

# STUDENT HANDBOOK 2013-2014

## TABLE OF CONTENTS

<b>LETTER FROM THE DIRECTOR OF STUDENT LIFE</b>	3
<b><u>THE PRINCIPLE OF LOVE</u></b>	4
<b>Spiritual Growth</b>	4
Spiritual Life	4
Personal Devotions	5
Christian Conduct	5
School Organizations	5
Available Services	6
Call Slip Policy	6
Community Service	6
Cultural Events	6
<b><u>THE PRINCIPLE OF GODLINESS</u></b>	6
<b><u>THE PRINCIPLE OF HOLINESS</u></b>	7
Campus Network Policy	7
<b><u>THE PRINCIPLE OF PURITY</u></b>	8
Undergrad Freshman Engagement Policy	8
<b><u>THE PRINCIPLE OF HONOR</u></b>	9
<b>Honorable Communication</b>	9
Electronic Devices	9
Falsifying Records	9
Music	10
<b>On Campus Residence Halls</b>	10
The Principle of Honor on Display	10
Residence Hall Staff	10
Dorm Life	11
Furniture	11
Room Assignments	12
Room Care	12
Curfew Procedures	14
Work Passes/Late Night Passes	14
Sign Out Procedures (Men and Women)	14
Curfew Violations	15
Lights Use After Curfew	15
Floor Meetings	15
<b>Out-of-Town Trips, School &amp; Late-Night Church Activities</b>	15
Invitations	15
Leave Slips	15
Overnight Visits	16
Check-Out Procedures	16
<b><u>THE PRINCIPLE OF MODESTY</u></b>	17
<b>Dress and Appearance Standards</b>	17
Men (Married and Single)	17

Classroom/Chapel Attire	18
Hair	18
Facial Hair	18
Women (Married and Single)	18
Classroom/Chapel Attire	18
Dress Guidelines for Semester Breaks	18
<b><u>THE PRINCIPLE OF Servanthood</u></b>	18
<b><u>THE PRINCIPLE OF SUBMISSION</u></b>	19
<b>Respect for Authority</b>	19
<b>Campus Safety and Security</b>	19
Security Services	19
Firearms/Weapons/Fireworks	20
Fire Alarms/Fires	20
<b>Student Services</b>	22
Student Employment	22
School Property	22
<b>Specialized Policies</b>	23
Married Students Information	23
BBC Apartments	24
Off Campus Living Requirements	24
<b>Academic Policies</b>	25
Special Meetings	25
Credit Hours	25
Class Hour Load Limit	26
Academic Standards	26
Changes in Courses and Classes	26
Distance Education Policies	27
Ineligibility	27
Absence Policy	27
Cheating/Plagiarism	28
Make-Up Tests	28
Financial Integrity	28
<b>Government Policies</b>	28
Jeanne Cleary Act	28
Family Education Rights and Privacy Act	29
Sexual Harassment	30
Drug Free Schools and Communities Act	30
Non-Discrimination Policy	31
Accreditation	31
<b>PRINCIPLES TO GOVERN OUR CONDUCT</b>	31
Purpose	31
Department Procedures	32
Due Process	32
<b><u>THE PRINCIPLE OF FORGIVENESS</u></b>	34
<b>BAPTIST BIBLE COLLEGE SCHOOL SONG</b>	35

August 21, 2013

Dear Students:

Congratulations! On behalf of the Student Life Office, I'd like to be among the first to welcome you to our community. You have made an outstanding choice in selecting Baptist Bible College for the next step in your education. On this campus you will find caring faculty, staff, and other students who are eager to welcome you into the Baptist Bible College community. I hope you will take advantage of all that BBC has to offer you.

Enclosed you will find information to help you plan and prepare for your life at Baptist Bible College. We at Student Life are always happy to answer any questions you may have or help you find what you need. Feel free to call me at [417-268-6351](tel:417-268-6351) or email me at [jslayden@gobbc.edu](mailto:jslayden@gobbc.edu). Our doors are always open to you and we look forward to being an important part in your journey at BBC.

God Bless,

Jon Slayden

Director of Student Life

# **STUDENT HANDBOOK 2013-2014**

The mission of BBC is to produce godly, motivated students for a life-long ministry through the local church. Students will be equipped with an understanding of the Bible, theology, and ministry and will integrate that understanding with practical skills to reach out to the world, and to train and motivate others to do the same.

Baptist Bible College reserves the right to make necessary changes in the regulations, courses, personnel and costs listed in this handbook without notice. In such cases, the administration attempts to communicate such changes to all students, faculty and staff through written means. It is IMPORTANT for students to familiarize themselves with the regulations set forth in this handbook and assume their proper responsibilities concerning them. Students should consult the College web-page to remain current.

As a student at Baptist Bible College, you will discover the benefits of living and learning in this unique educational environment. Along with other surrendered students, you will be part of God's plan to evangelize people and make disciples for His glory. To achieve this lofty goal, our students are taught to view people as souls needing a Savior.

To foster student development, the faculty and staff in cooperation with the Director of Student Life have prepared this student handbook. The faculty and staff expect students to read and follow the guidelines of this handbook, and understand that Christianity is more than conformity to external standards of rules; Christian growth is the consequence of a heart committed to the development of a relationship with Jesus Christ. At the same time, it is necessary to establish principles and expectations that define expected behavior on the part of students. Consequently, students are expected to submit to the authority of BBC as outlined in this handbook. Col 2:6

## **THE PRINCIPLE OF LOVE**

At BBC, we will seek to be more like Jesus even in the ways we reveal our love for one another. If every BBC student truly modeled an attitude of love on this campus, it would be impossible to keep people away from such an attractive place of genuine love. Hopefully, each one of us will embrace the responsibility of demonstrating contagious love among the family here at BBC. As we consider the concepts of this student handbook, we will do so based upon the principle of love. 1 John 4:7-9, 11

## **SPIRITUAL GROWTH**

### **SPIRITUAL LIFE**

Baptist Bible College seeks to provide a spiritual environment in which students readily develop their spiritual lives. Interaction inside and outside the classroom provides opportunity for faculty-to-student and student-to-student interaction that fosters spiritual growth. Chapel services challenge faculty, staff and students to grow in Christ. These efforts and others are meant to challenge and motivate students to greater spiritual growth. 2 Peter 3:18

## **PERSONAL DEVOTIONS**

One of the most important aspects of a student's spiritual life is his/her devotional time with the Lord. Students are urged to set aside some time each day for personal Bible reading and prayer. The development of this discipline will encourage spiritual growth resulting in unity among fellow students. Students are encouraged to not allow their spiritual condition to suffer while attending BBC but determine as the Apostle Paul did to renew the "inward man" day by day. 2 Cor 4:16; Mark 1:35; 1 Peter 2:1-2

## **CHRISTIAN CONDUCT**

While believing in freedom of conscience concerning Christian conduct in those matters not expressly commanded or forbidden in Scripture, BBC offers the following to serve as a guideline for students. Each student is expected to live "above reproach."

Col 3:17; Philip 4:8

This means that students will:

- Use time to the best advantage by careful study, participate in spiritual activities, be faithfully involved in church and at school chapel services. They should be discerning in their use of computers, television, radio, videos, books and other medias and materials.
- Abstain from such practices as the use of alcoholic beverages, illegal drugs, inappropriate use of prescription drugs, inappropriate movies, DVDs, CDs, gambling, and identification with inappropriate organizations.
- Avoid every form of dishonesty, including falsehoods, cheating on exams or assignments, failure to meet financial obligations in a timely fashion, and negligence in the performance of duties when employed. Be modest in dress and appearance.

## **SCHOOL ORGANIZATIONS**

Student Senate provides an opportunity for students to learn leadership skills and cooperation within the College framework. Students are elected to different offices by the student body. Elected officers will represent the students' ideas to the administration and provide a forum of open discussion between the student body and the faculty and administration. You are encouraged to get involved in this great opportunity to develop your ministry skills while learning to be a servant leader.

Student Organizations can be created by picking up a form in the Office of Student Life.

Special Ministry Groups consists of several traveling teams and Resident Assistants in which students may participate. Participants are auditioned and approved by members of the faculty and staff. It is a great way for students to develop their ministry skills, represent Baptist Bible College, and possibly earn scholarship funds to help with their educational objectives. Individuals should be model students both academically, by having and maintaining a good GPA (2.5-RAs, and 2.0- Traveling Teams); and faithfully, by following the guidelines in the student handbook. Try Out!

