



# STUDENT HANDBOOK

**Revised: May 2010**

## **Carver Bible College Mission Statement**

Carver College exists to glorify God by educating students to reach the world for Christ by serving the church, the community and the world as biblically minded professionally competent men and women of character.



## From the Dean of Students

Dear Student,

Carver College welcomes you as a student, whether you are a new or returning student, on campus or off campus. Enrollment in this institution provides more than a curriculum of study. It offers an opportunity for close fellowship with others—faculty, students, and staff members.

Such fellowship includes love and concern for the well being of people residing on or visiting our campus. As an on-campus student, your role is increased by the fact that you will spend most of your time here. As an off-campus student, your role is even greater because you represent Carver in your community.

This handbook has been provided to present our policies and guidelines, which are not designed to hurt or harm you. I believe the principles in Romans 13:1-2 will make your study and residency here the most meaningful experience possible in your Christian life.

The policies expressed here are a reflection of the administration concerning the need for the welfare of all students, love for one another, and accountability for actions. Christ's earthly ministry gives us many examples to follow—His love for the Father, prayer life, knowledge of the Scriptures, concern for others, and self-denial. It not only demonstrates His submission to the will of His Father, but also subjection to a government that nailed Him to a cross.

The guidelines contained in this handbook have been formulated with the purpose of enabling students to conduct their lives in a way that will build up their Christian character, and at the same time, teach them to be good examples to their fellow students, faculty, staff, the church, and the world.

Carver College seeks to prepare men and women for a life of service to God and others. It is therefore necessary to institute regulations that provide the environment to meet this goal. Students will realize their greatest benefit from the programs of this institution by applying themselves diligently to the knowledge and implementation of these regulations. Many of these guidelines are incorporated for your safety and well-being as well as adherence to school standards. You are accountable to know and apply them.

I am looking forward to a great school year and getting to know you better.

Sincerely, in Christ,  
Jeff Easley  
Dean of Students

# History of Carver College

For over 66 years Carver College's biblically based teaching has prepared servants of God to become pastors, missionaries, teachers, business/professionals and church leaders to use God's Word to serve the church, reach the world for Christ and equip others to do likewise.

In 1943, Rev. Solomon Randolph, an African-American pastor in Atlanta and others had been asking God to provide them with a place to study the bible so that they could prepare for ministry. In response to their prayers God brought Dr. Talmage and Mrs. Grace Payne to serve as His instruments to grant their petition.

Graduates of Moody Bible Institute of Chicago, Illinois, the Paynes first responded to God's call to the mission field, serving with China Inland Mission for sixteen years. While home on furlough, World War II began and the Paynes were unable to return to China.

In the fall of 1943, the Paynes established the Carver Bible Institute, a Christian institution of higher learning named in honor of the great African-American scientist, George Washington Carver. The Paynes simply sought to duplicate the higher biblical education experience they enjoyed at Moody Bible Institute in Chicago, Illinois.

With \$35 in hand, the Paynes acquired a two room building rental agreement and began the first classes at Carver Bible Institute on October 17, 1943. That initial class was comprised of 14 students (including Rev. Solomon Randolph) eager to study God's word and prepare for ministry. The Institute relocated five years later to 15 Haynes Street and later moved to 437 Nelson Street where the College had been a fixture for almost five decades.

Carver has been guided by some of the most effective leaders our society has produced. Succeeding our first president, Dr. Talmage Payne, Dr. William Hungerpillar, our current Chancellor, became the second president and a key player in the framing of Carver. Successive presidents include Dr. Vardrey Fleming, Dr. Anthlone Wade and current president, Rev. Robert W. Crummie.

A formal athletic program was launched in 1988 and the Carver Cougars Men's Basketball Program began their first season playing in the National Christian College Athletic Association.

In February 2006, Carver accomplished full accreditation with the Association for Biblical Higher Education, an accrediting agency approved by CHEA and the U. S. Department of Education. By June 2006 Carver had enlarged its footprint from 2 ½ acres to 16 acres on Cascade Road in Southwest Atlanta and added twelve classrooms, a fine arts center, a ball field and a collegiate size gymnasium. Another

milestone was achieved in January 2010 when Carver secured Title IV funding accessing Financial Aid for every eligible student. In the fall of 2009 the College's name changed to Carver College.

