## TABLE OF CONTENTS

**Introduction** ........................................... 5  
   Your Journey. Our Focus. ............................. 5  
   Student’s Responsibilities ......................... 6  
   Community Covenant ................................. 6  
   Who We Are .......................................... 7  

**Journey Academically** ............................... 9  
   Academic Calendar ................................... 9  
   Academic Integrity Policy .......................... 9  
   Academic Mentoring & Disability Services ..... 9  
   Academic Details .................................... 10  

**Journey Spiritually** ................................. 15  
   Development of Spiritual Life ..................... 15  
   Chapel ............................................... 15  
   Day of Prayer ...................................... 16  
   Missions Conference Attendance ............... 16  
   Christian Service .................................. 16  

**Journey in Community** ............................... 19  
   What Shapes Our Community ..................... 19  
   Biblical Principles for Living & Learning .... 20  
   Life in Community .................................. 22  
   Disciplinary & Judicial Process ............... 26  

**Journey Details** ...................................... 29  
   Cancellation of Classes & College Closings .... 29  
   General Services .................................. 29  
   Counseling & Career Center (C3@LBC) ........ 30  
   Health Services .................................... 31  
   Help Desk .......................................... 31  
   Public Safety ...................................... 31  
   Retail Services .................................... 32  
   The Solution Center ................................ 33  
   Student Services .................................. 35  
   Athletics .......................................... 36  
   The Charles & Gloria Jones Library .......... 37  
   Employment ........................................ 37  
   Computer Acceptable Use Policy (CAUP) ...... 37  
   College Liability .................................. 38  
   Parental Notification .............................. 38  

**Campus Map** ......................................... 40
INTRODUCTION

Welcome to the Lancaster Bible College (LBC) community of believers. The LBC Journey has been designed to provide vital information you will need to successfully navigate college life as a student at Lancaster Bible College. As with any journey, there are things you need to know and guidelines to help you along the way. Please read on to learn more about your journey at Lancaster Bible College. Within The LBC Journey you will find many links that will provide additional clarity and direction in academics, spiritual life, community, and other details for your LBC journey. We look forward to embarking on this journey with you.

Your Journey. Our Focus.

You are on a journey to do something remarkable, to make a statement, to make a difference. It is a journey that begins when you look deep into your heart and find your calling, your purpose in life. It is a wonderful moment. A moment that defines your journey and defines who you are. We’re here to guide you in that journey.

We prepare you academically and spiritually to serve God

We provide a premier academic experience. Our goal is to empower you with the knowledge, skills, and compassion to help others in every facet of your personal and professional life.

Our focus is on providing a caring, Christ-centered learning environment for you

Staff and faculty are personally invested in the lives of each of our students, from enrollment through graduation and beyond.

A thriving social community is at the core of our work

We believe that the simple virtues of listening, exchanging ideas, and understanding each other are powerful learning tools. The power of God drives our conversation. It provides perspective and connects you to your greater purpose.
A biblical worldview is central to our way of life

It is the foundation of our academics. It drives how we live, how we work, and how we engage each other.

Ultimately, we provide a unique college experience centered on the Bible. an experience that prepares you for your journey, your mission to serve God, your mission to help others.

Student’s Responsibilities

The LBC Journey is designed to assist students as they live and function within the LBC community. We determine to partner with other God-ordained institutions such as family, church, and government with whom the student has a relationship and a level of accountability. Such guidance does not replace responsibilities to other God-ordained institutions. It is the responsibility of the student to recognize those to whom they are accountable and to submit to their authority. It is also assumed that the God-ordained institutions will take responsibility for their student attending LBC by giving guidance and holding their student accountable.

Community Covenant

“As we are involved on our LBC journey, we covenant together to …

... express our love for God through our obedience to the authority of His Word, our practice of spiritual disciplines, and regular expressions of worship and Christian service.

... express our love for others through acts of kindness, wholesome and uplifting speech, redemptive expressions of confrontation and forgiveness, merciful acts to those in need, and loving proclamation of the gospel.

... be people of integrity and self-control, truthful in our speech, honest in our conduct, and morally pure in both thought and action.

... pursue excellence in all that we do as an expression of our gratitude to God and our desire to be good stewards of all God’s gifts, including our talents, time, and resources.

As members of this community, we voluntarily submit ourselves to all of the guidelines in The LBC Journey and agree to uphold them with integrity and honesty.”

Each student will be asked each semester to affirm and sign the following:

“I have read the The LBC Journey, the Community Covenant, the Community Lifestyle Standards and the Academic Integrity Policy. Though I may not fully understand or agree in every respect, I will keep them with God’s help while I am enrolled as a student at Lancaster Bible College.”

Please find the correlating documents online:

- Click here to view the complete Community Lifestyle Standards.
- Click here to view the complete Academic Integrity Policy.
Who We Are

LBC Mission Statement
Lancaster Bible College exists to educate Christian students to think and live a Biblical world view and to proclaim Christ by serving Him in the Church and society.

LBC Vision Statement
Lancaster Bible College will be a premier learning community that intentionally develops the head, heart and hands of servant ministry leaders for global impact.

LBC Statement of Faith
Since its founding in 1933, the college has maintained an unqualified commitment to a historic, orthodox position on essential doctrines of the faith as expressed in the LBC Statement of Faith. A statement of faith is central to the college’s identity, serving as a unifying and clarifying document in an age of theological shifting and confusion. Hermeneutically, the college approaches Scripture from a grammatical, historical, and contextual viewpoint. Click here to view the LBC Statement of Faith.

LBC Student Services Mission Statement
The Student Services Department exists to help fulfill the college mission to cultivate a culture encouraging students to assess life and circumstances in light of a biblical worldview. Through intentional investment and deliberate care, Student Services will challenge students to live a life marked by integrity and effort, develop healthy habits of stewardship and living, grow in their God-given passions and abilities, and serve the college community, the Church and world.

LBC Educational Distinctives
Click here to view online.

LBC Core Values & Goals
Click here to view online.

LBC Core Knowledge & Skills
Click here to view online.
JOURNEY ACADEMICALLY

Academics will be a big piece of your journey at LBC. Our mission is to encourage you to learn the Bible thoroughly and to live according to its principles — to develop a biblical worldview. With this perspective, you will be equipped and confident to serve God in your chosen ministry. Our desire is to not only walk alongside you in your academic journey but to provide the information and tools necessary for you to strive for and achieve excellence while you are a student and to be best prepared for wherever God may call you to serve after graduation.

Academic Calendar
Click here to view the current Academic Calendar.

Academic Integrity Policy
Click here to view the complete policy statement.

