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Mission Statement

Allegheny Wesleyan College
prepares students to effectively serve God,
the Church and society
by providing a Biblical education
in a spiritual,
social and academic environment
based on the
Conservative Wesleyan tradition.
Dear Student,

Welcome! We are so delighted that you have made the choice to join us here at Allegheny Wesleyan College. We certainly want to be a channel through which God can work to develop you into the Christian He wants you to be. To accomplish this goal, the faculty and staff faithfully labor to provide a place “Where God is First.”

In this day where the “me-centered” philosophy of secular humanism is the prevailing thought, AWC stands as a beacon to shine forth the light of the better way of a God-centered life. When we acknowledge God in His rightful position, everything else automatically falls into place. We will then go against the tide and live a godly life in a world that is godless. Not only does godliness help us to live the life we should now, but it also prepares us for the life to come. The Apostle Paul told Timothy, his son in the faith, that …godliness is profitable unto all things, having promise of the life that now is, and of that which is to come. —I Timothy 4:8b

It is our earnest desire and prayer that you will have a God-centered life that will shine forth as the best way to live. Paul also told Timothy in I Timothy 4:12, “Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity.” This tells me that no matter your age, you can be an example of godliness in every area of your life. We trust that what Pharaoh said of Joseph will be said of you. Can we find such a one as this is, a man (woman) in whom the Spirit of God is? —Genesis 41:38

Not only do we desire that you be an example of godliness in every area of your life, but also that you will earnestly seek after God’s perfect will for your life. The total spectrum of Allegheny Wesleyan College has many opportunities to prepare you for your life’s calling. These opportunities include areas of spiritual enrichment, academic
advancement, social development, and personal discipline. If you take full advantage of these opportunities, they will work together to prepare you to be a well-rounded servant for God’s great harvest field.

I trust that your time here will be one of making many pleasant memories and lasting friendships. I care about you individually and will be praying for you. I am here to serve you, so if I can be of service to you in any way, please come to see me. My office is always open to you. Again, I extend to you a hearty welcome to the AWC family!

Mr. Timothy Forrider
Dean of Students
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.

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.
At the core of the AWC program is the spiritual life of the student. Specific programs 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, and local church attendance.

**Attitudes**

*And beside this, giving all diligence, add to your faith virtue; and to virtue knowledge; and to knowledge temperance; and to temperance patience; and to patience godliness; and to godliness brotherly kindness; and to brotherly kindness charity.*

—2 Peter 1:5-7

*Blessed is the man that walketh not in the counsel of the ungodly, nor standeth in the way of sinners, nor sitteth in the seat of the scornful.*

—Psalm 1:1

God has given us the freedom of choice; therefore, we can change bad attitudes into good ones by God’s grace and our choice. Each of us is responsible for the attitudes we embrace.

- Students at AWC are expected to choose biblical attitudes that include the following: Christ likeness, humility, sympathy, empathy, mercy, forgiveness, gratitude, respect, teachableness, and submission.
• Students should not choose those attitudes 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 AWC students as it was of Daniel, that “an excellent spirit was in him” —Daniel 6:3.

**PERSONAL DEVOTIONS**

Foremost in the development of a consistent spiritual life is the practice of personal devotions. A time of 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.

*Shew me thy ways, O Lord; teach me thy paths. Lead me in thy truth, and teach me: for thou art the God of my salvation; on thee do I wait all the day.*  
—*Psalm 25:4-5*

*Thy word is a lamp unto my feet, and a light unto my path.*  
—*Psalm 119:105*

**RESIDENCE HALL DEVOTIONS**

The purpose of the residence hall devotions is to enrich the spiritual life of each student and acquaint them with the importance of family worship.

• Devotions are conducted daily in the respective residence halls.
• Times will be established by the respective deans.
CAMPUS PRAYER MEETINGS

- On Tuesday and Thursday a voluntary campus prayer meeting is held in the chapel. It is a time of sharing Scripture, testimonies and prayer.
- On Wednesday, time has been set apart for fasting and prayer during the lunch hour.

CHAPEL ATTENDANCE

The chapel services provide the AWC community an opportunity to assemble together for worship.
- Chapel services are held three times a week.
- During revivals or special services, chapel may be held daily.
- Students are required to attend all chapel services unless excused by the dean.
- Off-campus students are required to attend chapel if they have classes before or after chapel.
- Students are required to bring a non-electronic Bible.
- Students will manifest reverence to God during the chapel services.
• Cell phones should be turned OFF during chapels and special services in order to focus on worshipping God.
• Students will remain in the chapel during altar services until they are dismissed by the President or another administrator.
• Students with three unexcused absences will be required to listen to a recorded message and submit one-half to one page of notes on the message.

