

John Witherspoon College  
**Student Handbook**  
2016-2017



# John Witherspoon College

## Student Handbook

### 2016-2017



John Witherspoon College • Rapid City, SD  
*Bible-Anchored • Christ-Centered*  
*People-Focused • Kingdom-Driven*

*John Witherspoon College Student Handbook*  
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*About This Handbook*

The *Student Handbook* is the College's authoritative public document for policies and procedures governing the College student body.

*Legal Authorization*

John Witherspoon College is a 501(c)(3) nonprofit corporation. The primary purpose of this Corporation is to provide Christ-centered classical education for service to the church and the world. The College is authorized by the State of South Dakota to offer credits and degrees.

*Accreditation*

John Witherspoon College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA. 24551; Telephone: (434).525-9539; email: info@tracs.org], having been awarded Candidate Status as a Category II institution by the TRACS Accreditation Commission on April 21, 2015. This status is effective for a period of up to five years. TRACS is recognized by the United States Department of Education, the Council for Higher Education Accreditation and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

*Statement of Non-Discrimination*

John Witherspoon College does not discriminate on the basis of race, color, sex, nationality, ethnic origin, or disability in the administration of its educational policies, admissions policies, hiring practices or any other school-administered programs. It does reserve the right to make academic, admissions and employment decisions based on religious principles as permitted by the Constitution, Title VII of the Civil Rights Act of 1964 (as amended) and applicable federal and state laws.

*Private Policy*

John Witherspoon College safeguards the personal information of all students and employees in accordance with industry best-practices and Federal guidelines. The College collects and maintains only that personal information which is necessary to facilitate its business operations and educational programs. It protects this data using secure physical and/or electronic storage methods and disposes of data no longer required in accordance with best-practices for physical and/or electronic disposal. Since JWC does not receive federal funding under the Department of Education (ED), provisions under the Family Educational Rights and Privacy Act (FERPA) do not apply. However, the College voluntarily complies with most provisions of FERPA as a matter of course, particularly those regarding privacy of students' records and their right to request copies of those records.

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## The College Seal



The Seal is the official institutional symbol of John Witherspoon College. Rich with meaning, the Seal visually represents many of the College's foundational standards and aspirations.

The center of the Seal is a shield, symbolizing the faith of the church ("shield of faith," Eph. 6:16). On the front of the shield is a large red cross and an open Bible at its center, symbolizing the cross of Christ as revealed in the Christian Scriptures.

The *thistle* (upper right quadrant) bears a dual symbolism. Historically, it represents the Fall; but it also appears in the seal of the University of Edinburgh (the *alma mater* of John Witherspoon). The Hebrew letter *bet* (bottom right quadrant) is the first letter of the Bible and symbolizes the preeminence of God in all things, "In the beginning, God." The *torch* (bottom left quadrant) symbolizes the spread of the light of the gospel. Finally, the *lamp* (upper left quadrant) is an ancient symbol of learning.

The year 2004 marks the inaugural year of Black Hills Bible Institute (BHBI), the parent institution of John Witherspoon College. The Latin phrase, "*Fides Quaerens Intellectum*" ("Faith Seeking Understanding"), was the life motto of famed theologian and philosopher, Anselm, Archbishop of Canterbury (d. 1109), who insisted, "unless I first believe, I shall not understand."

## Foundational Standards

### Statement of Faith

The following *Statement of Faith* is a summary of Christian teachings that shape the theological orientation of John Witherspoon College. It is annually signed by the Board of Trustees, the President, and all faculty and staff of the College.

#### The Scriptures

The Bible is God's word given by divine inspiration, the record of God's revelation of Himself to humanity. It is trustworthy, sufficient, without error—the supreme authority and guide for all doctrine and conduct. It is the truth by which God brings persons into a saving relationship with Himself and leads them to Christian maturity.

#### God

There is but one God, the Maker, Preserver, and Ruler of all things, having in and of Himself all perfections, being infinite in them all; and to Him all creatures owe the highest love, reverence and obedience. He exists eternally in three persons: Father, Son, and Holy Spirit, each with distinct personal attributes, but without division of nature, essence, or being. God ordains or permits all things that come to pass, and perpetually upholds, directs, and governs all creatures and all events; yet so as not to destroy the free will and responsibility of intelligent creatures.

#### Humanity

God originally created man in His image, and free from sin; but through the temptation of Satan, humankind transgressed the command of God, and fell from their original righteousness, whereby all humans have inherited a sinful nature that is opposed to God, and are thus under condemnation. As soon as they are capable of moral action, they become actual transgressors.

#### Jesus Christ

The second person of the Trinity is the eternal Son of God. In his incarnation Jesus Christ was conceived by the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature, yet without sin. He honored the divine law by His personal obedience,

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and by His substitutionary death on the cross He made provision for our redemption from sin. He was buried and rose again the third day, and ascended to His Father, at whose right hand He lives to make intercession for His people. He is the only Mediator, the Prophet, Priest and King of the Church, and Sovereign of the universe.

### Holy Spirit

The Holy Spirit is the Spirit of God, fully divine, who exalts Jesus Christ. The Spirit convicts men and women of sin, of righteousness, and judgment, enabling them to understand the truth. He calls men and women to the Savior, and brings about regeneration, which is a renewal of heart and nature.

### Salvation

Salvation involves the redemption of the whole person, and is offered freely to all who believe in Jesus Christ as Lord and Savior; accepting and trusting in Him alone for justification and eternal life. Justification is God's gracious declaration of righteousness of sinners, who believe in Christ, from all sin, through the satisfaction that Christ has made. Believers are also sanctified by God's Word and Spirit dwelling in them. Sanctification is the process of progressing toward moral and spiritual maturity, enabled by the presence and power of the Holy Spirit. Those who are accepted in Christ and sanctified by the Holy Spirit will never totally nor finally fall away from the state of grace, but shall persevere to the end, and be kept by the power of God through faith unto salvation.

### The Church

The Lord Jesus Christ is the Head of the Church, which is composed of all true followers of Christ, and in Him is invested supremely all power for its government. Christians are to associate themselves with local churches; and to each church is given the authority to administer order, to carry out ministry, to worship, and to practice discipline.

### Last Things

The bodies of humans after death return to dust, but their spirits return immediately to God—the righteous to rest with Him; the wicked to be reserved under darkness to the judgment. God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth. At the last day, the bodies of all the dead, both just and unjust, will be raised. God has appointed a day when He will judge the world by Jesus Christ, when all people

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shall receive according to their deeds; the wicked shall go into everlasting punishment and the righteous into everlasting life.

### Mission and Purpose

The *purpose* of John Witherspoon College is to glorify God as the beginning and end of all knowledge, and its *mission* is to build a community of Christ-centered, classics-based education for service to the church and the world.