Academic Mentoring & Disability Services
The Academic Mentoring Services Office (AMS) provides academic services at no cost to all current LBC students. Professional personnel and peer mentors provide academic assistance with time management strategies, course material review, test- and note-taking skills, class project planning, as well as study skills and memorization strategies. Students can also take an assessment to determine what learning style “works” best for them.

The Disability Services Office (DSO) provides accommodations for students with disabilities to ensure access to all programs, facilities, and activities of the college, based on Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), and their amendments. Accommodations are made on an individual, case-by-case basis, based on documentation submitted to the Director of Disability Services. Incoming students with disabilities are encouraged to submit their documentation and to schedule an appointment as soon as they are accepted to
the college so that accommodations can be arranged before the start of the semester for which they plan to enroll. Typical accommodations may include extended time for exams, a note-taker for lecture classes, textbooks in audio e-text format, and a scribe and/or reader for exams.

The Writing Center staff of peer and professional tutors is available to help students at any stage in the writing process. Students can ask for help getting an assignment started, outlining an assignment, adding citations to an assignment, and editing an assignment. The Writing Center is located on the fifth level of the Teague Learning Commons. Students can book an appointment by using the scheduling link available in the Writing Center information box on the LBC student portal. Click here to go directly to the online scheduler.

Hours of Operation:
The Ally Center, accessible by elevator, is located on the fifth floor of the Teague Learning Commons. During the semester the AMS is open Monday – Thursday, 8 AM – 5 PM and 6 – 11 PM; and on Friday from 8 AM – 3 PM. During the winterim/summer sessions, the Center is open Monday – Friday, 8 AM – 4 PM. The DSO is open 9 AM – 5 PM, year round.

Students may schedule AMS appointments by calling (717) 560-8200, ext. 5389, by emailing ams@lbc.edu, or by stopping by the Ally Center; students may schedule an appointment with the Director of Disability Services by calling (717) 560-8200, ext. 5383, or by stopping by the Disability Services Office.

Academic Details

Academic Advisors - Your academic advisor will give you personal assistance in selecting classes and making the most of your academic program. Get to know your advisor, and be quick to ask for help any time you need it. Contact the Solution Center to find out who your specific advisor is.

Course Load - A full-time student is one who carries 12 or more semester hours of classes a week. The typical student load is 15–18 semester hours of classes a week. A student may not take more than 18 semester hours of classes without the permission of his/her academic advisor.

Class Attendance - Each faculty member will develop his/her own class attendance policy within the college’s minimum class attendance requirements. Those requirements are:

- A student must attend 80 percent of the classes in a course in order to pass that course.
- Absences beyond 20 percent result in a failing grade for the course. The 20 percent includes any and all types of absences. This includes late registration for a course, drop/add, or late admission.
- In actual numbers, the 20 percent equivalent is:
  - 3 absences for courses meeting once a week
  - 6 absences for courses meeting twice a week
  - 9 absences for courses meeting three times a week
- If a student fails a class due to not meeting the minimum requirements for attendance, an appeal may be submitted through the Registrar’s Office to the Student Appeals Committee.

**Transfer Credits** - Any student intending to enroll in a course at another higher educational institution for transfer credit to Lancaster Bible College should check with the Registrar’s Office prior to enrollment in the course to determine the suitability of the institution for transfer credit and the adaptability of the course to the student’s program.

**Grading System** - The LBC grading system can be found in the College Catalog online [here](#).

**Independent Studies**

**Rostered Course**
Courses that are part of the regular curriculum may be taken by independent study when there is a scheduling problem that jeopardizes a student’s graduation as a result of college action. These independent studies are limited to students in their last two semesters of courses at the college. Application forms and instructional sheets are available in the Registrar’s Office.

**Non-rostered Course**
Courses that are not a part of the regular curriculum may be taken by independent study when they provide academic exposure in one of the college’s curricular areas to content not taught in an established course. These independent studies are limited to juniors and seniors with a grade point average of 3.00 or greater. Application forms and instructional sheets are available in the Registrar’s Office.

**Appeals**
Students wishing to do an independent study that is not permitted by these policies may appeal to the academic appeals committee. The student should complete the application form and submit it to the registrar with a letter of appeal.

**Drop/Add Period** - At the beginning of each semester, there is a short time period (normally one week) for students to make final adjustments to their class schedules. Each semester the Registrar’s Office will issue the drop/add dates and procedures to be followed. Full financial adjustments will be made as necessary. A drop/add fee may be assessed. Changes in room and board may also involve a fee.

**Course Withdrawal** - With approval from the Registrar’s Office, a student may withdraw from a course within the first nine weeks of a semester following the prescribed drop/add period. The course from which a student withdraws during the first nine weeks of the semester will be given a grade of W. After nine weeks, a student who withdraws from a course will receive an F unless the faculty member believes extenuating circumstances are present. In this case, and in consultation with the Registrar, course withdrawal is permitted with a grade of W. Course withdrawal forms are available in the Registrar’s Office. No financial adjustments will be made after the drop/add period.
**Academic Probation** - Students with a cumulative grade point average below 2.00 will be placed on academic probation. Students on academic probation who have the following grade point average or above may participate in only one extracurricular activity at any one time:

- Freshman (up to 29 hours) 1.70 GPA
- Sophomore (30–59 hours) 1.80 GPA
- Junior (60–89 hours) 1.90 GPA
- Senior (90 or more hours) 2.00 GPA

Students below these minimum GPAs may not participate in any extracurricular activities. All probationary students must attend two weekly appointments with a tutor through Academic Mentoring Services (located in the Ally Center), the college’s academic assistance program. In addition, they must sign-up for two weekly study halls. Study halls are offered throughout the day as well as the evening. Hours are chosen at the convenience of the student. The specific schedule for AMS is posted on campus the beginning of each semester. The Veterans Administration will be notified if a student receiving VA benefits does not meet the academic progress requirements after serving a probationary period of two semesters.

**Academic Dismissal** - Any student whose cumulative grade point average is below the minimum standards at the end of an academic year will receive notification of his/her academic dismissal from the Dean of Undergraduate Education. The minimum standards are:

<table>
<thead>
<tr>
<th>Hours Registered Toward Graduation Requirements</th>
<th>Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0–17</td>
<td>No Minimum</td>
</tr>
<tr>
<td>18–59</td>
<td>1.50 GPA</td>
</tr>
<tr>
<td>60–89</td>
<td>1.75 GPA</td>
</tr>
<tr>
<td>90+</td>
<td>1.90 GPA</td>
</tr>
</tbody>
</table>

Appeals of academic dismissal may be made by the student, in writing, to the Undergraduate Student Appeals Committee.