*Let the word of Christ dwell in you richly in all wisdom; teaching and admonishing one another in psalms and hymns and spiritual songs, singing with grace in your hearts to the Lord.*

—Colossians 3:16

**Church Attendance**

Every Sunday students are given the opportunity to worship outside the campus community in a local church.

• Each student must choose a church within four weeks of the opening of the school year and continue throughout the year. Any exceptions will be considered by the Dean of Students.
• Students are required to faithfully attend all morning and evening services their church provides, including Sunday school.
• As a rule, all resident students are required to attend a local Allegheny Wesleyan Methodist Church unless their denomination has a church in the area.
• On Sundays students who are not in choir or a PR group must be in attendance at their church.
• Students are required to attend the Wednesday evening service held on the AWC campus.
Not forsaking the assembling of ourselves together, as the manner of some is; but exhorting one another: and so much the more, as ye see the day approaching.

—Hebrews 10:25
Academic

Allegheny Wesleyan College has developed a quality academic program for the purpose of preparing students to effectively serve Christ and the church. To facilitate this goal, AWC provides a culture for training students in the discipline of time management, study, and accountability: traits which are necessary for a lifetime habit of learning.

Library

The Allegheny Wesleyan College library is located in Sexton Hall. It has computers, printers, and more than 23,000 books for the students to use in their academic and personal development. The AWC library provides a quiet place to study and is open Monday through Friday and part of Saturday.

- Students will care for the borrowed books and return them promptly.
- General circulation checkout is two weeks and books may be renewed as often as necessary, if not requested by another student or a faculty member.
- A fine of $0.10 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.
• Students are expected to help maintain an atmosphere conducive to study.
• Monitors on duty are to be respected.
• Any group needing to study together at Sexton Hall must have librarian approval.
• For full library policies refer to the Library Handbook.

And that ye study to be quiet, and to do your own business, and to work with your own hands, as we commanded you;
—I Thessalonians 4:1

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 without incurring a grade penalty up to the number of times a particular class meets each week.
• 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 constitute one absence in a class which meets three times per week. Two tardies constitute one absence when a class meets twice per week.
• Lateness to any class in excess of 15 minutes constitutes an absence.
• Faculty and the respective dean should be promptly notified of illness on the day of absence, so they can be aware of the student’s inability to attend class.
Any absence other than emergencies should be arranged for in advance.

For full class attendance policy refer to the college catalogue.

**RE记ONING IN THE CLASSROOM**

- Recording equipment may not be used in the classroom without the express permission of the faculty member.

**ACADEMIC STANDARDS**

AWC is committed to academic excellence and is accredited by the Association for Biblical Higher Education (ABHE) and recognized by the Ohio Board of Regents (OBR). Learning is central to a quality academic program and includes the discipline of study.

- If a student falls below a “C” average in any class, she or he will lose gym privileges until the grade is brought up to a “C”.
- Students who participate in extracurricular activities like Student Council or PR Groups must maintain at least a “C” grade average.
- Campus Study Hours are 7:30-9:00 PM, Monday – Thursday and students are to be on-campus unless excused by the respective dean.
- Tutoring is available for students who are in need of academic assistance.
- Extracurricular clubs or groups may be organized only with permission from the administration.

*I can do all things through Christ which strengtheneth me.*
—Philippians 4:13

*Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.*
—II Timothy 2:15
**Work-Schedule Limitations**

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

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

Special permission will be considered by the Academic Dean for situations arising where students find 40 hours of employment each week is necessary.

**College Bulletin Board**

The official college bulletin board is located in the Administration Building. Items such as class schedules, examination schedules, and other important notices will be posted there. All notices must be authorized and posted by the General Office.

**Senior Trips**

- Students can only go on one senior trip.
- To participate a student must be at least a 2nd year junior taking a full load.
- Students are responsible to raise the funds for this trip beginning in their freshman year.
- Itineraries of trips are to be approved by the Administrative Council.
- Class sponsors accompany the class on the trip.
Social

AWC desires that its students exercise virtue in all areas of life by promoting good citizenship, social graces, and irreproachable interpersonal relationships.

