

Western Institution of Nassau Bible College



“Equipping Christ-Centered Leaders for a Changing World.”

Student Handbook

2026 - 2027

30 W 2nd St, 1000, Dayton, OH 45402 (326)

210-0914

Table of Contents

FACTS AND HISTORY	4
Institutional Objectives:	4
OFFICE OF THE PRESIDENT	6
Message From the President.....	6
Message from the Chancellor.....	7
Message from the Dean of Students/Chaplain.....	8
Policies and Procedures.....	10
Attendance and Participation.....	10
Grading and Assessment	10
Satisfactory Academic Progress (SAP)	10
Student Conduct and Discipline	11
Withdrawal and Refund Policy	11
Grading Scale.....	13
Graduation Requirements.....	13
Course Incomplete.....	14
Course Repetition.....	15
Academic Responsibilities	16
Student Grievance Procedure	16
Unsatisfactory Progress and Probation Policy	17
Conditions of Re-Entrance for Students Dismissed or Suspended for Unsatisfactory Progress	18
Spiritual Formation: Chapel and Bible Study Attendance Policy.....	22
Chapel Attendance.....	22
Bible Study Participation.....	22
Spiritual Formation Requirement.....	23
Christian Restoration and Reconciliation	23
Student Responsibility.....	24
Anti-Hazing Policy and Code of Conduct	25
Definition of Hazing.....	25
Examples of Prohibited Hazing Activities.....	25

Scope of the Policy.....	26
Student Expectations	27
Duty to Report.....	27
Investigation Procedures	27
Disciplinary Sanctions.....	28
Anti-Retaliation Policy.....	29
Education and Prevention.....	29
Title IX Policy on Sex Discrimination, Sexual Harassment, and Sexual Misconduct	30
Non-Discrimination Statement.....	30
Scope of the Policy.....	31
Reporting Prohibited Conduct.....	33
Title IX Coordinator	33
Response and Investigation	34
Supportive Measures	34
False Reports	34
Retaliation Prohibited.....	35
Disciplinary Sanctions.....	35
Students	35
Employees	35
Student Organizations	35
Confidentiality	36
Prevention and Education.....	36
Statement of Christian Community	36
Family Educational Rights and Privacy Act (FERPA) Policy.....	37
Student Rights Under FERPA.....	37
Records Not Covered by FERPA.....	38
Directory Information.....	39
Disclosure Without Consent.....	39
Parental Access.....	39
Record Security	40
Disability Accommodations Policy (ADA and Section 504).....	41

Non-Discrimination Statement.....	41
Definition of Disability	41
Eligibility for Accommodations	42
Requesting Accommodations	42
Reasonable Accommodations.....	42
Accommodation(s) Not Required	43
Student Responsibilities	43
Confidentiality	43
Grievance Procedure	43
Retaliation Prohibited.....	44
Commitment to Christian Community	44

FACTS AND HISTORY

Academic Calendar: Quarter-based (6 Quarters)

Location: 130 W 2nd St, Dayton, OH 45402

Mission Statement: Western Institution of Nassau Bible College exists to provide accessible, Christ-centered, and globally relevant higher education that equips students with academic excellence, ethical leadership, and practical skills for impactful service in their communities and professions. Through innovative, student-focused learning experiences—both online and on campus—we strive to cultivate a diverse community of learners prepared to thrive in a rapidly changing world.

Vision Statement: To be a distinguished leader in distance and in-person education throughout the world, and recognized for academic integrity, transformational learning, and the development of culturally grounded, spiritually aware, and socially responsible global citizens.

Motto: By God's Grace, We Shall Grow

Institutional Objectives:

- Cultivate academic rigor and integrity
- Develop Christian leadership and character
- Promote service-oriented global citizenship

Website: www.win.education

About: Western Institution of Nassau operates as a system of schools under a unified governance model. The system is structured to support multiple institutions with distinct academic missions while maintaining centralized oversight to ensure consistency, accountability, and institutional integrity.

The Western Institution of Nassau system consists of two institutions: Western Institution of Nassau, the primary institution within the system, offering academic programs and credentials in

approved fields of study; and Western Institution of Nassau Bible College, a secondary institution dedicated to biblical, theological, ministerial, and faith-based academic programs. Each institution maintains a clearly defined academic purpose and programmatic scope consistent with its mission.

Although affiliated within a single system, each institution operates as a distinct academic entity. Each maintains its own academic programs and curricula, independent instructional delivery and faculty oversight, and separate academic policies where appropriate to its institutional focus. In addition, each institution conducts individual program assessment and academic quality assurance processes. These distinctions ensure that each institution functions in accordance with its specialized educational objectives while upholding shared institutional standards.

The system is overseen by the President of the Western Institution of Nassau System, who serves as the chief executive officer for all affiliated institutions. The President provides strategic leadership and holds final authority on matters including academic policy approval, institutional planning and development, fiscal oversight, regulatory and accreditation compliance, and final institutional decision-making. While day-to-day academic and administrative operations may be managed at the institutional level, all institutions remain accountable to the President to ensure alignment with system-wide goals and standards.

The Western Institution of Nassau system follows a centralized governance and decentralized operations model. Under this structure, institutions operate independently in their daily academic and administrative functions, while system-level leadership ensures consistency in governance, accountability, and institutional integrity. Policies and procedures are applied in a manner appropriate to each institution's mission and academic scope.

