



KANSAS CITY

STUDENT HANDBOOK

2018-2019

We, the director and staff of Charis Bible College Kansas City, welcome you! As you are prepared for service in the kingdom of God, we understand that a vital part of your training will be growing in grace, servanthood, and character, so that you will fulfill the plans that God has for your life.

At Charis Bible College, you will notice an emphasis has been placed on character development as well as practical ministry. Academics are important, but in many instances people do not know how to do the work of the ministry, nor have the character to sustain it. A balance between academics, character development and practical ministry is essential.

The guidelines and policies presented in this handbook are here for you as a gauge to examine your heart as you relate to your fellow students and the staff of CBC. The stated policies have been set after strong consideration, and adhere strictly to Charis Woodland Park guidelines. By implementing these guidelines you will be developing your character and respecting fellow students as well as those in positions of leadership.

We trust the Lord will do a great work in your life during your time here. We look forward to serving you!

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Again, welcome to Charis Bible College! This Student Handbook is designed to help you adjust to life as a Charis student. The policies and procedures of Charis reflect the need for Godly order so that our campus environment will provide the greatest possible potential for success and spiritual growth. Please become familiar with the handbook. You are responsible for understanding and adhering to the policies as set forth.

While grades are important, and will be given for each class, our equal emphasis is on spiritual development, character growth, and maturity, rather than academic perfection. Grades are given to help the student measure his or her own progress in spiritual growth.

STANDARDS OF PROGRESS

Charis Bible College has three basic standards by which student progress is measured: grace, servanthood, and character. Detailed below are “guideposts” by which the working out of these truths may be measured, not a formula by which these qualities may be attained. As a believer we already possess everything we need in Christ, but must yield our soul and body so that these qualities are manifested in our thoughts and actions.

Grace: *II Peter 1:2-3 Grace and peace be multiplied unto you through the knowledge of God, and of Jesus our Lord, According as his divine power hath given unto us all things that pertain unto life and godliness, through the knowledge of him that hath called us to glory and virtue:*

The word grace is translated in Greek as *charis*. The grace of God is God’s favor given to every believer who by faith puts his trust in Jesus Christ. Grace is multiplied in your life as you grow in the knowledge of God. As a student, you will have opportunity to implement the grace of God in your daily life as you relate with other people. The grace of God, His ability working in you, is manifested in listening and understanding the heart of your teachers and fellow students, in exercising forgiveness, in seeing the best in people, in overlooking human faults, and in working with those with whom you may disagree.

Servanthood: Jesus’ life was marked by this quality of servanthood. As Christians and as students at Charis Bible College you should be willing to commit to putting the needs of others above your own desires. You should be willing to follow instructions and rules. You should be faithful in doing your assignments and in your attendance. There will be many opportunities to serve the school, staff, fellow students, and others. These are some examples of servanthood.

Character: It is defined by the example of our Lord Jesus Christ and further explained by the writers of the Bible. This is measured in part by your attendance record, faithfulness in paying tuition, obeying rules, and living by the highest moral and ethical standards.

I. DEFINITION OF A CHARIS STUDENT

A student of Charis Bible College is one who has fully completed an official application, paid the application fee, been accepted by the Registrar, has completed the enrollment process, is current in payment of tuition, has received and acknowledged a copy of this handbook, and has a picture identification badge for the current school year.

Student status will continue throughout the academic school year until promotion, graduation, withdrawal or dismissal. Charis students, as defined above, are subject to the policies found in the Charis Student Handbook.

II. ACADEMIC GUIDELINES

The school year at Charis is divided into 3 terms: Fall, Winter and Spring. A Charis student must successfully complete all three terms in order to promote from first year, or graduate from second year or one of the third year programs. **A student who fails any term due to grades or poor attendance cannot continue in school.**

A first year student who is dismissed for academic or attendance reasons may complete the year via Distance Education, or return the following school year to retake the failed term, as well as any subsequent terms missed. They will be credited for the term(s) successfully completed prior to dismissal.

A second year student who is dismissed for academic or attendance reasons may return the following school year to retake the failed term, as well as any subsequent terms missed. They will be credited for the term(s) successfully completed prior to dismissal.

A third year student who is dismissed for academic or attendance reasons must return the following fall and repeat the entire school year, unless permission is granted by their third year director or coordinator to retake only the failed term, as well as any subsequent terms missed. In such cases, the student will be credited for the term(s) successfully completed prior to dismissal.

Each class is graded as a means of measuring comprehension of the material. Though the primary goal of Charis is to help with spiritual growth and maturity, grades are used to evaluate understanding. **All tests must be passed with a minimum score of 70% in order to complete the term successfully.**

A student's cumulative scores including attendance, service hours (first year students), and test grades will be figured into their final GPA for each term. **Students must achieve a minimum 70% (2.8) GPA each term to remain an on-campus student, or they will be dismissed. Cumulative GPA over multiple terms is not a factor in this decision.** Student grades will be available to view and print online in the Desire2Learn (D2L) online testing system.