In all things shewing thyself a pattern of good works: in doctrine shewing uncorruptness, gravity, sincerity, sound speech, that cannot be condemned; that he that is of the contrary part may be ashamed, having no evil thing to say of you.

—Titus 2:7-8

Student Housing

Student housing is based upon a respect for privacy, health, modesty, and property.

On Campus Residency

- Students are normally required to take 12 credit hours in order to live on campus.
- All unmarried students between the ages of 17 and 24, (except for those commuting from their parent’s home) are to live in a residence hall.
• A student who is 24 years of age or older must submit a written request to the administration in order to live off campus.
• Any exceptions are at the discretion of the administration.

ROOM ASSIGNMENTS AND ROOMMATES
• Rooms will be assigned by respective deans.
• When possible, the student’s choice of a roommate may be honored.
• When necessary, room preferences or single room assignments will be assigned by seniority.

RESIDENCE HALL CARE
• All students are asked to help maintain the general appearance of buildings and common areas of the campus.
• Students are encouraged to help in the maintaining of neat and orderly residence hall rooms.

ROOM CARE
• All resident hall rooms are to be cleaned regularly.
• Permission must be obtained from the respective dean before moving furniture from room to room.
• The dean must give approval to change fixtures or place nails or screws in the walls.
• COMMAND™ Adhesive Strips are recommended for decorating on block walls in the residence hall rooms.
• Permission must be obtained to paint or repair any part of the room or furniture.
• Personal belongings should not be left in the hallways.
• Personal room trash should not be left in hallways or placed in restroom trash bins. Each student is responsible for disposing of their trash in the dumpster. For safety, women should not take trash to the dumpster after dark.

• For health and sanitary reasons, pets are not permitted in residence halls. Exception will be made for service or assistance animals.

• Only appliances and heaters with an automatic shut-off feature are to be used with the permission of deans in residence hall rooms.

• Due to state fire codes, only approved extension cords or power strips equipped with surge protector and a reset switch are permitted in the residence halls.

• Anything with an open flame (candles and incense) are a fire hazard and must not be burned in college residence halls.

• Cooking is only permitted in the designated area of the residence halls.

• Room deposit will be refunded at the end of the school year if the room is left in approved condition.

**Privacy**

• Students may display a “do not disturb” sign and their privacy is to be respected.

• No one is to enter another resident’s room without their permission.
**Residence Hall Hours**

- Sunday through Thursday. Students are to be in the residence hall by 10:00 PM and in their rooms by 11:00 PM.
- Friday. Students must be in the residence hall by 10:30 PM and in their rooms by 12:00 AM.
- Saturday. Students must be in the residence hall by 10:30 PM and in their rooms by 11:30 PM.
- Showering or laundering may be done before 11:00 PM and after 5:00 AM.
- During campus study hours, students without homework should be considerate of those who are studying.
- Students returning after curfew should respect the privacy of those already in their rooms.

**Signing Out/In**

In order to be able to contact students in the event of an emergency, it is necessary that every resident student check in and out in the following manner:

- Every student is required to “sign out” whenever leaving the campus and “sign in” upon returning using the sign-out sheets which are located in the residence halls.
- The time leaving, the destination, and expected time of return is to be specifically stated.
- Students are permitted to visit within the campus community by signing in and out.
- Each student is responsible for his or her own signing out and signing in.
- After 7:30 p.m. Monday through Thursday students must be excused by their respective dean in order to sign out.
OVERNIGHT ABSENCES FROM CAMPUS

- To stay overnight at any time, the student must get written permission in advance from their respective dean.
- Students may go to the home of an off-campus friend with written permission from that particular family.
- One time a month over Friday and Saturday night, dating couples who are 20 years and older may visit in one of their parents’ home. Written permission must be given by both sets of parents.
- Written applications for a weekend leave must be submitted by Thursday evening.
- Students returning from leaves must be in the residence halls by the stated hours. If, for any reason, a student cannot return from a leave at the expected time, she or he must notify the respective dean by phone.
- Those going home for the weekend must be back for Sunday night church services, unless special permission has been granted.

VISITORS IN RESIDENCE HALLS

- The respective 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 dean.
- Visitors must abide by residence hall policies.

BREAKS AND VACATIONS

- Students desiring to reside on campus during vacation periods, semester breaks, and after Commencement exercises must first obtain written permission from the Dean of Students.
• Students wishing to remain on campus during summer and Christmas breaks must see the Business Manager to make financial arrangements and sign a Vacation Contract.

