, His miracles, His vicarious and atoning death through His blood, His bodily resurrection, His ascension to the right hand of the Father, and His prophesied return enacted by the power and glory of the King of Kings and Lord of Lords.
5. We believe in the fall of man and his lost estate, which makes necessary a rebirth through confession of sin and faith in the Lord Jesus Christ.
6. We believe in the reconciliation of man to God by the substitutionary death and bloodshed of our Lord Jesus Christ.
7. We believe in the resurrection of believers unto everlasting life and the resurrection of unbelievers unto everlasting punishment.
8. We believe in the ever-present ministry of the Holy Spirit.
9. We believe in the Ex Nihilo creation of the universe.
10. We believe God has conferred equal value on men and women. We therefore seek to equip men and women for their ministry in Jesus' Great Commission in our rapidly changing and challenging mission field.

Recognitions/Accreditations

ABHE South Florida Bible College & Theological Seminary is accredited by the Commission on Accreditation of the [Association for Biblical Higher Education \(ABHE\)](http://www.abhe.org), 5850 T G Lee Boulevard Suite 130, Orlando, Florida 32822 Ph. (407) 207-0808 (for both the undergraduate and graduate programs). Accredited status

provides membership in the Association, and is granted to those institutions that meet the ABHE COA Conditions of Eligibility.

The Association for Biblical Higher Education is a North American agency that comprises approximately 200 postsecondary institutions throughout North America specializing in biblical ministry formation and professional leadership education. It is an officially recognized “national accrediting association” by the [U.S. Department of Education](#). ABHE is an officially recognized “faith-based” accrediting agency by the [Council for Higher Education Accreditation](#), and is a part of a global network that relates to regional or continental higher educational agencies through the [International Council for Evangelical Theological Education](#).

- AFCS** South Florida Bible College & Theological Seminary (SFBC&TS) is a member in good standing with the American Federation of Colleges and Seminaries.
- VETERANS** Various programs at SFBC&TS have been approved by The Bureau of State Approving for Veterans Training for benefits.
- APA** SFBC&TS is approved by the American Psychological Association to offer CE credit for psychologists. SFBC&TS maintains responsibility for the program.
- STATE OF FLORIDA** SFBC&TS is licensed by the Commission for Independent Education, Florida Department of Education.
Additional information regarding this institution may be obtained by contacting the Commission at 325 W. Gaines St., Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.
- South Florida Bible College & Theological Seminary is listed as a Certified Vocational Rehabilitation Vendor (that is, approved to provide educational and training services) under the authority of the [Florida Department of Education](#). The Florida Department of Education's Division of Vocational Rehabilitation is a federal and state program that assists individuals with disabilities who require vocational rehabilitation services to prepare for, secure, regain or retain employment. The Division of Vocational Rehabilitation is committed to working with certified vendors (such as South Florida Bible College & Theological Seminary) to provide quality vocational rehabilitation services to Floridians with disabilities. Call 1-800-451-4327 to reach the Division of Vocational Rehabilitation.
- I-20** Foreign students with visas are permitted to enroll, providing all INS requirements have been met.
- ACSI** SFBC&TS is on the list of Recognized College programs with the Association of Christian Schools International (ACSI).
- MINISTRY VENTURES** SFBC&TS is on the list of Recognized College programs with the Ministry Ventures Program, which empowers ministry leaders to create thriving organizations.

Our History

South Florida Bible College & Theological Seminary (SFBC&TS) was established in 1985, by its founder, Dr. Joseph Guadagnino. Dr. Guadagnino wanted to provide a non-denominational institution of higher learning where men and women could fulfill the call of God upon their lives. SFBC&TS began as a Bible Institute in 1985, evolving into a Bible College and Seminary in 1988. The first graduating class was in June 1990, with eighty (80) graduates.

Dr. Guadagnino, having been in the ministry for over twenty-five years, brought great insight and knowledge in how to run a successful ministry. South Florida Bible College & Theological Seminary was in its original location for over 25 years. The facility was originally a movie theatre, called the "Ultra-Vision Theatres," which was the ultimate vision for the ministry of South Florida Bible College & Theological Seminary. In 2011, the Institution moved to a modern facility providing a more traditional college experience for the students.

According to Florida Smart, the State of Florida has:

- Ten State Universities
- Twenty-eight Community Colleges
- Sixty-eight private Colleges & Universities
- Only fifteen of the sixty-eight private Colleges and Universities are Bible Colleges
- Only two of the fifteen Bible Colleges are in Broward County
- Only one of the Bible colleges in Broward County, South Florida Bible College & Theological Seminary, offers all of the following:
 - Non-denominational focus
 - Undergraduate programs in Theology
 - Graduate programs in Theology
 - Programs in Theology for international students
 - Programs in Theology taught in Portuguese
 - Programs in Theology on campus or by Distance Learning
 - A growing international presence

The only other Bible seminary in Broward County offers graduate-level only courses, and offers them from a reformed, Presbyterian point of view, not a non-denominational view. In the surrounding counties, there are approximately five other Bible colleges, and three of them are Catholic. Of the other two, one school only offers courses on the Internet, and thus cannot accept international students. The other offers a few undergraduate Bible classes, but no theological degrees. From this it can be seen that SFBC&TS has a unique role to play, not only in Broward County, but in all of South Florida, and the United States. It is the only non-denominational Bible college and seminary that can offer both undergraduate and graduate degrees to international students.

In 2016, the Board of Directors appointed the second President of the Institution, Dr. Mary Drabik. Dr. Drabik having been with the institution since 1989, brought with her the experience of running all aspects of an Institution of Higher Learning. In 2017, the college moved to a 50,000 square foot building to provide for the college's continual growth and blooming student body. Through many miraculous interventions from God, South Florida Bible College & Theological Seminary began. SFBC&TS continues to experience miracles and tremendous growth. Please feel free to contact us should you have questions or if you would like to receive information about SFBC&TS.

"Come join us in making history!"™

Our Campus

The Campus for South Florida Bible College & Theological Seminary is located along 10th Street in Deerfield Beach, Florida. The campus is less than one mile from the beautiful beach and is within thirty minutes of three major airports. The campus has 50,000 sq. ft. including classrooms, bookstore, the newly renovated student center, a chapel for students, and the Steven R. Sylvester Library: The library houses the college's collection of books, journals, periodicals, as well as other learning and computer resources for student use. SFBC&TS also has private study cubicles with computers and wireless Internet access available for students.



Student Life Requirements **(EAP, College Academy, Undergraduate, Graduate & Post-Graduate Students)**

General Student Life Policies

SFBC&TS does not discriminate on the basis of race, color, age, gender, national or ethnic origin, or physical handicap.

Student Life

An entire area of our administration exists to enhance student life on campus. The Office of Student Life oversees the day-to-day activities associated with Student life at SFBC&TS. Student Services would like to help students with the following:

1. Develop practical career training and opportunities,
2. Provide opportunities for Christian Service,
3. Provide Academic Support,
4. Develop Student Activities on and off Campus,
5. Increase Student Awareness and Capacity of Student Council.

Personnel in the Office of Student Life goal is to assist with the transition to college life by helping students gain the most from their college experience. While placement assistance is offered at SFBC&TS, employment cannot be guaranteed upon completion of programs. Detailed information is available about the various programs from the Student Life Office or by consulting the SFBC&TS Student Manual. A brief summary of some of the activities, services, and requirements students may expect are described below.

Spiritual Life

Christian Ethics

SFBC&TS believes every aspect of a Christian's lifestyle must reflect an awareness of God's Kingdom. It is the essential duty of every Christian to care for those around us and live lives that exemplify the love and care Christ modeled during His time on earth. This love and care for each other is expected of students on campus as we engage in discussion in the classroom and at school-sponsored events.

Church Membership

Active involvement in a local church is an essential part of the Christian's life and growth process. It is also a key element in preparation for effective ministry. SFBC&TS requires and expects all students to be a member of, and actively participate in, their local churches.

SFBC&TS believes every aspect of an individual's lifestyle should reflect an awareness of the Kingdom of God. It is the special responsibility of those who would serve the Body of Christ in leadership roles to live an exemplary life in order to encourage excellence in others. A truly Christian school environment cannot neglect this dimension of training.

1. Recognition of the authority of the Word of God, specifically with regard to moral standards.
2. Strong personal desire to develop Christian character: "the fruit of the Spirit: love, joy,

peace, long suffering, gentleness, goodness, faith, meekness, temperance.”

3. Desire to serve the Lord as expressed in service to one’s fellow man.

Christian Service

Students are required to perform Christian service under the supervision of a pastor or other qualified supervisors. This service is usually performed on a weekly or quarterly basis. Christian service is a vital part of training and character building. Depending on the service provided, up to four credit hours may be awarded. Total hours required for the Bachelor of Arts program will be one hundred sixty (160) hours; The Associate of Arts program eighty (80) hours; and for all graduate programs the requirement is eighty (80) hours. Any questions about Christian service should be directed to the Office of Student Life. Forms can be found online: <http://forms.sfbc.edu>

Convocation

Convocation is held at the beginning of the Fall and Spring Terms. This event celebrates the opening of the school year and features special speakers, the induction of new students and employees and a time of worship.

Code of Conduct

South Florida Bible College is a community of students, faculty, staff, and administration who are joined together for the purposes of academic enrichment, personal development, spiritual growth, and preparation for Christian ministry. Relationships and responsibilities in this community are built upon: (1) the teachings and principles of the inerrant and authoritative Word of God (2 Tim. 3:16,17), (2) the personal accountability of each member to a loving and sovereign God (1 Peter 1:17), and (3) the inner resources and attributes of the Holy Spirit to guide and minister to each other in all relationships (John 16:13,14).

Members of the South Florida Bible College and Theological Seminary community should seek first and foremost to achieve the goal of 1 Corinthians 10:31, “Whether you eat or drink or whatever you do, do all to the glory of God.” All activities and relationships should seek to accomplish this ultimate objective.

