

# John Witherspoon College

## Student Handbook

2023-2024



John Witherspoon College • Rapid City, South Dakota  
*Christ-centered Learning, Christ-centered Living,  
Christ-centered Leading*

# John Witherspoon College

## Student Handbook

### 2023-2024



John Witherspoon College • Rapid City, South Dakota

*Christ-centered Learning, Christ-centered Living,*

*Christ-centered Leading*

*John Witherspoon College Student Handbook 2022-2023*

Copyright © 2022 Board of Trustees

All Rights Reserved

### *Contact*

P.O. Box 9014, Rapid City, SD, 57709  
877-441-3484 or 605-342-0317  
studentservices@jwc.edu

### *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](mailto:info@tracs.org)], having been awarded Reaffirmation I of its Accredited Status as a Category II institution by the TRACS Accreditation Commission on October 26, 2021. This status is effective for a period of ten years. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), 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.

## Table of Contents

The College Seal.....	1
Foundational Standards.....	2
Statement of Faith.....	2
Mission and Purpose.....	4
Objectives.....	5
Philosophy of Education.....	5
Core Values and Standards.....	6
Statement of Integrity.....	8
Academic Integrity.....	8
Academic Policies.....	11
Academic Freedom.....	11
Student Commitment to Service.....	12
Registration and Enrollment.....	12
Withdrawal.....	14
Courses and Classes.....	15
Student Performance.....	17
Graduation.....	20
Library and Learning Resources.....	22
Financial Policies.....	26
Tuition and Fees.....	26
Refunds.....	26
Student Life.....	27
Student Code of Conduct.....	28
The Student's Pledge.....	33
Grievance Policy.....	35
Academic Grievances.....	35
Personal (Non-Academic) Grievances.....	36
Complaints Against the Institution.....	38
Student Services.....	39

Student Identification Cards.....	40
Service Opportunities.....	40
Campus Facilities.....	40
Student Government.....	41
Student Government Constitution.....	42
<b>Academic-Related Services.....</b>	<b>45</b>
Student Health.....	45
<b>Privacy and Safety.....</b>	<b>47</b>
Family Educational Rights and Privacy Act.....	47
Campus Safety and Emergency Plan.....	47
Weapons.....	50

## THE COLLEGE SEAL

### 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 Biblical 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 and the President.

#### 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.

#### 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, 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.

## FOUNDATIONAL STANDARDS

### 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.

### 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.

### 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

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



## FOUNDATIONAL STANDARDS

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

## MISSION AND PURPOSE

The *purpose* of John Witherspoon College is to glorify God as the beginning and end of all knowledge. The *mission* of John Witherspoon College is to provide Christ-centered classical education for service to the church and the world.

## FOUNDATIONAL STANDARDS

### 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, classical methodology 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. See JWC become a college of choice for the Black Hills and Upper Midwest region.

### PHILOSOPHY OF EDUCATION

#### Purposeful Curriculum Design

Students at JWC build knowledge systematically on a solid foundation that ensures a comprehensive and robust base for advanced learning. It is our conviction that some courses are more essential than others, and that there is an effective ordering and logic to the process of effective learning, bringing students from basis, to analysis, to synthesis.

#### 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.

#### 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.

Augustine urged: “Let every good and true Christian understand that wherever truth may be found, it belongs to his Master.” Building upon this

## FOUNDATIONAL STANDARDS

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.

### “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 frivolous, the true and the beautiful over images and spectacle. 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” (Phil. 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 Learning

As a “Christ-centered” education, JWC seeks to magnify the Lordship of Christ in all things. JWC seeks to be a community of learning and of love, not simply a delivery system for bodies of information. We seek to teach every student to seek truth both through their disciplinary studies and through Scriptural devotion. Our desire is that Christ be the center of all we learn and do.

### Christ-Centered Living

As an institution, we believe that Christ-like relationships with God, family, the 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. We

## FOUNDATIONAL STANDARDS

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).