Grading System

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

(Please note that any grade under 70% is failing)

D = 60 - 69%

F = 0 - 59%

ONLINE TESTING

Charis Bible College uses online testing through the Desire2Learn (D2L) website. It can be accessed through <https://charisbiblecollege.desire2learn.com>. Each student will receive an email after enrollment to set up their account through D2L, which will include their unique username (**firstname.lastname**) and a link to set up a password. Students must set up their D2L account prior to taking their first test. Once completed, they will then have access to the test for each course they are enrolled in.

Tests are scheduled for specific open periods and only those periods. Students are strongly encouraged to complete each test within this standard testing window to avoid the test reopen fees listed later in this section.

Once a test has begun, students will have 90 minutes to complete it. **This can be done from home, Charis kiosk computers, the local library, etc.**

Our online testing is based on the honor system. We trust that every student will conduct themselves with honesty and integrity. **Unless otherwise indicated by the instructor, all tests are to be taken without notes or Bibles present.** No sharing of test questions and answers with other students is permitted. Abuses of the system will be addressed. Probation or dismissal from school are possible consequences for such behavior.

Missed Test Policy

If a student misses any test during the online test window, they must pay a \$15 fee in order to have that test reopened and complete it within the new test window established. Any student who fails to take a test and chooses to not retake the test will not pass that term and cannot continue in school the following term. Any exceptions to the \$15 fee must be approved by the Director and would include: jury duty, military service, bereavement absence, and emergency medical situations that involve short-term hospital care. Documentation must be presented to receive an exception for the abovementioned reasons. The highest grade a student can be awarded on the retake of a missed test will be 70% - a passing grade.

Failed Tests

If a student fails a test due to their lack of understanding of the material or inability to recall the information, they will have one opportunity to retake the test within the original testing period to receive a passing grade. If they fail to retake and pass the test during the original testing window, the student must pay a \$15 fee in order to have that test reopened and complete it within the new test window established. Any student who fails a test and chooses to not retake the test will not pass that term and cannot continue in school the following term. The highest grade a student can be awarded on the retake of a failed test will be 70% - a passing grade.

If a student is struggling to pass a test, they are encouraged to speak with their Director, so that personal assistance from staff can be provided to help them. We want every student to succeed!

Essay Tests

Some courses require a paper or essay to be written for the final grade instead of the standard multiple choice or true/false test. The deadline to submit these papers/essays is the same as it is for regular tests. They are due the following Monday (after the course ends) by 11:59 p.m. The instructor/Director will also communicate if the papers/essays must be submitted in D2L, by email, or turning in a physical copy. Students who fail to turn in their paper during the established test window will be subject to the \$15 test reopen fee protocol previously stated.

All tests must be passed in order for the student to complete the term and continue in school.

Charis Sponsored Mission Trip/GTC/etc., Test Protocol

Students who participate on a Charis sponsored trip will receive special instructions regarding making up missed classes and possible delayed testing for the courses that were impacted by the trip. Recordings of missed classes will be made available and students will be emailed new dates to take the test(s) after they return from their trip. Students will have full grade potential, and the tests will remain closed book.

Any tests that are not taken during the dates that have been established will be subject to the \$15 test reopen fee protocol previously stated.

Grade Corrections

If a student has a question or concern regarding a grade they received on a test, they may email the Director. Every effort will be made to respond within 1 business day of the inquiry. Please keep in mind that an analysis is run on each group of tests when they are completed. If there is a test question that shows an unusually high incorrect percentage, staff will check every aspect of that question and answer to ensure that no mistakes were made before students' test scores are posted to their permanent record.

No test will be available to any student before the scheduled date of the test.

ATTENDANCE POLICIES

Your attendance will play a major role during your time at Charis Bible College. Attendance is taken seriously at Charis Bible College and accounts for a significant percentage of your overall grade. We believe attendance is important because it is a reflection of your character development. We have witnessed lives being changed as the Word of God is sown into hearts by simply being in attendance, and can reflect a standard of excellence that is needed in the one who is called by God. Please take the time to familiarize yourself with the following policies.

Your attendance will be graded and included in your GPA as a course grade.

Important!

It is expected that you will be in class every day for the program you are participating in, and as stated on your Student Contract. We understand that there are rare circumstances that may keep you from being in school, but please treat attendance as a point of integrity and discipleship, taking it as seriously as you would for a job.

Each absence from a non-Hybrid course of study is a 3% deduction from your attendance grade. All students must have a minimum attendance grade of 70% to pass attendance.

Each absence is a 30% deduction from the Hybrid Saturday School attendance grade. A Hybrid Saturday School student must have a minimum attendance grade of 70% to pass attendance.

Tardiness

Attendance will be checked in each class. You are considered late to class if you are not in your seat at the scheduled class time. No student should be in the hall, break room or using cell phones/texting during classes except in the event of an emergency. All cell phones are to be turned OFF or to Airplane Mode during classes.

You are considered tardy if you come into class after the class begins. Tardiness of more than 15 minutes will result in an automatic class absence (except for special arrangements made, such as taking children to school). Leaving class early (except for excused absences) will result in an automatic class absence.

Students entering or leaving the classroom once class has begun is disruptive to other students as well as the instructor. Therefore, please do not leave the classroom once class or chapel has begun except for an emergency or illness. Leaving the classroom after class has begun is strongly discouraged. Answering cell phones during class times is NOT permitted except in an emergency situation previously arranged with the class instructor.