Currently Carver has more than 500 graduates serving the Body of Christ worldwide. Our vision is to continue educating students to reach the world for Christ by serving the church, the community and the world as biblically minded, professionally competent men and women of character.

## **Statement of Purpose**

Carver College is a true Bible college, a professional school of higher education, which specializes in training people for Christian service in a variety of settings. Keeping with the Bible college tradition, every student has a Bible major or a Bible minor. The Word of God is at the very core of the curriculum. Any general studies courses included in the curriculum are taught from the viewpoint of Holy Scripture and in a way which honors the Bible.

Carver College has both a certificate, associates and bachelor's academic program offering a one, two or four year program preparing students for Christian service. Students come to Carver to prepare themselves to become pastors, evangelists, home and foreign missionaries, teachers, or simply to become better students of the Word and witnesses for the Lord. No matter where or why they come all of our students leave with a common goal of serving God while also serving and meeting human needs. While enrollment in any of the academic programs does not require a student to have the intention of some particular aspect of professional Christian service, there is the expectation that each student will have the desire to live a life that brings maximum glory and honor to our Lord Jesus Christ. In keeping with its primary objective, Carver College seeks:

1. To provide the student with an intensive concentration in Bible centered curriculums, and to establish him in historical biblical orthodoxy as expressed in the doctrinal position of the college.
2. To introduce the student to general education areas in order to broaden his education beyond our specialization in Bible, theology and related studies.
3. To train the student to think logically, to express himself clearly and effectively, and to understand and evaluate the thoughts of others.
4. To acquaint the student with the basic tools and techniques of research ordinarily associated with the field of Bible and theology; to encourage him to engage in independent study and to teach him to interpret his findings within the framework of a biblical worldview and their implications to contemporary life situations.

5. To assist the student in developing habits conducive to mature Christian character.
6. To awaken in the student a clear sense of mission through complete dedication to Jesus Christ as Lord of all of life.
7. To encourage the student to sustain a life of personal and ecclesiastical purity in conformity with biblical purposes.

## **Statement of Doctrine**

We believe, without reservation of any kind, the following statement of doctrine:

1. The Scriptures, consisting of the Old and New Testaments, is God's only written revelation to man, that they are of divine authority, verbally inspired, and inerrant as originally given.
2. The one true and living God is revealed to man in God's Word as Father, Son, and Holy Spirit, one God, infinite and eternal in His wisdom, power, holiness, justice, and truth; the only true God.
3. Jesus Christ, the son of God, His virgin birth, His atoning death, His physical resurrection, His ascension, His present High Priestly work of intercession and His pre-millennial, personal and visible return to earth, His sovereign rule over all.
4. The regenerating work of the Holy Spirit.
5. Salvation by grace through Faith in the blood of Christ.
6. The bodily resurrection of born-again believers into an eternal life of blessedness in the actual presence of God in heaven.
7. Man to be in a state of total depravity by reason of the fall of Adam, and is destined to eternal Hell fire being outside of Christ.
8. The personality of Satan, enemy of God and man, and author of death and unrighteousness.
9. The Church as the universal Body of Christ, consisting only of true believers in Christ, the program of God for the New Testament, a separate entity from Israel, the holy priesthood of Jesus Christ.
10. In evangelism and Christian missions, that it is the responsibility of the local churches and all Christians as individuals to faithfully and spiritually propagate the gospel to the whole world.

While we stand for these truths, we consider a Christ-like spirit of great importance and the spirit of life of the message bearer of equal importance with the orthodox correctness of His message.

## Definition

A Carver Student is anyone who has officially registered and is actively involved in a program of the College, whether part-time or full-time.

## Important Fire And Theft Notice

Carver College cannot be responsible for any loss of students' property due to fire, theft or other catastrophe. To avoid loss, it is important that students guard against treating with contempt any warning intended to prevent hurt or loss in emergencies.

## In Case Of Fire

1. Determine quickly if the blaze can be extinguished by use of a hand fire extinguisher. There are extinguishers located throughout the campus, usually near an outside entrance.
2. If the blaze is too large or cannot be contained, call the 911 emergency number immediately and report the fire. State the following clearly:

*I want to report a fire at Carver Bible College at (whichever address):*

- Chapel
  - John McNeal Administrative Center
  - Academic Center
  - Library
  - Ben Johnson Fine Arts Center
  - Martin Carter Gymnasium
  - Men's Dormitory
  - Women's Off-Campus Housing
  - Utility Facility #1
  - Utility Facility #2
3. Supply the operator with any additional information needed, and vacate the premises. *Do not attempt to extinguish the fire!*
  4. If necessary, direct the emergency vehicles to the scene of the fire.
  5. Notify the Dean of Students or available administrator concerning any fire.
  6. Assemble in the rear parking lot and wait for an administrator to take roll call.