### Christ-Centered Leading

We aspire to develop citizen leaders who can discern, model, and articulate God’s vision for redemption in Christ in their particular and varied spheres of vocational responsibility. We believe that ministry – whether through vocational ministry or as expressed in any other occupation or field – is the calling of every follower of Christ, and that preparation for leadership calls for commitment to that calling, cultural sensitivity, doctrinal integrity, blameless moral conduct, disciplined study, and diligent work.

### Statement of Integrity

At JWC, integrity is at the heart of our mission. It is a commitment to be truthful and honest, to honor responsibilities and obligations, and to walk in a way that glorifies God, adhering to the highest standards of moral and ethical conduct. We value God-honoring decisions and expect our actions to be consistent with our words.

## ACADEMIC INTEGRITY

### Students

John Witherspoon College expects high standards of integrity from all students. By enrolling at John Witherspoon College, students agree to refrain from the use of unauthorized aids during testing (including but not limited to: devices such as digital cameras, cell phone cameras, pen-based scanners, translation programs, and text-messaging devices), to refuse to give or receive information about examinations, and to submit only work that is the result of their own efforts and research.

Plagiarism is a serious offense that compromises academic integrity. The MLA Handbook defines plagiarism as follows: “A writer who fails to give appropriate 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.

## FOUNDATIONAL STANDARDS

***The Student's Pledge*** is part of the John Witherspoon College 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.*

A pattern of academic dishonesty by students is grounds for disciplinary action by the instructor and the Chief Academic Officer and could lead to dismissal from the College.

### Faculty

Likewise, Faculty members must express themselves truthfully and honestly in all facets of their academic work and personal relationships. They must seek to model such values for students and instill these values in them.

Faculty must teach students the importance of doing their own work in all assignments, exercises, and examinations (oral or written). The use of others' work must be 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. Faculty members found guilty of willful violation of standards of academic integrity will be subject to disciplinary action up to and including termination of employment.

## FOUNDATIONAL STANDARDS

Faculty should take steps to verify whether students have avoided 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.

### Board, Faculty, and Staff Affirmations

Each member of the Board of Trustees, the faculty, and the staff shall affirm his/her adherence to the Statement of Faith of John Witherspoon College by subscribing the Statement each year according to provisions set forth in the Bylaws, affirming without reservation the inerrancy, infallibility, and authority of the Scriptures.

## ACADEMIC POLICIES

# 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 (of 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 President. 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 the President. 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.

## STUDENT COMMITMENT TO SERVICE

John Witherspoon College is committed to both fostering servant-leadership and remaining affordable. One feature of the college designed to address both concerns is the expectation of student service towards the college outside of their academic studies.

Each full-time student at John Witherspoon college is expected to provide four hours of service per week of the Fall and Spring academic semesters to

## ACADEMIC POLICIES

JWC. Students will be assigned operational tasks for the college commensurate with their skills and abilities that will allow them to personally invest in the college to maintain low costs and learn practical business skills for future employment. are expected to complete their student service towards the college as a reflection of the servant-leadership and practical experience that JWC seeks to foster. All full-time students are expected to fulfill this requirement; any students needing an exception to this requirement must make arrangements and receive approval from the president of the college.

### 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 (7) 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. Any exceptions must be requested in writing and approved by the Chief Academic Officer.

#### 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 twenty-four (24) such credits toward their degree requirements.

#### Residency Requirements for Degree Completion

No less than twenty-five percent (25%) of coursework required for any of the academic degrees offered must be completed in residence at John Witherspoon College.

#### Student Registration and Enrollment Status

Students are responsible for registering themselves for courses 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 should plan to meet with their degree program advisor who will assist them in completing their course registration. The advisor will also be able to keep the student on track with their degree program requirements as much as possible.



## ACADEMIC POLICIES

Final registration is not complete until the students have met with their advisors for help with academic planning and their tuition is paid or a payment plan has been established. A student will not be permitted to attend class(es) without full payment of their tuition or approval of their payment plan by the Chief Financial Officer.

Students are considered enrolled in a course once registration has been completed and signed by their advisor. 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 or Auditor.