1. **INTERPERSONAL RELATIONSHIPS** - Students are to be guided by the following scriptural admonitions:
 - a. **LOVE** - “This is the message which you have heard from the beginning, that we should love one another.” (1 John 3:11)
 - b. **EDIFICATION** - “We who are strong ought to bear with the failings of the weak and not to please ourselves. Each of us should please his neighbor for his good, to build him up.” (Romans 15:1,2)
 - c. **BEARING THE TRUTH IN LOVE** - “Instead speaking the truth in love, we will all things grow up into him, who is the Head, that is, Christ.” (Ephesians 4:15)
 - d. **RESPONSIBILITY TO OTHER BELIEVERS** - “Be careful, however, that the exercise of your freedom does not become a stumbling block to the weak.” (1 Corinthians 8:9)
 - e. **RESTORATION AND RESTITUTION** - “Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted.” (Galatians 6:1)

The following standards and expectations apply to all students while attending South Florida Bible College:

1. The Lord's Day is set apart primarily for worship, fellowship, ministry and rest of God's people. College programs and athletic events are not sanctioned or encouraged.
2. Scripture specifically prohibits stealing, sexual immorality, lying, cheating, gossiping, evil speaking against one another, profane language, occult practices, and attitudes such as pride, lust, bitterness, jealousy, and an unforgiving spirit. These prohibitions are clearly understood to be biblical commands that are binding upon every believer.
3. Since there is great danger to one's physical and psychological well-being with the use of certain elements, students are to refrain from the use of hallucinogenic drugs and substances (including marijuana), or narcotics not authorized by a physician. Under no circumstances are the above to be used, possessed, or distributed on or away from campus. The use of tobacco in any of its forms on or off campus. It is expected that alcoholic beverages are not on SFBC campus. Attendance at nightclubs, bars, and similar places should be avoided.
4. Gambling is viewed as an unwise use of God-given resources. Therefore, it is not acceptable in any form on campus. Students should not attend places where gambling is the source of business or entertainment.
5. Pornographic materials are destructive and immoral and are not to be used, possessed, or distributed on or away from campus.
6. The College expects its members to be sensitive regarding the Christian testimony of their personal lives in representing the Church of Jesus Christ and South Florida Bible College. Students are to be highly selective in choices of entertainment and recreation. In addition, personal responsibilities in the areas of academics, employment, and finances should also influence decisions concerning entertainment.
7. Any kind of demeaning gesture or threats of violence or physical attack directed toward another person will not be tolerated. Vandalism, and stealing of property, services, or goods are also unacceptable. Any conduct that could lead to physical injury or property damage.
8. Because of the biblical teaching concerning the dignity and worth of every person, discrimination against others on the basis of race, color, national or ethnical origin, sex or sexual orientation, age, or handicap is not acceptable.
9. Plagiarism and academic dishonesty. Students should neither participate in cheating nor encourage cheating by allowing it to go unreported. (See academic policy statements that deal with consequences of plagiarism and academic dishonesty.)
10. Students are also to acknowledge the following:
 - I. As members of a Christian community, we are admonished to avoid certain practices, including, but not limited to, fornication, sexual promiscuity, adultery, pornography, any form of sexual misconduct (including behaviors such as voyeurism, indecent exposure, etc.).
 - II. Students who are convicted of a felony while enrolled at SFBC&TS will be subject to immediate disciplinary suspension.

Dress Code

South Florida Bible College & Theological Seminary seeks to provide an atmosphere conducive to reverent worship, serious study, and the development of each student's special calling in Christ. As is the case, our approach to standards for dress and appearance seeks to honor biblical principles of modesty and to provide general guidelines appropriate for a Christ-Centered educational institution. The specific guidelines included below are shaped by biblical principles, and cultural expectations in terms of propriety and are meant to help students in relation to glorify God.

- Clothing should not be excessively short or revealing (For example, skirts/dresses should be to the top of the knee: midriffs or bra straps should not show, and shirts should not be

- lowcut and should have at least a modest strap.)
- Students wearing spandex for exercise should have loose-fitting shorts/shirts over top.
- Clothing should not have slogans that are inconsistent with institutional values.
- Muscle shirts are not permitted.
- Hair must be neatly groomed.

Anti-Hazing Policy

According to the Student Handbook Disruptive Conduct, Hazing which actions are prohibited by Florida Statutes. "Hazing" means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution.

Such term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical health or safety of the student, and also includes any activity which would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the student.

Penalties for hazing may include the imposition of fines; the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines; and the imposition of probation, suspension, dismissal, and any other sanctions deemed appropriate.

Prohibited Activities

The following is a list of example activities classified as hazing and should not be allowed. Actions and activities that are explicitly prohibited include, but are not limited to:

1. Calisthenics such as sit-ups or push-ups.
2. Total or partial nudity at any time.
3. Wearing or carrying items for no purpose, such as coconuts, helmets, burlap bags, bricks, paddles, rocks, etc.
4. Dropping food (eggs, grapes, liver, etc.) in the mouths of pledges.
5. Requiring pledges to wear unusual, embarrassing or uncomfortable clothing.
6. Paddle swats.
7. Throwing whipping cream, water, paint, etc., on a pledge.
8. Pushing, shoving, or tackling.
9. Rat court, kangaroo court, or any individual interrogations.
10. Lengthy work sessions.
11. Required eating of offensive foods such as raw onions, spoiled foods, pet foods, etc.
12. War games.
13. Assigning vandalism "pranks" such as stealing, painting objects, panty raids, harassing another organization.
14. Physical mutilation of the body via "branding" or tattooing.

Discipline

Rarely is it necessary for disciplinary actions to be imposed at SFBC&TS. When these occasions arise, SFBC&TS follows the restoration and reconciliation process described in Matthew 18:15. Students who fail to observe college regulations will be subject to one or all of the following

disciplinary procedures:

1. Consultation with the VP of Student Life.
2. A required appearance before the student life committee composed of the VP of Student Life, one counseling faculty member, one additional faculty member, one staff member, and a student approved, and appointed, by the student development office.
3. Probationary Periods of varying lengths.
4. Dismissal from college.

Reinstatement Policy

A student who has been officially dismissed from South Florida Bible College for any reason will have two (2) weeks to apply for reinstatement. The student's entire school record will be reviewed, and a personal interview with the Academic Dean will be required for reinstatement.

Social Life

SFBC&TS students have the opportunity to enjoy a wide variety of recreational, entertainment, and sightseeing activities. South Florida abounds with famous tourist attractions and natural beauty that make this area the number one vacation destination.

The area also offers many other cultural opportunities including art galleries, parks, museums, and professional sporting events. Swimming, deep-sea fishing, snorkeling, diving, and boating are great leisure activities available to those who live in the area surrounding SFBC&TS.

Students at SFBC&TS develop strong relationships with college staff and faculty. Employees of the college make themselves available in a wide array of Student Life activities.

Student Council

The SFBC&TS Student Council enjoys a reputation as a concerned and effective group of student leaders committed to enhancing the quality of campus life. Council members formulate proposals to change policies governing student life, gain valuable experience working with a constitutional organization, and sponsor significant services and programs each year.

Organizations/Clubs

Students are encouraged to form special clubs around particular programs. Normally, these organizations are requested by students and function with the advisement of a faculty or staff sponsor.

Grievance Procedure

SFBC&TS' business and student operations are designed to be administered in an atmosphere of collegiate congeniality. Civility, respect, the Golden Rule, and Christian attitudes and actions are *expected* of all faculty, staff, and students. Whenever a situation occurs that results in a student or faculty member feeling that he/she has been slighted, harassed, or abused—intentionally or unintentionally—the student or faculty member has a right to formally submit a grievance to the College or Seminary. SFBC&TS will not tolerate such behavior and will always act to rectify the situation. In order for SFBC&TS to officially respond, the student or faculty member must submit a "Grievance Form." The following policy/procedure concerns only Student Grievances while the detailed policy and procedures for grievances concerning Faculty can be found in the Faculty Handbook.

The “Student Grievance Form” may be obtained from the VP of Student Life, the Registrar, or any staff member in the student life office.

The Student Grievance Procedures shall apply to student grievances relating to the following:

Student Programs, Facilities, and Services: Allegations of violations of SFBC&TS policies and procedures with respect to programs, services, activities or facilities.

Student Relations: Allegations of unfair treatment from faculty, administration, staff or fellow students.

INFORMAL

- **1a.** The student is to first discuss the problem informally with the fellow student, faculty member, VP of Student Life’s (VPSL) designee or staff member involved and where appropriate, with supervisors or administrators at sequentially higher levels.
- **1b.** A student may not proceed to formal review unless the informal review with those persons cited above has been exhausted.

FORMAL

- **1a.** If for any reason the grievance is not resolved informally to the satisfaction of the student within a reasonable period (minimum 3 work days; maximum 10 work days) the student should contact the VPSL.
- **1b.** The student shall prepare and submit a formal written complaint on a form provided by the VPSL which shall serve as the basis for all further considerations.
- **1c.** VPSL shall investigate all of the facts upon which the complaint is based. As soon as practicable, the VPSL shall notify the grievant of the results of the investigation.
- **1d.** If for any reason the student is not satisfied with the results of the investigation conducted by the VPSL, he/she may ask the VPSL to submit the matter to the Vice President of Academic Affairs (VPAA)
- **1e.** As soon as practicable, the VPSL shall:
 - (i) prepare a statement summarizing the actions taken
 - (ii) append such statement to the student's complaint form
 - (iii) forward the complaint form to the appropriate Appeal Officer (VPAA)
- **1f.** Upon receipt of the formal complaint, the VPAA shall review the grievance and the appeal. Within 10 work days following receipt of the complaint, the VPAA shall render a decision and convey such decision to the student in writing.
- **1g.** If the student is not satisfied by the decision obtained by the VPAA, he/she may ask the VPAA to appeal to the President of SFBC&TS or their designee on his/her behalf.
- **1h.** As soon as practicable, the VPAA shall apprise the President or their designee of the details of the grievance and serve the President or their designee with a copy of the written complaint.
- **1i.** As soon as practicable after receipt of the written complaint, the President or their designee shall render a final decision which shall be conveyed in writing to the student.