7. Do not leave the campus until you have been accounted for by the administrator.

## **Some Important Things to Remember**

1. Front and back doors of dormitories should always be locked for security reasons.
2. Notify the Dean of Students or another administrator when you notice any suspicious behavior of anyone not belonging on campus.
3. Notify the Dean of Students or another administrator concerning *any emergency situation*.
4. Students are financially responsible for any damage they or their guests do to school equipment and property. Any damage should be reported immediately to a school administrator.
5. *School closing for inclement weather*—  
When inclement weather occurs, classes are canceled when Georgia State University is closed. Listen to WGST (640) and WSB (750) radio stations, or WSB-TV (2) for school advisories. The school administration will provide updates to these media.

## **Standards Of Conduct**

Carver College has as its stated purpose the training of men and women for all phases of Christian service. The standard of conduct for the Christian contemplating such leadership is considerably higher than standards of the world or even that necessary for local church membership. High standards for those in places of Christian leadership are delineated carefully in Scripture. (1 Timothy 3:1-13; Titus 1:5-16; Acts 6:1-6)

Carver College views each on-campus student as having voluntarily placed themselves under the authority of the college administration for the duration of their study here. The college seeks to establish certain standards based on commands and principles found in Scripture.

The following Scripture references give examples of the principles presented in this handbook.

1. 1 Corinthians 6:9-20, Immorality: Practices clearly forbidden by the Word of God.
2. Ephesians 4:24-5:8, Christian love: Consideration for others and the exercise of Christian ethics.

3. Romans 12:1-2, Yieldedness to Christ rather than conformity to the world.
4. Romans 14:1, 1 Corinthians 8:10, Innocent practices forbidden because of possible spiritual harm to others.
5. 1 Thessalonians 5:22, Abstaining from all appearance of evil.

## **Position Statements**

Statement of Doctrine (See 10-point doctrinal statement.)

### *Divorced, Divorced and Remarried, or Separated Students*

Divorced, divorced and remarried, or separated students seeking enrollment will be accepted subject to the following restrictions:

1. The college takes the scriptural position that the pastor, elder, bishop, and deacon are to be the husband of one wife. However, we also believe that a legitimate divorce (except for immorality, Matthew 19:9) constitutes a legitimate remarriage. Therefore, only under such circumstances is it appropriate for the divorced and/or divorced and remarried to hold any of the aforementioned offices. (1 Timothy 3:1-13; Titus 1:5-9, Matthew 19:9)
2. Opportunities for the divorced: We believe that there are many areas of Christian service in which divorced persons can serve, as long as they teach the scriptural truth on marriage. After a divorce, a sufficient period of time should elapse to let the impact of the offense subside before an individual occupies any office, especially a conspicuous office in a leadership position.
3. Our compassion and concern for those who have experienced divorce is undiminished.

## **Stipulation Regarding Charismatic/Word-of-Faith Movement**

The college is not in agreement with the modern Charismatic and Word-of-Faith movement with its emphasis on speaking in tongues, exorcisms, prosperity theology, holy laughter, modern-day prophets, apostles, etc. Therefore,

applicants, on their honor, are expected to refrain from propagating these beliefs. Failure to refrain could result in expulsion from College.

## **Women In The Ministry**

The School takes the biblical position that women should not be ordained to the gospel ministry as a pastor. (1 Timothy 2:8-15; 1 Timothy 3:1-7); Titus 1:5-6) Therefore, women may not take courses under the heading *Pastoral Studies*.

## **Regulations Concerning Conduct**

On the basis of the directives and principles in this handbook, certain standards of conduct have been established to promote an atmosphere of growth and concern for others.

The faculty and administration are aware that observance of these regulations does not mean spirituality per se, nor do these regulations comprise the entirety of a person's responsibility to God. However, anything which detracts from the general edification process should be laid aside while pursuing one's training for the Lord's work. The willingness to adhere to these regulations exhibits a submissive spirit and spiritual concern for everyone and is generally characteristic of those diligently seeking to do God's will.

