Allegheny Wesleyan College

STUDENT HANDBOOK

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Mission Statement

Allegheny Wesleyan College exists to glorify God, serve the church, and develop servants, soul-winners, and soldiers of Jesus Christ: serious students of God’s Word who lead Spirit-filled lives and proclaim the message of Scriptural holiness throughout the world.
We wish to give you a warm welcome as you join our student body at Allegheny Wesleyan College. We have found it to be a wonderful place to train for active service in the Lord’s kingdom. “Where God is First” is more than our motto. It exemplifies the full spectrum of our devotional programs, our educational advantages, our personal attitudes, and our relationships with one another.

As your Dean, you will find that I am here for you individually. I pray for you, encourage you, and endeavor to challenge you to reach your full potential as a dedicated servant of our Lord and Master. It is my responsibility to see that rules are kept, and we will work together to do this.

A useful person is a self-disciplined person. Any person unwilling to abide by rules will find it extremely difficult to accept the Biblical requirements Christ laid down for discipleship. The guidelines given in this handbook have been carefully and prayerfully considered. If cheerfully accepted and willingly adhered to, your time with us will be a joyous and rewarding experience.

A rebellious, disrespectful, critical attitude sours relationships with both God and man. There is no possible substitute for a Spirit-filled life that is fully surrendered to Christ. The goal of your faculty and staff is to help each of you reach your highest potential spiritually, academically, physically, and socially. May our Lord richly bless each of you.

We are glad you are here!

Eveline McHugh
Dean of Students
Introduction

Welcome to Allegheny Wesleyan College

This Student Handbook is dedicated to all students at Allegheny Wesleyan College.

The British writer Chesterton once remarked, “Don’t ever take a fence down until you know the reason it was put up.”

We seem to be living in the era of fence-breaking. In this era of time many young people are obsessed with the idea of freedom. Anything that speaks of restraint or control is considered out-of-date and, therefore, marked for removal. Down comes the fence. But the fences of life make possible the freedoms of life—fences like marriage ceremonies, property rights, traffic laws, rules of etiquette and, most importantly, the spiritual laws God has laid down for our good. Learn to respect fences and you will learn to live to the fullest.

Fences define as well as restrict. A rancher marks the boundaries of his vast landholdings and says, “All this is mine to enjoy and to use. This fence marks my right of domain.” By the erecting of this same fence he is saying, “I must not allow my cattle to graze on another man’s land. I respect his property as I wish him to respect mine.”

It is right that a Christian college should have on its campus a prevailing moral tone which reflects its commitment to the Christian way of life. We expect our students to be Christian and to accept the Christian code as their own; many will do so from personal conviction, and others will conform out of respect for the convictions of their fellow students and the institution.

Allegheny Wesleyan College is pleased to place at the student’s disposal a copy of the Student Handbook. This handbook will help to acquaint him/her with the college program and the standards which have been established to foster harmonious living. The handbook, together with the catalog, should be studied carefully. The student is responsible for knowing and complying with the policies established in these two publications.
The administration, faculty, and staff of Allegheny Wesleyan College extend a cordial and hearty welcome to every student. Located in a country setting, surrounded by the beauties of nature, AWC provides an atmosphere where those who will may grow spiritually, develop academically, and in every way nurture those qualities of Christian living which characterize one devoted to God and His service.

We welcome you—and wish for you a good school year. May your study, work, and relaxation be a “living above” experience as you seek to glorify God in every phase of your life here.

Student Privileges and Responsibilities

It is to be understood that enrollment at Allegheny Wesleyan College is a privilege and not a right. But as part of your educational experience at Allegheny Wesleyan College, you may express your needs, goals, and points of view as long as you do so in a humble, Christ-like spirit. We want our students to feel free individually or collectively to express their views on issues or matters of general interest in a manner consistent with Christian principles and the orderly functioning of the college.

In order for us to provide an environment conducive to learning and spiritual growth, we must depend on the cooperation of the entire college academic community of which you are a very important part.

However, as important as freedom of expression is to all of us associated with the college, such freedom cannot include the right to interfere with the program of the college nor hinder others in accomplishing their individual social, academic, or spiritual goals.
A Biblical Approach for Conduct at AWC

At AWC we recognize the inroads secular humanism has made into the value structure of our age. Many of the Judaic-Christian principles, once commonly accepted, are ignored or, in many cases, never learned. We believe that the basis for all conduct is found in the inerrant, infallible Word of God. The framework of social and moral values that was built on this foundation was mixed with the tears and blood of the saints, young and old. It was this foundation and superstructure that forged the character of our forefathers who then built our nation as one, “under God.”

God has not changed, nor have His laws. Pharisaism demonstrated the fact that we could not please God nor bring peace to ourselves by adopting a legalistic approach to His laws. However, our present society has shown that totally ignoring God’s law brings nothing but heartache and misery.

Therefore, we must conclude that, to obtain personal peace and societal harmony, one is required to live according to the Scripture text shown below. Every motive of the heart and every movement of the physical being must arise out of this scriptural directive.

Jesus said, “...he that is greatest among you shall be your servant. And whosoever shall exalt himself shall be abased; and he that shall humble himself shall be exalted” (Matthew 23:11,12).

Consequently, it is not accidental that “servants” are placed first in the list of the kind of young people we are endeavoring to develop, as stated in the Mission Statement.
This handbook is designed in such a manner that each student will see how the laws of God are translated into internal peace and external harmony.

**SPIRITUAL LIFE**

At the core of the college program, by virtue of the very nature of the college, is the spiritual life of the student. This section is intended to itemize some of the more specific programs that have been developed to aid in the growth and development of the student’s total spiritual life. These areas include chapels, assemblies, revivals, prayer meetings, Christian Service assignments, and local church attendance.

