

TABLE OF CONTENTS

<p>BAPTIST BIBLE COLLEGE SCHOOL SONG 3</p> <p>LETTER FROM THE DEAN OF STUDENTS 4</p> <p>PRINCIPLES TO GOVERN OUR WALK 5</p> <p><u>THE PRINCIPLE OF LOVE</u> 6</p> <p>Spiritual Growth 7</p> <p>Spiritual Life 7</p> <p>Personal Devotions 7</p> <p>General Policies 7</p> <p>Christian Conduct 7</p> <p>School Organizations 8</p> <p>Available Services 8</p> <p>Call Slip Policy 9</p> <p>Community Service 9</p> <p>Cultural Events 9</p> <p><u>THE PRINCIPLE OF GODLINESS</u> 9</p> <p><u>THE PRINCIPLE OF HOLINESS</u> 10</p> <p>Movie Policy Guidelines 10</p> <p>Campus Network Policy 11</p> <p><u>THE PRINCIPLE OF PURITY</u> 11</p> <p>Undergrad Freshman Engagement Policy 12</p> <p><u>THE PRINCIPLE OF HONOR</u> 13</p> <p>Firearms/Weapons/Fireworks/ Fire Alarms/Fires 14</p> <p>Honorable Communication 15</p> <p>Electronic Devices 15</p> <p>Falsifying Records 15</p> <p>Music 15</p> <p>On Campus Residence Halls 16</p> <p>The Principle of Honor on Display 16</p> <p>Residence Hall Staff 16</p> <p>Dorm Life 17</p> <p>Furniture 17</p> <p>Room Assignments 18</p> <p>Room Care 18</p> <p>Curfew Procedures 20</p> <p>Work Passes/Late Night Passes 20</p> <p>Sign Out Procedures (Ladies) 20</p> <p>Sign Out Procedures (Men) 21</p> <p>Curfew Violations 21</p> <p>Lights and Phone Use After Curfew 21</p> <p>Floor Meetings 21</p>	<p>Out-of-Town Trips, School & Late-Night Church Activities 22</p> <p>Permission/Invitations 22</p> <p>Leave Slips 22</p> <p>Overnight Visits 22</p> <p>Check-Out Procedures 22</p> <p>Hall Maintenance 23</p> <p><u>THE PRINCIPLE OF MODESTY</u> 23</p> <p>Dress and Appearance Standards 24</p> <p>Men (Married and Single) 24</p> <p>Attire/Occasion 25</p> <p>Hair 25</p> <p>Facial Hair 25</p> <p>Women (Married and Single) 25</p> <p>Attire/Occasion 26</p> <p>Explanation of Church Dress 27</p> <p>Dress Guidelines for Semester Breaks 27</p> <p><u>THE PRINCIPLE OF SERVANTHOOD</u> 27</p> <p>Christian Life Ministries 27</p> <p>Introduction 27</p> <p>Purpose 28</p> <p>Philosophy 28</p> <p>Objectives 28</p> <p>Church Membership and Attendance 28</p> <p>Grading 28</p> <p>Graduation Requirements 29</p> <p>Supervised Ministry 29</p> <p>Apprenticeship 29</p> <p>Chapel 30</p> <p>Returning Students CLM Forms & Due Dates 31</p> <p>New Students CLM Forms & Due Dates 32</p> <p><u>THE PRINCIPLE OF SUBMISSION</u> 32</p> <p>Respect for Authority 33</p> <p>Campus Safety and Security 33</p> <p>Security Services 33</p> <p>Campus Parking Regulations 34</p> <p>Safety Precautions 36</p> <p>Crime-Emergency Reporting 37</p> <p>Severe Weather 38</p> <p>Student Services 38</p> <p>Bookstore 38</p> <p>Copy Center 39</p> <p>Student Health Services 40</p> <p>Student Employment 40</p> <p>School Property 41</p> <p>Specialized Policies 42</p> <p>Married Students Information 42</p> <p>BBC Apartments 42</p> <p>Off Campus Living Requirements 43</p>
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Academic Policies	43
Special Meetings	43
Courses of Study	43
Semester Hours	43
Class Hour Load Limit	43
Academic Standards	44
Changes in Courses and Classes	44
Distance Education Policies	45
Ineligibility	45
Children in Classes	46
Absence Policy	46
Cheating/Plagiarism	47
Make-Up Tests	47
Financial Integrity	47
Government Policies	47
Jeanne Cleary Act	47
Family Education Rights and Privacy Act	47
Sexual Harassment	48
Drug Free Schools and Communities Act	48
Non-Discrimination Policy	49
Accreditation	49
PRINCIPLES TO GOVERN OUR CONDUCT	49
Purpose	49
Department Procedures	50
Due Process	51
<u>THE PRINCIPLE OF FORGIVENESS</u>	52

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

August 21, 2009

Dear Students:

Welcome to Baptist Bible College! In the providence of God's plan, you find yourself in this unique place. I hope you are anticipating an exciting year and I trust you will be a vital part of this year's success. Last year our campus experienced the remarkable power of God because of the prayerful contributions of our students. I hope that you will contribute in a positive way to the success of BBC this year. I pray that each one of you will support, encourage, love, and strengthen one another in the coming year. These are the kinds of Biblical attitudes and actions that will make BBC distinctively different.

This handbook has been written with the intention of sharing Biblical Principles by which the BBC family will operate in a spirit of unity. The Holy Bible is our sufficient source of all truth and practice.

Therefore, the BBC family will look to God's Word and live by the standards and principles established in the Scriptures for godly living. The achievements of guidelines found in this handbook do not make a person spiritual. But a person who wants to live an exemplary life before God will certainly desire to submit to God-ordained authority in his/her life. Thank you in advance for your conscientious adherence to the principles and policies established in this handbook. Please do your best to make a contribution to the success of the entire student body during the 2009-2010 school year.

Let's make this school year one of the best in Baptist Bible College history. God Bless You in your future endeavors for Him.

Sincerely In Our Lord,
Mr. Ray Adams
Dean of Students

To foster student development, the faculty in cooperation with the Dean of Students has prepared this student handbook. The faculty expects students to read and follow the guidelines of this handbook. The faculty understands 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 (Colossians 2:6). 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. To document this commitment, students are asked to sign the inserted page and return it to the Dean of Student's Office.

PRINCIPLES TO GOVERN OUR WALK

All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness; That the man of God may be perfect, thoroughly furnished unto all good works. 2 Timothy 3:16-17

Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth. 2 Timothy 2:15

The Word of God is the believer's supreme guidebook for living that honors God. Where the Bible does not directly address circumstances of life, it provides sufficiently through principles and precepts (2 Peter 1:3). This handbook approaches topics on this basis. It is our desire that every student at Baptist Bible College learn to choose wisely when confronting decisions of life. It is our highest aspiration to bring God glory through all our ways (1 Cor 10:31; Phil 1:9, 10). It is with this goal in mind that this handbook is designed.

Purpose: Baptist Bible College is an institution of higher learning with a distinctively biblical and historic Baptist curriculum established to serve Christ and the interests of the Baptist Bible Fellowship International.

Mission: Training students to serve as Pastors, Missionaries and Christian leaders.

Vision: BBC will strive to be a leading institution preparing men and women for intra- and cross-cultural ministry. BBC will be known for its distinctive strengths of integrity and commitment to God's Word, its compassion for all people, its faithful adherence to historic Baptist beliefs as taught in the Bible, its passion for life-long learning, and its zeal for excellence in all things. It will have as its primary focus the training of church leaders, educators, and Christian workers for ministry including all areas of learning that can enhance the ministry of the local church in its services and global outreach.

BBC will pursue this vision by:

- Conducting its work with such openness, excellence and integrity that it earns a local, national and international reputation for leadership in defining quality in Christian ministry.
- Promoting a commitment to God's Word and adherence to historic Baptist beliefs as set forth in the Bible through classroom instruction, chapels and all functions of the Institution.
- Promoting student involvement in the local church to foster mentoring, accountability and transference of classroom learning to practical experience.
- Promoting flexibility and creativity in fulfilling the Great Commission.
- Maintaining peer review that is discerning, objective, valid and accepted as a means to enhance the learning experience.
- Responding to innovative educational models based on knowledge about learning such as those incorporating online learning, collaborative initiatives and distributed learning environments;
- Providing services responsive to the needs of BBFI churches and ministries that:
 - share effective methods and materials needed in church ministries
 - disseminate information learned by innovative initiatives, and

- demonstrate leadership in exploring ways for local churches to confront the complexities of a fast-changing world;
- Recognizing dynamic partnerships with multiple constituencies:
 - Students are BBC's main internal constituency. We respect and accept the diverse nature of learners and learning styles. We are dedicated to providing instruction and student services that provide students with avenues to success.
 - At the same time, we respect and appreciate working with like-minded Baptist churches and other external constituencies, as appropriate.

The graduate college complements these mission goals specifically by training students who will be able to:

- Demonstrate a pattern of spiritual growth and commitment to ministry;
- Implement a biblical and theological philosophy of ministry for service within the BBFI;
- Analyze, interpret, organize, and evaluate information;
- Conduct scholarly research and communicate findings;
- Develop and evaluate strategies to reach out to the lost world, plant and build churches, and organize the ministries of the local church;
- Develop and present expository materials using the biblical languages;
- Disciple, counsel, and care for individuals and families using biblical principles.

The mission of BBC in cooperation with the Dean of Students 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.

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.

These are some of the benefits you could experience as a member of the BBC family:

1. The benefit of interaction in a community of Christian believers.
2. The benefit of instruction on how to become a better leader for Christ.
3. The benefit of encouragement to learn Biblical thinking thus strengthening decision making.
4. The benefit of being encouraged to develop biblical patterns of true Christ-like service.
5. The benefit of being called upon to sacrifice and to endure hardship as a good soldier for the Lord.
6. The benefit of learning Biblical submission to God-ordained authority in their lives.
7. The benefit of being taught values and standards that are biblically based.
8. The benefit of developing a greater love and appreciation for God's Word and encouragement to have a closer walk with the Lord.
9. The benefit of gaining a renewed vision of a lost world in need of God's salvation.
10. The benefit of developing friendships based upon love that will be established which will influence you for the rest of your life.

THE PRINCIPLE OF LOVE

Beloved let us love one another: for love is of God; and every one that loveth is born of God, and knoweth God. He that loveth not knoweth not God; for God is love. In this was manifested the love of God toward us, because that God sent his only begotten Son into the world, that we might live through him. . . . Beloved if God so loved us, we ought also to love one another. 1 John 4:7-9, 11

At BBC we consider ourselves to be a family. We acknowledge that within any family there will be challenges that may threaten unity. The Bible warns that our adversary, the devil, seeks to destroy and devour those not vigilant and aware of his evil designs (1 Peter 5:8). The bond of family unity is love (Col 3:12-14) patterned after the very God and Savior who redeemed us (John 3:16). His love is to be our model in loving others (Ps 133:1).

Jesus stated pointedly that He gave the world the right to judge our sincerity as believers by whether or not we have love for one another (John 13:35). Love is to be evident on our campus. Love is to prevail when confronting another (Eph 4:15). Therefore, the family of BBC will attempt to live together with a prevailing spirit of love for one another. When there are conflicts, they will be resolved in love. When there is need for discipline, an attitude of love will prevail in that process as well.

In the Bible love is always an action. Love is not supposed to be defined the way the world defines it as some unexplainable emotion or lust. Biblical love is not properly defined as some sick, syrupy, sentimentalism that overlooks sin and refuses to confront a fallen brother or sister. Biblical love is always sacrificial love like when Jesus willingly gave His life to redeem us. He demonstrated perfect love on our behalf.

At BBC, we will seek to be more like Jesus even in the ways we reveal our love one for 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.