• Students residing on campus during breaks and vacation periods must abide by the handbook policies.

**Phone Usage**

• Campus phones and cell phones may be used between the hours of 6:00 AM and 11:00 PM, unless there is an emergency or special permission is granted by the deans.

• Students must take care to follow the respective professor’s cell phone policy.

• During scheduled work hours, a students’ cell phone usage must not interfere with their work.

• Abuse of these policies could result in restriction of phone privileges.

**Laundry Usage**

• It is essential to remove clothes from washers and dryers immediately after the cycle is completed.

• If the student is not there to remove their clothes at the end of the cycle, the next student needing the machine may remove the clothes.

• The student removing the clothes from the machine is not responsible for the care of the laundry beyond placing them in the owner’s laundry basket.
• Students should not leave clothing in the laundry rooms longer than the time necessary to complete the washing and drying process.
• Students must furnish their own laundry soap, supplies and irons.
• Men and women are not to do laundry for each other.

**Residence Hall Kitchen Rules**

A fully equipped kitchen is provided in the residence halls for the students’ convenience.

• All foods left in the kitchen and refrigerator must be in proper containers and must be clearly identified with resident’s name and date purchased.
• No student is to take or use any food from the kitchen or another resident’s room without permission.
• No one is to leave dirty cookware or dishes.
• The stove and sink must be left clean after use.
• Personal dishes may be kept in students’ rooms.
• When food products are borrowed from other students, a return must be made quickly and in equal or greater quantity and quality.
• Any food unmarked or left for several days may be discarded.

**Resident Assistants**

Resident Assistants (RAs) are employed by the school and must be respected. They are responsible to report all cases of infractions.
CONSERVING ENERGY

Students should be conscious of conserving electricity, water, and heat at all times.

• 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.

MUSIC

For their spiritual benefit, students may only bring music which lends itself to the development of Christ-like character and biblical principles of melody, harmony, rhythm, and edification.

• The following types of music are not permitted to be played, sung or otherwise used:
  • Any music in which there is profanity and lyrics which promote sin of any kind
  • Any music in which there is excessive emphasis on rhythm
  • Any music with a sensual style
  • All forms of secular music that promote unchristian living (including but not limited to forms of rock, rap, country, new age)
  • Christian music that is patterned after popular or rock music
• Music of all student residents is subject to screening.
• The college reserves the right to confiscate, or have sent back to the student’s home, any music deemed contrary to the rules listed in this handbook.
• Students should maintain a low volume on stereos, radios, and musical instruments.

It came even to pass, as the trumpeters and singers were as one, to make one sound to be heard in praising and thanking the LORD; and when they lifted up their voice with the trumpets and cymbals and instruments of music, and praised the LORD, saying, For he is good; for his mercy endureth for ever: that then the house was filled with a cloud, even the house of the LORD

—II Chronicles 5:13

Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report: if there be any virtue, and if there be any praise, think on these things.

—Philippians 4:8

**INFORMATION TECHNOLOGY (IT)**

The use of technology provides great opportunities for our generation. With these new opportunities come new responsibilities. God holds us accountable for how we use technology. Therefore, we must be good stewards of what God has given us.

**Internet/Networking Policy**

• Internet access is provided for AWC students in the college library. Students are only permitted to access the internet on designated library computers.

• Students must realize the importance of using discretion when utilizing social network mediums. We encourage students to
use the strongest privacy settings to protect their personal information from persons with ill intentions.

- Students are forbidden from posting content on social media that violates the policies in this handbook.
- Students of AWC represent the college at all times. Therefore, content posted on the internet that does not reflect the values of AWC can have negative consequences regarding status as a student, and it can also hinder future professional opportunity and goals.
- Every device must have current antivirus software. We recommend the following free antivirus software for the PC: AVAST or Microsoft Security Essentials.
- Each semester all USB Storage devices need scanned for viruses by the IT Staff.
- The IT staff must approve the use of wired or wireless equipment; e.g., network switches, hubs and routers.
- The college has internet filtering systems that are in place on all college computers. Removing or tampering with this system in any way is strictly forbidden.

The full Information Technology Policy can be obtained through the Library.

**Insurance**

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 dean or resident assistant.
Personal Relationships

Social development focuses on developing Christian attitudes and behaviors that impress the lost with grace and charity. Christian fellowship among believers provides times for interaction at the social and spiritual levels. These social relations, properly safeguarded, can become the basis of congenial living in the Bible college community.