## **AVAILABLE SERVICES**

A student center is available for student use with games, snacks, computers, and TVs for student leisure time.

Students have access to the Student Center, Learning Center, Library, Field House, Weight Room, Exercise Room, Cafeteria, Patriots' Café, and White House. Married students or single students living off campus may purchase meals at a modest price. Care is taken to provide a wholesome and balanced diet.

## **CALL SLIP POLICY**

Occasionally "Call Slips" are issued by administrative officials and faculty members to obtain needed information or give important messages to students. If a "Call Slip" is issued, the student is required to respond to the proper department within three days. When the student goes to the administrative office and the person who issued the "Call Slip" is not available, the student should schedule an appointment with one of the office personnel. If a student fails to properly respond to a "Call Slip" within the designated time, he/she will be summoned from class to address it. When a student is required to leave class to meet this obligation, the faculty will assess an absence for that class period. Students who receive a "Call Slip" should immediately fulfill their requirement before having to be removed from class with an absence assessed.

## **COMMUNITY SERVICE**

During the school year, we will offer several opportunities for community service. This gives us the opportunity to give back to the community the love that Christ has shown to us. These opportunities will be announced as events are planned. Classes may be cancelled during these special community service events; however, participation by all students is mandatory.

## **CULTURAL EVENTS**

The College sponsors several cultural events each year that students may attend. Dates for these performances will be supplied on the online calendar found on the school's website, so please make note of them and clear your schedule to be a part of these special activities.

# **THE PRINCIPLE OF GODLINESS**

As a student of Baptist Bible College, you are to strive to glorify God with your life by being Christ-like in all of your ways. God requires of us to live godly before those who are without the knowledge of God and toward those who are of the household of faith.

At BBC this means that every student is to live a life that is blameless before the world. Our behavior should always manifest kindness, gentleness and meekness. God has established a standard by which each believer is to manifest the fruit of the Spirit and live a life of godliness. When we are like Him, we bring Him honor. Therefore, the family at Baptist Bible College expects all students to act in such a manner as to glorify our Savior and that demands godliness. I Tim 6:6; I Tim 4:7

## **THE PRINCIPLE OF HOLINESS**

Our goal is to honor God by living as righteously and as holy as possible. Even when difficult, God expects every believer to be growing in personal holiness. Rom 12:1; Eph 4:24; I Peter 1:16

Believing that every member of the BBC family should strive toward holiness, there are some behaviors that are inconsistent with a holy lifestyle.

Examples of worldly patterns not acceptable at BBC are listed below:

- Disrespect to people in authority
- Failure to submit to, disrespect for, or failure to cooperate with faculty, staff, or BBC security (Rom 13:1)
- Modeling the world's attitudes in dress standards, hair-styles, jewelry, language and habits
- Failure to faithfully attend one's local church and be an active participant in the ministry
- Vandalism on or off campus
- Sexual immorality in any form is a very serious infraction and could lead to dismissal
- Being arrested by the police and convicted or reported as violating city, state, or federal ordinances
- Any rebellious activity directed against the College or a representative of the College
- Possession or use of tobacco in any form
- Possession, distribution or use of alcohol or illegal drugs in any form is a very serious infraction and could lead to dismissal
- Attendance at bars, dance facilities, viewing sexually suggestive movies, or viewing productions that promote ungodly violence toward others, or other questionable centers of entertainment.
- Any form of gambling or the appearance of gambling
- Cheating in any form
- Stealing in any form
- Vulgar speech or swearing
- Misuse or abuse of the internet system

### **CAMPUS NETWORK POLICY**

All on-campus students who access the Internet must participate in the College's "filtered" network so that we can provide the advantages of the internet in a wholesome, honorable and truly educational environment.

Instructions for using and setting up a network account are available in the office of Campus Technology. The "Appropriate Use Policy" is available on-line. For Campus Tech Support please visit the website at [support.gobbc.edu](http://support.gobbc.edu).

## **THE PRINCIPLE OF PURITY**

The Scriptures are full of passages that encourage every believer to live a godly and holy life-style in the area of sexual purity. The members of the BBC family are responsible before God to live a life of purity and righteousness that would be honoring to God. 1 Cor 6:18; Ex 20:14; 1 Thess 4:3-8; 1 Cor 6:19; James 1:13-15; 1 Cor 10:13; 2 Tim 2:22; Phil 4:8; 1 Thess 4:3-5

BBC provides the following specific guidelines intended to help students with their commitment to moral purity:

- Public displays of affection should be limited to holding hands or a brief embrace.
- Students are not allowed to maintain same-sex romantic relationships.
- Students are prohibited from accessing pornographic or obscene websites, creating links to such sites, or possessing literature and posters. The College regularly conducts scans of all Internet activity to ensure that members of the Baptist Bible College community are not using campus computers or the campus network to access this type of material.
- Indecent exposure of any kind is prohibited
- Dating a divorcee or a single parent without counsel from the Director of Student Life is not advised
- Single students are not permitted in any dwelling (includes house or apartment) with members of the opposite sex without a chaperone
  - Approved chaperones can be a married couple, RA, or Director approved single student. Single student chaperones must be approved on a per-request basis. Any violation of this policy will be treated very seriously. Several other single students present DOES NOT constitute a properly chaperoned situation. Failure to have a chaperone could result in dismissal from BBC.
- Curfew violation with a member of the opposite sex is prohibited
- Traveling out of town with members of the opposite sex without prior approval from the Office of Student Life and parents (single students) is not permitted.
- Entering the residence (dorm, apartment) of the opposite sex without proper authorization from the Office of Student Life is prohibited
- Spending the night together in any un-chaperoned situation is a dismissible offense

## **UNDERGRADUATE FRESHMEN ENGAGEMENT POLICY**

The Administration at Baptist Bible College believes that one of the most important decisions a person can make involves the choice of a life mate. Since this is such an important decision, it should not be taken lightly or considered without serious and prayerful thought. Therefore, Baptist Bible College does not allow the engagement or marriage of any freshman students. Such unauthorized engagements will require the students to withdraw from BBC for one semester.



If a freshman couple comes to BBC already engaged, with complete parental acknowledgments, they should immediately report their status and plans to the Director of Student Life to avoid any disciplinary action. This official position of Baptist Bible College is to ensure that the new incoming students do not quickly entertain the idea of marriage after a relatively short dating relationship.

Students who have attended Baptist Bible College for at least one year will be allowed to marry, with parental consents, during the Christmas break or the summer months but not during the active school year. The Director of Student Life must approve, with months of prior notice, any extenuating circumstances when engaged students must contemplate marriage at any time of the year other than those periods already sanctioned.

## **THE PRINCIPLE OF HONOR**

Our campus properties are here because of the sacrifice of many believers over the years who have been dedicated to the service of God. We should honor these properties. The faculty, staff and administration have faithfully served God for many years and their credentials have qualified them to be mentors to younger believers. We should honor these dedicated servants of God. The other students at Baptist Bible College have surrendered their lives to the call of God and have come here to learn how to better serve the Lord. Therefore, at Baptist Bible College we want to coexist with a prevailing attitude of honor toward one another. Phil 2:1-4; Eph 4:32; 1 Peter 2:17; Rom 12:10

## **HONORABLE COMMUNICATION**

We desire an atmosphere that is conducive to spiritual growth and not dissension. Language which is offensive by definition or context is not acceptable and will not be tolerated. Col 3:8; John 7:46; Eph 4:29

## **ELECTRONIC DEVICES**

Electronic devices should not be used in a manner that causes disruption in the classroom, library or within any college-owned or college operated facilities. Utilizing these devices for the purposes of photographing test questions or other forms of academic misconduct or illegal activity is prohibited, as is photographing individuals in secured areas such as restrooms or locker rooms. Taking photographs of any individuals against their will is strictly prohibited.

## **FALSIFYING RECORDS**

### **Roll Sheets**

Falsifying roll sheets by signing in other students will be considered a serious infraction. Both parties involved will receive a failing grade for the class.

### **Financial Records**

Financial Aid and the Federal Government Regulations state that the institution must

call and forward all information to the Inspector General. If you or a parent purposely gives false or misleading information, you are in violation of Federal laws and subject to prosecution for fraud. The College will also proceed with disciplinary action.