Grievance Procedure Timeline

The following table outlines the order of and timelines for the steps of the grievance procedure. It is in everyone’s best interest to reach resolution in a timely manner; therefore, every effort will be made to stay within the timelines listed below. Given the need to gather facts, and to review the claim, time frames may shift to accommodate schedules as needed; furthermore, the fact that a specified action is delayed does not dictate a breach of process or policy on SFBC’s part.

Files Complaint With	Grievance Claim - Time Frame	Response Given - Time Frame
VP of Student Life (verbally)	3 work days	Until determination that resolution cannot be reached verbally
VP of Student Life (Grievance form filed)	3 work days	10 work days
President (in writing)	3 work days	10 work days
Board of Directors (in writing)	3 work days	As outlined within policy

General

1. **Students:** Complete the entire “Grievance Form” and give it to the VP of Student Life. The student may be asked to meet with the VPSL in order to discuss the problem and the circumstances involving the incident(s).
2. **VP of Student Life:** VPSL will undertake the first level of response. VPSL will meet and speak with the offender and inform him/her that his/her actions may be in violation of SFBC&TS’ policies. The offender will be instructed to cease any offending actions and warned not to repeat the behavior.
 - a. **Note:** If the offender is an SFBC&TS student, the student’s file will be noted to reflect that he/she received an official warning regarding inappropriate behavior. If the offense continues or either party does not agree with the determination of the VPSL, the situation will be escalated to the President. In this situation, the President will counsel the student offender and provide them with a warning which will be placed in their permanent record. The President will determine the punitive measures the student will receive, which may include suspension and/or expulsion. In the event a student is expelled, no monetary refunds will be made under any circumstances.
 - b. **Note:** If the offender is a member of SFBC&TS’ administration, faculty, or staff, the problem should be documented and given in written form for evaluation. If the situation cannot be resolved by the President should be involved with the process.
3. **Appeal Clause:** : Any student or faculty member deemed culpable of inappropriate actions may make a formal appeal to the President of SFBC&TS. The President, after reviewing all documents and interview records, may elect to review the determination and speak with the appellant. If the President feels the process has been adjudicated appropriately, the President will uphold the decision. If the President determines the action or process biased, they reserve the right to overturn the decision without further consultation.
4. SFBC&TS will retain all documentation on-file in accordance with all applicable rules and regulations.

In the case of unresolved conflict, contact the Commission for Independent Education at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll free telephone number (888) 224-6684, or the Association for Biblical Higher Education at 5850 T.G. Lee Blvd. Ste 130, Orlando, FL 32822, telephone number 407-207-0808.

Out-of-State Distance Education students, who have completed the internal institutional grievance process and the applicable state grievance process, may appeal non-Instructional complaints to the FL-SARA PRDEC Council. For additional information on the complaint process, please visit the [FL-SARA Complaint Process](#) page.

Miscellaneous General Provisions

Time Limits: All time limits contained in the foregoing procedure may be extended in writing by the VPSL, the Appeal Officer (CEO) or the Board of Directors.

Confidentiality of Proceedings: SFBC&TS shall take all reasonable steps to ensure the confidentiality of all proceedings, and the records produced therefrom. However, should any matter developed during the proceedings become public knowledge, SFBC&TS reserves the right to issue appropriate statements.

Students with Disabilities (SWD) Policies

South Florida Bible College and Theological Seminary is committed to equal opportunity for all students and employees. It is the goal of this institution to ensure that all students and employees with disabilities have access to educational opportunities, so that they can participate, both freely and actively, in all facets of College and Seminary life. In compliance with the Federal Rehabilitation Act of 1973, as amended (Public Law 93-112) and the Americans with Disabilities Act of 1990 (Public Law 101-336), SFBC&TS prohibits the unlawful discrimination of students and employees because of their disabilities. SFBC&TS will provide reasonable and appropriate accommodations to enable disabled students and employees of the institution to participate in the campus life. It is the goal of SFBC&TS to provide individuals with disabilities protection and equal opportunity at all times. All students and employees with disabilities are encouraged to provide input about SFBC&TS accommodations for disabled persons in order to ensure continued SWD success at this institution.

SWD Classifications

SFBC&TS considers Student with Disabilities (SWD) to be defined as a person who exhibits one of the following characteristics:

1. Physical ailment: (e.g., difficulties walking and hearing)
2. Psychological ailment: (e.g., disorders)
3. Learning disabilities: (e.g. motor skills and communication)

SFBC&TS is committed to providing reasonable accommodations upon request to qualified individuals with disabilities. A reasonable accommodation includes modifications to an environment, policy or procedure that enables qualified individuals with disabilities to participate in programs, activities, and benefits offered by SFBC&TS, and necessary academic support when required. These accommodations should not cause undue hardship to the institution or its faculty. At this time, SFBC&TS does not provide specialized tutors or individual assistants for students with disabilities.

A qualified individual with a disability is someone who, with or without accommodations, meets the essential program requirements for participating in programs, services, and activities set forth by this institution. Essential Program Requirements refer to the legitimate academic and/or professional standards or skills needed to safely participate in activities.

Student Responsibilities

Students who wish to be provided SWD services must provide documentation of conditions that warrant academic accommodations. Students are responsible for submitting all necessary documentation from their appropriate diagnosing professionals to the VPSL prior to their entrance to a given semester or year. Students must make sure that all documentation for their disabilities have been signed and dated by the appropriate diagnosing professional and they have completed the appropriate form(s). If a student is diagnosed mid-semester with another ailment, it is their responsibility to submit the appropriate paperwork to the VPSL for consideration in the following semester.

Here is a list of the appropriate tests:

1. Aptitude Test: (e.g., Woodcock-Johnson Psycho-Educational Battery)
2. Achievement Test: (e.g., Woodcock-Johnson Psycho-Educational Battery)
3. Informational Processing Test: (e.g., Woodcock-Johnson Psycho-Educational Battery)

If students do not have these tests, they may submit additional testing with the approval of the Registrar's Office for consideration. The student must then allow of the processing and review of the documentation submitted. If approved, the SWD will be assigned an Academic Counselor who they will report to on a regular basis.

Note: To be guaranteed appropriate academic adjustments, SWD must be registered. The students must register before the start of the academic semester/year in order to obtain the needed services and academic adjustments for that term. This will ensure that there is adequate time for proper evaluation and student management. Once all documentation submitted, students will be provided with "Letters of Accommodation" to be given to student at the being of each term. Students with disabilities are obligated to use these accommodations responsibly.

Faculty Responsibilities

When a faculty member is provided with a "Letter of Accommodation", they are responsible for providing the listed accommodations to the student. However, faculty is not required to compromise the academic quality of the course by passing students who fail to demonstrate the necessary knowledge and competency to complete the coursework. After providing the accommodations, faculty should grade SWD as any other student; that is, faculty should not be unduly lenient to SWD. Faculty should discuss SWD information only on a "need to know" basis. Permission to disclose information must be approved by the student in question and be discussed with the VPSL for final approval.

If at any time a faculty member receives a "Letter of Accommodation" and (1) does not have the ability to provide the accommodations to the SWD or (2) does not agree with the recommendations given to the SWD, they must submit in writing to the VPSL their concerns/opinions about this particular case. The VPSL, in consultation with the involved faculty member and any other persons deemed necessary in the review process, will make the ultimate determination about the accommodations for the student in question.

Section Three – Academic Requirements

Academic Integrity Policies

Academic Integrity (EAP Program)

SFBC&TS endeavors to create an environment of scholarly inquiry built upon Christian, and ministerial integrity. SFBC&TS’ perspective on academic integrity is firmly grounded in the institution’s mission: “...the Bible is central in preparing men and women for ministry to serve Christ and His Church through Biblical thought and Christian life.”

Consequently, the administration and faculty of SFBC&TS take academic integrity seriously. Students in violation of SFBC&TS’ Academic Integrity Policy are engaged in a wide range of activities including, but not limited to plagiarism, dishonest testing, using proxies for tests, purchasing papers, etc.

Categories of Academic Dishonesty with Definitions

Academic dishonesty is the failure to maintain academic integrity. SFBC&TS expects all members of the institution—students, faculty, and staff—to share the responsibility and authority to report known acts of academic dishonesty. Academic dishonesty includes, but is not limited to:

Plagiarism - the intentional or unintentional presentation of another’s words or ideas as one's own.

Plagiarism includes but is not limited to: copying verbatim all or part of another's written work without citing the source; using phrases, charts, figures, illustrations, mathematical or scientific solutions without citing the source; the use of artificial intelligence software to generate wording for assignments; paraphrasing ideas, conclusions, or research without citing the source in the text and in reference lists. Plagiarism is considered fraud and has potentially harsh consequences.

Students are expected to submit original ideas on all written assignments. Students are allowed to use printed dictionaries for classwork/homework or if otherwise instructed by the teacher. During the tests, students are not allowed to look up words in any dictionary.

Categories of Plagiarism:

Accidental or Unintentional

A student may not know that he or she is plagiarizing. However, it is the student’s responsibility to ensure that he or she understands the difference between quoting and paraphrasing, as well as the proper way to cite and delineate quoted material.

Prevention:

Students can avoid unintentional plagiarism by carefully following accepted scholarly practices.

Notes taken for papers and research projects should accurately record the sources of the material.

The notes should indicate whether the source is quoted, paraphrased, or summarized.

Students must both delineate (i.e., separate and identify) the copied text from their writing and give credit to (i.e., cite) the source of the copied text in accordance with accepted citation practices.

Blatant

Here, students are well aware that they are plagiarizing. This act includes but is not limited to: turning in borrowed or purchased research papers as one's own.

Self

Turning in the same term paper (or substantially the same paper) for two courses without getting permission from one's instructor is plagiarism. Unless authorized by their instructors, students are expected to do their own original work on each assignment in each class. A student who recycles his or her coursework from one class to another may face an allegation of academic dishonesty. Students who repeated a level should not submit their assignments from the previous levels. Students who are retaking the same level should prepare new assignments for the present one.

Cheating

The use or attempt to use unauthorized materials, information, or study aids in any academic exercise (e.g., books, Google, websites). This category also includes obtaining or giving aid on an examination, presenting another's work as one's own or doing work for another student, having unauthorized prior knowledge of an examination, and using a proxy during an examination. Writing an assignment in a student's native language and translating it electronically is also considered academic dishonesty.