Guidelines for Social Privileges

The college requires that all of its students maintain wholesome relationships with members of the opposite sex as God has intended. Dating is a privilege and can serve several positive purposes:

- It develops the individual’s communication skills.
- It cultivates one’s social and cultural interests, skills, and personal attractiveness.
- It gives the individual opportunity to follow scriptural principles for the selection of a life partner.

*For this is the will of God, even your sanctification, that ye should abstain from fornication: that every one of you should know how to possess his vessel in sanctification and honour.*

—*I Thessalonians 4:3-4*
Eligibility

- Any couple desiring to begin a dating relationship must first meet with the Dean of Students. At this time, each student will present in writing their personal statement of dating values and integrity to the Dean of Students.
- Permission for social privileges is granted by the Dean of Students.
- Freshmen under 21 years of age desiring to date must have written permission from the parents.
- All students under 20 will either double-date or have an approved chaperone.
- No dating privileges will be given to divorced persons.
- Social privileges may be restricted when academic standing is in danger of falling below minimum standards.
- Couples found to be spending time together other than approved times could forfeit their normal dating privileges.

“The Six Weeks”

- Incoming students may not date for their first six weeks of school.
- A couple who has been dating consistently for at least three months prior to registration is to meet with the Dean of Students for exceptions.
- There is a six-week waiting period after a dating couple has dissolved their relationship before either one can date again.

Dating Times for On-Campus & Off-Campus Dates

Students eligible for dates are allowed the following:
- A forty-five minute meal date each day during either the noon or evening campus meal.
• A four hour date on either Friday or Saturday.
• A couple may ride together and sit together for Sunday services. Following the evening service, couples are allowed to continue their date in the dining hall for the after-church snack. The date will end when the snack time is concluded.
• There will be no prolonged visiting apart from the regular dating times.

**Dating Request Procedure**

• Dating request slip must be submitted to the Dean of Students by Thursday evening for approval.
• Approved dating request slip must be given to the respective deans before the date.
• Couples must adhere to residence hall sign-out procedures.

**Department**

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 couples.

• All physical contact is strictly forbidden.
• Couples may not be in any room alone.
• Couples should not pair off while on singing trips unless there is permission from the chaperone.
• Couples are not permitted to sit together in classes.
• Couples are permitted to sit together at one special service a day (i.e. Ministerial, Missions Convention) with the approval of the Dean of Students.

**ENGAGEMENT**

• Under normal circumstances, a couple must have dated for a minimum of six months before announcing an engagement.

• If an engaged couple dissolves their relationship, there is a three-month waiting period before they can begin dating another individual.

**MARRIAGE**

• Under normal circumstances, the marriage of students during a school semester is not permitted.

**ADDITIONAL MALE/FEMALE GUIDELINES**

• All non-dating men and women are also responsible to obey the above-stated rules. Just because one is not on “dating rules” does not give permission to spend time together.

• All mixed groups must receive verbal permission from the Dean of Students in order to go to Salem or surrounding areas. Under normal circumstances, a mixed group will be comprised of more women than men. The college reserves the right to select chaperones.

• Individuals or groups of opposite gender are not to meet off campus without permission from their respective deans.

*Marriage is honourable in all, and the bed undefiled: but whoremongers and adulterers God will judge.*

—*Hebrews 13:4*
STUDENT’S APPEARANCE

The governing principles for the dress of Christians are modesty, conservatism, economy, neatness, and cleanliness.

WOMEN’S DRESS STANDARDS

• Dress clothes and shoes are required for all classes, and religious services (chapels and church services). Sweat shirts and denim are not considered dress clothes.
• All clothing must have modest necklines.
• Sleeves must extend well below the elbow at all times.
• All skirts and dresses must be modest and without slits. They should well cover the knees in all positions whether sitting or standing.
• All ladies’ dresses, skirts, blouses, and tops must be loose-fitting.
• Hose or tights must be worn at all times. They must be non-faddish and of sufficient weight and color to avoid the appearance of bare legs.
• Shoes are to be conservative in style, with closed toes, sides, and heels.
• Slacks, pant suits, jewelry, makeup or nail polish are not to be worn.
• The wearing of any type of men’s garments is not permitted.
• Wrist watches must not give the appearance of a bracelet.
• All ladies are not to leave their rooms without a robe or sufficient clothing.
• All ladies may not have bangs or cut and trim their hair during the school year as well as during vacation periods.
• All ladies must refrain from styling their eyebrows.
• All ladies must wear their hair up neatly and simply.
Men’s Dress Standards