“God is faithful, by whom ye were called unto the fellowship of his Son Jesus Christ our Lord” (I Corinthians 1:9). In the Christian life, discipline is training that develops self-control, character, orderliness, and efficiency. Rightly understood and embraced, discipline is one of the most positive and formative principles of Christian growth and living. The ultimate aim of the standards of Allegheny Wesleyan College is to produce a high quality of Christian holiness, consecration, and dedication in every individual’s character and pattern of life. One’s attitude to the challenge of these standards makes all the difference. If one opposes the regulations, they become a source of irritation and frustration, sometimes to the point of destroying one’s spiritual and emotional life. If one embraces them, they will be led into a life of dynamic discipleship.
Personal Devotions

Foremost in the development of a spiritual, disciplined life is the practice of personal devotions. A time of personal, private devotion is essential in the Christian life. Students are urged to regulate their schedules in such a way that they conscientiously observe a time of communion and fellowship with God. Without this, life can become one of dry and joyless service.

Chapel Attendance

The chapel services and the ministries of the local churches provide us with the opportunity to enter frequently into God’s house and to learn of Him.

- To derive the maximum spiritual benefit, our students are required to attend all chapel services.
- In accordance with class requirements students may miss up to three chapels per semester without any penalty. After three absences one will be required to listen to a taped message and submit one-half to one page of notes on the message.
- Three tardies constitute one absence.
- Off-campus students are required to attend chapel if they have classes before or after chapel.
- During revivals and other special series of services, chapel will be held daily.
- Since chapel is an opportunity for the college family to worship together, other meetings are not scheduled during this time.
- All students will help keep the chapel tidy by leaving it in proper order.
- Students will manifest reverence to God during the chapel services. This includes being quiet and worshipful during
prayer and being respectful and attentive during other parts of the service.

- Students are required to bring a Bible and take notes in every preaching service.
- When there is an altar service, students will remain in the chapel until they are dismissed by the President or another administrator.

Church Attendance

Because we are training men and women to serve in the Church around the world, we require our students to attend Sunday morning and evening services (including Sunday school and youth service) as well as the Wednesday evening service which is held on campus. Since AWC has a revival each semester, students are not permitted to attend other revivals on Monday through Thursday evenings. With permission they may attend their chosen local church revival on Friday through Sunday evenings and other
church revivals on Fridays and Saturdays. All students on campus are required to attend the church of their choice. The choice of a church must be made within three weeks of the opening of the school year and continued throughout the year. All students must attend an Allegheny Wesleyan Methodist church in the area unless their denomination has a church in the area. Under normal conditions students who are not in the choir may not travel with the choir, especially on Sundays.

Dorm Devotions

Normally devotions are conducted once or twice a week in the respective dorms. Students are permitted only two absences per semester except where employment prevents their attendance.

Corporate Morning Devotions

The morning devotions are a most critical function of school life. Dorm students must attend. If off-campus students have a first period class, they are required to attend the devotions. Students may miss two devotions per semester without a penalty. For every absence beyond two, the student must read twenty-five pages in a prescribed book on prayer and submit a one-page summary (typed and double-spaced) to the Dean of Students. Until this assignment is completed, the student will not be permitted to attend class and will be campused and lose social privileges.
In order to enhance the atmosphere of our college as well as to improve our general efficiency, our students are asked to maintain neat and orderly dormitories. The goal of building good habits of neatness is supported by a program of regular inspections. All dormitory rooms are to be cleaned thoroughly once a week, kept tidy at all times, and ready for a random room check. If a student fails a room check he/she may be called from class or chapel to take care of the dorm room. The student will also receive an absence for the class or chapel. Students are to empty their waste baskets in the dumpster behind the Women’s Residence Hall. In consideration of visitors and other students we encourage one another to be thoughtful of the general appearance of the dorms and common areas of the campus.
Room Care

• The respective dean’s permission must be secured before students are allowed to move furniture from room to room or building to building, redecorate rooms, change fixtures, or drive nails in the walls. Only maintenance or dorm deans can change fixtures or place nails or screws in the walls.

• All trash is to be taken to the dumpster behind the Women’s Residence Hall. No personal room trash is to be put in hallways or in rest rooms. Women should not take trash to the dumpster after dark.

• Do not pile trash above the sides of the dumpster.

• Cardboard boxes must be taken apart before placing in the dumpster.

• Personal belongings are never to be left in the hallways.

• Students are not to leave their rooms without a robe or sufficient clothing.

• At no time may students paint or repair any part of the room or furniture without permission.

• Consult your dean before putting anything on the walls. The walls, doors, furnishings, or woodwork must not be defaced.

• No appliances (including irons) are to be used in rooms without permission from the Dean.

• Cooking is not allowed in dormitory rooms.

• Electric blankets are permissible.
Privacy

Preference for quietness must be given at all times for dorm residents who are studying.
Each residence hall room may display a “busy” sign. When this is displayed, no student may disturb the occupants of this room.
No one is to enter an occupied room without the resident’s permission.

Off Limits

Visiting the residence hall of the opposite sex without permission is never allowed. Doing so is grounds for expulsion. At no time should a student enter a dorm dean’s personal quarters unless invited. Men will not be allowed in the dining hall or public areas of the women’s dormitory except at specified times. Only the south door is to be used for dining hall privileges and the middle door for parlor privileges. No man is to assist a woman by carrying her luggage or any other personal items any farther than the exterior door of the Women’s Residence Hall except by special permission of the Dean of Women. Men are not permitted to loiter near the women’s dormitory and vice versa.
Dorm Hours

Since good health and efficient use of time depend upon proper rest, and in consideration of others, our students are to be in the dorm on Monday through Thursday by 10:30 PM. Lights must be out at 11:00 PM every evening except Friday when the time is extended to 11:30 PM. No showering or laundering may be done before 5:00 AM.

Students coming in late at night from work or for other necessary reasons are expected to retire immediately, very quietly, without any loud talking, door banging, etc., which might awaken those sleeping. After special events during the week, students are expected to return to their rooms within thirty minutes. Normally no class projects (including banquet preparation), committee work, work on the yearbook, etc., may go beyond the time which will permit the students to be in the Residence Halls by 10:30 PM.

On Friday nights, students must be in their dorms by 11:00 PM. Students, in their own dorm, may visit each other during the evening. Lights must be out by 11:30 PM.

