

Dear Students,

Welcome!

On behalf of the Faculty and Staff, I would like to welcome you to our community. I believe you have made an outstanding choice in selecting Baptist Bible College for the next step in your life and education. On this campus you will find caring faculty, staff, and other students that make up the BBC family. It has been our experience that your BBC family here will become friends for life.

In this handbook you will find all the important and necessary information to help you plan and prepare for a successful experience at Baptist Bible College. The Student Life staff are available to answer any questions you may have or help you find what you need. Feel free to call their office at (417) 268-6043, or stop by any time.

College is an important part of life and we are honored you have chosen this journey and experience with us. Please let us know how we can be of help and service to you.

A handwritten signature in black ink, reading "Mark Milioni". The signature is written in a cursive style with a large initial "M".

Mark Milioni  
President, Baptist Bible College



# STUDENT HANDBOOK 2022-2023

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# STUDENT HANDBOOK 2022-23

Baptist Bible College educates, inspires, and equips students to serve as effective Christian leaders.

It is our desire to produce godly, motivated students for lifelong ministry through the local church. Students will be equipped with an understanding of the Bible, theology, and ministry and will integrate that understanding with practical skills to reach out to the world and to train and motivate others to do the same.

Baptist Bible College reserves the right to make necessary changes in the regulations, courses, personnel and costs listed in this handbook without notice. In such cases, the administration attempts to communicate said changes to all students, faculty and staff through written means.

As a student, it is IMPORTANT for you to familiarize yourself with the regulations set forth in this handbook and assume your proper responsibilities concerning them. In the case when changes may occur, each student will be asked to comply even though the guidelines may be different from when you entered BBC.

As a student at Baptist Bible College, you will discover the benefits of living and learning in this unique biblical and educational environment. Along with other surrendered students, you will be part of God's plan to evangelize people and make disciples for His glory through ministry training and academic progress.

The administration, faculty and staff expect our students to understand that Christianity is more than conformity to a set of rules, therefore, you will find that each policy is developed from biblical principles that foster Christ-like conduct and attitudes. At the same time, it is necessary to establish guidelines that define expected behavior on the part of students. Students are expected to submit to the authority of BBC as outlined in this handbook. Col 2:6-8

# **CODE OF CONDUCT**

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

Believing that every member of the BBC family should strive toward holiness, there are some behavioral patterns that are consistent with a godly lifestyle and should be upheld while attending Baptist Bible College.

While believing in freedom of conscience concerning Christian conduct in those matters not expressly commanded or forbidden in Scripture, BBC offers the following to serve as a guideline for students. Each student is expected to live "above reproach." Phil 4:8; Col 3:17.

This lifestyle of holiness should be evident in the way a student speaks to others, submits to authority and respects BBC property. A student should also hold to sexual purity in their relationship and should exercise wisdom and discernment in using social media (all platforms).

## **Alcohol Policy**

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

## **Tobacco Policy**

Students of Baptist Bible College may not possess or consume any form of tobacco, including cigarettes, e-cigarettes, vape pens and chewing tobacco.

## **Policy on Illegal Drugs**

The unlawful manufacture, use, possession, dispensing, or distribution of illegal narcotics, hallucinogenic drugs, controlled substances (as defined by Missouri statutes), or controlled medications without a doctor's prescription or hosting gatherings where such substances are used, is prohibited. In addition to any other penalties that may be imposed on a student for violating the College's policy on illegal drugs, any student employed in the work study program or through campus employment will be terminated. As a condition of accepting employment as a work study student, a student does hereby agree to abide by the above statement and should the student be convicted of any criminal drug statute occurring in the workplace, the student will notify the College's human resource office in writing in five days.