## **MUSIC**

God has granted an appreciation for music in almost every person's life. In fact, one of the evidences of a Spirit-filled life is that we sing hymns and spiritual songs. Immoral lyrics are obviously wrong for the believer to entertain. Col 3:16-17; Eph 5:19

## **ON CAMPUS RESIDENCE HALLS**

### **THE PRINCIPLE OF HONOR ON DISPLAY**

It is important for the College community that good manners and common courtesy be displayed on our campus. We are also to be good stewards of these buildings and grounds on campus. If you have any questions or problems, please consult your respective chain of command (RA, or Office of Student Life personnel). Rom 12:10; Rom 12:18; Eph 4:32; Philip 2:3-4

### **RESIDENCE HALL STAFF**

The Director of Resident Life is directly responsible for administering the Residence Hall program.

The Director of Resident Life and the Assistant Director of Resident Life serve as the primary resource people in this department.

The Resident Assistant (RA) shares in the responsibility for the well-being of all residents.

These students maintain a close relationship with the Director of Student Life and are willing to assist the residents in whatever way possible. They are available at any hour for emergency situations and are usually willing to help no matter what the problem. The RA will be involved in planning activities, helping students with difficulties, promoting school values, aiding in academic advising, and just providing a listening ear. Students are expected to respect the position of RA.

The Housekeeping Staff works to keep the residence halls clean. Students doing their part can aid them greatly in their job. The residence hall staff functions with the full support of the Office of Student Life to help achieve a proper campus environment.

The ENTIRE FLOOR may be held responsible for any damage to the hallways when the person(s) responsible are not identified.

To help maintenance avoid the continuous repairing of clogged drains, students are not allowed to use the bathroom sinks to dispose of food or wash their hair.

Hair dye stains the bathroom sinks and students who color their hair are requested to do so in the showers.

If there is a need for something to be repaired in your rooms proceed as follows:

1. You can also turn in a work request through the website at [clickfix@gobbc.edu](mailto:clickfix@gobbc.edu). If it is an emergency (such as water leaking), make sure that the Physical Plant secretary is aware of it.
2. Most repairs should take place within one week. If it has not, call the Physical Plant Office (417-268-6024).
3. If necessary repeat this process twice. If not repaired, notify your respective administrator.

## **DORM LIFE**

Spending the night in another resident's room **MUST** be cleared through the Resident Assistant.

Men are not allowed to go in the women's dorms. Women are not allowed to go in the men's dorms. In cases of violation, both parties will be held responsible. Violation could result in dismissal from BBC. (Any male student who wishes to enter a women's dorm must have prior approval from a respective administrator. Unless an RA or administrator is with the male student that goes into the girl's dorm, the violation is the same as being in an apartment or house without an approved chaperone.)

There will be a \$100.00 fine for ripping the security door open rather than using an ID Card. There will be a \$100.00 fine for climbing in **or** out of any window.

All floor parties or approved activities must end by a predetermined time. Preparation includes obtaining an Activity Reservation Form from the Office of Student Life. Sign out for the activity **and** sign in when you get to the activity. The person in charge of the event will turn in the *sign-in sheet* to the respective office. When returning to the dorms log-in with your own ID so that your name will be registered upon your re-entrance into the dorm after the activity.

Single students who live in the dorms are not allowed to be in the campus efficiency or one bedroom apartments after curfew.

## **FURNITURE**

Furniture is not to be moved from the lobby areas or the gathering rooms. For the sake of maintaining the quality of our gathering areas, students should refrain from putting their feet on the furniture.

Students are responsible for the bed, mattress, chest of drawers, chairs and desk in their rooms. Absolutely no changing of furniture from room to room is allowed.

- Donnelson Hall – Dressers should not be stacked and the bunk beds should not be tampered with. Dorm beds should not be arranged to make a larger bed (i.e. a queen-sized bed).
- Vick Hall - Dorm beds should not be arranged to make a larger bed (i.e. a queen-sized bed).

## **ROOM ASSIGNMENTS**

Room assignments are made by the Office of Student Life. Roommate requests are carefully noted and compliance is made whenever possible. For further assistance with room assignments, a student must see his/her respective administrator. The College reserves the right to place students on a designated floor or in a designated room.

## **ROOM CARE**

Room care is an important contribution to a good study environment and resident morale. Rooms are subject to daily inspection Monday through Friday. The resident hall staff will inspect the rooms to assure that the living quarters are satisfactorily maintained. Each room is provided with a Room Check Chart for the RA to register cleanliness concerns that need attention. A "Grace Period" of four checks is permitted and should be considered a warning. Once the "Grace Period" has been exhausted, the student will be reported to the respective administrator and a fine will be issued.

Leaving the room a total disaster at any time could result in a fine being issued.

White Glove will be performed several times throughout the semester. These times will be announced during Floor Meetings. If a student fails he/she will have to reschedule another White Glove with the RA. If a person doesn't put forth much effort into the White Glove cleaning process, they will be fined \$10.00 along with having to rescheduling another White Glove with their respective RA, which should be fulfilled within 3 days.

Doubled fines will be issued for repeated offenses. Anyone who seriously puts effort into cleaning the whole room and still fails will not receive a fine on the first failure, but will have to reschedule a second White Glove with his/her RA. Fines will be issued for repeated failures.

The following list is a basic statement regarding room care:

1. Beds must be made, floors cleaned, belongings put in orderly fashion, and wastebaskets regularly emptied as needed.
2. Trash or other items stored in the hallway, stairwell, or placed in other locations in the dorm for the purpose of hiding the objects to pass room inspection (or for whatever reason) is not permitted. There will also be no storage of items in the prayer rooms, lounges, dens, or above the ceiling tiles in the dorms.
3. Any food that is opened should be kept in proper airtight containers to avoid attracting insects and rodents. Empty pop cans should be discarded.
4. Any food ordered during evening hours must be delivered before curfew (12:00 a.m.) This procedure should be observed to ensure proper consideration for those students who desire to study or sleep.
  - When food is ordered, the resident must immediately go to the first floor of the residence hall and wait at the door until the food arrives. Delivery personnel are not allowed inside the building for any reason.
5. Only white or yellow tacky-tac are to be used to attach items to dorm walls. Absolutely no tapes, nails, cement wall hangers, etc. are to be used. In the dorms where there are cement block walls, glue from hot glue guns may be

used. Absolutely nothing is to be attached to the doors, furniture, closets, ceiling tiles, windows, window shades, or light fixtures (i.e. glow-in-the-dark ornaments, stickers, mirrors, etc.). Restitution will be expected and a fine could be assessed for any damage done to school property.

6. All posters must be approved by an RA before they are put on the wall. Any room paraphernalia referring to movies or personalities which does not promote positive principles should not be displayed.
7. Moving of ceiling tiles or crawling through the ceiling is not permitted.
8. Odors are offensive and should not be noticeable when the RA enters an individual's room for daily room check, curfew check, or White Glove.

The following guidelines are a summary list of what the administration believes will provide a successful environment for all concerned, while honoring and respecting other students.

1. Students may not enter another student's room without an invitation or remain in the room when asked to leave. The personal property rights of others must be respected.
2. Students are to keep their doors locked. The College is not responsible for lost, stolen, or damaged articles in residence halls. It is the recommendation of the Administration that students consider renter's insurance if they desire the added protection and security.
3. Radios, stereos, etc. are permitted in the dorm but should not be heard outside the room. Earphones or headsets are recommended.
4. Students may use microwaves, popcorn poppers, hot pots and coffee pots, small toasters, and irons, but no other appliances are permitted, unless approved by the Office of Student Life.
5. A student may bring a refrigerator if it is less than 3.5 cubic feet in size.
6. Students should observe the rights of roommates and neighbors by keeping noise in the halls to a minimum.
7. Musical instruments, other than acoustical guitars and keyboards, may not be played in the dorms. Keyboards will only be permitted in a student's room as long as earphones are used, and if there is plenty of space in the room for the keyboard to be stored.
8. Windows and screens are to be left intact.
9. Bicycles are not permitted to be stored in the dorms. Bike racks are provided in specific locations on campus for your convenience. Bicycles left in racks over the summer will be discarded.
10. Curtains or blinds should be closed at dusk or when attire is inadequate.
11. Aquarium fish are permitted in the dorms. Any exceptions concerning other pets must be approved by the Office of Student Life.
12. Officials of BBC reserve the right to inspect and/or search any College-owned building or property, including residence halls and individual rooms within such halls, without prior notice for purposes of maintenance, fire prevention and safety, or detection of a suspected rule violation. Resident Directors and Resident Assistants may inspect rooms for housekeeping purposes or for unregistered guests. The search must be conducted by a full-time employee of

the College in the presence of a witness who must be an employee of the College or a law enforcement official. If at all possible, the student should be present during the search.