On Saturday and Sunday nights, students must be in the dorm by 10:30 PM, and lights must be out at 11:00 PM. Everyone must be in his/her own room.

Evening Events

A major component of college life involves rigorous academic exercises. Therefore, strict study hours will be maintained in both dorms on Monday evenings from 6:30-9:00 PM. The gym will be open from 9:00 to 10:00 PM. on Mondays. Study hours for Tues-
day through Thursday are 7:30-10:00 p.m. There will be a free time for relaxation in the dorms from 10:00-10:30 PM. From 10:30 PM on students must observe a quiet time in either devotions or study. Lights must be out by 11:00 PM.

**Signing Out/In**

Every student is required to “sign out” whenever leaving the campus and “sign in” upon returning. Those going home for the weekend must be back for Sunday night services unless special permission has been granted to do otherwise. In order to make it possible to determine the whereabouts of any student when it is necessary to contact him/her, and because of the expectations of parents, it is necessary that every resident student check in and out in the following manner:

- Sign-out boards are located in the Residence Halls.
- A resident student must sign out when he leaves campus and sign in upon returning. The time leaving, the destination, and expected time of return is to be specifically stated. “Out” is not satisfactory as the destination—be exact. Each student is responsible for his/her own signing out and signing in.
- Signed permission, to be obtained in advance, is necessary from the respective dean:
  — for late permission at any time,
  — to stay overnight at any time, and
  — to visit a home in the community.
Absent from Campus

Permission must be granted for a student to leave campus if one is going outside the Salem area. However, it is always necessary to sign out and in. Students may not leave campus during or after study hours.

The following overnight leaves are permitted when the Dean of Students grants prior approval:

- Couples who are at least 20 years of age may visit in only one or the other of their homes one time a month over Friday and Saturday nights with written permission of both parents.
- Once a month a lady may go with another lady or a man with another man to each other’s home.
- Once a month students may go to the home of an off-campus friend with written permission from that particular family.
- Written applications for a weekend leave must be submitted by Wednesday noon. Students returning from leaves must be in the Resident Halls by the normal stated hours. If for any reason a student can not return from a leave at the required time, he/she must notify the respective dorm dean by telephone at the time one realizes he/she will be late. Loss of leave privilege will result if late arrival occurs repeatedly.
- A student returning from home on Sunday must do so before 6:30 PM or by 10:30 PM. He/she must be in attendance at church somewhere Sunday evening, either one’s home church or the local church he/she has chosen.

Absent Due to Illness

Dorm deans should be promptly notified of illness by 7:00 AM on the day of absence, so they can be aware that the student is unable to attend class. Any absence other than emergencies should be arranged for in advance.
Visitors in Residence Halls

The respective dorm dean must grant permission to students to have friends or relatives in their rooms. Commuting students are permitted to visit the residence hall with permission of the respective dorm dean.

Breaks and Vacations

Students working on campus during vacation periods, semester breaks, and after Commencement exercises must obtain special written permission from the Dean of Students to reside in the dormitories. Students wishing to remain on campus during summer and Christmas periods must make financial arrangements with the business office.

In the Women’s Residence Hall, for security purposes, all outside doors are locked at dusk.

Telephone Usage

Phone calls are prohibited during study hours and after lights-out. Cell phones must be turned OFF during classes, chapels, services, and other special meetings.

Laundry Usage

Out of consideration for other people’s time it is essential to remove clothes from washers and dryers immediately after the cycle is completed. Therefore, we ask the students not to start a washer or dryer cycle unless they are reasonably sure they can be there when it is completed. The owner is to provide a container for his/her clothes while they are in the machine. If he/she fails to
return and the cycle is finished, the next student needing the machine may remove the clothes to that container. Caution must be exercised to assure the cycle is finished. The student removing the clothes from the machine is not responsible beyond placing them in the container. Students should not leave clothing in the laundry rooms longer than the time necessary to complete the washing and drying process. Out of kindness, students are encouraged to fold the clothes that belong to someone else when they take them out of the dryer. Students must furnish their own laundry soap, supplies and irons. Women are not to do laundry for the men.

**Kitchen Rules**

No student is to take or use any food from the kitchen or individual rooms without permission. No one is to leave dirty cookware or dishes. The stove and sink must be left clean. Personal dishes may be kept in your own room. When food products are borrowed from other students, a return must be made quickly and in equal or greater quantity and quality.

A refrigerator is provided in the Residence Halls for your convenience. All foods left in the refrigerators must be in proper containers and must be clearly identified with name and date purchased. Any food unmarked or left for several days may be discarded. The Dean has immediate authority over any facilities used and may refuse privileges if they are abused.

**Outside Refreshments**

Orders for outside refreshments are under the direction of each Dean.
Dorm Monitors

Dorm monitors are employed by the school and occupy a position of honor in the estimation of the administration and are selected on the basis of the evidence of their support of total school policy. They are responsible to report all cases of infractions.

Music

Since it is our desire to develop Christ-like character, the music we seek should fit the biblical framework given to us. Because music has a deep influence on our Christian walk, we are unable to permit our students to listen to music which violates the Christian principles of harmony, decency, virtue, and edification. For a positive campus atmosphere, our students are asked to bring only music which lends itself to the development of Christ-like character.

The following types of music are not permitted to be played, sung or otherwise used:

- Any music in which the lyrics promote sin of any kind.
- Any music in which any type of profane or indecent language is used.
- Religious rock, rap, heavy metal and all other forms of Contemporary Christian Music (CCM) styles.
- Hymns or other Gospels songs sung or arranged in a CCM style.
- All forms of secular rock, rap, country, new age, jazz, rhythm and blues, heavy metal, oldies and any other types of music that promote unchristian living.
All dorm students must present the music they wish to bring into the dorm to the respective dean for a screening. The college reserves the right to confiscate or have sent back to the student’s home any music they deem contrary to the rules listed in this handbook.

At all times students should maintain a low volume on stereos, radios, and musical instruments.

**Roommates**

The college reserves the right to assign roommates and to change roommates when it is deemed necessary.