## **SPIRITUAL LIFE**

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

At BBC this means that every student is to live a life that is blameless before the world. God has established a standard by which each believer is to manifest the fruit of the Spirit and live a life of godliness. When we are like Him, we bring Him honor. Therefore, the family at Baptist Bible College expects all students to act in such a manner as to glorify our Savior and that demands godliness. 1 Tim 6:6; 1 Tim 4:7-8

BBC seeks to provide a spiritual environment in which students readily develop their spiritual lives. Interaction inside and outside the classroom provide both an opportunity for faculty-to-student and student-to-student interaction which fosters spiritual growth. Campus Bible Studies, Prayer Groups and Chapel services challenge students to grow in Christ. These efforts and others are meant to challenge and motivate students to greater spiritual growth. 2 Peter 3:1

### **PERSONAL DEVOTIONS**

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

## CHAPEL

Chapel is considered a vital part of a student's academic and spiritual experience at Baptist Bible College. It is hoped that this service will be a time of spiritual challenge, however, much depends upon the attitude of the individual student during chapel. Chapels are held in the Texas Auditorium on Tuesdays at 10:40 am.

### **Attendance Policy**

It is a mandatory requirement that all students must attend all chapels and on-campus day conferences throughout the semester. Any exemptions and absence requests will need to be emailed to [studentlife@gobbc.edu](mailto:studentlife@gobbc.edu).

*Students will need to have 8 passing semesters of chapel in order to graduate.* Failure to meet chapel requirements may also affect the student's ability to hold leadership positions or participate in honors programs.

### **Exemptions:**

Any student wishing to receive an exemption from Chapel will need to submit an Exemption Form to the Office of Student Life for approval.

### **Excused Absences:**

Excused absences would be approved for those who notify the Office of Student Life prior to chapel. Acceptable excuses are:

- Illness
- Approved travel
- Unexpected education requirements
- Unexpected work requirements

### **Unexcused Absences:**

Any unexcused absences will be dealt with as follows:

- 1st - Written Warning from the Office of Student Life
- 2nd - Call slip from respective Dean
  - Must meet with Dean within 3 days
- 3rd - Student will fail the Chapel course

Attendance will be taken through the Populi app via Beacon. Students must enable bluetooth for attendance to be accessed. If a student enters chapel late, or has issues connecting, that student **must** go to the Office of Student Life to record his/her situation immediately after Chapel or an absence will be assessed.

Students are responsible to check their @gobbbc.edu email account for messages regarding chapel announcements and attendance information.

## **PRACTICAL MINISTRY EXPERIENCE**

Practical Ministry Experience (PME) provides students the ability to study ministry in a real-world context by serving in their local church and surrounding community. PME provides an opportunity to practice, learn, and explore beyond the classroom.

The purpose of PME is to engage students in meaningful spiritual activities that will prepare, motivate, and strengthen them for a life of Christian service. Because the administration, faculty, and staff consider PME a vital part of BBC's training, students must satisfy PME requirements to receive a degree from Baptist Bible College.

The PME requirements are two-fold: Church Membership/Attendance and Supervised Ministry.

### **Church Membership**

Any student of Scripture recognizes that certain conditions are beneficial for spiritual growth: frequent fellowship with other Christians, regular exposure to Bible teaching and preaching, consistent prayer and Bible reading, faithful stewardship, Biblical giving, etc. While PME does not attempt to manage every area of a student's spiritual walk, the program underscores the importance of these vital activities through the ministry of a local church.

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

obtained from the Student Life Office. Local resident students may continue their current church membership.

Returning students are given approximately six weeks at the beginning of each semester to join a partnership church (See Populi for semester dates).

Recognizing that finding a church to join should be pursued with seriousness and prayer, new incoming students will be given their entire first semester to select a local church for membership.

Membership will be reported by completing the Church Membership Form provided on the Populi info tab. Students are not permitted to change church membership at other times during the semester. New students will also submit the Church Membership Form where they will indicate they have not yet joined a church. Doing so will fulfil their Church Membership requirements for the semester.