Western Institution of Nassau affirms that its system structure promotes academic quality, institutional clarity, and mission-focused education. This governance framework supports both institutional autonomy and unified leadership in service of students, faculty, and the broader academic community.

OFFICE OF THE PRESIDENT

Message From the President

Welcome to Western Institution of Nassau Bible College.

It is both an honor and a privilege to serve as President of an institution committed to developing Christ-centered leaders who are equipped to serve with excellence, integrity, and purpose. At Western Institution of Nassau, we believe that education is not only about knowledge, but about transformation—spiritually, academically, and practically. Our mission is to prepare men and women who are grounded in the Word of God, guided by sound doctrine, and empowered to impact their communities and the world for Christ. Through our programs in Christian Education, Worship Studies, and ministry leadership, we strive to cultivate both the heart and the skill necessary for effective service.

We are committed to providing a learning environment that fosters spiritual growth, academic rigor, and real-world application. Whether you are called to pastoral ministry, worship leadership, teaching, or service within the local church, our goal is to walk alongside you as you develop your calling and sharpen your gifts. As you begin or continue your journey with us, I encourage you to remain steadfast in your faith, diligent in your studies, and open to the work that God is doing in your life. Your calling matters, and your preparation is essential. Welcome to a community dedicated to purpose, growth, and Kingdom impact.

Sincerely,
Terron “Tee” Dames
President
Western Institution of Nassau Bible College

Message from the Chancellor

Dear Students,

Welcome to Western Institution of Nassau Bible College (WINBC). It is my privilege and honor to welcome you to a community dedicated to academic excellence, spiritual formation, and servant leadership. By choosing WINBC, you have taken an important step toward fulfilling God's purpose for your life through higher education and Christian discipleship. Our faculty and staff are committed to providing a Christ-centered learning environment that challenges you intellectually, nurtures your spiritual growth, and equips you for effective service in the Church, your profession, and your community. As you embark on this educational journey, I encourage you to pursue your studies with diligence, integrity, and a heart committed to glorifying God in all that you do.

At WINBC, we believe that education extends beyond the classroom. We seek to develop leaders who embody biblical values, demonstrate Christian character, and make a positive impact in the world. As members of the WINBC family, you are encouraged to actively engage in worship, fellowship, community service, and personal spiritual development. This Student Handbook has been designed to provide guidance, resources, and policies that will help you succeed throughout your academic experience. I pray that your time at WINBC will be transformative, enriching, and filled with opportunities for growth. May God bless you as you pursue His calling and purpose for your life.

Sincerely,

Cadmus Inniss, Jr.

Chancellor

Western Institution of Nassau Bible College

Message from the Dean of Students/Chaplain

Beloved Students,

It is with great honor and a deep sense of spiritual responsibility that I welcome you to Western Institution of Nassau Bible College. As your Dean of Students and Chaplain, I greet you in the name of our Lord and Savior Jesus Christ, who is both the foundation of this institution and the author of your calling.

You have not arrived here by accident. Scripture reminds us in Jeremiah 29:11 that, “For I know the plans I have for you,” declares the Lord, “plans to prosper you and not to harm you, plans to give you hope and a future.” Your presence here is a divine appointment, an intentional step in your journey of spiritual growth, academic excellence, and kingdom purpose.

At Western Institution of Nassau Bible College, we are committed to cultivating not only knowledgeable students but transformed disciples of Christ. This is a place where faith and discipline meet, where character is refined, and where you are equipped to serve with integrity, humility, and power. As it is written in 2 Timothy 2:15, “Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.”

As Dean of Students, I am committed to fostering an environment that upholds accountability, respect, and excellence in both conduct and scholarship. As Chaplain, I am equally devoted to your spiritual well-being standing with you in prayer, guidance, and encouragement as you grow deeper in your relationship with Christ.

You will be challenged here mentally, spiritually, and personally. Yet, in those moments, remember Philippians 4:13: “I can do all things through Christ which strengtheneth me.” Lean into God, trust His process, and allow the Holy Spirit to shape you into the vessel He has ordained you to be.

Let this be your season of consecration, commitment, and clarity. Walk worthy of your calling (Ephesians 4:1), remain steadfast in your faith, and pursue excellence in all that you do. You are not just students you are future leaders, ministers, and ambassadors of Christ. Know that you are covered in prayer and supported every step of the way.

With grace and purpose,

MiChanel Kimber
Dean of Students & Chaplain
Western Institution of Nassau Bible Colleg

Policies and Procedures

Academic Integrity

Western Institution of Nassau Bible College is committed to upholding the highest standards of academic honesty and integrity. Students are expected to complete all assignments, exams, and other academic work without engaging in plagiarism, cheating, or any form of dishonesty.

Violations of this policy will result in disciplinary action, including possible dismissal.

Attendance and Participation

Regular participation in coursework is essential for academic success. Students enrolled in online, or in-person courses are expected to log in and participate actively each week. Failure to engage in course activities may impact grades and academic standing, and result in an automatic withdrawal from the Institution.

Grading and Assessment

Grades at Western Institution of Nassau Bible College reflect a student's academic performance based on clearly defined learning outcomes. Faculty members will provide grading criteria at the beginning of each course. Students have the right to appeal grades through the formal grade appeal process within 30 days of receiving the final grade.