**Miscellaneous Instructions**

- Insurance coverage does not permit the college to accept the responsibility for the loss of personal property because of fire, theft, or any other reason. Should a loss occur, it should be reported to the dorm dean.
- Firearms and weapons may not be brought on campus, including air or BB guns. They must be kept at the residence of the Dean of Students with his/her permission.
- Students are not allowed to have fire crackers and other flammable materials in dormitories. Candles and incense must not be burned within the college dormitories.
- For health and sanitary reasons, we are unable to permit pets in the dormitories.
- Students are not to be in the pond. To throw someone into the pond is a serious offence. To do so is grounds for disciplinary action.
SOCIAL LIFE

Personal Relationships

Your Bible college training will naturally include the development of social relationships. However, to give undue attention to any person or subject other than your Bible education is to defeat the purpose for which you have enrolled. The college is sincerely anxious that all of its students maintain wholesome relationships with members of the opposite sex as God has intended. It is also recognized that we live in a society that has minimized the interpersonal aspects of such relationships and has perverted God’s intentions by emphasizing only the physical. AWC believes dating serves several positive purposes. First, it develops the individual’s ability to communicate with others, as well as develops one’s social and cultural interests, skills, and personal attractiveness. Second, the total personality of the individual is recognized, developed, and refined as a result of varied dating experiences. Third, through the dating process each can choose his/her life companion. The process of dating gives the individual opportunity to follow scriptural principles for the selection of a life partner. Social relations, properly safeguarded, can become the basis of congenial, happy living as a Bible college family.

- Permission for social privileges is controlled by the Dean of Students.
- All special permission slips are to be given to the dorm deans.
- Women are to be met in the lounges for social privileges.
- Social privileges may be restricted where academic standing is in danger of falling below minimum standards.
- No dating privileges will be granted to divorced persons.
- Freshmen and first-year students may not date for the first six weeks of school. With the dean’s permission a couple
that has been dating consistently for at least three months prior to registration will be permitted to have a half-hour meal date each day during the first six weeks.

- Couples may not use the library for meeting at any time for any purpose.
- Couples may not be in any room alone.
- Dating or pairing off is prohibited while on singing trips. If there are dating couples in the group, they are not permitted to be together without permission from the chaperone.
- Under no condition will dating couples be permitted to sit together in classes. This also applies to the AWC revival services.

Guidelines for Social Privileges

- Freshmen under 21 years of age desiring to date off-campus must have initial written permission from the parents.
- All students under 20 will either double-date or have an approved chaperone. Any exceptions can be granted by the Dean of Students on an individual basis.
- Permission from the Dean of Students must be obtained no later than 1:30 PM each Wednesday.
- Automobile trips out of the city by mixed groups are permitted only by arrangement with the Dean of Students. The college reserves the right to select chaperons. Students must submit their plans in writing at least 24 hours in advance. This information should indicate the car, driver, names of the passengers, and itinerary.
• Dating shall not interfere with scheduled school responsibilities or employment.
• Couples must adhere to dormitory sign-out procedures.
• AWC’s desire is for our students to exercise virtue in all areas of life. The physical display of affection is not appropriate on or off campus for the dating couple; therefore, all petting and physical contact is strictly forbidden.
• There is a six-week waiting period after a dating couple has dissolved their relationship before either one can date again.
• Couples found to be spending time together other than approved times will be liable to forfeiture of their normal dating privileges.

• There will be no dating or prolonged visiting, only passing greeting, apart from the following stated social privileges:
  One half hour each day during the noon or evening campus meals.
  —Friday or Saturday from 6:00 PM to 10:00 PM.
  —Couples may sit together in church on Sunday mornings.
  —The Sunday-evening date begins at the time of departure for the evening service. Following church, couples are expected to be in the dining hall for the after-church snack. The date will end, in the dining room, when the Dean of Women terminates the snack time.
  —Scheduled school activities.
The above statement, “no...prolonged visitng” means that couples are not allowed to walk across the campus together. It also means that only a passing greeting is permitted after the gym is closed, services are ended, etc., except where specific permission is granted.

Engagement

Scripture presents marriage as a sacred bond lasting until death. In the light of the seriousness of this vow, no student is permitted to announce or publicize engagement to be married, except by permission of the Dean of Students. Under normal circumstances a couple must have dated as AWC students for a minimum of six months before asking permission to announce an engagement. The feelings of the parents in writing must be known to the Dean of Students prior to the announcement.

There is a three-month waiting period if an engaged couple dissolves their relationship before they can date another person.

Marriage

Under normal circumstances the marriage of students during a school semester is not permitted.
Male/Female Relationships

All non-dating men and women are responsible to obey the above-stated rules, especially as it relates to spending time with each other.

Just because one is not on “dating rules” does not give permission to spend time together beyond what is allotted to dating couples.
STUDENT LIFE

Women’s Appearance

Our Heavenly Father desires that our inward beauty of virtue be seen in our faces. However, if our clothing draws undue attention to our physical persons, the joy of the Lord will not be reflected in our countenances. The governing principles for the dress of Christians are modesty, conservatism, economy, neatness, and cleanliness. Our women students practice these principles by:

- Wearing dress clothes and shoes to all classes, and religious services (prayer meetings, chapels, and church services).
- Wearing modest skirts and dresses that well cover the knees in all positions normally assumed.
- Wearing sleeves that go well below the elbow at all times.
- Wearing modest necklines.
- Wearing full length, non-faddish hose of sufficient weight and color to avoid the appearance of bare legs. (Unless contrary to personal conviction, ladies are to wear natural-colored hose.)
- Wearing shoes that are conservative in style, with closed toes, sides, and heels.
- Not wearing form-fitting, clinging garments or sheer dresses or blouses.
• Not wearing skirts or dresses with open slits in them.
• Not wearing slacks or pant suits.
• Not wearing any type of men’s garments.
• Not using jewelry, makeup, or nail polish.
• Not wearing sweat shirts (with or without printing), as dress clothes.
• Wearing the hair according to 1 Corinthians 11:15, “But if a woman have long hair, it is a glory to her: for her hair is given her for a covering.” This standard is followed by wearing it up neatly and simply.
• All ladies must refrain from cutting or trimming their hair including bangs and from styling their eyebrows during both the school year and the vacation periods if they wish to continue as students at AWC.
• Not wearing elaborate hair bows or other hair attachments.
• Wrist watches must be worn tightly, not sliding up and down as to give the appearance of a bracelet, especially when the watch is turned to the backside of the wrist.