### **Church Attendance (PME-A)**

Each week, all students are required to complete a Discussion Board entry summarizing the message that impacted them the most by providing the following:

- Service Info - Date, Speaker, Location
- Scripture Reference
- Summary of 75 words or more

Messages may be from any one of the weekly services offered at their local church (Sunday School, Sunday morning, Sunday evening, Wednesday night, or Small Group). Entries from Chapel, podcasts, or personal devotions are not acceptable.

### **Supervised Ministry (PME-SM)**

In addition to fulfilling the membership and attendance requirements each semester, students must also complete the Supervised Ministries requirements before receiving their degree.

Students must successfully complete a total of four (4) semesters in a Supervised Ministry (or ministries). Supervised Ministry is described as:

- A ministry that provides weekly service opportunities.
- A ministry that is a weekly ministry and continues for a minimum of 9 weeks.
- A ministry that requires regular interaction with others.
- A ministry that involves training and/or accountability under the leadership of a recognized supervisor.

Possible ministries for fulfilling this requirement are wide-ranging but would include participation in certain local church ministries such as AWANA, bus ministry, outreach, choir, band, greeters, Sunday School, children's church, sound/AV, media, etc. Students are advised to complete the four required semesters of Supervised Ministry during their Sophomore and Junior years (although this is not to suggest that the student should be "uninvolved" at other times). Approved areas of involvement may be repeated to fulfill all four required semesters. Transfer students and AA degree students will be permitted to fulfill the Supervised Ministry component of PME by completing one ministry for every two semesters enrolled.

To receive credit for a Supervised Ministry, students must seek out a qualifying ministry and supervisor by the third week of the semester (See syllabus for semester dates). Ministry supervisors may include church staff members, lay leaders, or others responsible for overseeing the chosen ministry. Once a student has selected a Supervised Ministry, they will include this information on the Church Membership Form provided in the Populi info tab. At this time, the student will be enrolled in the PME-SM course.

Each week students are required to complete a Discussion Board entry providing the following:

- Ministry Area
- Ministry Description

Students are encouraged to become familiar with the information concerning PME and to bring any questions to the Student Life Office.

Students who are involved in weekly travel teams or athletics that would hinder their consistent service opportunities should consult with the Office of Student Life for approved service options.

Note: Students with 6 credit hours or less will be exempted from the PME requirements.

### **GRADUATION REQUIREMENTS**

As stated, PME is considered a vital part of BBC's training. All students must satisfy PME requirements to receive a degree from the College. The PME requirements are two-fold: (1) Church Membership/Attendance and (2) Supervised Ministry.

1. Students must have a passing Church Membership/Attendance grade for every semester that they are at the College to receive their degree.
2. Students must complete 4 semesters of Supervised Ministry.

Any students receiving a failing grade must report to their respective Dean for additional requirements prior to graduation.

# **DRESS CODE**

Baptist Bible College will follow the biblical principles of modesty when deciding how our dress code policies will be determined. Cleanliness, neatness, appropriateness and modesty are the general guiding factors with regard to dress.

We recognize opinions vary considerably regarding the word modesty and appropriateness of dress from various individual students, therefore, we have established some simple guidelines, which we require students to respect on campus. Questions concerning the dress code should be addressed to the Office of Student Life. 1 Cor 10:31; Col 3:23-24; 1 Pet 3:3-4

Resident Assistants (RAs), Student Life Department staff and others will enforce the dress code and educate all students regarding these guidelines. The Deans reserve the right to determine the appropriateness of dress and hairstyle.

Dress code applies equally to single students, married students, and married students' spouses whether on or off campus.

Residents on campus through summer or holiday breaks are to comply with the dress code.

## **MEN (Married and Single)**

Hairstyles and facial hair must be well groomed; style and color should avoid extremes.

### **Class Dress**

Class dress is required in the classroom, in chapel and when visiting the academic administrative office. Appropriate class attire consists of a shirt, long pants (no holes above the knee), and footwear. No shorts are allowed in class or chapel.