### Objectives

The specific goals that flow out of our purpose and mission can be summarized in five institutional objectives. These objectives are the basis for self-assessment and ensure that the College is, indeed, fulfilling its stated purpose and mission:

1. Cultivate a Christ-centered education community.
2. Teach a Bible-anchored, classics-based curriculum that fosters critical thinking and cultural responsibility.
3. Promote academic excellence marked by personal piety.
4. Equip students to make an eternal difference for God's kingdom as servant leaders.
5. Make JWC a college of choice for the Black Hills and Upper Midwest region.

### Philosophy of Education

#### Curriculum Design

Students at JWC build knowledge systematically on a solid foundation rather than getting information piecemeal through disconnected courses. It is our conviction that some courses are more important than others, and that there is an effective ordering and logic to the process of effective learning.

#### Deep Learning

Our students delve deeply into liberal arts core disciplines rather than skimming through broad surveys of factual information. Attention is given to primary sources, so students do not just read *about* great authors and books; they *read* great authors and books.

## FOUNDATIONAL STANDARDS

### Disciplined Discernment

In a world that tends to homogenize ideas, students at JWC learn to discern the distinctions between true and false, good and evil, right and wrong, eternal and temporal, in order to equip them to be salt and light in a dark and decaying culture.

### See God's Truth

Augustine urged: "Let every good and true Christian understand that wherever truth may be found, it belongs to his Master." Building upon this bedrock principle that *all truth is God's truth*, our students learn to see how all truth—from arithmetic to zoology—declares the glory of God.

### The "Liberating Arts"

In the truest sense, the "liberal arts" are liberating. Through a disciplined study in the liberating arts, our students learn how to deal effectively with the "Information Age" and its paralyzing information overload. Students seek genuine wisdom over mere knowledge, the worthwhile over the waste of time, the true and the beautiful over images and hype. The words of Paul give us direction: "Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things" (Philippians 4:8; ESV).

## Core Values and Standards

### Bible-anchored

As an institution, we believe that God is the beginning and end of all knowledge. Since He is the Creator of all things, there is no true knowledge apart from Him. Thus we believe that God's revelation in Scripture is the only inerrant, infallible, authoritative basis for education. The Word of God instructs, motivates, guides, corrects, enables, and illumines in all areas of knowledge, understanding, and experience, and JWC is committed to help students know, practice, and communicate biblical truth.

### Christ-centered

As an institution, we believe that the Lordship of Christ extends to every part of life without exception. The redemptive work of Christ enables us to understand the true nature of the human condition. The life and ministry of Christ sets the example, par excellence, of servant leadership. The power of

Christ proclaimed in the gospel is the power to transform lives and cultures. The Spirit of Christ in lived communities makes genuine unity possible. The Body of Christ in fellowship with Him subverts the powers of darkness and by the Spirit extends His righteous reign. As a “Christ-centered” ministry, JWC seeks to magnify the Lordship of Christ in all things.

### People-focused

As an institution, we believe that Christ-like relationships with God, family, church, the community, and the world are essential to discipleship. Christian education must cultivate salt-and-light influence in every aspect of a student's life, as well as in the lives of faculty, staff, and constituents. JWC will seek to be a community of learning and of love, not simply a delivery system for bodies of information.

### Kingdom-driven

God is the beginning and the end of all knowledge, so the ultimate motive for scholarship must be to know and love God and to serve His Kingdom purposes. For that reason, we believe that every Christian is called “to walk in a manner worthy of God” (1 Thess 2:12). Among other things, that calling implies an obligation to strive for excellence in every area that honors God in tangible ways: “whatever you do, do all to the glory of God” (1 Cor 10:33). We aspire to develop Kingdom leaders who can discern, model, and articulate God's vision for redemption in Christ, in their particular and varied spheres of vocational responsibility. We also believe that ministry is the calling of every follower of Christ, and that preparation for ministry leadership calls for commitment to that calling, for cultural sensitivity, doctrinal integrity, blameless moral conduct, disciplined study, and hard work.

## Academic Policies

### Academic Freedom

JWC fully supports the ideal of academic freedom. Our faculty members are free to discuss any subject matter in the classroom and to introduce students to any and all perspectives on those subjects, even when those perspectives do not align with the college's Statement of Faith or core values. As a Christian institution, we believe that academic freedom must be tempered by religious conscience, however; therefore, our faculty are not free to advocate perspectives that are contrary to the college's Statement of Faith or core values in the classroom. Faculty are free to use whatever books, music, art, and other materials they deem necessary for adequately introducing students to subject matter and perspectives, as long as those materials are not explicitly pornographic (as traditionally defined—i.e. appeals primarily to prurient interest).

Students are free to research and publish on any topics; however, students are not authorized to speak on behalf of the college in publications without the expressed, written consent of the Board of Trustees. Students should also avoid publishing material that could bring discredit on the college or its administrators, faculty, staff, and students. JWC encourages students to be actively engaged in their communities and churches; however they may not speak in an official capacity as a representative of the college without specific authorization (verbal or written) from appropriate administrators or the Board of Trustees. In all interactions with faculty, fellow students, and the public, inside or outside of the classroom, students should strive to ensure that their actions and conduct reflect favorably on the college and on our Lord and Savior, Jesus Christ.

### Registration and Enrollment

#### Maximum Duration of Matriculation and Expiration of Credit

Matriculating students must complete degree requirements within seven (7) years of initial matriculation. After seven years, such students may become subject to the degree/diploma requirements that are then current. As a rule, students may not apply coursework completed more than ten (10) years earlier toward degree or diploma requirements, however, individual students may seek a waiver to this policy from the Registrar.

### Limitation of Credits Earned Prior to Matriculation

Matriculating students who had previously completed John Witherspoon coursework as a non-matriculating student may apply no more than sixteen (16) such credits toward their degree requirements.

### Residency Requirements for Degree Completion

No less than twenty-five percent (25%) of coursework required for the diploma, the associate's degree or the bachelor's degree must be completed in residence at John Witherspoon College.

### Student Registration and Enrollment Status

Students are responsible for registering themselves for their courses for each term they are enrolled at the College. Prior to each term, the Registrar will announce the period of open registration, at which time students will be able to register for courses by downloading and completing the registration form on the College website. Students should meet with their advisors if they need a special study plan.

Students are considered enrolled in a course when they are registered in a course for credit. A student has *full-time status* at John Witherspoon when enrolled for at least twelve (12) hours in a long semester or three (3) hours in a Winter or Summer Term. Otherwise, a student has *part-time status*. Students are considered *matriculating* only if they have been admitted to full degree seeking status and are currently pursuing a diploma or degree at the College. Credits will be applied only for students who are matriculating. Matriculating status is normally granted upon regular admission to the College. Students are considered *non-matriculating* if they have been admitted provisionally or are enrolled as a Non-Degree Seeking student.