**Academic Requirements for Co-curricular Activities** – A student with a cumulative grade point average of 2.00 or above has no limitation with regards to participation in co-curricular activities. Students on academic probation (having a cumulative grade point average of 1.99 or below) may participate in only one co-curricular activity at any one time if their cumulative grade point average is higher than those listed on the following chart:

- Freshmen (up to 29 hours) 1.70 GPA
- Sophomores (30–59 hours) 1.80 GPA
- Juniors (60–89 hours) 1.90 GPA
- Seniors (90 or more hours) 2.00 GPA

New students who are accepted on academic probation may participate in one extracurricular activity during their first semester at LBC. The above chart will be in effect for the subsequent semesters.
Graduation Rates/National Center for Education Statistics - The Student-Right-to-Know Act requires all colleges and universities to disclose graduation rates for students who enter their school on or after July 1, 1996. The students who need to be identified and tracked are limited to first-time, full-time freshmen. This group of students is called a cohort. Other students such as previous college students, transfer students, and part-time students are excluded from the cohort. Additionally, the National Center for Education Statistics (NCES) requires all colleges and universities to compute graduation rates as a part of their Integrated Postsecondary Education Data System (IPEDS). This information is available to all students and is posted here.

Change of Address or Telephone - Any change of home address or telephone number should be reported immediately by the student to the Solution Center (located in Upper Esbenshade).
JOURNEY SPIRITUALLY

We see it of great importance that you grow spiritually during your time at LBC. Our hope is that as you grow in your knowledge of God and his word, you seek to develop and deepen your intimate relationship with him. Growth is encouraged through providing an array of opportunities for students to be challenged in their faith. The goal is that you will begin to develop traits and disciplines that will last a lifetime.

Development of Spiritual Life

Spiritual development is contingent upon a person’s submitting to the Spirit so as to manifest character that reflects the person of Christ, who sanctifies, indwells, and empowers individuals to conduct themselves as the children of God.

LBC views church attendance as a crucial part of a student’s life and desires for each student to grow in fellowship with other believers. Students demonstrating a lack of consistency in church attendance will meet with the dean of students.

Students are encouraged to maintain a pattern of weekly rest, refocusing their attention on Jesus Christ and renewing themselves spiritually, physically, emotionally and mentally. This includes a campus-wide adjustment of the usual daily pace and schedule and an effort to encourage balanced, intentional involvement in worship, growth, and ministry.

Students are encouraged to maintain daily times for opportunities to commune with God through personal Bible reading, reflection, and prayer. God desires to have communion with his children and delights to hear from them in prayers of praise and petition. His Word speaks to us and acts as a guide for our daily living. Such worship adds affection to our academic encounters with the Scriptures.

Chapel

Chapels are the one place and time where the entire LBC community can gather to encourage one another and receive instruction and challenge from the Word of God.
As such, chapel is at the core of Lancaster Bible College’s effort to encourage spiritual growth in the life of every student. Chapel seeks to accomplish four purposes:

- To spiritually strengthen the LBC student body, faculty, and staff through the teaching of God’s Word
- To invigorate the body of Christ at LBC through opportunities for authentic, passionate worship
- To broaden the worldview of the LBC community
- To encourage biblical body life among the LBC community

Click [here](#) for the complete Chapel Policy, including attendance details.

Click [here](#) for a downloadable Chapel Excuse Form. Please, print the form, complete it, and submit it to Student Services (Upper Miller Hall).

### Day of Prayer

Once each semester the entire student body, faculty, and staff of LBC devote an entire day to prayer. Students whose normal schedule requires them to be on campus those days will be expected to participate in the Day of Prayer activities. Failure to attend Day of Prayer will be counted against the student’s grace allowance for chapel.

### Missions Conference Attendance

All full-time students (twelve credit hours and above) are expected to attend the Missions Conference in the spring semester. Attendance expectations and guidelines are consistent with those for daily chapels. Instructions and guidelines are distributed to students prior to the Conference.

### Christian Service

Christian Service is the practical training and non-credit requirement of all sophomore level students at LBC. Detailed information about Christian service can be found in the college catalog as well as the student portal, where students can find a listing of current Christian service opportunities.
JOURNEY IN COMMUNITY

What Shapes Our Community

LBC desires to create a community that centers on loving God and loving others. As the church is called to community, we understand that academic and spiritual growth happens best within community. Being part of this community obligates the individual to comply with the rules, regulations, and standards of that community. This holds true in society, at LBC, and in the broader body of Christ. While we are individuals, pure individualism is not a possibility. As believers, we are counter to this world, a “distinctive people.”

Here to Help

Being part of a community means that no one walks alone. We understand that each student who attends LBC comes from different backgrounds and has different needs. We aim to provide various services to help students along their academic and spiritual journey. The Student Services Office (located in Miller Hall) seeks to provide deliberate care to students through investment as well as helping them discover and use the resources and services that available to them through other departments on campus.

Some of these services include the Ally Center that offers personalized academic attention and C3@LBC that offers career and counseling services.

Community Doesn’t Take Vacation

While we recognize that the college’s community standards are applicable only while an individual is enrolled in classes, we believe God expects, as does LBC, a consistent high standard of living for His people. This extends to summers, vacations, breaks,
and throughout one’s lifetime. It is our desire that positive internal attitudes and wholesome external behaviors will be developed that would extend beyond the classes and campus of LBC.

Students taking summer courses, winterim courses or travel learn trips, journey team trips, college sponsored trips, student workers, and campus residents are expected to conform to all standards within The LBC Journey.

During the summer vacation period and between semesters, all LBC students are expected to conform to a high lifestyle standard so as to maintain a good testimony for the Lord and the college. We are commanded to pursue holiness in every aspect of our lives and in every location, even when we are “on vacation.”

“All things are lawful for me, but not all things are profitable…” (I Cor. 6:12, 19-20). The practical application is that when you set certain boundaries away from school, it is difficult to discontinue them when you return to school. Therefore, although we do not supervise your lifestyle during these periods, any failure to observe the absolute standards of Scripture, particularly in the moral area, would be considered serious and may result in disciplinary action or could jeopardize a student’s standing in the college.

Biblical Principles for Living & Learning

In order to live effectively as a community of believers, expectations have been established for the good of all concerned. The college recognizes that not all Christians or Christian organizations will agree with the standards that LBC has established for its operation. The standards that follow are selected and designed for the context of Lancaster Bible College and for the leadership development program that is in place. These standards are derived from three basic biblical principles:

1. The Principle of Ownership - We are his and because we are his, we need to be pure.
2. The Principle of Stewardship - Our resources are his.
3. The Principle of Love - We love him and others.