Satisfactory Academic Progress (SAP)

To remain in good academic standing, students must maintain a minimum cumulative GPA of 2.00 and successfully complete at least 67% of attempted credits each term. Failure to meet these standards may result in academic warning, probation, or dismissal, and may also affect eligibility for financial aid in accordance with federal regulations. Students who fall below the required

GPA or completion rate will be notified and provided an opportunity to develop an academic improvement plan in consultation with their advisor, and continued enrollment is contingent upon adherence to the conditions of that plan. Courses in which a student earns grades of F, W, or I are counted as attempted but not successfully completed, and repeated courses will be calculated in accordance with the Course Repetition Policy. Students are responsible for monitoring their own progress, seeking academic support when needed, and complying with all institutional deadlines and requirements to remain in good academic standing.

Student Conduct and Discipline

Western Institution of Nassau Bible College expects students to maintain respectful and professional behavior in all interactions—both online and in person. Misconduct, including harassment, threats, disruptive behavior, or violations of institutional policies, will be subject to disciplinary procedures as outlined in the student handbook.

Withdrawal and Refund Policy

Western Institution of Nassau Bible College is committed to maintaining a fair, transparent, and consistent process for student withdrawals and tuition refunds. Students may withdraw from the institution at any time by submitting written notification to the Office of Academic Affairs or a designated administrator. The effective date of withdrawal will be the date the written notice is received or the student's last date of academic participation, whichever is later. Students who cease attendance or fail to participate academically without providing official notice may be administratively withdrawn, and in such cases, the institution will determine the withdrawal date based on the last documented academic activity.

Tuition refunds are calculated based on the percentage of the academic term completed at the time of withdrawal. Students who withdraw prior to the first day of class will receive a 100% refund of tuition. Students who withdraw during the first 25% of the term are eligible for a 75% refund of tuition. Those who withdraw after 25% but before completing 50% of the term may receive a 50% refund, while students who withdraw after 50% but before 75% of the term may receive a 25% refund. No refunds will be issued after 75% of the academic term has been completed. All refund calculations are based on the official withdrawal date and the total length of the academic term.

Application fees, registration fees, and other administrative fees are generally non-refundable unless otherwise specified. Approved refunds will be processed within 30 days of the official withdrawal date or the date the institution determines the student has withdrawn. Refunds will be issued using the original method of payment unless an alternative method is requested and approved.

In cases where a student is dismissed or withdrawn by the institution, refunds will be calculated according to the same schedule based on the student's last date of attendance. Requests for exceptions to this policy must be submitted in writing and will be reviewed on a case-by-case basis, with final approval granted by the Office of the President or a designated administrator. This policy is reviewed periodically to ensure alignment with institutional standards and applicable regulations, and the institution reserves the right to update the policy as necessary.

Grading Scale

Western Institution of Nassau Bible College utilizes a standard letter grading system to assess student performance. The grading scale ensures consistent evaluation across all academic programs.

Grade	Percentage	Grade Points	Description
A	90% - 100%	4.00	Excellent
B	80% - 89%	3.00	Good
C	70% - 79%	2.00	Satisfactory
D	60% - 69%	1.00	Poor
F	0% - 59%	0.00	Failing
I	-	-	Incomplete
W	-	-	Withdrawal
P	-	-	Pass (non-GPA course)
NP	-	-	No Pass (non-GPA course)

Note: An “Incomplete” (I) grade may be granted under special circumstances and must be resolved within one academic term, or it will be converted to an “F.”

Graduation Requirements

To be eligible for graduation from Western Institution of Nassau Bible College, a student must:

1. Complete All Program Requirements: Successfully complete all prescribed courses and credit hours in the approved curriculum for the selected program of study.

2. Maintain Minimum Cumulative GPA: Achieve a minimum cumulative Grade Point Average (GPA) of 2.0 (C) or higher, unless a specific program requires a higher GPA.
3. Fulfill Residency Requirements: Complete at least 50% of credit hours required for the program through direct instruction from Western Institution of Nassau.
4. Meet Financial Obligations: Settle all financial accounts with the Institution, including tuition, fees, and any other institutional obligations.
5. Submit Graduation Application: File an official Application for Graduation with the Registrar's Office by the published deadline during the final semester of study
6. Receive Academic Clearance: Be approved for graduation by both the Registrar and the Academic Dean upon review of final academic standing and program completion.

Course Incomplete

An Incomplete (I) grade may be granted only when a student has completed a substantial portion of the coursework (generally at least 70%) with a passing grade at the time of the request and is unable to complete remaining requirements due to documented illness, family emergency, or other extraordinary circumstances beyond the student's control; it will not be permitted as a substitute for poor performance, excessive absences, or failure to meet deadlines under normal conditions. The student must initiate the request prior to the last day of the term by submitting a written petition to the instructor, who will determine eligibility and, if approved, complete an

Incomplete Contract with the student specifying outstanding coursework, submission methods, and deadlines; the contract must be filed with the Office of Academic Affairs or Registrar by the end of the grading period. All coursework must be completed within six (6) weeks of the start of the following academic term unless an extension is approved by the Dean or Academic Affairs, and failure to meet the deadline will result in the grade converting to what the student had earned at the time of the request, including zeros for missing assignments. Upon completion, the instructor must submit a Change of Grade form within one week of evaluating the final work, otherwise the Registrar will record the grade listed in the Incomplete Contract. Students may not graduate with an Incomplete on their transcript, and repeated requests may be denied; additionally, an Incomplete may affect academic standing and financial aid eligibility, for which students are responsible to seek advising.