### 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*, available in the Registrar's Office. Students will be allowed to withdraw through eleven (11) weeks, or its term equivalent, and will receive notation on their permanent record. Billing to a student's account stops once the Withdrawal Form is submitted. 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 only be readmitted if approved by the Admissions Committee. The student may be denied admission, readmitted

## ACADEMIC POLICIES

with conditions, or readmitted under their prior academic standing at John Witherspoon College based on the Admissions Committee's decision.

## ACADEMIC POLICIES

### COURSES AND CLASSES

#### Extra Course Loads

Students wishing to enroll in more than fifteen (15) hours in a semester may do so only if they have earned a combined GPA of 3.0 or better in the previous semester or if they have received permission from their academic advisor or the Chief Academic Officer. The academic advisor's signature on the student's course registration form will serve as permission for the additional credit hours.

#### Late Registration

To add a course after the published registration deadline, the student must submit a completed *Drop/Add* form to the Registrar along with a \$10.00 fee. Late enrollment is subject to space availability. No student may add a course after the Friday of the second week into a long term.

#### Auditing Courses

Students may audit courses for personal enrichment. Registration must occur during the published period. Auditing students are charged \$135 per credit hour plus any applicable course fees. All employees of JWC or their direct dependents (faculty/staff/spouses/children) may audit courses without charge, provided space is available and the instructor approves the audit request. 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. Deadlines are noted in the academic calendars for each semester published in the *General Catalogue*.

#### Schedule Changes

After registration, a student may change his/her schedule by completing a *Drop/Add* Form (available in the Registrar's Office). A fee of \$10.00 will be charged for adding or dropping a course after the posted deadline. Exceptions will be made by the Chief Academic Officer in consultation with the student's advisor in instances beyond a student's control. See the College Calendar for the last date for changes in schedules.

## ACADEMIC POLICIES

### Dropping Classes

A student may drop a course without academic penalty after the period allowed only under circumstances of serious illness, in which case a physician's certificate must be submitted and approved by the Registrar. Additionally, the Chief Academic Officer 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.) A student who discontinues class attendance without permission of the Chief Academic Officer to drop will receive an "F" in that course.

### Concurrent Enrollment

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

### Class Attendance

Regular attendance is expected of all students enrolled in all courses. Teaching Faculty will establish procedures for administering the attendance policy for their courses and include them in the syllabus. 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 evaluation for graduation at John Witherspoon College is a GPA of 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 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.

## ACADEMIC POLICIES

2. The Academic Advisor will counsel the student 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) credit 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. Credit earned at another institution while the student is suspended from JWC 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 JWC 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 Committee.

### Retake Policy to Improve GPA.

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. Any of the courses that are required for degree program completion must be re-taken in full if the student received a grade of F, or if the student wants to replace a D grade with a grade of C or higher. *(Note: As with all replacement grades, the original D or F grade will continue to be recorded on the student's permanent academic transcript but not calculated in the student's GPA).*

### Academic Integrity

Please refer to the John Witherspoon College "Statement of Integrity" located under "Standards of Conduct" on page 10.

## ACADEMIC POLICIES

### Readmission Policy

Students who have been expelled from John Witherspoon College for academic reasons or for violating college policies may apply for readmission within two years of the date of dismissal by petitioning the Admissions Committee in writing. A student seeking readmission *after* two (2) years from the date of dismissal must complete the full application process that prospective new students complete. For more information on 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:

1. **A (93-100)** - For performance that is definitively superior in quality.
2. **B (86-92)** - For consistently good work that is above average.
3. **C (78-85)** - For satisfactory performance.
4. **D (70-77)** - For minimal passing performance.
5. **F (69 and below)** - For failure (non-passing).

### Other Grade Reports:

- **N** - 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 currently in progress extending into the following semester.
- **P** - For a passing grade in a Pass/Fail course.
- **FF** - For a failing grade in a Pass/Fail course.
- **W** - For withdrawal from a course either before or after course drop deadline<sup>2</sup>.
- **X** – Temporary grade indicating no grade has yet been reported.

---

<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."

## ACADEMIC POLICIES

### Quality Points

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

1. **A** - 4 quality points per hour of credit.
2. **B** - 3 quality points per hour of credit.
3. **C** - 2 quality points per hour of credit.
4. **D** - 1 quality point per hour of credit.
5. **F, FF, I, IP, N, W** - 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.