13. Water is not to be thrown in or from campus buildings. It is against the laws of Missouri to throw **any** material from buildings.
14. Soliciting by nonstudents is not permitted in College residence halls and other buildings since it interferes with study and sleep and can be used for purposes of theft. Any student wishing to sell merchandise in the dorm must first secure permission from his/her respective administrator.
15. Laundry or laundry items (i.e. basket, detergent, dryer sheets, etc.) should never be left in the laundry room unattended for any period of time, or the items could be confiscated or thrown away by the housekeeping staff.
16. From time to time review of policy is necessary and some guidelines may be changed. When this occurs each student will be asked to comply even though the guidelines may be different from when the student entered BBC.

We want this residence to be your home away from home. If we can improve it in any way, we welcome our students to share ideas with their RA or respective administrator. Please enjoy your campus living experience.

### **CURFEW PROCEDURES**

Curfew will be 11:00p.m-5:30am Monday night, and 12:00am-5:30am Tuesday-Sunday nights.

### **WORK PASSES/LATE NIGHT PASSES**

Students who must be out past curfew for either work or a special personal request need to acquire a pass from the Office of Student Life to indicate to their RA that they have received special clearance from the respective administrator. This pass should be kept with the individual until the completion date. Students attending a late night organized school activity or a late night church activity do not need a pass, but must be signed out through the proper Sign-Out procedures for their dorms.

Students are required to obtain a Work Pass for security purposes for any job that requires working after curfew. Campus Safety and Security has the right to stop any person on campus after hours.

Anyone without a pass will be reported to the Office of Student Life for appropriate action. Passes are obtainable from the student's respective administrator. Abuse of passes can result in forfeiture of the pass and commensurate discipline.

### **SIGN-OUT PROCEDURES (MEN and WOMEN)**

All residents of the male dorms must be in their rooms at curfew unless they have acquired a Work Pass or Late Night Pass from the Director of Resident Life. The RA will do a curfew check every night and will note the name of any student not in his room.

The time of the student's arrival back into the dorms will be logged in through the

computer system. A print out will be issued to the Director of Resident Life the next working day and a comparison of the RA list and the print out will be done and any curfew violations will be addressed.

If an emergency arises that will cause you to arrive after curfew, it is your responsibility to contact your RA and inform him of your situation.

### **CURFEW VIOLATIONS**

In order to provide the most secure living environment possible, a security alarm system is in place 24 hours a day in every residence hall. Students will need to have their ID Card at all times to gain access to their dormitory.

Leaving the floor at any time after curfew **MUST** be cleared through the RA on your floor. Also, notify the RA on the floor you are visiting. No resident is allowed to leave their floor after the RA has retired for the night.

Curfew restrictions may be applied as a means of discipline, if necessary.

### **LIGHT USE AFTER CURFEW**

The College would ask that the overhead lights be turned off after curfew unless all roommates agree to leave them on. Small lamps or study lamps may be used at that time. (Do not cover lamps with clothing or other flammable materials in order to dim lights. It can overheat and cause a fire.) Please observe the rights of your roommate.

### **FLOOR MEETINGS**

Campus and dorm information is given at Floor Meetings. Attendance is required and all residents are expected to be on time. If for some reason a resident has permission to miss a floor meeting, it is his/her responsibility to read the meeting notes posted on the bulletin board. The student will be held accountable for all information given during the meeting.

## **OUT-OF-TOWN TRIPS, SCHOOL, AND LATE-NIGHT CHURCH ACTIVITIES (applicable to undergraduate students).**

### **INVITATIONS**

Each overnight visit with friends and/or relatives, other than a visit home, will require an invitation and must be submitted through written form or a phone call to your RA or respective administrator before the visit is made.

### **LEAVE SLIPS**

**Any overnight stay**, no matter what the distance, will also require a Leave Slip. This will enable the school to contact a student or parent in case of an emergency.

Leave slips must be approved and signed before a student leaves the dorm.

Leave Slips should be given to the student's RA three days prior to departure. (Please plan ahead.)

Situations where Leave Slips need to be signed by the Director of Resident Life or the Assistant Director of Resident Life are:

1. When a 3 day notice is not given
2. If a student will be returning after curfew or leaving after curfew
3. If a student is traveling beyond midnight (special parental permission will also be needed)
4. If a student will be missing classes
5. If a student is requesting to stay out of the single dorms for more than 3 weekends during any given semester, if a student has exceeded the allotted 3 Sundays, or if this includes only going over to an individual's home on Friday nights
6. If the Office of Student Life feels it is necessary to talk with a student before approval is granted.

The complete address and phone number of the student's destination must be included on the Leave Slip.

Failure to fill out a leave slip for any overnight stays will result in a meeting with the respective administrator and a fine.

If a resident signs out but does not go, the RA must be informed.

### **OVERNIGHT VISITS**

Spending the night during the week with a single off-campus resident is not permitted.

Absolutely no overnight camping, whether mixed-group or otherwise, is allowed unless the activity has been approved by the Office of Student Life and the proper chaperones are present.

If students have a home in town or in the community, they are only to spend the night on weekends, not during the week, unless the respective administrator has given clearance after speaking with the parents.

### **CHECK-OUT PROCEDURES**

Check-out dates and times for the end of the semester are online and will be announced to students and posted on the bulletin board of each floor as a reminder.

If a student is not returning for the Spring semester, moving to another room, or moving off campus all personal items must be cleared out of the dorm **one week before the specified move-in day** or a \$75 fine will be imposed. Keys must be returned to Security, or a \$50 replacement fee will be imposed.

Students who move out of the dorms for any reason are required to check-out with their RA.



The RA will check for dorm damage and cleanliness. Failure to properly check-out will result in a \$50 fine. Personal items left in the room will be discarded or donated to charity with a \$75 fine assessed. Any exceptions must be cleared with their respective administrator.

Students who withdraw from school or move off campus during the semester are required to be out of their dorm room by the date specified by their respective administrator. Normal checkout procedures must be followed.

BBC staff **will not** pack, ship, or place in storage any student's personal belongings. BBC ASSUMES NO LIABILITY OR RESPONSIBILITY FOR ITEMS LEFT IN DORM ROOMS.

## **THE PRINCIPLE OF MODESTY**

Baptist Bible College will follow the biblical principles of modesty when deciding how our policies will be determined. Modesty, neatness, and a Christ-like manner should be characteristic of each individual. Questions concerning the dress code should be addressed to the Office of Student Life. Col 3:23-24; I Cor 10:31; 1 Pet 3:3-4

The Principle of Modesty applies equally to single students, married students, and married students' spouses.

## **DRESS AND APPEARANCE STANDARDS**

Students will not be permitted to obtain new tattoos while they are enrolled at Baptist Bible College, and piercings may be worn in the ears of women only.

There may be different definitions applied to the word modesty from various individual students, so whenever there is a question about the appropriateness of one's personal attire, the questions should always be directed to an RA, the student's respective Director, or to the Director of Student Life. The Directors reserves the right to determine the appropriateness of dress.

Below are guidelines specific to men and women.

### **MEN**

Modesty should be used whether on or off campus. The school's standard of modesty includes the following:

- Pants/shorts: must be loose-fitting, and in a decent condition.
- Shirts: must not be too revealing or too tight, must be worn at all times, and must not have anything inappropriate on them.

### **Classroom and Chapel Attire**

- Dress slacks or jeans in decent condition
- Collared shirt and or sweater (no T-shirts)
- No flip-flops or sandals.

### **Hair/ Facial Hair**

Hair should not grow over the ears or collar, or be long enough to fall into the eyes. No extreme styles will be permitted.

All male students have the option of having well groomed facial hair.

A student who has been given a written or verbal warning from the Director of Student Life or staff regarding hair/facial hair must be in compliance no later than the following day. The Director reserves the right to determine an inappropriate style of hair/facial hair.