Course Repetition

A student may repeat a course in which a grade of D, F, or W was earned, or when a higher grade is required by the student's program of study, with the understanding that all attempts will remain on the transcript but only the most recent grade earned will be used in the calculation of the cumulative grade point average; however, some programs may impose additional restrictions or requirements. Students must register and pay tuition and fees for each attempt, and repeated courses may affect financial aid eligibility, satisfactory academic progress, and academic standing. A course may generally be repeated no more than two times (three total attempts), unless an exception is granted by the Provost. Credit for a course will be awarded only once, unless otherwise designated in the catalog as repeatable for credit. Students planning to repeat a course are responsible for consulting their academic advisor and verifying the impact of course repetition on their program requirements and financial aid status.

Academic Responsibilities

All students are expected to uphold the highest standards of academic responsibility by attending classes regularly, completing all assignments and examinations with honesty, respecting deadlines, and actively engaging in the learning process. Students must maintain integrity in all academic work by avoiding plagiarism, cheating, or any form of dishonesty, and are required to understand and follow the institution's academic integrity policy. In addition, students are responsible for monitoring their academic progress, seeking advising when necessary, and complying with all institutional regulations, including those related to registration, course prerequisites, program requirements, and financial obligations. Respect for faculty, peers, and the learning environment is essential, and students are expected to contribute positively to both inperson and online settings. Failure to meet these responsibilities may result in academic sanctions, disciplinary action, or dismissal in accordance with institutional policy.

Student Grievance Procedure

All students have the right to a fair, respectful, and timely process to resolve complaints related to their educational experience, including concerns regarding instruction, services, institutional policies, or interactions with faculty and staff. Students are encouraged to first seek an informal resolution by addressing the concern directly with the instructor, staff member, or department involved. Many issues can be resolved effectively through open communication at this level. If an informal resolution is not achieved, the student may submit a formal written grievance to the School Director or designated administrator within ten (10) business days of the incident. The written grievance should clearly include:

- A detailed description of the concern

- Relevant date(s) and individuals involved
- Steps already taken to resolve the issue
- The desired outcome or resolution

Upon receipt, the School Director will review the grievance, may meet with the student and/or involved parties, and will issue a written decision within fifteen (15) business days.

If the student is not satisfied with the decision, they may submit a written appeal within five (5) business days to the institution's grievance committee. The committee will review all documentation, may conduct additional inquiries, and will issue a final determination within 15 fifteen (15) business days. The committee's decision represents the final step within the institutional review process at this level.

If the matter remains unresolved, the student may submit a final appeal to the Office of the President. The Office of the President serves as the highest level of institutional review and will conduct a comprehensive evaluation of the grievance, including prior findings and any additional information provided. A final written decision will be issued, and this determination shall be considered final and binding within the institution.

Students are encouraged to fully utilize and exhaust all internal grievance procedures to ensure concerns are addressed thoroughly, fairly, and in alignment with institutional policies and standards.

Unsatisfactory Progress and Probation Policy

Western Institution of Nassau Bible College is committed to maintaining high academic standards while supporting students in achieving satisfactory progress toward program completion. In accordance with the schools' requirements, all students must maintain satisfactory

academic progress as defined by the institution's grading scale, minimum GPA requirements, and pace of completion.

Students who fail to meet the standards of satisfactory progress will be placed on academic probation for one evaluation period. During probation, the student remains enrolled but must demonstrate improvement in both academic performance and course completion rate. Students on probation will receive written notification that clearly outlines the reasons for the probation, the specific performance standards required for improvement, and the time frame for meeting those standards. Academic advising, tutoring, or other support services may be provided to assist the student in regaining good standing.

At the end of the probationary period, the student's progress will be re-evaluated. If the student has met the standards of satisfactory progress, probation will be lifted, and the student will return to good academic standing. If the student does not meet the required standards by the end of the probationary period, the student may be dismissed from the program. A student who is dismissed for unsatisfactory progress may appeal the decision in writing to the School Director within ten (10) business days. Appeals will be reviewed by the school's academic committee, and the decision of the committee will be final.

Conditions of Re-Entrance for Students Dismissed or Suspended for Unsatisfactory Progress

Students who are dismissed or suspended for unsatisfactory academic progress may be considered for re-entrance under specific conditions designed to support student success and maintain the academic integrity of the institution. A student who has been dismissed for unsatisfactory progress must wait at least one academic term before applying for re-entrance.

During this period, the student is encouraged to review academic materials, seek tutoring, or otherwise prepare to meet the standards of satisfactory progress.

To be considered for re-entrance, the student must submit a written petition to the Provost or designated academic committee. The petition must explain the circumstances that led to the prior unsatisfactory performance, demonstrate evidence of corrective actions taken, and outline how the student intends to achieve and maintain satisfactory progress if readmitted. Supporting documentation such as proof of tutoring, employment adjustments, or personal commitments may be requested.

If re-entrance is approved, the student will be readmitted on academic probation for one evaluation period. During this time, the student must meet all requirements for satisfactory academic progress, including minimum GPA, course completion rate, and attendance standards. The school will provide advising or academic support services as appropriate. Failure to meet satisfactory progress standards during the probationary re-entrance period will result in permanent dismissal from the program, with no further opportunity for re-entrance.