Hats are allowed in classes, but there are no hats, durags, or hoods allowed in Chapel.

## **Casual Dress**

Casual dress is acceptable at any time class dress is not required. Appropriate casual dress includes class dress, and/or loose-fitting, modest shorts, warm ups, and footwear. Shirts must be worn at all times.

## **WOMEN (Married and Single)**

Hairstyles and colors should avoid extremes. Female students must dress modestly and appropriately at all times. Earrings and/or plugs are permitted in ears only with the exception of a stud or small hoop in the nose. No other facial piercings or plugs are allowed, including tongue.

## **Class Dress**

Class dress is required in the classroom, in chapel and when visiting the academic administrative office. Appropriate class attire consists of a shirt/blouse, modest length skirts/dresses, long pants (no holes above the knee), and footwear. Leggings should always be worn with a top that is at least mid-thigh in length. Tank tops or off the shoulder are not allowed. No shorts are allowed in class or chapel.

Hats are allowed in classes, but there are no hats allowed in Chapel.

## **Casual Attire**

Casual dress is acceptable at any time class dress is not required. Appropriate casual dress includes class dress, and/or mid-thigh shorts, warm ups, and footwear. Leggings should always be worn with a top that is at least mid-thigh in length. Tank tops or off the shoulder are not allowed.

**Note:** *Individual classes or programs may implement a more rigorous standard of dress; students will be required to adhere to those standards. Evening classes reserve the right to allow a more relaxed dress code.*

## **TATTOO POLICY**

Prior to obtaining new tattoos, students should contact their respective Dean. Approval would be given as per the Dean's discretion and may include parental consent.

## **PURITY**

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

Sexual relations outside of a biblically ordained marriage between a natural-born man and a natural-born woman are not permissible at Baptist Bible College.

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

- Public displays of affection should be limited to holding hands or a brief embrace.
- Students are prohibited from accessing pornographic or obscene websites, creating links to such sites, or possessing literature and posters.
- Indecent exposure of any kind is prohibited.
- Single students are not permitted in any dwelling (on or off campus) for any amount of time with members of the opposite sex. Failure to comply could result in dismissal from BBC.
- Curfew violation with a member of the opposite sex is prohibited.
- Spending the night together in any unchaperoned situation could result in dismissal.

## **UNDERGRADUATE ENGAGEMENT/MARRIAGE POLICY**

The Administration at Baptist Bible College believes that one of the most important decisions a person can make involves the choice of a life mate. This important decision should not be taken lightly or considered without serious and prayerful thought. The following criteria is set to assist students on this topic:

**FRESHMEN:** Baptist Bible College does not allow the engagement or marriage of any freshman students without approval from the Office of Student Life. Unauthorized engagements will require the students to withdraw from BBC for one semester. This official position of Baptist Bible College is to ensure that our new incoming students do not quickly entertain the idea of marriage after a relatively short dating relationship.

If a freshman couple comes to BBC already engaged, they should immediately report their status and plans to the respective Dean to avoid any disciplinary action.

**UNDERGRADUATES:** Students who have attended Baptist Bible College for at least one year will not be allowed to marry during the Fall or Spring semesters without the approval of the Office of Student Life. Approval must be made several months prior to the wedding date.

# HOUSING POLICY

Baptist Bible College offers on-campus student housing options for incoming or returning, single and married students. BBC (Baptist Bible College) student housing gives you the benefit of living with peers going through the same experiences as you and enhances campus life.

Students, both on and off-campus, single or married (and spouses) are subject to the same rules, regulations, and policies, except for those that specifically pertain to residence hall living.

## RESIDENTIAL HALL

As an incoming or returning single student, BBC offers housing in our residential halls. Each room assignment is made for 2-3 occupants; however, single occupant rooms are available upon request for upper classmen, and are subject to an additional semester fee. Single occupant rooms are limited to availability. Residential Halls are managed by the Office of Student Life; inquiries can be made by calling (417) 268-6043.