### **WOMEN**

Modesty should be used whether on or off campus. The school's standard of modesty includes the following:

- Pants/capris/shorts/dresses/skirts: must be loose-fitting, no shorter than one inch above the knee, and in decent condition.
- Tops: must not be too revealing or too tight (shirts must not be too low in the front or the back, be too short (showing mid-drift), and must have at least a modest strap), and must not have anything inappropriate on them.

### **Classroom and Chapel Attire**

- Dress slacks or jeans in decent condition
- Skirts, and dresses
- Dress shirts, and sweaters (no T-shirts)
- No flip-flops (leather sandals are acceptable)

### **DRESS GUIDELINES DURING SEMESTER BREAKS**

Residents who stay on campus through summer, winter or holiday breaks are to comply with BBC standards and guidelines, including the dress code. Students who live off campus but frequently visit the campus are required to comply with the BBC dress code.

## **THE PRINCIPLE OF SERVANTHOOD**

At Baptist Bible College, we desire to learn and exemplify the principles of servanthood. This is something that our selfish, self-centered, "me, my, mine," world seldom sees on display. But Christianity is not a climb to the top; it is a climb to the bottom. Therefore, believing strongly in this biblical principle of servanthood, we desire that every student at Baptist Bible College will accomplish the BBC school motto in their own individual life.

The motto says, “Enter to Learn, Go forth to Serve.” At BBC, we want every student to learn this lesson as equal to all others: SERVE!!! Philip 2:1-7; John 13:15, 35

## **THE PRINCIPLE OF SUBMISSION**

One of the aspects of living as a disciple is that you learn to live in submission to God-ordained authority in your life. We must all learn to submit to authority before we can ever hope to be a leader. Therefore, at Baptist Bible College we want each of our students to learn to be submissive, and thus model this God-honoring principle. At Baptist Bible College, we want our students to feel secure and safe. In order to accomplish this goal, there are procedures that all of our College family must follow. Eph 5:21; I Peter 5:5

### **RESPECT FOR AUTHORITY**

God has clearly established ordained authorities to help all of us in our spiritual lives. In keeping with the spirit of this principle, students are expected to observe academic courtesy with regard to all titles (Dr., Dean, Mr., Mrs., or Miss). **Students should address faculty and staff members by showing respect at all times, but it is appropriate to follow the professor’s directives on his/her desire about how he/she wants to be addressed.**

It is considered that a student at Baptist Bible College is here because of privilege and not by right. It is necessary that the student respect his/her professors, staff members, and classmates at all times. Disrespect or other poor behavior may result in the professor asking the student to leave class. He/she may re-enter the class only by the permission of the faculty member. If this circumstance becomes a larger problem, the Academic Dean will review the situation. Severe disrespect may subject the student to disciplinary action with the Review Committee.

In this area of respect, the overarching principle of scripture can be found in Hebrews 13:1, “Let brotherly love continue.”

Displaying an improper attitude, disrespect to any authority figure (including RA and Security), or lying to anyone in authority will be treated as a very serious infraction.

### **CAMPUS SAFETY AND SECURITY**

The Safety and Security Department is located on the ground level of the Administration building next to the Patriots’ Café. You may contact our office at [\(417\) 268-6600](tel:4172686600) Monday – Friday, 8:00 a.m. – 5:00 p.m. Officers are on duty 24 hours a day and can be reached at [\(417\) 268-6611](tel:4172686611).

#### **SERVICES PROVIDED BY SECURITY INCLUDE**

- provides assistance to students
- secures and patrols the campus of Baptist Bible College
- emergency management

- emergency weather notification
- lost and found
- vehicle/bike registration
- key issuance/return
- education of campus on matters of safety, security, and issues of protection
- provides escorts for those who request this service
- first aid

The Safety and Security Department acquires its enforcement authority from the administration of Baptist Bible College and in the enforcement of federal, state and local statutes and Baptist Bible College regulations. Baptist Bible College Security maintains a working relationship with all appropriate Law Enforcement Agencies, and elements of the Criminal Justice System. Communication is maintained with other agencies, both on a formal and informal basis, and crime-related reports and statistics are routinely exchanged. Additional policies regarding safety and security, including parking regulations, can be found online at [www.gobbc.edu/safety-and-security](http://www.gobbc.edu/safety-and-security).

## **FIREARMS/WEAPONS/FIREWORKS/FIRE ALARMS/FIRES**

Baptist Bible College has a zero-tolerance policy regarding the use or possession of illegal firearms or other explosive devices on campus.

Single students may not possess or store weapons on the College property. Weapons include but are not limited to firearms, compressed gas weapons, knives with a blade of more than four inches, impact weapons or other martial arts type weapons, crossbows and all archery equipment, slingshots and/or any object used in a threatening manner.

The discharge of firearms and fireworks on campus is a very serious violation. The discharge of explosives such as “dry ice bombs” will be treated seriously and local authorities may get involved. Not only are they dangerous, they violate other people’s rights and dishonor them, but they also are against the laws of our state. Violators of these policies have been prosecuted for their involvement.

Every married student who lives on campus must receive permission to keep or store a weapon in their apartment. To make application for authorization to carry a concealed weapon, you must go to the Student Life Office. This provision is not available to single students.

Individuals with legal, Missouri-issued, conceal and carry permits must have authorization by the Director of Student Life to have a concealed weapon on campus. This prerogative will only be extended to those who live in the BBC apartments and permission will only be granted to store the weapon in your apartment or to carry it back and forth to your vehicle. Each case will be based upon individual application. Weapons will not be permitted at any time in the academic facilities, offices, fieldhouse, cafeteria, or single students' residence halls.

Students violating these policies through possession, use, or storage are subject to disciplinary actions. A fine will be issued or dismissal could result. A student in possession may also be prosecuted for any violation of the law.

## **FIRE ALARMS/FIRES**

Should a student accidentally activate an intrusion or fire alarm, the student should remain at that location until an RA, security officer, or school official can arrive to defuse the alarm. By staying at the site until someone arrives, the student can assure the administrative representative that there is no need to evacuate the facility.

To intentionally activate an intrusion or fire alarm is a class B misdemeanor within the city of Springfield and carries a \$500 fine and/or six month jail term. In compliance with Federal, State, and Local fire code regulations, and in light of several recent incidents at other schools, where students have died in student residences, it is incumbent upon Baptist Bible College to orient our students to proper protocol when a fire alarm is sounded. The proper response to an alarm in the dorms will be:

1. Security will be responsible to completely evacuate the buildings when fire alarms sound. Resident Assistants will assist Security in evacuating the single dormitories. The final decision to reenter the buildings and terminate alarms will rest with the Security officers on duty after an assessment of the situation has been made.
2. All students will be required to evacuate when directed to do so or they will be dealt with by the Director of Student Life using appropriate disciplinary action. Students will not be conditioned to believe every alarm is a false alarm and, therefore, ignore a potentially threatening situation. Students who fail to respond properly by exiting the building will be reported and their actions will be noted in a reprimand added to their file.
3. Because of the danger and gravity of the situation, any student who intentionally sets off a false fire alarm, vandalizes fire exit alarms or emergency lights, or dishonors other students by discharging fire extinguishers will be dismissed from Baptist Bible College and possible criminal charges may be filed against them. Cases that involve intentional vandalism of smoke alarms will be treated as very serious offenses and dismissal could result. These acts of vandalism will be treated immediately and harshly.
4. Candles and/or incense burned in campus buildings have the potential of being a fire hazard and, for safety reasons, are not permitted.
5. For safety and reporting purposes any fire that occurs on Baptist Bible College campus should be reported to Campus Safety and Security.
6. Campus Safety will post maps illustrating safe evacuation procedures on each floor of the campus buildings. These should be reviewed periodically to ensure safe egress in case of a fire.

Additional information regarding our fire and safety policy can be found online at [www.gobbc.edu/safety-and-security](http://www.gobbc.edu/safety-and-security).