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.”

### Service Fulfillment

While not an academic standard, part of student performance at John Witherspoon College is the fulfillment of their Student Service hours for the school. Students refusing to fulfill their expected service without receiving an exception or approval may result in a probationary enrollment status or other disciplinary measures.

## GRADUATION

### Graduation Requirements

Students may be graduated under the course requirements specified in the *General Catalog* of the year of admission or those at the time of their application for graduation. If five (5) years have elapsed since a student's

## ACADEMIC POLICIES

latest enrollment in John Witherspoon College, he/she may elect to be graduated either under the course requirements of the *Catalog* of his/her re-admission or those in force at the time of his/her application for graduation.

### Application to Graduate

Students who are nearing completion of their studies must submit the *Application to Graduate* form to the Registrar by the posted deadline in order to participate in the May commencement. A graduation fee of \$50 must accompany the application. The Registrar, Chief Academic Officer, and the student's Degree Program Director will review the student's record and certify that he/she is on track to satisfy all requirements for graduation. Additionally, the list of *Candidates for Graduation* will be presented to the full Faculty for their approval.

### Academic Honors

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 *Cum Laude*
- 3.67-3.83 *Magna Cum Laude*
- 3.84 and above *Summa Cum Laude*

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

### Recognition at Commencement

To be recognized at Commencement as a member of the graduating class, students must either (a) meet all graduation requirements, or (b) have no more than four credits remaining for graduation (unless approved by the faculty) *and* be registered and have paid for the remaining coursework prior to Commencement. Such payment is non-refundable. Additionally, students that are completing course work in the summer term will be listed in the Commencement Program as a "Summer Graduate."

## LIBRARY AND LEARNING RESOURCES



## ACADEMIC POLICIES

The mission of the John Witherspoon College Library (JWCL) is to support course objectives and student academic needs by providing physical resources (educational items/books, study space and lounge) and technology. This is accomplished by curating a collection that is up-to-date and relevant to curricula. For further student support, in-class presentations, lunch-and-learn workshops, and individual instruction in research are offered. JWCL also provides a variety of databases through a partnership with the South Dakota State Library (SDSL).

### 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 \$0.10/page. Faculty members may use JWC copiers and printers at no charge for work relating to the JWC courses. For all other uses faculty are expected to pay the \$0.10/page fee to the business office.

The Library has over 6,000 volumes with especially strong collections in theology and biblical studies. Catalogued holdings are visible from the “library” tab in *Populi* (<https://jwc.populiweb.com/library/catalog/index.php>).

Library staff can also provide assistance finding resources not yet cataloged. Email the Director of Learning Resources ([library@jwc.edu](mailto:library@jwc.edu)) to schedule a visit with Library staff.

### Access

Library hours are consistent with John Witherspoon College’s regular office hours (currently 8:00 a.m. to 4:00 p.m. Monday–Thursday). The Director of Learning Resources (DLR) ([library@jwc.edu](mailto:library@jwc.edu)) or course instructors can make arrangements for Library use at other times as well.

### Policies

Students may have no more than seven (7) resources checked-out at one time.

Students can self-check-out Library materials through a guest Admin account on Populi. Populi automatically limits student check-outs. If more than seven (7) items are needed, students should email the DLR. Resources may be checked out for fourteen (14) days, then renewed for seven (7) days.

## ACADEMIC POLICIES

Patrons can self-renew items via the guest Admin account, or e-mail the DLR. If items are needed beyond the seven (7) day renewal, students can use the guest Admin account to check the items in, then immediately check them back out again. As always, they can email the DLR for assistance.

The fine for late returns is \$0.25 per resource per day. Fines can be avoided by renewing the loan (as described above). Fines may only be reduced or canceled by the DLR on a case-by-case basis. Unpaid fines may result in a hold on the student's final grades, transcript, or graduation diploma. There is a two-day grace period after the due date. After the grace period, late fees are \$0.25 per day, per item, with a maximum fine of \$8.00 per item. Items are considered lost 30 days after the grace period ends. The late fees and fines will be waived on lost items, but the borrowing patron is liable to provide the item's replacement price (as recorded in Populi) so the Library can purchase a replacement copy. The college expects students to use the library's physical and virtual resources according to principles of Christian stewardship.