- Dress shirts and slacks (denim is not acceptable), dress shoes, and neckties (unless contrary to personal conviction) are required for all classes and religious services.
- Sleeves must extend well below the elbow and shirttails must be tucked into the trousers.
- All fellows’ shirts and pants must be loose-fitting.
- No jewelry is permitted.
- All male students must have a neat, conservative hairstyle.
- The sideburns must not extend any lower than the middle of the ear.
- All male students must be clean shaven at all times.
- No hats are to be worn indoors except in their residence hall and the gymnasium.
- Men are not to leave their rooms without sufficient clothing.

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

Brand Restrictions

AWC does not allow students to wear or patronize brands and stores that show antagonism to Christian values and an unusual display of wickedness in their promotions (i.e. Abercrombie & Fitch, Hollister, etc.).

Platform Dress Code

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

Whose adorning let it not be that outward adorning of plaiting the hair; and of wearing of gold, or of putting on of apparel; But let it be the hidden man of the heart, in that which is not corruptible, even the ornament of a meek and quiet spirit, which is in the sight of God of great price.

—I Peter 3:3-4
Additional Policies

**Off Limits Areas**

- Visiting the residence hall of the opposite sex without permission is never allowed. Doing so is grounds for severe disciplinary action.
- Men will not be allowed in the dining hall or public areas of the women’s residence hall except at specified times.
- Students are not to loiter near the residence hall of the opposite sex.
- Students are not to be in the pond.

**Borrowing Other’s Personal Items**

- Students must 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.
TRANSPORTATION

- Offer a consideration of at least $0.30 a mile when you ride with another individual.
- If you ask a student to take you where they do not need to go, you should pay at least $0.50 a mile.
- A student is not to permit other students to drive his or her car without permission from the respective dean.
- The college will offer transportation to and from the airport. A fee will be charged to cover expenses.

REGULATIONS FOR CAR OWNERS

- Students with cars on campus must provide a copy of a valid driver’s license, liability insurance, and current vehicle registration.
- The car must be mechanically sound.
- If there is an encumbrance on the vehicle, this must be approved by the Business Office.
- All students must obey city, county, and state regulations.
- Parking spaces in front of the Administration Building, in the upper level of the Blair Hall driveway, and the first four spaces north of the Administrative Building are reserved for visitors and faculty and staff parking.
- All motor vehicles must be kept on the driveways and parking lots.
- Some personal vehicle maintenance may be performed in designated areas with the permission of the maintenance supervisor.
- 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, except for employment, until such time as the account is paid up to date.
• Careless and imprudent driving may also cause the student to lose the use of the vehicle.
• The campus speed limit is 10 miles per hour.

Failure to observe these principles will jeopardize the student’s privilege of having an automobile on campus.

**Keys**

• After registration, each student will be issued a mailbox key. Keys will be available at the General Office. Students should not have any college keys in their possession except those issued to them by the General Office or the Maintenance Department.

• All on-campus students must return their room keys at the end of the spring semester or at the end of the fall semester (if not returning in January).

• A $5.00 fee will be incurred for any key that is lost.

**College Property**

• Students are requested to use the sidewalks.

• Students are not permitted to use the organ or piano in the chapel without permission.

• Students are not to engage in destructive pranks in the campus buildings.

• Please keep the lawns free from all paper and trash.

• Please do not eat or drink in the college chapel.

**Required Attendance at Special Events**

Students are required to attend the following annual events unless exempted by the Dean of Students:
• College revivals
• Allegheny Educators’ Convention
• Fallfest Day
• Harvest Days
• College banquets
• Christmas program
• Van Wormer Lectures
• AWM Missions Convention
• Ministerial Institute
• Campus cleanup day
• Get Acquainted Days
• School picnic
• Baccalaureate
• Commencement

**EMPLOYMENT**

• Students will not accept employment which involves the sale of tobacco or alcoholic beverages.

• 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, faithful, mannerly, always neat in appearance, and true to AWC standards.