# **STUDENT SERVICES**

## **STUDENT EMPLOYMENT**

The Office of Student Life attempts to make students aware of community job openings, by posting them in the Office of Student Life. Students can consult this listing at any time and then attempt to secure employment. For on-campus employment, please contact the Human Resources Department located in the Academic Office. Each student is encouraged to follow these suggestions when considering employment:

1. Upon securing employment, every effort should be made to display a constant Christian testimony.
2. If at any time it becomes necessary to change jobs, a student must not neglect to give ample notice to all concerned. Two weeks' notice is usually considered appropriate.
3. In order to obtain on-campus employment or keep an on-campus job, an employee must meet the following criteria.
  - a. Maintain a good deportment record.
  - b. Pay school bill on time and not have any outstanding bills with the school.
  - c. Maintain the required GPA for the position.
4. Work requirements for single students in Residence Halls:
  - a. Single students who work should record work information (place of employment, work phone number, etc.) with the RA. Changes in employment should be reported to the RA.
  - b. Concerning Babysitting Positions: Babysitting is not permitted in the residence halls. Any children in the dorms should be approved by your respective administrator.
  - c. Jobs that require working after curfew must be approved by your respective administrator. Any job that extends beyond curfew should be for pay that assists the student to earn money for financial obligations. Violation of this policy could result in the student losing the privilege of working past curfew. Any extenuating circumstances must be cleared with your respective administrator.
5. For convenience purposes, a female student who is required to work past curfew and would like an escort may call the Safety and Security Department (268-6611) before she leaves her place of employment to arrange for a safety escort to her dorm. At the time of the call, the student should inform the Security officer of her approximate arrival time and arrange for Security to meet her.

## **SCHOOL PROPERTY**

Food and beverages are not permitted in the Chapel.

Activities are not permitted in the Jordan (the drainage canal that runs through campus). Items should not be thrown into the Jordan.

Dormitories are locked and alarm systems are activated 24 hours a day. A keyless entry system must be used by the student to obtain access to the dorm. The cost to replace a key is \$40. The cost for replacing an ID card is \$25.

Because of potential liability issues, roller blading and skateboarding are not allowed on the center of campus.

No student is to climb the KWFC radio tower at any time. Violation will result in dismissal from BBC.

No one is allowed in the Joy Kennedy Fountain at any time.

### **W. E. Dowell Fieldhouse Guidelines**

1. Only BBC students, faculty, staff, and their immediate family members may use this facility and equipment. Any other guests or visitors must have approval from either the Athletic Director or the Director of Student Life before using this facility.
2. All users of this facility must conduct themselves in a Christ-like manner.
3. Only basketball, volleyball, or tennis shoes are allowed on the basketball court.
4. Any shoe that causes black marks on the playing surface is prohibited.
5. Shoes for use in the Fieldhouse should be carried into the Fieldhouse and not worn for outside use.
6. The basketball court will be closed for general use during all varsity practices.
7. The only balls that may be used in the Fieldhouse are either basketballs or volleyballs. No others are to be used without the permission of the Athletic Director.
8. All BBC equipment must be checked out in the following way:
  - a. Go to the equipment room for check out during posted hours.
  - b. Exchange student I.D. or driver's license for equipment.
  - c. I.D. or driver's license will be returned when equipment is returned.
9. The Weight Room equipment will only be available during periods of supervised training. Anyone guilty of dropping weights or abusing the equipment will be required to leave and may forfeit privileges in the Weight Room.
10. The Athletic Director and gym monitors are responsible for seeing that these guidelines are enforced. Failure to adhere to any of the above policies could result in losing Fieldhouse privileges or the College could enforce other disciplinary actions.

## **SPECIALIZED POLICIES**

### **MARRIED STUDENTS INFORMATION**

The College offers a service to our married students to assist them in locating available housing.

Although many colleges do not provide any on-campus married housing, Baptist Bible College proudly maintains two married apartment complexes which are rented on a first-come, first-served basis. The on-campus housing is maintained by the Director of Married Housing whose office is located in Berea Hall. All inquiries should be directed to that office.

To aid those families who cannot secure on-campus housing or who do not meet the

criteria to live in one of our college facilities, we also provide a bulletin board of off-campus housing availabilities. This posting of apartments and rental properties is maintained by the Office of Student Life. It is wise for married students to arrive in Springfield well in advance of registration in order to secure adequate housing and employment.

With the exception of those guidelines which apply specifically to single students, it should be understood that the general information in our Handbook is applicable to both married and single students. **The spouse of a married student, whether enrolled or not, is required to abide by the spirit of the standards**, and we hope that our married students will set a high example of how our single students should conduct themselves. It is the spirit of being an example that married students are not to assist single students in violating the College standards. In the event that such infractions occur, penalties will be assessed to both the single and married students.

### **BBC APARTMENTS**

The College recommends that each student purchase renter's insurance to cover the accidental destruction of personal property (computers, etc.) Renter's insurance can be purchased at a nominal cost through many insurance companies. The College cannot be held responsible or liable for any property loss that occurs.

Students (married and single) who live on campus are expected to keep their apartments clean and orderly to help keep the bug problem down. Apartments are sprayed regularly in order to help this. Apartments are sprayed whether or not the tenant is at home. Periodical inspections will be made by the Administration.

No pets are allowed in the apartments with the exception of aquarium fish and caged birds.

If there is a need for something to be repaired in your apartment, email our maintenance department at [clickfix@gobbc.edu](mailto:clickfix@gobbc.edu).

Curtains should be closed at dusk.

Students should be considerate of neighbors when operating appliances such as televisions and stereos.

Ladies are to dress within guidelines when going to and from the laundry rooms in the BBC apartments.

Single students are not allowed to house-sit in the campus apartments at any time unless preapproved by the Director of Resident Life.

### **OFF CAMPUS LIVING REQUIREMENTS**

Because of the benefits of group living and increased opportunities for participation in campus life, all single students are encouraged to live in the College residence halls during the course of their education. However, there are students who meet certain



criteria who may elect to live off campus. All single off-campus applicants must meet with the Director of Resident Life to determine their eligibility according to school policy. The standard requirements are:

- 24 years of age and meet the qualifications of a senior, or
- 26 years of age, any status, or
- Single students who are seniors and have lived on campus a minimum of 8 semesters will be considered for off-campus housing privileges if they are finalizing their credits for graduation requirements. Candidates must be concluding their course work on a part-time basis and finish within one year. Seniors will be evaluated by the Director of Resident Life to determine eligibility under this provision even if they are not quite 24 years of age.

All single-student off-campus housing must be approved by the Director of Resident Life prior to registration. Please see your respective administrator if you have questions. Single students who are over 30 years of age, divorcees, or single parents must obtain permission from the Director of Resident Life to live in the single dormitories.

All students who live off campus are required to abide by all policies stated in the Student Handbook.

## **ACADEMIC POLICIES**

### **SPECIAL MEETINGS**

Each academic year Baptist Bible College features several special meetings. In the fall semester, we have Alumni Days sponsored by the Baptist Bible College Alumni Association. In the spring semester, we enjoy Global Awareness when our College family is exposed to the work of world-wide missions. These events feature BBC graduates who are now in full-time Christian work and return to give our students valuable, practical insights into daily living and progressive Christian ministries. Throughout the school year, time is generally set aside for concentrated prayer when the entire College community gathers together for heart-cleansing prayer and praise. The school year ends with our annual Graduation Week Services known as Fellowship Week. **All students are required to attend morning meetings during the annual May Fellowship Meeting which include the graduation ceremony. Attendance during evening services is highly recommended.**

While attendance at all special services is required for all students, and penalties will be assessed in normal classes, we trust students will look forward to these special times of coming together for admonishing and exhorting one another.

### **CREDIT-HOURS**

The school year is divided into semesters: fall, spring and summer. The Academic Catalog identifies each course in relationship to credit-hours. Typically, the credit hour for the course indicates the number of in-class hours during the week. For example, a three-credit hour course meets three hours per week during a semester. There is expectation that students complete homework assignments outside of class time. On-

line courses, modules and summer courses are calculated differently. For questions about this students should consult their advisor.

For undergraduate students, a full-time load is 12 or more hours. For seminary students, a full-time load is 8 or more hours. Students should be aware of the relationship between course load, financial aid and satisfactory academic progress (SAP).

### **CLASS HOUR LOAD LIMIT**

Students should work closely with their academic advisor when preparing their course schedule. They should be aware of factors that may adversely affect their success in the classroom: number of classes, work schedules, family responsibility, ministry and the like. Students who do not successfully progress through their program may be placed on probation per the SAP policy. They will work with College personal to improve their grades. Under such circumstances, students' course load may be restricted to 12 or fewer credit hours. Those who struggle in a course should seek assistance from their faculty member and/or take advantage of services offered in the Learning Center.

### **ACADEMIC STANDARDS**

It is the student's responsibility to maintain satisfactory progress toward a diploma or a degree in accordance with the regularly prescribed standards of this College. On a basis of 4.0 GPA, the specific standards for undergraduate students are:

1. A 1.7 grade point average the first and second semesters.
2. A 2.0 grade point average at midyear the second year.
3. A cumulative average of 2.0 thereafter.