****Extension of Student Conduct and Discipline***

Western Institution of Nassau Bible College is committed to fostering a Christ-centered academic community that promotes spiritual growth, academic excellence, personal integrity, and mutual respect. As representatives of the College and followers of Jesus Christ, students are expected to conduct themselves in a manner that reflects biblical principles, Christian character, and the values of the institution both on and off campus.

Students are expected to maintain respectful, professional, and ethical behavior in all interactions—whether in person, online, during academic activities, ministry assignments, chapel services, Bible studies, field education experiences, or College-sponsored events. Conduct that undermines the mission, values, or learning environment of the College may be subject to disciplinary action.

Examples of misconduct include, but are not limited to:

- *Harassment, intimidation, bullying, or discrimination toward any member of the College community.*
- *Verbal, written, or physical threats of violence.*
- *Disruptive behavior that interferes with teaching, learning, worship services, Bible studies, or College operations.*
- *Academic dishonesty, including plagiarism, cheating, falsification of records, or unauthorized use of artificial intelligence tools contrary to course requirements.*
- *Dishonesty, fraud, or misrepresentation of information to faculty, staff, or College officials.*
- *Destruction, theft, or misuse of College property or the property of others.*
- *Unauthorized access to College systems, records, or confidential information.*
- *Conduct that is inconsistent with the College's Statement of Faith, Christian values, or Faith-Based Conduct Covenant.*
- *Failure to comply with directives issued by College officials acting within their responsibilities.*
- *Repeated failure to meet required chapel, Bible study, or other spiritual formation expectations established by the College.*

Disciplinary Procedures

When a violation of college policy is alleged, the matter will be reviewed by the Dean of Students and/or designated College officials. Students will be afforded an opportunity to respond to allegations before disciplinary decisions are made.

Depending on the nature and severity of the violation, disciplinary actions may include:

- 1. Verbal warning or counseling.*
- 2. Written warning placed in the student's file.*
- 3. Behavioral or academic improvement plan.*
- 4. Required restitution or community service.*
- 5. Loss of privileges, leadership positions, ministry assignments, or participation in College activities.*
- 6. Disciplinary probation.*
- 7. Suspension from the College for a specified period.*
- 8. Dismissal or expulsion from the College*

Spiritual Formation: Chapel and Bible Study Attendance Policy

At Western Institution of Nassau Bible College, spiritual formation is an integral component of the educational experience. In keeping with the College's mission to prepare students for Christian leadership, ministry, and service, all students are expected to participate actively in the spiritual life of the institution through regular chapel attendance and Bible study participation.

Chapel Attendance

1. All enrolled students are required to attend a minimum of four (4) chapel services per month during each academic semester.
2. Chapel services provide opportunities for corporate worship, biblical teaching, prayer, spiritual encouragement, and Christian fellowship.
3. Attendance will be recorded and maintained by the Dean of Students/Chaplin.
4. Students who are unable to attend due to illness, family emergency, military service, employment obligations approved by the College, or other extenuating circumstances must notify the Dean of Students/Chaplain as soon as reasonably possible.
5. Excessive unexcused absences may result in disciplinary action and may affect a student's eligibility for leadership positions, ministry assignments, scholarships, or graduation requirements as determined by the College.

Bible Study Participation

1. All students are expected to participate in scheduled Bible study sessions led by the Dean of Students/Chaplain or a designated College representative.
2. Bible studies are designed to promote biblical literacy, spiritual maturity, Christian discipleship, and personal accountability.
3. Students are expected to attend and actively engage in these sessions unless granted an approved absence by the Dean of Students/Chaplain.
4. Attendance records may be maintained as part of the student's co-curricular spiritual formation requirements.

Spiritual Formation Requirement

Participation in chapel services and Bible study sessions is considered a co-curricular graduation requirement of Western Institution of Nassau Bible College. Students are expected to demonstrate a commitment to Christian character, spiritual growth, and community engagement consistent with the mission, values, and Statement of Faith of the College.

Failure to meet the minimum spiritual formation requirements may result in counseling, corrective action, or other measures deemed appropriate by the Dean of Students and the Academic Administration.

Christian Restoration and Reconciliation

The purpose of discipline at Western Institution of Nassau Bible College is not merely punitive but restorative. Consistent with biblical principles found in Scripture, the College seeks to promote repentance, personal accountability, reconciliation, and spiritual growth. Students who

violate College policies may be offered pastoral counseling, mentoring, or other restorative measures designed to encourage personal and spiritual development.

Student Responsibility

Enrollment at Western Institution of Nassau Bible College constitutes an agreement to abide by all College policies, procedures, academic regulations, and standards of conduct. Students are responsible for familiarizing themselves with the Student Handbook and complying with all institutional requirements. Failure to read or understand College policies does not exempt a student from accountability for violations.

The College reserves the right to take disciplinary action when student conduct is determined to be inconsistent with the mission, values, educational objectives, or Christian witness of Western Institution of Nassau Bible College.

Anti-Hazing Policy and Code of Conduct

Western Institution of Nassau Bible College (WINBC) is committed to fostering a Christ – centered learning environment where every student is treated with dignity, respect, and love. Scripture teaches believers to "love your neighbor as yourself" (Mark 12:31) and to "do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves" (Philippians 2:3). Hazing is contrary to biblical principles, Christian discipleship, servant leadership, and the mission of WIN Bible College. Therefore, hazing in any form is strictly prohibited.

