



**2021-2022**  
**Student Handbook**

**Administrative Office**  
P.O. Box 424  
Hudson, NY 12534  
Phone: 844-863-7847  
Email: [admin@vcbs.org](mailto:admin@vcbs.org)

*Reputation. Relevance. Revelation. Relationships.*

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## **STUDENT HANDBOOK**

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This Student Handbook provides information about the policies and procedures of Vision Christian Bible College & Seminary (VCBCS), as well as resources available to students. The College rules, guidelines, policies, and procedures pertain to all students, and it is each student's responsibility to be familiar with and abide by them. Additional information about academic programs, requirements, and policies can be found in the College Catalog.

Information in this handbook is subject to change at any time with little or advance notification. The College reserves the right to change or add any policies, rules, regulations, fees, or any other information. For the most up to date information or if you have any questions, please contact [admin@vcbcs.org](mailto:admin@vcbcs.org).

To the degree possible, substantive changes will only be made between academic years.

## **NOTICE OF NON-DISCRIMINATION POLICY**

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Vision Christian Bible College & Seminary admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, sex, national or ethnic origin in administration of its educational policies, scholarship or loan programs. Vision Christian Bible College & Seminary does not discriminate in admission or employment practices in its program and activities with respect to those with impaired vision, hearing or physical mobility.

# **COLLEGE DIRECTORY**

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## **ADMINISTRATIVE OFFICE**

Dr. Kim Keyes, VCBCS Admin  
E: admin@vcbs.org  
Administrative Office  
PO Box 424  
Hudson, NY 12534

## **ALUMNI RELATIONS**

Dr. Carolyn Garber  
E: Carolyn.Garber@yahoo.com

## **TUITION AND BILLING**

Kristen Kudlack  
E: rscfinance@rocksolidchurch.net

## **REGISTRAR**

Dr. Kim Keyes, Registrar  
E: admin@vcbs.org

## **DEPT. OF CHRISTIAN COUNSELING**

Dr. Pam Cavender  
E: pam@vcbs.org

## **DEPARTMENT OF MINISTRY**

Dr. Ron King  
E: rgking@vcbs.org  
  
Dr. HG Strickland  
E: HG@vcbs.org

## **DEPT. OF THEOLOGY & BIBLICAL STUDIES**

Dr. Chris Romano  
E: chris@vcbs.org

## **WEBSITE**

[www.vcbs.org](http://www.vcbs.org)

## **COLLEGE POLICIES**

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### **COLLEGE DOCUMENTS**

Copying, forging, altering, transferring, or misusing any student record, official College document, record, or curriculum is prohibited.

### **COMMUNICATION EXPECTATIONS**

VCBCS will communicate with students through the email listed on their application. Should you need to update this, please contact the Administrative Office so that we can be sure to have your most updated information. We expect VCBCS students to check their email on a regular basis (at least once a day), to ensure they receive and respond to emails regarding their academics.

### **DISORDERLY CONDUCT**

Every student at VCBCS is expected to uphold and will be held accountable to the Standards of Conduct written within this Student Handbook. Violations of this conduct will be addressed according to the Student Disciplinary Procedures.

### **FURNISHING FALSE INFORMATION**

Furnishing false information to any College official, faculty member or office, including but not limited to furnishing false information on any application for any program offered at VCBCS is prohibited.

### **UPDATING STUDENT INFORMATION**

The Registrar should be notified immediately of any changes to your name, address, and contact information. Students may email changes directly to the Registrar: drjudyhillis@gmail.com.

## **COURSE POLICIES & EXPECTATIONS**

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### **ASSIGNMENTS**

Various assignments will be given to students for each course the student is enrolled in. Assignments may take the form of essays, tests, quizzes, field work, or local church service practicums. Evaluation of each course will be based on the quality and competence of student performance as determined by the student's course instructor.

All assignments must be completed by the due date. If it is impossible for genuine reasons, an alternative arrangement must be made with the faculty concerned. Late assignments will be subject to penalty. Students not completing all of their course work will receive an incomplete. If the student receives an incomplete, the course grade will be lowered one letter grade. An incomplete will be change to a letter grade by the College Registrar upon receipt of grade from the local campus and a **\$15.00** grade change fee will be required by the student. If the student's work is not completed and grade change fee paid by the end of the next term, that student will receive an "F" for that course.

*Note: Failure to satisfactorily complete any assignments may forfeit all credits for that particular subject. Other assignments may be optional or may affect only a stated percentage of your grade. No assignments are required for students who are auditing the class for non-credit.*

## **COURSE PAPERS**

Unless specified otherwise by the professors in individual courses **ALL COURSE PAPERS MUST BE TYPEWRITTEN AND IN THESIS FORM** in the conformity to the standards outlined in **MLA Handbook for Writers of Research Papers**, available from Vision Christian Bible College & Seminary.

## **QUESTIONS**

Students are encouraged to ask questions during class. Common courtesy dictates that a student should raise their hand and wait to be recognized by the faculty. Due to the compressed nature of the class, time does not allow for extended discussion of problem areas.

## **RECORDING**

Lectures may be recorded only with the prior approval of the lecturer. Recordings may be made only for use by the individual student, his spouse, or another student in the same class. Playing recordings, hiring, or selling them to people who are not students is strictly forbidden. To protect their privacy, or that of the students, or to allow free and frank discussion, faculty may at any time require the recorders to be turned off.

## **STANDARDS OF CONDUCT**

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Because of the biblical demands of discipleship, it is expected that all students attending VCBCS maintain the highest standard of conduct as stated in the Scriptures. We believe that the conduct of all board members, faculty, employees and students of VCBCS adhere to the authority of the Word of God as it is plainly stated. "Above all, you must live as citizens of heaven, conducting yourselves in a manner worthy of the Good News about Christ. Then, whether I come and see you again or only hear about you, I will know that you are standing together with one spirit and one purpose, fighting together for the faith, which is the Good News." Philippians 1:27

We believe that scripture clearly demonstrates Christian conduct in every part of life, including your social media presence. We recognize that while a student's conduct does reflect upon the school he represents, his greater motivation for godliness is his desire to please and glorify the Holy God who has called him.

## **GENERAL BEHAVIOR**

While it is always true that Christians reflect their faith by the way they live, it is particularly true of Bible College students. People rightly expect your conduct to be of a very high standard. We are confident that you will strive to bring honor to your Lord, your church, and your College by an example of mature godliness.

## **DIFFERENCES**

Students are not expected to agree with everything that will be discussed by the various faculty. Students are expected to treat the views of the faculty and of their fellow students with respect. If a disagreement arises about something that is being discussed, the student should listen as openly as possible, giving due attention to anything that the Holy Spirit might be saying.

In assignments, students will be free to express his own views, but at other times will be required to show an understanding of alternate view points, and be able to express that differing opinion, even if it conflicts with the student's personal belief. It is important for the students to follow the instructions at all times in the preparation of assignments.

## **AFFILIATE CAMPUS SPECIFIC POLICIES**

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### **DRESS CODE**

There is no prescribed form of dress. Students are reminded to be clean, neat, and modest.

### **VISITORS**

Occasionally the student may wish to bring a visitor to class. Visitors are normally welcome, but clearance should first be received from the faculty or the administrative office.

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Administration Office

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Hudson, N.Y. 12534

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