**Donnelson** is our male dorm with 4 floors and houses up to 3 per room. Each room includes 3 beds with Tempur-Pedic mattresses, 1 wall of shared closet space, 3 4-drawer dressers, 1 shared 4x6' table, and 2 chairs. Each floor has a Resident Assistant on duty for any of our students' needs.

Laundry facilities are also provided on the 1st floor and are available at no cost to our students.

The Florida Room is located on the 2nd floor of Donnelson Dorm and provides a great space for our male students to hangout, watch TV, and play games.

**Vick** is our female dorm with 3 floors and houses up to 3 per room. Each room includes 4 beds with Tempur-Pedic mattresses, 4 closet spaces, 16 drawers, 1 shared 4x6' table, 2 chairs, a ladder, and a window A/C unit. Each floor has a Resident Assistant on duty for any of our students' needs.

Laundry facilities are also provided at the basement level and are available at no cost to our students.

The Lounge is located on the 1st floor of Vick Dorm. This space is a beautiful area provided for the female students to come together for the purpose of TV viewing, social interaction, reading, and playing games.

## **RESIDENTIAL HALL REQUIREMENTS**

All single students attending Baptist Bible College are required to live in the Residential Halls with the exception of the following:

- The student is 22 years of age or older
- The student lives with parent or guardian (Letter of confirmation will be required)

Note: Single students who are over 24 years of age, divorcees, or single parents are not permitted to live in the Residential Halls.

## **HONORS DORM**

Students who meet specific criteria are eligible to apply as on-campus residents in the studio apartments (D Building) before meeting the minimum age requirements. Apartments are limited in availability and are granted on a first-come, first-serve basis.

Students who meet the following criteria may apply:

- Must have at least a 3.0 cumulative GPA (to be reviewed annually)
- Must meet Junior status and have completed 64 credit hours
- Must be in good standing with Student Accounts
- Must have a good department record

Application can be made through the Office of Student Life. Students applying will be subject to an interview with their respective Dean and the Director of Student Services. Application does not guarantee approval. Upon approval, students will be put in contact with the Facilities Director for the apartment rental application process.

Dining Service options may be available and can be purchased through the Student Accounts office.

## **APARTMENTS**

On-campus apartment housing options are a great benefit to single students age 22 or older and married students. Apartment housing is managed by the Facilities Director who can be reached at (417) 268-6017.

### **Studio**

Studio apartments are in the D Building located at the Southeast corner of the campus. As of July 1, 2022, studio apartments are reserved for single male or female students who meet Honors or age requirements. Each apartment is furnished with a full kitchen and appliances, a full bath with shower, 2 closets, a TV center with shelving, and internet access. Laundry facilities are also provided at the center of each floor and are available at no cost to our students.

### **One-Bedroom**

A and B Building are the campus 1-bedroom apartment buildings. The 1-bedroom apartments are available both to married students as well as single students (who meet off-campus eligibility– see below) at single or double occupancy. Each apartment is furnished with a full kitchen and appliances, a full bath with shower, a walk-in closet, a linen closet, and internet access. Laundry facilities are also provided at the center of each floor and are available at no cost to our students.

## **OFF-CAMPUS ELIGIBILITY**

Any single student turning 22 years of age by September 1st for the Fall Semester or February 1st for the Spring, of any status, is eligible to rent an on-campus 1-bedroom apartment or for off-campus living.

All single student off-campus housing must be approved by the Office of Student Life prior to registration. All students, regardless of age, living off-campus are required to abide by the policies stated in the Student Handbook.

## **Exceptions**

Special consideration may be made for single students turning 22 within the semester, but not before the required date (Sept 1st/February 1st) to live in an on-campus apartment. Application must be made with the Office of Student Life for this exception. Any other exceptions would be considered on a case-by-case basis. Note: Application does not guarantee approval.