Absenteeism

You are considered absent from class when you miss more than 15 minutes of class time on any given day during the term. If you are approaching the absentee limits, you may be called in for consultation to inform you of the seriousness of your standing. You do not want to endanger your status when legitimate reasons for being absent arise. Every 5 tardies during a term will equal one absence.

In order to receive a passing attendance grade, students may not have more than 3 unexcused (see next page for what qualifies as an excused absence) absences during a term. Three unexcused absences in a term will result in a grade of 70%, a passing grade.

NOTE: It is **your** responsibility to keep up with your attendance status and carry out all attendance policies. You will be required to obtain CD or mp3 copies (at your own expense) of any classes missed, whether it be for excused or unexcused absences

Should you accumulate excessive absences, as determined by the Director, you may be called in for counsel and corrective measure. Should your absences be deemed excessive, you may be subject to termination as determined by the Director.

Excused Absence Policy

You may be granted an excused absence with the approval of the Director. You must fill out an Excused Absence Request form prior to the time requested, if possible, and turn it in to the administration office. Upon review, your request will be returned marked either "approved" or "denied."

Excused absences must be arranged in advance, except in the case of an emergency. Call the school office as soon as possible when an emergency arises, such as hospitalization, death in the family, accident, bad weather, or something over which you have no control.

These are the only excused absences: death in the family (spouse, child, parent, grandparent, or sibling), court date, jury duty, hospitalization, automobile accident, or sick child.

1. Work is not an excused absence, unless completely unavoidable.
2. Holidays or vacations are not excused absences.
3. Weddings are not an excused absence.
4. Visiting family or friends are not excused absences.

Business, medical, and social appointments should be made for non-school hours. That is the way you will do it in ministry.

Extreme Weather

If you have questions about school closure or delayed opening due to extreme weather making it dangerous to travel to school please contact the directors at 913-549-2460. For standard practice, we will follow the school closing guidelines of the school district where the school is located, which is the Shawnee Mission School District. If questionable weather is forecast or occurring, please watch the local television stations for the local school closings. If the Shawnee Mission School District is closed due to inclement weather or driving conditions, then Charis Bible College Kansas City will be closed also. Please provide the school with a phone number and active email that you may be reached at, in the event there is something other than this in place for any particular day. If at any time, you genuinely feel uncomfortable about weather conditions, you may be allowed to be excused. We want everyone to be safe.

General Communication

Directors will make every effort for communication to students to be handled during normal school hours. For most situations where communication between directors and students is required outside of school hours, we will use email and text. If you do not have access to email or text, please make arrangements with a fellow student who will call you upon receiving an email or text from us, who is willing to be sure you get the information.

Directors request that most communication **from** students is also handled during regular school hours. For times when something arises outside normal school hours, the CBC phone accepts texts, and we use the CBC email. Please try to address standard questions, etc. during normal school hours. Should you have an urgent question or emergency, especially an urgent need for prayer, please give information in your message as to the nature of your correspondence.

Group texts and after-hours contact

Please do not add the Charis school phone number to group texts or broadcast texts. While we do want to support you, your family and your loved ones in prayer requests, should you have such a request, send it as a dedicated text and not in a group where we will get everyone else's response. The school phone is used for emergencies, so is closely monitored. Please be respectful of the director's time by only contacting after hours for things that are of a more urgent nature.

Name Badges

Name badges are to be worn at all times while at CBC or CBC functions. If you have received 3 reminders you will be required to go home and get your name tag and attendance will be affected. Should you lose your name badge the replacement cost is \$15.00.

Weddings

It is strongly recommended that you not plan a wedding during the school year. If you are planning to be married, we suggest that you plan the wedding for the summer and, in the meantime, seek premarital counseling.

Emergency Evacuation

In the event of an ordered evacuation by Law Enforcement or Charis Staff, students will receive instructions on how to safely exit the campus or property.

Privacy and Security

We make every effort to protect your privacy and your secure information.

Mail Boxes

Mail boxes are provided for each student back in the Student Resource Center. All printed communication between students and staff will be found there. The mailboxes are only to be used by Charis staff and not to be used for student to store things such as bibles, lanyards, snacks, etc.

STUDENT MINISTRY PROGRAM

Participation in Student Ministry is a requirement for all students and will account for a full class grade.

In order to fulfill the Student Ministry requirements, each student will volunteer 25 hours (12.5 hours for part-time) of his/her time in a local church, approved ministry, or at Charis Bible College during each semester.

The Student Ministry Program is intended to produce a lifestyle of servanthood from a motivation of love. Therefore, you are encouraged to be involved in more than the minimal requirements and to excel in your ministries as ambassadors of the Lord Jesus Christ. You should display integrity, accountability, and faithfulness to the people and tasks to which you have committed.

A signed student ministry report form is due from each student the 5th of the month following the calendar month the ministry hours were performed (or the first school day after the 5th). Forms are located in the student services area. **These forms must be completed and returned to the administration office on time in order to receive credit.** No credit will be given for sheets handed in late unless you indicate on the report form that you were absent from class on the due date. Students are responsible for keeping track of their own ministry hours and will not be reminded by leadership.