### Lapsed Enrollment

Matriculating students who have not enrolled for credit for two consecutive terms are subject to automatic discontinuation from their diploma/degree program. Discontinued students must reapply for admission to the College.

## Withdrawal

A student withdrawing from school, dropping all courses from a current semester or term, must complete a Withdrawal Form. Students will be allowed to withdraw through eleven (11) weeks, or its term equivalent, and will receive

## ACADEMIC POLICIES

notation on their permanent record. Voluntary withdrawal does not guarantee readmission to the College, nor does it automatically exclude the student from enrollment at a future date. Students who have withdrawn must check with the Office of Admissions regarding reenrollment.

A former John Witherspoon College student having less than a 2.0 cumulative GPA from the College or less than a 2.0 cumulative GPA from all institutions attended will be considered for readmission by the Admissions and Scholarship Committee. The student may be denied admission, readmitted with conditions, or readmitted under their prior academic standing at John Witherspoon College.

### Courses and Classes

#### Extra Course Loads

Students wishing to enroll in a fifth course in a semester (a sixth course if taking the practicum) may do so only if they have earned a combined G.P.A. of 3.0 or better in the previous semester or if they have received written permission from the Registrar.

#### Late Registration

To add a course, either to audit or enroll, after the published registration deadline, the student must submit a completed *Drop/Add* form to the Registrar along with a \$25.00 fee. Late enrollment is subject to space availability. No student may add a course after the Friday of the second week into a term.

#### Auditing Courses

Students may audit courses for personal enrichment. Registration must occur during the published period. Auditing students are charged \$125 per credit hour plus any applicable course fees. Full-time JWC faculty and their spouses and full-time students and their spouses may audit courses without charge, provided space is available and the instructor approves the audit request. Part-time faculty, part-time staff, and full-time staff and their spouses may audit courses by paying \$10 per credit hour plus applicable student fees. Audited courses do not apply toward a degree but will appear on the transcript without assignment of grade. The auditor may participate in the course as minimally or as fully as he/she chooses with permission of the instructor. A student auditing a course may process drop/add forms to earn credit in the class no later than the "Last Day to Add" for the semester/term. A student enrolled in a course for credit may change to audit during the period allowed to drop a class.

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Deadlines are noted in the academic calendars for each semester published in the *Catalogue*.

### Schedule Changes

After registration, a student may change his/her schedule by submitting proper forms to the Registrar. A fee of \$10.00 will be charged for adding or dropping a course after the start of classes. Exceptions will be made by the Registrar in instances beyond a student's control. See the College Calendar for the last date for changes in schedules.

### Changing Course Sections

In order to change course sections after the published registration deadline, a student must submit a completed *Drop/Add* form to the Registrar, along with the required \$10.00 fee. Section changes require the instructor's approval and may be denied for administrative reasons.

### Dropping Classes

A student may drop a course without academic penalty after the period allowed only under circumstances of extreme illness, in which case a physician's certificate must be submitted and approved by the Registrar. Additionally, the Registrar may approve a waiver to policy for other circumstances beyond the student's control. In these cases, students may receive a grade of Incomplete (I) and the opportunity to make up missed work for a grade. (See "Grades and Quality Points" below for further details.) Students who discontinue class attendance without permission of the Registrar to drop will receive an "F" in those courses.

### Concurrent Enrollment

Enrollment in another college or university concurrent with John Witherspoon College enrollment must be approved in advance and in writing by the Registrar.

### Class Attendance

Regular and successive attendance is expected of all students enrolled in all lecture, laboratory, and seminar courses. Faculty members will determine the specific details for administering the attendance policy for their courses. Each faculty member will clarify the requirements for the course in the syllabus. All course syllabi are filed with the Registrar. Each faculty member is to counsel with any student whenever absences are affecting the student's grade.

## Student Performance

### Academic Probation

The only acceptable level of work for graduation at John Witherspoon College is 2.0 or above. Those who fail to achieve that level will be placed on Academic Probation. If the student achieves a cumulative GPA of at least 2.0, Academic Probation status will be immediately removed. If the student fails to achieve the 2.0 GPA, the status of Academic Probation lasts for two full semesters and the short term(s) that immediately follow. While the student is on Academic Probation:

1. An official notice will be sent to the student.
2. The Academic Advisor will counsel students individually toward GPA improvement.
3. The Academic Advisor will monitor the student's progress during semesters when he/she is repeating courses in which D's and F's had been earned.
4. The academic load will be limited to not more than fourteen (14) hours.

If by the end of the two probationary semesters a cumulative GPA of 2.0 has not been attained, the student will be suspended from the College for one full semester. There is no appeal permitted for this suspension. The suspension will be a full semester; no combination of short terms will substitute. Colleges typically will not admit a student suspended from another college; however, if credit is earned at another institution while the student is suspended from JWC, that credit is not applicable toward a degree at John Witherspoon.

After serving the period of suspension, the student is eligible to return upon application for readmission. The student re-enters on academic probation and is again given two semesters with the short term(s) that follow to achieve the required cumulative 2.0 GPA. If the satisfactory standing is not achieved, the student will again be suspended from the College. After a full semester suspension, the student desiring to return will be required to reapply through the Admissions and Scholarship Committee.

### Retake Policy to Improve G.P.A.

Students who earn a grade of D or F in a course may request to retake the course in its entirety to improve their grade. (Note: As with all replacement grades, the original D grade will continue to be recorded on the student's permanent academic transcript). Students wishing to replace a D grade with a

grade higher than a C, or students who wish to replace a grade of F earned in a course, may do so only by re-taking the original course in its entirety. Students must request to enroll in an ad hoc make-up course before the end of the first week of the term following the one in which the D grade was earned. Request is made by filling out the Course Make-up Request Form available from the Registrar or online. The completed form must include the signatures of the relevant instructor and academic advisor (if a different person). Each make-up course carries a minimum fee of \$100 that is not included in the student's regular tuition. Registrar will determine the specific fee based on the estimated amount of additional instructional time required for the make-up course.

### Academic Integrity

John Witherspoon College upholds the highest standards of honesty.

By their enrollment at John Witherspoon College, students agree to refrain from the use of unauthorized aids during testing (including, but not limited to, technology devices such as digital cameras, cell phone cameras, pen-based scanners, translation programs, and text-messaging devices), to refuse to give or receive information on examinations, and to submit only those assignments which are the result of their own efforts and research.