Every student is expected to live by these principles and standards while enrolled. We believe these standards will be foundational as students learn to live according to a biblical worldview. The community standards are not set forth as absolutes or as an index of Christian spirituality but rather are established to help each student grow and learn in community.

The Principle of Ownership

*We are his and because we are his, we need to be pure.* God commands each Christian who truly desires to serve Him to present his/her body to be totally used for his purposes. As temples of God’s Holy Spirit, we need to be clean dwellings, allowing God his rightful claim on our lives and bodies. Exhortations to purity, especially moral purity, naturally result from the fact that God’s Holy Spirit dwells in us as his present-day temple. The mere fact that God is holy necessitates a holiness in his children. We are encouraged to be imitators of Christ and not let immorality or any impurity or
greed even be named among us. A clean break with all forms of immorality means avoiding those things in our lives that cater to satisfying our sinful desires or to “feeding” temptations.

The Principle of Stewardship

*Our resources are his.* Stewardship is managing everything God brings into the believer’s life in a manner that honors him and impacts eternity. This includes the way time, talents, material possessions, and wealth are used or given for the service of God. This perspective begins and ends with the understanding of God’s ownership of all. The Bible teaches that people are accountable and responsible to God for the way they use the resources they are given. We are expected to “steward” or “manage” these for the One who owns and has given them for this purpose. God has richly blessed the college with a beautiful campus. We at LBC want to glorify him in the way that we use what he has provided through our care and respect of the facilities, people and programs of LBC.

The Principle of Love

*We love him and others.* Next to our primary concern of loving God, our love for others is of foremost importance. The principle of love summarizes God’s purposes for the believer’s life.

Part of demonstrating love for others includes sacrificing my freedom so as not to offend those God has called me to serve. When you choose to become a part of the LBC community, you come not as one to be served but as one who serves others. A
servant’s heart involves becoming excited about making someone else a success. This community endeavors to make the college a success before its constituency just as in the same way the administration, faculty, and staff seek to make you a success before those to whom you are or will be ministering.

Life in Community

Respect for One Another

The community at LBC is one of mutual respect. The principles of truthfulness, love for others, giving only a good report and communicating for edification are essential to obedience to Christ.

There should be a respect for authority and the position of faculty and staff, evidenced in such things as the proper use of titles (President, Dean, Professor, Dr., Mrs., Mr., Miss, and others), courteous attention in class and chapel, and seeking to resolve any conflict with the right person. Respect is shown in the classroom and chapel by arriving promptly, giving thoughtful attention during the time of meeting, and engaging in material and discussions.

In addition, there is respect for one another, seeking to show genuine care and concern for fellow students, staff, and faculty. We seek to be respectful in our conversations to and about others, the way we use the property of others, and not entering a room or office of another individual without permission. As a community, our respect for one another is evidenced in the way we are courteous to every individual, encourage each other, seek to place the needs of others above our own.

Thought should also be given to the way in which respect is communicated through social media. Social media has become a form of communication that allows a user to hide behind their comments while giving a false sense that they are not responsible for the consequences of those comments. Vague posts about disagreements you’ve had with other individuals, complaints about a situation you’ve not tried to resolve with another party, or calling into question the competencies or character of other students, staff, or faculty through any avenue of social media is a lack of respect.

Disruptive Behavior

A student’s behavior may be of such an extreme nature that it causes disruptions in the classroom, residence halls or the campus community at-large. In such instances, restoration will be sought to bring about an appropriate resolution beneficial to the individual and community. There may be times when the college setting cannot provide a reasonable and healthful solution. In such cases, when a student will not make required behavioral changes, further disciplinary action may be taken.

Any act or threat that imposes any kind of emotional trauma, intimidation, or physical harm to another person is prohibited. Such behavior is regarded as a safety risk, not only for the individuals involved but also for the entire campus community, and it will not be tolerated. Failure to report such actions/threats or the presence of individuals on campus that have engaged in them is also a safety risk and may be subject to discipline.
Personal Injury to Self

In times of great distress, people will occasionally engage in harmful, self-injurious behaviors. Examples of such behavior are eating disorders or other lifestyle habits that cause health risks, repeated remarks about or seeming infatuation with death or suicide, self-mutilation, or actual suicide attempts. LBC recognizes that those who are finding self-harm a reasonable alternative to facing the difficulties of this world need others to come alongside them and lend direction and support during crisis. LBC has created a response plan to address and provide guidance in situations where a student engages in self-harm. Depending on the nature of the situation, LBC may choose to respond in a variety of ways, which may include accountability, counseling, and/or psychological assessment. There are also times when action on behalf of all members of the community is needed to prevent further disruption. In every situation, attempts will be made to allow the student to have the opportunity to choose a healthy response.

Dress and Decorum

Recognizing that individuals have the freedom to dress in a manner that expresses their individual taste and personality, we acknowledge that our dress and decorum is to reflect the educational institution of which we have chosen to be a part. LBC is a Christian academic community that is preparing individuals to think and live a biblical worldview and to proclaim Christ by serving him in the Church and society. To aid students in this mission, we ask students to submit to the college’s expectations in the area of dress and decorum that are conducive to an academic setting.

These expectations are centered upon two criteria: modesty and professionalism. Modesty reflects that a person’s manner of dress displays moral decency, carefulness in not drawing focus to one’s body for undue attention or sexual attraction, and sensitivity to others in a diverse Christian community. Professionalism as a student should reflect a level of seriousness, sensitivity, and purpose that displays a student’s willingness to adhere to standards established for a particular setting, activity, or community.

Modesty and professionalism is not manufactured by an arbitrary list. These attitudes are cultivated in the heart and manifested as lives are lived reflecting the character of Christ. As a Christian community, we should be willing to be accountable and, when necessary, challenged by those in this community through a loving conversation. Should this accountability in regard to dress and decorum fail to adjust an area deemed not in keeping with the college’s guidelines, then the specific area will be addressed through the college’s normal disciplinary processes.

- Clothing selection should be for a Christian educational community. Students attending classes, chapel, or other formal academic activities should dress with modesty and professionalism. These academic activities are not places of leisure but places of learning. The student’s dress should reflect appropriate modesty that does not distract from a learning environment. All members of the college community are expected to hold one another to these guidelines.