The Requirements of Student Ministry

1. A maximum of four (4) hours of Student Ministry per week
2. A minimum of 25 hours per semester (12.5 hours for part-time students)

Some areas of ministry for student involvement at CBC

1. Cleaning CBC classrooms, break area
2. Administrative Duties
3. Set up of classrooms or meeting area for special events
4. Designated special tasks by staff

Suggestions for local Church involvement

1. Children's Ministry
2. Maintenance
3. Ushering
4. Praise and Worship
5. Evangelistic Outreaches
6. Bible study/Cell group leader
7. Drama
8. Youth
9. Altar worker

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Student Ministry Hours

Week ending _____

Student's Name _____ **Date Submitted** _____

Name of Ministry (Name of church, CBC, etc.) _____

Service fulfilled _____

Date Served _____ **Amount of time Invested** _____

Supervisor Signature _____ **Title** _____

Name of Ministry (Name of church, CBC, etc.) _____

Service fulfilled _____

Date Served _____ **Amount of time Invested** _____

Supervisor Signature _____ **Title** _____

FINANCIAL POLICIES

Monthly Tuition Payments

If you are paying tuition monthly, tuition payments are due the **1st** of each month, and are considered late after the **5th**. Any tuition payments received after the 5th of the month are subject to a **5% late fee**. Please make tuition checks payable to Charis Bible College Kansas City. A drivers' license number is required for all payments by check. A four part receipt must be completed for all payments. Turn in all four parts and the last page will be marked as payment received and returned to you. Tuition will be returned to you if not accompanied by the four part receipt and is late until received complete. For non-tax deductible payments, acceptable forms of payment are: Personal or company check (with drivers' license number), credit or debit cards. We prefer not to take cash or money orders. For your convenience, you can purchase reloadable credit cards. This is for tuition, fees, mission payments, and product. For donations, all forms of payment are still accepted, as they go through a different system. Tuition payments are **not** tax-deductible.

Tuition payments should continue to be made during vacations and school breaks.

If your tuition is not current at the end of a term, you will not receive your report card, and you may be asked, at the discretion of the Director, to leave school until tuition is current. If tuition is not current at the end of the school year, you will not receive your report card or Certificate of Completion, nor be allowed to participate in promotion and graduation ceremonies. At the time tuition becomes current, your report card and certificate will be issued. A student whose tuition is not current will not be allowed to enter the second-or third-year program until tuition is current.

The first month's tuition payment, including activity fee and administrative fees are due the first day of the school year. All book fees and graduation fees are due before the first day of school. The activity fees help to cover the end-of-the year and promotion banquet, as well as various other school activities.

Please make all checks payable to Charis Bible College Kansas City. Student must provide their drivers' license number, address and phone number on all checks written for tuition and purchases. Charis Bible College also accepts Mastercard, VISA, Discover and American Express credit cards.

VA BENEFITS

At this time, we cannot accept VA benefits for tuition assistance.

TUITION REFUND POLICY

If a student officially withdraws and has submitted a staff-signed withdrawal form, they may be granted a tuition refund as follows:

Second week of term - 100% refund of tuition paid for term

Third week of term - 50% refund of tuition paid for term

Fourth week of term - 25% refund of tuition paid for term

Fifth week (and on) of term - 0% refund of tuition paid for term

***The student application fee, books and miscellaneous materials are independent and unrelated to tuition. Refunds include tuition only and do not include these fees.**

DONATIONS

Donations, financial and gift-in-kind donations, to Charis Bible College Kansas City are accepted and appreciated. Charis Bible College Kansas City carries a 501(c)3 tax-deductible status, so donations made may be tax-deductible. Check with your IRS tax preparation professional to find out if you qualify. Donations must be on a separate payment than tuition – they cannot be combined on a single payment. **DO NOT USE THE 4-PART TICKETS FOR DONATIONS.** Use the offering envelopes, please.

CLASSROOM POLICIES

The following "common sense" policies will help to maintain an appropriate classroom atmosphere for Christian education:

1. **You should be seated and ready for class BEFORE class begins.**
2. Avoid being a distraction. Distractions, bringing attention to yourself, during class or praise and worship is robbing your fellow students.
3. You should be sensitive to the teacher and his/her desire or reluctance to field questions during class time.
4. During breaks food must be kept in the break room. There will be no eating during classes. Only **COVERED** beverage containers that will not spill if tipped over are to be used in the classroom.
5. Only authorized personnel are to operate the sound board, duplicating equipment, or any equipment.

6. All cell phones, computers, or other devices that would cause disruption, are to be turned off **before** entering the classroom. Text messaging and emailing are not allowed during class. ***Please, be responsible to comply in these areas.***
7. If you are self-employed, do not conduct business during class hours.
8. Student-initiated offerings are not allowed.
9. Internet use, games or other non-class related use of computers during classtime is not permitted. You will forfeit your privilege of computer use if found non-compliant.
10. Bathroom breaks are to be taken only on regularly scheduled breaks unless it's an emergency. Avoid disrupting classes for any reason.