Faculty may check out an unlimited number of books for periods of 90 days (no renewals). All Library materials must be returned at the end of the Academic year for inventory purposes. They can be signed out again for the summer when inventory is completed. Faculty wishing to place books or materials on reserve for students should contact the DLR to make arrangements. Faculty may request that the DLR place certain Library resources on reserve by designating them for "In Building Use" only.

### 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 RCPL offers interlibrary loan services. Any student, regardless of residency, may use the Deveraux Library at South Dakota School of 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 provides 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.

## ACADEMIC POLICIES

2. **Galaxie Publishing** ([galaxie.com](http://galaxie.com)): Hosts over 30 academic theological journals.

## ACADEMIC POLICIES

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/LIB/ERD/complete.aspx>. See the “links” tab on the library page for more information or contact [library@jwc.edu](mailto:library@jwc.edu).

### Bookstore

John Witherspoon College does not operate a bookstore. Faculty and students are encouraged to procure books and other materials through online resources or through local community bookstores or libraries.

### Intellectual Property and Copyright Laws

Faculty are responsible for complying with national and international laws and policies regarding intellectual property and copyright infringement, particularly as they pertain to the concept of “fair use” for education. Faculty are also responsible for ensuring that students understand the applicable statutes pertaining to their classroom assignments and projects. Detailed information on intellectual property and copyright laws can be found on the following websites:

1. U.S. Copyright Office.  
<https://www.copyright.gov/title17/>
2. World Intellectual Property Organization.  
<https://www.wipo.int/portal/en/index.html>
3. Columbia University; Copyright Advisory Services.  
<http://copyright.columbia.edu>
4. Cornell University; Copyright Information Center.  
<https://copyright.cornell.edu/publicdomain>

## FINANCIAL POLICIES

### Financial Policies

#### Tuition and Fees

Please refer to the John Witherspoon College *General Catalog/Financial Policies* for this information.

#### Refunds

##### Refund Schedule

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

##### **For Fall/Spring Semester:**

- Days 1-5 100% tuition
- Before Drop Date 75% tuition
- After Drop Date No Refund

##### **For Winter or Summer Term:**

- Day 1 100%
- Day 2 75%
- Day 3 No Refund

Note: For Full-Time students on the *Monthly Billing Program*, billing to a student's account stops when notice of a leave of absence or withdrawal is submitted.

Should a student desire to be reinstated in the program, an additional monthly fee will be assessed.

## 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. Parents and students are responsible for their own housing arrangements. 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 Admissions (e-mail: [admissions@jwc.edu](mailto:admissions@jwc.edu)) will assist students and their families in arranging contacts and providing information on quality housing opportunities for those having difficulty. They 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 are expected to uphold the highest standards of integrity and excellence when dealing with host families/landlords. This includes paying rent on time, maintaining their accommodations in good condition, and being polite, helpful, and respectful tenants/neighbors.

### Campus Organizations

Students are allowed and encouraged to propose and assemble campus organizations or clubs. The Chief Academic Officer must approve all campus organizations.

### Off-Campus Employment

Employment in and around Rapid City is readily available. However, since academic demands are high, the College recommends students limit off-campus employment to twenty (20) hours per week.

## STUDENT LIFE

### Student Code of Conduct

#### Christ-centered

One of the Core Values of John Witherspoon College is Christ-centeredness. 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 Cor. 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.

#### Edifying Environments

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 (Gal. 6:1-2, 1 Thess. 5:11-15, et al.). Harassment in any form will not be tolerated. Victims of harassment should

## STUDENT LIFE

consult appropriate handbooks for reporting guidelines. Similarly, faculty or staff observing any acts of harassment should report incidents immediately. Guidelines on what constitutes sexual harassment are available at: [https://www.eeoc.gov/laws/types/sexual\\_harassment.cfm](https://www.eeoc.gov/laws/types/sexual_harassment.cfm).