Plagiarism Procedure

This procedure will explicate South Florida Bible College's Plagiarism policy. The procedure will take the form of a three-step process, with attending consequences.

Plagiarism process:

1. The first case of plagiarism – The teacher will require the student to rewrite the plagiarized assignment with a letter grade reduction. Also, the teacher will fill out the Student Incident Form, notifying the VP for Student Life (VPSL). In addition, the VPSL will fill out the plagiarism form (appendix 4) and will add a plagiarism tag (the tag will be labeled: plagiarism 1) added to the student's profile on Populi. If a student plagiarizes during a test, the student will be given a zero for the plagiarized portion of the test and would not be allowed to rewrite it.
2. The second case of plagiarism – The teacher will grade the student an "F" in the plagiarized assignment and contact the VPSL by e-mail, who will add a plagiarism tag (the tag will be labeled: plagiarism 2). In addition, the VPSL will place the student on academic probation (disciplinary).
3. The third case of plagiarism – The VPSL will contact the student, who will be required to meet with a panel consisting of the Academic Dean, Dean of Faculty/EAP Director and VPSL to determine eligibility to stay in the college and add a plagiarism tag (the tag will be labeled: plagiarism 3). Possible sanctions will include suspension, expulsion, or community service based on the findings of the committee.

Academic Integrity (College & Seminary)

SFBC&TS endeavors to create an environment of scholarly inquiry built upon Christian, and ministerial integrity. SFBC&TS' perspective on academic integrity is firmly grounded in the institution's mission: "...the Bible is central in preparing men and women for ministry to serve Christ and His Church through Biblical thought and Christian life."

Consequently, the administration and faculty of SFBC&TS take academic integrity seriously. Students in violation of SFBC&TS' Academic Integrity Policy are engaged in a wide range of activities including, but not limited to plagiarism, dishonest testing, using proxies for test, purchasing papers, etc.

Categories of Academic Dishonesty with Definitions

Academic dishonesty is the failure to maintain academic integrity. SFBC&TS expects all members of the institution—students, faculty, and staff—to share the responsibility and authority to report known acts of academic dishonesty. Academic dishonesty includes, but is not limited to:

A. **Plagiarism** - the intentional or unintentional presentation of another's words or ideas as one's own. Plagiarism includes but is not limited to: copying verbatim all or part of another's written work without citing the source; using phrases, charts, figures, illustrations, mathematical or scientific solutions without citing the source; the use of artificial intelligence software to generate wording for assignments; paraphrasing ideas, conclusions, or research without citing the source in the text and in reference lists. Plagiarism is considered fraud and has potentially harsh consequences.

a. **a. Categories of Plagiarism:**

Accidental or Unintentional

A student may not know that he or she is plagiarizing. However, it is the student's responsibility to ensure that he or she understands the difference between quoting and paraphrasing, as well as the proper way to cite and delineate quoted material.

a. Prevention: Students can avoid unintentional plagiarism by carefully following accepted scholarly practices. Notes taken for papers and research projects should accurately record the sources of the material. The notes should indicate whether the source is quoted, paraphrased, or summarized. Students must both delineate (i.e., separate and identify) the copied text from their writing and give credit to (i.e., cite) the source of the copied text in accordance with accepted citation practices.

Blatant

Here, students are well aware that they are plagiarizing. This act includes but is not limited to: turning in borrowed or purchased research papers as one's own.

Self

Turning in the same term paper (or substantially the same paper) for two courses without getting permission from one's instructor is plagiarism. Unless authorized by their instructors, students are expected to do their own original work on each assignment in each class. A student who recycles his or her course work from one class to another may face an allegation of academic dishonesty.

Recourse

a. The first case of plagiarism – The professor will require the student to rewrite the plagiarized paper with a letter grade reduction.

- b. The second case of plagiarism – The professor will grade the student an F in the plagiarized assignment. In addition, the VPSL will place the student on academic probation (disciplinary).
 - c. c. The third case of plagiarism – The VPSL will contact the student, who will be required to meet with a panel consisting of the Academic Dean, Dean of Faculty, and VPSL to determine eligibility to stay in the college. Possible sanctions will include suspension, expulsion or community service based on the findings of the committee.
- B. **Cheating** – the use or attempt to use unauthorized materials, information, or study aids in any academic exercise. This category also includes obtaining or giving aid on an examination, presenting another's work as one's own or doing work for another student, having unauthorized prior knowledge of an examination, and using a proxy during an examination.
- C. **Fabrication** - the falsification or invention of any information or citation in an academic exercise.

Students are subject to the responsibility of academic integrity, which demands honesty and giving credit to the proper sources. Students who violate these guidelines will be counseled, reprimanded, and punished with a view towards restoration. Academic dishonesty is not tolerated in SFBC&TS. Any student who violates the academic integrity policy may receive a zero for the corresponding assignment and/or the overall course, and could face harsher penalties, up to and including expulsion from the institution.

Academic Probation Policies

Standards of Progress: Academic Probation Procedures

All students are required to meet Satisfactory Academic Progress. Academic warning, probation, suspension, and expulsion policies are designed to provide careful supervision of the program of study and progress of the student. Failure to meet satisfactory standards will place students on academic probation or academic suspension. Each semester's grades are reviewed to determine the attainment of satisfactory academic standards. Failure to meet these expectations will result in the following actions.

Academic Probation: EAP Students

EAP Students whose cumulative grade point average (GPA) falls below 1.75 at the end of any academic term will be placed on academic probation. Academic Probation is reported on official transcripts. Students will be placed on Academic Probation during their enrollment at SFBC&TS for the following semester. Periodic meetings with the academic advisors are mandatory while remedying the situation. Tutorial services are available for all students upon formal request.

Academic Expulsion

Students who have been placed on Academic Probation and did not remedy their situation in the subsequent semester will be subject to Academic Expulsion. If a student fails to bring their overall GPA to the appropriate minimum of 1.75, they will be expelled. Academic Expulsion is reported on official transcripts. In addition, if any student's fails a course more than once, they will face immediate expulsion.

Appeal

Students may appeal any determination given by the Probationary Review Committee in writing.

What it means for international students: International students on Academic Probation and endanger of suspension or expulsion are required to meet with the International Student Coordinator (DSO) to discuss the negative effect this may have on a student's immigration status.

Both options are to be completed by submitting a *Satisfactory Academic Progress Appeal Form to the EAP Office* along with supporting documentation of extenuating circumstances. This must be submitted in writing either typed or electronically. **This appeal must be submitted within one week after the student has been placed on academic probation or expulsion.** Common circumstances and procedures used in appeals are:

- Death of a relative
- Personal injury or illness
- Physical disability
- Disagreement with Review Committee actions
- Proof that standards are now being met
- Creation of a revised time frame for work completion
- Other extraordinary circumstances

Notification of action by the EAP Director will be mailed or emailed to the student within 20 business days of the request.

Students who have been reinstated will be provided a written progress or grade report at the end of each semester. A copy of the report will be placed in the student's permanent file maintained by the school.

Academic Probation: Undergraduate and Graduate Students

Undergraduate Students whose cumulative grade point average (GPA) falls below 2.0 at the end of any academic term will be placed on academic probation. Graduate Students whose cumulative grade point average (GPA) falls below 3.0 at the end of any academic term will be placed on academic probation. Periodic meetings with the academic advisors are mandatory while remedying the situation. Tutorial services are available for all students upon formal request.

Academic Warning

Students will be placed on Academic Warning if the student's semester GPA falls below (Undergraduate/EAP student – 2.0 GPA or Graduate – 3.0 GPA). Academic Warning will not become a part of the official transcript. Students will be placed on Academic Warning during their enrollment at SFBC&TS for the following semester. **[Students must meet once in a semester with his or her advisor, and it must be documented/signed]**

Academic Probation

Students will be placed on Academic Probation if the student's overall GPA falls below (Undergraduate/EAP student – 2.0 GPA or Graduate – 3.0 GPA). Academic Probation is reported on official transcripts. Students will be placed on Academic Probation during their enrollment at SFBC&TS for the following semester (There is, at least, a two-time meeting with an academic advisor required for probation).

**It is the student's responsibility to contact his or her advisor and set up an appointment, and it must be documented/signed.*

Academic Suspension

Students who have been placed on Academic Probation, and it exceeded two consecutive semesters at any time during their matriculation at SFBC&TS; will be subject to Academic Suspension. Academic Suspension is reported on official transcripts. Students who are subject to Academic Suspension will be prohibited from returning to South Florida Bible College & Theological Seminary if their academic performance indicates an inability or unwillingness to achieve normal progress toward a degree and then they will be suspended for one semester. This does not include summer terms. A second suspension will be for a minimum of a full calendar year. Following the suspension, the student must apply for re-enrollment to South Florida Bible College & Theological Seminary. Re-enrollment requires the approval of the academic committee. Credit earned from another college or university during a period of academic-related suspension will not transfer to SFBC&TS.

Students Returning to the College Following Suspension.

A student re-enrolled in the College following a period of suspension is automatically on academic probation. The student then has one year from the return date to bring their overall GPA to at least a 2.0 for undergraduate programs or a 3.0 for graduate programs to be taken off academic probation.

Academic Expulsion

Once a student has been suspended for one year and returns to the college or seminary, the student must bring their overall GPA to at least a 2.0 for undergraduate programs or a 3.0 for graduate programs within one year. If a student fails to bring their overall GPA to the appropriate minimum after a year, they will be expelled. In addition, if the returning student's term GPA falls below the appropriate minimum for any semester during this year period, they will face immediate expulsion.

Appeal

Students may appeal any determination given by the Probationary Review Committee in writing. *If a student's educational benefits are terminated, the student may appeal to the financial aid committee to possibly have their aid reinstated, if their GPA is above a 2.0 according to SAP (Standards of Academic Progress).*

What it means for international students: International students on Academic Probation and endanger of suspension are required to meet with the International Student Coordinator (DSO) to discuss the negative effect this may have on a student's immigration status.