Men’s Appearance

In the ministry of serving the Lord we must have a servant’s heart toward those with whom we must associate. Our appearance must never detract from our message. Modesty, conservatism, economy, neatness, and cleanliness are to characterize men’s dress. Our men students will practice these principles by:
• Wearing dress shirts and slacks (jeans are not acceptable), regular dress shoes, and ties (unless contrary to personal conviction) to all classes and religious services (prayer meetings, chapels, and church services). Suits or conservative sport coats will be required for all chapels, special services, and formal events.
• Wearing sleeves well below the elbow.
• Not wearing shirttails outside the trousers.
• Not wearing tight-fitting clothing or sheer shirts.
• Not wearing elaborate or flashy ties.
• Not wearing jewelry.
• Following I Corinthians 11:14, “Doth not even nature itself teach you, that, if a man have long hair, it is a shame unto him?” All men students will follow this biblical standard by having a neat, conservative hairstyle. The interpretation of this standard states: The hair shall not cover the top of the ears nor touch the collar of the coat. It must be well tapered on back and sides. The sideburns must be kept well-trimmed, extending no lower than the middle of the ear. The hair must be combed so that the hair is not draped over the forehead since bangs are not acceptable.
• Mustaches and beards are not permitted.
• Shaved heads are not acceptable.
• No hats are to be worn in our buildings except for the dormitory and gymnasium

These standards for both women and men are in effect during the summer, between sessions, during all breaks, and apply to all those living on campus.

**Platform Dress Code**

In regard to platform attire, women are to wear dress clothes and men must wear business suits or conservative sport coats and ties.

**Forbidden Activities**

In order to “live above reproach” and to avoid the spiritual and physical dangers, we do not allow our students to be involved in the following activities:
• Using alcohol, tobacco, or nonmedical drugs.
• Attending commercial movies, dances, amusement parks, or questionable concerts.
- Using profanity, gossip, or impure speech, or improper body language.
- Sowing discord on or off campus regarding policies and requirements of the college.
- Sunday purchases shall be made only in the case of a medical emergency.
- Attendance at any type of entertainment that promotes the selling of liquor, the playing of rock music, the use of profanity, or the exhibition of various forms and stages of nudity is forbidden. This would include commercial sports, bowling alleys, pool halls, and indoor skating rinks.
- Playing games which entail gambling is forbidden.
- Because of the negative effect, both spiritually and academically, and the addictive tendency they have on the player, WE DO NOT PERMIT COMPUTER GAMES. This includes on P.R. trips. Students who have personal computers must delete all games installed on them and leave the game disks at home. Computers are to be used for academic purposes only, and the dorm deans reserve the right to screen all hard drives and disks at his/her discretion. Wireless Internet service is not permitted. Therefore, the ONLY PLACE a student may use the internet is in the Library and on a Library computer.
- All commercial movies in any format (CD, DVD, video, etc.) are prohibited on the campus.
- The possession of magazines or books that exploit violent and disgraceful behavior and seamy, unwholesome love affairs is prohibited.
- Attending activities on Sunday where an admission price is charged.
- Any form of gambling.
- Music which violates the Christian principles of harmony, decency, virtue, and edification.
- Tampering with fire alarms in any campus building.
• Breaking into any room on campus, even entering into another’s room without permission.
• No all-terrain vehicles are to be operated on campus.

Attitudes

An attitude is not easy to define. Perhaps we can clarify its meaning by substituting such words as “disposition,” “spirit,” “perspective,” or “mind-set.” In his discussion of attitudes David Holdren describes them as “beliefs, assumptions, even prejudices—loaded with emotion.” He goes on to define an attitude as “an emotionally charged belief that regularly affects behavior.”

Holdren notes that the term “attitude” could be “the only word in our language that gathers all three primary dimensions of human functioning—beliefs, emotions, and behaviors—and links them.”

He sees attitudes as being “more than emotions, yet they affect us emotionally. Attitudes are more enduring than feelings and have longer-lasting impact. They are more than a thought, yet they are fundamentally mental. Their foundation is belief-based. Attitudes are not actions, but they are very influential in shaping our actions and reactions.”

Attitudes are developed and shaped by various factors such as family and cultural settings, as well as experiences in life. But no attitude is etched in stone. God has vested in each of us a volitional power, which means we can choose our attitudes; consequently, we can change bad attitudes into good ones by God’s grace and our choice. In the final analysis, each of us is responsible for the attitudes we embrace.
Students at AWC are expected to choose good, positive, Biblical attitudes that include the following: Christlikeness, humility, sympathy, empathy, mercy, forgiveness, gratitude, respect, teachableness, and submission.

In order to choose the proper attitudes one must reject those which are negative and harmful such as: a critical or judgmental spirit, pessimism, resentment, bitterness, unforgiveness, stubbornness, disrespect, and unteachableness.

May it be said of our students as it was of Daniel, that “an excellent spirit was in him” (Dan. 6:3). For this to be a reality, it is imperative that we obey Paul’s admonition to the Philippians: “Let this mind be in you, which was also in Christ Jesus” (Phil. 2:5).

Repeated manifestations of wrong attitudes, as well as wrong actions, may lead to expulsion.

**Personal Counseling**

Students in need of counsel may contact the President, Academic Dean, Dean of Students, Dean of Women or any other faculty or staff member. The Dean of Students keeps on file the needs pertaining to personal problems that individual students are experiencing and refers those students to the counselor serving in this capacity. A complete program can be obtained in the Dean of Students’ office.

**Health Counseling**

AWC has a qualified nurse on campus to provide counseling for those students who have physical problems. There is also a referral procedure to doctors and hospitals in the area.
Group Fitness and Wellness Counseling

Faculty provides a member to direct the personal and group well-being program and has a regular class in the student activity center (Rhoades Hall). This program is directed in conjunction with the college physical education courses.

