



SUREWORD BAPTIST COLLEGE

BALTIMORE, MARYLAND

Student Handbook

*We have also a more **sure word** of prophecy; whereunto ye do well that ye take heed, as unto a light that shineth in a dark place, until the day dawn, and the day star arise in your hearts:*

2 Peter 1:19

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A Word from the Pastor

Dear Prospective Student,

Nobody likes rules. I once heard someone say that “rules are for rebels.” I wouldn’t go so far as to say that, since rules provide safety and security. However, the truth is simple – many rules have to be made to prevent some from taking advantage of liberty and the lack of specificity. The rules and guidelines in this handbook may appear to some to be overreaching. The truth is that many of these rules were listed as the result of students that were insincere in their commitment to preparing for ministry. It also serves as a way to eliminate those from enrolling that simply fail to understand that higher standards are required of those dedicated to a life of service.

Some colleges have few to no standards, and some have higher standards than is necessary. It is my heart’s desire that these rules will make it easier for us, both now and in the future, to prevent any situation that may create an environment of complacency. We should all strive to raise the bar in our lives, even in areas where we do not realize it may be important.

This handbook will be expanded over time. For now, this is the basic information that you should read over carefully and familiarize yourself with. If the rules and guidelines in this handbook are a deterrent from pursuing a deeper knowledge of God’s Word and a better equipping for opportunities of service, then maybe it’s best that everyone know that from the outset.

It is my hope that you will prayerfully enter this next phase of preparation with a humble spirit and a teachable heart. God has great things in store for those that are willing to deny themselves, take up their cross and follow Him.

Thank you for your consideration and we look forward to investing in you and in God’s plan for your life.

~ Pastor Shiflett



Introduction

SureWord Baptist College is, without apology, an independent, separated, soulwinning, Baptist college. Because attendance is a privilege, not a right, students will not be allowed to create controversy on campus or advance ideas, philosophies, or doctrines contrary to the purposes of SureWord Baptist College. Students should be aware that they may be subject to expulsion at any time if the administration feels that they have violated these principles, even though the student may not have broken any specific rule or regulation of the college. Students are expected to abide by the spirit of the rules of SureWord Baptist College as well as the “letter of the law.”

Attendance

1. All students must attend all classes every day unless they are sick or have a legitimate reason for an absence.
2. A maximum of 3 total absences are allowed per semester: ONCE THESE LIMITS ARE EXCEEDED IN A SEMESTER, YOU LOSE CREDIT FOR THE ENTIRE COURSE. Remember, stacked classes meet two hours each day. If you miss both hours, this constitutes TWO absences.
3. Students who will be absent must notify the Administrator as early as possible to report their absence every day that classes are missed. Students are strongly discouraged from just not showing up.
4. Students who arrive in class within the first fifteen minutes after the class begins will be counted tardy. The student will be counted tardy unless excused by the instructor. Three “tardies” will be counted as one unexcused absence. If a student is more than fifteen minutes late to a class, he will be considered absent. Note: The professor and/or the Administration can grant an “excused” tardy if a valid reason is presented, such as an unavoidable traffic jam or an automobile problem (flat tire, battery dead, etc.)
5. Students must make up missed quizzes or tests within two weeks of the date of the test or quiz. Failure to take the missed test within two weeks will result in a zero on that test or quiz. Students who feel they need an extension of this time period because of an unusual circumstance must consult with their instructor and receive approval for their extension before the two week period has expired. At the end of a semester, a student will have four weeks in which to complete work for the class. Incomplete class work at the end of a semester will result in the grade of an “I” which will become an “F” after four weeks. It is always the responsibility of the student to make arrangements for make-up work.
6. If a student is absent because of inclement weather (i.e. blocked or icy roads) that student will be assessed an absence, but will be given opportunity to listen to and take notes on the recorded lecture. Should a student listen to the lecture, the absence will be removed from their record and will not count against their total absences. This policy also extends to absences due to attending special church meetings at a student’s local church.
7. Any exception to these attendance rules must be petitioned to the Administration.
8. Violation of any of these attendance rules will result in the appropriate attendance reprimands.