- Clothing in the classroom and chapel should be neat, clean, and not tattered. Shorts are not permitted for class or chapel.
• Footwear must be worn at all times.
• Clothing including shorts, skirts and dresses, should not be excessively short or revealing. Midriff and undergarments should not be visible, and shirts should not be low cut and should have a modest strap. Leggings/tights are not to be worn as pants and must be worn with a skirt/dress. Pajama pants should only be worn within the residence halls.
• Other than in dorms, shirts should be worn everywhere on campus, including the athletic center.
• Clothing such as muscle shirts and other workout attire should be confined to such use. Students should wear loose-fitting shorts/shirts when wearing spandex.
• Clothing should not market products or activities that counter biblical standards or the college’s guidelines.
• Personal grooming, hairstyles, and fashion should avoid extremes. Clothing should be gender appropriate. Styles that are extreme to be attention-getting are not to be considered the norm for a college preparing students for professional careers.
• Clothing for college-sponsored social events should reflect modesty even though not an academic activity.
• Students may be limited in the wearing of visible body piercings while officially representing the college (academic-related ministry, athletics, choir, etc.). Facial jewelry (other than earrings or nose piercing) is prohibited.
• Clothing may be evaluated by a faculty or staff member at their discretion concerning the appropriateness of a student’s dress and decorum on campus. An occasion could arise where a student may be asked to leave a class or campus area until appropriate dress standards are met.
• Students may be required by a faculty or staff member to abide by additional dress and decorum standards to participate in specific events or employment associated with the college. Professional development of students may require additional dress guidelines for classes that are consistent with the course objectives.

Drug and Alcohol Policy
LBC will uphold the following standards regarding alcohol, non-prescription drug, and use of tobacco. In creating a healthy environment and complying with the Federal government’s Drug-Free Schools and Communities Act of 1989, Public Law 101-226, the college will be a drug/alcohol free campus.
• Students are not permitted to use, purchase, or possess alcoholic beverages, tobacco products, synthetic street drugs or any illegal drug on or off the campus. Students are also prohibited from misusing legally prescribed medication.
• Students are notified of significant health risks associated with the improper use of the aforementioned substances. The risks include, but are not limited to, physiological and psychological damage as well as detrimental dependencies that could even contribute to death.

• Students are responsible to state and federal laws that prohibit unlawful sale, use, or possession of drugs and alcohol. Penalties include fines and/or imprisonment. Since underage drinking is a violation of federal law, students engaged in such practices are subject to legal sanctions in addition to college penalties.

• Students are not permitted to attend events or places specifically intending to engage in activities that violate the college’s standards regarding alcohol, non-prescription drug, and tobacco use.

• Students struggling with drug or alcohol use may obtain counseling through the Counseling and Career Center: c3@lbc.edu.

• Students can read about some factors to consider regarding alcohol here.

• Students violating these guidelines are subject to discipline and may be dismissed from the college.

Dancing

There are appropriate and positive forms and occasions for non-sensual dancing such as choreography in drama and musical productions, cultural activities, aerobic classes, and dancing at special family events. Many forms of dancing in today’s culture are sensual and undermine that which promotes godliness. Sensual dancing and attendance at establishments or events that encourage such dancing is prohibited. College-sponsored dances will not be permitted on or off campus.

Sexual Purity

Students reflect that they are followers of Jesus Christ by loving God and others through practicing biblical holiness and sexual purity. Keeping relationships pure is the responsibility of all students, faculty and staff. Conduct between all members of the community should be respectful and conform to biblical standards. To avoid tempting situations, students are to limit their physical contact. Inappropriate displays of public affection are not acceptable between any members of the LBC community; this does not merely apply to couples in romantic relationships. Inappropriate displays include kissing, prolonged hugs and excessive physical contact that is, or can appear to be, sexual in nature. Sexual harassment of any type will not be tolerated. Please, read Factors to Consider Regarding Sexual Purity for other details.

Students are urged to avoid placing themselves in a situation where standards are lowered or accountability is nonexistent. Students are not to spend the night in the presence of an individual to whom they could be sexually attracted and tempted. Couples are not to spend the night in someone’s home, off-campus apartment, hotel, etc., without the presence of a parent or guardian.

Students that are struggling with current or past sexual abuse are encouraged to seek help through the Career & Counseling Center (C3@LBC). Students who are dealing with sexual purity issues, sexual addictions, or other sexual sins are urged to seek help through Student Services or C3@LBC. Students will be counseled toward
accountability and living a life of choices that reflect obedience to God and his scripture. Students that have struggled with sexual purity and have confessed this to the Lord while seeking guidance from the college will be addressed in a redemptive manner. This established goal, however, does not eliminate the possibility of disciplinary action.

**Media**

Students should use discernment, discretion, and wisdom in their selection and participation in media use. This includes but is not limited to music, television programs, movies, theater, literature, social media, video games, and computer media.

Students are cautioned to be observant of the amount of time they are media consumers and of the settings in which they may be distracted, namely by social media. Although some media may be able to assist in building community, others distract from authentic relationships and have the reverse consequence.

As a part of a community, students should understand the effects media consumption has on them as an individual as well as others. Students should reflect a biblical worldview in personal media choices and a loving consideration of others in communal media participation. Media guides can be unreliable and much of social media is unfiltered. With biblical discernment as the backdrop, students should follow these standards in the LBC community:

- Media that contains sexually explicit or suggestive content, profane or coarse language, and/or themes that are morally degrading, pornographic in nature, or may cause the viewer to become desensitized to issues not supporting a biblical worldview is prohibited on and off campus.
- Movies with an “R” rating are not to be viewed on campus unless prior approval has been granted by Student Services. Movies with an “NC-17”, “X”, or “Unrated” movie rating are prohibited on and off campus.
- Video games with an “M” (Mature) rating are not to be played on campus unless prior approval has been granted by Student Services. Games with an “AO” (Adults Only) rating are prohibited on and off campus.
- Social Media should be edifying, building each other up for service in the church and society. Students who choose to engage in social media should choose to do so responsibly, using discernment, and not demeaning others or with intent to bully. By choosing to use social media outside of these media guidelines, a student may be subject to disciplinary action from the college.

**Disciplinary & Judicial Process**

LBC seeks to deal with all issues in a redemptive manner. To be informed, proper policies and procedures have been established and can be found by visiting the following. Click [here](#) for more information about LBC’s disciplinary and judicial process.
JOURNEY DETAILS

There are many details about resources and policies in the LBC community. The following is a basic listing of those details. You can get a more comprehensive understanding by visiting the various areas that are covered.

Cancellation of Classes & College Closings

A class will be considered canceled when the professor is more than fifteen (15) minutes late.

If it becomes necessary to cancel or delay classes or any college-sponsored activity, decisions will be made by 6 AM for day classes/activities and 2:30 PM for evening classes/activities. An announcement about a delay or closing will be posted on the LBC website at www.lbc.edu, communicated through the LBC alert system and on the college’s automated answering system (717.560.8200 or 8201). Cancellation of a day schedule does not mean that the evening schedule is canceled. A separate announcement will be made for an evening schedule.