Both options are to be completed by submitting a *Satisfactory Academic Progress Appeal Form to the Financial Aid Office and/or to the International Student Service* along with supporting documentation of extenuating circumstances. This must be submitted in writing either typed or electronically. **This appeal must be submitted within one week after the student has been denied Federal Assistance.** Common circumstances and procedures used in appeals are:

- Death of a relative
- Personal injury or illness
- Physical disability
- Disagreement with Review Committee actions
- Proof that standards are now being met Creation of a revised time frame for work completion
- Other extraordinary circumstances

Notification of action by the Academic Dean to the Financial Office will be mailed or emailed to the student within 20 days of the request.

If a student is readmitted with financial benefits, the student will be awarded all *available* funds for the current academic year. All costs of attendance incurred during the period of time which a student did not receive financial aid is considered by SFBC&TS the responsibility of the student.

A student who has been dismissed or suspended and returns to the school may not receive federal assistance until the student has re-established satisfactory academic progress.

Students who have been reinstated will be provided a written progress or grade report at the end of each quarter. A copy of the report will be placed in the student's permanent file maintained by the school.

Attendance Policies

English for Academic Purposes (EAP) Attendance Policy

Attendance will be taken at all class sessions. A substantial portion of student grades includes participation in class discussions. SFBC&TS believes class interaction is necessary to enrich student education. Prompt and consistent attendance is expected for all students enrolled at SFBC&TS. Chapel attendance is mandatory for EAP students during class hours.

The EAP student can have a maximum of six (6) unexcused absences per semester. If the student has over six (6) unexcused absences, this will result in an automatic warning from the SFBC&TS College DSO. This will result in a reduction of final score and possible failure of the EAP level. Excessive absences can affect a student's immigration status.

Unexcused Absence

Students will receive an unexcused absence if one of the following occurs:

- The student does not come to class
- The student arrives after 30 min from the beginning of the class
- The student leaves during the break time
- The student leaves 30 min before class is over
- The student does not meet the excused absence qualifications below

Automatic Failure

In determining a student's final course grade, the student's cumulative final score will be reduced for each unexcused absence. If a student's unexcused absences in a course total twenty percent or more of the class meetings for the course, the student will receive an automatic failure (FN) from that course. It is the student's responsibility to be aware of their attendance in each of their classes.

Excused Absence

To qualify as an “excused absence”, the student must present a formal excuse based on an official document* and the student must notify the teacher prior to the particular class absence in question by email. Excused absences are not cause for automatic withdrawal or reduction of final score but may affect the student’s overall performance in the course.

- Doctor’s note:
 - Must be provided by a licensed doctor in the USA. In the case of travel for medical matters, the ticket must be presented with the doctor’s note.
 - Must be in the student’s name.
 - A doctor’s note will be accepted under the student’s child’s name if the child is 15 years old or younger; for children over 15 years of age, the doctor’s note must specify the need of the parent/legal guardian’s presence for the appointment/care.

- Students who are visibly ill attending class: If the student is unable to follow class because he or she is ill, the teacher, at his/her discretion, reserves the right to ask the student to leave. The student will receive an excused absence for that day only.

Tardiness - Classes start promptly at the scheduled time. “Tardy” is defined as arriving at least 5 minutes after the official starting time of the class. “Tardies” will decrease the overall grade of the course. A total of 3 tardies equals one unexcused absence.

Class Participation - Class participation means active participation in the discussions, interactions using appropriate English language acquired in class, group work, and assignments provided by the teacher during class. Workbook and any other assignments are expected to be completed prior to entering the classroom unless otherwise stipulated. A substantial portion of the participation grades is based on but not limited to the student’s positive attitude and involvement in his/her learning process.

Points considered for grading attendance and participation:

- Interaction with classmates and teacher
- Appropriate usage of English at the academic level
- Disruption in class not acceptable, including side conversation but not limited to
- Excessive usage of cell phones in the classroom
- Frequently leaving the classroom
- Tardies will also be reflected in participation

*Official documents: appointments with Immigration, Government agencies, lawyers.

College & Seminary Attendance: (Commuter/On Campus Students only)

Attendance on First Day of Class

Students are required to attend the first day of class for any course in which they are registered. If a student misses the first day of class for any reason, the student may be administratively withdrawn from the course. No student may attend a course for which he or she is not registered.

Evaluation of Attendance and Class Participation:

i. Attendance:

Attendance will be taken at all class sessions. Prompt and consistent attendance is expected for all students enrolled at South Florida Bible College.

A. Unexcused Absence – In determining a student’s final course grade, the student’s cumulative final score will be reduced for each unexcused absence. When a student has four (4) unexcused absences from any one course in the fall/spring semester or three (3) unexcused absences in the 12-week summer semester or two (2) in the 6-week summer term, it will result in automatic failure (FN) from that course. It is the student’s responsibility to be aware of their attendance in each of their classes.

B. Excused Absence – To qualify as an “excused absence”, your absence must be approved by your instructor prior to the class. Excused absences are not cause for automatic withdrawal or reduction of final score; however, they may adversely impact overall performance.

C. Tardiness – Classes start promptly at the scheduled time. “Tardy” is defined as being at least five (5) minutes late to class. Three (3) “tardies” will be counted as one (1) unexcused absence.

ii. Class Participation

Class participation means active participation in the discussions, group work, and assignments provided by the instructor during class; completing the workbook and any other assignments are expected to be completed prior to entering the classroom unless otherwise stipulated. A substantial portion of student’s grades is participation in class discussion. South Florida Bible College believes class interaction is necessary to enrich student education.

College & Seminary Attendance: (Online Students only)

Evaluation of Attendance and Class Participation:

(i) Attendance:

Students must remain active in online courses Justas they would for on campus courses. Prompt and consistent attendance is expected for all students enrolled at South Florida Bible College.

A. Unexcused Absence – In determining a student’s final course grade, the student’s cumulative final score will be reduced for each unexcused absence. When a student has four (4) unexcused absences from any one course in the fall/spring semester three (3) unexcused absences in the 12-week summer semester or two (2)in the 6-weeksummerterm,itwillresultinaautomatic failure (FN)from that course. It is the student’s responsibility to be aware of their attendance in each of their classes. Please keep in mind that unexcused absences in online courses are defined as inactivity in Populi for the given week.

B. Excused Absence – To qualify as an “excused absence”, your absence must be approved by your instructor prior to the class. Excused absences are not cause

for automatic withdrawal or reduction of final score; however, they may adversely impact overall performance.

a. What is an excused absence?

- i. An absence will be excused if a student is genuinely prevented from attending class due to extenuating circumstances outside of his or her control. The student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for their absence.
- ii. An excused absence falls into a special category, which includes but is not limited to: 1. a family emergency, medical excuse, official school business, military obligation, bereavement, court appearance, etc.
- iii. (iii) If a student will be absent for the reasons stated above, they must inform professor by email at least 12 hours before class, or immediately after based on the situation. The professor reserves the right to ask for any documents that will substantiate the student's claim.
- iv. Excused absences are not cause for automatic withdrawal or reduction of final score; however, they may adversely impact overall performance.

D. Tardiness – Classes start promptly at the scheduled time. “Tardy” is defined as being at least five (5) minutes late to class. Three (3) “tardies” will be counted as one (1) unexcused absence.

(ii) Class Participation

Class participation means active participation in the discussions, group work, and assignments provided by the instructor during class; completing the workbook and any other assignments are expected to be completed prior to entering the classroom unless otherwise stipulated. A substantial portion of student's grades is participation in class discussion. South Florida Bible College believes class interaction is necessary to enrich student education.

Student Success and Institutional Culture Police

SFBC&TS' commitment to diversity, equity, and inclusion (DEI) is rooted in and guided by its mission and doctrinal statements. In the context of SFBC&TS and biblical higher education, DEI is viewed as the degree to which an institution, consistent with its theological commitments, (1) reflects differences within its constituency in alignment with its admission, hiring, and nominating policies; (2) supports the efforts of every student to achieve a common definition of success; and (3) manifests a culture of belonging that includes access to institutional opportunities and resources regardless of race, ethnicity, sex, age, or disability.

Commitments

Success of Every Student

SFBC&TS is committed to the success of every student enrolled at our institution and seeks to foster student success through its values, policies, and processes. Our aspiration is that difference characteristics will not be predictors of student success at our institution.

Institutional Cultures of Belonging

Our students and employees reflect a vast array of differences with respect to race, ethnicity, sex, age, and disability. SFBC&TS seeks to foster institutional cultures of belonging through its values, policies, and processes. Our aspiration is that difference characteristics will not be predictors of students', employees', or board members' sense of belonging at our institution.

SFBC&TS will manifest a commitment to DEI through:

1. Institutional statements and policies that foster student success and institutional cultures of belonging within the context of our doctrinal statements and biblical higher education.
2. Supporting the success of all students.
3. Assessing student success in achieving institutional and program outcomes.
4. Leadership (Board of Directors, staff, and faculty) that reflects differences in race, ethnicity, and sex in alignment with hiring and nominating policies.

Privacy Act (FERPA)

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

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

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

Information regarding FERPA and forms necessary to withhold or release information may be obtained through the registrar's office.

Hold on Records

Students' records may be placed in hold status of financial or other obligations to SFBC&TS while the students records are on hold, registration will not be permitted, nor will official transcripts be released. Records will be held until the obligations is cleared to the satisfaction of the office or department issuing the hold.

Title IX Policies

Title IX of the Education Amendments of 1972 ("Title IX") prohibits discrimination on the basis of sex in any federally funded education program or activity. Sexual harassment, which includes sexual violence, is a form of sex discrimination.

Because South Florida Bible College & Theological Seminar (SFBC) accepts federal student loans, SFBC&TS is committed to the fulfillment of the Title IX requirements.