The purpose of this policy is to protect the physical, emotional, spiritual, and psychological well – being of all students and members of the WINBC community. This policy complies with Ohio Revised Code Section 2903.31 (Collin's Law: The Ohio Anti-Hazing Act) and all applicable laws governing institutions of higher education.

Definition of Hazing

Hazing is any act, action, situation, or behavior that intentionally, knowingly, recklessly, or coercively causes or creates a substantial risk of physical, emotional, mental, spiritual, or psychological harm to another person as a condition of:

- Initiation into an organization, ministry, club, team, or student group;
- Membership in an organization, ministry, club, team, or student group;
- Continued participation in an organization, ministry, club, team, or student group;
- Reinstatement of membership or status within an organization.

A person's willingness to participate does not excuse or justify hazing.

Examples of Prohibited Hazing Activities

Examples include, but are not limited to:

- Physical abuse, paddling, striking, beating, or excessive physical activity.
- Forced consumption of food, beverages, alcohol, drugs, or any substance.
- Sleep deprivation.
- Public humiliation, ridicule, harassment, or intimidation.
- Verbal abuse or degrading language.
- Forced isolation or confinement.
- Activities that endanger a person's physical or mental health.
- Requiring individuals to perform illegal, immoral, or unethical acts.
- Coercing students to violate biblical principles, institutional policies, or personal convictions.
- Any activity that demeans, embarrasses, shames, or degrades another person.
- Cyberbullying, online harassment, or public shaming through electronic communication.
- Activities disguised as "traditions," "rites of passage," "bonding exercises," or "team-building" that cause harm or fear.

Scope of the Policy

This policy applies to:

- All students.
- Faculty and staff.
- Student organizations.
- Ministry groups.
- Academic societies.
- Student leaders.
- Volunteers.

- Alumni participating in student activities.
- Athletic and extracurricular programs.
- Activities occurring both on and off campus.

Student Expectations

Students are expected to:

- Treat all members of the college community with Christian love and respect.
- Refuse to participate in hazing activities.
- Report known or suspected hazing immediately.
- Cooperate fully with investigations.
- Promote a culture of servant leadership and mutual accountability.

Duty to Report

Any student, faculty member, staff member, volunteer, advisor, or leader who witnesses, become aware of, or suspects hazing must report the incident immediately to:

- The President of WINBC
- Dean of Students
- Student Affairs Office
- Campus Administration
- Appropriate law enforcement authorities when necessary

Failure to report known incidents of hazing may result in disciplinary action and may constitute a violation of Ohio law.

Investigation Procedures

WINBC will promptly investigate all reports of hazing.

Investigations may include:

- Interviews with students and witnesses;
- Review of electronic communications and social media;
- Collection of relevant documents and evidence;
- Consultation with law enforcement authorities when appropriate.

The College reserves the right to take immediate action to protect students while an investigation is ongoing.

Disciplinary Sanctions

Students found responsible for hazing may be subject to one or more of the following sanctions:

- Verbal or written warning;
- Mandatory educational training;
- Community service;
- Loss of leadership privileges;
- Disciplinary probation;
- Suspension from student organizations;
- Suspension from WIN Bible College;
- Expulsion from WIN Bible College.

Student organizations found responsible may face:

- Suspension of activities;
- Loss of institutional recognition;
- Revocation of privileges;
- Permanent dissolution.

Faculty, staff, volunteers, and advisors who participate in, permit, or fail to appropriately respond to hazing may face disciplinary action up to and including termination.

Anti-Retaliation Policy

WINBC prohibits retaliation against any individual who:

- Reports hazing;
- Assists in an investigation;
- Serves as a witness;
- Participates in disciplinary proceedings.

Retaliation is a separate violation of the Student Code of Conduct and will result in disciplinary action.

Education and Prevention

The College will provide annual anti-hazing education and awareness training for:

- Students;
- Faculty and staff;
- Student leaders;
- Club and ministry advisors;
- Volunteers working with students.

Training will emphasize Christian leadership, respect for human dignity, conflict resolution, and Ohio anti-hazing laws. As a Bible college preparing men and women for Christian service and leadership, WINBC rejects all forms of hazing, abuse, intimidation, and humiliation.

Membership in any ministry, organization, leadership group, or student activity shall be based upon character, commitment, and service—not fear, coercion, or harmful practices.

Every member of the WINBC community is called to uphold the teachings of Jesus Christ by demonstrating respect, compassion, integrity, and servant leadership in all relationships.

Title IX Policy on Sex Discrimination, Sexual Harassment, and Sexual Misconduct

Western Institution of Nassau Bible College (WINBC) is committed to providing a Christ-centered educational environment that reflects the dignity and worth of every individual as created in the image of God (Genesis 1:27). The College seeks to cultivate a community characterized by respect, integrity, purity, accountability, and Christian love. Consistent with biblical principles and applicable federal law, WINBC prohibits discrimination, harassment, and misconduct based on sex and is committed to responding promptly and equitably to all reports of prohibited conduct.

The purpose of this policy is to ensure that all students, faculty, staff, volunteers, and visitors are provided an educational and working environment free from sex discrimination, sexual harassment, sexual misconduct, sexual violence, and retaliation.

This policy is adopted in accordance with Title IX of the Education Amendments of 1972 and other applicable federal and state laws.