Drug Abuse Prevention Program

The college is strongly opposed to any form of drug abuse by any member of the college community. The Allegheny Wesleyan College Drug Abuse Prevention Program consists of a referral system that is applicable to all facets of the college. Students, administration, faculty and staff are encouraged and expected to confront individuals who use, abuse, or have dependency problems. If one needs help or wants assistance with a problem or knows of a student or member of the college community who needs assistance, please speak to a dorm dean, the Dean of Students, or any member of the faculty. All such reporting will be kept in strict confidence. The Allegheny Wesleyan College Policies, Procedures and Sanctions for Alcohol and Other Drugs outlines the college policy of dealing with such matters.

Security Policy

According to the requirements of the student Right-To-Know and Campus Security Act as amended by the Higher Education Technical Amendment of 1991, Allegheny Wesleyan College will
publish an annual security report. This report will be available to all students and employees.

This institution will report to the campus community incidents of criminal activity such as burglary, motor vehicle theft, robbery, aggravated assault, sexual offenses, or murder. All crimes reported to the campus security authorities or local police agencies, and considered by this institution to represent a threat to students or employees, will be published in order to prevent similar crimes.

**Personal Manners**

- Students should be attentive to those who speak to them.
- Men should open the doors for the ladies and see that ladies who approach their table are properly seated.
- All students need to be discreet in their table manners.

**Borrowing Other’s Personal Items**

Borrowing without permission is not living above reproach and is also taking advantage of the other person. We desire that our students learn to be thoughtful. Therefore, we ask that students obtain permission before using or borrowing things which belong to others. Anything which is borrowed should be returned promptly and in at least as good a condition as when it was borrowed.

**Cars and Rides**

There is a need to appreciate the great expense in operating a car. The average student car costs approximately $100.00 a month for insurance and repairs besides the expenses of gas and oil. Therefore, we consider it unfair, unwise, and unkind to ride with someone without paying at least $.15 a mile. If you ask a student to take you where he does not need to go, you should pay at least $.25
a mile. A student is not to permit other students to drive his/her car without permission from the respective dorm dean. Any student with a car permit who becomes more than a month delinquent in the payment of his school account may be denied the use of the car until such time as the account is paid up to date, except for employment. Careless and imprudent driving may also cause the student to lose the use of the vehicle. The campus speed limit is 15 miles per hour. Penalties will be issued to violators.

**Regulations for Car Owners**

In order to operate a car the student must have a valid driver’s license and liability insurance; the car must be mechanically sound, and if there is an encumbrance on it, this must be approved by the Business Office.

No student will be allowed to carry passengers outside the Salem area without permission from the Dean of Students.

All students must obey city, county, and state regulations.

Parking spaces will be reserved in front of the Administration Building and in the upper level of the Blair Hall driveway for visitors and faculty and staff parking. No students are to park in these areas. Also, the first four spaces north of the Administrative Building are reserved.

All motor vehicles must be kept on the driveways and parking lots. Only minor car repairs are to be done in the parking lots or elsewhere on campus. Among those repairs which are forbidden on campus are oil changes, brake jobs, valve jobs, or other major repairs such as clutch, drive shaft, differential, axle, wheel bearing
jobs, and body repairs. Designated places for such repairs can be assigned by the maintenance supervisor.

Automobiles are to be operated in accordance with Christian principles. Failure to observe these principles will jeopardize the student’s privilege of having an automobile on campus.

Keys

After registration day each student will be issued a mail box key. Keys will be available at the General Office. Students are to have no school keys in their possession except those issued them by the General Office or the Maintenance Department.

All dorm students MUST return dorm keys at the end of the Spring semester or at the end of the Fall semester, if not returning in January.

College Property

- Students are requested to use the sidewalks for walking between buildings.
- Please keep the lawns free from all paper and trash.
- Do not eat in the chapel.
- Books, notebooks, coats, and other personal items should not be left in common areas overnight.
- Properly dispose of unwanted materials.
- Students are not permitted to use the organ or piano in the chapel without permission.
- Students are not allowed to wrestle or engage in destructive pranks in the campus buildings.
Conserving Energy

God has entrusted us with natural provisions. With this blessing comes the responsibility of careful stewardship. We can make a contribution to our school by helping to conserve energy.

- Turn off lights, fans, stereos, and all other electrical appliances when not in use.
- Only school officials are to make adjustments on thermostats.
- Report all leaking faucets, showers, or any other situation where there would be a waste of energy.
- Windows should not be left open during cold weather.
- Students should be on the alert to conserve electricity, water, and heat at all times.

College Bulletin Board

The official college bulletin board is located in the Administration Building. Such items as class schedules, examination schedules, and other vital notices will be posted there. Students should take note of the content of all notices posted. All notices are to be authorized and posted by the General Office.

Required Attendance at Special Events

Students are required to attend the following annual events unless permission is granted by the Dean of Students:

- college revivals
- Allegheny Educators’ Convention
- Fallfest day
- Homecoming
- Christmas Banquet (and any other announced banquet)
- Christmas program
- Van Wormer Lectures
Senior Trips

Senior trips are to be approved by the Administrative Council. These ought to be profitable and educational times of enjoyment. Students can only go on one class trip. Seniors should avoid theme parks and places of worldly amusement or entertainment. Some of the places approved include Williamsburg, Washington D.C., Eastern Pennsylvania, the New England States, New York City, and similar historic areas.

Library

During the school year the college library is open throughout the day, Monday through Friday and part of Saturday. Library hours will be posted on the library door. Our library system is an honor system which depends upon students presenting the books to the one in charge for checking out, caring for them during the borrowed period, and returning them promptly. A book may be borrowed for two weeks or a shorter period, depending upon the demand for the book. A book may be renewed, if not needed by another.