Those who fail to meet these standards may be placed on academic probation and work with the Student Success Committee to develop an action plan to meet standards of satisfactory academic progress (SAP).

### **CHANGES IN COURSES SCHEDULE**

Changes to the course schedule include traditional courses, modules and online courses.

- Students must follow the Academic Calendar found on the institution's website.
- They may add a course no later than 8 business days from the first day of classes.
- They may drop a course no later than 8 business days from the first day of classes and still receive financial consideration. After 8 business days students receive NO refund.
- Those who drop a course may pick up a drop slip at the front desk in Enrollment Services. You must meet directly with your faculty member and advisor concerning dropping any courses. Students taking on-line classes may communicate with faculty members for online classes by email.

- The last day to drop a class with consideration for a grade of “WP” is the Monday of undergraduate module week. The last day to drop a class and receive a grade of “WF” is the last day of classes, prior to finals week.
- Withdraw from the College no later than 17 business days from the first day and still receive financial consideration. After 17 days students receive NO refund.

**CONTINUING EDUCATION POLICIES**

The fall and spring semesters run concurrent with on-campus semesters. Students must access the course within the first 7 days of semester or they will be dropped from the course.

Student activity is monitored and reported weekly. Acceptable student activity for checking attendance is as follows:

Student progress is equivalent to a combination of the following activities:

1. Assignment submission
2. Completing a quiz
3. Participation in a discussion forum

The following **are not considered** student progress:

1. Logging into the course.
2. Viewing the course or assignments.

Online Credit Hours per Class	Excessive online activity absences	Drop student from class if student exceeds the following online absences
1	2	3
2	4	6
3	6	9

**ELIGIBILITY TO REPRESENT THE COLLEGE**

Baptist Bible College offers students the privilege to represent the College in several areas (e.g., traveling teams, choir, athletics and the like). Those students must be approved through the Office of Student Life and Learning. Student sponsors must submit a list of participants to the Office of Student Life and Learning prior to the activity and also contact faculty concerning times when students are out of class representing the College. It is expected that students contact faculty concerning assignments, quizzes and tests.

**ABSENCE POLICY**

All absences are recorded though there may be legitimate reasons for absences. Faculty members define their specific attendance policy in the course syllabus. Students are expected to follow that policy.

The following table of absences is a suggested way for faculty to record absences.

Number of times class meets per week	Excessive absences if student exceeds the following	Drop student from class if student exceeds the following
1	2	3
2	4	6
3	6	9
5 (Module)	2 Hours	4 Hours

It is expected that students contact faculty about anticipated absences with regard to assignments, quizzes and tests.

In case of problems associated with absences, faculty may refer the student to the Student Success Committee for coaching and counseling.

Students may appeal excessive absences within 5 business days by contacting the Office of Academic Affairs. They will receive specific directions concerning the appeal process. They should not delay the appeal since this issue is time sensitive. The student should include sufficient information so that the context for the appeal is clear, such as extenuating health issues, death of a family member, pregnancy, parenting emergencies, etc.

### **CHEATING/PLAGIARISM**

Any student found cheating or knowingly plagiarizing materials in a course may be dismissed from that course with a grade of "F." Repeated infractions may result in dismissal from the College.

### **MAKE-UP TESTS**

Though most make-up exams are taken in the Learning Center, students should consult with their faculty member if there are questions about the location.

### **FINANCIAL INTEGRITY**

If a student withdraws or leaves school for any reason and monies are owed to the College on their student account, failure to make scheduled payments will result in collection agency fees which could be up to 50 percent of the balance. The College reserves the right to utilize service of an outside agency when an outstanding balance becomes delinquent.

## **GOVERNMENT POLICIES**

### **JEANNE CLERY ACT**

The Jeanne Clery Act requires that colleges and universities publish campus crime statistics of serious crime incidents. These publicized statistics are meant to warn students, employees, and applicants of the recent events of crime on campus. Students

and employees will be given annual crime reports that include statistics on murder, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, and motor vehicle theft. The annual report will be given to prospective students upon request. The Baptist Bible College Student Handbook describes how to report crimes and emergencies on campus. The Clery Act is also available on our BBC website at [www.gobbc.edu](http://www.gobbc.edu). Students may obtain a hard copy at the Security office.

The Safety and Security Department will maintain a file of all collected data relating to crimes reported to have occurred on the campus of BBC. The purpose of this Act is to educate the campus community about safety and security.

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

Baptist Bible College is in compliance with the Family Educational Rights and Privacy Act. The college has designated certain information contained in the educational records of its students as directory information according to FERPA guidelines.

- Directory Information
- Name
- Mailing address
- E-mail address
- Phone Number
- Major Field of study
- Photograph (for school purposes only)
- Weight and height of athletic team members
- Dates of attendance
- Degrees and awards received
- Home church
- Schedule (for school use only)

### Participation in officially recognized activities & sports

The college may disclose directory information for any purpose in its discretion without the consent of a student. Students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In the event a student requests special privacy, this information will not be disclosed except with the consent of a student or as otherwise allowed by FERPA. Any student refusing to have any or all of the designated directory information disclosed must file written notification to this effect within two weeks of the first day of classes with the Registrar's office in the fall.

The student has the right to inspect and review educational records. The student also has the right to request amendment of educational records that are inaccurate, misleading or otherwise in violation of the student's privacy. Information about educational records and the process of obtaining access to records may be obtained in the Registrar's office. Written requests to view educational files will be required.

In the event there is a perceived failure on the part of Baptist Bible College to comply with the requirements of FERPA, a student has the right to lodge a concern with the U.S. Department of Education. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave, SW  
Washington, DC 20202-4605

NOTE: This information can be located on the BBC website at [www.gobbc.edu](http://www.gobbc.edu)

### **SEXUAL HARRASSMENT**

Baptist Bible College is committed to maintaining high standards of professional ethics in a humane atmosphere in which individuals do not abuse their personal authority or power. All members of the college family are responsible for maintaining a positive working and learning environment. The faculty, staff and students of Baptist Bible College will not condone actions which a reasonable person would regard as either gender discrimination or sexual harassment. Please see the "Crime Reporting Procedures" in the Security section of the handbook for procedures regarding reporting a crime.

### **DRUG FREE SCHOOLS AND COMMUNITIES ACT**

The College is required by the Drug Free Schools and Communities Act to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. Every student shall receive a copy of the program annually as printed in the Student Handbook. Questions concerning the Drug Free Schools and Communities Act may be directed to the Director of Security, who is designated by the College to coordinate the institution's efforts to comply with the Act. The students and employees at Baptist Bible College are expected to maintain the highest moral and ethical standards when confronted by choices related to drugs and alcohol. The College maintains a good relationship with our local police department and reserves the right to use any available method(s) to determine if our drug policies have been violated. Our drug policies can be located on the BBC website at [www.gobbc.edu](http://www.gobbc.edu).

### **Alcohol Policy**

Baptist Bible College takes a position of abstinence, whether on or off campus, regarding the issue of alcohol. The student will be subject to disciplinary action if behavior is found to be inconsistent with the stated position of the College. The College alcohol policy prohibits consumption, possession or distribution of alcoholic beverages on or off campus. It is unacceptable for any person to be under the influence of alcohol while attending BBC. (Students in such condition may seek help from College officials but are still subject to disciplinary action.)

### **Policy on Illegal Drugs**

The unlawful manufacture, use, possession, dispensing or distribution of illegal narcotics, hallucinogenic drugs, controlled substances (as defined by Missouri statutes) or controlled medications without a doctor's prescription or hosting gatherings where

such substances are used, is prohibited. In addition to any other penalties that may be imposed on a student for violating the College's policy on illegal drugs, any student employed in the work study program or through campus employment will be terminated. As a condition of accepting employment as a work study student, a student does hereby agree to abide by the above statement and should the student be convicted of any criminal drug statute occurring in the workplace, the student will notify the College's human resource office in writing in five days.

### **NON-DISCRIMINATION POLICY**

Baptist Bible College admits students of any race, color, national origin and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin and ethnic origin in administration of its educational policies, scholarship and loan programs and athletic and other school administered programs.

### **ACCREDITATION**

Baptist Bible College is accredited by The Higher Learning Commission and a member of the North Central Association.