BUILDING POLICIES AND PROCEDURES

Building Stewardship

The buildings in which classes are held are referred to as “the campus.” This includes not only the classrooms and kitchen and office areas we use, but also the common areas of the office complex, including the restrooms and parking lot. The entire campus has been entrusted to us by God to steward for His use. Please be mindful that this is a large building and property, and your assistance in keeping it clean is greatly appreciated.

Parking: As a courtesy to other businesses in the complex please do not park directly in front of their offices from 9:00 am to 5:00 pm for longer than 30 minutes. All student parking should be west of the building in the large parking lot and not in the front area marked Visitor Parking.

Restrooms: There are two restrooms centrally located on our floor and on each of the other floors in the building.

Telephone: The school cell phone is not available for student use except during emergencies. **Calls will be made during break time ONLY, not during class** (except for emergencies).

Copies: The copier will be available for “emergency” use only for 10 cents per page. We do not have fax. Items to be copied should be taken to the administration office and will be completed and returned to you before the end of the school day, if possible.

Smoking: ABSOLUTELY NO SMOKING around the outside of the building. We prefer students refrain from smoking while at the campus, but if you smoke, go to your car.

Alcohol Consumption: No alcohol is permitted on the building property. Nor is a student permitted to be in school or any school-sponsored event after drinking alcohol, or smelling of alcohol. No alcohol consumption is permitted during any CBC or AWMI function including mission trips, outside gatherings, and any sponsored event. Violation of this guideline may be cause for immediate dismissal from the program.

BREAK ROOM POLICIES

1. If something gets spilled, please clean it up immediately. (Ask someone for cleaning supplies if you do not know where they are.)
2. Before break is over make sure the snack tables are clear and clean.
3. Remember that **NO FOOD** and **ONLY COVERED BEVERAGES** are allowed in the classroom.
4. The refrigerator is available for your use, but do not leave anything in it when you leave. It is only for use while you are here for lunch, snacks, etc. that need to be refrigerated.
5. If you make a mess, please clean it up. If you use something from the kitchen, return it to its original place. Areas used in the breakroom are to be cleaned up prior to you leaving them.

OFFICE POLICIES AND PROCEDURES

Appointments: Appointments may be made directly with the director. While I try to be always available for short questions at any time, for longer visits appointments are required. Advanced notice is usually needed, so please try to plan ahead.

Announcements: If you have something you would like to present before the student body, you will need to put it in writing and submit it to the administration office before school begins. Any presentation to any CBC students must approved prior by the directors, including handouts, teachings, or “words” received.

Teaching CD's: Teaching CD's or mp3's of the class sessions can be purchased for \$4.00 per CD or mp3 loaded on student's flashdrive. Order slips are located in the student services area. Fill out the slip as instructed (one per session) and drop it in the box, along with payment, in the envelopes provided. This policy also applies in cases of absence.

Standing Order: You may choose to be put on standing order, meaning you will receive every teaching CD of your recorded classes at the school. This is a pre-paid service only. Full-time is \$500 (saving ~ \$200), Part-time is \$250 (saving ~ \$100).

Full courses: Full courses may be purchased on CD's or flashdrives for \$32 per course.

Andrew Wommack has made all (there are a few exceptions) of A.W.M.I. Store instructional materials available (except for partnership materials) to the students attending Charis Bible College Kansas City at a reduced donation amount. Materials can be ordered through our office, once each month, and current students receive a 50% discount off recommended donation.

Audio recordings of teachings offered at Charis are available for donation to all current Charis students, but are not for sale to the general public.

CAMPUS DISCIPLINE POLICIES/CONFLICT RESOLUTION

Study Matthew 18:15-20, Romans 13, Romans 16:17, 1 Corinthians 5, and Hebrews 12

Discipline Guidelines

1. Be familiar with this Student Handbook in which personal accountability is outlined.
2. If necessary, there may also be counseling with the Director outlining special accountability.

Conduct

We expect all students enrolled at Charis Bible College to conduct themselves in agreement with the teachings of the Bible at all times both on and off campus. Immoral behavior, co-habiting with members of the opposite sex, drunkenness, illegal drug use, abusive or threatening talk or behavior, a rebellious attitude, continual rule breaking or conduct deemed dangerous to others will be grounds for correction and/or dismissal. **Marijuana is considered unacceptable drug use by Charis Bible College and such use is deemed grounds for dismissal.**

Disciplinary Process:

1. Verbal Warning: The Director or Coordinator may speak to a student and bring correction when needed.
2. Written Warning: If a student fails to respond to a verbal warning from the above-mentioned staff members, the Charis Director may issue a written warning or suspension.
3. Suspension or Dismissal: If a student fails to respond adequately to correction or if the problem is of a serious nature, he/she will be suspended or dismissed from the campus at the discretion of the Director.
4. The dismissed student may be allowed to re-enroll for a following school year if an acceptable change has taken place. That decision is at the sole discretion of the Director.
5. Incident Reports will be provided to the student for each significant infraction and a student may be automatically dismissed upon receiving 3 Incident Reports.

Student relationships

Appropriate Christian behavior is expected on and off campus. Immorality is considered grounds for immediate dismissal from Charis. Sexual harassment will not be tolerated.