A class schedule for delays can be found on the student portal or here: Delayed Class Schedule

The announcement will be given to the following stations: WGAL TV 8 and WJTL 90.3 FM

General Services

Academic Mentoring & Disability Services

The Academic Mentoring Services Office (AMS) provides academic services at no cost to all current LBC students. Professional personnel and peer mentors provide academic assistance with time management strategies, course material review, test- and note-taking skills, and class project planning as well as study skills and memorization strategies. Students can also take an assessment to determine what learning style “works” best for them.

The Disability Services Office (DSO) provides accommodations for students with disabilities to ensure access to all programs, facilities, and activities of the college,
based on Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), and their amendments. Our goal is not governed solely by governmental legislation but also by our concern for all students’ endeavors; we believe that true education endeavors to realize all students’ greatest potential, preparing them to be effective servants of Christ.

Accommodations are made on an individual, case-by-case basis, based on documentation submitted to the director of disability services. Incoming students with disabilities are encouraged to submit their documentation and to schedule an appointment as soon as they are accepted to the college so that accommodations can be arranged before the start of the semester for which they plan to enroll. Typical accommodations may include extended time for exams, a note-taker for lecture classes, textbooks in audio e-text format, and a scribe and/or reader for exams.

The Writing Center staff of peer and professional tutors is available to help students at any stage in the writing process. Students can ask for help getting an assignment started, outlining an assignment, adding citations to an assignment, and editing an assignment. The Writing Center is located on the fifth level of the Teague Learning Commons. Students can book an appointment by using the scheduling link available in the Writing Center information box on the LBC student portal. Click here to go directly to the online scheduler.

Hours of Operation:

The Ally Center, accessible by elevator, is located on the fifth floor of the Teague Learning Commons. During the semester the AMS is open Monday-Thursday, 8 AM–5 PM and 6–11 PM, and on Friday from 8 AM–3 PM. During the winterim/summer sessions, the Center is open Monday-Friday, 8 AM–4 PM. The DSO is open 9 AM–5 PM, year round.

Students may schedule AMS appointments by calling (717) 560-8200, ext. 5389, by emailing ams@lbc.edu, or by stopping by the Ally Center; students may schedule an appointment with the Director of Disability Services by calling (717) 560-8200, ext. 5383, emailing dso@lbc.edu or by stopping by the Disability Services Office.

Counseling & Career Center (C3@LBC)

The Counseling and Career Center (C3) at LBC is committed to connecting students at LBC with free, biblically-based, professional counseling services. C3 provides a holistic approach, viewing all aspects of a student's life as interrelated. Personal, spiritual, academic, financial and career concerns are all appropriate topics for counseling.

C3 provides undergraduate students with confidential, short-term counseling services. Individual and group counseling services can help students address issues of how to manage a myriad of concerns, from the seemingly day to day stress of life to issues that seem to define our very identities. If you or someone you know is considering speaking to a counselor, you will be provided a safe and relaxed
environment where you can address the concerns that have weighed you down throughout the semester.

If you do not desire or need a counseling experience, but maybe have a question about how to handle a difficult roommate, a situation at home or a sticky relationship, you can simply schedule a one-time consultation with a counselor in the C3 office.

Students can contact C3 directly by phone at (717) 560-8200 ext. 5801 or via email at c3@lbc.edu to schedule an appointment.

**Health Services**

Physical well-being is an important factor of being a student. To help safeguard your health while you are enrolled, LBC provides a

**Doctor on Campus** – A doctor is on campus weekly. You can schedule an appointment to see the doctor for any physical issue. Check with the Health Services office for the day and time the doctor is available.

**On-Campus Personnel and Facilities** – A nurse is available in the Health Services Office during normal business hours. The nurse’s office is located in upper Miller Hall and a dispensary is maintained to supply basic first aid. The Health Services Office phone number is 717.560.8215 or the nurse may be reached by cell phone at 717.682.1859. A Resident Assistant will be the first point of contact in an emergency. When appropriate, local emergency medical personnel may be reached by dialing 911. Local hospitals and emergency rooms are within five to ten minutes of the college.

Students are at liberty to consult a physician of their own choice for diagnosis and/or treatment. For names of physicians, dentists, or other specialists, see the director of health services. Students are responsible for making their own arrangements for transportation. Resident students should keep the director of health services informed of all illnesses requiring a doctor’s intervention.

**Help Desk**

The Help Desk is located in lower Esbenshade and is available to assist students with basic computer services.

**Computer Acceptable Use Policy**

Computer network and internet access is provided for students and employees of LBC for the purpose of furthering students’ education and providing tools for faculty and staff in support of their duties. All members of the LBC family must respect areas on the network that are not for general access and refrain from accessing sites on the Internet that are not conducive to spiritual growth. In addition, all must realize that there are file and resource limitations. Our complete Computer Acceptable Use Policy is available here.

**Public Safety**

All students are to promptly and accurately report any criminal activity or emergencies to Public Safety (717)-560-8267. Public Safety must be immediately notified if Police, EMS, or Fire Department are called to campus for any reason.
All students have access to academic, recreational, and administrative facilities on campus during those facilities’ hours of normal operation. Access to resident halls is limited to resident students and their guests.

Public Safety staff does not have arrest powers but alerts the local police and college personnel of any activity that may require their attention. Cooperation with Public Safety is expected at all times. Security awareness and crime prevention are encouraged in orientation programs, resident hall meetings, and announcements (posted or sent by email).

In compliance with the Clery Act, a comprehensive crime and security report is available online at www.lbc.edu and in writing at any of the Campus Safety Offices.

**Guns, Knives, Weapons and Firearms**

Guns, knives, weapons, firearms and any projectile devices (including but not limited to toy, air, pellet, paintball, BB guns or any homemade device) are not to be brought to campus for any reason.

**Automobiles**

All students and college employees must register their vehicles with the Public Safety Department and display their parking tag in the appropriate location facing the front windshield at all time while on campus. Vehicles can be registered via an online form located on the Student Portal of the college website at www.lbc.edu. A full list of the campus parking/traffic regulations can be found on the Student Portal.

**Emergency Procedures and ALERT LBC**

Emergency procedures are posted throughout campus buildings and are accessible on the LBC website. Please review these procedures so that you know what action steps to take in a campus emergency.

LBC utilizes an emergency alert notification system to notify students of campus emergencies and weather related events. All students are auto-enrolled in the alerting system based on your student record with the registrar. Students must keep their contact information up to date with the Registrar’s Office. Any student wishing to opt out of the alerting system may do so via the process listed at the bottom of any issued alert or by speaking with the director of public safety.