- A fine of $.10 per day per book is charged for overdue books and is to be paid when the books are returned. If a book is lost, the borrower must pay for the book.
- Reference books and periodicals are normally to be used
• Only during library hours.
• All books removed from the stacks are to be placed on the cart beside the librarian’s desk.
• DECORUM—Students are expected to help maintain an atmosphere conducive to study. There must not be loud or prolonged conversations in the library. When necessary to confer with someone else, students should step quietly into the hall. Any disruptive action is considered a misdemeanor and will necessitate the student’s name being submitted to the Dean of Men or the Dean of Women, or for off-campus students, the Dean of Students.
• Studying must be done alone.
• Monitors on duty are to be considered as having full college authority.
• Students are not permitted to eat and/or drink in the library.
• Feel free to ask for assistance at any time; a staff member is waiting to help you.

Dining Hall

The gathering of the student body in the dining room at meal time affords an excellent opportunity for Christian fellowship. In order that all may realize the fullest enjoyment from these occasions, attention should be given to personal appearance, observance of the rules of etiquette, and the maintenance of pleasant and appropriate conversation.

• To present a pleasant atmosphere in the cafeteria, boisterous activities are to be avoided.
• Remarks that are critical in nature about the food are to be avoided.
• Punctuality is expected at all meals. Serving times are posted.
• Sack lunches may be obtained if a meal is to be missed
because of regular employment or assignments. Request slips must be obtained from the respective deans one day in advance, and proper sign-out must be made. The Dean of Students may issue a standing request for full-time employed students.

- Students are forbidden to be in the kitchen area except for prescribed duties. No unauthorized student is to eat in the kitchen at any time.
- Women are not permitted to prepare meals or lunches for the men; they will be prepared by the kitchen or the men must provide for themselves.

Class Attendance

Regular class attendance is indispensable if one is to excel as a student. A student may miss class for emergency purposes or in times of illness only without incurring a grade penalty up to the number of times a particular class meets each week. Beyond this limit each teacher determines whether additional absences will affect one’s grade. The teacher also decides whether a student will be permitted to make up work for classes missed. Any student whose absences (except on approved college business) exceed 20% of the scheduled classes automatically fails. If one exceeds this percentage of absences, he may appeal to the Academic Affairs Committee for an extension in number of absences. Three tardies to a three-semester-hour class constitute one absence. Two tardies to a two-semester-hour class constitute one absence. Lateness to any class in excess of 15 minutes constitutes an absence. Students who miss a test must make prearrangements unless an emergency occurs.
Examinations

Students absent from any scheduled mid-semester or final examination may be permitted to make up the examination by written permission from the Academic Dean.

Use of Tape Recorders in the Classroom

Tape recorders and other recording equipment may not be used in the classroom without the express permission of the faculty member in whose class the recording is desired.

Academic Standards

AWC is committed to academic excellence. For that reason the college has spent much time and effort in pursuit of accreditation. If students desire to register a formal complaint concerning the academic standards of the college, they may contact the Academic Dean.

If a student falls below a “C” average in any class, he/she will lose gym privileges until the grade is brought up to a “C.”

Clubs or groups, including musical, may be organized only with permission from the administration. Students who participate for the school in extracurricular activities should maintain a “C” grade average.

Work-Schedule Limitations

As we endeavor to establish biblical priorities in the use of our time, the number of hours of employment are to be adjusted to the number of class hours as follows:

- 16 class hours  26 hours of work
- 14 class hours  28 hours of work
12 class hours  32 hours of work
9 class hours  40 hours of work

On-campus students are normally required to take 12 credit
hours in order to live on campus. Special permission will be con-
sidered by the Dean of Students for situations arising where stu-
dents feel 40 hours of employment each week is necessary.

**Employment**

- Acquiring new employment, changing or continually taking
time off from employment must be approved by the Dean of
Students.
- Students will not accept employment which involves the sale
of tobacco or alcoholic beverages.
- Our students will not accept Sunday employment except in
the health-care field.
- Student employees will assist AWC in maintaining a good
community work record by being thoroughly
Christian, thoroughly
consistent, honest in all
dealings, diligent, faith-
ful, mannerly, always neat
in appearance, and true to
AWC standards.
- Do not study on the job
without the specific per-
mission of your employer.
DISCIPLINE

When students do not achieve the expectations of the college as outlined in the catalog and the handbook, the college feels a responsibility to assist them in becoming aware of their precarious position in the campus community. Too often students regard such action as punitive. Primarily, discipline is designed to help students bring their accomplishments up to the level of their abilities and what Allegheny Wesleyan College expects of them. One responsibility of the Dean of Men and the Dean of Women is the administration of discipline. Each faculty and staff member is expected to deal with breaches of proper conduct either directly or indirectly through the Dean of Students. Warning slips, which will result in disciplinary action, are issued for infraction of school regulations.

The college has three degrees of disciplinary action which may be administered upon disobedience of the standards and regulations of Allegheny Wesleyan College, depending upon the seriousness of the offense.

Disciplinary Level 1—Social Deans

The Disciplinary Level 1 shall be administered by the Social Deans without the involvement of the Discipline Committee:

1. Suspension of weekend permissions.
2. Suspension of recreation privileges.
3. Campusing. Restriction to the campus of Allegheny Wesleyan College excepting travel to and from church services on Sundays and/or travel to and from employment off campus.
4. Work time on campus. Time and place set by the dean.
5. Anyone who violates the policy of Allegheny Wesleyan College may be subject to fine. The amount of this fine will be determined by the respective deans. The fine will
be paid to the Dean of Students’ Office, not to exceed ten dollars ($10) per incident. If it is not paid promptly, it will be added to the student’s college account. However, there are no fine limitations that the Discipline Committee can issue per incident.

**Disciplinary Level II—Dean of Students**

The Disciplinary Level II will be subject to review by the Dean of Students as set forth below and may also include all disciplines under Level I. The Dean of Students will have the authority to impose the following discipline:

1. **Dorming**—The student will be required to remain in his or her room at all times except: attendance at class; attendance at regular meals; attendance at chapel; and attendance at regular Sunday services.
2. The student’s parents may be called at this time to inform them of the action taken.
3. Appearing before the Discipline Committee, which may include the Administrative Council.