Plagiarism is a serious offense that compromises academic integrity. As the *MLA Handbook* notes, "A writer who fails to give appropriate acknowledgement when repeating another's wording or particularly apt term, paraphrasing another's argument, or presenting another's line of thinking is guilty of plagiarism."

Breaches of these standards warrant academic and disciplinary consequences. Policies and procedures, including appeal procedures, are detailed below.

### Readmission Policy

Students who have been expelled from John Witherspoon for academic reasons or for violating college policies may apply for readmission within two years of the date of dismissal by petitioning the Admissions and Scholarship Committee in writing. A student seeking readmission *after* two years from the date of dismissal must complete the same full application process that prospective new students complete. For more information of the College's Readmission Policy, contact the Registrar.

### Grades

Both Progress Reports and Final Grades are reported by letter which may be interpreted in percentage figures:

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- A (93-100) For performance that is definitely superior in quality.
- B (86-92) For consistently good work that is above average.
- C (78-85) For satisfactory performance.
- D (70-77) For minimal passing.
- F (69 and below) Indicates failure.

A, B, C, and D are passing grades; F is failure.

Other grade reports:

- N Given for audited courses.
- I For incomplete work (when pre-approved by professor and/or registrar)<sup>1</sup>
- IP (In Progress). Interim grade for courses extending into following semester
- P Indicates a passing grade in a Pass/Fail course
- FF Indicates a failing grade in a Pass/Fail course
- W For withdrawal from a course after course drop deadline<sup>2</sup>

### Quality Points

Quality points are used to calculate Grade Point Averages (GPA). The following are the grades with their corresponding quality credits:

A	4 quality points per hour of credit
B	3 quality points per hour of credit
C	2 quality points per hour of credit
D	1 quality points per hour of credit
F, FF, I, IP, N, X	0 quality points per hour

To determine the Grade Point Average (GPA), the quality points earned are divided by the semester hours attempted. The grade of P (Pass) will not be included in the GPA, but the credit will be included in the hours for graduation.

Students are allowed to repeat courses to improve the grade and cumulative GPA. Repeat of D and F grades is strongly encouraged. The most recent grade

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<sup>1</sup> Incomplete work must be made up within the first five weeks of the Fall/Spring semester following issuance; otherwise, the course is graded to reflect the incomplete work.

<sup>2</sup> Withdrawal may be granted by the Registrar if the student meets conditions as stated above under "Dropping Classes." A temporary grade of X is inserted to indicate no grade has been reported.

earned is the grade calculated in the cumulative GPA and in consideration for graduation.

Transfer credits and credit-by-testing do not apply quality points to the institutional GPA and are not factored into current academic standing or into the graduation GPA. (*Note:* These grades may be considered, however, in the admission process for specific programs at John Witherspoon College or by other subsequent transfer institutions.)

### Academic Good Standing

Academic Good Standing is defined as the minimum acceptable cumulative GPA for graduation—2.0. Policies regarding students who fail to meet this standard are detailed above under “Scholastic Regulations.”

### Academic Honors

To honor academic achievement, the College publishes an Honors List at the close of each regular academic term. To qualify for the Honors List, students must be enrolled full-time in a degree program and earn a GPA of 3.50 or better for the term.

Additionally, students who earn an average of 3.5 or above in courses taken at John Witherspoon College are graduated with Latin Honors as follows:

3.50-3.66	<i>cum laude</i>
3.67-3.83	<i>magna cum laude</i>
3.84 and above	<i>summa cum laude</i>

To qualify for these honors, a student must complete at least thirty (30) hours at John Witherspoon College.

## Refunds

### Advance Deposits for New Students

A tuition deposit of \$200 is required after acceptance for admission to reserve a place in class. This deposit applies to the tuition for the entering semester. All tuition deposits will be refunded if the cancellation request is made by August 10 for Fall semester, December 30 for Winter term, January 10 for Spring semester, and April 30 for Summer term. No refund will be given on cancellations after these dates. If the student is not accepted for admission, all deposits will be refunded. Requests for refund of tuition deposit must be submitted in writing to the Director of Admissions.

## Refund Schedule

A student following proper procedures for withdrawing from some or all classes will be refunded tuition charges according to the chart below. (Fees are not refundable.)

### **For Fall/Spring semester:**

On or before the fifth day following the official day of registration as indicated on the College Calendar (if withdrawing—100% less \$20 per course matriculation fee)

Days 6-10, 75%

Days 11-15, 50%

Days 17-25, 25%

Days 25+, no refund

### **For Winter/Summer term:**

On or before the first day following the official day of registration as indicated on the College Calendar (if withdrawing—100% less \$20 per course matriculation fee)

Day 1, 100%

Day 2, 75%

Day 3, 50%

Day 4, 25%

Days 5+, no refund

## Student Life

### Student Housing

John Witherspoon College encourages students to become members of the wider local community by living with local Christian families or with other Christian students. JWC does not maintain student residence facilities, and does not assume responsibility for providing student housing. Students are responsible for their own housing arrangements. However, the College maintains a list of housing opportunities for students who have been admitted and who have paid their Advance Deposits. We recommend contacting local churches and consulting web sites, local newspapers and other housing guides for the Black Hills to find housing opportunities.

The Director of Student Services (DSS) (e-mail: [studentservices@johnwitherspooncollege.org](mailto:studentservices@johnwitherspooncollege.org)) will assist students and their families in arranging contacts and providing information on quality housing opportunities for those having difficulty. The DSS will maintain information on local housing opportunities and resources for finding housing and can offer insights on the local area to families unfamiliar with the region.

Whether obtaining housing with private families, in apartments or rental homes, students are reminded that they represent Christ and the College to the community. In all things, students should seek to uphold the highest standards of integrity and excellence when dealing with host families/landlords. They should pay rent on time, maintain their accommodations in good condition, and be polite, helpful and unobtrusive tenants/neighbors.

### Off-Campus Employment

Employment in and around Rapid City is readily available. However, since completing a degree at John Witherspoon College is demanding, we recommend full-time students limit off-campus employment to twenty (20) hours per week.

### Attendance

Individual instructors will list their attendance policies in their course syllabi, however, as a rule, students are expected to attend every class meeting unless excused by the instructor in advance. In cases of unexpected circumstances

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preventing attendance, students should notify the instructor by e-mail of the absence at their earliest convenience as a matter of courtesy. Instructors may cite unexcused absences as a cause for lowering a student's course grade in a given term. Full-time students are expected to attend all JWC-sponsored formal events and part-time students are highly encouraged to do so.

### Student Code of Conduct

#### Christ-Centered

One of the core tenets of John Witherspoon College is Christ-Centered. We exist to equip students to serve Christ and the world. Our mission begins in the classroom where instructors and students encourage and support one another to be salt and light in the world.