**Retail Services**

**Bennee’s Bistro/Hollee’s Café**

**Bookends Bookstore**

**The Stop (Mail, Copies & More)**

Each student is assigned a mail stop where mail from professors, home, and peers is delivered. The stop number will remain the same as long as the student is continuously enrolled. A new stop number will be assigned once the student returns from being away for a semester or more. When the student is assigned their mail stop, the stop number and combination will be emailed to them. Please do not modify or alter the combination locks in any way.
The proper format for the student address is as follows:

Student Name
Lancaster Bible College
901 Eden Rd. Stop #____
Lancaster, PA 17601

The mail stop number must appear on all correspondence (letters, bills & packages) as well as all tests and papers. Failure to properly indicate the stop number will result in a delay in delivery of the mail. For items that are too large to fit into the student’s stop, notification will be given for the student to come to the service counter to claim their package.

Between semesters, students have the option of completing a mail forwarding form to indicate where any first class mail received during this time should be forwarded. If the form is not completed, mail will be delivered to their stop as usual.

The Stop is able to assist with any shipping, faxing and printing needs students may have. Regular hours are 8:00 AM to 4:00 PM, Monday through Friday (closed during chapel times).

The Solution Center — Financial Aid

The Financial Aid Office helps students secure funding or financial aid to help pay for college expenses.

- Scholarships, grants, loans and work study are all forms of financial aid.
  - The federal Work Study program funds on-campus jobs and gives students with demonstrated financial need an opportunity to work to help pay for school expenses. Job openings are posted on www.lbc.edu via the student portal. This is not a scholarship, and these funds will not appear on the student’s account.
  - An award is the total amount of financial aid granted to a student through the Financial Aid Office.

- To qualify for scholarships, grants and loans, each student must complete a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov by May 1. (LBC’s Federal School Code is: 003285)
  - A Student Aid Report (SAR) is simply a list of the information a family provides on the FAFSA.
  - The Expected Family Contributions (EFC) is a measure of your family’s financial strength. It is calculated according to a formula established by law and considers income, assets, benefits (i.e., unemployment or Social Security), family size, and the number of family members in college.
  - Verification is the federal process to determine accuracy of information on the FAFSA.
Each year, LBC determines the **Cost of Attendance (COA)** by estimating educational expenses such as tuition, fees, housing, food, books, and travel.

**Financial Need** is the difference between the COA and the EFC (Financial Need = COA - EFC). The Financial Aid Office uses financial need to determine an award for each student.

It is important to know that an award is not always enough to cover all expenses. Many families use a combination of current income, payment plans, and alternative or home equity loans to meet their EFC and any unmet financial need.

Please be aware that PLUS and Alternative loan applications must be completed and have final approval from your lender by the due dates noted on the agreement.

For more detailed information, please visit [LBC Financial Aid](#).

**Financial Aid Advisors:**
- Last names beginning with A-L, Beth Kachel
- Last names beginning with M-Z, Tricia Wilson

### The Solution Center — Business Office

LBC meets as much of the financial need amount as possible through a combination of scholarships, grants, loans, and on-campus employment. The costs not covered by the award are billed to the student’s account and must be paid by the student and/or family by August 3. Please stop by the Solution Center to discuss payment options (private loans, Parent Plus, payment plan, etc.)

A **student account**, like any other account, is an itemized record of account billing, debits, and credits. Payments and/or financial aid funds for each student are credited to the student’s accounts, where they are applied to the amount billed for tuition and fees.

#### 2015-2016 Tuition & Fees

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time Tuition</td>
<td>$19,350.00</td>
</tr>
<tr>
<td>Room &amp; Board</td>
<td>$8,350.00</td>
</tr>
<tr>
<td>Additional Fees</td>
<td>$630.00</td>
</tr>
<tr>
<td>LOGOS</td>
<td>$560.00</td>
</tr>
<tr>
<td>Freshman Experience</td>
<td>$300.00</td>
</tr>
<tr>
<td><strong>Total Direct Expenses</strong></td>
<td><strong>$29,190.00</strong></td>
</tr>
</tbody>
</table>

**Other costs that may apply:**

- Key Deposit. $25.00 (Resident students only)
- Course Fees. Various courses may have a fee
- Additional Credits. $670.00/credit (for credits beyond 18 per semester)

#### Payment Terms

Your balance must be paid in full or a payment plan set up by August 3. Five-month payment plans are from July to November for fall semesters and from December to April for spring semesters. A payment plan may be set up anytime after June 10.
Payment Options
You may set up a secure payment plan (to pay in full or monthly) using your bank account (savings or checking) or credit card with Nelnet Business Solutions (NBS). Enrollment and service fees may apply. Visit www.lbc.edu and click on the student portal; review the information at “Paying Your Bill.” NBS’s 24/7 help line is (800) 609-8056.

You may also pay by check, made payable to “Lancaster Bible College” and mailed to:
LBC Solution Center
901 Eden Road
Lancaster, PA 17601

Late Fees
A one-time $125 Account Fee applies to any unpaid balances over $500 for each term. A $40 Monthly Fee applies to any unpaid balance over $100.

The Solution Center — Registrar’s Office
The Solution Center will assist you with the following:
- Changes to your schedule
- Completing forms — Change of Major, Adding Minor, Independent Study, Add/Drop, etc.
- Enrollment Verification — send letter verifying you are a current LBC student
- Transcript Requests

Contacting the Solution Center
You may contact the Solution Center Monday – Thursday, 8 AM – 5 PM and Fridays, 8 AM – 4 PM by calling (717) 560-7071, ext. 8254 or by email: solutions@lbc.edu.

Student Services
Identification Cards
All students must obtain and carry the LBC ID card while on campus. The ID card is primarily used for identification and verification of LBC status.

- ID Card Services
  - Library
  - Meals in the Olewine Dining Commons
  - Purchases in The Charger, Bennee’s Bistro, and Hollee’s Café
  - College functions and sporting events
  - Discounts offered by local business

- Cardholder Responsibilities
  - Use of the LBC ID card by anyone other than the person to whom it was issued is strictly prohibited
  - Cardholder is subject to disciplinary actions or other penalties from improper use of the card
  - Cardholder is responsible for any and all losses associated with his/her card
  - Students are charged $25 for a replacement card the first time; $50 the second time; $100 the third time; $200 the fourth time.
• Disclosure Statement: ID cards are the property of LBC and must be returned upon request.