## **Use Of Addictive Or Illegal Substances**

The use or possession of tobacco, alcohol, or any illegal or addictive substance in any form is prohibited. There are no second chances with drug use. Any student found to be using or possessing drugs of any kind will be dismissed immediately from the College.

## **Attendance Regulations**

### **Concerning Day And Evening Classes**

Carver offers both College and Certificate programs during the daylight and evening hours. This is a consideration for those who seek to study while they are employed or have other obligations. Although a degree obtained through evening classes only will require a longer commitment, Carver seeks to provide as many courses as possible to speed the student along.

### **Class Hours Of Operation**

Monday through Friday

9:00 AM to 9:35 PM

Wednesdays

9:00 AM to 3:50 PM

Saturdays

8:30 AM to 4:30 PM

### **Minimum Class Size**

Classes may be canceled if fewer than five register for a course. For adjunct faculty, at least ten students must register in order to pay the course professor and the costs of operations.

## **Attendance (Chapel, Work Days, Prayer Days, Conferences)**

Students are required to support the various activities of the school. This includes the chapels, work days, prayer days, the Bible conference, the Missions conference, Homecoming activities and other special campus events.

## **Policy On Absences (Emergencies)**

Students who are absent due to sickness or some other emergency must present documented evidence (doctor's statement or written verification from qualified personnel). All such documents are to be presented to the necessary instructors on the first class day the student returns. Because emergencies do occur, a professor may grant a student who qualifies, an excused absence for no more than 10 percent of the total class sessions. Students missing more than 20 percent will be dropped from class, and a *W* (withdrawn) will be placed on his transcript.

## **Tardiness**

Students are expected to be seated in the classroom or chapel by the starting time. You are *tardy or late* if arriving after the start time. Three times tardy equals one absence. Any student entering class 15 minutes late or chapel 10 minutes late after the start time is considered absent. An appropriate marking will be recorded on the student's attendance record.

## **Loss Of Credit Due To Excessive Absences**

Any combination of tardiness and absences which cause the student to miss more than 20 percent of his class time cannot receive credit for that course.

Credit is lost if he misses 11 classes of a three-hour course. *Attendance records start on the first day of classes.*

## **The Lord's Day**

Sunday is the Lord's Day at Carver. All Carver students are expected to be active in worship, learning and serving at a local Bible believing Bible teaching church. All new students, after enrollment, should find a church home by the end of the first semester. If they need assistance, they should contact the Dean of Students. Many Carver College students are pastors; therefore, it is never a problem finding a local church to join. The Carver Library is closed on Sunday, and students are admonished to refrain from studying and sporting activities until after 7:30 PM.

Scripture places important emphasis upon the local church and the relationship of Christians to it. Therefore, students are expected to unite with or affiliate themselves with an evangelical church of their choice while attending Carver. They should, in loyalty to Christ, be faithful in attending, supporting, and entering into the life of the church as much as their student life allows them.

### **On-Campus Solicitations**

There will be no buying, selling, solicitations, or collections of funds on campus without permission from the Dean of Students and/or the administration.

### **Off-Campus Solicitations**

Any solicitations of ads involving the College by students must be approved by the school administration through the Office of Advancement. Under no terms should students solicit ads or other assistance without having the approval of the Dean of Students.

### **Dormitory Permissions**

All school property taken from the dorms must have the approval of the Dean of Students. The use of college property and/or equipment must be approved by the administration.

College vehicles should not be used for personal matters.

### **Demerit System**

The demerit system has been established as a corrective measure to deal with student infractions of college regulations. The college reserves the right to suspend or expel any student whose Christian life, doctrinal beliefs, or practice is not in line with the doctrinal position of the college.

### **Dismissal Due To Demerits**

If a student accumulates 10 demerits during his/her schooling at Carver College, that student will be dismissed from the college for a period of one year, after which he/she may reapply. Such dismissal record will be kept in the student's personal file. Demerits may be initiated by any faculty member, but must be approved by the Dean of Students. The President may cancel a demerit after consultation with the Dean of Students. Each student receiving demerits is entitled to a hearing before the Disciplinary Committee.

## Demerit Offenses

The following is a listing of offenses requiring disciplinary actions and the corresponding demerit value attached.

1. Unexcused absences from chapel, work study assignment, official school functions
2. Fighting
3. Insubordination to faculty or staff member—or suspension
4. Deliberate destruction of school property and/or retribution
5. Behavior or activity unbecoming a Christian (not covered above)

Note: Any flagrant violation of the above may be subject to further disciplinary actions or dismissal.