#### Salt and Light

Students are reminded that John Witherspoon College is a Christian institution. Its reputation in the community depends entirely on the behavior of faculty, staff, administrators, and students. Whether students are on campus or off, they represent Christ and the College in conduct, attire, and the activities in which they participate. "Whether therefore you eat, or drink, or whatever you do, do all to the glory of God." (I Corinthians 10:31).

#### Sound Doctrine

John Witherspoon expects students to hold to sound doctrine as expressed in the College Statement of Faith. The College expects students to embrace the Scriptures as their only authority on all matters of doctrine and practice. Students at John Witherspoon will study the great historic Christian creeds, confessions, and councils, and the great theological debates in Church history. We do not expect students to arrive with a thorough understanding of doctrine and theology, but encourage free and open discussion and debate on these matters within the framework of our common Christian faith. Students are not required to pledge their assent to any particular orthodox creed or confession within the wide realm of the historic Christian faith, and the College will not require students to violate their consciences with regard to Christian doctrine.

#### An Edifying Environment

Every student deserves a nurturing and supportive environment in the classroom and on campus. As fellow members of the body of Christ, faculty, staff, administrators, and students are expected to seek to edify one another in

accordance with Scriptural injunctions like Galatians 6:1-2 and 1 Thess. 5:11-15. Harassment in any form will not be tolerated. Students are expected to familiarize themselves with guidelines defining sexual harassment such as those available at: [https://www.eeoc.gov/laws/types/sexual\\_harassment.cfm](https://www.eeoc.gov/laws/types/sexual_harassment.cfm). Victims of harassment should report it to the instructor or the DSS. Instructor and the DSS will individually counsel the individual(s) involved. Students who persist in inappropriate behavior towards school officials or fellow students will meet with the College President and will be subject to suspension or expulsion. Note: If a student is the victim of threatened or actual physical assault or if the incident involves violation of local, state or Federal law, the student should immediately contact appropriate law enforcement officials and then notify the DSS.

### Gender-Specific Facilities

In keeping with Biblical truth that God created male and female as separate and distinct humans, the College expects students to use the restrooms, locker rooms, and changing facilities conforming with their biological sex at birth.

### Academic Integrity

John Witherspoon expects students to express themselves truthfully and honestly in all facets of their academic work and personal relations with the faculty, staff, and students. Students must do their own work, and their work alone, on all assignments, exercises, and examinations, oral or written, except where disclosed properly and fully in citations, footnotes, endnotes, bibliographies, and/or other appropriate forms, and only within the limits allowed by the instructor and commonly recognized academic standards. Students must avoid plagiarism, misrepresentation, misappropriation of the work of others, or any other form of academic dishonesty, whether intentional or the result of reckless disregard for academic integrity. Such academic dishonesty may be grounds for disciplinary action by the instructor and the administration up to and including dismissal from the College.

### Academic Property

The name or the symbols of John Witherspoon College may not be published, reproduced, stored, transmitted, or appropriated, in any form by any means, electronic, mechanical, photocopying, recording, or otherwise, for commercial or academic use without prior written permission of the Board of Trustees or its duly appointed agent(s). All other unauthorized uses of the College name and symbols are prohibited.

Recording of lectures, presentations, discussions, or any other College-sponsored activity or event, in any form (e.g., audio, video, photograph,

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stenograph) is prohibited without the expressed permission of the appropriate professor or the Vice President of Academic Affairs. If granted, such permission extends only for individual, private and temporary use. Such recordings may neither be copied, permanently stored or archived, published nor distributed in any form, including (but not limited to) e-mail and personal or public web sites, without the expressed permission of the Vice President of Academic Affairs. In accordance with this policy, students should be aware that any class, and discussions held therein, may be subject to recording

### Dress Code

Students are required to dress appropriately for all John Witherspoon College meetings and gatherings. In all respects students must strive to ensure their dress reflects their commitment to being salt and light in a fallen world. Clothes should be neat, clean, modest, and should be consistent with the student's biological sex. Clothing should not contain any language or symbols that can be construed as racist, mean-spirited, bigoted, or sexually suggestive. Initial decision on disputed clothing lies with individual instructors. Final authority rests with the College President. Students should also strive to maintain gender-appropriate grooming standards with regard to hair styles and personal hygiene.

When faculty or staff members believe a student's pattern of dress and behavior violates the intent of the dress policy, they will inform the DSS, who will meet with the student and suggest appropriate corrective actions. If the student fails to take corrective actions and/or continues conduct which violates the dress policy in his or her pattern of dress and behavior, the DSS will bring the student to the Provost who will counsel the student to take corrective action. If the student fails to comply, the Provost will send the matter to a Disciplinary Hearing Board. The Board will hear the accusation and supporting evidence, and will also hear any denial or remarks from the student. The Board will then present a recommendation to the College President, who will make a final determination on the matter.

### Sexual Conduct

In keeping with Biblical truth that God created marriage to be exclusively the union of one man and one woman and that intimate sexual activity is to occur exclusively within that union, unmarried students must abstain from all intimate sexual conduct. The college will not admit students who are married to more than one person or to an individual of the same biological sex and will take steps to dismiss students who enter, or plan to enter, into a same-sex marriage.

## Use of Alcohol

As in all things, all persons associated with the College are expected to follow Scriptural teaching regarding the use of alcohol. Personnel are expected to obey Scriptural injunctions (Romans 13:13, 1 Corinthians 5:11 and 6:10 and Ephesians 5:18, e.g.) against drunkenness.

While Scripture does not forbid consumption of alcohol, particularly wine, it does teach that believers should avoid eating certain foods or drinking alcohol if it offends a brother or causes him to stumble, (Romans 14:21). Therefore, while the College does not forbid the consumption of alcohol in moderation, it does require that such consumption be done in one's home and *never* in the presence of individuals who are offended by the practice. Additionally, alcohol should never be brought on campus or consumed at any official JWC function (including student outings organized by College personnel).

## Use of Tobacco

Though Scripture does not specifically address the use of tobacco, it does offer general guidance that individuals are to treat their bodies with respect as made in the image of God and as temples of the Holy Spirit. (Gen. 1:27, 1 Cor. 6:19). The College does not condone smoking (to include e-cigarettes) or the use of tobacco products. The premises of all college facilities (to include parking lots) are smoke-free and tobacco-free zones. The College forbids anyone from smoking or using tobacco in any form on the premises of any College facility.

## The Student's Pledge

The Student's Pledge is part of the John Witherspoon Student Code of Conduct. Students indicate that they have read, understood, and pledged to comply with the Code of Conduct by setting their hand to this Pledge.