Any student who feels uncomfortable with the attention of any other student on campus may speak with the Charis Director, and the situation will be addressed.

Romantic physical contact (even between married couples) can be a distraction and is not appropriate while on campus.

Discipleship

We understand that students often have a desire for personal ministry and discipleship during their time at Charis. It must be understood, however, that Charis is not a local church and we do not have the staff and resources to provide ongoing, personal ministry for our students. We trust students are attending a good local church and therefore have access through their own pastor and church staff. There are no licensed counselors on staff here at Charis.

The Charis Director and Charis instructors may be willing to offer concise ministry and or prayer on a limited basis, but please do not expect them to conduct long term, lengthy sessions with you. We ask that you seek out help from your local congregation and/or pastor when possible.

All student issues concerning interpersonal relationships or difficulties within the student body should be communicated with the directly to the Charis Director.

We strongly encourage students who are contemplating marriage to seek out premarital counseling from their pastor or a qualified Christian counselor.

The following guidelines should be followed when considering a discipleship session with a designated staff member (as listed below).

- Please make your request to see the Director via email.
- The Director may respond via email with questions to determine if there is a need for a personal meeting.
- You must be willing to follow the directions of the Director or staff member you are seeing, even if it includes seeking outside counsel.

Please know that our heart is to see you live a victorious Christian life and be set free from any conflict you may be facing. We believe that sitting under and applying the Word of God to your situation is the most effective way to see change in your life.

GRIEVANCES AND CONFLICT RESOLUTION

Refer to Matthew 18:15-20. We believe that biblical principles are the best way to resolve all issues, so we recommend the first step, in accordance with the previously mentioned scripture, should a student have a conflict or grievance with an individual, is to take their concern to the individual first. If there is not a satisfactory resolution, take the issue to staff, then to the Director in that order.

DRESS CODE POLICIES

Our motto for personal appearance is, "Let the spirit of excellence dictate your conscience." As well as contributing to the morale of the student body, we are personally affected by the image we present through dress, grooming, and overall appearance.

Modesty and good taste are considered the principle for all students while on campus. Business-casual dress for men and women that is clean and neat is appropriate for classes and daily campus activities. Occasionally, circumstances may dictate a more formal dress. On such occasions, dresses or dress slacks for ladies are appropriate. Suits, or sport coats with ties, are appropriate for men. If you're going to be on the platform, dress as you would if you were ministering in a church or public meeting.

Clothes say a lot about our own personal self-image. Studies have discovered a clear link between how we dress and how well we perform at school and at our place of employment. Sloppy or inappropriate dress usually carries over into one's approach to their studies and/or work.

Good personal hygiene is expected of all students. This would include daily bathing, clean clothes, having your hair combed, use of deodorant, nice breath, etc. We do not want your clothing or hygiene to be a distraction to other students.

Attire that is not acceptable in the classroom includes the following:

1. Baseball caps, cowboy hats, decorative hats, or hoods of any type are not to be worn in the building. Knit, ski type hats may be worn during the colder months if they are close fitting and not a distraction.
2. Mini-skirts of any kind are not to be worn. Skirts and dresses should be no shorter than 2" above the knee.
3. Leggings, jeggings (jean leggings), yoga pants, and any other skin-tight legwear are not pants and may not be worn without a skirt or dress of the appropriate length. (See #2 above.)
4. Sweat pants may not be worn.
5. No spaghetti strap, tank-top, or strapless tops may be worn at school unless covered with a sweater, cardigan, or other shirt. Tops, shirts and blouses must cover the shoulders.
6. Wrinkle free, colored T-shirts may be worn, but may not contain any offensive wording or slogans. Button-up shirts, polo shirts and dress shirts are preferred. White undershirts are not appropriate for outer wear. No low-cut T-shirts for men or women.

7. Appropriate footwear must be worn at all times. While flip flops are permitted, we prefer you wear more substantial footwear for your own safety.
8. Clothing must not be revealing. Clothing deemed too tight or too revealing is not appropriate on campus or at other school functions.
9. Shirts and blouses must be long enough to cover the midsection when hands are raised above the head.
10. Pants must be worn at the waist. Pants or jeans may not have holes, rips or stains.
11. Military uniforms and military styled clothing can only be worn by active duty personnel.
12. We ask that you not use strongly scented perfumes, colognes or lotions while in school. Many students have adverse reactions to such fragrances.

If your attire doesn't meet the dress code, you will be asked to go home and change. All Charis Facilitators and Coordinators are authorized to speak to you about inappropriate dress or hygiene. If you are asked to go home and change clothes, please consider this directive as coming from the Director. You will be counted as an unexcused absence until your return. Your compliance is expected.

VISITORS

Guests may be invited to any of the class sessions. Each visitor must be introduced to the director or staff there that day, and may be asked to sign in on the visitor's sheet, before classes begin. All visitors are required to obtain a name badge when they arrive. Visits should be limited to five days per semester per visitor. In consideration of the teachers and other students, small children are not allowed in the class during class sessions.

Visitors are also invited to attend class whenever guest speakers minister at the school. These visits are excluded from the five visits per semester limit.