SFBC&TS is committed to providing an environment free from discrimination, including discrimination based upon sex. The College provides support and resources to students, faculty, and staff to address concerns related to sex discrimination. To this end, the college has appointed Andrea Santos, MBA, DMin (ABD), Student Life Office Manager, as the Title IX Coordinator. Retaliation against an individual who has filed a complaint under Title IX is prohibited and SFBC&TS will take strong action if it occurs. As Title IX Coordinator, the following responsibilities are under her responsibility:

- Responsibility for overall Title IX compliance;
- Oversight of the Deputy Title IX Coordinator;
- Assisting the complainant in identifying the appropriate policy and personnel to help to resolve the complaint in a prompt and equitable manner;
- Central source for all sexual harassment/misconduct allegations on campus;
- Responsibility for climate checks/tracking/monitoring sexual harassment/misconduct allegations on campus;
- Coordination of education and prevention efforts.

CONTACT INFORMATION FOR TITLE IX COORDINATOR:

Andrea Santos, MBA, DMin (ABD)

Student Life Office Manager

954-637-2272

asantos@sfbc.edu

*More detailed policies are available on request

Campus SaVE Act

Policy Concerning Sexual Assault, Domestic Violence, Dating Violence and Stalking

SFBC&TS values the intrinsic worth of every individual, and we are committed to providing our faculty, staff, and students with a safe learning and working environment. Our respect for other individuals includes an appreciation of cultural backgrounds different from our own, an

understanding of different attitudes and opinions, and an awareness of the consequences of our actions on the broader community. (Luke 12:7 *"But even the hairs of your head are all counted. Do not be afraid; you are of more value than many sparrows."* Galatians 6:12 *"Brothers, if someone is caught in a sin, you who are spiritual should restore him gently, but watch yourself, or you may also be tempted. Carry each other's burdens, and in this way you will fulfill the law of Christ."* NIV)

Because of our high value on the life and safety of each member of the SFBC&TS community and in compliance with the Jeanne Cleary Act (Cleary Act), the Campus Sexual Violence Elimination Act (SaVE Act), and the Violence Against Women Reauthorization Act (VAWA), SFBC&TS has adopted policies and procedures to specifically prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking. These guidelines apply to all members of the SFBC&TS Community (students, faculty, and staff) as well as third party contractors and visitors.

SFBC&TS will not tolerate sexual assault, domestic violence, dating violence, or stalking, as defined in this policy, in any form. Such acts of violence are prohibited by policy, as well as state and federal laws. Individuals whom SFBC&TS determines have engaged in these types of behaviors are subject to discipline up to and including expulsion from SFBC&TS.

Resources

- Student Chaplain 954-637-2280
- Student Life 954-637-2272
- Community Christian Counseling 954-989-1444
- Broward County Police Department 954-480-4300

Information and Prevention Tips on Sexual Assault And Violence Against Women

- <http://www.womenshealth.gov/violence-against-women/>
- <http://www.cdc.gov/violenceprevention/sexualviolence/index.html>
- <https://www.justice.gov/ovw>
- <http://www.thehotline.org/>
- <https://www.rainn.org/about-national-sexual-assault-online-hotline>
- <http://victimsofcrime.org/our-programs/stalking-resource-center>
- <https://www.justice.gov/ovw/protecting-students-sexual-assault>

Bystander Intervention

The Women's Resource & Rape Assistance Program (WRAP) defines a bystander as: "Anyone who plays the same role in an act of harassment, abuse or violence – but is neither the perpetrator nor the victim. It is someone who is present and thus potentially in a position to discourage, prevent, or interrupt an incident."

For more information on bystander intervention techniques, please visit: <http://www.wraptm.org/active-bystander.html>

Health and Wellbeing

Safety

Safety of students, personnel, and visitors at South Florida Bible College is of great importance. The college assumes the primary role of providing a safe atmosphere in which to work and study. Students and employees must contribute to the safe atmosphere by assuming their own responsibility

for safety.

While it is the college's objective to train for skill and speed, it is the college's policy that safety shall not be sacrificed for speed or shortcuts.

Every attempt shall be made to reduce the possibility of accidents. It is the intent of South Florida Bible College to comply with safety laws and applicable standards mandated by the State of Florida, applicable OSHA standards, and standards set by the manufacturers of equipment used at the college.

Each student should be alert to prevent injury to herself/himself and to others. Students should avoid damaging equipment, tools, and buildings. All safety practices should be followed at all times in the operation of equipment. Instructors will provide specific rules for each program area. Students should not attempt to operate machines or equipment for which they have not received instruction by the instructor.

In case of sickness or minor accidents, students should first inform the program instructor. Appropriate first-aid treatment will be provided. If necessary, the college will telephone the individual noted as the emergency contact person by the student to come to the college for the injured or sick student. No emergency or sick room is maintained at the college. A first-aid kit is located in the administrative office.

In case of a serious accident, an ambulance may be summoned. If possible, permission from the adult student or guardian of the minor student will be secured prior to summoning an ambulance. Personnel in charge at the time of the accident shall make such determination. All medical expenses are borne by the student.

The college safety coordinator shall be notified in all safety/accident situations.

Hurricane Plan

The stages of hurricane announcements given by the National Hurricane Center are as follows: tropical storm (winds in excess of 39 mph can be expected), hurricane watch (winds of at least 74 mph may affect the area within 24-36 hours), hurricane warning (winds of at least 74 mph are expected in the area within 24 hours).

The decision to close the college is not determined by the Broward County School System, so employees and students should make this distinction when listening to media reports of closures. The President or Vice President may close the college in advance of a hurricane warning depending on local conditions; however, classes will be canceled once a hurricane warning has been issued by the National Hurricane Center. Class cancellations and closures can occur independent of college closure. Supervisors will attempt to contact employees by telephone when the decision to close the college is made, and employees should maintain awareness of closure decision by following media announcements and/or calling supervisors.

Fire Drill Regulations

Fire drills will be conducted every semester as a safety measure in carrying on activities at the college. The following steps are to be observed and executed during fire drills and in the event of a fire:

1. Sounding the alarm for drills:
 - a. The alarm of a fire drill at present is a continuous buzzing.
2. Upon hearing the fire alarm, all students and personnel are to:
 - a. Exit each department and office in an orderly manner using the nearest exit as outlined by the evacuation map posted in each area.
 - b. Line up fifty feet from the building making sure not to block fire lanes and wait for instructions.
3. In the event of a fire:
 - a. Anyone who sees the fire first should sound the alarm by pulling the fire alarm switch.
 - b. Upon hearing the alarm, all students and personnel are to follow the instructions as pointed out in procedures for evacuation.
4. In a class having disabled students, the instructor and another student must:
 - a. Assist the student in exiting the building.
 - b. See to the safety of the disabled student.
5. If clothing should catch on fire:
 - a. Avoid panic.
 - b. Smother flames by wrapping the victim in a blanket or coat, or by rolling the victim on the floor or ground.

Natural Disasters

Natural disasters might include events such as tornadoes, hurricanes, flooding, etc. It is assumed that sufficient notification will be given to execute the procedures defined in this section. If insufficient time does not allow orderly execution of procedures, emergency action must be taken by those aggressive personnel willing to take the role of responsible leadership with wisdom and common sense. It is, therefore, imperative that all students become very familiar with the general guidelines set forth herein so that they may be able to think clearly and act decisively and safely in the event of some unexpected natural disaster.

Any person or persons having knowledge of a tornado or violent storm or the potential for such in the vicinity of the college should notify the Safety and Health Coordinator. Upon receiving such notification, the Safety and Health Coordinator will initiate emergency procedures.

1. Upon hearing the announcement of an impending disaster, instructors will lead students to hallways with no windows. Everyone is to sit on the floor with knees up, heads on knees and hands on heads or kneel with hands on heads.
2. Remain in designated area until “all clear” is sounded.

Civil Disorder

Gates and doors will be closed. Entry into the facility will be strictly controlled. Strict security of the facility will remain in effect until the emergency is over.

Bomb Threat

A bomb threat can be received by anyone. Every threat should be taken seriously. If a bomb threat is received by mail or message, record in writing the exact time and the type of threat. Then notify the college administrators.

When a telephone call is received:

1. Prolong the conversation as long as possible in order to get as much information as possible.

2. Be alert for distinguishing background noises such as music, voices, aircraft, church bells, traffic, etc.
3. Note distinguishing voice characteristics.
4. Ask where and at what time the bomb will explode.
5. Ask what kind of bomb it.
6. Ask why he or she set the bomb.
7. Note whether the caller indicated knowledge of the college by descriptions of locations.
8. Notify college administrators.

Be suspicious of a package if:

1. The package fits the description or location given by the caller.
2. Written on the package is “Bomb,” “Danger,” “Do not open.” etc.
3. The package does not fit in the surrounding.
4. No one knows where the package came from.
5. The package is not of the correct size and weight and may be emitting a sound. (Ticking, humming, etc.)

If a suspected bomb is found:

1. Do not accept the package marking as legitimate.
2. Do not touch it.
3. Do not use a radio near the package.
4. Keep all loud noises away.
5. Leave it for qualified bomb disposal personnel.

If an evacuation is necessary, it will be handled by college administrators.

1. Students will follow prescribed evacuation exit procedures for fire.
2. Students will not return to the buildings until the emergency is declared over by the Sheriff’s Department or Police Department, and are advised to return by the administrative staff.

Evacuation Plan

An evacuation may become necessary in the event of any occurrence which may threaten the safety of lives. Such occurrences may include, but are not limited to fires, gas leaks, storms, and drills. Never assume, when the alarm sounds, that the evacuation is “just another drill.”

1. Instructors are designated to insure that all persons are successfully evacuated and shall assume the additional responsibility for seeing to it that any disable individuals are escorted to safety.
2. Remain calm. Presence of mind is the key factor to a successful evacuation.
3. If a closed door is extremely hot to touch, seek another exit.
4. Immediately exit the classroom and building according to the posted evacuation route for your area.
5. If a smoke-filled room or hallway is encountered, get down on the floor and crawl toward the exit to avoid noxious or toxic gases as much as possible.
6. Upon exiting the building, get as far away as designated, a minimum of fifty feet. Stay with your group.
7. During this time, remain quiet and calm.
8. Do not reenter the building until authorized by an official of the college.

Inclement Weather Policy

Weather so severe as to endanger student safety or college property may cause the President to close the college until conditions improve. The President will call all radio and television stations by 9:00 a.m. to announce whether classes will be held.