*As a John Witherspoon College student, I represent the Lord Jesus Christ and the College to the academic community, the local community, the church, and the world. Therefore, I pledge to uphold this Code of Conduct at all times while a student at John Witherspoon College. I pledge myself to honor my role as an ambassador of Christ in my attire, activities, conduct, and culture. I pledge to conduct myself with a high standard of academic honesty, integrity, and wisdom. And I pledge my commitment to community life at John Witherspoon College—to love and honor others and actively cultivate an environment of grace and personal holiness.*

## Violations of the Code of Conduct

Students who are accused of or confess to egregious violations of the Student Code of Conduct will be called to appear before the Disciplinary Hearing Board, which includes two faculty members and one student representative. The Board will hear the accusation and supporting evidence, and will also hear any denial or remarks from the student. The Board will then present a recommendation to the Provost, who will make a determination as to disciplinary actions, if appropriate. If the Disciplinary Hearing Board or Provost recommends dismissal, the Provost will up-channel the matter to the College President who will make the final decision.

Students may appeal decisions of the Disciplinary Hearing Board and the Provost to the President according to the Grievance Policy, which is set forth below.

Students who persistently violate the Code of Conduct or who are found to have committed a significant infraction are subject to one of the following disciplinary actions. (The President of the College, upon recommendation of the Disciplinary Hearing Board and the Provost, will make this determination):

1. *Probation.* Students placed on probation are considered to be at risk of not completing their studies at John Witherspoon College. To be removed from probationary status, students must demonstrate by their cheerful compliance and good behavior that they are capable of adhering faithfully to the standards of student conduct at the College. Failure to keep the terms of probation may result in suspension or dismissal from the College.

2. *Probation with restrictions.* Because of the loss of trust resulting from any Code of Conduct violation, students on probation may be subject to special restrictions or terms of accountability.

3. *Suspension.* Suspension is the loss of the privilege of attending classes and College events for a fixed duration of time.

4. *Dismissal.* Students who have been dismissed from John Witherspoon are no longer registered as students. They must turn in their Student ID card, library books, and any other materials on loan from the College. Expelled students would be required to follow the application process for new students if they desired to return to the College.

## Grievance Policy

### Academic Grievances

All grievances, disputes, and appeals within the College community related to the educational and academic preparation of the student should be handled with Christian charity, following biblical principles and the letter and spirit of the College's Code of Conduct.

Students who have an academic grievance against a faculty member or administrator should submit a complaint in writing to the relevant person. The complaint should specify the details of the grievance and state that the student is filing a grievance as specified by the *Student Handbook*. The faculty member or administrator must respond in writing to the student within seven days.

If the student is not satisfied with the response, the student may file an appeal, in writing, to the Vice President of Academic Affairs within fourteen days of receiving the response. (If the grievance is against the VPAA, the student will file the appeal with the Provost.) The appeal should specify the reasons why the initial written response did not adequately resolve the student's grievance. The VPAA/Provost may call an ad hoc committee to consider the matter or may act alone to resolve the matter. After meeting separately with the student and the person against whom the grievance was originally made, the VPAA/Provost (in conjunction with the ad hoc committee if applicable) will determine a course of action and document it in writing to both parties within fourteen days. [Note: If, after conducting the initial separate meetings with the student and the person against whom the grievance was originally made, the VPAA/Provost believes he/she can resolve the matter by meeting with the parties together, he/she may do so. The results of this meeting will be summarized in writing by the VPAA/Provost and sent to both parties within fourteen days.]

If the student is not satisfied with the response of the VPAA/Provost, the student may file an appeal, in writing, to the President of the College within fourteen days of receiving the VPAA's/Provost's response. The appeal should include a copy of the VPAA's/Provost's written reply and should specify the reasons why the previous decisions do not adequately resolve the student's grievance. The President's decision is final on all student academic appeals. All communication between the student and the College regarding the grievance shall be confidential.

## GRIEVANCE POLICY

### Personal (Non-Academic) Grievances

All other grievances, disputes, and appeals within the College community should be handled with Christian charity, following biblical principles (I Corinthians 6:1-8, Matthew 18:15-17, Galatians 6:1) and the letter and spirit of the College's Code of Conduct.

If a student has a personal grievance or complaint against a faculty or staff member or administrator, he/she should discuss the matter with the offending party first, in a spirit of humility and Christian love. If the student feels that he/she is not equipped to confront the offending party, he/she should consult with the Director of Student Services or the Provost for advice in how to approach the offending party.

If the student is not satisfied with the results of the first confrontation, the student may ask the DSS or the Provost to act as a second witness in confronting the offending party.

If the student is still not satisfied with the resolution of his/her grievance, he/she may take steps to file an official grievance by submitting a complaint in writing to the relevant person or office. The complaint should specify the details of the grievance and state that the student is filing a grievance as specified by the *Student Handbook*. The faculty member or appropriate College employee must respond in writing within seven days.

If the student is not satisfied with the response, the student may file an appeal, in writing, to the Provost within fourteen days of receiving the response. (If the grievance is against the Provost, the student will file the appeal with the College President.) The appeal should specify the reasons why the initial written response did not adequately resolve the student's grievance. The Provost/College President may call an ad hoc committee to consider the matter or may act alone to resolve the matter. After meeting separately with the student and the person against whom the grievance was originally made, the Provost/College President (in conjunction with the ad hoc committee if applicable) will determine a course of action and document it in writing to both parties within fourteen days. [Note: If, after conducting the initial separate meetings with the student and the person against whom the grievance was originally made, the Provost/College President believes he/she can resolve the matter by meeting with the parties together, he/she may do so. The results of this meeting will be summarized in writing by the Provost/College President and sent to both parties within fourteen days.]

If the student is not satisfied with the response of the Provost, the student may file an appeal, in writing, to the President of the College within fourteen days of receiving the Provost's response. The appeal should include a copy of the Provost's written reply and should specify the reasons why the previous

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decisions do not adequately resolve the student's grievance. (If the grievance was against the Provost and the President issued the decision, there is no appeal.) The President's decision is final on all student appeals. All communication between the student and the College regarding the grievance shall be confidential.

All persons involved in grievance adjudication are responsible for documenting their actions in writing via Memos for Record or formal reports as appropriate. The VPAA or Provost (as applicable) will maintain records of all student-related grievances and will make these available to TRACS upon request. JWC will cooperate fully with TRACS in any complaint proceedings. These written grievance/complaint records are kept on file for at least five years.

### Complaints Against the Institution

All students have the right to initiate a complaint against the institution with its accrediting agency, the Transnational Association of Christian Colleges and Schools. Instructions and the form for initiating the complaint are available at the TRACS website ([tracs.org](http://tracs.org)).