[www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)  
[312-263-0456](tel:312-263-0456)

Baptist Bible College is accredited by the Commission on Accreditation of the Association for Biblical Higher Education.

[www.abhe.org](http://www.abhe.org)  
[407-207-0808](tel:407-207-0808)

## **PRINCIPLES TO GOVERN OUR CONDUCT**

### **PURPOSE:**

The purpose of discipline is to assist students in modifying their attitudes and behavior. Students must learn to take greater responsibility for their actions and be willing to accept the consequences for their choices. I Thess 5:22; I Tim 4:12

When a person knows the standards and chooses not to keep them, mercy and justice must both operate. **It should never be taken for granted that a student automatically has a second chance when major infractions occur.**

While the Office of Student Life deals only with known violations, we know that there are individuals who break BBC's standards and are not observed. Even though unacceptable behavior may never come to the attention of the respective administrators, we pray the Holy Spirit will convict that student of wrong doing.

It is also appropriate for other believers to help restore a disobedient brother so he can be a vital part of a spiritually functioning community. Occasionally, to keep students from injuring themselves or possibly hurting others, a fellow student has a moral and

ethical responsibility to report inappropriate behavior to the proper authority. This course of action should be followed when the student has been confronted by a peer and when there is no apparent change in the behavior by the offending student. Such action is not viewed in God's word as improper, but rather God uses properly ordained authority as an instrument of working His will in the lives of His children. Matt 18:12-17; Gal 6:1-2

## **DEPARTMENT PROCEDURES**

The purpose of the Department Procedures of Baptist Bible College is to uphold the standards of the College in order that an atmosphere conducive to maximum academic and spiritual growth may be maintained. Discipline in our College community is defined as the external influences through which the student learns self-discipline, social sensitivity, and social and personal responsibility. Within this context a student will enjoy many liberties and opportunities to express himself. I Pet 3:8-9; Heb 13:7

When an individual fails to cooperate within the framework of our guidelines, a system of written **WARNINGS and REPRIMANDS** will be administered by the Office of Student Life. Several kinds of disciplinary actions may be taken depending on the offense involved, the student's past disciplinary record, the attitude displayed by the student, and the discretion of the respective administrators. The respective administrator will be involved in deciding the actual disciplinary action to assure continuity, confidentiality, and consistency.

When a student violates the conduct code, the Office of Student life will try to work within a framework of forgiveness, restoration, restitution (if that is required) and reconciliation. To accomplish these disciplinary goals, one or more of the following actions may be used, or a different one that is deemed appropriate for a particular situation may be devised:

1. **Official Warning:** This will be a written warning. One copy will go to the student, and a duplicate will be filed by the respective administrator. The Official Warning form may serve as a Call Slip to appear in a conference with the respective administrator. At that time the nature of the offense will be discussed, and the appropriate disciplinary action will be agreed upon.
2. **Fines:** For certain infractions, a student may be assessed a \$5 to \$100 fine for each occurrence or incident. Fines must be paid in the Office of Student Life by the date indicated on the Honor Code Violation Slip or the fine will be doubled and added to the student's school bill. If a student cannot make payment of a fine, the respective administrator must be contacted within two weeks of when the violation slip was issued. Fines received during the last week of the semester must be paid by the last day of school. Further discipline will result if the student fails to be in total compliance. Any monies generated through this fine system will be directed into on-campus projects that will benefit the entire student body.
3. **Confiscation:** Contraband items such as inappropriate music CDs, DVD movies, sound systems which are played too loud, cable TVs (in resident halls), and any other items deemed objectionable may be removed from a student's possession



- until the end of the semester.
4. **Reduced Curfew:** An on-campus student may have to be in the residence hall at an earlier hour for a set period of time.
  5. **Character Building Assignments:** A student may be required to do a particular study on a biblical character quality which, hopefully, will be inculcated into that student's behavioral pattern.
  6. **Restriction:** For a set period of time, a student may be required to have room restriction or be prohibited from using areas such as the Library, Student Center, Gymnasium, Fieldhouse, etc. or from participating in extra-curricular activities.
  7. **Reprimand:** A written REPRIMAND will become a part of the student's permanent file. An accumulation of Reprimands will be treated severely and parents and home pastor could be informed to solicit their support and involvement. If additional reprimands are issued, a student may be asked to withdraw from school.
  8. **Counseling:** A student may be required to meet with a counselor for a set number of sessions to bring spiritual principles to bear on the developmental or spiritual needs of the student.
  9. **Social Probation:** This phase of discipline excludes the student from various leadership responsibilities and some activities. This level of action serves as a written notification that the student is in serious jeopardy of being dismissed from the college. Any further misconduct of any kind will be interpreted to mean that the student does not want to continue his education at Baptist Bible College. This step of discipline includes:
    10. Notification of parents or guardians
    11. Disqualification from participation in traveling ministry groups, intramural or intercollegiate athletics, Student Government roles, clubs, and other college organizations. Other restrictions may also apply.
    12. **Dismissal Waived:** There may be certain circumstances when a student's actions warrant dismissal, but the disciplinary action is waived until the following semester to allow the student to complete the last few days of a semester (some sins such as immorality do not justify a dismissal waived option and the discipline will be imposed immediately no matter when it is discovered in the semester). If the dismissal waived option is deemed appropriate, the suspension will be enforced the following semester. The student is permitted to remain in school and is notified in writing of the strict restrictions that he/she will fall under. Any other violations or failure to observe the restrictions will result in immediate enforcement of the dismissal. Parents of single students are informed of this action.
    13. **Zero Tolerance:** There are some actions and behaviors that are treated with a zero tolerance approach to discipline. Christian liberty does not allow for worldly patterns to be accepted or tolerated in a Baptist Bible College student's walk of holiness. There may be illegal or unlawful actions or behaviors that are also deemed by the administration to be worthy of a zero tolerance position. This level of violation will result in the student being asked to leave the College as the dismissal provision will be enforced.
    14. **Dismissal:** This discipline is the final and most severe action which the College

will take. When this phase takes place, the student will be asked to leave the College, and he/she may not return to campus or participate in school functions without the written permission of the President or the Director of Student Life. Only after reapplying to the College will a student be evaluated for readmission to Baptist Bible College. The parents of the single students will, of course, be notified of this action.

## **DUE PROCESS**

When a student commits a violation of school guidelines which necessitates major disciplinary action, the student will meet with their respective administrator in a personal conference. (In certain cases, the student's RA may also be present.) The respective administrator will discuss the situation, and in accordance with the stated policies and guidelines of the school, will decide upon a suitable discipline.

A student may appeal a disciplinary decision to the Director of Student Life who will include the respective administrator involved in the original decision. If the student still believes an additional appeal is warranted, due process will allow for the student to appeal to a Review Committee chaired by the Director of Student Life. The respective administrator will also be an observer during the proceedings. The Review Committee will function with the following guidelines:

- Examine all the circumstances and details of the particular situation.
- Determine the guilt or innocence of the student based on the concrete evidence that was examined.
- Establish whether or not the imposed discipline was fair and consistent with the policies of the institution.
- The decision of the Review Committee will be final upon the approval of the President of the College.

## **THE PRINCIPLE OF FORGIVENESS**

Since we have been forgiven of so much, it seems reasonable that we would be quick to forgive others. But our old nature sometimes finds it hard to work in forgiveness. We want to get even or get revenge. Eph 4:32; Eph 1:7.

How terrible it would be to experience forgiveness from our huge sin debt only to be unwilling to forgive someone's small trespass against us.

At Baptist Bible College we will attempt to operate with a prevailing attitude of forgiveness toward one another. When someone commits an offense against someone else, they both should be quick to confront the situation and be reconciled to one another. Matt 5:23-24

Learn the principle of forgiveness and live with an attitude of joy and friendship rather than a spirit of anger and bitterness. This biblical principle of forgiving one another is

especially important in the areas of personal relationships such as with classmates and roommates.

## **Baptist Bible College- School Song**

“B” for builders trusting Thee,  
“B” believing grace is free,  
“C” for Christ Who died for me,  
May these halls proclaim the story.  
Fount of Christian knowledge,  
Baptist Bible College  
Shine through the night,  
Send forth the light,  
Praise His name in glory.

B.B.C. may the lost world see,  
Parting will never sever,  
The ties that bind,  
The joys we find,  
In serving Christ forever.

-S.K. Grundy-