### Dress, Grooming, and Facilities

Clothing must not contain language or symbols that are racist, mean-spirited, bigoted, or sexually suggestive. Appropriate standards of cleanliness and modesty should be maintained at all school activities. Further, dress and grooming standards should be consistent with their biological sex.

In keeping with the biblical truth that God created human beings as male and female (Gen. 1:27), the College expects faculty, staff, administrators, and students to use the restrooms, locker rooms, and changing facilities conforming with their biological sex at birth.

### 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, stenograph) is prohibited without the permission of the appropriate professor or the Chief Academic Officer. If granted, such permission extends only for individual, private, and temporary use. Such recordings may not be copied, permanently stored or archived, published or distributed in any form, including (but not limited to) e-mail and personal or public web sites, without the permission of the Chief Academic Officer. In accordance with this policy, students should be aware that any class, and discussions held therein, may be subject to recording.



## STUDENT LIFE

### Sexual Conduct

In keeping with the biblical truth that God created marriage as the union of one man and one woman and that sexual activity is reserved exclusively for that union (Gen. 2:18, 24-25), unmarried faculty, staff, administrators, and students are expected to abstain from all sexual relationships. Married faculty, staff, administrators, and students are not to engage in any adulterous relationships or activities. The college will not employ persons or 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 those who enter, or plan to enter, into a same-sex marriage.

### Use of Alcohol

As in all things, all staff, faculty, and students (21 and older) of JWC are expected to follow scriptural teaching regarding the use of alcohol. They are expected to obey scriptural injunctions (Rom. 13:13, 1 Cor. 5:11, 6:10 and Eph. 5:18, etc.) against drunkenness.

While Scripture does not forbid consumption of alcohol, it does teach that believers should avoid ingesting certain substances if it offends a brother or causes him to stumble (Rom. 14:21). Therefore, while the College does not forbid the consumption of alcohol in moderation, it does prohibit any consumption in the presence of students or individuals who are known to be offended by the practice. Additionally, alcohol should never be brought on campus or consumed at any official JWC function (including student activities).

### Use of Tobacco

Although 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 (cf. Gen. 1:27, 1 Cor. 6:19). The College does not condone smoking (to include e-cigarettes) or the use of tobacco products. All College facilities and properties are designated smoke-free and tobacco-free. Smoking (including e-cigarettes) and tobacco in any form are prohibited on the property of the College.

### Enforcement of Violations of the Student Code of Conduct

Faculty are responsible for ensuring that students are upholding the JWC Code of Conduct. Faculty who witness a violation of the Code or any of the policies in the *Student Handbook* should confront the student at the earliest

## STUDENT LIFE

opportunity. If faculty believe the infraction is serious enough to warrant additional action, the incident should be documented in writing and given to the Chief Academic Officer.

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

Students may appeal decisions of the Disciplinary Hearing Committee 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, upon recommendation of the Disciplinary Hearing Committee and the Chief Academic Officer, will make a determination of the appropriate action.

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 the College are no longer registered as students. They must turn in their Student ID

## STUDENT LIFE

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 desire to return to the College.

### 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 the Pledge.

## STUDENT LIFE

*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.*

## GRIEVANCE POLICY

### 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 (7) days.

If the student is not satisfied with the response, the student may file an appeal, in writing, to the Chief Academic Officer (CAO) within fourteen days of receiving the response. If the grievance is against the CAO, the student will file the appeal with the President. The appeal should specify the reasons why the initial written response did not adequately resolve the student's grievance. The CAO 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 CAO (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 (14) days. [Note: If, after conducting the initial separate meetings with the student and the person against whom the grievance was originally made, the CAO 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 CAO and sent to both parties within fourteen (14) days.]

If the student is not satisfied with the response of the CAO the student may file an appeal, in writing, to the President of the College within fourteen (14) days of receiving the CAO's response. The appeal should include a copy of the CAO's written reply and should specify the reasons why the previous decisions do not adequately resolve the student's grievance. The President's

## GRIEVANCE POLICY

decision is final on all student academic appeals. All communication between the student and the College regarding the grievance shall be confidential.