## Student Services

John Witherspoon College is committed to providing an environment that fosters the spiritual, intellectual and personal development of all our students. The basic goals of Student Services are adequately summarized in the *TRACS Accreditation Manual* (F.1): student services “recruits, admits, enrolls, and endeavors to ensure the success of its students; and offers the resources and services that provide them the opportunity to achieve the goals of their program as specified in institutional publications. The institution’s interactions with students and prospective students are characterized by integrity.”

All administrative programs, including Student Services, alumni office, and student life, are overseen by the Provost, who enforces campus and student-life policies. The student life division is overseen by the Director of Student Services.

The Director of Student Services:

- A. Assists with and advocates for students regarding issues related to the transition into college life and college life itself, and personal and spiritual concerns, by meeting with full-time students on a regular basis, individually and/or as a group.
- B. Provides career counseling.
- C. Arranges campus tours for students and families.
- D. Provides information on local housing, employment opportunities, recreation and neighborhood activities, and health/medical-related services.
- E. Helps manage College recreational programs.
- F. Organizes and conducts new student orientation.
- G. Produces student-ID cards.
- H. Co-facilitates and helps organize the regular on-campus Third Thursday fellowship.
- I. Moderates the student-led student government, meeting at least one per semester with the group and/or student representatives.

## Student Identification Cards

John Witherspoon will provide one photo identification card to each full- and part-time student. (Audit students will not receive ID cards.) Photos for ID cards will be taken during new student orientation. Students who are not required to attend orientation must contact the DSS to make arrangements to have their photos taken. The DSS will issue the completed ID cards to students within one week of the commencement of classes each semester.

## Service Opportunities

In preparation for a life of useful service to Christ and the Church, degree-seeking students are required to perform a non-credit Basileia Mission as part of their program. Additionally, all students are highly encouraged to actively participate in ministries and programs supported by churches, Christian organizations, and local community service agencies. The DSS, VPAA, academic advisors, and instructors can help individual students find ministries suited to their individual interests, gifts, and talents.

## Campus Facilities

### Main Campus

John Witherspoon College is located at 4021 Range Road. The campus consists of a main building, Evans Hall, which currently houses administrative offices, two classrooms, the chapel and a kitchen/break area.

### Christ Church Annex

John Witherspoon College also utilizes space in Christ Church (1900 Evergreen). Facilities at the Annex include the College library, faculty offices, and a student computer/printer.

### Parking

Both the Main Campus and Christ Church Annex have ample on-site parking available. JWC students are not required to register their vehicles on campus.

## Student Government

The purpose of the Student Government of JWC (SGJWC) is to ensure that the student body has a voice by (a) annually electing two students (one male, one female) who take the College-related concerns of the student body to the College administration and by (b) establishing, moderating, and budgeting College clubs/organizations. The SGJWC is made up and administered entirely by students and is the representative body of the students.

The Provost and Director of Student Services oversee the SGJWC and all campus clubs/organizations. The DSS will meet with elected student representatives at least once per semester and will ensure the functionality and integrity of the annual election process. He/she will also work with the student

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representatives to (a) create the student-government budget, (b) coordinate and participate in off-campus travels (both for-credit and non-credit ventures), and to (c) co-facilitate and moderate campus-ministry services (to include procuring invitations for speakers and exploring ideas for additional, on-campus events).

### Academic-Related Services

#### Academic Advising

All degree-seeking student will be assigned an Academic Advisor at orientation at the beginning of their first semester at John Witherspoon College. Advisors will help students develop a plan of study which outlines the timeline of coursework leading to graduation. Students should meet with their advisor at least once during their first semester at JWC and are encouraged to check in with their advisor at the beginning of each school year thereafter to check progress toward graduation. Students are also encouraged to meet with their course professors periodically to obtain feedback on their academic performance. Full-time faculty members keep regular office hours. Students may stop by during those hours or may contact professors to set up a mutually agreeable time to meet.

#### Learning Assistance and Tutoring

Students who are struggling in particular courses should first contact their professor(s) to ask for extra help. If additional assistance is required, seek out fellow students or independent tutors through the local community. The Director of Student Services can provide advice on how to locate qualified tutors in the community.

#### College Library

The John Witherspoon College Library advances the college's academic mission by supporting students with books, space, technology and other learning resources.

#### Facilities

The JWC library has a computer with internet access and a printer/copier/scanner for student use. The cost for copied or printed pages is \$.10/page payable to library staff.

The library has approximately 4,000 volumes with especially strong collections in theology and biblical studies. Cataloging is in progress. Catalogued holdings are visible from the "library" tab in Populi

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(<https://jwc.populiweb.com/library/catalog/index.php>). Library staff can provide assistance finding resources not yet catalogued. Email the Director of Learning Resources ([bsaunders@johnwitherspooncollege.org](mailto:bsaunders@johnwitherspooncollege.org)) to schedule a visit with library staff.

### Access

Library hours will follow the tentative hours of the Christ Church Office (1900 Evergreen Dr.), currently 9:00 a.m. to 4:00 p.m. Mon–Thurs, and 9:00 a.m. to 12:00 p.m. on Fridays. If you cannot with reasonable effort access the library within these hours, please email the DLR ([bsaunders@johnwitherspooncollege.org](mailto:bsaunders@johnwitherspooncollege.org)) to make other arrangements or talk to your instructor.

### Policies

Students can self-check-out library materials with a sign-out sheet that must include student name, ID number, and check-out/due dates. The check-out sheet can be found near the door to the library. Students may have no more than 7 resources checked-out concurrently. Resources may be checked out for 14 days, then renewed for 7 days. Renewals need to be requested by email from the DLR.

The fine for late returns is \$.25 per resource per day. Fines can be avoided by renewing the loan. Fines may only be reduced or canceled for extenuating circumstances by the DLR. Unpaid fines may result in the non-release of student's final grades and/or transcript. At the DLR's discretion, a fee may be charged for damaged or lost books, up to the full price of the book. The college expects students to use library's physical and virtual resources according to principles of Christian stewardship.

### Other Resources

JWC students who are South Dakota residents may borrow from the Rapid City Public Library and the E. Y. Berry Library at Black Hills State University (Spearfish). Both have extensive humanities collections, online-searchable catalogs, and the RPCL offers interlibrary loan services. Any student, regardless of residency, may use the Deveraux Library at South Dakota Mines and Technology, for a small yearly fee and \$3/book for interlibrary loan. See the JWC Library page in Populi for more information.

The JWC Library has access to various online databases, e-libraries, and other online resources, such as:

1. **Worldbook.com** provides a number of resources such as magazines, newspapers, reference databases, and teaching materials for educators.

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2. **Galaxie Publishing** (galaxie.com) hosts over 30 academic theological journals.
3. **South Dakota State Library Online Reference Collection** provides access to many resources including EBSCOHOST (for online books and journals). Connect to this tool at <http://library.sd.gov>. Use the barcode and password provided in the SD Library Bookmark document saved to the Faculty folder of the Office 365 Team Site.