**Disciplinary Level III—Discipline Committee**

The Disciplinary Level II will be subject to review by the Discipline Committee and/or the Administrative Council. Action taken may include any of the provisions of Discipline Levels I and II. It may also include the following:

1. A note shall be placed in the file of the student. It is not reflected on the student’s official transcript.
2. Prohibited from participation in any activities in which the student represents the college.
3. Expulsion. The following activities will result in dis-
missal from Allegheny Wesleyan College: (a) sexual intercourse outside of marriage; (b) homosexual conduct; (c) obtaining an abortion or assisting in the arrangements for an abortion; (d) purchasing, possession, consuming or selling illegal drugs, including marijuana, or alcoholic beverages; (e) use of tobacco; and (f) visiting residence hall of the opposite sex without permission.

These violations will generally be reasons for expulsion but the Administrative Council reserves the right to make exceptions to this policy. The Administrative Council also reserves the right to expel a student for violation of any college policy that is not given in this list.

**Disciplinary Level III—Additional Procedures**

Allegheny Wesleyan College recognizes a student’s right to a fair, reasonable and impartial process when serious disciplinary measures may result. Therefore, the following steps will be implemented if a student is dismissed from AWC:

1. The Dean of Students will meet with the student to discuss the alleged violation or violations. The Dean of Students may administer the appropriate discipline if the student indicates, in writing, his or her acknowledgment of the right to the following process and his or her acceptance of the Dean of Students determination.

2. The Dean of Students will notify the student of the following: (a) the time and date of the hearing; (b) a brief description of the charges to be considered and the standard(s) or regulation(s) violated; (c) the student’s opportunity to present witnesses on his or her behalf; (d) the student’s opportunity to confront witnesses; (e) the student’s right to have another member of the college
community to advise and appear with him or her (such member of the college community may be a student, a dorm dean, a resident director or a member of the faculty or staff); and (f) the student’s right to appeal to the Administrative Council.

3. A hearing of the Administrative Council will be conducted at the time and place contained in the notation to the student. The Administrative Council will consider all of the evidence and make a decision.

4. The entire hearing will be recorded by the college authorities and the decision of the Administrative Council will be in writing and available to the student.

5. The student may appeal the decision of the Administrative Council to the President by a written notice to the Dean of Students within ten (10) days following the hearing. The President may or may not conduct his own hearing or meet personally with the student. His review of the written decision and/or the recording of the hearing will be utilized in drawing conclusions which will reflect the final decision of Allegheny Wesleyan College.

Infractions involving immoral behavior or speech may result in immediate expulsion. Deliberate violation of the Student Commitment may also result in expulsion.

All AWC students, upon acceptance, are expected to keep the regulations and rules during their tenure at AWC. This includes breaks and vacations.

Commuting students are subject to the same rules as resident students in all their activities on campus.
Student Grievances

Allegheny Wesleyan College offers a grievance procedure whereby students may reveal their concerns, problems, and complaints with the confidence that there will be a full, fair, and prompt effort to resolve the grievance. Every student complaint, problem, or grievance is important enough to be of concern to the administration, faculty, and staff of the college. Every grievance should be resolved as soon as possible and as close to the source as possible. To start the process of registering a complaint, the student must see the Dean of Students. All concerns, problems, or complaints presented by one or more students may proceed through Step One, Two, and Three of the procedure.

Step One:
1. The student begins by making a formal presentation of the problem to his/her respective dean.
2. The dean will discuss the problem with the student, investigate the matter, and give an oral response as quickly as possible.
3. If the answer does not satisfy the student, he/she may proceed to Step Two.

Step Two:
1. The student prepares a "written grievance" which is given to the Dean of Students as soon as possible after receiving a response from their dean.
2. The Dean of Students discusses the grievance with the student, does further investigation, and returns a written response.
3. The Dean of Students may either support or reverse the answer given in Step One.
4. If the response does not satisfy the student, he may proceed to Step Three.

* If the grievance involves a faculty member, the “written grievance” is sent to the Academic Dean; whereas, if the grievance relates to a staff member, it is given to the President.

**Step Three:**
1. The President discusses the grievance with the student, does further investigation, and then returns a written response.
2. The President may either support or reverse the answer given in Step Two
3. The response of the President reflects the final decision of Allegheny Wesleyan College.

**Principles**
- Every student complaint, problem, or grievance is important to the administration, faculty, and staff of Allegheny Wesleyan College.
- Every grievance should be resolved as soon as possible and as close to the source as possible.

If, after following the student grievance procedures the student(s) can not find a resolution, it is possible for the student to file a complaint with the Association for Biblical Higher Education. To start the process the student must see the Dean of Students to register a complaint.

Association for Biblical Higher Education
5575 S. Semoran Blvd. Suite 26
Orlando, FL 32822-1781
Phone (407) 207-0808
Fax. (407) 207-0840
Miscellaneous Instructions

• Students are not permitted in the Administration Building after 7:30 PM except for scheduled events or by special permission.
• Forming or circulating any petition will not be tolerated without administration approval. Grievances must be channeled through the proper chain of command.
• Students who leave school with an unpaid bill will not be permitted to reenroll until such obligations are satisfied.
• Political Registration—Application forms may be obtained in the Dean of Students’ Office. Applications must be postmarked thirty days before Election Day.
CONCLUSION

Discernment, prudence, expediency, and wisdom all speak of a dimension in the life of a Christian which is many times overlooked. In our desire to be biblical we focus on the necessity of being able to point to a definite verse in the Bible to justify our attitudes and actions. Individuals who seek to please God in all that they do are led by the Holy Spirit to be discerning, prudent, expedient, and wise in adorning the gospel of Christ. By getting beyond the legality of matters, one is caught up in a consuming desire to simply please God. Sensitivity to the direction of the Holy Spirit becomes the Christian’s watchword and song. He does not want to grieve Jesus. Hopefully, students at AWC will develop spiritually to the point where mere conformity to rules is not the only lesson they learn. Bible-based convictions (personal convictions which are not necessarily included in a catalog of do’s and don’ts) should become their guidelines of faith and practice.

I have read this Student Handbook carefully and am committed to cheerfully obey the requirements herein.

Name_________________________________________

Date__________________________________________