Children on Campus

As a general rule, because SFBC&TS work is that of an institution of higher education, SFBC's campus is not an appropriate environment for children. SFBC&TS manages the campus primarily for adults and does not have the capacity to provide safe places for children. As a result, children may not accompany SFBC&TS students to class. For purposes of this policy, a "child" is a legal minor anyone under the age of 15 on SFBC's campus. Finally, we ask students to understand that this kind of statement is necessary because of the grave legal liabilities that exist today for the safety and well-being of children.

Classroom Policies***Room Care***

To assist our custodial staff, students should keep the floor free from books, trash, and litter. Keep desks away from the walls, or other surfaces.

Policy for the Use of Photographs and Videos

SFBC&TS occasionally photographs and records video of college programs and student activities for promotional and educational activities. The videos and photographs will be used for marketing, fundraising, and educational publications and materials.

Office Guidelines

Students may only use office copiers, telephones, and fax machines in an emergency at the approval of a staff member. Routine usage is not permitted.

Class Notes

All students are responsible for taking their own notes. Curriculum, video and/or audio tapes from South Florida Bible College shall not be copied or distributed to any other persons. The material is intended for the attending student only.

Taping of Class Sessions

Students will be allowed to tape classes for personal use only with individual permission from the instructor. It is your responsibility to specifically request permission.

Classroom Discussion

It is the policy of SFBC&TS that no student may take over a class or discussion beyond the point where it interferes with the assignment and the class as a whole. If a student's professional argument reaches an impasse, the student will be asked to take the issue to their pastor or religious leader for further discussion.

Writing English and Language Lab (WELL) Policy and Procedures Overview

The Writing English and Language Lab of South Florida Bible College and Theological Seminary seeks to provide an atmosphere conducive to student learning. Tutors teach writing and speaking skills in one-on-one on-campus and online study sessions. Students email the Director who assigns the student a specific tutor and facilitates their session schedules. Tutors provide written, oral, and video aids to teach and develop the skills necessary to improve student performance on class assignments. They assess a students' skill set in grammar, mechanics, style, etc. and review papers providing comments for improvement. Tutors pray with and for students and encourage them to continue their educational goals using their God-given talents for His glory. The WELL assesses students' experiences via a 8-question post-semester survey.

DETAILS: Writing Lab Procedures

First contact: A student emails english.lab@sfc.edu.

The Director sends the student a Lab Registration Form. When the student returns the completed form, the Director verifies its information, logs the listed professors' syllabi and determines the best fit for a student-tutor pairing. She prints and files the form for future data collection. She then replies to the student with the tutor's information and forwards the student info. to the tutor who then contacts the student directly.

Tutor contact:

The tutor responds to the WELL lab's email and contacts the student. The tutor and student determine the need and schedule session times - multiple if necessary.

Tutor session:

The tutor logs work hours online. The tutor and student pray together before the session, discuss the student's needs academically and personally, and logs the student's attendance. Each session is 30 minutes. If time and necessity permit, a student may use two 30-minutes sessions consecutively. The tutor emails a quick session summary to the student which acts as a "receipt" for information covered, cc'ing the Director.

Data Acquisition:

In the final two weeks of each semester, the WELL sends post-semester surveys. When the student returns the completed survey, the Director logs and compiles the data for administrative purposes and submits compilation by semester's end.

International Student Services

Documents-Service Request

To supply international students' requests, students can submit a request on their Populi Under forms. Please submit within the specified timeline, if applicable.

Request Processing Timeline

Below are the guidelines for the International Services document processing. Students must submit the supporting documentation within the given timeline via their Populi account:

- I-20 extensions 30 business days.
- Document request for current students 10 business such:
 - Address Verification Letter
 - Good Standing Letter
 - SSN Eligibility Letter
 - Graduation Letter
 - Other

International Travels

In order to travel outside of the U.S., international students need a current* travel signature in their I-20. Also, we recommend that you carry an unofficial transcript or copy of your current course schedule as proof that you are currently enrolled and maintaining status. If you believe you do not have proper travel documents, email issd@sfbc.edu or call 954-637-2294.

* Please note to submit your form with time to prepare all travel documentation. *

Travel Signature

F1 students will need to obtain a travel signature to be signed on their I-20. To request a travel signature, please submit a form on your Populi account at least one week before the day of travelling. Students can drop off the original documents at the ISSD office during office hours. The ISS will notify students when the endorsed documents are ready for pick up.

What to Bring with You

Be reminded about the following rules during travel:

1. While traveling, you should keep important documents with you and not in a checked suitcase. Important documents include:
 - A signed Form I-20 - make sure you bring this form for signature to the International Services office min 3-5 days before you travel to allow processing.
 - A current passport, valid for at least six months to the future.
 - A valid student visa (if visa is expired, you will need to renew it at a U.S. Embassy or Consulate before returning to the U.S.).
 - Proof of financial support.
 - It is recommended that you bring proof of enrollment (transcripts, letter from the Registrar).

3. If you are traveling outside the United States to a place that is not your home country, you should know that country's visa requirements and plan accordingly. Please contact that country's embassy or consulate for the necessary information.
 4. If you (and/or your dependents) are traveling to Canada, Mexico or an adjacent island for less than 30 days on an expired visa, you may be permitted to re-enter the United States under the automatic visa revalidation.
- One final important reminder for students is to have fun and stay safe!

International Student Transfer Request Policy

This policy outlines the procedure for international students who wish to transfer to another institution. This policy applies to all international students enrolled at South Florida Bible College who intend to transfer to another accredited educational institution within the United States.

Academic and Financial Clearance

Before the transfer is completed, international students must fulfill all academic and financial obligations at South Florida Bible College. This includes clearing any outstanding fees, returning library materials, and resolving any disciplinary matters.

Transfer-out Grace Period

International students who are transferring from South Florida Bible College are granted a grace period of **15 days** to submit the request of transfer.

Transfer Request:

To initiate a transfer request at the beginning of the semester, students must submit the necessary paperwork within the first week of the upcoming term.

For transfers at the end of the term, students must notify the school at least 30 days prior to the term's conclusion. This allows adequate time for processing and ensures a smooth transition for all parties involved.

Employment Opportunities

Employment under the F-1 visa status should not interfere with making normal progress towards completing the program of study. Students must be in valid F-1 status to be eligible for any type of F-1 employment. A social security number is required for all forms of paid employment. Approval for any type of employment or practical training (paid or unpaid) must be obtained **BEFORE** starting employment. The following information will explain different aspects of employment.

On-Campus Employment:

F-1 students who maintain a good F-1 status may apply for on-campus employment. On-campus employment is specific to work that takes place on campus.

- "On-campus employment must either be performed on the school's premises, (including on-location commercial firms which provide services for students on campus, such as the school library), or at an off-campus location which is educationally affiliated with the

school. Employment with on-site commercial firms, such as a construction company building a school building, which do not provide direct student services is not deemed on-campus employment for the purposes of this paragraph. In the case of off-campus locations, the educational affiliation must be associated with the school's established curriculum or related to contractually funded research projects at the postgraduate level." (8 C.F.R. 214.2(f) (9) (i))

- On-campus jobs can be found by checking the [Populi](#) . Be sure to look specifically under dashboard, under the feed for position available.
- Here are [Tips to find an On-Campus Employment](#).
- On-campus employment for those of F-1 status does not require special permission from the U.S. Citizenship and Immigration Service (USCIS).
- On-campus employment is limited to **20 hours per week** when school is in session. Students may work at more than one campus location, but the total number of hours may not exceed 20 hours per week.
- Working more than 20 hours per week on campus is allowed only during regular school breaks (winter & spring breaks) and during the summer term (continuing students only). The summer term is considered the official annual vacation for F-1 student enrollment purposes.
- On-campus employment cannot interfere with making normal progress towards completing the program of study. Students are expected to follow college/departamental policies and Human Resources/Student Employment policies regarding on-campus employment.
- Newly arrived students who entered the U.S. in initial SEVIS status and transfer students from other institutions within the U.S. may begin on-campus employment no more than **30 days** prior to the first day of classes. Students planning to transfer from FAU to another institution may work at FAU until their SEVIS transfer release date. Students currently enrolled at more than one institution can only work on-campus at the institution holding their SEVIS records.

Students securing an on-campus job must report to the [Student Employment Office](#) to complete necessary paperwork and orientations.

Off-Campus Employment:

- Students applying for off-campus employment or practical training must attend the Employment/Practical Training Workshop, read the online guide to Employment/Practical Training, or make an individual appointment with an DSO BEFORE submitting their application for employment authorization and being authorized the appropriate benefit approval/recommendation. Below are the two common off-campus employment authorization options for international students; please click on each link for more details:

OPT (Optional Practical Training) - typically applied for in final term of study to work after degree completion

CPT (Curricular Practical Training) - can only be authorized during active degree program while student is enrolled into courses

OPT Application Deadlines:

Applications are accepted the third week of classes to accommodate SEVIS registration (OPT I-20 must be received by USCIS, no sooner than **90 days** before the program end date, and no later than **60 days** after the program end date).

Please note that ISS has no control over the USCIS processing time. It will take **up to 10 business days for ISS to issue the new I-20** for your OPT application. After receiving the new I-20 you will need to submit your complete application to USCIS, and it will take on average **1 to 3 months (or more) for USCIS approval**. Students are encouraged to apply towards the beginning of the application window as seen below. Dates below are in the format MM/DD/YYYY

Semester	OPT Beginning Application Date	Recommended Deadline	Final Deadline	End of 60 day Grace Period	OPT Requested Start Date*
Fall 2024	09/07/2024	11/22/2024	11/29/2024	02/03/2025	12/07/2024 - 02/03/2025
Spring 205	02/01/2025	04/02/2025	04/16/2024	06/30/2025	05/03/2025 - 06/30/2025
Summer 2025	03/29/2025	06/09/2025	06/16/2025	08/22/2025	06/28/2025 - 08/22/2025

If you have any questions, please contact DSO at [954-637-2294](tel:954-637-2294) or send an email to issd@sfbc.edu

SFBC Suicide Policy and Protocol

The College recognizes that a student's physical, behavioral, and emotional health is an integral component of a student's academic success at the College.