Church Attendance and Soulwinning

1. Students must attend Sunday school, a Sunday morning church service, and a Sunday evening church service every week. Students may not be excused from any of these services because of work. The only exception would be by special permission of the Administration.
2. Students must attend the Wednesday night service every week unless they are at work. If a student must miss a part of the Wednesday night service because of work, but could attend as much as 30 minutes, he or she is required to attend the service as long as possible.



3. All students are required to go visiting and soulwinning for at least 1 hour per week. Each student should individually present the gospel to as many persons as God allows during the week.
4. No student may ever travel during a Sunday school, Sunday morning, Sunday evening, or Wednesday evening church service.
5. Students must acquire local pastoral permission to sing or preach in other churches. Students should apply for this permission as soon as they have been asked to sing or preach. Students should never solicit such opportunities, but allow the Lord to open doors and submit to pastoral approval in accepting such invitations. Should a local pastor report a student's failure to adhere to this rule, they may be reprimanded by the Administration as severely as expulsion.
6. Students are expected to tithe every Sunday on the income they have received that week. Tithing is defined as giving ten percent of your gross income to God. Should a local pastor report a student's failure to tithe, they may be reprimanded as severely as expulsion.
7. All SureWord Baptist College students must work in a Church ministry while enrolled. Students from other churches may fulfill their requirement in their home church.

Appearance – Men's Guidelines

1. SureWord Baptist College is a traditional Bible College with traditional, business-like dress standards. We will not allow our students to become "casual" in appearance, and we will take a strong stand against the push toward casual dressing.
2. Men are required to wear suit coats or sport coats and ties to all Sunday Morning church services. Men must wear ties for all weekday services and on the campus for all classes.
3. Whenever men are required to wear ties they must wear shirts with collars, appropriate slacks, and shoes that "hold" a shine. (Athletic shoes may not be worn at any of these times.) Undershirts must be worn under all dress shirts.
4. Men's hair must be clean and neatly cut. No spiked, permed, shaved designs, stacked, dyed, or punk rock haircuts are allowed.
5. Shoes and socks must be worn at all times. Men may not wear necklaces, faddish bracelets (including sports bands), or earrings.
6. Men may not wear caps or hats inside any building at any time.
7. Belts must be worn with all pants that have belt loops.
8. Men may not wear sandals with their dress clothing.
9. Any student who gets a tattoo after enrollment will be dismissed. We understand that tattoos are permanent but we encourage students to not flaunt previous tattoos as they are unbiblical. (Lev. 19:28)
10. Violation of any of these rules will result in appropriate reprimands.

Appearance – Women's Guidelines

1. SureWord Baptist College is a traditional Bible College with traditional, business-like dress standards. We will not allow our students to become "casual" in appearance, and we will take a strong stand against the push toward casual dressing. Ladies are encouraged to dress like ladies, to be appropriate, and to be modest.
2. Slacks or shorts, including walking shorts, are never to be worn on church grounds for any reason. This includes church services, church activities and college classes.
3. Ladies may not wear flip flops or clogs to church services or college classes. Ladies may wear all-weather boots in inclement weather.



4. Ladies' hair must be clean and neatly styled. If a lady colors her hair, it must be one permanent, natural-colored shade. No unnatural colors such as blue or pink, etc. will be allowed. It may not be cut excessively short. Make-up should be worn with discretion. No excessively juvenile hairstyles are acceptable at college.
5. Clothing may not be tight fitting or otherwise immodest. Blouses or tops may not show the midriff. A female student must be able to reach above her head, down to the floor, and to the side WITHOUT SHOWING ANY MIDRIFF.
6. The front and back hems on skirts, dresses, and culottes must touch the floor when the lady is in an upright, kneeling position. Also, the openings for slits, pleats, or vents must not be higher than this level. Dresses, skirts, and culottes must cover the entire knee at all times, including when the lady is sitting. Dress check can be done at any time.
7. Ladies may not wear tee shirts, hooded tee shirts, or sweatshirts to classes or church services. They may not wear white tee shirts at any time, unless they wear the tee shirt under a jumper.
8. Low-cut necklines or backs, tight-fitting apparel, or sheer materials are not permitted. A blouse cannot have sheer sleeves and be acceptable for college. A blouse or dress is considered too low if it is lower than the width of three fingers placed together from the top of the breast bone.
9. Ladies may wear no more than one earring in either ear. These earrings may be worn only in the lower ear lobe, not at the top or on the side of the ear.
10. Violations of any of these rules will result in the appropriate Administrative reprimand.