## **PRIVACY POLICY**

Students can expect reasonable privacy in their rooms and personal property. However, under specific guidelines, rooms may be entered and inspected by BBC staff members without permission. These guidelines include, but are not limited to, emergency cases, need or request for repairs, health/safety inspections, and reasonable suspicion to believe that a violation of college regulations or federal, state, or local laws may be taking place, or has taken place, in the room. Entrance policy for staff members includes knocking on the door, stating who they are and why they are entering the room, and allowing approximately 20 seconds for a response before keying into the room or apartment.

In case of an extreme or emergency, it is at the discretion of the Office of Student Life or Safety and Security staff to use a “no-knock” entrance policy. Students who submit a work request automatically give staff permission to enter their room without notice. For unplanned service or work that has not been requested, staff will attempt to notify students 24 hours in advance. Depending on the severity of the issue and the staff’s ability to reach the student, advance notice cannot be guaranteed. Deans and/or Resident Assistants may also inspect rooms for unregistered guests.

## **Personal Property**

Students are to keep their doors locked. The College is not responsible for lost, stolen, or damaged articles in Residence Halls. It is the recommendation of the Administration that students consider renter’s insurance if they desire the added protection and security.

It is against the laws of Missouri to throw **any** material from buildings.

### **Personal Property Searches**

In cases of reasonable suspicion, Baptist Bible College reserves the right to search a student's personal belongings that are on college property. Such belongings include, but are not limited to, articles of clothing, purses, briefcases, bags, and backpacks.

The search must be conducted by a full-time employee of the College in the presence of a witness who must be an employee of the College or a law enforcement official. The presence of the student is preferred, but not mandatory during the search.

## **RESIDENTIAL HALL GUIDELINES**

The Office of Student Life is directly responsible for administrating the Residential Hall program. If you have any questions or problems, you are encouraged to contact your respective dean:

- Bill Levergood, Dean of Men  
417-268-6000 x 6113 [blevergood@gobbc.edu](mailto:blevergood@gobbc.edu)
- Tina Ebert, Dean of Women  
417-268-6006 [tebert@gobbc.edu](mailto:tebert@gobbc.edu).

We want our Residence Halls to be your home away from home. If we can improve it in any way, we welcome our students to share ideas with their RA, an SGA representative or the Office of Student Life.

### **STAFF**

**The Resident Assistant (RA)** shares in the responsibility for the well being of all residents. These student leaders maintain a close relationship with the Office of Student Life and are willing to assist the residents in any way possible. They are available at all hours for emergency situations and are usually willing to help no matter what the problem. The RA will be involved in planning activities, helping students with difficulties, spiritual development, promoting school values, aiding in academic advising, and providing a listening ear. Students are expected to respect the position of RA.

**The Housekeeping Staff** works to keep the Residence Halls clean. Students doing their part can aid them greatly in their job. The Residence Hall staff functions with the full support of the Office of Student Life to help achieve a proper campus environment. The entire floor may be held responsible for any damage to the hallways when the person(s) responsible are not identified.

### **The Maintenance Staff**

Maintenance takes care of any repairs and building concerns. If there is a need for something to be repaired in your rooms proceed as follows:

- Submit a request by sending an email to [clickfix@gobbc.edu](mailto:clickfix@gobbc.edu). State your name, room number, and describe the issue.
- After hours emergencies (such as water leaking, etc), call Security at 417-268-6022.

Most repairs should take place within one week. If it has not, call the Physical Plant Office or notify your respective administrator.

To help maintenance avoid the continuous repairing of clogged drains, students are not allowed to use the bathroom sinks to dispose of food or wash their hair. Because hair dye stains the bathroom sinks, students who color their hair are requested to do so in the showers.