### Personal (Non-Academic) Grievances

All other grievances, disputes, and appeals within the College community should be handled with Christian charity, following biblical principles (1 Cor. 6:1-8, Matt. 18:15-17, Gal. 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, they should consult with the Chief Academic Officer (CAO) 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 CAO 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 (7) days.

If the student is not satisfied with the response, the student may file an appeal, in writing, to the CAO within fourteen (14) days of receiving the response. If the grievance is against the CAO, 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 CAO/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 CAO/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 (14) days. [Note: If, after conducting the initial

## GRIEVANCE POLICY

separate meetings with the student and the person against whom the grievance was originally made, the CAO/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 CAO/College President and sent to both parties within fourteen (14) days.

If the student is not satisfied with the response of the CAO, the student may file an appeal, in writing, to the President of the College within fourteen (14) days of receiving the CAO's response. The appeal should include a copy of the CAO's written reply and should specify the reasons why the previous decisions do not adequately resolve the student's grievance. **If the grievance was against the Chief Academic Officer 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 CAO 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 (5) 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 on the TRACS website ([tracs.org](http://tracs.org)).

## STUDENT SERVICES

### 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 2018 TRACS *Accreditation Manual* (Standard 10, pg. 14): *“The institution provides the services necessary to promote the spiritual, intellectual and personal development of its students. It 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 such success.”*

JWC provides the following student services:

1. 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.
2. Provides career counseling.
3. Arranges campus tours for students and families.
4. Provides information on local housing, employment opportunities, recreation and neighborhood activities, and health/medical-related services.
5. Helps manage College recreational programs.
6. Organizes and conducts new student orientation.
7. Produces student ID cards.
8. Co-facilitates and helps organize the regular on-campus Thursday fellowship,
9. Moderates the student-led student government, meeting at least once 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 Admissions Administrator to make arrangements to have their photos taken and will issue the completed



## STUDENT SERVICES

ID cards to students within one (1) week of the commencement of classes each semester.

### Service Opportunities

In preparation for a life of useful service to Christ and the Church, students that are in the Bachelors programs at JWC are required to participate in missional activity as a part of LDR200 – Cross-Cultural Ministry. They are also expected to provide four hours of service per week of the Fall and Spring academic semesters to JWC. Additionally, all students are highly encouraged to actively participate in ministries and programs supported by churches, Christian organizations, and local community service agencies. The Director of Student Services, academic advisors, and instructors can help individual students find ministries suited to their individual interests, gifts, and talents.

### Campus Facilities

#### Campus

The campus of John Witherspoon College is located at 640 East Saint Patrick Street in Rapid City, South Dakota. The campus is contained in one building, which houses all of the offices, classrooms, and other operational and communal areas.

#### Parking

The campus has 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 as voice by (a) annually electing two (2) 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.

## STUDENT SERVICES

The Director of Student Services oversees the SGJWC and all campus clubs/organizations. The Director will meet with elected student representatives at least once per semester, will ensure the functionality and integrity of the annual election process, and also work with the student representatives to (a) work with the Chief Financial Officer to 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).

### Student Government Constitution

#### Article I

The John Witherspoon College student government shall be composed of one male student body representative and one female student body representative.

The terms of the representatives shall extend to the end of the academic year in which they were elected.

To be eligible for the student government, a student must be enrolled full-time (a minimum of 12 credit hours) at John Witherspoon College.

#### Article II

The role of the student government includes, but is not limited to, representing the interests of the student body to the staff and faculty, using various methods of communication to keep the student body informed, planning activities and events for the student body, and various other responsibilities as assigned by the Director of Student Services or as requested by other staff and faculty.

#### Article III

The student government may adopt rules, bylaws, and resolutions under this constitution by a unanimous vote. The Director of Student Services shall keep a record of any rule, bylaw, or resolution adopted by the student government.

## STUDENT SERVICES

### Article IV

The election of the student body representatives shall take place annually near the beginning of the fall semester. The candidate with the largest share of the vote shall be declared the winner in his or her race.

To be placed on the ballot, a candidate must follow the nomination process set by the current Director of Student Services.

Full-time, part-time, and dual-enrollment John Witherspoon College students are eligible to vote in the student government elections.