The Protocol protects the health and well-being of all students by having procedures in place to identify, assess the risk of, intervene in, and respond to suicidal behavior.

The policy is activated when the College has actual knowledge that a student is actively engaged in suicidal behavior, has previously engaged in suicidal behavior while enrolled at the College or recently before matriculation, or has stated plans or intentions to complete suicide.

A student who participates in these behaviors may be required to meet with the Dean of Students before being permitted to resume classes. The Dean of the Student's Office administers the Student Suicide Prevention Protocol.

Guidelines

By following these guidelines SFBC can create a supportive and proactive environment for addressing mental health concerns and preventing suicides among its students.

- Ensure all faculty, staff, and students are aware of the Suicide Policy and Protocol.
- Encourage all members of the college community to report any witnessed or suspected suicidal behavior or threats immediately.
- Provide clear channels for reporting, such as Campus Security 941-628-7020 during college business hours or dialing 911 in case of an emergency.
- Foster a supportive and compassionate campus environment where students feel comfortable seeking help.
- Provide resources and counseling services for students dealing with mental health issues or suicidal ideation.
- Establish a process for regular review and evaluation of the Suicide Prevention Protocol to identify areas for improvement and ensure effectiveness.
- Provide clear and accessible information on resources for immediate assistance, such as crisis hotlines and mental health programs.
- Educate the college community on the definitions of suicidal behavior, suicidal ideation, and related terms to enhance understanding and awareness.

Purpose

This Protocol provides education and guidance to faculty, staff, students, and other members of the College community to help prevent student suicide. All suicidal behavior or threats should be taken seriously and immediately referred to by this Protocol.

This Protocol shall be followed in the event a College student or employee has actual knowledge that a student:

- Is actively engaged in suicidal behavior.
- Has stated plans or intentions to commit suicide, including active suicidal ideation with a specific plan and intent to act or active suicidal ideation with some intent to act without a specific plan.

The following procedure outlines the steps for effectively responding to and supporting students experiencing suicidal behavior.

Procedure For Handling Suicidal Behavioral

1. Identification and Reporting:

Any member of the college community witnessing or becoming aware of a student's suicidal behavior or threats should immediately report it.

Reporting can be done to Campus Security during college business hours at (941) 628-7020 or by dialing 911 in case of an emergency.

2. Assessment and Support:

Upon receiving a report, Campus Security or emergency service will respond promptly to assess the situation.

The student displaying suicidal behavior will be accompanied to a safe location and provided with immediate support.

3. Documentation and Referral:

Following assessment, the student must provide documentation of the assessment to the Dean of Students' office.

4. Community Engagement and Awareness:

The college will conduct regular training programs and awareness campaigns to educate faculty, staff, and students on recognizing signs of suicidal behavior and providing support.

5. Review and Evaluation:

The college will establish a process for regular review and evaluation of the suicide prevention protocol to identify areas for improvement and ensure effectiveness.

Suicidal Ideation

If a doctor diagnoses someone with suicidal ideation, it means that this person is preoccupied with the idea of suicide, which means that this person may regularly think about the way he or she would commit suicide or think about what life would be like if he or she were not around.

It is important to know what warning signs to look for if someone you know is dealing with suicidal ideation. The sooner the signs are recognized, the sooner help can be found.

Signs of suicidal ideation

- Vocalizing desire that he or she were not alive, had not been born, or that your friends or family would be better off without him or her.
- Avoiding social contact and wanting to stay away from others.
- Preparing for suicide, such as acquiring a weapon or researching methods of suicide.
- Being especially risky in all areas of his or her life, including using excessive amounts of alcohol or drugs.
- Showing signs of anxiety or getting upset over minor things.
- Giving away one's possessions or treating people as if he or she might not see them again.

Resources

The (<http://suicidepreventionlifeline.org/about/>) National Suicide Prevention Lifeline is a national network of local crisis centers that provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week.

To access the lifeline, call 1-800-2737-TALK or visit Lifeline:
(<https://suicidepreventionlifeline.org/chat>).

We encourage every student to take a few minutes to see the following video:

Crisis Center YouTube Video:

https://www.youtube.com/watch?v=0_HLjlv5n9o

For free and confidential support 24/7:
 Call 1-800-273-TALK (8255) or visit:
<http://suicidepreventionlifeline.org/chat>

To anonymously report a concern regarding any suicidal behavior, contact Vice President of Student Life Phyllis Wright-Portice, email: pwright@sfbc.edu

Resources for immediate assistance

Call 911 in case of an emergency.
 Text 988 Suicide crisis line support (24/7) to speak with a trained counselor.
 Call 305 284 5511 Nationwide.
 Text 741741 for support 24/7

Resources for Counseling

Chaplain David Bakthakumar
 (954) 637-2277
chaplain@sfbc.edu

SFBC Counseling lab (954) 698-4682
christiancounselinglab@sfbc.edu

BSO Mental Health Program

Launched in 2022 in Deerfield Beach, the BSO Co-responder Program pairs a licensed mental health clinician with a Crisis Intervention Team (CIT) trained deputy. When a call for service involving a mental health crisis comes in, the team promptly responds to the scene together. The team further conducts follow-up wellness checks with individuals and their families who have recently experienced a mental health crisis, providing guidance, support and assistance with linkage to behavioral health services.

Visit: <https://www.sheriff.org/mentalhealth/Pages/default.aspx>
 Call or TEXT to 911
 Non-Emergencies [\(954\) 764-HELP \(4357\)](tel:9547644357)

Definitions

Suicide: Death from an injury that is self-inflicted and by which the student intended to kill him/herself.

Suicidal Behavior: Any potentially injurious behavior that is self-inflicted and by which a student intends, or gives the appearance of intending, to kill himself or herself.

Suicidal Ideation: Any self-reported thoughts or feelings about engaging in suicidal behavior.

Suicide Plan: A proposed method of self-inflicted injury through which the potential and intentional outcome is death.

Active Suicidal Ideation with Specific Plan and Intent to Act: Thoughts of killing oneself with details of plan fully or partially worked out, and the student has some intent to carry it out.

Active Suicidal Ideation with Some Intent to Act, without Specific Plan: Active suicidal thoughts of killing oneself and student reports having some intent to act on such thoughts, as opposed to "I have the thoughts, but I definitely will not do anything about them."

Actual Knowledge: The direct and clear awareness of a fact or circumstance, as opposed to constructive (inferred or implied) knowledge.

Miscellaneous Policies

Website

The SFBC&TS website is updated regularly with information that is useful to students. You can see various postings for jobs as well as student forms, and much more. Check it out at www.sfbc.edu.

Populi

All students will be required to access their information on our online student information system known as Populi. All students are given a log in upon acceptance. Students can access their grades, financial records, courses, and much more through this system. For help, visit the following website: <https://support.populiweb.com/home>

Career and/or Education Advancement

South Florida Bible College has assisted and will continue to assist graduates in obtaining employment and/or proceeding on to graduate school.

Ordination

South Florida Bible College has assisted and will continue to assist graduates in obtaining ordination.

Student Disclosure Form

At the time of application, each student must sign a *Student Disclosure Form*, which states that he/she has read the SFBC&TS *Catalog* and is in agreement with SFBC&TS' standards and practices.

Student ID Cards

Students (external and internal students) will need to purchase a Student ID Card at the time of registration. Internal students must show this card each week in order to enter the classrooms and to access the library. External and Internal students must use their Student ID to access Library resources. If a student loses his/her ID card, they must purchase another one for a fee of \$15.

Consumer Information

Because the college participates in the Title IV federal financial aid program, the college is required to disclose specific information to students, prospective students, and/or the general public. These disclosure requirements include the following:

Student Right-To-Know and the Cleary (Campus Security) Act

- Annual Security Report: Institutional Security Policies and Crime Statistics (by October 1)
- Information on Completion or Graduation Rates (annually by July 1)

Drug-Free Schools and Campuses Act

In compliance with the Drug-Free Workplace Act of 1989 and Drug-Free Schools and Campuses Amendment of 1989, South Florida Bible College & Theological Seminary clearly prohibits the unlawful possession, use, or distribution of drugs, alcohol, and unlawful substances by students and employees on campus property or as any part of campus activities.

Alcohol and Drug Policy

Alcohol consumption is expressly forbidden on institutional premises under any circumstances. The consumption and/or possession of any alcoholic beverage by any person less than 21 years of age are forbidden as provided by state law. In compliance with the Drug-Free Workplace Act of 1989 and Drug-Free Schools and Campuses Amendment of 1989, South Florida Bible College & Theological Seminary clearly prohibits the unlawful possession, use, or distribution of drugs, alcohol, and unlawful substances by students and employees on campus property or as any part of campus activities. A copy of the statement of policy is distributed annually to all students and employees. Any student that is found admitting to or proven to have violated the SFBC&TS Standards of conduct will be subject to disciplinary action (up to and including probation, suspension, and expulsion), may be referred for criminal prosecution, and may be requested to satisfactorily participate in a drug and alcohol assistance or rehabilitation program.

The policy of SFBC&TS is to maintain a drug free workplace. As a condition of continued employment, all SFBC&TS employees must comply with this policy. The term “workplace” is defined as SFBC&TS property, any SFBC&TS sponsored activity, or any other site where the employee is performing work for SFBC&TS or representing SFBC&TS. The term “drug” as used in this policy includes alcoholic beverages and prescription drugs, as well as illegal inhalants and illegal drugs and/or controlled substances including, but not limited to, marijuana, opiates (e.g., heroin, morphine), cocaine, phencyclidine (PCP), and amphetamines. The Drug-Free Workplace Act of 1989 applies to all employees of the Institution. Any employee that is found guilty of an offense involving a controlled substance on the premises or property owned or controlled by the institution shall be subject to disciplinary action, including termination, or will be required to satisfactorily participate in an approved drug assistance rehabilitation program.

Please contact the Registrar’s Office (954-637-2290) or registrar@sfbc.edu for the Completion or Graduation Rates.

All information can be seen online at: <https://www.sfbc.edu/institutional-effectiveness/>