SPIRITUAL GROWTH

• SPIRITUAL LIFE

But grow in grace, and in the knowledge of our Lord and Savior Jesus Christ. To Him be glory both now and forever. Amen. 2 Peter 3:18

Baptist Bible College seeks to provide a spiritual environment in which students readily develop their spiritual lives at the same time they develop mentally. To promote this atmosphere, BBC provides various opportunities to increase students' spiritual desires for the things of the Lord. While learning takes place in the classroom, there is expectation that God's Word penetrates the heart resulting in spiritual growth. 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.

• PERSONAL DEVOTIONS

And in the morning, rising up a great time before day, He (Christ) went out, and departed into a solitary place, and there prayed. Mark 1:35

Wherefore laying aside all malice, and all guile, and hypocrisies, and envies, and all evil speakings, as newborn babes desire the sincere milk of the word, that ye may grow thereby. 1 Peter 2:1-2

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 Corinthians 4:16).

GENERAL POLICIES

• CHRISTIAN CONDUCT

And whatsoever ye do in word or deed, do all in the name of the Lord Jesus, giving thanks to God and the Father by Him. Colossians 3:17

Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things. Philippians 4:8

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." This means that students will:

1. Use their time to the best advantage by careful study, participation in spiritual activities, faithful involvement 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.
2. Abstain from such practices as the use of alcoholic beverages, illegal drugs, inappropriate use of prescription drugs, inappropriate movies, videos, DVDs, cds, gambling, and identification with secret societies.
3. 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.
4. Be modest in dress and appearance.

Note: By virtue of enrollment, students agree to live within the framework of these standards. While some may not have personal convictions in these areas, agreement to these standards obligates the student to honor them while under the jurisdiction of BBC. Misbehavior, either on or off campus, which indicates a student has disregard for the spirit of these standards constitutes reason for dismissal.

Occasionally, a student may feel frustrated and isolated in this new, complex phase of life. It is our desire that that student be surrounded by those modeling principles such as loving one another, praying for one another (Jas 5:16); exhorting one another (Heb 10:25); bearing one another's burdens (Gal 6:2); and even forgiving one another (Eph 4:32). As we develop a spiritual walk with a total Christ-consciousness, we will greet all of our problems and circumstances as part of our learning process, and the concern for our personal problems will often be refocused on the needs of others (Philippians 2:4).

1. God expects believers to yield their lives to the Holy Spirit and not to be conformed to this world (Romans 12:1-2). This principle has application in our thinking, appearance, actions, plans for life service and partnership, and many other areas of life.
2. God expects all believers to walk in such a way that they make no provision for the flesh and that they will never stimulate their desire to sin (Romans 13:14).
3. God expects His children to be willing to forgo some activities that might be questionable rather than hinder or offend another Christian brother (1 Corinthians 8, especially verses 11-13; 1 Corinthians 10:31-33; Romans 14-15:7).

• **SCHOOL ORGANIZATIONS**

Student Government 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.

Special Ministry Groups consists of several traveling ministry groups in which students may participate. Participants are auditioned and approved by members of the faculty. 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. Try Out!

• **AVAILABLE SERVICES**

A student center is available for student use with games, snacks, computers, and a large screen TV for student leisure time.

Recognizing the technological and educational advantages of a computer network, BBC has developed the capacity to have all campus housing facilities internet and intranet accessible. Also, students who qualify will be able to use on-campus computers for internet usage as well as research and other assignment related work.

A newly remodeled air-conditioned cafeteria is available on the first floor of the Fieldhouse. Single students living on campus have dining privileges. 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.

Child care is also provided for children six months through five years, during classroom hours. You may contact the Dean of Students for further information.

- **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 Administration, Faculty and Staff at Baptist Bible College believe that God has given all Christians the blessings of music and other fine arts to enjoy. The College sponsors several cultural events each year that students may attend. Dates for these performances will be supplied in the Student Activity Planner, so please make note of them and clear your schedule to be a part of these special activities.

THE PRINCIPLE OF GODLINESS

But godliness with contentment is great gain. 1 Tim 6:6

But refuse profane and old wives' fables, and exercise thyself rather unto godliness. 1 Tim 4:7

Every true disciple of Jesus will want to live a life that is pleasing to Him. To accomplish this goal a believer must live a life separated unto God. As a student of Baptist Bible College, you are to strive to glorify God with your lives by being Christ-like in all of our 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.

In a practical way, this principle would suggest that students need to exercise thoughtful Christian discernment regarding all forms of amusement and entertainment including television, videos, video games, movies, music, literature, and etc. While there may be latitude for some personal preferences in these areas, as a member of the BBC family everyone is to follow the standards established for the school by the Trustees. Godly behavior at times may be manifested by abstinence from certain actions. Christians who want to live a life of godliness do not allow the world to determine acceptable behavioral trends (Rom 12:2).

THE PRINCIPLE OF HOLINESS

I beseech you therefore, brethren, by the mercies of God, that ye present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service. Romans 12:1

And that ye put on the new man, which after God is created in righteousness and true holiness. Ephesians 4:24

Similar to the principle of Godliness is the idea that we are to be like God in holiness. God is holy and He has told us that we are to be holy as He is holy (1 Peter 1:16). This is an ideal that every believer in Jesus Christ will strive for throughout life. Will any of us be sinlessly holy in this earthly experience? No! But the goal is still 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.

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
- Living an ungodly life-style that destroys one's personal testimony including lewd or unwholesome behavior in the dormitories
- Vandalism on or off campus
- Sexual immorality in any form (a zero tolerance policy is in effect)
- 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 (a zero tolerance policy is in effect)
- 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

• MOVIE POLICY GUIDELINES

It is expected that students at Baptist Bible College will examine their own heart and life and choose wisely when exercising their option to voluntarily attend the movie theatre or when renting a DVD for private consumption on someone's TV or computer. Guidelines exist that limit inappropriate content movies with an R-rating or worse. Discernment should be used when selecting other movies with a PG-13 rating or below, as the content of some movies in these categories may still be inappropriate or ungodly for a Christian to view. It is imperative that students be committed to honoring God with their testimony and godly selections related to their viewing decisions. The following principles should be considered before viewing movies:

- Does the primary theme of the movie encourage or celebrate vices like sensuality, selfishness, or violence?
- Does the movie glorify the use of profane and demeaning language or include excessive crude or obscene language?
- Is sexual promiscuity promoted, encouraged, or used for the sake of humor?
- Does the message of this media show a respect for humanity and human life or is violence used gratuitously?
- Does it contain imagery that incites lustful or evil thoughts? (Pornography represents a serious threat to the Christian community. It devalues beauty, sexuality, and humanity and victimizes men, women and families. Scripture advocates modesty and protecting our eyes from images that promote lust. As

Jesus said in Matthew 5:28, *“But I say unto you, that whosoever looketh on a woman to lust after her hath committed adultery with her already in his heart.”*)

- Ultimately, what would Jesus Christ think of your choices in this area of entertainment?

Students are expected to avoid movies that violate the principles noted above. Consider using a website such as www.pluggedin.com to evaluate the movies in advance.

There may be some situations where students will need to be confronted and disciplined if it is exposed that they viewed an ungodly movie. Viewing of pornographic movies will be considered a major breach of our conduct code and will result in serious consequences up to and including dismissal. Those who make such choices will be handled as they are discovered.

• **CAMPUS NETWORK POLICY**

Recognizing the technological and educational advantages of a computer network, Baptist Bible College has developed the capacity to have all our campus Wi-Fi accessible to the internet (on campus housing, dorms, campus lab facilities, library, student center).

The College understands the breadth of internet providers that are available, but there is universal concern for the kinds of unwholesome materials that can be accessed through a normal internet service provider. All on-campus students who access the Internet must participate in the College’s “filtered” network so we can provide the advantages of the internet in a wholesome, honorable and truly educational environment. No third-party access to an Internet Service Provider will be allowed on campus.

The potential of computer networks as an educational tool is unquestioned and Baptist Bible College desires this technology to be provided with the best and most wholesome program available. Protection of our students is a basic tenet of the Baptist Bible College philosophy and while providing internet service, we desire to give quality service through the safest and most productive method. Above all the College wants to provide a medium of technology that provides our students with a wholesome experience that practices the principle of Godliness.

To that end, we would warn students when using sites in the genre of "My Space", "Facebook", etc., that any communication be God honoring whether in word or picture.

Instructions for using and setting up a network account are available in the office of Campus Technology. The "Network Acceptable Use Policy" is available on-line. A printed copy of the policy is also available.

It is the belief and goal of the Baptist Bible College family to strive to live a life above reproach and one that reflects a life of holiness. Just because someone lives in abstinence from all the negative issues listed above does not mean that he/she is righteous or holy. Observing a list of “do’s” and “don’ts” does not make a person spiritual. But it is the objective of every growing believer to be conformed into the image of Jesus Christ, especially in the area of holiness. At BBC, we will emphasize this characteristic of God’s attributes and strive to be more like Him.

THE PRINCIPLE OF PURITY

Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things. Philippians 4:8

For this is the will of God, even your sanctification, that ye should abstain from fornication: That every one of you should know how to possess his vessel in sanctification and honor; Not in the lust of concupiscence, even as the Gentiles which know not God: 1 Thess 4:3-5

In the 21st Century the morality of the world has infiltrated every aspect of society. The marketing of the world’s products are generally saturated with all kinds of sensual and provocative images. The biblical concept of purity is often ignored or minimized even among those who claim to be Christians.

At Baptist Bible College we still believe in the biblical 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 (see 1 Corinthians 6:18; Exodus 20:14; and especially 1 Thessalonians 4:3-8). The members of the BBC family are responsible before God to live a life of purity and righteousness that would be honoring to God. We should constantly remember that the body of the Christian is the temple of God and we are suppose to control our fleshly lusts (1 Corinthians 6:19).

According to the Book of James, sin occurs in our lives when we are drawn away by our own lust and enticed. And, when lust has conceived it brings forth sin, and when sin has conceived it brings forth death (James 1:13-15). For the believer to obey God in the area of purity, he/she must learn to control his/her own natural desire to lust and sin. This can only be accomplished through the power of the Holy Spirit, and by avoiding places and circumstances of temptation (1 Cor 10:13; 2 Tim 2:22).

Therefore, there are some BBC policies that attempt to assist our students to remain in situations where their pure and godly life can be protected. We want our students to have success in overcoming sexual temptations. We do not want to lose a single person who is preparing for the ministry because he/she has compromised in the area of sexual purity. Baptist Bible College wants to train surrendered, committed, faithful people for the ministry of Jesus Christ who can boldly declare they have lived a godly life with purity.

The following guidelines attempt to protect BBC family members from finding themselves in situations where their testimonies are damaged or ruined. The Bible is clear when it says, "Abstain from all appearances of evil" (1 Thess 5:22). This is the purpose for some of the following policies:

- Avoid sexual immorality in any form (Rom 1:26-27; I Cor 6:18; Ex 20:14; I Thess 4:3-8)
- Possession of any type of pornographic literature or posters is prohibited
- Indecent exposure of any kind is prohibited
- Dating a divorcee or a single parent without counsel from the Dean of Students
- Single students should not hold hands or have other personal contact on campus
- Excessive personal contact between single students is not allowed at any time, whether on or off campus
- Single students are not allowed in any dwelling (includes house or apartment) with members of the opposite sex without a chaperone
 - o Approved chaperones would be a married couple, RA, or Dean 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
- Single men and single women may not share a motel room under any circumstance
- Traveling out of town with members of the opposite sex without prior approval from the Dean's Department and parents (single students)
- Entering the residence (dorm, apartment) of the opposite sex without proper authorization from the Dean's Department
- Spending the night together in any un-chaperoned situation is a dismissible offense
- Freshman students (undergraduate) are not allowed to get engaged without prior approval from the Dean of Students*

• **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 Dean of Students 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 Dean of Students 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.

This is not an effort to be exhaustive and list every possible circumstance when a student's moral purity may be in jeopardy. To obey the Word of God and abstain from all appearances of evil is a safeguard against compromise in the area of sexual temptation. "Flee youthful lusts!" Do not allow the "Evil One" to get a stronghold and cause moral failure to result. Always practice the principle of Purity.

THE PRINCIPLE OF HONOR

Honour all men. Love the brotherhood. Fear God. Honour the king. 1 Peter 2:17

*Be kindly affectioned one to another with brotherly love; in honour preferring one another;
Romans 12:10*

The Holy Bible often makes references to the household of faith and the fact that Christians are to live respectfully toward others and practice the principle of honor. In a Christian environment like Baptist Bible College it is particularly right and appropriate to be respectful and honor the rights of others.

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.

We should respect one another and give honor to our brothers and sisters in Christ. Above all, the One who is worthy of glory and honor is our great God, the Lord Jesus Christ. Indeed, our entire eternity will be praising God and giving Him the honor He deserves as our Savior. So on this earthly plane and also throughout eternity we find the principle of honor regularly mentioned in the Word of God. Therefore, at Baptist Bible College we want to coexist with a prevailing attitude of honor toward one another.

When there are budding conflicts between roommates, the principle of honor will require that each esteem the other better than themselves (Phil 2:1-4). When someone develops a critical spirit toward another brother or sister, according to the Scriptures the critical person is to repent, make things right and deal with the principle of honor to keep their relationship healthy (Eph 4:32).

The following are some examples of how a prevailing attitude of honor might be threatened.

- Participation in an unauthorized petition, riot or demonstration
- Vulgar speech or swearing
- Illegally entering an on-campus student's room
- Use of fireworks or tampering with fire alarms and fire extinguishers, starting fires, or making dangerous devices that may inflict bodily injury or harm
- Leaving school prior to or during Graduation Week without prior approval from the Dean of Students
- Disruption of College events
- Pattern of unexcused church absences
- Horseplay anywhere; Taking dishes from Cafeteria; Excessive noise in buildings
- Having an illegal pet in the dorm; having College property in the room illegally
- Failure to keep the dorm room clean
- Missing dorm hall meetings without prior arrangements
- Having guests on campus without proper clearance (you may pick up a Non-Student Visitation Policy sheet in the Dean of Student's Office)
- Writing of "bad checks"

- Lying, misrepresenting the truth, or starting rumors
- Using electronic devices inappropriately
- Reckless driving; Failure to register vehicle; Illegal parking
- Dress code violations
- Falsifying roll sheets or other records
- Inappropriate music

FIREARMS/WEAPONS/FIREWORKS/FIRE ALARMS/FIRES

• FIREARMS/WEAPONS/FIREWORKS

Baptist Bible College has a zero-tolerance policy regarding the use or possession of 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 Dean of Students' Office. This provision is not available to single students.

Individuals with legal, Missouri-issued, conceal and carry permits must have authorization by the Dean of Students 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 Dean of Students 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 the dorms have the potential of being a fire hazard and, for safety reasons, are not permitted in the residence halls. **Decorative lights, such as those used during the Christmas season, may be used from Thanksgiving through Christmas break.** However, these lights must be removed by the beginning of the spring semester. Before being installed, have the RA inspect the cords for faulty wiring.

HONORABLE COMMUNICATION

But now ye also put off all these; anger, wrath, malice, blasphemy, filthy communication out of your mouth. Colossians 3:8

Graciousness was certainly characteristic of our Savior's speech. It was said of Him, "Never man spake like this Man," (John 7:46). As those who bear the name of Christ, our speech should also be "that which is good to the use of edifying," (Eph 4:29). Ephesians also tells the believer, "Let no corrupt communication (i.e. words no longer fit for use, of poor quality, worthless) proceed out of your mouth." This expression refers, not simply to bad or malicious language, but to anything which is unhealthy, unwholesome, or sparks dissension (i.e. such as gossip). 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.

• ELECTRONIC DEVICES

Cellular phones, pagers and other electronic devices shall not be used in a manner that causes disruption in the classroom, library or within any college-owned or college operated facilities. This includes abuse of cellular devices with photographic capability. 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

Speaking to yourselves in psalms and hymns and spiritual songs, singing and making melody in your heart to the Lord. Ephesians 5:19

And whatsoever ye do in word or deed, do all in the name of the Lord Jesus, giving thanks to God and the Father by Him. Colossians 3:17

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.

Recent studies show that a majority (the mainstream) of our Baptist churches use a blend of both traditional and praise and worship styles of Christian music in services.

The music styles taught and presented at the College will reflect the following policy:

1. Students will be taught a spectrum of music including: classical, traditional, and praise and worship styles.
2. Music styles will be chosen to help students develop their technical ability so they can effectively minister in the broad mainstream of churches of the BBFI.
3. Students will be taught to use music styles that will support the leadership of the local pastor where they serve.
4. Students will be encouraged to avoid the extremes of any music style.

Christian music is for worship and enjoyment. At Baptist Bible College, we believe music helps to contribute to a healthy atmosphere for spiritual growth. Colossians 3:16 is the biblical principle that says, "...teaching and admonishing one another in psalms and hymns and spiritual songs, singing with grace in your hearts to the Lord."

ON CAMPUS RESIDENCE HALLS

• THE PRINCIPLE OF HONOR ON DISPLAY

Be kindly affectioned one to another with brotherly love; in honor preferring one another. Romans 12:10

If it be possible, as much as lieth in you, live peaceably with all men. Romans 12:18

And be ye kind one to another, tenderhearted, forgiving one another, even as God for Christ's sake hath forgiven you. Ephesians 4:32

It is important for the College community that good manners and common courtesy be displayed on our campus. These not only provide enjoyable and wholesome relationships, but also recognize the respect due another believer who has been created in the image of our Heavenly Father. Simple thoughtfulness of others will frequently determine the right course of action in various social situations (Phil. 2:3-4).

We are also to be good stewards of these buildings and grounds on campus in order to insure their use for future generations of God's people. Therefore, honor should be given for the facilities God has entrusted to us and recognize their importance. Dorm life is meant to be an enjoyable time for you. It is important that you follow the guidelines. If you have any questions or problems, please consult your respective chain of command (RA, or Dean's Department personnel).

• RESIDENCE HALL STAFF

The Dean of Students is directly responsible for administrating the Residence Hall program.

The Senior Director of Student Development and the 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 Dean's Department 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. The RA position has become a highly coveted post that is earned by qualifying upperclassmen that have maintained high standards and shown exceptional maturity. They must reveal qualities of spiritual leadership and be

prepared to help the students with their studies, finances, health problems, and even their social dilemmas. Students are expected to respect the RA for the conscientious work they perform.

The Housekeeping Staff works to keep the residence halls clean. Students doing their part can aid them greatly in their job. Maintenance requests should be immediately submitted, in writing, to the Physical Plant Department. Guidelines in the dormitory are provided for the perpetuation of a pleasant atmosphere which is conducive to study, relaxation, and sleep. The residence hall staff functions with the full support of the Dean's Department to help achieve a proper campus environment.

- **DORM LIFE**

Spending the night in another resident's room **MUST** be cleared through the Resident Assistant. Spending the night in a different residence hall **MUST** be cleared through the Senior RA or respective administrator. These requests may only be made on the weekends, not during the week, unless approved by the respective administrator.

Men may not walk on any of the sidewalks adjacent to the women's Halls. Women may not congregate on the sidewalks directly in front of Smith and Harper Halls.

No groups are allowed to congregate on the sidewalk directly in front of any respective administrators' housing.

Students are not to share or lie on the same bed.

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 a FOB. 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 Dean of Students' office. 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 FOB in with your own FOB 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.

If students are unable to attend classes or church services because of sickness, they must contact the nurse that same day. On weekends, leave a message on her answering machine (ext. 6097). They may also obtain a sick tray for meals through the cafeteria. Ask your RA for details concerning this option.

- **FURNITURE**

Furniture is not to be moved from the lobby areas or the lounges. For the sake of maintaining the quality of our lounge 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).

Woodworth/Vick Halls - Dorm beds should not be arranged to make a larger bed (i.e. a queen-sized bed).

Harper Hall – Dressers should not be stacked and the bunk beds should not be tampered with. Bunk beds are not to be taken apart to make single beds unless permission is granted by the Senior Director of Student Development.

Smith Hall – Please do not move any furniture other than the desk and chairs.

- **ROOM ASSIGNMENTS**

Room assignments are made by the Dean's Department. 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 try to do White Glove they will be fined \$10.00 for the first time for no effort, along with rescheduling another White Glove with their respective RA.

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 (11:00 p.m. on weekdays and 12:00 a.m. on weekends). This procedure should be observed to ensure proper consideration for those students who desire to study or sleep.
5. 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.

6. Only white or yellow tacky-tac is 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 is 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.
7. 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.
8. Moving of ceiling tiles or crawling through the ceiling is not permitted.

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 Dean's Department.
5. A student may bring a refrigerator if it is less than 3.5 cubic feet in size. Students should observe the rights of roommates and neighbors by keeping noise in the halls to a minimum.
6. 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 or a headset is used, and if there is plenty of space in the room for the keyboard to be stored.
7. Televisions are not allowed in the rooms with the exception that a TV can be used as a monitor for video games. Designated TV viewing times are available in the commons area. Using campus-owned equipment to view a movie is not permitted unless approval has been given by the Dean's Department.
8. Windows and screens are to be left intact. Air conditioners are not permitted in the men's dorms.
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 Dean's Department.
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 is not to be done after midnight unless pre-approved by the Senior RA or Hall Director.
16. 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.

17. 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.

For the benefit of all dormitory residents, general quietness should be maintained in the dorm at all times. Any group discussions should be conducted in a room with the door closed to avoid interrupting another's study or sleep. The best guideline by which to function in a Christian environment is found in Philippians 2:3, ". . . *but in lowliness of mind let each esteem others better than themselves.*" We thank our students in advance for their support of these guidelines.

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 11:00 p.m. - 5:30 a.m. Sunday through Thursday and 12:00 a.m. - 5:30 a.m. Friday and Saturday. On nights when there are no classes the next day, excluding special events such as the NCPO Church Planting Conference, Global Awareness Conference, Alumni Week, BBFI Regional Fellowship Meeting etc., curfew will be extended to midnight.

- **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 Dean's Department 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 Dean's Department 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 (LADIES)**

Each lady who will be out past curfew must obtain a pass from the Director of Resident Life and sign out on the Sign Out Sheet. Students in Woodworth or Donnelson Halls, will sign out at the desk located in the lobby of Donnelson. Students in Vick Hall (if utilized) will sign out at the desk in the main entrance of Vick. The student is responsible for signing herself out rather than asking a roommate or a friend to do it for her.

A student who works past curfew must include the name, phone number, and address of their place of employment on the Sign Out Sheet.

All activities after curfew must be pre-approved by the Dean's Department. Ladies attending late-night church activities must use the Sign Out Sheet.

Ladies who sign out on the Sign-Out Sheet and are in before curfew, will need to correct their sign out information by writing IBC (which means, In Before Curfew).

Students should not tamper with the Sign Out Sheet in any way.

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 respective administrator the next working day. A comparison of the Sign Out Sheet and the print out will be done and any curfew violations will be addressed.

Anyone who takes unfair advantage of the Sign Out Sheet or re-entry process will be considered late for curfew with the appropriate discipline action taken.

Failure to sign out will be considered a curfew violation. If an emergency arises that will cause you to arrive after curfew, it is your responsibility to contact your RA. The RA can be reached using the prefix 268 followed by their extension:

Donnelson 1 – 6309
Donnelson 2 – 6310
Donnelson 3 – 6311

Donnelson 4 – 6312
Woodworth 1 – 6313
Woodworth 2 – 6314

- **SIGN OUT PROCEDURES (MEN)**

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 Senior Director of Student Development. 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 Senior Director of Student Development 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. The RA can be reached using the prefix 268 followed by their extension:

Harper 1 – 6301
Harper 2 – 6302
Harper 3 – 6303

Smith 1 – 6305
Smith 2 – 6306
Smith 3 – 6307

- **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 FOB at all times to gain access to their dormitory.

Leaving the floor anytime 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.

There is to be no traveling between dormitories after curfew without the permission of the student's RA. Permission will only be granted for important reasons and then only for a specified period of time. The Dean's Department will treat any abuse of this policy as a curfew violation.

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

- **LIGHTS AND PHONE USE AFTER CURFEW**

For the sake of roommate courtesy, we ask that students limit their phone usage after curfew as roommates may be trying to sleep.

The College would ask that the overhead lights be turned off after curfew unless all roommates are 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 roommates.

- **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).

• PERMISSION/INVITATIONS

Parent Permission Slips must be completed and signed by the parents/guardians of every single student living in the dorms or BBC apartments who is of the age 20 or younger. Should a student disregard the parental permission slip, the parent(s) or legal guardian will be notified and discipline could result. Should a parent refuse to sign the form, notify your respective administrator for instructions.

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.

A single man and a single woman or a mixed group wanting to leave together for a trip may do so providing they have proper permission from parents of each individual.

• LEAVE SLIPS

BBC residents are required to fill out a Leave Slip if they are going on a day trip which will include a destination beyond 100 miles from the college. **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. Most trips will require parental consent before students will be permitted to leave the campus.

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 Senior Director of Student Development or the 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 Dean's Department 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 Dean of Students 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 in the Student Activity Planner 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.

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.

HALL MAINTENANCE

We are required to be good stewards of God's money and property. These facilities are dedicated to the Lord and cooperation from the students will insure that they are maintained properly.

The ENTIRE FLOOR will 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. Fill out the "Work Order Requisition" and tear off the bottom portion of the form for your records and follow up. (This form is located in Berea Hall just as you walk in.) If it is an emergency (such as water leaking), make sure that the Physical Plant secretary is aware of it.
2. The repair should take place within one week. If it has not, call the Physical Plant Office and give them your "Work Order Requisition" number and the date you filled out your form.
3. If necessary repeat this process twice. If not repaired, notify your respective administrator.

In reflecting on the Principle of Honor, the above information is not an effort to be exhaustive and list every possible circumstance when a student needs to practice the policy of honoring one another. To obey the Word of God there are times when we must humble ourselves and give honor to whom honor is due. There is no more blessed condition this side of heaven than to live peaceably with all men and that is accomplished by respecting them and honoring them.

Classmates and roommates who live by the principle of honoring one another are always benefited by the mutual respect offered to each other. Then a wonderful fellowship can be enjoyed by everyone. Those who humble themselves and practice honor toward their fellow believers imitate Christ and are following the example He set for us (Phil 2:5).

THE PRINCIPLE OF MODESTY

And whatsoever ye do, do it heartily as to the Lord, and not unto men, for ye serve the Lord Christ. Colossians 3:23-24

Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God. I Corinthians 10:31

The students at Baptist Bible College regularly confront a society that completely rejects the concepts of modesty. The present culture pushes the boundaries of acceptable attire in order to solicit an ungodly, sensual, and fleshly result. The worldly position is contrary to God and even mocks the people of God who hold to a

conservative and modest dress standard. We must take the principles from the Word of God and develop our policies based upon those precepts (1 Peter 3:3-4).

When the Bible speaks about satisfactory dress standards it always dictates the requirement of modesty. Therefore, Baptist Bible College will follow the principle of modesty when deciding how our policies will be determined. Modesty, neatness, and a Christ-like manner should be characteristic of each individual. These characteristics are taken into consideration when the guidelines are written.

Questions concerning the dress code should be addressed to the Dean of Students.

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

DRESS AND APPEARANCE STANDARDS

Classroom attire is professional dress casual and is the acceptable dress unless otherwise informed. (Further explanation is below)

Appropriate clothing items worn to church, class, or chapel should not have dangling threads or be so long they drag on the floor.

There will be some announced events on our campus, such as May Fellowship Week, when the dress standard will call for all of our students to dress appropriately.

When school is not in session due to inclement weather, Saturday dress is acceptable.

If you are employed, be respectful of the dress code of your employer. Always look your best and represent yourself well.

Personal time dress standards begin when you have completed the noon meal in the cafeteria on weekdays, and all day on weekends with the exception of church services and the Sunday noon meal in the cafeteria.

In an effort to be distinctively different from the world, BBC considers certain styles to be inappropriate and unacceptable for students training for the ministry. Contemporary hairstyles that reflect an inappropriate identification by length or cut will not be permitted. Students who color their hair must do so with a natural color. Therefore, gothic or punk style haircuts and/or color(s), or clothing are not permitted, as well as certain body piercings (tongue, nose, navel, lips, etc). Students with such piercings before any given semester begins are expected to permanently remove the jewelry worn with these piercings as long as they are enrolled at Baptist Bible College. Female students may have pierced ears, please read the policy below. Students will not be permitted to obtain new tattoos, whether temporary or permanent, while they are enrolled at Baptist Bible College. These and other efforts to follow the world's standards are unacceptable and discipline will be imposed.

When the College policies deal with the dress code, the prevailing principle is modesty. There may be different definitions applied to the word modesty from various individual students. Their definitions do not apply at Baptist Bible College. Whenever there is a question about the appropriateness of one's personal attire, the questions should always be directed to an RA or to the Dean of Students. Thank you in advance for your conscientious adherence to the College's policies related to dress and especially to the biblical principle of modesty.

Below are guidelines specific to men and women. Again, if there are any questions please contact the Deans Department.

- **MEN (MARRIED AND SINGLE)**

No caps or hats are to be worn indoors.

Sweatpants jogging suits are not appropriate attire for the Cafeteria or Library.

Tank tops are not acceptable attire.

Men are required to dress modestly in the dorm halls. Shorts and t-shirts or robes are required.

- **ATTIRE/OCCASION**

- **Formal or semi-formal**

- Tuxedo or dress suit with shirt and tie (recommended)
- *Occasion* - Banquets, recitals, concerts

- **School Dress**

- Neat slacks, dress shoes, socks, and a collared shirt; v-neck sweaters must be worn with a collared shirt (**no jeans, sandals, t-shirts or athletic shoes can be worn**)
- *Occasion* - Church, classes, convocation, Chapel, morning conferences with any faculty, staff or administrator, inside academic and administrative buildings during morning hours, noon meals in Cafeteria except Saturdays.

- **Casual Dress**

- Neat slacks, sport shirts, turtleneck shirts, athletic shoes, neat jeans (i.e., no holes, tears, etc.), wind suit warm-ups and modest shorts. Flannel pants are only allowed to be worn in the dorms.
- *Occasion* - Sporting events, breakfast and evening meals, Resident Halls, Student Center, Library, Fieldhouse, Computer Lab, practice rooms in the Music Building, Mailroom, Bookstore, Snack Shop and off-campus activities.

- **Sports Clothes**

- Wind suit warm-ups, t-shirts (no objectionable pictures or wording will be permitted), modest shorts, athletic shoes, (when wearing spandex, shorts must be worn over them)
- *Occasion* - Intramurals, P.E. classes, athletics, recreational activities, jogging, and during personal time hours. Sports clothes are not acceptable for regularly scheduled church services.

- **HAIR**

(Modesty should prevail in this matter also)

Contemporary hairstyles that reflect an inappropriate identification by length or cut will not be permitted. Hair should be styled in such a way that it does not fall on the ear or collar or be long enough to fall in the eyes. Weight line cuts are permissible, but only if the layers are close to the same settings.

Sideburns may not be longer than the bottom of the ear.

A student who has been given a written or verbal warning from the Dean of Students or staff regarding hair must be in compliance no later than the following day. The Dean reserves the right to determine an inappropriate hairstyle.

- **FACIAL HAIR**

All male students (regardless of age or marital status) have the option of getting on the approved facial hair list. You must come by the Dean's Department and talk to the secretary to get on this list; **if not, then you must be clean shaven at all times.**

- **WOMEN (MARRIED AND SINGLE)**

Ladies professional dress casual is defined as dresses/skirts or non-denim dress slacks for classroom times. Dress slacks must be modest, loose-fitting, non-clingy and wide-legged. Boot cut slacks must be loose-fitting. Blue jeans [and Capris] are not approved for class attire except for specially announced events.

All dresses and skirts should be of modest length and come at least to the top of the knee (sitting or standing). Slits should be modest. Open slits should be no higher than the top of the knee. Closed slits should be no higher than two inches from the top of the knee. Deep-cut sleeveless clothing or spaghetti straps are inappropriate unless worn with a blouse or knit shirt.

Attire must meet the length standard while standing or sitting and must be approved by the Director of Resident Life (or her appointed personnel) before the student leaves the dorm. Asking another student is not acceptable.

Tank tops and shirts need to be long enough to be tucked in so they will not have the tendency to show skin when moving around. Anything immodest, tight, scant, backless, or low in the neckline is unacceptable.

Athletic shoes, and flip flop sandals with a strap between the toes are inappropriate for church and classroom attire. Flat leather sandals are appropriate.

See-through clothing, improper dress in the dorm (i.e. lobby, hallway, lounge, or laundry room areas), robes worn outside the dorms, failure to wear slip or proper underclothing, failure to wear shoes outside the dorm, or any improper dress is inappropriate.

Modest robes, or t-shirts, which are no shorter than two inches above the knee, are considered proper dress in the dorm halls.

Women may wear hats, caps, or scarves during personal time, but these items are not permitted as classroom attire.

Female students are permitted to have pierced ears, but once again no outlandish styles will be permitted. Any questions concerning this matter can be directed to the Dean's Department.

- **ATTIRE/OCCASION**

- **Formal or Semi-formal**

- Sunday church dress; Modest formal, semi-formal dresses; gowns should not be too low in the front or back, have spaghetti straps, be off the shoulders, be made of see-through material (unless properly lined and worn with appropriate underclothing), be tight, or have slits higher than two inches above the knee.
- *Occasion* - Banquets, recitals, concerts.

- **School Dress**

- Appropriate modest dress slacks, casual dresses, skirts with sweaters and/or blouses. Dress shoes such as heeled or flat leather shoes, or heeled or flat leather sandals are acceptable. Head coverings of any kind; athletic shoes, flip flop sandals with straps between the toes, rubber or plastic sandals; white crew socks worn with sandals, and t-shirts, are not acceptable.
- *Occasion* - Church, classes, convocation, chapel, conferences with the Director of Resident Life, faculty, and administration, inside academic and administrative buildings during morning hours, noon meals in Cafeteria except Saturdays.

- **Casual Dress/Sports Dress/Personal Time**

- Modest, loose-fitting slacks or jeans, wind suits, or loose fitting and knee-length shorts; loose-fitting Capri pants; blouses with extra length below the waist line (to protect from any flesh showing when a person is moving about), modest loose-fitting t-shirts, sweatshirts or sweaters; athletic or casual shoes. (Bib overalls, shirts that are too short and too thin, and tank tops are not acceptable. No objectionable pictures or verbage will be permitted on t-shirts.) Flannel pants are only allowed to be worn in the dorms. Sweatpants may only be worn while working out in the Fieldhouse exercise rooms. The student must change in the dressing room into proper attire before leaving the Fieldhouse. Dress code for breakfast may be casual, but must be neat. Slacks or wind suits and/or athletic shoes are appropriate during this time.
- *Occasion* - Sporting events, recreational activities, evening meals, Saturday meals, Resident Halls, Student Center, Library, Fieldhouse, Computer Lab, practice rooms in KFA, Mailroom, Bookstore, Snack Shop and off-campus activities.

- **EXPLANATION OF CHURCH DRESS**

Because one's attire makes a statement, the Administration requests that every representative of the College give proper respect to God and the local church. When attending a wedding, family and friends dress up to show respect for the bride and groom and the occasion of their union. When attending a funeral, participants dress in attire that shows respect for a life and for a family in grief. In like manner when attending a ceremony dedicated to the worship of God and the preaching of His Word, please show respect for the occasion. For this reason, the administration requests that no less than school attire be worn to a worship service.

- **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

If there be therefore any consolation in Christ, if any comfort of love, if any fellowship of the Spirit, if any bowels and mercies, fulfil ye my joy, that ye be likeminded, having the same love, being of one accord, of one mind. Let nothing be done through strife or vainglory; but in lowliness of mind let each esteem other better than themselves. Look not every man of his own things, but every man also on the things of others. Let this mind be in you, which was also in Christ Jesus: Philippians 2:1-5

For I have given you an example, that ye should do as I have done to you. John 13:15

The Biblical view of service is a theme that runs throughout the Bible. Born-again Christians are to model the concept of servanthood as exemplified in the life of the Lord Jesus Christ. According to Philippians 2:5-7, Jesus recognized that He was fully God but set aside that almighty position and humbled Himself, even to become a servant. It was Jesus who gave us an example of servanthood when He wrapped a towel around His waist and began washing the feet of the disciples. He concluded His illustration by saying that all men had a right to judge whether or not we were true Christians by our love and service one for another (John 13:35). Indeed, the greatest example of genuine service was that Jesus Christ died on Calvary for the sins of the whole world. He died in our place, forever giving us an example of sacrifice and humility.

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. At the final judgment, God will exalt those who have been servants of all. 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!!!

To assist the students in developing a servant attitude, the Christian Life Ministry (CLM) Department was started. At Baptist Bible College we believe strongly in the autonomy of the local church and we believe every student should get involved in his/her own local, independent, BBFI partnership church. Once a student has joined a local church, he or she is to get involved in ministering to that local body of believers. This is biblical and right. Each student is expected to learn the requirements of CLM to insure fulfillment of this graduation responsibility.

CHRISTIAN LIFE MINISTRIES (for undergraduate students)

- **INTRODUCTION**

Christian Life Ministries (CLM) is an exciting action plan that helps the student gain practical ministry experience. It provides an opportunity to practice, learn and explore beyond the classroom.

Through CLM, students are able to study ministry in a real-world context by serving in their local church and the surrounding community. Requirements for CLM have been defined in accordance with standards set by the Association for Biblical Higher Education and both students and faculty regularly review the program. Because we consider CLM a vital part of BBC's training, students must satisfy CLM requirements in order to receive a degree from our college.

Students are encouraged to become familiar with the information contained in the handbook and to bring any questions to the CLM office

- **PURPOSE**

The Christian Life Ministries office has adopted the following purpose statement:

To engage students in meaningful spiritual activities that will prepare, motivate, and strengthen them for a life of Christian service.

- **PHILOSOPHY**

Students and faculty at Baptist Bible College recognize the importance of a thriving, dynamic relationship with our Lord Jesus Christ. For that reason, we enthusiastically embrace activities that nourish our own spiritual health as well as activities that allow Him to use us in service. Such activities are first and foremost expressions of our personal commitment to God. But for the Bible College student, they also serve as important training tools for future ministry. To be effective after graduation, we believe students must practice meaningful Christian life principles today.

- **OBJECTIVES**

CLM strives to expose students to a wide range of positive Christian life experiences, particularly those which relate to the student's own ministry goals. In general, CLM targets three objectives:

- personal spiritual growth,
- active involvement in supervised ministries, and
- meaningful experiences in ministry leadership.

These objectives are discussed in detail on the pages that follow.

- **CHURCH MEMBERSHIP AND ATTENDANCE**

Any student of scripture recognizes that certain conditions are beneficial for spiritual growth: frequent fellowship with other Christians, regular exposure to Bible teaching and preaching, consistent prayer and Bible reading, faithful stewardship and Biblical giving, etc. While CLM doesn't attempt to manage every area of your spiritual walk, the program underscores the importance of these vital activities by including two basic provisions:

Following the Lord's leadership, each student must select and join a local BBFI partnership church in or near Springfield. (Exceptions to this policy must be granted by the President of the College.) A list of these churches may be obtained from the Dean's Department.

Returning students are given approximately three weeks at the beginning of each semester to complete this requirement and to submit the required form to the CLM office. New students will be given until the Sunday before the mid-point of the semester. (In unusual circumstances, additional time may be permitted; such extensions must be approved by the CLM office.) Students are not permitted to change church membership at other times during the semester.

Each student is required to attend the regularly scheduled services at his/her local church throughout the semester. Students may not miss more than three Sundays during the semester. (Exceptions include scheduled breaks during the semester and conflicts resulting from the student's work schedule.) Students are required to report church attendance information on mid-semester and final reports distributed by the CLM office.

- **GRADING**

Students enrolled in at least seven credit hours, regardless of previous degrees earned, are subject to CLM requirements and will be issued a Pass/Fail CLM grade. The student's grade will be based upon church membership, attendance, and the timeliness of his/her reports pertaining to these requirements.

Students who fail one or more semesters of CLM will be required to complete a "make-up semester" of work for each semester of a failing grade. Students will not receive their degrees from Baptist Bible College until all failing CLM grades are satisfied.

- **GRADUATION REQUIREMENTS**

In addition to fulfilling the CLM requirements each semester, there are two additional requirements that must be completed for graduation:

- **SUPERVISED MINISTRY**

Students must successfully complete a total of four semesters in a supervised ministry or ministries. A supervised ministry is described as:

1. A recognized ministry activity with no less than a weekly meeting schedule.
2. An activity beginning not later than the third week of the semester and continuing for a minimum of 9 weeks (Note: Students may not complete this requirement during the summer.)
3. An activity requiring regular interaction with others
4. An activity that involves training and/or accountability under the leadership of a recognized supervisor.

Possible ministries for fulfilling this requirement are wide-ranging but would include participation in certain local church ministries (AWANA, bus ministry, choir, Sunday School, etc.) or participation in approved campus ministries and traveling teams. Certain types of community volunteer work may also be considered for satisfying this requirement (service at the Pregnancy Care Center, for example).

Students are generally advised to complete the four required semesters of supervised ministry during their sophomore and junior years (although this is not to suggest that the student should be "uninvolved" at other times). Approved activities may be repeated to fulfill all four required semesters. Transfer students, AA degree students, and students pursuing a one-year certificate will be permitted to fulfill the supervised ministry component of CLM by completing one ministry for every two semesters enrolled.

To receive credit for a supervised ministry, students must seek out a qualifying ministry and supervisor by the third week of the semester. Ministry supervisors may include church staff members, lay leaders, faculty supervisors, or others responsible for overseeing the chosen ministry. The supervisor must be willing to assist the student by signing the approval form at the beginning of the semester and by completing and returning a brief evaluation after nine weeks of service. The student is responsible for keeping a weekly log that is initialed by the supervisor and for returning the log to the CLM office by Sudden Death.

- **APPRENTICESHIP**

In addition to supervised ministries, each student is responsible for completing one CLM apprenticeship prior to graduation. An apprenticeship is a comprehensive experience in ministry leadership to help the student prepare for full-time Christian service. Apprenticeship activities are wide-ranging and, to an extent, will be tailored by the student in cooperation with a ministry leader and the CLM office. However, students should recognize that apprenticeships are more focused and intensive than the supervised ministries discussed above. The following elements are required for student apprenticeships:

1. Responsibilities must span 13 weeks during the semester (or 9 weeks during the summer).
2. The work must involve a minimum of 8 hours per week in addition to regular church attendance (or 12 hours per week during the summer).
3. The apprentice must work under the consistent supervision and counsel of an approved ministry "mentor."
4. The apprentice must not only participate in ministry but must gain practical experience in the leadership of a ministry.
5. The student must use the apprenticeship period to examine, evaluate and participate in specific aspects of church operations. (e.g., apprentices must observe weddings and funerals, and must engage in several forms of visitation. A full list of these requirements is included in the Apprenticeship Packet available in the CLM office.)

Students must complete 64 credit hours before beginning their apprenticeship. To receive credit for an apprenticeship, the student must obtain an Apprenticeship Packet from the CLM office, follow the instructions

provided, and submit the necessary forms. The student will be required to seek out a qualifying mentor prior to the start of the semester or summer apprenticeship.

Possible mentors include pastors, church staff members, and Christian school personnel. The mentor must be willing to assist the student by completing and returning the mid-term and final evaluations of the student's work on or before the due dates. (Samples of these one page forms are included in the Apprenticeship Packet available in the CLM office.)

Students are advised to pick up an Apprenticeship Packet and to begin planning apprenticeships at the end of their sophomore year. Because opportunities for apprenticeships in the Springfield area are limited, students are highly encouraged to consider opportunities for summer apprenticeships in other locations.

- **CHAPEL**

"And let us consider one another to provoke unto love and good works:" Hebrews 10:24

"Let the word of Christ dwell in you richly in all wisdom; teaching and admonishing one another in psalms and hymns and spiritual songs, singing with grace in your hearts to the Lord." Colossians 3:16

Our Chapel services are to provide worship and inspiration for the entire College family. As we set aside time from our busy college schedules, we hope to spend these moments of meditation on God's Word and focus on God's attributes. Chapel is considered a vital part of a student's academic and spiritual experience at Baptist Bible College. It is hoped that this service will be a time of spiritual challenge, but much depends upon the attitude of the individual student during chapel.

Graduate chapel location will be announced.

Undergrad chapel location is in the Texas Auditorium. There will be absolutely no food or drinks allowed in the chapel facility. Students with morning classes on Tuesdays and Thursdays will be required to attend chapel services. (Students with extenuating circumstances who wish to be exempted from this requirement must receive prior approval from the CLM Director.)

Students subject to chapel requirements are expected to attend all chapel services and to register their attendance on the roll sheets **during** the chapel hour. More than six absences from chapel will result in one or more of the following:

- a fine
- meetings with Administrative authorities
- home pastor and/or parental notification
- discipline review committee
- possible suspension from Baptist Bible College

If a student enters chapel after the roll sheets have been passed, that student **must** go to the office of the secretary to the Dean of Students immediately following chapel to record his/her tardy situation. The first two tardies are considered warnings. On the third and each subsequent tardy, an absence will be assessed. **The secretary must be informed immediately after chapel or an absence will be assessed.**

Students are responsible for keeping a record of their own chapel absences. Students **will not** be notified at the time that their chapel absence limits have been reached. The secretary will only notify students when they exceed their allotted absences. Students who exceed their chapel absences can be ineligible for campus leadership roles such as: sports, student government, traveling teams, resident assistants, etc.

Students who have questions regarding chapel attendance requirements should contact the CLM director.

- **RETURNING STUDENTS CLM FORMS AND DUE DATES**

FALL 2009

BY THIS DATE YOU MUST . . .

8/27 - 9/20 Find/join a local BBFI church.

Arrange for 9-week Supervised Ministry with ministry leader (if applicable; see page 32) and obtain signature on **Supervised Ministry Approval Form**.

9/23 Complete **Church Membership Form** and return to CLM office.

Return **Supervised Ministry Approval Form** to CLM office (if applicable).

Begin entering information on **Supervised Ministry Service Log**. (Form will be forwarded to student upon receipt of **Supervised Ministry Approval Form**. (Additional copies are available in the CLM office).

10/14 Complete **Mid-Semester Church Attendance Report** and return to CLM office.

(Form will be distributed to students approximately one week in advance. Additional copies are available in the CLM office.)

Pick up Apprenticeship Packet for Fall semester at the CLM office (if applicable; see page 32) **by September 18, 2009**.

Give **Supervised Ministry Evaluation Form** to ministry leader.

12/11- Complete **Final Church Attendance Report** and return to CLM office. (Form will be distributed to students at noon on 12/4 approximately one week in advance. Additional copies are available in the CLM office.)

Check with ministry leader to verify that **Supervised Ministry Evaluation Form** was completed and returned to the CLM office (if applicable).

Submit **Supervised Ministry Service Log** to CLM Office (if applicable).

SPRING 2010

(note: this includes returning new students fall 2009)

BY THIS DATE YOU MUST . . .

1/19 - 2/7 Find/join a local BBFI church.

Arrange for 9-week Supervised Ministry with ministry leader (if applicable; see page 32) and obtain signature on **Supervised Ministry Approval Form**.

2/10 Complete **Church Membership Form** and return to CLM office.

Return **Supervised Ministry Approval Form** to CLM office (if applicable).

Begin entering information on **Supervised Ministry Service Log**. (Form will be forwarded to student upon receipt of **Supervised Ministry Approval Form**. (Additional copies are available in the CLM office).

3/3 Complete **Mid-Semester Church Attendance Report** and return to CLM office. (Form will be distributed to students approximately one week in advance; additional copies are available in the CLM office.)

Pick up Apprenticeship Packet for Spring semester at the CLM office (if applicable; see page 32) **by February 9, 2010**

Give **Supervised Ministry Evaluation Form** to ministry leader.

4/30- Complete **Final Church Attendance Report** and return to CLM office. (Form will be distributed approximately one week in advance. Additional copies available in CLM office.)

If you plan on doing an apprenticeship for the summer please pick up the packet at the CLM office (for Juniors and Seniors only).

Check with ministry leader to verify that **Supervised Ministry Evaluation Form** was completed and returned to the CLM office (if applicable).

Submit **Supervised Ministry Service Log** to CLM Office (if applicable).

- **NEW STUDENTS CLM FORMS AND DUE DATES**

FALL 2009

BY THIS DATE YOU MUST . . .

8/27 - 10/11 Find/join a local BBFI church.

10/14 Complete **Church Membership Form** and return to CLM office.

12/11 Complete **Final Church Attendance Report** and return to CLM office. (Form will be distributed to students at noon on 11/28 approximately one week in advance. Additional copies are available in the CLM office.)

SPRING 2010

(note: this does not include new students from the fall semester)

BY THIS DATE YOU MUST . . .

1/19- 2/28 Find/join a local BBFI church.

3/3 Complete **Church Membership Form** and return to CLM office.

4/30 Complete **Final Church Attendance Report** and return to CLM office. (Form will be distributed to students at noon approximately one week in advance; additional copies are available in the CLM office.)

THE PRINCIPLE OF SUBMISSION

Submitting yourselves one to another in the fear of God. Ephesians 5:21

Likewise, ye younger, submit yourselves unto the elder. Yea, all of you be subject one to another, and be clothed with humility: for God resisteth the proud, and giveth grace to the humble. 1 Peter 5:5

Disciples of the Lord Jesus Christ are to model all the principles we have seen up to this point. But we are to model the principle of submission as well. If someone asked you if you were a disciple of Jesus what would you say? Many believers would probably say something like, "Well, I'm a Christian, but a disciple? I'm not so sure." It is as if being a disciple is for those who are excessive or compulsive, but not for the average Christian. The problem is the New Testament only calls us Christians on three occasions, but regularly calls us disciples. Followers! Learners! Yet somehow today we think the term disciple is designated for some 'super-saint' and not for every believer. Well, according to the Bible if you are a believer, you are to be a disciple.

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.

Most people do not want to line up under someone else's authority. We want to be the boss.

We want to lead. We want people to submit to us! But before someone can be a leader, he/she must first learn to be a submissive follower. 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. That is why the next few pages outline the steps to which each member of the BBC family should submit. So follow the guidelines set out in this section of the handbook as one of the requirements for learning the principle of submission.

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 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.** (Students should not use the first names or refer to last name only when speaking to, or about faculty members.)

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 professor and his/her 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 in Zimmerman Hall. You may contact our office at (417) 268-6600 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.

The 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.

Our officers are not commissioned police officers. As conservators of the peace, however, Security Officers are jointly responsible for parking enforcement on the public streets within and adjacent to the college's boundaries.

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.

• SECURITY SERVICES

- provides assistance to students
- secures and patrols the campus of Baptist Bible College
- emergency management
- emergency weather notification
- lost and found
- vehicle registration
- education of campus on matters of safety, security, and issues of protection
- provides escorts for those who request this service

• **CAMPUS PARKING REGULATIONS**

All regulations are in effect 24 hours a day, 7 days a week and apply to ALL Faculty, Staff and Students.

Faculty, staff and students must complete a registration form through the BBC Safety and Security Department for all vehicles, motorcycles and bicycles that may be brought to campus. Failure to receive/obtain, or possess a copy of the regulations does not exempt a vehicle or person from the penalties within these regulations. **The person who registers a vehicle, motorcycle or bicycle will be held responsible for any and all traffic/parking violations received.**

Registration fee: \$30

Note: Failure to properly register or to properly display a parking decal will result in a first citation of \$50.00. A second citation results in a \$50.00 fine and an immediate application of a tire boot (Springfield Municipal Code 22-155.17).

Decal Placement:

The parking decal is to be placed in the bottom right corner of the passenger side windshield. The decal and registration number must be visible from the outside of the vehicle. Motorcycle decals are to be placed on the fuel tank and bicycle decals placed on the cross bar.

Special Parking Permit:

Special parking permits are available through the Safety and Security Department and are to be renewed every year (no charge)

- Temporary physical disability (see school nurse).
- Pregnancy (6 months or more pregnant).
- Handicapped child or a child 1 year of age and under.

Temporary Parking:

The Safety and Security Department is to be notified if an unregistered vehicle (guest*, new, rented, borrowed due to repairs or weather conditions etc.) is brought to campus. A temporary permit can be obtained from the Safety and Security Office Monday – Friday 8:00 a.m. to 5:00 p.m. or by calling 417-268-6611 after hours.

*Guest is defined as anyone who is **not** a current faculty, staff or student.

Note: The following guidelines are used in determining if a vehicle should be immobilized, towed or impounded.

- Failure to display a BBC vehicle registration decal
- Vehicle creates a deterrent to public or private agencies serving the needs of the College (fire or police)
- Vehicle is wrecked or non-operational (Springfield City Ordinance 26-49)
- Tire boot-lock warnings issued

The **owner** of any vehicle that is immobilized, towed, impounded, or receives a parking violation is responsible to pay for all expenses related to these procedures. All charges will be posted to his/her student account.

Violations include but are not limited to registration, parking, moving violations, failure to follow a reasonable request, etc. Continually disregarding school policy will result in your vehicle being immobilized, towed, or impounded at the owner's expense and the loss of your privilege to park on Baptist Bible College campus.

Vehicle maintenance is not permitted on campus (Missouri Code 10CR25-11.010). For questions or extenuating circumstances please see Director of Physical Plant.

If you will be gone over the summer months and leaving your vehicle on campus Security must be notified.

Unregistered bikes will become property of the Baptist Bible College.

Parking Violation Appeals Process:

An appeal form may be obtained from the Safety and Security Office located in Zimmerman Hall. The completed form must be turned into the Safety and Security office within 5 working days of receiving your violation. An appointment will be made at that time for a meeting with the Director of Security. A Christian attitude and spirit must be apparent in all written presentations involving appeals. **If further tickets are received while the appeal is being processed, the appeal will automatically be denied.**

These regulations are subject to change with proper notification should changes become necessary to facilitate the parking program.

Assigned Parking Areas: *Map Available on Parking Guidelines Handout

Lot #1 Gravel lot – North side of Kearney

Open Parking – 6:00 a.m. until curfew (no overnight parking).

Lot #2 Gravel lot – South of Library

Open Parking (except where posted)
Pregnant/Infant (permit required)

Lot #3 Paved Lot East of C & D Apartments

Open Parking (except where posted)

Lot #4 Paved Lot – South of D Apartment

Open Parking (except where posted)

Lot #5 Paved Lot – South of Vick Dormitory

Open Parking (except where posted)
Ladies late night parking (strictly enforced at curfew)

Lot #6 Bookstore & Administration at Kearney Street

Reserved as posted
Open to students: Week days 4:00 p.m. to curfew – Saturday & Sunday 6:00 a.m. – curfew
(hours strictly enforced - no overnight parking)

Lot #7 Turner Street – South of Café Pit

Special Events

Lot #8 Benton Street – West of W.E. Dowell Fieldhouse

Open Parking – 6:00 a.m. to curfew (no overnight parking)

Kennedy Fine Arts Building (south side of KFA)

Reserved as Posted
Open to student’s weekdays 4:00 p.m. – curfew
Saturday & Sunday 6:00 a.m. – curfew (strictly enforced)

Library

Reserved as Posted

Café Pit

Reserved as Posted
Open parking 6:00 a.m. – curfew (no overnight parking)

Off Limits at all Times

KWFC
Grass
Fire Lane
BBFI Parking

Street Parking

Summit Street is restricted to 30 minute **loading and unloading only.**

Turner Street is daycare **loading and unloading** in front of A building.

CAUTION: **No parking near intersections or alley ways.**

Baptist Bible College Safety and Security exists to assist and provide security for the entire BBC community. The security staff maintains a quality working relationship with the Springfield Police Department as well as all local, county, state and federal law enforcement agencies. The security staff works in close conjunction with the Dean of Students Department to educate and assist the members of the college community.

The Security staff and the Dean of Students Department place a high priority on crime prevention. While it is impossible to prevent all crime, we believe that our students can be made aware of ways to reduce their chances of becoming victims.

• SAFETY PRECAUTIONS

The following safety tips are provided for your consideration and education.

Driving

- Never pick up hitchhikers
- Do not get close to a vehicle if you are walking
- Make an inspection of the interior before you enter your vehicle. Once inside lock all doors and windows.

Off Campus

- Keep doors and windows locked at all times. All exterior doors should be equipped with deadbolt locks.
- Know whom to call in an emergency
- Do not open your door for anyone you do not know. If a person in uniform knocks and you did not call for assistance, contact the person's place of employment to verify the reason for the visit.
- Use outside lighting and keep shrubbery trimmed around windows and doors.
- Never leave your personal property unsecured or unattended.
- Look around and be aware of your surroundings when you enter and exit a building.
- Always inform someone where you are going and what time you expect to return
- Be aware of your surroundings and think about how you would defend yourself. Develop a "game plan" for prevention.
- Avoid walking alone, particularly after dark. If walking alone is unavoidable, be aware of your surroundings.
- Walk with confidence and determination, holding your head up. Look behind and around you frequently.
- Avoid shortcuts. The shortest route is not always the safest route.
- Carry your personal belongings in a backpack or similar container that will enable your arms and hands to be free at all times.
- Never allow someone to predict your route or travel. Whether you are driving, biking, walking or jogging, frequently alter your route between campus and your residence.

Residence Halls

- Never prop your door open, even if you will be gone for only a few minutes. Always lock doors, screens, and windows to prevent uninvited access to your room.
- Notify security and an RA if you return to find your room vandalized or if something appears to have been stolen.

- Do not give anyone a key to your room. If you lose your room key report it immediately to Security and your RA.
- Never leave valuables in plain sight. Register, engrave, mark and/or photograph all your valuables including bicycles, stereos, jewelry, vehicles, computers etc.
- Strangers are not allowed in the residence halls. DO NOT open secure doors for strangers. This puts you and others at risk.
- Be aware of suspicious persons and activities. If you observe someone or something suspicious, notify Security and your RA.
- Report any obscene, annoying or threatening telephone calls to Security, your RA and the Deans Department.

• **CRIME/EMERGENCY REPORTING**

To report a crime or an emergency on campus students are instructed to call the Security Department at (417)268-6600 Monday through Friday 8:00 a.m. – 5:00 p.m. or the 24 hour number at (417)268-6600.

Students are required to file a crime report with their RA who will in turn alert Security and the Dean of Students. These steps are in place to assist any student who has to deal with the trauma of a criminal incident against themselves or against their property. You can contact Security direct by picking up one of the emergency phones located on campus.

Security Guard Station
 Administrative Atrium
 Vick Library
 W.E. Dowell Fieldhouse (north lobby)

Mailroom entrance
 Outside Woodworth & Donnelson.
 First floor breeze way of each apartment building.

If a criminal action occurs in the Springfield community, please call the local police or sheriff's office at 911 to file your complaint and then notify BBC authorities later.

Be prepared to tell the Safety Security Officer or Police Officer the following if you are the victim of a crime:
 who you are and where you are calling from
 what happened exactly
 where and when the crime happened
 who was there when the crime happened
do not disturb any evidence while waiting for campus security or the police to arrive

Crime Reporting Procedure: In the event that you are a victim of a sexual offense on campus, immediately after calling 911 please notify campus Safety and Security (see emergency phone numbers above) and call your RA immediately. They in turn will contact campus administrators who will help in any way possible. Sexual assault and aggravated sexual assault are serious felony crimes and should be reported at once. Sexual offenses include, but are not limited to, some form of forced or non-consensual intercourse, indecent exposure, or a range of offenses from Class C misdemeanor to second degree felonies. The Administrators of Baptist Bible College are absolutely committed to the health and well-being of all the students, faculty and staff. These kinds of crimes are very serious and if someone in our college family is the victim of a crime of a sexual nature, the College will help prosecute the violators to the full extent of the law. Also existing college standards are in place to immediately discipline someone, even to the extent of expulsion, who is determined to be guilty of any sexual misconduct.

Baptist Bible College is pleased that there has never been a reported incident of a rape or sexual assault perpetrated on this campus. In the unlikely event you are a victim of sexual assault, security staff, your RA and the school nurse will be immediately available to assist in reporting a sexual assault to the proper authorities and the Police Department. The victim should not bathe, douche, or change clothes after an assault in order to preserve physical evidence necessary for the proof of criminal sexual assault. Once the police have been notified and have obtained a statement describing the details of the assault a friend of the victim may take him/her to the hospital or a police officer can provide transportation to the hospital emergency room for a sexual assault examination. Baptist Bible College authorities will offer to make family or pastoral contacts if the victim requests such assistance and give referrals if requested, to area Christian counselors who will be willing

to assist in the aftermath of a violent sexual crime. The assaulted victim has an option to choose a pseudonym (fictitious name) and address change to maintain confidentiality. The pseudonym will be assigned at the victim's request. If the victim of an sexual assault who lives on campus request to change his/her living situation and academic situation an all effort will be made to carry out these requests by the college, if such changes are reasonably available.

Discipline will be imposed upon any person guilty of violating the College's conduct code or standards in the area of sexual misconduct. If the accused in a sexual offense is a Baptist Bible College student, the case will be referred to the Dean of Student for review of the allegations. The victim and the accused are entitled to the same opportunities during campus disciplinary hearings. Both the victim and the accused shall be informed of the outcome of any campus disciplinary proceedings. Sanctions will normally include suspensions and/or expulsion. In addition to the imposition of disciplinary sanctions, the accused may face prosecution under federal or state law.

- **SEVERE WEATHER**

For school closing due to severe weather tune into KWFC radio station (89.1 FM) and local T.V. stations.

Tornados

A **tornado watch** represents a forecasted weather condition that suggests tornadoes may or may not form in or near the Springfield area.

A **tornado warning** signals a tornado has actually been spotted. In Springfield, tornado warnings are announced by the sounding of sirens. Upon hearing the sirens, take shelter immediately.

Tornado and Severe Weather Shelters

Apartment Building D basement

Café

Vick Dorm basement

Admin A by Bookstore

Follow the Security Officers' safety directives for the protection of everyone. All students should use wisdom and follow the advice of the officers. Shelters will remain open as long as the sirens are sounding. Security will notify those in the shelters as soon as the National Weather Service has canceled the warning.

Earthquake

If indoors:

take cover under desks, tables, or heavy furniture

take cover in interior doorways or narrow halls

stay away from windows and beware of falling objects

If Outdoors:

move away from buildings

avoid trees, electrical poles, and overhead wires

STUDENT SERVICES

- **BOOKSTORE**

Return Policy

No returns will be made without a receipt.

Textbook Returns:

- NEW textbooks must be in new condition for full refund. NEW textbook bundles returned in opened condition will be refunded at the USED price.

- For a full refund or exchange, textbooks purchased for the current semester may be returned during the first TWO WEEKS of classes with receipt.
- Textbook returns during the third week of classes must be accompanied by receipt and DROP SLIP.
- Module Course texts are returnable with drop slip and receipt by the end of the 2nd day of class.
- All other textbook returns must be made within 7 days of original purchase.

General Merchandise Returns:

All other merchandise must be returned within 7 business days with receipt. Defective merchandise must be returned within 30 days of purchase with receipt.

Methods of Payment

The following methods of payment are accepted in the BBC Bookstore:

- Cash
- Visa
- Mastercard
- Discover
- Personal Check (with photo ID)
- BBC Bookstore gift cards

Textbook purchases must be charged to student accounts between the following days:

August 1st and the third week of the fall semester

January 1st and the third week of the spring semester

Student accounts will not reopen for module or summer courses

• COPY CENTER

The Baptist Bible College Copy Center produces high-volume, black and white, and color copies, as well as finishing and shipping services. Some examples of the type of work that they perform include classroom instructional material, course notes, fliers, student notifications, transparencies, postcards and personal copy services. The copy center also manages the campus copier fleet.

The copy center runs copies from digital files or copy-ready originals supplied by you. Best quality copies come from digital files. If you are supplying us originals it is essential to have good originals to get good copies.

Follow the suggestions below when preparing your originals:

- Print on standard white bond paper.
- Copy of originals must be clean, legible and have good density. No light copy.
- Leave at least 1/2" margin all around copy.
- Use black ink for signatures.

Services Available at the Copy Center

- Digital printing - black & white and color
- Campus Paper Needs (Please stop in to get a complete list of colors and pricing)
- Collating
- Fax Service
- Finishing - cutting, plastic comb bind, padding and stapling
- Color and Black & White Scanning
- Cutting
- Padding
- Shipping

Methods of Payment

The following methods of payment are accepted in the Copy Center:

- Cash
- Visa
- Mastercard
- Discover

- Personal Check (with photo ID)
- BBC Bookstore Gift Cards

***Copy Center charges CANNOT be applied to student accounts, this includes faxes

Self-Service Copiers

Self-Service copiers are available for students outside of the mailroom and in the library.

• STUDENT HEALTH SERVICES

This service is maintained for the purpose of guarding the health of the students. Because the College desires to do all it can for the students within the limits of its equipment and personnel, a small dispensary is equipped to take care of minor ailments and is staffed by a Registered Nurse, whose services are available during regularly-posted hours.

Students must report their illness or injury either in person or by a phone call each day they miss a class or church services. Health Services is located in Berea Hall. The phone number is 268-6097. The Nurse's home phone number will also be published for emergency needs.

Arrangements can be made with a local doctor to provide for medical care for serious illnesses at a minimal cost. When deemed advisable by the Nurse, students are referred to this consultant doctor at their own expense.

• STUDENT EMPLOYMENT

Servants, be obedient to them that are your masters according to the flesh, with fear and trembling, in singleness of your heart, as unto Christ; Not with eyeservice, as menpleasers; but as the servants of Christ, doing the will of God from the heart; With good will doing service, as to the Lord, and not to men: Knowing that whatsoever good thing any man doeth, the same shall he receive of the Lord, whether he be bond or free. Ephesians 6:5-8

The institution recognizes the need to assist students in finding employment. Therefore, the Student Employment Office was created to help cultivate a community awareness of our students' needs and then attempt to aid students in locating employment opportunities. The Student Employment Office maintains a bulletin board with current job openings prominently displayed. Students can consult this listing at any time and then attempt to secure employment. Any questions should be directed to the Student Employment Office located in the Dean of Students' office area. Each student is encouraged to follow these suggestions:

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. Students are requested to report any known employment opportunities to the Student Employment Office in case another student might be able to fill the position.
4. As the economic situation remains unsettled, students who have permanent jobs are advised to keep them and not quit to go home for the summer or holidays.
5. 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.
6. 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. Babysitting jobs must be cleared through the respective administrator. Students should babysit for pay, rather than babysit for free. 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.

- d. The Safety and Security Department is available to provide a safety escort for all female students who must work or be out after dark.
- e. 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 at the Security Guard Station in parking lot 5. A van will be provided at the parking lot in the event of inclement weather.

- **SCHOOL PROPERTY**

Food and beverages are not permitted in the Chapel or classroom areas.

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

Campus facilities are accessible during normal business hours.

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. Failure to turn in your key and keyless FOB at the end of the school year, or upon leaving school, will result in a nonrefundable \$35 fine.

Because of potential liability issues, roller blading is not allowed on center campus.

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

No playing in the fountain.

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 Dean of Students 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. PLEASE NOTE: SHOES FOR USE IN THE FIELDHOUSE SHOULD BE CARRIED INTO THE FIELDHOUSE AND NOT WORN FOR OUTSIDE USE. These policies on shoes will be enforced, and we need your total cooperation in helping us protect the floor.
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 drivers 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**

Baptist Bible College is blessed with a large number of students who are married and live either on campus or in homes around the Springfield area. It is the desire of the administration of BBC that students will be eager to maintain only the highest level of deportment in every phase of their Christian conduct. Students should recognize that their lives are examined in light of their Christian testimony which is very fragile. As students conduct themselves with a total Christ-consciousness, they should always remember that they represent not only Baptist Bible College but also their Lord and Savior, Jesus Christ.

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 four 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 in the Dean of Students' office area. 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 the fourth Friday of every month on a rotating basis, with A and B being sprayed one month, and C and D sprayed the next month. 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, follow the procedure listed on page 25.

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 Dean of Students.

- **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 Dean of Students 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 Dean of Students 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 Dean of Students 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 Dean of Students 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

O magnify the Lord with me, and let us exalt His name together. Psalms 34:3

Each academic year Baptist Bible College features several special meetings. In the fall semester, we have a week of Global Awareness and a Church Planting Conference when our College family is exposed to the work of world-wide missions and information from the National Church Planting Office (NCPO). In the spring term, we enjoy the Midwest Regional Fellowship meeting and then Alumni Days sponsored by the Baptist Bible College Alumni Association. Both conferences 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.

• COURSES OF STUDY

Students wishing to pursue two majors must declare their intent to the Registrar by their sophomore year.

• SEMESTER HOURS

The school year is divided into two full semesters. One class period a week for 16 weeks constitutes a semester hour. The typical student load is 12 to 18 hours of class per week, and any changes must agree with the "Program Restrictions" in the current college catalog.

• CLASS HOUR LOAD LIMIT

Several factors affect the quality of a student's work. One important factor is the class hour load. The recognized full-time status is 12 hours, yet the student's own ability, secular work load, church responsibility, and family responsibility must also govern the class load. Therefore, the following guidelines must be observed:

First and second year students will take only the required semester hours or less if their situation requires. Those students who have had two (2) semesters of Academic Warning will be limited to 14 hours.

- **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 in this institution. On a basis of 4.0 the specific standards 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.

Students failing to meet these standards will be placed on academic probation and will be asked to withdraw at the close of the following semester if improvement is not demonstrated. In accordance with current regulations, students who are receiving federal financial aid who do not meet the above standards will have one semester probationary period; and if the standard is not met at the end of that semester, benefits will be discontinued.

Any student who maintains less than a 2.0 grade point average will be required to drop all extracurricular activities. A 2.0 grade point average is required for graduation.

- **CHANGES IN COURSES AND CLASSES**

Students will have 7 business days from the first day of classes to **add a class** to their schedule. At 8 days and beyond the student schedules are frozen.

For the fall 2009 semester: The last day to add classes to a student's schedule is September 4, 2009.

For the spring 2010 semester: The last day to add classes to a student's schedule is January 27, 2010.

Students will have 7 business days from the first day of classes to **withdraw from/drop a class** and still receive financial consideration. From 8 days and beyond the student will receive NO refund for withdrawing/dropping a specific class.

For the fall 2009 semester: The last day to withdraw/drop a class from a student's schedule is September 4, 2009.

For the spring 2010 semester: The last day to withdraw/drop a class from a student's schedule is January 27, 2010.

Students will have 17 business days from the first day of classes to **withdraw from the school** and still receive financial consideration. At 18 days and beyond the student will receive NO refund for withdrawing from the college.

For the fall 2009 semester: The last day to withdraw from Baptist Bible College and still receive financial consideration is September 21, 2009.

For the spring 2010 semester: The last day to withdraw from Baptist Bible College and still receive financial consideration is February 10, 2010.

October 23 is the final day to withdraw with a passing grade (a WP). The student will have to pay for their class in-full but will have the opportunity to avoid a failing grade on their transcript. In order to withdraw with a passing grade, the student will need to obtain the proper paperwork from the registrar's office and successfully follow all withdrawing procedures.

For the fall 2009 semester: The final day to withdraw with a passing grade (a WP) is October 23, 2009. If a student tries to withdraw after October 23 then they can only receive a WF or an F.

For the spring 2010 semester: The final day to withdraw with a passing grade (a WP) is March 5, 2010. If a student tries to withdraw after March 5 then they can only receive a WF or an F.

If a student still desires to withdraw beyond the passing grade date then they will need to write a formal request to the registrar outlining their specific situation, along with filling out the proper withdraw paperwork. The college's registrar will consider the request and has the right to either grant a withdraw-failing grade (WF) or a straight F, based on his judgment. If the proper procedure is not followed concerning the withdrawal process then an F will automatically be credited to the student's transcript.

For the fall 2009 semester: At and after October 24, 2009 the student will receive an F on their transcript for withdrawing from a class unless they appeal the grade with the registrar, in which case they can only receive a WF.

For the spring 2010 semester: At and after March 6, 2010 the student will receive an F on their transcript for withdrawing from a class unless they appeal the grade with the registrar, in which case they can only receive a WF.

• **DISTANCE EDUCATION POLICIES**

Baptist Bible College's distance education does not give extensions, for any reason.

The fall and spring semesters run concurrent with on campus semesters and there is no room for extensions to be granted. Faculty must turn in grades right after each semester in order to grant adequate time in preparing for the next term.

Your course must be accessed within the first seven business days of classes beginning or you will be dropped from the course.

For the fall 2009 semester: If you have not logged in or made contact with your professor by September 4, 2009 you will be DROPPED from your course.

For the spring 2010 semester: If you have not logged in or made contact with your professor by January 27, 2010 you will be DROPPED from your course.

• **INELIGIBILITY**

Baptist Bible College has the privilege of students representing the College in several areas. To be eligible the student must meet the following criteria:

1. 2.0 GPA
2. Dean of Students' clearance

Each student must be cleared at the beginning of each semester and before traveling for the school during the winter or summer breaks.

The following groups must have clearance for their members, and the sponsor must submit a list of participants to the Dean of Students prior to the activity:

Soccer	Evangelistic Teams
Basketball	Rec Teams
Volleyball	Singing Groups
Drama	

(The College Choir and Band do not have to meet criteria #1 and #2)

A student will have one semester on probation before being excluded from all extracurricular activities.

- **CHILDREN IN CLASSES**

Children are not to be taken to classes for any reason. In cases of school cancellation or illnesses, other child care arrangements must be made.

- **ABSENCE POLICY**

Professors should be notified immediately of any reason for missing class. There may be legitimate reasons for absences such as physical inability to attend (illness, extremely bad weather, etc.), family emergencies, or employment emergencies. However, there are no excused absences. All absences are counted. However, to allow for some of the above mentioned reasons, the following table of absences is set up as a guideline for both the faculty member and student during the regular school semester. Absences due to representing the college on official school business (sports teams, traveling groups, debate, etc.) will not count against the students total absences.

In the absence of the faculty member, the student will not be required to remain in class beyond the official twenty-minute waiting period. This policy does not apply if the students are notified within that period that the instructor is coming.

Number of hours class meets per week	Absences allowed without penalty. Any absences beyond this number may automatically reduce the student's grade at the discretion of the faculty member.	Maximum absences on which professor will drop a student from class with a grade of "F"
1/2	2	3
1	2	3
2	4	6
3*	6	9
4	8	12
5	10	15

*Some 3-hour classes meet only twice a week for 1 1/2 hours each session. In these courses the student will follow the standard developed for classes that meet two times per week (i.e., 4 absences allowed; dropped on 6th absence).

Evening class attendance is based on contact hours; therefore, one absence will be assessed for each hour missed. Students are permitted to miss a total of one evening or up to four hours.

Modular course absences will be explained by the professor in the course syllabus.

A maximum of one day's absence in summer school or mini-semester will be allowed.

When a student reaches two weeks of class absences, he will be warned and counseled by the professor of that course. Further absences could affect a student's grade adversely. When maximum absences are reached, no further consideration will be given for continuing the class.

Because of the content of some courses, faculty may stipulate a more narrow definition of the absence policy to reduce the number of absences allowed before a change of grade occurs or dropped from the course. The professor will publish the stricter policy in the course syllabus.

Students who are ill may obtain a Nurse's Report (see page 43) from the school nurse stating why they were absent and the report may be taken into consideration if the student is being dropped from the class due to excessive absences. The form must be turned in at the Academic Dean's Office after an absentee report has been filled out and submitted.

If a student believes that he has been completely misunderstood concerning an absence from class or that his situation has been improperly evaluated by his professor, that student may request a review of his case with

the Academic Dean. The request does not obligate the review. If a matter on absences is reviewed, it will be done by the Academic Dean.

- **CHEATING/PLAGIARISM**

Any student found cheating in a course is to be dismissed from that course with an F. The student's discipline records will reflect their behavior. Any further episodes could result in dismissal from school.

Each student is responsible for submitting their own work, and any effort to collaborate or plagiarize will result in disciplinary consequences. Plagiarism of any kind will automatically result in an "F" in the course.

- **MAKE-UP TESTS**

Make-up exams are taken in the Learning Center. A minimal charge is required for any make-up test.

- **FINANCIAL INTEGRITY**

If a student withdraws or leaves school for any reason and monies are owed to BBC on his student account, failure to make scheduled payments will result in collection agency fees which could be up to 50 percent of the balance. BBC 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. Students may obtain a hard copy at the Dean of Students 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

Participation in officially recognized activities & sports

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)

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

- **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 Dean of Students, 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.

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, and national or ethnic origin.

- **ACCREDITATION**

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

www.ncahigherlearningcommission.org

312-263-0456

Baptist Bible College is accredited by the Commission on Accreditation of the Association for Biblical Higher Education to grant degrees at the Associate, Bachelors and Masters degrees.

www.abhe.org

407-207-0808

PRINCIPLES TO GOVERN OUR CONDUCT

*Prove all things; hold fast that which is good. Abstain from all appearance of evil.
I Thessalonians 5:22*

Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity. I Timothy 4:12

- **PURPOSE:**

At Baptist Bible College we maintain a high moral character which we trust our students share. Occasionally, however, a person might break our corporate standards, and this is paramount to breaking your commitment to honor and abide by our standards. When such a violation occurs, we are compelled to administer some form of discipline.

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.

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 Dean's Department 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. The spiritual law of "Sowing and Reaping" still operates in God's economy!

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 (Gal 6:1-2). 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).

Students will be asked to reinforce his/her commitment to our guidelines by signing an agreement statement that is at the end of this handbook. This signed statement will be placed on file in the Dean's office. This document will remain on file as a contractual commitment from the student to adhere to our policies as long as he/she is an active student at Baptist Bible College. It will also confirm that the student has read and is familiar with the BBC drug policy.

- **DEPARTMENT PROCEDURES**

Finally, be ye all of one mind, having compassion one of another, love as brethren, be pitiful, be courteous; Not rendering evil for evil, or railing for railing: but contrariwise blessing: knowing that ye are thereunto called, that ye should inherit a blessing. I Peter 3:8-9

Remember them which have the rule over you, who have spoken unto you the word of God: whose faith follow, considering the end of their conversation. Hebrews 13:7

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.

As a maturing adult, we anticipate that most students will function comfortably under our code of ethics. When an individual fails to cooperate within the framework of our guidelines, a system of written **WARNINGS and REPRIMANDS** will be administered by the Dean's Department. 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. Only 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 Dean's Department 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 \$50 fine for each occurrence or incident. Fines must be paid in the Dean's Department 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 tapes/CDs, DVD movies, stereos which are played too loud, 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 the Library, Student Center, Gymnasium, Fieldhouse or 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. Campus: (On-campus students) The restricted student may not leave the campus premises except for employment or regular Christian Life Ministry opportunities. He must be in his room from 7:00 p.m. until 6:00 a.m. During this time, students may not date, attend school functions, or have visitors in their room. Breach of campus discipline may result in a more severe penalty.
9. 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.

10. **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:
 - a. Notification of parents or guardians
 - b. Reduced curfew
 - c. A campus status for a determined period of time
 - d. Disqualification from participation in traveling ministry groups, intramural or intercollegiate athletics, Student Government roles, clubs, and other college organizations. Other restrictions may also apply.
11. **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.
12. **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. Therefore, a student who is guilty of participating in sexual immorality in any form or possesses, distributes or uses alcohol or illegal drugs will be treated with zero tolerance. There may be other 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.
13. **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 Dean of Students. 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 Dean of Students 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 Dean of Students. The respective administrator will also be an observer during the proceedings. The Review Committee will function with the following guidelines:

1. Examine all the circumstances and details of the particular situation.
2. Determine the guilt or innocence of the student based on the concrete evidence that was examined.
3. 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

But be ye kind one to another, tenderhearted, forgiving one another, even as God for Christ sake hath forgiven you. Ephesians 4:32

In whom we have redemption through his blood, the forgiveness of sins, according to the riches of his grace; Ephesians 1:7

The Bible makes it clear that one of the wonderful results of the act of salvation is that God forgives us of every sin. When we are redeemed we are also immediately forgiven. This is a marvelous truth. According to Romans 5:1, we find that we are no longer under condemnation but because of forgiveness we are made alive and have passed from death unto life. Amen!

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. But that is so contrary to the Will of God. Jesus reminds us of the parable where the wealthy man forgives the huge debt of a man who owed the master a large sum of money. The same forgiven man goes to someone who owes him an insignificant sum and demands payment and punishes the debtor when he cannot pay.

When the wealthy man discovered the terrible attitude of the man who had been released of his huge debt the master was furious with the man. The master changed his mind and demanded payment in full. This illustrates that God has forgiven us so graciously and we should be willing to forgive others also.

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. If we do not learn to have a prevailing attitude of forgiveness, we reveal that we are ungrateful to God and unwilling to release someone else who has committed an offense against us. Be willing to forgive someone who has caused an offense. That is when the peace of God can prevail in one's life.

If someone lives with bitterness, it is a product of holding on to an offense someone has done or it is a matter that true forgiveness was never really given. Therefore, 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). The Bible reminds us that we should not let the sun go down before we have victory over our anger. We need to keep short accounts when it comes to our offenses between one another and remain reconciled as brothers and sisters in Christ.

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.