## Point System

For a minor or less serious offence not requiring a demerit, points may be issued. These points are totaled and one demerit is given after ten points have accumulated. The point system is on a semester basis, that is, they may be cancelled at the end of the semester during which they were issued. Points shall not be recorded on the student's permanent record unless they accumulate to 10 or more and therefore become a demerit. If that occurs, they will become a part of his/her permanent record.

### Point System (Continued)

<i>Point</i>	<i>Offense</i>
3	Failure to obtain necessary permissions
3	Failure to file out-of-town permission form in the Dean's office
3	Excessive noise during designated quiet time
3	Failure to clean dormitory room and to do assigned dormitory duty
1-5	Disorderly conduct in classroom, student center, library, etc.
1-5	Breaking established student handbook rules
1-5	Abuse of permitted telephone use in office and dormitory
1-5	Breaking curfew rules
5	Unexcused chapel absences in excess of allowed absences
1-5	Behavior unbecoming a Christian not listed above

Note: Points may be initiated by any faculty or staff member.

## **Disciplinary Committee**

The Disciplinary Committee is composed of three students (two of whom must be on-campus students), and three faculty or staff members. Each member is elected during the beginning of the school year by their respective bodies; that is, the Student Council elects the student members of the committee, and the Dean of Students (who is chairman of the Committee) names faculty and/or staff members. He breaks a tie during Committee votes on disciplinary matters. The President of the College reserves the right to overturn the Committee's decisions.

To facilitate a required quorum of six individuals sitting as the Disciplinary Committee, substitutions may be made by the chairman from among any students, faculty, or staff members available. The Committee will have the authority not only to rescind points issued, but will also have authority to issue points or demerits, or recommend disciplinary measures to faculty or staff. Any grievance matter with serious merit that involves a student and faculty or staff member may be brought before the Committee.

## **Expression Of Militancy**

All Carver students are to refrain from displaying symbols of militancy or racial prejudice.

## **Noise Distractions**

Electronic devices (music or video) when permitted in the dormitories, are to be used with sensitivity and concern for others. Car stereos, etc. are to be utilized with the least amount of disturbance possible. Violators will be confronted and disciplined if necessary.

## **Public Show Of Affection**

Any public physical demonstration of affection between unmarried students is not allowed.

## **Attendance At School Functions**

Off-Campus students are required to attend chapel on the days they have classes that convene either immediately before or after chapel. Attendance is required of all students at official school functions. These functions are listed in the school calendar of the catalog. All prayer days, work days, and conference days are considered class days for attendance and lateness.

## **Policy on Plagiarism**

Carver students are expected to maintain the highest standards of academic integrity. Plagiarism or cheating is unacceptable at Carver. Plagiarism is falsely presenting another's work as one's own. Plagiarism is literary theft and is manifested by presenting the ideas or words of another as one's own without crediting the source. When a student confesses to plagiarism or cheating and/or the professor and/or Academic Dean imposes a penalty that range from failure on the assignment to failure of the course to dismissal from the college.

## **Personal Appearance And Dress Code**

For the sake of Christian testimony, it is necessary for all Christians to aim for modesty, neatness, cleanliness, and good taste in personal appearance. As a general rule, students should refrain from any extremes of dress which detract from the above principles.

### **Concerning Both Men And Women**

On-campus and off-campus students are requested to refrain from wearing shorts to class or other revealing garments to class.

### **For Men Only**

When speaking, leading singing, or taking part in programs at chapels, assemblies, and other meetings, men must attire themselves just as carefully and according to the same guidelines as govern appearance in the pulpit or on the platform of public gatherings (dress attire).

### **For Women Only**

Campus attire for women is dresses or skirts with appropriate blouses. Dress and skirt lengths shall be no shorter than two inches above the middle of the knee when standing. It is not appropriate for women to be on campus in hair curlers or any item designated as night attire.

### **Picnics And Sports Functions**

Picnics and sports, while obviously calling for relaxation of some of the regulations enumerated above, should not be an occasion for ignoring the general principles given, including the dictates of modesty.

## **Dormitory Regulations**

All single students in the college program, who take 12 hours or more, must live in the dormitory unless they are over age 25 or live with their parents or relatives. Exceptions must be approved by the Admissions Committee.