COMPLETION REQUIREMENTS

1. You must have a 75% overall year-end grade average.
2. Your tuition must be current.

Note: You will not receive your report card or certificate/diploma and license until these requirements are met.

First Year: When the first year of the Bible Training Institute required courses are successfully completed, you are then eligible to enter the second year which is the School of Practical Ministry.

Second Year: When all of the second year Practical Ministry Training course is successfully completed, including completion of a foreign mission trip, student is eligible for graduation, diploma and Ministerial License. You may then enter any of the 3rd Year programs.

Third Year: To be determined by Charis Director

CHARIS BIBLE COLLEGE MISSION TRIPS

Mission trips are a very valuable and important part of training for our second-year students. It is Andrew's desire for every second-year student to take a mission trip; consequently, it is a requirement for graduation from Charis. The purpose of the trip is to give exposure to a different culture, to learn how to interact with the people, how to teach through an interpreter, to deal with a demanding and flexible schedule, and to cooperate with other students as a team. The mission trips have proven to be life-changing for most graduates; hundreds of nationals are born-again and spirit-filled, miracles happen, and the lives of many are changed by the ministry of the Word.

Each trip emphasizes a different kind of ministry depending on the host's focus. Hosts may offer opportunities for the students to teach in Bible schools, minister through street evangelism, participate in dramas, serve in orphanages, work on community projects, teach local pastors to disciple, evangelize, minister in healing, etc.

Mission trips are paid for in the following ways:

1. Charis Walk-A-Thons.
2. Students' personal funds.
3. Sponsorships received by students.

There is a Walk-A-Thon in the fall and again in the spring. These Walk-A-Thons are our biggest fundraisers and generate the most dollars to fund these trips. Charis will provide fundraising letters for you to send out to your friends and family. You are strongly encouraged to participate in this fundraiser to support your mission trip.

STUDENTS will need to be assertive in sending out letters to help pay the mission trip cost. The Mission Department encourages students to be creative in fundraising efforts off campus. However, anything that uses the name of Charis Bible College must be approved by the Director prior to the fundraiser.

Another way you can support your mission trip is by putting aside funds each month, beginning your first year. Those funds can be turned in monthly, and will be credited to your mission trip account. Please specify that you are paying toward your mission trip and not tuition.

Mission trips must be taken during the second year of the program. Any exception will be reviewed on an individual basis by the Director.

Charis Bible College will not be responsible for unpaid mission trips. There will be deadlines that students will have to meet in order to go on his or her mission trip. **The final deadline to pay mission trips in full is the first Monday in May in order to participate in graduation.**

If a student or intern decides not to take a trip once their ticket has been purchased, or they are dropped from a trip due to past due tuition, academic or attendance reasons, they must reimburse Charis for the ticket price and any other associated costs. Charis is under no obligation to provide another trip for that student or intern.

REQUIREMENTS

The following requirements must be met, and failure to do so may disqualify a student from taking a mission trip:

- Student must have a current and valid passport with at least 6 months of remaining validity after the date of the trip
- Student must be in good academic standing
- Student's tuition must be current
- Student must attend all team meetings
- Student must demonstrate an overall consistent display of Godly character

Directors Training Program (DTP):

The Directors Training Program (DTP) is designed for those who would like to direct or establish a Charis Bible College extension school, AWM Office, or support current AWM/Charis locations. By taking this course, you become eligible for working with the Charis campus locations, and take another step in the process required for future directors of both Charis Bible Colleges and Andrew Wommack Ministries Offices.

Upon Completion of the DTP course, the next step is to apply for the DTP Internship. This is a one-year program of intensive training at either a Charis location or foreign AWM Office. This Internship is not a paid position, and the Intern will be financially responsible for their living expenses through their year of Internship. The Intern must complete their Internship in the same region they are desiring to either start a new World Outreach project or work with an existing World Outreach project. This may require that the Intern have to relocate to a new location and will need to show proof of financial funds to start the DTP Internship.

Below you will find the requirements for application and the requirements for completion of the DTP course and the DTP Internship

Requirements to complete the Directors Training Program

1. A student may apply for the DTP while they are taking the Charis 3rd year Leadership Program (either on campus or Hybrid), but **only** if they have completed their 2nd year Charis Bible College Curriculum at the same campus they are applying to or are enrolled in. Thus, ensuring a high level of relationship and vetting.
 - a. Not all students that apply for the DTP will be accepted.
2. Alumni who have already completed the Charis 3rd year leadership program (either on campus or Hybrid) and are wishing to apply for the DTP **MUST** have completed their 2nd year Charis Bible College Curriculum and 3rd year Leadership program (either on campus or Hybrid) at the **SAME CAMPUS** they are applying to take the DTP.
3. All 3rd year students or Alumni, desiring to apply for the DTP, **must** fill out the DTP application Form provided by the Charis Director. The students must take the training on location as a team to enhance team building, communication, and vision. Acceptance in the DTP requires a positive recommendation from your campus Director.
4. Approved applicants **MUST** take the DTP course under the direction of their campus director.

5. Following successful DTP completion, the DTP graduates are eligible to apply for the DTP Internship training. They will need to fill out the DTP Internship Application form, provided by the Charis Director, and submit it online.
6. DTP graduates **MUST** Interview for the DTP Internship and receive approval from World Outreach Training Operations before being permitted to take the DTP Internship.