*Be kindly affectioned one to another with brotherly love; in honour preferring one another; not slothful in business; fervent in spirit; serving the Lord.*

—*Romans 12:10-11*
Prohibited 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.
• Viewing commercial movies in any format.
• Using profanity, gossip, impure speech, or suggestive body language.
• Sowing discord on or off campus regarding policies and requirements of the college.
• Attending activities on Sunday where an admission is charged.
• Tampering with fire alarms in any campus building.
• Attending any type of entertainment that promotes the selling of liquor, the playing of music in violation of AWC music policy, the use of profanity, or any form of nudity.
• Playing games which entail gambling.
• Purchasing on Sunday except in the case of an emergency.
• Possessing or viewing of magazines or books in any format that feature violent and disgraceful behavior and unwholesome love affairs.
• Breaking into any room on campus.
• Operating an all-terrain vehicle on campus.
• Throwing someone into the pond.

And they that are Christ’s have crucified the flesh with the affections and lusts, if we live in the Spirit, let us also walk in the Spirit.

—Galatians 5:24-25
The physical and emotional development of students is a logical extension of the fact that the body is the temple of God. Therefore, AWC promotes the cultivation of healthy eating practices, supports activities and services for physical and mental wellness, and provides a safe and secure environment for the campus community.

*Beloved, I wish above all things that thou mayest prosper and be in health, even as thy soul prospereth.*

—III John 1:2

**Dining Hall**

The dietary staff works to provide nutritious, well-rounded meals with the needs and diet restrictions of our students in mind. These meal times afford an excellent opportunity for Christian fellowship.

- Punctuality is expected at all meals.
- Be pleasant and polite.
- Critical remarks about the food are to be avoided.
- Students are not to be in the kitchen area except for prescribed duties. No unauthorized student is to eat in the kitchen at any time.
- Sack lunches may be ob-
tained if a meal is to be missed because of regular employment or assignments.

- For further information regarding special requests, sack lunches, and use of food service facilities, contact the Director of Food Service.

**HEALTH INSURANCE**

- AWC does not offer health insurance coverage to students.
- AWC has accident insurance of up to $10,000 for injuries occurring on campus. Students who are covered under another plan are not eligible.
- Students who sustain injuries while performing on-campus work duties are covered by Workman’s Compensation.

**PERSONAL COUNSELING**

Students in need of academic or spiritual counseling may contact any faculty or staff member. Students seeking professional counseling will be referred to a licensed, professional Christian counselor. Complete information can be obtained from the Dean of Students.

**HEALTH COUNSELING**

AWC provides health and wellness advice for students. If further medical help is needed, students will be referred to doctors and hospitals in the area.
GROUP FITNESS AND WELLNESS COUNSELING

Fitness and wellness activities are organized by the Student Life program. The gymnasium located in Rhoades Hall is open regularly for recreation and fitness. Exercise equipment is also provided for personal fitness.

DRUG ABUSE PREVENTION PROGRAM

The Allegheny Wesleyan College Alcohol and Drug Abuse Prevention Program outlines the college policy for dealing with such matters. The college is strongly opposed to any form of drug abuse by any member of the college community.

- Students involved in drug and alcohol abuse may be suspended or dismissed from 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 with a problem or knows of a member of the college community who needs assistance, please speak to a residence hall dean, the Dean of Students, or any member of the faculty. All such reporting will be kept in strict confidence.

For a complete policy on safety, security and health, copies can be obtained at the General Office.

SECURITY POLICY

Allegheny Wesleyan College is a security-minded college and the Director of Security works in cooperation with the Columbiana County Sheriff’s Office. AWC is strongly committed to crime prevention and considers the personal physical safety of its students, faculty, and staff necessary for a successful learning environment.
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 publishes an annual security report on incidents of criminal activity such as burglary, motor vehicle theft, robbery, aggravated assault, sexual offenses, or murder. This report is available to all students and employees and may be accessed on http://ope.ed.gov/security/.

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety-related incidents to the Director of Security.

Firearms and all other weapons (including air guns, BB guns, swords, and knives with a blade greater than four inches in length) are not to be brought onto campus.

Ammunition and other explosive materials are prohibited on campus.

For a complete policy on safety, security and health, copies can be obtained at the General Office.

**Sexual Harassment**

Harassment of any sort – verbal, physical, visual – will not be tolerated. Harassment is not necessarily sexual in nature and can take many forms. It may be words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults, or violence.

- Any incidents of harassment must be immediately reported to a member of the Administration, after which appropriate investigation and disciplinary action will be taken.