Non-Discrimination Statement

WINBC does not discriminate on the basis of sex in its educational programs, activities, admissions, employment practices, or institutional operations, except as permitted by applicable law for religious institutions.

The College prohibits:

- Sex discrimination
- Sexual harassment
- Sexual assault
- Dating violence

- Domestic violence
- Stalking
- Sexual exploitation
- Retaliation against individuals who report misconduct or participate in investigations

Scope of the Policy

This policy applies to:

- Students
- Faculty
- Staff
- Administrators
- Volunteers
- Contractors
- Campus visitors
- Student organizations and ministry groups

The policy applies to conduct occurring:

- On campus
- During College-sponsored activities
- During field education, ministry assignments, internships, retreats, conferences, and travel
- Through electronic communications when the conduct affects the educational environment

Definitions

Sex Discrimination

Sex discrimination includes treating an individual differently based on sex, gender, pregnancy, parental status, sexual characteristics, or other legally protected classifications related to sex.

Sexual Harassment

Sexual harassment includes unwelcome conduct based on sex that is severe, pervasive, or objectively offensive and interferes with a person's ability to participate in or benefit from the College's educational programs or activities.

Examples include:

- Unwelcome sexual advances
- Requests for sexual favors
- Sexual comments, jokes, or gestures
- Sexually explicit communications
- Displaying sexually offensive materials
- Repeated unwanted attention of a sexual nature

Sexual Assault

Sexual assault refers to any sexual act directed against another person without that person's voluntary and informed consent.

Dating Violence

Violence committed by a person who is or has been in a romantic or intimate relationship with another person.

Domestic Violence

Violence committed by a current or former spouse, intimate partner, family member, or household member.

Stalking

A pattern of conduct directed at a specific person that would cause a reasonable person to fear for their safety or suffer substantial emotional distress.

Consent

Consent is an informed, freely given, mutually understandable agreement to participate in specific sexual activity.

Consent:

- Must be voluntary.
- May be withdrawn at any time.
- Cannot be obtained through force, threats, intimidation, coercion, or manipulation.
- Cannot be given by an individual who is incapacitated due to alcohol, drugs, sleep, or mental impairment.

Reporting Prohibited Conduct

Any individual who experiences, witnesses, or becomes aware of conduct prohibited by this policy is encouraged to report the incident promptly.

Reports may be made to:

Title IX Coordinator

All Title IX reports are to be made to the Dean of Students.

*Emergency situations should be reported immediately to law enforcement and emergency services. *

Response and Investigation

Upon receiving a report, the College will:

1. Conduct an initial assessment.
2. Provide information regarding supportive measures.
3. Evaluate the need for immediate safety measures.
4. Conduct a prompt, fair, and impartial investigation.
5. Provide both parties an opportunity to present information and evidence.
6. Reach a determination based on the preponderance of the evidence standard.

The College will make every effort to protect privacy while conducting a thorough investigation.

Supportive Measures

Supportive measures may include:

- Academic accommodation(s)
- Schedule adjustments
- Counseling referrals
- No-contact directives
- Changes in housing or ministry assignments
- Increased campus safety measures

Supportive measures may be provided regardless of whether a formal complaint is filed.

False Reports

The College prohibits knowingly making false accusations or intentionally providing false information during an investigation.

However, a complaint made in good faith that cannot be substantiated will not be considered a false report.

Retaliation Prohibited

Retaliation against any person for:

- Reporting misconduct;
- Participating in an investigation;
- Serving as a witness; or
- Exercising rights under this policy

is strictly prohibited.

Any act of retaliation will result in disciplinary action.

Disciplinary Sanctions

Individuals found responsible for violating this policy may face sanctions including:

Students

- Written warning
- Educational sanctions
- Counseling requirements
- Disciplinary probation
- Suspension
- Expulsion

Employees

- Written reprimand
- Suspension
- Demotion
- Termination of employment

Student Organizations

- Loss of privileges
- Suspension of activities
- Revocation of recognition

Confidentiality

The College will make reasonable efforts to protect the privacy of all parties involved while fulfilling its obligations to investigate and address reported misconduct.

Information will be shared only with those who have a legitimate need to know.

Prevention and Education

WINBC is committed to preventing sexual misconduct through education and training programs that promote:

- Christian character and integrity
- Respectful relationships
- Personal responsibility
- Healthy boundaries
- Sexual misconduct awareness
- Reporting procedures

Students and employees may be required to participate in annual training and educational programs.

Statement of Christian Community

WINBC seeks to foster a campus culture that reflects the love, holiness, and justice of Jesus Christ. Every member of the College community is expected to treat others with dignity, respect, and compassion. Conduct that exploits, abuses, harasses, or harms another person is inconsistent with both biblical teaching and institutional standards and will not be tolerated.

Family Educational Rights and Privacy Act (FERPA) Policy

Western Institution of Nassau Bible College is committed to protecting the privacy and confidentiality of student education records in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g.

FERPA affords students certain rights regarding their educational records and governs the disclosure of personally identifiable information maintained by the College.

Student Rights Under FERPA

Eligible students (students who are 18 years of age or older or who attend a postsecondary institution) have the right to:

- Inspect and Review Educational Records

Students have the right to inspect and review their educational records maintained by the College within forty-five (45) days of submitting a written request to the Registrar.

The request must identify the record(s) the student wishes to review.

- Request for Amendment of Records

Students may request correction of educational records they believe are inaccurate, misleading, or in violation of their privacy rights.