All dormitory students must pursue at least 12 hours of study. International students must maintain a class load of 12 hours unless the student is in his final semester and having less than 12 hours to complete.

## **Student Needs**

Each student will be responsible for providing the following:

1. Bed linens
2. Blankets
3. Towels
4. Personal clothing for summer and winter
5. Needed school supplies

## **Student Rooms**

The following are regulations concerning the assignment and upkeep of dormitory rooms:

1. Dormitory rooms are assigned to students by the Dean of Students. The furniture and equipment in the rooms are provided by the college and no changes may be made without approval of the Dean.
2. Rooms must be kept clean and orderly and are subject to inspection at any time by the Dean. Cleaning equipment is provided on each floor and must be returned immediately after use.
3. The walls and woodwork must not be defaced by nails, pins, paste, or any other markings. Pictures, plaques, etc. may be hung only with light adhesive-type hangers.
4. Use of microwaves, popcorn poppers, coffee pots, or any other cooking or heating appliance is not permitted in the students' rooms at any time.
5. Any wiring, except simple lamps, radios, etc, must be approved in advance by the Dean of Students.
6. Sleeping in another person's bed without his/her consent is not allowed.

7. Women are not allowed in the men's dormitory, nor men in the women's dormitory, under any circumstance without permission from an administrator.
8. No outsiders are allowed to visit the dormitories during curfew hours that begin at 12:00 midnight. All visitors in the dorms must sign in and out in the visitor's book, and must observe dorm rules. Under age children must be accompanied by their parents or supervised by the person they are visiting in the dorm.
9. At the discretion of the Dean of Students, a student may be appointed as a dorm Residence Advisor each semester.

## **Overnight Guests**

1. Students must consult the Dean of Students before inviting anyone to be an overnight guest in the dorm. A \$20 fee will be charged for overnight lodging and should be paid at the business office.
2. All guests, including alumni, are expected to pay the overnight fee for lodging in the dormitory.
3. Students are responsible for seeing that their guests abide by dormitory regulations.
4. Students should not take persons to their rooms who are not well known to them and residents of the dorm.

## **Campus Leave: Weekends and Holidays**

Men and women (under 21 years of age) must sign out when leaving the dorm, stating when they will return. As a matter of being our brother's keeper, we encourage dorm members to let other dorm residents know where they are going. This will provide valuable information should the college administration need to find them.

All dormitory students leaving the greater Atlanta area to stay overnight must complete the dormitory leave form from the Dean's office. If they are work-study students, the form must be approved by their work supervisor. Students under age 21 must obtain parental approval for any overnight stay. A telephone approval by the parents is acceptable when they contact the Dean's office.

Underclassmen and women living in the dormitories are allowed up to four free weekends per semester, and upperclassmen and women are allowed up to six free weekends per semester. These weekends off campus are in addition to major holidays during which all dormitory students are allowed to leave campus if they want to go home. However, they must complete the campus leave form available in the Dean's

office and from their respective Residence Advisor. *Permission for weekend leave must be secured from the Dean's office by Monday of the week the student wishes to take the weekend leave.* Special consideration may be exercised by the Dean in an emergency situation.

## **Dormitory Housing During Long Vacation Periods**

### **Extension And Early Departure**

No extension or early departure for vacations is permitted except under the most unusual circumstances. In this case, permission must be secured in advance from the offices of the Dean of Students and the Academic Dean. The student is responsible for the necessary arrangements with his or her professor if any classes will be missed. *Students on a work study program must have their supervisor's approval as well.* When a student is providentially hindered from returning on time, he or she must notify the Dean of Students, giving the reason for the delay and the expected return date.

### **Continuation of Regulations**

Unless specifically stated, all regulations pertaining to dormitory residency remain in effect for any students remaining in the dormitories during holidays. Students staying in the dormitories during holidays should observe the standards presented in this handbook. Any deviation must be approved by the Dean of Students.

### **Arrival And Vacating The Dormitory**

Students who do not obtain special permission are not to arrive on campus prior to two days before registration day. All students who do not obtain special permission must be out of the dormitory no later than 6:00 PM on the Monday following graduation.

### **Returning To Dormitory**

Returning students are to report to their dormitories by curfew on the closing day of the vacation period.