For a complete policy on safety, security and health, copies can be obtained at the General Office.
**Missing Student**

Allegheny Wesleyan College understands the responsibility of protecting and monitoring the whereabouts of the students who live in the residence halls. At the beginning of each academic year AWC will require all students to provide the contact information for a designated emergency contact person who should be a custodial parent or legal guardian if the student is under 18. The college will follow this Missing Person Notification Procedure:

- Any member of the campus community who becomes aware that a student is missing (beyond what is normal) must immediately notify the Dean of Students or the Director of Security. The Dean and Director of Security will promptly investigate the whereabouts of the student.
- If the student is found to be absent without leave, AWC will attempt to notify the designated emergency contact person no later than 24 hours after the time that the student is determined to be missing.
- AWC will also notify the local law enforcement agency no later than 24 hours after the time that the student is determined to be missing.

For a complete policy on safety, security, and health copies can be obtained at the General Office.
Discipline

When students do not achieve the expectations of AWC, as outlined in the catalog and the handbook, the college is responsible to assist them in becoming aware of their infractions. Students often regard such action as punitive. However, the purpose of disciplinary action is to help students bring their accomplishments up to the level of their abilities or to help students be accountable to the deportment Allegheny Wesleyan College expects of them.

See then that ye walk circumspectly, not as fools, but as wise, Redeeming the time, because the days are evil.
—Ephesians 5:15-16

Receive my instruction, and not silver; and knowledge rather than choice gold. For wisdom is better than rubies; and all the things that may be desired are not to be compared to it.
—Proverbs 8:10-11

ReConCilAtion And AmnestY

Allegheny Wesleyan College desires to help each student in his growth and maturity as Christians, students, and citizens.

If a student is or has engaged in activity that violates AWC policy, recognizes the violation and voluntarily requests help righting the violation, he may request amnesty and receive help through the college.

The Dean of Students will work diligently to help the student through a reconciliation process, but the student must cooperate and comply with all the accountability measures that will be decided by the Discipline Committee or Administration. If the student chooses to comply with the measures he will be helped and restored to the AWC community.
**DISCIPLINARY ACTIONS**
The college has three degrees of disciplinary action which may be administered upon the violation of the standards and regulations of Allegheny Wesleyan College, depending upon the seriousness of the offense.

**DISCIPLINARY LEVEL I—SOCIAL DEANS**
The Disciplinary Level I shall be administered by the respective deans without the involvement of the Discipline Committee and may include:

- Suspension of weekend permissions.
- Suspension of recreation privileges.
- Work time on campus. Time and place set by the dean.
- Campusing—Restriction to the campus of Allegheny Wesleyan College except travel to and from church services on Sundays and/or travel to and from employment off campus.

**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:

- Dorming—The student will be required to remain in their room at all times except: attendance to classes, attendance at regular meals, attendance at chapel, and attendance at regular Sunday services.
- The student’s parents will normally be called at this time to inform them of the action taken.
**Disciplinary Level III—Discipline Committee**

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

- A note shall be placed in the file of the student. It is not reflected on the student’s official transcript.
- Prohibition from participation in any activities in which the student represents the college.
- Expulsion. The following activities will result in dismissal from Allegheny Wesleyan College:
  - sexual intercourse outside of marriage
  - homosexual conduct
  - obtaining an abortion or assisting in the arrangements for an abortion
  - pornography
  - purchasing, possession, consuming or selling illegal drugs, including marijuana, or alcoholic beverages
  - use of tobacco
  - infractions involving immoral behavior or speech

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.
**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:

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.

- 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 residence hall dean, a resident assistant, or a member of the faculty or staff)

  (f) the student’s right to appeal to the Administrative Council

- 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.
• 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.

• 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.

**STUDENT GRIEVANCES**

Every student complaint, problem, or grievance is important enough to be of concern to the administration, faculty, and staff of the college. 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 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 and will be channeled through the proper chain of command.

**Step One:**

1. The student begins by making a formal presentation of the problem to their 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, they 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, they 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. If the answer does not satisfy the student, they may proceed to Step Four.

Step Four:

1. The grievance is presented in writing to the Allegheny Wesleyan College Board of Directors.
2. The response of the Board reflects the final decision of Allegheny Wesleyan College.
Step Five:

If, after following the student grievance procedures, the student(s) cannot 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
5850 T G Lee Blvd, Suite 130
Orlando FL 32822
Phone (407) 207-0808
Fax. (407) 207-0840