Requests must be submitted in writing to the Registrar and clearly identify the portion of the record to be amended and the reason for the request.

- Consent to Disclosure

WINBC will generally obtain written consent from a student before disclosing personally identifiable information contained in the student's educational records.

Exceptions may apply as permitted by FERPA.

- File a Complaint

Students who believe their FERPA rights have been violated may file a complaint with:

Student Privacy Policy Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

Educational Records

Educational records include records that:

- Directly relate to a student; and
- Are maintained by the College or by a party acting on behalf of the College.

Examples include:

- Academic transcripts
- Grades
- Enrollment records
- Financial aid records
- Disciplinary records
- Student advising records

Records Not Covered by FERPA

The following are generally not considered educational records:

- Personal notes maintained by faculty or staff for their own use
- Law enforcement records
- Employment records unrelated to student status
- Medical or counseling records maintained by healthcare professionals
- Alumni records created after graduation

Directory Information

WINBC may designate certain information as "Directory Information" and may disclose it without prior consent unless the student submits a written request to restrict disclosure.

Directory Information may include:

- Student name
- Enrollment status
- Major field of study
- Dates of attendance
- Degrees, certificates, and honors received
- Participation in officially recognized activities

Students who wish to restrict the release of directory information must notify the Registrar in writing.

Disclosure Without Consent

The College may disclose educational records without student consent when permitted by FERPA, including:

- To school officials with legitimate educational interests
- To accrediting agencies
- To federal or state educational authorities
- To comply with a judicial order or subpoena
- During health or safety emergencies
- In connection with financial aid matters

Parental Access

At the postsecondary level, FERPA rights belong to the student.

Parents or guardians may access educational records only when:

- The student provides written consent; or
- Disclosure is otherwise permitted by law.

Record Security

WINBC will maintain reasonable administrative, physical, and technical safeguards to protect student educational records from unauthorized access, disclosure, alteration, or destruction.

Disability Accommodations Policy (ADA and Section 504)

Western Institution of Nassau Bible College (WINBC) is committed to providing equal educational opportunities for qualified individuals with disabilities.

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the College prohibits discrimination on the basis of disability and provides reasonable accommodations to qualified students with documented disabilities.

Non-Discrimination Statement

WINBC does not discriminate against qualified individuals on the basis of disability in admissions, educational programs, services, activities, or employment practices.

The College is committed to ensuring equal access to academic programs and student services while maintaining the essential requirements and standards of its educational programs.

Definition of Disability

A disability is a physical or mental impairment that substantially limits one or more major life activities, including but not limited to:

- Learning
- Reading
- Writing
- Communicating
- Hearing
- Seeing
- Walking
- Concentrating

- Thinking
- Working

Eligibility for Accommodations

Students seeking accommodation(s) must:

1. Self-identify as having a disability.
2. Submit a request for accommodation(s).
3. Provide current and appropriate documentation from a qualified professional.

Documentation should:

- Identify the disability.
- Describe functional limitations.
- Support the requested accommodation(s).

Requesting Accommodations

Students requesting accommodation(s) should contact the designated Disability Services Coordinator or Student Services Office as early as possible.

Requests should include:

- A completed accommodation request form.
- Supporting medical, psychological, or educational documentation.

The College will engage in an interactive process with the student to determine reasonable accommodations.

Reasonable Accommodations

Examples of accommodation(s) may include:

- Extended testing time
- Reduced-distraction testing environment

- Note-taking assistance
- Accessible instructional materials
- Alternative formats for course materials
- Assistive technology
- Classroom accessibility modifications

Accommodation(s) are determined on an individual basis.

Accommodation(s) Not Required

WINBC is not required to:

- Lower academic standards.
- Waive essential course requirements.
- Provide personal attendants or personal devices.
- Make accommodations that create an undue hardship or fundamentally alter a program.

Student Responsibilities

Students receiving accommodation(s) are responsible for:

- Communicating with instructors regarding approved accommodations.
- Meeting all academic requirements and course expectations.
- Renewing accommodation requests as required by College procedures.

Confidentiality

Disability-related information will be maintained confidentially and shared only with individuals who have a legitimate educational need to know.

Grievance Procedure

Students who believe they have been denied reasonable accommodation(s) or subjected to disability discrimination may file a grievance with:

ADA/Section 504 Coordinator

Western Institution of Nassau Bible College

The grievance process includes:

1. Submission of a written complaint.
2. Review of relevant documentation.
3. Investigation by the designated coordinator.
4. Written determination.
5. Opportunity for appeal.

Retaliation Prohibited

The College prohibits retaliation against any individual who:

- Requests accommodations;
- Reports disability discrimination; or
- Participates in an investigation or grievance process.

Retaliation will result in disciplinary action.

Commitment to Christian Community

As a Christ-centered institution, WIN Bible College recognizes the inherent worth and dignity of every individual as created in the image of God. The College seeks to foster an environment of compassion, inclusion, and support where all students have the opportunity to pursue their educational and spiritual goals.

**General Admissions Requirements Admission to the institution is based on both academic preparation and a demonstrated interest in Christian education and ministry. Applicants must submit a completed application and provide documentation appropriate to their academic background. Western Institution of Nassau Bible College admits students without discrimination on the basis of race, color, national origin, or disability. As a religious institution, the college reserves the right to uphold its faith-based mission and standards in its admissions and educational practices. **