### **DORM LIFE**

The following guidelines will be expected of all students in the Resident Halls:

- Ripping the security door open rather than using an ID Card will result in a \$100.00 fine. There will be a \$100.00 fine for climbing in **or** out of any window.
- Students are not allowed to go in the dorms of the opposite sex. In cases of violation, both parties will be held responsible. Any approval must be in advance and given from the Office of Student Life.
- Men may not visit the second or third floors of D Building

- without permission from an RA or the Office of Student Life.
- Spending the night in another resident's room MUST be cleared through the Resident Assistant and any roommates that would be affected.
  - Single students who live in the dorms are not allowed to be in the campus apartments after curfew without permission from their respective RAs.
  - Students may not enter another student's room without an invitation or remain in the room when asked to leave. The personal property rights of others must be respected.
  - Music, game systems, movies, etc. should be kept at a reasonable volume and should not be heard outside the dorm room.
  - Students should observe the rights of roommates and neighbors by keeping noise in the halls to a minimum. Especially after curfew.
  - Students may use microwaves, hot pots, coffee pots, small toasters, and irons. No other appliances are permitted, unless approved by the Office of Student Life.
  - Bicycles are not permitted to be stored in the dorms without the approval of the Office of Student Life.
  - Aquarium fish are permitted in the dorms. Any exceptions concerning other pets must be approved by the Office of Student Life.

## **FURNITURE**

Furniture is not to be moved from the lobby or common areas. Students are responsible for the bed, mattress, chest of drawers (Donnelson), chairs and desks in their rooms. Absolutely no changing of furniture from room to room is allowed.

- Donnelson Hall – Dressers should not be stacked and the bunk beds should not be tampered with.
- Vick Hall - Ladders are available upon request and should not be removed from rooms without permission of the RA.
- Mattresses should not be removed from rooms.

## **LAUNDRY FACILITIES**

Complimentary laundry facilities are available in each Residence Hall and are provided for our on-campus students only.

Laundry or laundry items (i.e. basket, detergent, dryer sheets, etc.) should never be left in the laundry room unattended for any period of time. Any items left unattended are subject to be confiscated or thrown away by the Housekeeping staff.

## **ROOM CARE**

Room care is an important contribution to a good study environment and resident morale. Each room is provided with a Room Check Chart and is subject to daily inspection (Monday-Friday) for the RA to register cleanliness concerns that need attention. A "Grace Period" of four checks is permitted and should be considered a warning. Once the "Grace Period" has been exhausted, the student will be reported to the Office of Student Life and a fine could be issued. Leaving the room a total disaster at any time could also result in a fine. During these routine checks, beds must be made, floors cleaned, belongings put in orderly fashion, and wastebaskets emptied.

The following list is a basic statement regarding room care:

- Trash or other items stored in the hallway, stairwell, or placed in other locations in the dorm is not permitted. There will also be no storage of items in the prayer rooms, the lobby, common spaces, or above the ceiling tiles in the dorms.
- Any food should be kept in proper airtight containers to avoid attracting insects and rodents. Empty cans should be discarded.
- Only sticky-tack, poster putty or 3m command strips are to be used to attach items to dorm walls. Absolutely no tapes, nails, cement wall hangers, etc. are to be used. In the dorms where there are cement block walls, glue from hot glue guns may be used. Absolutely nothing is to be attached to the doors, furniture, closets, ceiling tiles, windows, window shades, or light fixtures (i.e. glow-in-the-dark ornaments, stickers, mirrors, etc.).
  - Restitution will be expected and a fine could be assessed for any damage done to school property.
- Candles and/or incense burned in campus buildings have

the potential of being a fire hazard and, for safety reasons, are not permitted.

- All posters must be approved by an RA before they are put on the wall. Any room paraphernalia which does not promote godly principles should not be displayed.
- Moving of ceiling tiles or crawling through the ceiling is not permitted.
- Odors are offensive and should not be noticeable when the RA enters an individual's room for daily room check, curfew check, or White Glove.
- Windows and screens are to be left intact.
- Curtains or blinds should be closed at dusk.
- