



student handbook

2012-2013

baptist bible college

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Welcome from the Office of Student Development

We are glad that you have chosen to join the learning community of Baptist Bible College. I trust that our school will impact you and your development for a life of service for our great God! I assure you that you will find:

- A staff of godly people eager to encourage and support you,
- A wholesome, family atmosphere on campus,
- A unique combination of love and discipline designed for your personal growth.

I give leadership to the Office for Student Development, which includes residence hall life, student activities, safety and security, health services, ministry development, athletics, and counseling. Our experienced and capable team cares deeply about students and is dedicated to working with you on a daily basis. Our mission is to facilitate Christ-honoring, whole-life growth in each student, and we care deeply about what you think, how you feel, and God's work in your life.

We have developed this Handbook as a guide to our philosophy, policies, and practices and to orient you to learning and living at BBC. Our campus is uniquely designed with very specific objectives and strategies in place to achieve those goals. I encourage you to read this Handbook, which clearly presents our student development philosophy, biblical standards, and campus policies and procedures. To facilitate your ongoing use of the Handbook as a reference, campus rules in each section are clearly numbered.

We will pray for you and will look forward to the opportunities ahead for us to get to know you and to share our lives with you.

Welcome to the family,
Matthew J. Pollock, M.S.
Dean of Students

OSD Core Values and Objectives

Our philosophy and practice can be captured in the following seven core values. Every goal, strategy, and outcome must find its roots in these values. Further, we have established three general objectives for our ministry from which all of our efforts are initiated.

We Value ...

GOD and HIS WORD as the source of successful lives and ministries. The Bible is our ultimate authority and the foundation for godly living and effective ministry (2 Tim. 3:16,17). Our relationship with God is most important, and His Word is the life source of that relationship. God expects us to honor Him with a holy lifestyle, sacrificing sinful desires, separating from the world's system, and submitting to His Word (1 Cor. 6:19-20; 2 Cor. 6:14-16; Eph. 5:8-14; Col. 3; 1 Pet. 1:13-16). We also acknowledge that Christian education is empty and fruitless apart from the work of the Holy Spirit in the lives of all who participate in it—trustees, administrators, faculty, staff, and students (2 Pet. 1:3; Rom. 8:12-15, 26-27).

STUDENTS as our responsibility from God. We love them and are committed to their growth and well-being. We seek to foster respect, support, and safety for each student while challenging them to stretch beyond their present capabilities and past accomplishments. We expect that our students are regenerated by God's work of salvation and recognize God's ongoing work of sanctification in their day to day lives (1 Thess. 5:23). We follow the instruction of 1 Thessalonians 5:14, "... warn the unruly, encourage the fainthearted, help the weak, and be patient with everyone."

GROWTH as the goal for every believer. It is our objective to facilitate whole-life growth, including spiritual growth, academic pursuits, development of relationships, and physical health. We provide a comprehensive program of preparation for life and ministry that includes academics, local church involvement, community living, physical disciplines, and daily opportunities for spiritual exercise and relationship building (Rom. 8:28-29; 2 Pet. 3:18; 1 Thess. 4:1; Phil. 3:10-15).

PERSONAL DISCIPLINE as a foundation for the exercise of godly character and discernment. Healthy and holy living requires self-control, which is evidenced in learning to limit our own freedom for the good of the community and ourselves. Our campus is designed to encourage self-sacrifice and accountability to God and others for our actions. The practice of disciplined living is a lifetime skill that is not always convenient but is always healthy when practiced with a sense of balance (1 Thess. 4:3-8; 1 Cor. 8:9-13; 9:24-27).

RELATIONSHIPS as a fundamental element for personal growth and ministry to people. Living in daily fellowship with other Christians is a privilege, an expression of God's grace, and an opportunity for demonstration of Christ's love. We expect each member of our community to strive to maintain relationships that support, encourage, and help others (**Rom. 15:1-2**). We are responsible to come alongside and bear the burdens and forgive the weaknesses of one another (**Col. 3:12-13a**). God also expects us to speak the truth in love to each other, which, if done correctly, is a process that produces growth (**Eph. 4:25**). Further, a healthy Christian community consistently works at reconciliation and restoration, which often include restitution. **2 Corinthians 4:18-19** tells us that "... He (Christ) gave us the ministry of reconciliation..." **Galatians 6:1-5** teaches our responsibility to restore those who are "caught in sin."

MINISTRY as a life-calling from God. Jesus Christ commissioned His followers to "go and make disciples of all nations, ..." (**Matt. 28:18-20**). Our primary purpose is preparing men and women to pursue selective Christian ministry careers. We believe that the expectations for a Christian serving in such a position are considerably higher than the standards of the world or even for membership of a local church, and therefore provide an educational program with rigorous demands of the student (**Jam. 3:1; 1 Tim. 4:12-15; 2 Tim. 2:1-7, 15**).

TEAMWORK as God's plan for effective ministry. Any effective organization is characterized by cooperation. Combining the efforts of administration, faculty, staff, and students is a key to our success. We maintain that a collegial and collaborative effort where the whole is greater than and more important than any one of its individual parts is a biblical pattern (**Eph. 4:16**).

Our Overarching Objectives

1. To provide a campus climate that is conducive to personal spiritual growth, intensive academic study, positive social development, and physical well-being.
2. To promote a learning community that practices a lifestyle submissive to Biblical mandates, exemplifies modesty and discretion, pursues excellence in all endeavors, and demonstrates sacrificial love for others.
3. To produce a college graduate who is a committed Christian; growing in Godly character, personal discipline, and spiritual discernment, obedient to the Word of God and driven by a passionate heart to serve God in life and ministry.

Community Conduct and Responsibilities

Baptist Bible College is a unique community committed to excellence in biblical education for effectiveness in ministry leadership. Each member of the community accepts both individual and shared responsibilities in the daily fulfillment of the stated purpose and values of BBC. These responsibilities take root in our highest regard for biblical principles, our commitment to the personal and professional development of students, our interest in healthy community living, and our respect for BBC's distinctly Baptist heritage. Without obscuring the importance of any one of these stated elements, we highlight certain biblical truths that are basic to our community conduct and responsibilities.

- By the unfathomable depths of His mercies, God has called us to present ourselves to Him as living sacrifices, transformed in our minds, and thus liberated from the conforming constraints of this world. We firmly hold that this transformation will adorn our thoughts, actions, service, and cultural witness with God's intended beauty of holiness. We are free from the bondage of sin to yield to the lordship of Jesus Christ. Therefore, whether we eat or drink, or whatever we do, we would do all to the glory of God (**Rom. 11:36-14:23; Titus 2:10; Gal. 5:1; 1 Cor. 10:31**).
- As a chosen nation of royal priests, we confidently affirm each individual's responsibility to stand in love within our community according to the dictates of his conscience as informed by the light of holy Scripture. Hence we pray that our love might abound still more and more in real knowledge and discernment, so that we might approve the things that are excellent (**1 Pet. 2:10; Phil. 1:9-10**).
- God expects those of us who love Him to make no plans to fulfill the desires of the flesh. Rather we are to present ourselves to God as instruments of righteousness, as alive to Christ, as dead to sin, and so to be clothed with Jesus Christ. Sin shall not be master over us, for we are not under law, but under grace (**Rom. 6:12-14; 13:14**).
- God understands that we who love Him may occasionally disagree, yet we must work together regarding the cultural expressions of our faith. As a part of this effort, we are exhorted neither to judge, nor regard one another with contempt, but rather to be firmly convinced in our own minds. We are to walk in love and forego some activities that would influence our brothers' weak consciences to participate in activities that they believe to be wrong (**Rom. 14; 1 Cor. 8:11-13; 10:31-33**).
- Above all else, we confidently and humbly embrace the shared responsibility of working out our salvation together, because we look to God, who is at work in each of us, both to will and to work for His good pleasure (**Phil. 2:12-13**).

We ask every student to affirm his/her acceptance of our standard of conduct and to express a willingness to join our college family by signing our Community Commitment (Appendix 1). While embracing these guidelines, we readily acknowledge that they may not indicate that one is living a life of full commitment to Christ. If at present you feel you cannot agree with our community's expectations, then we urge you to hold fast to your integrity in having pledged to keep these requirements and to trust God's providential care for the present. Beyond this, we encourage you to join in the dialogue, seeking to understand the life and heart of the people who comprise the leadership of our BBC community.

Student Learning

Spiritual Development

For an institution such as ours, personal spiritual growth is of the highest value. To embrace such a lofty mission as “preparing men and women to pursue selective ministry careers” demands both students and staff members who are growing spiritually. We begin with the presupposition that the student is regenerated by the saving work of Jesus Christ. From this point, progressive sanctification requires regular feeding from God’s Word, cultivation of the Word by the Holy Spirit, and edifying fellowship with other believers. Our objective as an institution is to provide an educational program that facilitates these vital elements. Beyond classroom instruction from a biblical point of view, daily chapel, small group accountability, dorm prayer groups, ministry experience, and church involvement all contribute to spiritual development (Col. 3:16; 1 Cor. 2:4-16; Eph. 4, 5).

Devotional Life

A consistent and personal time of interaction with God is essential for growth in one’s relationship with Him. Students are expected to invest some private time with the Lord in prayer and meditation in the Bible each day (Psalm 1). Small group prayer and edification times are regularly scheduled in the residence halls to provide accountability and encouragement among students.

Discipleship

Students are strongly encouraged to seek a mentor—an upperclassman who demonstrates personal growth and who influences others toward Christ-likeness. Often, faculty and staff are also willing to invest time in a discipleship relationship. Our small group program networks every student into small groups of accountability, prayer support, and encouragement.

Chapel

Each school day, students meet for prayer, worship, spiritual instruction, and information. These chapel services each morning unite us as a corporate body to encourage us to godliness and to sharpen our ministry efforts. Our chapel program features our President, faculty members, pastors, missionaries, students, and other special speakers. Each semester, one day is set aside as a Day of Prayer. Likewise, the Bible Conference is held in October, and the Missions Conference is held in February. All of these intensive times of focus are considered required components

to the educational program of the College. In order to make the chapel program as effective as possible, the following guidelines have been established:

1. All students enrolled in 7 or more credits are required to attend chapel.
2. All students are expected to be punctual in chapel attendance. You will be marked tardy if you arrive after the formal beginning of chapel (the first song, prayer, announcements, etc.) Three tardies equal one absence.
3. Students are allowed a limited number of absences from chapel per semester for any reason (sickness, bad weather, personal problems family needs, vacation, travel, study, work, job interviews, car problems, etc.). See chart below.
4. Students may request a permanent chapel excuse from the OSD if they meet the following criteria:
 - a. Desire to work and have no classes on a given day, or
 - b. Desire to work and have only one class on a given day and a two-hour time lapse between that class and chapel (e.g. the class ends at 8:00am or does not begin until 1:00pm)
5. Students' allowable absences for any reason will be calculated by multiplying the number of days they are required to be in chapel per week by two. The results are as follows:

5 days required attendance=10 allowable absences for the semester
4 days required attendance=8 allowable absences for the semester
3 days required attendance=6 allowable absences for the semester
2 days required attendance=4 allowable absences for the semester
1 day required attendance=2 allowable absences for the semester
6. Students who take more than their allowable cuts will result in the following actions:
 - a) One over cut=\$15.00 fine
 - b) Two over cuts=Additional \$25.00 fine and meeting with the OSD Dean
 - c) Three over cuts=Additional \$40.00 fine
 - d) Four over cuts=Review by the Student Affairs Board
7. Students will be marked absent if they arrive after the speaker has begun, leave before the speaker is finished, or are disruptive or inattentive (studying, sleeping, talking, writing notes, etc.)

8. It is the student's responsibility to record his/her attendance and to keep a personal accounting of absences (including reasons for each absence) in case it is needed at a later time for the appeal process.
9. Students will be excused when missing chapel because of a school-sponsored activity (field trip, athletic contest, special ministry, etc.)
10. Students can request excused chapel absences from the OSD Deans if a death occurs in their immediate family or if they experience an extended hospitalization. Students having any other unusual circumstances may appeal those absences through the OSD Deans at the end of the semester to be excused.

Church Involvement

Though the intensive study of God's Word and the regular spiritual endeavors during the week are very valuable, we believe God desires that the local church be a primary place of worship, instruction, fellowship, and service for Him (Acts 2:42-47; Heb. 10:24-25). BBC views your participation in a local church as a crucial element of your preparation for future ministry. Therefore, we find it healthy and appropriate for our students to attend a local church whose doctrine and teachings are compatible with what we teach in the classroom. To those ends, the following guidelines have been established for all students.

1. Students should be faithfully involved with their local church and should attend all corporate worship gatherings, small group Bible studies, Sunday School, etc., as provided by their local church. It is assumed that such attendance will take precedence over homework, socializing, or employment.
2. Students are to attend a church approved by the College, which includes only those churches holding to a separatist, Baptist position.
3. Students who have been active members of a non-Baptist but fundamental church prior to their enrollment may receive permission from the Office for Ministry Development to continue their attendance at that church if it is close enough to allow regular attendance.

Academic Development

At our best, Baptist Bible College stands as academics for life and ministry, where our intention is to find, nurture, and then quietly unleash into our culture, biblical leaders—those who love God, serve others, and think well with strong minds! Unfortunately, this can sound like a lot of hype, when in truth it requires a slow and often unglamorous process of hard work and patience. For you the student, the day-to-day requirements involve refusing to coldly analyze your church and world, but instead, nourishing a fervent love for God arm-in-arm with others that call on Him with a pure heart. It also means recognizing that good intentions and intense activity

(however admired) are not enough. Most of all, it means taking hold of the unique opportunity this brief window in your life offers, namely that of intense, disciplined study of Scripture, of your world, and of the skills necessary for transferring your life to others. For those who embrace this discipline, college life is essentially one of unusual breadth and exposure, a potential vista that opens between the chaotic preoccupations of childhood and the narrowly focused responsibilities of adult life. If you are going to learn how to see far and wide, now is the time to make it happen.

Our prayer for you is that you refuse to fragment your life into stale, lifeless compartments, but instead, that you grasp the truth that academics properly understood is life and ministry. We stand on this wholeness of integrity, thoughtfulness, and ministry because God Himself has declared His redemptive plan to consist of the reunification of Himself with man, of man with his fellow man, and of the various facets of man himself (Eph. 1:22-23; 4:10,17-18a; 5:8-10a, 15-17).

Admittedly, this grand process of integration cannot be confined to the classroom, but neither can it be excluded from it. The very person and work of our Savior demand that we truly devote our lives to learning no less than to serving, likewise no less than to loving God. Indeed, we can neither serve nor love a God we do not know. The information in this Academic Development section is a supplement to the College Catalog to help you understand some of the details related to the academic program at Baptist Bible College.

Credits, Courses, and Curriculum

Student Credit Hour Load

The maximum academic load that students may take is limited by their cumulative grade point average:

Below 2.5	16 hours
2.5-2.999	18 hours
3.0-4.0	Advisor's Consent

Off-Campus Instruction

During the academic year, students may be permitted to take college credit courses from another institution by securing the approval of the Registrar. To be assured that credit courses taken at another institution will be counted toward graduation requirements at BBC, consult the Registrar's Office first.

Auditing

If you desire to audit a course, you may register with the approval of your advisor. When auditing a course, you are expected to attend the class sessions and fulfill the requirements the instructor specifies. The charge for auditing is half the tuition rate. No student will be permitted to change from credit to audit or from audit to credit after the first four weeks of the semester.

Faculty Advisors

The Registrar will select faculty advisors to help counsel you based on your curricular program. You will normally remain with that advisor unless you change programs. Your advisor will be available to counsel you during the academic year and will assist you in selecting courses for your program. You may not change advisors without the consent of the advisor and the Registrar's Office.

Tutoring

The College seeks to arrange tutoring help for students who are having academic difficulty. Information about this help may be obtained from the Academic Office.

Choosing and Changing a Curricular Program

By the sophomore year, you should be making a decision concerning a curricular program of study, usually in consultation with your faculty advisor. In order to change programs (once you are admitted to a curricular program), you must first obtain and complete a Request for Change of Program form from the Registrar's Office. When the change has been approved you will be assigned a new advisor.

Course Changes

If you desire to drop a course, add a course, or change courses, you must follow the procedures prescribed by the Registrar's Office. Information and forms may be obtained there.

Accommodations for Disabilities

Baptist Bible College is committed to providing reasonable accommodations for students with disabilities in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. The purpose of accommodations is to provide equal access to educational opportunities to students with disabilities and does not intend that academic standards be lowered or essential elements of programs changed.

Any student needing special accommodations must complete a Request for Accommodations Form available online at http://www.bbc.edu/college/distance_learning/learning_support.asp and make an appointment through the Academic Office to speak to the Director of Learning Support Services. Accommodations may include such support as special housing assignments, extended test-taking time, tests read aloud, preferred seating and/or the taping of classes.

Some students may be required to register for, and others may elect, the Orientation to Academic Life course to ensure optimal preparation for college academic life and work. The Writing Lab is open to students needing additional support for academic success.

Grading Standards

Grade Report

You will receive a grade report of your academic achievement at the end of each semester. This report will include the letter grades you have earned, the number of credit hours you have completed, the grade points you have received, and your grade point average for the semester. If you feel there are any discrepancies on your grade report, it is your responsibility to contact the individual instructor.

Academic Honors

Semester Honors

Each semester the Dean's List names full-time students whose semester grade point average is 3.75 or higher. The Merit List honors full-time students whose average is at least 3.25 but less than 3.75.

Alpha Gamma Epsilon

Members of this local honor society are chosen and presented membership certificates according to the following standards:

- Completion of the equivalent of four full-time semesters (or 57 semester hours) at Baptist Bible College with a cumulative grade point average of 3.4 or higher,
- Demonstration of sympathy toward and support of Baptist Bible College's standards and ideals,
- Approval by the faculty.

Delta Epsilon Chi

BBC participates in this honor society program of the Association for Biblical Higher Education. To be eligible for election by the faculty, a student must have:

- Earned a cumulative grade point average of at least 3.3 by the beginning of the student's final semester,
- Demonstrated Christian character and leadership ability.

Certificates of membership are presented during the spring semester.

Graduation Honors

Graduation honors announced at the annual commencement are based upon a student's cumulative grade point average at the beginning of the last semester before graduation.

The following minimum standards apply:

3.4	with Honor
3.6	with High Honor
3.8	with Highest Honor

Such distinction is recorded on the student's permanent record.

Academic Deficiencies

Any student whose cumulative grade point average falls below 2.0 will be placed on Academic Restriction. This prohibits the student from participating in more than one major extracurricular activity per semester.

Serious academic deficiency will result in a student being placed on Academic Probation. Students on Academic Probation may not participate in any major extracurricular activity until the probation is removed. Normally, probation means that your cumulative grade point average has fallen below the level specified on the following scale:

Credits Attempted*	Cumulative GPA
1-18	1.4
19-36	1.6
37-55	1.8
56+	2.0

*Includes transfer credits (if any) but excludes credit hours for repeated courses and courses graded S, U, I, WP, or AU.

The Admissions Committee, the Readmissions Committee, or the Academic Dean may impose a special probation status in certain cases. In these cases the specific details of the probation will be given to the student.

Definition of a Major Extracurricular Activity

As it relates to academic restriction or probation status, a major extracurricular activity is defined as participation in student government, intercollegiate athletics, music group (Chamber Singers, Concert Chorale, Wind Ensemble, etc.), or any organized student group or activity functioning regularly. If one is earning academic credit by participating in a particular activity, the definition of extracurricular does not apply. If you have any questions about your involvement or whether a given activity or group is considered a major extracurricular activity, please consult the OSD Deans.

At the conclusion of each semester, the Academic Dean reviews the achievement of every student with semester or cumulative grade point averages below 2.0. He may administer Academic Dismissal, if a student:

- has been on the academic probation list for one semester,
- has failed to meet the requirements of the special academic probation which may have been imposed,
- has experienced extreme academic deficiency during that semester (even if he/she has not been on academic probation), and the prospect for significant improvement seems remote.

Students who have been dismissed for academic reasons may seek readmission after one semester of not attending BBC. These students should follow the readmission process outlined in the College Catalog.

Attendance Standards

In-class interaction with professors and classmates maximizes the benefits of the educational program of BBC. We expect you to attend all scheduled classes regularly and punctually. We want you to appreciate your learning opportunities while developing personal responsibility, self-discipline, and decision-making skills. The College faculty is encouraged to assist you in developing these important qualities through class attendance requirements. Faculty members use various approaches to encourage attendance, and they are explained in the course syllabi. Academic bonuses or penalties related to attendance should not exceed five percent of the final grade. Generally it is understood that absences should be reserved for emergencies, sickness, or school-sponsored activities. As questions arise in this area, please speak to your professor. The following standards have been established to allow reasonable absences as you develop personal discipline.

Maximum Absences

Multiply the number of class meetings per week by two (except modified schedules) to find the maximum number of allowable absences per semester for any reason. You determine when and why you take an absence. Absences (including excused absences) beyond the maximum number allowed are considered excessive and will lower your course grade as follows:

1. For classes meeting three or more days per week, a 2% reduction in the final grade per absence over the limit will be assessed.
2. For classes meeting two days per week, a 3% reduction in the final grade per absence over the limit will be assessed.
3. For classes meeting one day per week, a 4% reduction in the final grade per absence over the limit will be assessed.

Automatic failure will result if your absences exceed one quarter of the scheduled sessions for a course, even if some of your absences are for school-approved and school-sponsored activities. In extraordinary circumstances, the Academic Office will consider an appeal for this failure.

Failure will occur when your absences reach the following levels:

Class Sessions Per Week	Absences
5 day-a-week full semester class	19 absences
4 day-a-week class	16 absences
Class with a 2-hour lab	16 absences
3 day-a-week class	12 absences
5 day-a-week compressed class	8 absences
2 day-a-week class	8 absences
1 day-a-week class	4 absences

Adjustments for Extracurricular Activities

We encourage students to be involved in extracurricular activities such as field trips, athletic contests, musical events, special ministries, etc., sponsored by the College. Sometimes your participation in such an activity forces you to be absent from class, and you will need to use some of your cuts for such extra-curricular events. In addition, you may be granted to following additional absences:

- Two additional absences for classes meeting 3-5 days/week
- One additional absence for classes meeting 1-2 days/week

Withdrawal

From a Course

Students are permitted to withdraw from a course they are passing if they obtain approval of the instructor and follow the required procedure as indicated under Course Changes. Within the first four weeks of a semester, a dropped course will not be recorded provided proper procedures are followed. After four weeks, students will receive a WP grade, which will not be computed in the grade point average. The date of withdrawal will always be the date indicated on the course change slip furnished by the Registrar's Office. A fee is charged for withdrawing from a course.

From School

To withdraw from school during a semester, a student must secure a withdrawal form from the OSD. Unless this form is completed and given to the Business Office, no transcript will be issued.

Tuition Refunds

Students who are receiving federal student aid will receive their funds in accordance with federal regulations. The federal aid program funds will be primary in all refund procedures. Students who hold scholarships or loans with special refund policies will, upon withdrawal from school, be granted refunds according to those policies. If for any reason, a student who receives Veteran's Benefits fails to enter or complete a given school term, the amount charged to that student shall be the proportion figured by the fractional part of the academic year that is completed.

Exams and Papers

Late and Off-Schedule Work

Each of your instructors is expected to establish specific dates when assignments are due and when major examinations are to be given. Accepting assignments before the due date is the sole prerogative of the instructor and will involve no penalty or fee.

Early exams will not be given except in cases where the student must be absent from school because of significant family considerations or situations beyond the student's control. Going home for the weekend and leaving early for vacation are not acceptable reasons for early exams.

Taking exams late is discouraged. Death in your immediate family, sickness or an accident (certified by a school nurse or medical doctor), or school-sponsored activities which take you away from campus at the time of a scheduled exam are

justifiable reasons for taking a late exam, normally with no penalty of grade or late fee. Taking an exam late for reasons not approved by the faculty member based on this guideline carries a late fee of \$10.00; the late fee for quizzes is \$5.00.

Late assignments such as term papers or semester projects will be the sole responsibility of the instructor. Each instructor will inform students at the outset of each semester what his/her policy is so that any penalties incurred will be fully understood.

In the case of a missed exam or quiz for any of the reasons above, you are responsible to see your instructor upon returning to class. The instructor will then send the exam and a late exam authorization form to the Academic Office. You will need to go to this office to make up the exam or quiz.

Students who miss a scheduled music lesson without notifying the instructor in advance to secure approval and students who are absent for a reason other than those cited earlier forfeit the right to make up that lesson and will be subject to an appropriate grade reduction. Changes in lesson schedules made by the instructor will carry no penalty for the student and will always be made up.

Original Work

Honesty

It is expected that all work you submit to any class for grading is your original work unless you give credit to some other source. Failure to give proper credit for the work of another is known as plagiarism and is a serious enough offense to warrant a failing grade for the paper submitted. Cheating of any kind is a direct violation of biblical principles. A student who does not exhibit honesty may be dismissed from the College.

Typing

In order to help students learn appropriate style and form for term papers, the faculty has adopted the MLA Style Manual as a standard for BBC. Each student should be familiar with MLA style and use it regularly in preparation of term papers. Those who type papers for other students are expected to reproduce copy verbatim. The author should perform all corrections, whether grammatical, spelling, or otherwise. The typist's name should always appear on the last page of each paper as follows:

Typed by _____

Ministry Development

Preparation for ministry requires both classroom instruction and practical experience. Lectures, quizzes, and exams cannot measure all that BBC hopes to accomplish in your life. Actual ministry experience offers a workshop to put knowledge into practice and a way of assessing the progress students make toward ministry competency. The Ministry Development program works hand-in-hand with the Academic program and Student Development to help students develop skill in applying the Word of God to the needs of people.

The goal of the Ministry Development program is aggressive, progressive ministry for each student. A multi-level system tracks the depth of each ministry experience with a goal to move toward the next stage of development. Each student works with a ministry coach to facilitate this process.

Ministry Units

BBC grants recognition for faithful involvement in a wide variety of ministries. This recognition is called a ministry unit. A ministry unit can be earned each semester and summer through an enrollment process. To be eligible for graduation from any program, a student must have one ministry unit for each full-time semester with the exception of one. For example, a four-year Bachelor or Science program is generally completed in eight semesters; therefore, seven ministry units are required for graduation.

Ministry Opportunities

There are numerous ministry opportunities in nearby churches, in the community, and on campus. The Ministry Development staff and faculty advisors provide guidance for students as they make ministry choices, and we encourage input from long term mentors in the student's home church.

Ministry Portfolios

All students build a Ministry Portfolio during their time at BBC. The portfolio includes objectives, strategies, and progress reports for each ministry in which a student participates. This portfolio facilitates progressive ministry development and provides a resume for the graduate.

Student Life

Relationships and Social Life

Since we place such a high value on relationships and recognize our dependence on and accountability to one another, we are committed to following the example of Jesus Christ as He laid down His life for us (I John 3:11, 16, 18; I John 4:11-21). The following biblically-based actions are expected to be practiced consistently by our students.

- **Edifying One Another**-We must strive to maintain relationships that support, encourage, and help others (**Rom. 15:1-2**).
- **Bearing with One Another**-We are to forgive one another and live patiently with the weaknesses of others (**Eph. 4:32; Col. 3:12-13a**).
- **Speaking the Truth in Love**-We should speak the truth to each other in love, effectively resolving problems in relationships and individual behavior (**Eph. 4:15, 25**).
- **Reconciling, Restoring, and Making Restitution**-We must reach out to those who have been hurt or offended, restoring relationships and making restitution when necessary (**2 Cor. 5:18-19**).

As brothers and sisters in Christ, we exhort one another to embrace and to follow the mandates and instruction found in **Ephesians 5:3, Colossians 2:20-3:5, 1 Thessalonians 4:1b-8, Romans 1:18, 26-27, 12:9-10, Proverbs 6:27-29 & 32, 5:18-20, 2 Timothy 2:22 and 1 Peter 3:8, 4:8**.

It is obvious that our culture is oversexed, bored, and restless. Sexual experimentation is rapidly becoming a twisted norm of amusement, obsession, and escape from reality. The result has been tremendous sexual confusion, slavery to sexual impulse, and reduction in the delight of human sexual intimacy. We are not immune to these difficulties. While some students enroll at BBC with a healthy understanding of biblical relationships, others have nearly destroyed their lives by sexual vices, and still others come to us vulnerably naïve. The forces of students' past lives often complicate the most casual social interaction.

Despite this immense challenge, we affirm the goodness of the human body, the delights of sexual intimacy within the bounds of biblical marriage, and the mysterious, lifelong adventure of faithful monogamy between a man and woman. Part of our task at BBC is to reclaim human sexuality from the numbing perversity

of our culture's abuses and to return it to the proper soil of Christian charity in which it was intended to flourish. We attempt to facilitate an atmosphere relieved of the burden of perpetual sexual agitation, thus allowing the full development of our students' social, emotional, intellectual, and spiritual potential. In a very real sense, being wholesome frees us to be whole.

Community Living

College life should be a lot of fun with plenty of opportunities to interact and experience each other's company. We want our students to enjoy their campus while sharpening one another intellectually, emotionally, and spiritually. We also desire that our learning community be safe and free from tensions created by public displays of sexual attraction. We want a campus that is comfortable for all of our students, conducive to development of life-long relationships, and worthy of a good reputation. For any and all of these reasons, we ask that our students adhere to the following guidelines:

For Safety and Campus Atmosphere

1. Students may walk off campus during daylight hours but, after dark, should only leave campus in groups of two or more.
2. Physical display of affection such as holding hands, kissing, or any other romantic physical contact is not appropriate at any time on campus or in church.
3. Resident students may not entertain students of the opposite sex in their rooms. The OSD will schedule room visitation hours for special occasions from time to time, in addition to current lounge hours.
4. Rooms in Jackson Hall and Buckingham Hall may not be used for study and social purposes without permission from the OSD. Instead, students should use the Student Center, Underground Café, and middle floor lounges of the residence halls during specified hours.
5. Social dancing is prohibited, as is attendance at establishments providing this activity (clubs, bars, etc.)

As we consider the issue of dancing, it should be understood that we generally define dancing as a form of communication. We might call it a form of "body language." As our community is made up of individuals from many backgrounds, it is important to understand our position on this issue.

Because we believe that there is a place for physical movement in the arts, we do not completely prohibit performance dance on campus. For example, communicating a message through music, or a form of choreographed movement (ex. a ballet) could be acceptable. In a dramatic presentation, it can also be helpful to utilize a scene

with dancing because it may be accurately portraying the characters' lives and their cultural experience.

It has been demonstrated that physical exercise is of benefit. The development of exercising in a disciplined series of movements to the rhythm of music has revolutionized the health and physical capacity of many. Aerobic exercise is utilized in physical education classes and also in various fitness activities.

Another form of physical communication may be described as social dancing. However, this time the movements are usually expressing relational interest, respect, love, or perhaps enticement or desire. We realize that physical touch and expression (even without an actual touch) is very powerful. We do not allow this type of dancing at BBC because of concerns for spiritual health and desire for proper development of relationships. In other words, two unmarried individuals moving to music in front of or in contact with each other would generally neither be considered a spiritually edifying activity nor an appropriate method of developing a relationship. In fact, this may have potential to cause brothers and sisters in Christ to stumble in action or perhaps in thought.

For Student Development

No area of BBC life can be divorced from our college mission: We ultimately exist for the purpose of developing spiritual leaders for life and ministry. Realistically speaking, effective Christian leadership involves a wholesome, socially responsible, and attractive personal maturity. We believe that the unique community atmosphere of BBC can be highly conducive to the development of these qualities as they are exercised in a social setting. Our desire is to place no unnecessary and meaningless burden on our students, but to take sufficient advantage of the unique social dynamics of our campus life to enhance their personal growth and leadership development.

1. Freshmen students under age 21 may not single date off campus, even if dating an upperclassman. Freshmen traveling off campus with someone of the opposite sex must be in a group of three or more.
2. Students whose grade point average falls below a C (2.0) and students who are placed under Citizenship Probation may be restricted in social privileges at the discretion of the OSD.
3. Single students living off campus may not entertain friends of the opposite sex in their rooms, apartment, trailers, etc., without the presence of an adult chaperone and permission from the OSD. Likewise, resident students are not to

visit the homes of those of the opposite sex without permission from the OSD. This policy also applies to babysitting situations.

Engagement and Marriage

The spiritual, emotional, and temporal commitments surrounding engagement and wedding plans are very demanding to the individuals, as well as to family and friends. In light of our school's mission, we hold it our responsibility to maintain a suitably focused atmosphere. It is important to prayerfully evaluate this crucial decision since it will affect the completion of your education and your effectiveness for future service for the Lord. We encourage our students to seek counsel from their parents, pastor, and other godly advisors throughout this crucial phase of life. We also exhort our students to follow the mandates and instruction found in Scripture (Gen. 2:18, 22-24; Prov. 31:10-12, 25-26, 30; Mal. 2:15b-16; Prov. 14:3-4; Prov. 24:27; 1 Cor. 7:1-2, 6-8, 32-35).

For Community Living and Student Development

We have found that romantic relationships among students can spark and intensify rapidly, often in a way that seems deceptively permanent, but ultimately proves undesirable for both parties. Even the strongest of passionate romances and spiritual intentions have resulted in marital nightmares. Given the biblical prohibition against divorce, the necessity of successful marriages for effective ministries, the biblical principle of parental authority, and because we feel deeply responsible for the environment in which we have placed our students, BBC has established these guidelines regarding engagement and marriage:

1. All students under age 21 must provide written approval from both sets of parents in order to be engaged or married.
2. Students are not permitted to get engaged or married until completing their freshmen year.
3. All students planning to become engaged or married are expected to notify the OSD.
4. Marriages are not allowed during the calendar school year (including any breaks within or between the fall and spring semesters).
5. All engaged students are expected to receive pre-marital counseling with the pastor of their local church. If this is not possible, students are expected to arrange a pre-marital counseling series before their wedding.

Students who announce their engagement in any way or marry without following the above procedures may not be able to continue their enrollment at the College for at least one semester. Students are encouraged to discuss their plans with the OSD Deans, especially if they feel an exception to a particular policy may be warranted.

Couples who wish to continue the tradition of “ringing the bells” in Jackson Hall should make arrangements with the OSD.

Entertainment and Media

Because of the influence of entertainment and the media in our culture, the development of discernment in this area is very important. We call upon our students to let the following biblical passages pervade every area of their lives, including their use of the arts and media:

**Matthew 10:16; Ephesians 4:17-20; 5:1-21; Romans 14:4-10, 19-23;
1 Thessalonians 5:13b-14; Galatians 5:25-6:10; James 5:16-20.**

In light of the BBC mission statement and Community Commitment, BBC students are expected to be careful to represent themselves in on-line communities accordingly. The content of their web pages, profiles, blogs, blog rings, photo pages and on-line communications must be in accordance with the standards reflected in the Community Commitment.

For Community Living

Since we seek to facilitate a campus climate conducive to our focused mission, most students will inevitably sacrifice some liberties for the good of the entire community. The following guidelines exist to provide an optimum focus on academic pursuits, relationship building, and ministry efforts.

1. Students are not to have televisions, VCRs, or DVD players on campus. Students are not to view nor download movies or television programs in the residence halls.
2. It is the responsibility of the residence hall leadership to schedule appropriate TV or video entertainment in the middle floor lounges for the benefit of their community.

For Student Development

BBC is committed to helping students develop a biblical worldview to be applied in all aspects of life. It is our hope that students become effective ambassadors to the world for Christ. In light of these goals, we believe the following guidelines will augment this process during their time at BBC:

1. Students are expected to use biblical discretion regarding the viewing of all movies or television programs. Students should also honor the standards established by their parents or church.

2. The MPAA rating system can be of some help in making personal choices. G and PG rated movies are not as likely to be offensive to a believer. A movie rated PG-13 usually limits foul language, sexual activity, and violence, however it may not. We expect students to only choose PG-13 movies with caution.
3. No matter what the rating, students should avoid any media (computer or video games, movies, literature, etc.) that contains nudity, sexual activity, profane language, or excessive violence.
4. Students should also refrain from watching movies in any format (computer, video, DVD, theater, etc.) with an R, NC-17, or X rating. If a student believes that a particular movie could be an exception to this restriction, he/she should fill out the form provided in OSD to initiate a request for this exception well in advance.

Music

As a Bible College, we are committed to exposing students to the rigors of biblical reality in all areas of life. The issue of music, while often complex and at times controversial, is no exception. Music is a powerful force—artistically, spiritually, culturally—and is a part of a variety of human expressions, some biblical, some not. In the life of a believer, music, like any form of expression, should glorify God by never contradicting His Word. We are committed to carefully evaluating music—lyrics in particular—by the biblical principles found in [Colossians 3:12-17](#), [Ephesians 5:17-21](#), [1 Corinthians 6:12-20](#), [Philippians 4:4-5, 4:8](#), [2 Peter 2:9-12, 2:16](#), and [James 1:21](#).

According to the infinite wisdom of God, the Bible—the New Testament in particular—makes no explicit attempt to prescribe musical styles for believers. We believe that a great deal of variety in musical styles is possible given differences in human personality, the abundance of cultural experiences, and the different purposes for one's expression. While we likewise make no attempt to dictate personal preferences in musical style, we do recognize that different styles can promote a variety of physical, emotional, and spiritual responses that should be carefully evaluated by the discerning believer. It is our goal to promote a climate in the dorms that is conducive to the serious pursuit of spiritual growth, academic studies, positive relationships, and a thoughtful consideration for others and their particular preferences, convictions, and cultural backgrounds. We also aim to be sensible in distinguishing what seems appropriate for habitual enjoyment of music versus what is appropriate for a particular occasion or context. We desire to accommodate the individual preferences of our current student body, while attempting to acknowledge a certain appreciation and respect for our College's heritage.

For Community Living and Student Development

BBC has chosen to establish two categories of music guidelines based upon a distinction between what we have termed public music and personal music.

Public music is any music played in public venues on campus, such as the Underground Café, Phelps Student Center (gymnasium, weight room, cafeteria, etc.), or any music played at official BBC events (concerts, socials, etc.) The OSD makes final judgment regarding the selection and use of any music in a public setting (socials, concerts, athletic contests, etc.) with the exceptions of the chapel program (under the oversight of the President), the ministries directed by the music department, and the academic efforts led by our faculty.

Personal music is any music played in dorm rooms, on headphones, or in cars on campus. We expect students to be eager and willing to dialogue with their fellow residents regarding their choices while following these guidelines for personal music:

1. All music should be played softly enough in dorm rooms so as not to be heard outside the room with the door closed. Music played in cars on campus should not be heard outside the vehicle.
2. Music with lyrics containing a clearly Christian message—one that is consistent with Scripture and glorifying to God—is allowed. Music with lyrics not containing a Christian message is not approved. Exceptions will be made only after a case-by-case review and should be discussed with your RD.
3. Instrumental music without original lyrics is allowed. The practice of musical instruments is restricted to Buckingham Hall, although quietly playing an instrument alone or with others is considered appropriate in the dorms.

BBC's dual policy is a campus-wide guideline designed for this unique academic Baptist community. In relation to off-campus music during the school year, students are expected to attend only concerts that meet the criteria regarding lyrical content stated above. Exceptions must be discussed beforehand with the OSD Deans.

Gambling

As we observe recent trends in the entertainment culture, it is obvious that gambling has been increasing in popularity in our world. Gambling is a game of chance. Profit is based on taking risks and sometimes your ability to deceive. This activity can be found in graduated form which increasingly encourages and seeks to profit from the fleshly desires of greed and covetousness. Some examples are certain card games, slot machines, lottery tickets or raffles, sports betting, etc. Students are not expected

to participate in any form of gambling since we believe it is completely unacceptable for those in ministry leadership. It might be noted that certain card games (Poker, Texas Hold'em, Black Jack, etc.) are normally associated with gambling; however, they can be played without actually risking money. Our residence hall staff is asked to carefully govern such games (whether online or in-person) to not allow or encourage gambling to be included. It is also expected that our dorm leadership will not use these types of card games as official dorm activities.

Dress and Grooming

Though we want to de-emphasize the focus on externals, it is understood that, for the sake of biblical modesty, community order, campus atmosphere, and edification of others, a dress code is helpful. We do not desire to place any undue stress or hardship on our students or staff, but rather to allow for the expression of wholesome individuality balanced by sensitivity to the convictions and preferences of others. Further, the ability to set aside personal desires is important for effective ministry, and our educational program includes structures that require such sacrifices in some areas. Our campus climate encourages neat, comfortable, and fairly conservative appearance that avoids extremes of fashion.

We expect our students and staff to join together in the application of the following passages: **1 Thess. 4:3-8, Rom. 6:12-14, Rom. 15:1-2, and 1 Cor. 8:9-13.**

Community Living

Some aspects of our dress code are designed for the purpose of facilitating orderliness and presenting a neat and clean appearance at all times. We ask that our students follow these guidelines on our campus:

For Classroom Settings

Classes, Chapel, and the Cafeteria at lunch

1. Women may wear dresses or skirts, dress pants, khakis, Capris or neat and clean jeans with an appropriate top.
2. Men may wear dress pants, khakis, or neat and clean jeans with a collared shirt or sweater.
3. Any clothing with holes, rips, or tears is never acceptable for this setting.
4. Shorts, warm-ups, sweat pants, sweatshirts, t-shirts, tank tops, pajama pants, and overalls are not acceptable.
5. Footwear is expected to be clean, neat, and appropriate for one's attire. Neither slippers nor bare feet are considered appropriate.

6. Hats are not to be worn in the classroom, chapel, or cafeteria. Some exceptions are granted for women.

For Casual Settings

1. Relaxed attire (including, but not limited to blue jeans, warm-ups, t-shirts, sweatshirts and capris) is acceptable for breakfast and evening meals, leisure times in the residence halls or around campus, attending athletic events, all school socials, etc.
2. Modest shorts may be worn in most casual settings. Shorts may not be worn to any class, chapel, nor in the cafeteria at lunch time.

For All Settings

1. Men are to keep hair length short enough so as not to cover their ears, collar, or eyes.
2. Men are expected to maintain either a clean shaven or a neat and professional appearance of any facial hair (i.e. goatees, beards, sideburns, mustaches, etc.) Extreme lengths or styles are not considered appropriate.
3. Men should wear a shirt in all public settings.
4. Men are not permitted to wear earrings, nor are men or women to have tongue or any other facial piercing.
5. Students are not to use unnatural hair color dyes.
6. Women are not to wear clothing that is tight or sheer, exposes the midriff, or has an immodest neckline.
7. Skirts or dresses are to be no shorter at any point than 2 inches from the floor when kneeling.
8. Women are not to wear sundresses or spaghetti straps without a blouse or top underneath.
9. Clothing with logos must communicate messages that do not contradict God's Word in any way.
10. Hats are not to be worn in the classroom, chapel, cafeteria, or library.
11. Clothing with holes, rips, or tears that expose a person's underclothing or skin is not acceptable outside of the dorm. Holes that expose skin normally seen when wearing shorts would be allowed.

For Unique Settings

1. Students are expected to wear classroom attire for local church services.
2. Men are encouraged to wear a tie and/or sport coat to church services when it is evident that this is the common practice among men attending that church.

3. Women are encouraged to wear a dress or skirt to church services when it is evident that this is the common practice among ladies attending that church.
4. Students may be asked to “dress up” for special occasions held on the campus (semi-formal banquet, concerts, or special service, etc.). Further instructions would be provided as needed.

Residence Hall Life

Living in a residence hall is considered a vital element to the educational program of our college. Our dorms provide an ideal opportunity for single students to learn the art of living with others, to make friends, and to deepen spiritual growth. It is our desire to provide an environment where knowledge and guidance are combined with learning through participation and interaction with fellow students.

Our residence hall staff is led by a Resident Director (RD) residing in an apartment in each of our dormitories. The RD is responsible to his/her respective Dean for the operation and management of the dorm. Assisting the RD and working even more closely with the students are the Resident Assistants (RA). These carefully selected upperclassmen have already provided significant leadership on our campus and have demonstrated strong character and love for others. They are committed to the well-being and whole-life growth of each student. All of our staff members are pursuing our stated objectives and have embraced the values of our ministry team. We encourage you to interact with our staff so that you might gain more insight into campus life and receive wise counsel and guidance.

Our goal is to provide a safe, supportive, and orderly housing environment for students. It is also our aim to provide a climate that facilitates personal growth, academic pursuits, development of relationships, and physical health. From the architectural design to the administrative structure, our residence hall program is strategically developed to meet the following objectives:

- To assist the new student in orientation to college life,
- To assist in providing an environment conducive to maximum academic achievement,
- To help develop in each student a sense of individual responsibility and self-discipline,
- To promote a spiritual atmosphere and to assist in providing opportunities for spiritual growth and fellowship,
- To provide non-professional consultation for students within the dorm for personal problems, study habits, spiritual problems, and general behavior,
- To help the student get involved in extra-curricular activities,
- To provide clean, comfortable, and functional housing,
- To provide opportunities for faculty to interact informally with students in each residence hall,

- To encourage unity within the residence halls and wholesome competition between the residence halls,
- To promote a positive school spirit within the student body.

Community Living

We ask each resident student to diligently follow these community guidelines established for the purposes of good stewardship of our facilities and for the safety, security, and good living conditions of our students.

For Stewardship

1. All students are expected to maintain a clean and orderly room. This includes making beds, emptying trash daily, and properly storing clothing, books, and personal items.
2. Furniture should remain in the room and properly assembled.
3. No objects should be suspended from the ceiling or ceiling supports. Only white sticky tack or 3M Command adhesive should be used to hang items from the walls or doors. Students who live in dorm rooms with paneled walls may use paneling nails in the crevices of those panels.
4. Any damage to property beyond ordinary wear and tear is the student's responsibility.
5. All students participate in rotating cleaning responsibilities of the public areas and shared facilities of their dorm.
6. Activities such as water fights, wrestling, etc., are not permitted in the residence halls.
7. Personal refrigerators must have been manufactured since 1992 and must be no larger than 3.1 cubic feet.

For Safety and Security

1. The security of your belongings is your responsibility, and a key to lock your room is available from your RD. Thefts of any nature must be reported to your RD immediately.
2. No weapons of any kind are allowed on campus. This includes, but is not limited to, hunting knives, bows and arrows, B.B. guns, rifles, handguns, etc.
3. For safety and in accordance with local fire regulations, food preparation is permitted only in the RD designated lounges. Hot air popcorn poppers, hot pots and coffee makers may be used in the bathrooms.
4. Candles or open flames are never permitted in the dorms.
5. Possession or use of fireworks is never permitted on campus.

For Courtesy and Community Atmosphere

1. Community Hours for all students are as follows:

Mon-Thu	10:30 p.m.
Fri-Sun	12:00 midnight

2. Each dorm “shuts down” all public areas at 12:00 midnight on Monday through Thursday and 1:00 a.m. on Saturday and Sunday nights. Students are expected to be in their rooms quietly studying or quietly socializing at those times.
3. The entryway of each dorm is not designed as a lounge and should be used only for the convenience of picking up or dropping off a friend.
4. All middle floor lounges may be used for general socializing and study by both men and women from 3:00 p.m. until community hours are closed.
5. Maintain sensitivity to your fellow students’ private worship, study, sleep, and socializing activities by keeping noise to a minimum at all times.
6. Dress modestly whenever you are not in your room.
7. No pets other than fish are allowed in the residence halls. Aquarium size is limited to 5 gallons.
8. Babysitting services and sales parties (jewelry, make-up, clothing, household products, etc.) are not to be held in our residence halls.
9. Arrangements for guests to stay in the dorm must be made in advance with the OSD. A fee for these accommodations will be collected, and guests are limited to three night visits. Neither students’ parents nor children below the age of 13 are permitted to stay overnight in the dorm.
10. Resident students may not stay in another dorm overnight or after hours without permission of both RDs.

Student Development

Some structure has been established for resident students to develop personal discipline and growth, facilitate positive accountability to others, enhance focus on academic and spiritual elements of preparation for ministry, and deepen personal relationships. In addition to the guidelines communicated in the Entertainment and Social Life sections, the following standards apply to resident students:

1. All single students under the age of 25 are required to live on campus unless granted a special exemption by the OSD Deans. Students living with their parents within a ten-mile radius may live at home.

2. Students are expected to participate in all small group meetings and programs prepared by our residence hall staff.
3. Students must request permission from the OSD Deans when they desire to travel after hours or overnight to a location other than the home of their parents, their pastor, a BBC employee, or another BBC student's parents.
4. Students must request permission from the OSD Deans when they desire to stay off campus after hours or travel overnight to any destination when this could result in missing classes, chapel, or a scheduled dorm meeting. This includes leaving early or returning late from a holiday (i.e. Fall Break, Thanksgiving, Spring Break, Easter).
5. Students must notify their RD of their plans by using the dorm sign-out procedure whenever:
 - a. working at their place of employment or ministry past hours.
 - b. attending a school-sponsored activity (on or off campus) past hours.
 - c. traveling over 90 miles away from campus but returning the same day before hours.
 - d. staying off campus after hours or overnight at the home of their parents, their pastor, a BBC employee, or another BBC student's parents without missing classes, chapel, or a scheduled dorm meeting.
6. Freshmen students are expected to stay on campus for the first three weekends of the semester to foster good adjustment to campus life. The OSD Deans may grant exceptions for extenuating circumstances.
7. Freshmen students, under 21, are not permitted to bring a car to campus. Freshmen needing a car for employment purposes to help pay for school should apply for a special exemption by contacting the OSD Deans prior to coming to campus.
8. The OSD reserves the right to have students change their travel plans or to restrict student's travel at certain times. Students are not allowed to travel away from campus during the weeks of Bible Conference and Missions Conference or during Campus and Community Appreciation Days, or during the Day of Prayer each semester. Any other special days that necessitate limitation of travel will be announced ahead of time.

Philosophy and Practice of Discipline

Though a difficult subject for many, discipline is imperative for personal growth. God uses discipline to shape and mold His children into the likeness of His Son, Jesus Christ. In an educational institution such as ours we consider discipline to be a vital

aspect of a student's preparation. We recognize that mistakes are inherent in human development, and the correction of these errors is a significant step of positive change in one's life. The OSD takes primary responsibility for discipline on our campus, though other faculty and staff is also involved in the process.

The following principles guide our practice of discipline on this campus.

- Effective discipline must be educative. As educators, our disciplinary actions must be primarily corrective and rehabilitative, not punitive.
- Effective discipline is personal and unique to the individual. We must be person-centered, recognizing the individual differences that exist in our students.
- Effective discipline deals not only with the intellect but also the emotions of the student. Allowing the student to experience consequences without creating severe emotional turmoil provides much greater potential for a genuine and long-term change.
- Effective discipline adheres to established procedures, and students have a right to know the procedures that will be followed. The disciplinary process needs to be clearly outlined and carefully followed.
- Effective discipline is handled on an informal, one-on-one basis whenever possible. When this is not possible or successful, more formal procedures and interaction with a small group become necessary.
- Effective discipline involves follow-up. Continuing contact, often in the form of counseling, ensures maximum influence.
- Effective discipline involves other students in the process. We utilize students in the implementation of discipline on our campus.

Hebrews 12:4-13 is a key passage to the philosophy and practice of our disciplinary system. We are committed to administering discipline in a uniform, non-discriminatory manner. Students can expect a fair hearing and have opportunity to appeal any decision they feel to be unfair.

Policies Related to Pre-Semester and Post-Semester Situations

As we work to maintain the spirit of our campus life, we expect students to conscientiously abide by all regulations upon their initial arrival on campus and until their final departure each semester.

Rules designed for student development or community living such as curfew, cleaning the bathroom, etc. obviously are not enforced during breaks between semesters (Christmas and summer).

However, all policies should be followed from the time students arrive on campus (including early arrivals for athletics, leadership training, Winterim classes, etc.) until the time they finally move out of the dorm at the end of a semester. This expectation includes weekends away from school and short breaks (Thanksgiving, Spring, Easter, etc.) within the semester period.

It may also be helpful to be reminded that the mandates of God's Word are applicable at all times for all believers. We have referenced these God-given guidelines throughout our Student Handbook and expect all students to follow these whether officially enrolled in classes or not.

Point System

We utilize a point system in the enforcement of some of our policies, especially those related to our residence halls. A point is defined simply as notice of a particular rule violation. OSD staff (Resident Directors, Resident Assistants, the Student Affairs Board and dorm Judicial Boards) is eligible to administer points. Most BBC students will receive at least a couple of points during their time in school. Points may be given in the following areas:

- Dress code infraction
- Violation of curfew or "dorm shut-down"
- Misconduct in the dorm (excessive noise, mischief, etc.)
- Failure to care for cleaning responsibilities
- Violation of the music policy
- Misuse of travel procedures (OSD forms and dorm sign-out)

Though receiving one point may not be significant, the accumulation of points is considered cause for evaluation of the student. This accumulation necessitates the consequence of a fine and/or further review of the student's overall attitude and behavior. A student receiving a third point must pay a fine of \$5.00, and a fourth point requires a \$10.00 fine. When a student receives a fifth point, a \$15.00 fine is imposed and a meeting with the Dorm Judicial Board is conducted for review. A sixth point requires a \$20.00 fine and a second review by the Dorm Judicial Board. Upon receiving a seventh point, a student is fined \$25.00 and is scheduled to meet with the Student Affairs Board for evaluation of their continuing enrollment at the College. At the close of each semester, the student's point record is cleared as it relates to the subsequent semester.

Students may appeal a point after talking to their RA. This appeal must be registered with the RD within 48 hours of receiving the point in question. The RD will then schedule a Dorm Judicial Board for review of the case.

Dorm Judicial Board

These judicial committees are formed for the purpose of providing resident students with some opportunity of governing themselves. The J-Boards of each dorm are made up of the Dorm President, Vice President, at least one elected student representative from each floor, and the Resident Director serving as advisor. The RA of the student under consideration is also expected to attend. Specific procedures for operation of these boards are outlined in the residence hall staff manual. This committee is convened for the following reasons:

- To discipline students involved in misconduct within the dorm's scope of authority and within the limits prescribed by the OSD,
- To review the attitude and conduct of students who have accumulated a significant number of points,
- To evaluate the attitude and conduct of students who have been referred to the board by the residence hall staff,
- To review appeals of points when requested.

These judicial committees are not permitted to fine, suspend, or dismiss a student. They are allowed to assign service hours, research studies, or restrict social privileges, etc. If a student feels that a disciplinary action is unfair, they may appeal the decision of a Dorm J-Board to the Student Affairs Board for further review.

Student Affairs Board (SAB)

This judicial committee consists of the OSD Deans, two faculty members, the President and Vice President of the Student Leadership Council (SLC), and four upperclassmen students elected by the SLC. This board meets to handle more serious disciplinary situations. The purposes of this Board are:

- To deal objectively and fairly with student discipline problems and make recommendations to the Dean of Students,
- To evaluate student sentiment on matters related to school activities and regulations, serving as a sounding board for the students,
- To develop new and better methods of handling the means of discipline—both preventive and corrective,

- To serve as liaison between the student body and faculty, staff, and administration,
- To serve as an appeals board for students who feel they have encountered injustice in the residence halls, the safety and security department, or the OSD Deans,
- To evaluate and assist with necessary revisions of the regulations and procedures of the Student Handbook,
- To evaluate student complaints and make recommendations to the proper channels.

The SAB may impose fines or campus service hours for certain infractions. The Board may also restrict students by limiting activities or removing certain privileges. Students who are involved in more serious disciplinary situations may be placed on citizenship probation. This status indicates serious questions exist about a student possessing the characteristics of cooperation, stability, and the commitment to be a student at Baptist Bible College. This probationary period provides opportunity for the student to demonstrate a change in attitude and conduct, which would enable the student to continue his/her enrollment at the College. The SAB may also suspend a student for a specific period of time for serious matters of discipline. Dismissal from the College can be imposed because of serious sin, repeated failure to abide by BBC regulations, or a spirit that is evidently unsympathetic toward the standards and ideals of the College. It may also be used when a student's actions are deemed to exert a harmful or negative influence upon other students or upon the testimony of the College. Dismissal can be expected for the following:

- Excessive accumulation of points or excessive chapel absences,
- Theft or receiving or disposing of stolen property,
- Sexual misconduct (including, but not limited to, sexual relations outside of marriage, homosexual acts, sexual assault),
- Having an abortion or assisting in the arrangement for one,
- Purchasing, possessing, or consuming alcoholic beverages,
- Substance abuse (including, but not limited to, purchasing, possessing, consuming, or selling illegal drugs).

Students who are dismissed are not permitted to return to the campus for the remainder of that school year without permission from the OSD Deans. Students may appeal decisions of the SAB to the first-line administration.

Student Grievance Policy

The Community Conduct and Responsibilities section of the Student Handbook provides guidelines and biblical support for the way we should relate to one another in a Christian academic community. In any community, there is always the possibility for conflict, and the grievance policy is designed to facilitate reconciliation.

It is always assumed that all individuals would attempt to settle their grievance informally with the appropriate personnel, whether it is with a fellow student, staff, faculty or administrator. Should those attempts be unsatisfactory, the institution has provided the following procedures for redress.

Relative to Student Life

Student discipline at BBC begins in the residence hall where resident assistants and directors are charged with, among other responsibilities, the enforcement of rules presented in the Student Handbook. Students who feel they have unjustly been given points (for infractions of the rules) or who feel they have been misunderstood or maltreated in some way may appeal to the Residence Hall Judicial Board. If said student is not satisfied with the Judicial Board decision, he/she may appeal to the Student Affairs Board. Further appeal may be directed first to the Dean of Students, and finally to the President of the College.

Relative to Academic Life

The student initially is expected to discuss any grievance with the faculty member involved. If that discussion is unsatisfactory, the student may present a written grievance to the Division Chair. If that response is unsatisfactory, the student may proceed by presenting the written grievance to the Vice President for Academic Affairs. His decision will be final.

Time for filing a grievance

1. All complaints must be filed within 30 calendar days after the incident occurs.
2. The administration involved at each level must act upon the recommendations within 30 days. Appeals must be filed within 15 working days.
3. Timeliness may be adjusted if there are compelling reasons for delay offered by any of the parties.

Recording the grievance

All grievances must be submitted in writing with the following information:

1. The date and place of the incident.
2. A description of what took place.

3. Why the incident is considered a grievance.
4. The date the grievance was recorded.
5. The signature of the grievant.

Conflict of Interest

If at any time, the person about whom the grievance is filed is in the line of individuals to respond to the grievance, the grievant may file with the next in line.

Student Activities and Athletics

Student activities and athletics are key components of the educational program at Baptist Bible College. Involvement in sports, music, drama, and a wealth of leadership opportunities challenges students to excel, both now and in the future. Our campus environment is rich with laughter, healthy recreation, good friendships, and wholesome fun. God is honored as we enjoy the goodness of His creation and celebrate His gift of life and health together. It should be understood that some of our activities are planned simply for the leisurely enjoyment of our students. Performances, productions, and activities may not always have a specific Christian ministry or message, yet we are committed to honoring our Savior and maintaining consistency with Scripture in all that we do (1 Cor. 10:31; Col. 3:23).

Student Activities

The Student Activities department exists to serve the student body by providing a balanced and comprehensive program of social and cultural activities designed to meet student social and developmental needs. It is the goal of the Student Activities staff to ensure that students have wide latitude in organizing and operating student organizations under the guidance of qualified advisors. Our motto, “Student-Initiated, Student-Planned, Student-Produced,” describes the unique dynamic of campus activities at BBC. We believe that student activities can and should be a laboratory for students to further develop their character, leadership skills, organizational abilities, and ministry mind-set. Beyond development of these qualities, we are focused on maintaining a priority on your personal life and a commitment to excellence in all that we do.

Student Government

An influential and active group on our campus is the Student Leadership Council (SLC). The student body elects executive officers and representatives to the SLC, an organization established by the administration, to promote a high quality of spiritual life, scholarship, leadership, and fellowship. The SLC also helps coordinate student activities, enrich the relationship between students and staff, and preserve and enhance a spirit of cooperation and growth as a body. Falling under the scope of authority of the SLC are the class organizations and the dorm organizations. Each of these groups elects officers to lead and represent them. We encourage you to consider pursuing the opportunity of serving in a leadership position in student activities.

Growing Leaders

We do not believe that leaders are born; we believe leaders are grown. If you are anticipating a ministry to people, then you are planning on being a leader. Our Growing Leaders program is a co-curricular, semi-formal leadership development initiative designed for BBC student leaders. Enrollment is limited in order to maximize our focus on each individual participant. The primary goal of the program is to assist students in identifying and developing their gifts, talents, skills, and leadership abilities through mentoring, seminars, assessments, and valuable experience. Each fall we also sponsor the Growing Leaders Conference for high school student government officers and their advisors. This leadership development conference is planned and produced with the assistance of the leaders of the SLC.

Events and Activities

Student organizations sponsor, promote, plan, and produce creative and fun activities and socials (any activity or event designed for entertainment and/or fellowship) throughout the school year. The Calendar of Events on www.bbc.edu and bulletin boards around campus display up-to-date information about campus events. Of course, the always-entertaining weekly Communications Hour presents wacky skits and hilarious videos announcing upcoming socials. Organizations desiring to schedule an event must contact the Student Activities Office for instructions for planning, promotion, and production.

Publications

The ANCHOR, our student written college magazine, provides another venue for the exercise of students' interests and giftedness.

Dramatic Productions

The Fall and Spring Plays are major theatrical productions presented by the BBC Drama Department. These productions help stimulate personal and professional development for the students involved and provide cultural enrichment and entertainment for BBC and the local community. Auditions for the plays are open to all BBC students.

Musical Performances

Each year, several vocal and instrumental ensembles are organized to represent the College and minister in churches and schools. All students are invited to audition for the Chamber Singers, Concert Chorale, and other smaller groups, including Summer Ministry Teams.

Recreation

The balanced and purposeful care of one's body is a valuable initiative for all believers, and our campus provides ample opportunity for purposeful exercise and leisurely recreation.

Intramural Competition

The intramural program provides students with the opportunity for participation in athletic competition between the residence halls. The Office for Student Development organizes a variety of seasons of sports while student coordinators elected in each dorm promote and lead their respective teams.

Intercollegiate Athletics

BBC is a member of the Colonial States Athletic Conference, NCAA (Division III), and the National Christian College Athletic Association (Division II). Both men and women may try out for soccer, cross-country, basketball, and tennis. Softball and volleyball are offered to the women. Golf and baseball are available to the men. BBC competes at the national level in each of the sports for which we qualify, and our teams have consistently enjoyed exceptional success. We encourage energetic and loyal support of our athletic teams within the parameters of biblical behavior.

Code of Ethical Conduct and Sportsmanship

- Superior enthusiasm for the sports in season is desired with united cheering and vocalizing of support.
- Refrain from negative comments to officials, coaches, players, cheerleaders, or opponent spectators.
- Silence should reign when a player is injured, showing respect and concern.
- When a visiting team is shooting a free throw or taking a penalty kick, we should remain silent to give them proper opportunity to concentrate.
- The tunnel to greet and encourage the players as they return to the field or court at half time is greatly desired and beneficial.
- No effort should be made to drown out the cheers of visiting teams when their cheerleaders have been given the floor or field.
- When a game is lost, avoid alibis, derogatory remarks, berating officials and players, and a generally poor spirit.

Student Services

The College provides many support services designed to enhance your academic program, care for your physical and emotional well being, and offer appropriate

conveniences of day-to-day living. We are committed to serving you with excellence. Please feel free to ask questions or offer constructive feedback to these departments as they strive to better serve you.

Textbooks

MBS Direct publishes the official list of books

Counseling Services

We value the close, personal relationship that exists between students and staff. Students are encouraged to talk with faculty members and administrators about matters of personal concern. Although all school personnel are interested in helping students, the OSD offers limited counseling and guidance services. Students who wish to take special tests in the areas of their abilities, study skills, interests, and personalities may do so through arrangements with this office. If you ever feel that personal counseling would be beneficial, contact the OSD Deans who will be happy to assist you in finding a person with whom you would feel comfortable meeting.

Employment

A limited number of jobs exist on our campus, and students are welcome to take initiative and apply for employment with individual departments. The surrounding community offers a wealth of work opportunities. Due to the fine reputation of our students' work in the past, you should have no problem finding employment. The Business Office maintains a file of employers who have called for student workers and updates the "Job Board" frequently. While we understand the necessity of meeting your financial obligations, we encourage you to maintain the highest priority on your local church involvement and academic responsibilities. For the benefit of good adjustment to college, it is strongly recommended that a freshman student work no more than 20 hours per week. The OSD Deans reserve the right to limit your employment load if your grade average falls below a 2.0.

Financial Services

Students may cash checks up to \$60 in the Business Office. Assistance with financial aid and personalized counseling is offered through the Office for Student Financial Services. Various aid programs are available, including grants, scholarships, loans, and work opportunities. Specific financial aid information is available from the Office for Student Financial Services.

Food Services

All on-campus students must purchase one of two meal plans. Pioneer Food Services prepares a healthy and well-balanced diet in an up-to-date, well-equipped kitchen. Special dietary needs can be discussed with the Food Service Director.

Health Services

Our campus health center assists in maintaining and promoting the health of our College family. Services are provided in accordance with the Pennsylvania Nurse Practice Act and are available to all single and married students and to spouses and children of married students. A registered nurse is on campus on a part-time basis while a local doctor is scheduled for appointments as needed. The office furnishes ordinary medicines and first-aid supplies, but students must pay for doctor's visits and prescriptions/medicines.

Mail Services

The BBC Mailroom offers U.S. Postal Services as well as UPS and FedEx services for the convenience of our students, faculty, and staff. Each student will be assigned a mailbox.

Letters and packages addressed to you should use the following format:

Your Name, Box # ____
Baptist Bible College
538 Venard Road
Clarks Summit PA 18411-0800

Students are required to complete a forwarding card when leaving for the summer, for student teaching, or for any other extended absences. Forwarding cards may be obtained in the BBC Mailroom.

Information Services

Each student room of our residence halls has been wired for Internet and email capability. Computer labs in Jackson Hall also provide this same access. All users of the Internet should remember that they are entering a global community and any actions taken will reflect upon Baptist Bible College & Seminary. The College reserves the right to examine all data stored in the machines operating on the BBCNet, whether college or personally owned. We reserve as a right and responsibility the ability to check all network resources to ensure all users are complying with the law. It should be understood that all communications sent and received over the BBC network must be in accord with the standards of the

College. Further, no one should use the BBCNet/Internet link to perform any act that may be construed as illegal, unethical, or immoral (gaining unauthorized access to other systems on the network, downloading pornographic materials or materials unacceptable to BBC standards, etc.). We also strongly condemn and prohibit the illegal distribution or receipt of software, commonly known as pirating. All students are issued a User's Agreement from the Information Services department to sign as an expression of their understanding and commitment to the specific requirements of computer use at BBC.

Insurance

All students living on campus must be covered by a health insurance plan. An optional group insurance plan is available to all students not covered by another insurance plan. This insurance costs much less than similar coverage through an individual plan, and the policy covers the student for the entire year, including summer vacation. Information on student insurance may be obtained through the Business Office.

Off-Campus and Married Students

Though a large percentage of our student body is single and in residence on campus, we care deeply for and desire to serve our students who commute to campus for classes. We do not expect married students and single students living at home to follow every rule related to residence hall living, but we do expect every student to wholeheartedly follow the College's Community Commitment and the general campus guidelines (Social Life, Entertainment, Dress Code, etc.). The Married Students Fellowship has been established to enhance the college experience for these groups of students. Also, the OSD assists married couples in locating suitable living arrangements by maintaining a current collection of local housing opportunities.

Vehicles

Our Safety and Security department is responsible for parking and traffic regulations for motor vehicles and bicycles. During registration, all students are issued a copy of campus parking and traffic regulations, including a list of penalties for violations. Campus security guards are responsible for traffic, safety, and security, and students are expected to comply with their requests and instructions. All students who own and use a vehicle on the campus must register their vehicle with the Safety and Security department. Due to limited parking space, we strongly encourage students to use vehicles only when traveling off campus and not for transportation from building to building on campus.

Appendices

Appendix 1—Community Commitment

Baptist Bible College is a unique community committed to excellence in biblical education for effectiveness in ministry leadership. BBC exists for the purpose of training men and women for selective ministry careers. The standard of conduct for Christians contemplating such leadership is considerably higher than standards of the world or even for local church membership.

On the basis of these expectations for ministry leaders and certain principles from God's Word, our Standard of Conduct has been formed to assist the development of an effective campus climate for ministry preparation. Each member of the community accepts both individual and shared responsibilities in the daily fulfillment of the stated purpose and values of BBC. These responsibilities take root in our highest regard for Biblical principles, our commitment to the personal and professional development of students, our interest in healthy community living, and our respect for BBC's distinctly Baptist heritage.

For example, the College expects that students refrain from occult practices, from the possession or use of alcoholic beverages, tobacco, and non-medicinal drugs, from gambling, and from all forms of impurity while they are associated with the school. It is further expected that members will exercise discretion and restraint when using any mode of entertainment. More detailed rationale and situation-specific guidelines are communicated in the Student Handbook.

To join the community of Baptist Bible College, each student must sign a community commitment form. Your signature indicates that you have carefully read, willingly accept, and commit to diligently follow all of the standards during your time as a student. While embracing these guidelines, we readily acknowledge that they may not indicate that one is living a life full of commitment to Christ. We also encourage you to join in the dialogue, seeking to understand the life and heart of the people who compromise the leadership of our BBC community.

Additional guidelines for students are communicated through the Student Handbook. We expect that each student carefully reads, willingly accepts, and diligently follows all of these standards during his/her time as a student at BBC.

Appendix 2—Non-Discriminatory Policy

Baptist Bible College admits and services students without regard to race, color, physical handicap, and national or ethnic origin.

Appendix 3—Office for Student Development Staff

Matt Pollock

Dean of Students

585.9314

mpollock@bbc.edu

Dean Pollock has served at BBC since 1992 in various roles; Financial Counselor, Director of Student Activities, Dean of Men, coach, classroom instructor, and other roles. Currently, he provides leadership to the OSD team as Dean of Students.

Carol King

Associate Dean

585.9316

cking@bbc.edu

As Associate Dean, Mrs. King serves as a women's counselor and provides leadership for the women on and off campus.

Ted Boykin

Associate Dean

585.9327

tboykin@bbc.edu

Bringing years of teaching and as a residence hall director to his role as Associate Dean, Mr. Boykin provides counseling and leadership for the men on and off campus.

Mike Show

Athletic Director

585.9384

mshow@bbc.edu

Long-time men's basketball coach, Mike Show gives leadership to the intercollegiate athletic program. He represents the school in many venues around the country and provides personal mentorship to both student-athletes and coaches.

Amber Jacobs

Assistant Athletic Director

585.9324

ajacobs@bbc.edu

Providing assistance to our athletic director, Amber ensures that our athletic operations are effective and efficient. Her love for God, care for people, and experience in the athletic arena greatly enhances the experience of student-athletes at BBC.

Jonathan Strayer

Director of Student Activities

585.9318

jstrayer@bbc.edu

Jonathan Strayer directs all campus student activities and also serves as advisor to the Student Leadership Council (SLC).

Ken Morris

Director of Safety and Residence Hall Facilities

585.9213

kmorris@bbc.edu

Charged with keeping the BBC campus safe, Ken Morris serves as Director of BBC's Safety and Security office. He also cares for all matters related to vehicles on campus.

Roddy Hannah

Director of Academic and Career Services

585.9344

rhannah@bbc.edu

Roddy Hannah provides vocational testing and guidance in life and career decision making.

Nancy Patten, R.N.

Director of Health Services

585.9320

npatten@bbc.edu

Nancy directs our College Health Center providing a variety of health services for the BBC family. Whether you need crutches or cough drops, your health needs will be her concern.

Summer Kinder

Administrative Assistant to the Office for Student Development

585.9315

skinder@bbc.edu

Summer is the office manager for the entire department. She facilitates the smooth operation of all our administrative functions. She will be happy to answer your questions and set up appointments with Deans and Directors.

Beth McGrew

Coordinator of the Ministry Development Program

585-9255

Beth coordinates the ministry development program working with faculty, coaches, residence hall staff and the OSD.