### **Year End Departure\***

At the end of the school year, students are required to read and follow these guidelines regarding vacating dormitory rooms. Rooms must be cleaned and all belongings of students taken away. *No belongings of any student are to be left in the dormitory room. Students must also leave their forwarding address with the Admissions Office for mailing purposes.* All students must return all keys in their possession to the Dean of Students' office. Failure to do so will result in a charge of \$5.00 for each key, or confiscation of their transcript or both.

## **Social Relationships (Dating, etc.)**

1. Worldly, passionate displays of affection are absolutely prohibited. Remember, students are preparing for leadership roles. Godliness is required of leaders.
2. Dates are at the discretion of the maturing students as long as the time spent dating does not in any way interfere with the students' intended purpose of being at Carver College, that is, to prepare himself or herself for service on some ministry platform and for life.
3. A *date* is an appointment or an agreement with a person of the opposite sex for a social purpose. It should not be used for wrong reasons. "Abstain from all appearance of evil," and "Let not your good be evil spoken of." First Thessalonians 5:22 and Romans 14:16 are good advice.
4. Any student found dating someone of the same sex will be immediately dismissed from the College.
5. On-campus students are admonished to seek advice or consult with the Dean of Students and the Dean of Women before becoming engaged or marry.
6. When dormitory students are dating, they must inform the Dean of Students and the Dean of Women. Students under age 21 wishing to date an off-campus man or woman must inform the Deans and then obtain permission from his/her parents, who in turn must communicate with the Dean of Students.
7. The lounge, student center, or out-of-doors are proper places for on-campus socializing. Classrooms, the library, etc. are not to be used for socializing. No two students of the opposite sex may be alone in any of the places designated for socializing after hours.
8. Single female students should not do the laundry of male students either on or off-campus.
9. When a college vehicle is used for college-sponsored functions, its use must be for going to and from the place of the event. Any use of college vehicles by students must be approved by the Dean of Students.

## **Dormitory Students' Devotion and Study Requirements**

### **1. Daily Devotions**

All students should observe daily (morning and evening) devotions as part of their spiritual life enrichment. Dormitory students are encouraged to have group prayer and Bible study at least once a week.

### **2. Evening Study Period**

Evening study period for dormitory students runs from 8:00 PM to 10:00 PM, Monday through Thursday.

### **3. Curfew:**

All socializing and dating end at 11:00 AM. No visitors are allowed in the dormitories during curfew hours. Electronic devices with sound (radios, TVs X-box, etc.) used during this time must be kept at minimum volume, or earphones used. Remember, your dorm mate may want to sleep, study, or even pray.

## **Financial Conservation And Regulations\***

Residents' fees are kept low in order that more students can afford to obtain their college education at Carver College. The money used to operate the College is the Lord's money, so to be wasteful is to waste the Lord's money. If you are the last one leaving class, please turn off the lights. Water faucets must be turned off when not being used. No one is allowed to regulate the temperature of the cooling and heating system in any building except the director of maintenance or the proper school official designated to do so.

There is a \$5.00 deposit required for dormitory and mailbox keys. Students are to return their keys to the Dean of Students at the end of each semester. The amount deposited will be refunded to graduation students or students who leave the college. There is an exception for dormitory students who may remain on campus during the summer break.

## **Infirmary**

The college does not have an infirmary. However, in case of illness, a student can be treated at a nearby health center. If there is a medical emergency in the dorm, the Dean of Students or the nearest college official must be notified immediately, after calling 911—in extreme cases.

All dormitory students are encouraged to obtain an accident and health insurance policy. The policy should be given to the Admissions Office to be placed in the student's file.

## **Use of Telephone**

### **Office Telephone**

Students are not to make calls on the office telephones except in matters of college business or an emergency. In such cases, a student needs only to secure permission before proceeding. There are telephones in every administrative office at the college, including the gymnasium.

### **Dormitory Telephones**

Due to the modern and wide use of cellular phones the college no longer provides dormitory telephones.