Employment

1. Students may not work in establishments that require them to sell liquor. This would include grocery stores, restaurants, and any other businesses that might require students to sell liquor.
2. If a student is fired from his or her job because of stealing from his or her employer or because of lying on his or her time card, the student will be expelled from SureWord Baptist College.

Music

1. Students may not listen to improper music, i.e. rock, country, rap. Contemporary "Christian" Music is also prohibited. Violation of this rule may result in expulsion. The severity of the reprimand will be determined by the Administration.
2. Students who struggle with worldly music or who do not understand what worldly music may consist of, are advised to have a conversation with the Administration to better understand the church's music standards.
3. A good rule of thumb is; "When in doubt, don't."

Social Media

All content presented on any Online forum must be consistent with student handbook policies and cannot harm or bring reproach to the testimony of our college or student body in any way. Negative or critical personal comments, especially toward this ministry, will result in strict discipline up to and including expulsion.



Miscellaneous Rules

- 1.** The Administration reserves the right to address behavior and conduct that may not be specifically addressed in this handbook, if they feel it may be in conflict with the standards of the college and church.
- 2.** The Administration reserves the right to make any changes or updates to this handbook that are deemed necessary.
- 3.** Transfer of credits from another college or institution is up to the discretion of the Administration.
- 4.** Both Administration and Students may not attend movie theaters.
- 5.** Items which are not in harmony with the Christian life, such as but not limited to: drinking, smoking, pornography, reading, watching or keeping questionable material, attending questionable places, gambling, etc. will be dealt with severely by the Administration and may result in expulsion.
- 6.** Questionable literature such as secular, worldly romance novels, magazines with inappropriate pictures, or ladies' lingerie catalogs (i.e. Fredericks) are not allowed on the campus.
- 7.** A student who is guilty of one incident of lying, cheating, or stealing will be reprimanded. Multiple offenses will be dealt with proportionately by the Administration.
- 8.** Students are expected to report major infractions of school policy to the office of the Administration. A violation of school policy is seen as a betrayal of the whole student body and is regarded as such. Students who are aware of major violations of the school policy and do not give full disclosure when questioned may be subject to serious disciplinary action.
- 9.** Concerning papers that you are required to write for your classes:
 - Your paper must be your own work. Anything that is quoted or nearly quoted from a book, the internet, another student's paper, or any other source should be enclosed in quotation marks and properly footnoted.
 - You may never submit the same or nearly the same paper more than once. (You could not write a paper on "The Prayer Life of Moses" and submit the same paper in Prayer class and Old Testament Survey. Also, you could not turn that paper in for Prayer class one year and Old Testament Survey class the next year.)
- 10.** Each outside reading assignment must be read during the semester in which you are taking the course. If you are required to read the same material in two different classes, you must read it twice-once for each class.
- 11.** Students are encouraged to buy and own copies of all required textbooks. The only exception would be for members of the same family to share certain textbooks, as long as it did not interfere with in-class work. You may share books required for class reading, but we strongly recommend students own their own copies.
- 12.** Students may not play card games on college computers.
- 13.** All students are required to attend the college graduation.
- 14.** Students may not eat or drink in any classroom.
- 15.** In situations where a student is required to sign in for attendance, each student must sign in for himself only. In other words, you should not ask someone to sign in for you and you may not sign in for another student. People who check attendance will not sign in for you; you must sign in for yourself.
- 16.** Students must read this handbook every semester. Failure to read the handbook and submit the signed form indicating the student has read the handbook and will abide by the rules of the college will result in the student receiving an Administrative reprimand.
- 17.** All cell phones must be left on silent during services and class times. Students are prohibited from receiving phone calls during class times unless it is an emergency.



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SIGNED AGREEMENT

I have read the SURE WORD BAPTIST COLLEGE Handbook and am willing to be trained according to the guidelines set forth in this handbook but not limited to this handbook. I agree to uphold all of the college's policies outlined in this handbook. I also agree to accept all consequences for the violations as stated in this handbook.

I enter into this agreement voluntarily and enthusiastically and count it a privilege to attend Sure Word Baptist College.

Please sign below and return:

Student Signature

Date