If there is a vacancy in one of the student government positions, a special election shall be held to choose a replacement.

### Article V

If a student body representative wishes to resign his or her position, the individual shall present the resignation in writing to the Director of Student Services.

If any members of the student body desire to remove a student government representative from their position, they shall first present their complaint to the Director of Student Services, who shall evaluate the complaint in consultation with other members of the staff and faculty. If the Director determines that the complaint is legitimate and that removal is an appropriate resolution a recall election shall be held. If two-thirds of the votes are in favor of removal, the representative shall be relieved of his or her position.

A student body representative may also be removed by the Director of Student Services in consultation with other members of the staff and faculty of John Witherspoon College.

### Article VI

The current Director of Student Services shall determine the specific time and manner of all elections or votes held and shall have chief jurisdiction over all voting processes.

### Article VII

## STUDENT SERVICES

If the meaning of any part of this constitution is formally disputed the Director of Student Services in consultation with other members of the staff and faculty shall make the final decision on interpretation.

### Article VIII

If any part of this constitution is found to be in conflict with official John Witherspoon College bylaws or policies or applicable public laws and regulations, the conflicting portion shall be superseded by the relevant bylaw, policy, law, or regulation.

### Article IX

An amendment to any part of this constitution may be proposed to the student body by a member of the student government, the Director of Student Services, or by any student if it is approved by either of the aforementioned parties.

A proposed amendment shall become part of this constitution if two-thirds of the votes in a referendum election are in favor of adoption.

### Article X

This constitution shall take effect at the start of the fall semester in the year 2021 if two-thirds of the votes in a referendum election are in favor of adoption.

Ratified the 10th day of March in the year of our Lord 2021.

## Academic-Related Services

### Academic Advising

All degree-seeking students will be assigned an Academic Advisor by the Chief Academic Officer 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.

## STUDENT SERVICES

Students should meet with their advisor at least once during their first semester at JWC and prior to registering for classes for the next semester. Students 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 need academic assistance beyond what can be offered by JWC's faculty and upper-class student body should be directed to the Chief Academic Officer and/or academic advisor, who will connect the student(s) with qualified, local tutors.

## 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 Admissions & Student Services for assistance locating medical and dental facilities.

### Counseling

Faculty should be aware of students with personal counseling needs and recommend they speak to the Chief Academic Officer who will help them find appropriate counseling resources in the community.

## STUDENT SERVICES

### First Aid

If you encounter an individual on campus who needs minor medical assistance, there is a first aid kit in the supply cabinet outside the Admissions Office. If you remove anything from the kit, please notify business office staff. If someone needs emergency assistance, immediately call 911 and render what aid you can. Notify a JWC faculty or staff member as soon as possible.

## 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>).

### 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 man-made emergency. Emergencies can include, but are not limited to severe weather, earthquakes, fires, chemical spills, armed intruders, hostage situations, or bomb threats.

#### Declaring an Emergency

All personnel, whether administrators, faculty, staff, 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 call 911 as quickly as possible. In cases where physical harm may

## PRIVACY AND SAFETY

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 lock down 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 Lock-down

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

The JWC senior administrator or faculty member present will either personally lock all entrances 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 JWC Director of Business Affairs maintains a set of facility keys.

### Building Evacuation

Upon entering JWC facilities, 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 and report to the senior John Witherspoon College official on site. Note that designated 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.

### 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.



## PRIVACY AND SAFETY

All individuals forced to evacuate College facilities should adhere to the procedures below:

1. Insofar as is possible, students should always report to the senior College representative at a designated evacuation point before leaving campus grounds during an emergency.
2. 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.
3. 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 JWC faculty/staff member arrives.)

### Communication During Emergencies

The 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. The JWC Chief Academic Officer will ensure that at least one practice drill is completed each semester.

### Weapons

Weapons are not allowed on campus property without the written permission of the JWC President. 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 College property or in their vehicles on campus grounds.

**John Witherspoon College**  
4024 Sheridan Lake Road • Rapid City • South Dakota • 57702  
[www.jwc.edu](http://www.jwc.edu) • (605)342-0317

---