Commuting Students

Commuting Students are subject to campus rules in all their activities on campus and at college functions. Commuting students are permitted to make short visits in the residence halls. Residence hall rules are to be regarded, and respect is to be shown for residence hall personnel. Out of respect for a person’s privacy and property, a student is not to enter a resident’s room without his/her permission.

Refrigerators and dining areas are provided for commuter students who carry lunches. Commuter meal plans are available for purchase; stop by The Solution Center for assistance.

Resident Students & Housing Policy

Single, undergraduate students carrying twelve (12) or more hours and not living with parents or relatives are expected to reside in the on-campus residence halls. When the residence halls are overcrowded, exceptions to this policy will be made for fourth or fifth year seniors or students 22 years of age or older. Requests for exceptions to the residency requirement are to be submitted in writing to the dean of students. Any changes in room and board may involve a fee.

Students over the age of 25 may not live in the residence halls unless permission is given by the dean of students. Available off-campus housing is listed in a notebook kept in the Student Services Office.

Students who withdraw will be charged for board and room according to the policy for withdrawals. Board charges are based on the anticipation of students having some meals off campus; no refunds are permitted for partial or selected absences from the Olewine Dining Commons.

Only enrolled students may live in the residence halls. Permission must be secured from the Dean of Students before anyone with less than twelve (12) semester hours will be permitted to reside on campus.

See the Housing Supplement for more details about housing at LBC.

Student Meetings and Organizations

All meetings that are not part of the activity of any recognized college organization or are open to the public must be cleared in advance with the Dean of Students. All plans for outside speakers must also be cleared with the Dean of Students unless for a regular college organization function. All programs and presentations of regular college organizations and groups must be approved by the group’s advisor.

Numerous student organizations meet for social, instructional and spiritual growth. The organizations are overseen by the Student Government Association.

Athletics

LBC is a duel member of the NCAA III and the NCCAA. There are three levels of athletic participation offered to the students:

• Intercollegiate Sports — Sports for men include baseball, basketball, cross-
country, soccer, tennis, and volleyball; sports for women include softball, basketball, cross-country, soccer, lacrosse, tennis, and volleyball.

- **Intramural Sports** — A variety of activities are offered through the intramural sports program and are offered throughout the year.

- **Club Sports** — A club team is composed of LBC students who do not compete on a varsity team in the same sport. Club teams may or may not compete with other institutions. LBC is committed to meeting the needs of the student body. The Athletic Department will assist club teams as they go through the process. Stop by the Athletic Office for full information on how to start a club team.

The Horst Athletic Center (HAC) and the Peterson Fitness Center are available for general use to all students. Children (under 12 years) of students must be accompanied by an adult.

**The Charles & Gloria Jones Library**

The library staff is available to assist each student in locating needed information. A student should feel free to ask for assistance whenever he/she needs help. Any student who may need to use interlibrary loan materials (book loans or article photocopies from other libraries) is encouraged to plan his/her research in advance. Requests for interlibrary loan materials should be made as early in the semester as possible due to the fact that it takes several weeks for such material to arrive. The cost of interlibrary loan material is the responsibility of the student requesting the material. More information regarding the library can be found at library.lbc.edu.

**Employment**

Student worker jobs can be found on the student portal of the LBC website. Other off-campus employments are often received and recorded in a notebook available for students to browse; this notebook is kept in the Student Services Office. Another resource is LBC’s online jobs portal. Click here to visit the jobs portal where you will find a comprehensive list of available off-campus jobs and ministry opportunities. Circumstances and situations of student employment are to be in harmony with the standards of the college. When you are going to be absent from your employment for any reason, responsibility and courtesy dictate that you notify your employer as soon as possible. Please give at least two weeks’ notice before leaving a position.

**Computer Acceptable Use Policy (CAUP)**

Computer network and internet access is provided for students and employees of LBC for the purpose of furthering students’ education and providing tools for faculty and staff in support of their duties. All members of the LBC family must respect areas on the network that are not for general access and refrain from accessing sites on the internet that are not conducive to spiritual growth. In addition, all must realize that there are file and resource limitations. Our complete Computer Acceptable Use Policy is available here.
College Liability

The college does not assume responsibility for personal property that is lost, damaged, or stolen at any place on campus. Students are advised to keep their doors locked at any time they are out of their room and to lock their car doors at all times on campus. They are cautioned to leave any valuable property at home or in a suitable storage place. Students are encouraged to make use of bank accounts and not to keep large sums of money on their person or in their rooms. Students are encouraged to purchase insurance if they are not covered under their parents’ homeowners’ policies. This also applies when traveling on college-sponsored activities and trips.

Parental Notification

LBC may notify the parent(s)/guardian(s) of dependent students under the age of 21 for disciplinary actions of suspension or dismissal and for violations related to alcohol or controlled substances. The college also reserves the right to contact parent(s)/guardian(s) when the administration believes that parental contact is in the best interest of the student and/or college.

In all disciplinary matters, the context of individual circumstances is considered when deciding whether to contact parent(s)/guardian(s). When possible, students will be given the opportunity and be encouraged to discuss the situation with their parent(s)/guardian(s) prior to the college’s notification.

The college may elect to notify the parent(s)/guardian(s) of students in the event of serious health concerns such as illness, injury, self-harm, suicidal ideation.
or hospitalization. This notification will only take place if the student is unable to communicate or if the college believes it is in the best interest of the student, parent(s)/guardian(s) and/or the college.

Sexual Harrassment and Sexual Assault Policies

It is the policy of Lancaster Bible College to strictly prohibit any conduct which constitutes sexual harassment and sexual assault and to discipline any employee or student guilty of committing such conduct. These policies are based on the biblical principles of purity and on Title VII of the 1964 Civil Rights Act and Court decisions. Please see the complete policies posted in the Student Services Office. Forms are available for anyone who desires to report such behavior.

Disclaimer

The contents of The LBC Journey set out some of the policies and procedures currently in effect at LBC. The college reserves the right to change provisions of The LBC Journey without notice, when it deems the change to be in the best interest of the college and its students.

When a situation occurs that is not specifically addressed, it will be resolved in accordance with established practice. When there is no established practice, administrative judgment will guide the decision.

While The LBC Journey has been carefully reviewed for correctness and completeness, the College reserves the right to make modifications, amendments, or changes as necessary. All students without regard to date of admission, application, or enrollment are subject to the most recent published edition of campus policies. A copy of the most recent edition is posted on the LBC website (www.lbc.edu).

Every student is held responsible for the knowledge of the regulations and information contained within this publication. If you have questions that concern the interpretation and application of these regulations and procedures, you are encouraged to contact the Student Services office.

The LBC Journey is available at www.lbc.edu - search keyword “The LBC Journey” or www.lbc.edu/thelbcjourney.