## **Important Telephone Numbers**

Office of the President.....	404-527-4520-Ext. 203 404-630-6065 (M)
Office of Administrative Assistant.....	404-527-4520-Ext. 214
Office of Admissions Affairs.....	404-527-4520-Ext. 209
Office of Academic Affairs.....	404-527-4520-Ext. 202
Office of Student Affairs.....	404-527-4520-Ext. 224
Office of Business Affairs.....	404-527-4520-Ext. 210
Office of Advancement Affairs.....	404-527-4520-Ext. 219
Office of the Registrar.....	404-527-4520-Ext. 208
Division of Biblical Studies.....	404-527-4520-Ext. 202
Division of Professional Studies.....	404-527-4520-Ext. 212
Division of General Studies.....	404-527-4520-Ext. 217
Financial Aid.....	404-527-4520-Ext. 224
Library.....	404-527-4529-Ext. 219
Athletic Director.....	404-527-4520-Ext. 222
Head Men's Basketball Coach.....	404-527-4520-Ext. 222
Chapel.....	404-527-4527
Bookstore.....	404-527-4532
Physical Plant.....	404-527-4534
Student Center.....	404-527-4520
Campus Police.....	404-583-5662
Conference Room.....	404-527-4520-Ext. 204

## **Student Privacy Rights**

The Family Educational Rights and Privacy Act of 1974 (FERPA), with which Carver College fully complies, protects the privacy of educational records, establishes the right of students to inspect these records, and provides guidelines for the correction of inaccurate or misleading data through informal hearings.

Student records include finances, academic related ministry assignments and evaluation, grades, veteran affairs, and student life files.

You have the right to file complaints concerning alleged institutional failure to comply with this Act. Copies of the college's compliance policy are available in the Registrar's office.

Carver College designates the following categories of student records as public: "Directory Information" - and may use its discretion in disclosing this data:

1. Name, address, telephone number, dates of attendance, classification.
2. Previous institution(s) attended, major fields of study, awards, honors, degree(s) conferred (including dates).
3. Past and present participation in officially recognized sports and activities, physical factors (height and weight of athletes), date and place of birth.

Forms requesting the withholding of "Directory Information" may be obtained from the Registrar's Office and must be signed and returned prior to the first day of the second full week of classes. Unless this form is filed, individual approval for disclosure is assumed.

The college is permitted to notify parents concerning the following matters: (a) health or safety emergencies, such as a medical or psychiatric crisis, when disclosure is necessary to protect the health or safety of the student; (b) violation of the College's drug or alcohol policy by a student under the age of 21; and (c) a final disciplinary decision that determines the student attempted to, or did commit a serious crime as defined by FERPA.

## **Student Disability Services Policy**

### **Introduction**

Discrimination based on disability is prohibited by Carver College policy and local and federal laws, including the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008, and the DC Human Rights Act (collectively "Disability Laws"). The college is committed to providing equal educational opportunities and nondiscrimination protection for qualified individuals with disabilities. This statement identifies college resources for students with disabilities, provides general information about the college's procedures for requesting accommodations, and describes informal and formal means of resolving complaints related to requested accommodations.

## **Definitions\***

A person with a disability is one who (a) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (b) has a record of such impairment, or (c) is regarded as having such impairment

"Physical or mental impairment" means (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genito-urinary, hemic and lymphatic, skin and endocrine; or (b) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities

"Major life activities" include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, working, and the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

"Qualified person with a disability" as applied to students means a person who meets the academic and technical standards requisite to admission or participation in Carver's educational program or activity, with or without reasonable accommodation.

"Reasonable accommodation" means the provision of certain necessary and effective adjustments to the known physical and mental limitations of an otherwise qualified individual with a disability, unless the accommodation would impose an undue burden or hardship on the college, or would produce a fundamental alteration of the college's programs or services.

\*Definitions are taken from the Americans with Disabilities Act of 1990 and its implementing regulations and the ADA Amendments Act of 2008. These definitions are provided for informational purposes only and are not meant to alter existing local laws or regulations. For more information or student requests regarding Carver's student disability policy, contact Jeff Easley, Dean of Students.

## **Amendments / Dismissal**

The Administration reserves the right to make or change rules or regulations as deemed best at any time in agreement with the aim and purpose of the college. (Please see the application disclaimer.) If it should seem unwise, for academic or other reasons, for any student to continue his/her studies at Carver, the college will inform the student of its decision.

**Office Copy**

*(For permanent records)*

*[Submit this copy to the Registrar]*

**Verification of Reading and compliance**

I certify that I have read the preceding pages, and affirm my submission to the policy and statements of conduct of Carver College, including the college's doctrinal and FERPA statements. I also understand that my failure to submit to these statements may end in my termination as a student at this institution.

*My signature indicates my compliance.*

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ Telephone \_\_\_\_\_

Intended for the private use of Carver College. All other usage is expressly prohibited.  
For information call 404-527-4520