See the “links” tab on the library page for more information, or contact [library@johnwitherspooncollege.org](mailto:library@johnwitherspooncollege.org).

### Bookstore

John Witherspoon College does not maintain a College bookstore at this time. Students are encouraged to procure books and materials (whether physical or digital) through online resources or through local community bookstores or libraries.

### Copyright Laws

Students may copy library resources, but copyright laws prohibit extensive duplication. For guidance, see the statement on plagiarism in the *Catalogue* or in the *Student Handbook*, as well as these web pages:

<http://www.copyright.gov/title17/92chap1.html#106>

<http://www.middlebury.edu/about/handbook/library/copyright>

[http://www.umuc.edu/library/libhow/copyright.cfm#fairuse\\_included](http://www.umuc.edu/library/libhow/copyright.cfm#fairuse_included)

## Student Health

### Medical Insurance

John Witherspoon College does not provide medical insurance. Students and their families are urged to ensure they have adequate health insurance coverage that is valid in South Dakota. They are encouraged to research local medical facilities in advance to ensure compatibility with health insurance coverage and to avoid added stress finding a service provider during an emergency situation.

### Medical and Dental Services

John Witherspoon College does not provide health services. There are many medical and dental clinics in the local area, including a Community Health Center that treats patients without insurance on an income-based sliding scale. Students may contact the Director of Students Services for assistance locating medical and dental facilities.

### Counseling

Students with personal counseling needs are encouraged to contact the Director of Student Services, who is qualified to meet many counseling needs and can also refer students to other counseling resources in the community.

## Privacy and Safety

### Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a federal law administered by the U.S. Department of Education (ED). It applies only to schools that receive funding under any ED program. Because John Witherspoon College does not accept the Federal funding, provisions of FERPA do not apply. However, John Witherspoon College voluntarily complies with most provisions of FERPA as a matter of course, particularly those regarding privacy of students records and their right to request copies of those records. The College uses the automated system, Populi, to generate and maintain student academic and personal records. This information is kept confidential to the extent required by law and is accessible only to those whose job it is to make use of them. Students may seek permission, in writing, to get copies of documents in their active files at any time; however, the College will not release confidential documents (such as pastoral recommendations) to the student. See the Registrar for more information.

Students and parents can find further information about FERPA by visiting [its website](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html) (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>).

### Campus Safety and Emergency Plan

Students should review the following information to ensure they know how to respond rapidly in the event of a natural or manmade emergency. Emergencies can include, but are not limited to things like severe weather, earthquakes, fires, nearby chemical spills, armed intruders, hostage situations, bomb threats.

#### Declaring an Emergency

All personnel, whether faculty, staff, administrators, or students are empowered to warn those around them if they believe a situation has arisen that puts anyone at risk of physical harm. Anyone suspecting that a dangerous situation is imminent or occurring should yell out a warning to those around them and should call 911 as quickly as possible. In cases where physical harm may befall persons remaining in the building, the warning should include the phrase, "Evacuate, evacuate!" If the situation involves threat to persons who leave the building, or if it involves a dangerous intruder who may attempt to enter the

building, take immediate steps to lockdown the building and notify personnel to remain in the building and to take cover as needed. As soon as nearby persons have been warned, the individual identifying the danger should seek out the nearest College faculty or staff member or administrator to pass on the details of the situation to the College President as quickly as possible.

### Building Lockdown

If it becomes necessary to lockdown a JWC facility, the senior administrator or faculty member present will assume responsibility for ordering the lockdown and for coordinating with law enforcement officials to determine when it is safe to end the lockdown. This individual will communicate situation updates to everyone in the building at regular intervals.

**Evans Hall.** The senior administrator or faculty member present will either personally lock the main entrance, the kitchen entrance, and the sanctuary entrance to the building or will designate someone to do so. He/she will also designate another individual to verify that all windows in the facility are locked. The Admin Assistant maintains a set of facility keys.

**Annex at Christ Church.** The senior administrator or faculty member present will either personally lock all entrances on the main level of Christ Church or will designate someone to do so. He/she will also designate another individual to verify that all windows in the facility are locked. The Christ Church secretary maintains a set of facility keys.

### Building Evacuation

Upon entering any building or office at the main campus or Annex, students should familiarize themselves with exit routes by taking note of exit signs, doors and accessible windows. In the event of an emergency, students should make their way, by the safest available egress route, to the designated evacuation points listed below and report to the senior John Witherspoon College official on site. (Note that these locations are a guide only and should be used only if deemed safe. In no instance should individuals place themselves in harm's way by attempting to make it to a designated evacuation point. Those who cannot make it to the designated evacuation point should contact a faculty or staff member by other means as soon as possible.)

**Evans Hall.** Proceed to the John Witherspoon College sign in the front yard. If this area is deemed unsafe, proceed across the street to the Stephens High School practice field.

**College Annex** (at Christ Church). Proceed to the corner of the front parking lot (near the intersection of Evergreen Dr. and Cottonwood St.) If this

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area is deemed unsafe, proceed to the corner of the rear parking lot (near the intersection of Dover St. and 9<sup>th</sup> Ave.

### Emergency Accountability Procedures

The purpose of designated evacuation points is to enable College staff to determine whether all personnel have been safely evacuated from buildings. All individuals forced to evacuate College facilities should adhere to the procedures below:

- Insofar as is possible, students should always report to the senior College representative at a designated evacuation point before leaving school grounds during an emergency.
- The senior representative of the College on site should assume responsibility for calling 911 and summoning appropriate emergency officials if this has not already been done.
- The senior representative of the College at the evacuation point should quickly determine, to the best of his/her ability, whether all persons have been safely evacuated from the building. If they have not, they should immediately notify emergency personnel as to the number and suspected location of the missing individuals. (Note: In some cases, the “senior” representative of the College may be a student. If no faculty or staff member is on site, the first student on site should take it upon himself/herself to contact emergency personnel and to try to account for missing persons until a faculty/staff member arrives.)

### Communication During Emergencies

College administrators will make every attempt to communicate relevant information to everyone affected by the emergency. They will use phone, text, and e-mail messages as appropriate. In cases where electronic communication tools are unavailable, they will employ runners to carry messages between campus facilities insofar as these runners can travel safely between locations.

### Weapons

Students, visitors, faculty, and staff are not allowed to bring weapons on campus or to keep them on the premises without the written permission of the Provost. All weapons must be properly registered in accordance with applicable state laws and individuals must carry applicable firearms licenses on their persons at all times when carrying the weapon(s) on campus or in their vehicles on campus grounds.