*** CEM (Continuing Education for Ministers) students are required to take the 3rd year Leadership Program On-Campus under direct supervision of the Charis Director or to attend the World Outreach Global Training School in Woodland Park, CO and will NOT be permitted to take the Hybrid Program if they desire to apply for the DTP. Thus, ensuring a high level of relationship and vetting.**

All students taking the DTP are required to complete the Requirements for the Directors Training Program as stated below.

Phase 1: DTP Course

1. All students applying for the DTP must either be currently enrolled in, or a 3rd year Charis Leadership Program graduate. They will then apply through the DTP application online.
 - a. The DTP application must be turned into World Outreach Training Operations by October 1st, for all Northern Hemisphere schools, and turned in by March 1st, for all Southern Hemisphere schools.
2. The student must complete all required courses, homework, reading and tests that are listed below, on campus and through their web-based DTP accounts. All tests must be completed on the DTP website. The student must also complete a Demographic Study for the location they are proposing to start an AWM/Charis location.

All tests and the Demographic Study must be completed on the students' DTP account on the DTP website. The below can all be found on the DTP site where each approved student will be given an account.

Required Video Courses:

- 33 - World Outreach Directors Training Program
- 8 – Team Building
- 8 – Sound and Sanity
- 8 – Media Ministry Money
- 8 – Conflict Resolution (Audio Only)

Required Home Work:

- Demographic Study

Required Books:

Policies and Procedures Book
DTP Course Manual
Team Building Syllabus
Conflict Resolution Syllabus
Ministry, Media, Money syllabus
Sound and Sanity Syllabus

Required Tests:

Policies and Procedures
Next Steps part III
Team Building
Sound and Sanity
Media, Ministry, Money
Conflict Resolution

Requirements to complete the Directors Training Program Internship

1. All DTP graduates that have successfully completed the DTP and are interested in applying for the DTP Internship must submit a DTP Internship Application online, this application will be provided by their Director.
2. This application must be submitted to World Outreach Training Operations **6 months prior** to the start date of the Internship requested. This will be by March 1st, for all Northern Hemisphere schools, and turned in by August 1st, for all Southern Hemisphere schools.
3. World Outreach Training Operations will then schedule a Zoom (video) interview with the DTP Intern applicant, their Director, the Regional Director, and the Training Operations Team.
 - a. In this Zoom meeting the desires of the applicant will be discussed to find the best location to start their DTP Internship along with the best timing to start the Internship for all parties involved.

Phase 2: Charis Director Internship

All applicants who desire to direct a Charis Campus School location or foreign Andrew Wommack Ministries Office must complete a one-year “DTP Internship” at a designated training site.

- a. The DTP Intern will arrive a minimum of 4 weeks prior to the start of school.
- b. The DTP Intern will complete 20 hours of on-campus Training with additional course materials done on their own time.
- c. During the Intern’s Training they will also be making trips into the area they are proposing to start a new project to begin planting seeds through DE Groups or Charis Bible Studies, connecting with local pastors and para-church ministries.

During this Internship the Intern will work with both the Training Director and the Regional to complete the training task list and the Business Plan to propose a new World Outreach Project. Through this Business Plan development, the legal process of a new start up will be sought out to determine the best action of moving forward, if approved.

At any point during this process the project is placed on hold or stopped the Intern will be notified. There is no promise or guarantee that the Intern will be approved to start a new World Outreach Project. The Board of AWM and Charis holds all authority to either approve or deny a project at any stage in the process of development.

Failure to Comply:

1. Should a location conduct DTP classes without having their DTP Students approved through World Outreach, completing the DTP Requirements on the DTP website, as lined out in “Requirements to complete the Directors Training Program” ...
 - a. The students will be flagged as non-compliant and will not be considered for a position with World Outreach as a Director/Coordinator as their training doesn't count due to not applying through the proper channels.

2. Should a location conduct the DTP Internship without having their DTP Intern approved through World Outreach, completing the DTP Intern Requirements on the DTP website, as lined out in “Requirements to complete the Directors Training Program Internship” ...
 - a. The interns will be flagged as non-compliant and will not be considered for a position with World Outreach as a Director/Coordinator as their training doesn't count due to not applying through the proper channels.

STUDENT RECORDS

We take your privacy and security seriously.

All student records maintained at the local campus are secured either in locked file cabinets or by passwords on all electronic devices. We do not retain credit card numbers, checking account numbers, driver's license numbers or social security numbers for future use. They will be retained only long enough to fulfill the process they were presented for.

We maintain hard copies of records on site as well as electronic copies of important documents, with an electronic copy held off site for safety in the event of a destructive event at the campus.

An official student transcript copy may be obtained by writing (email is fine) to the Director at charisbiblecollegekansascity@gmail.com. There is no charge for a transcript copy.

In the unlikely event the Charis Kansas City campus ever closes, student records will be forwarded to the Woodland Park campus offices. In accordance with the State of Kansas regulations, all student information will be held for a minimum of 50 years beyond the student's last day of attendance at Charis Bible College Kansas City.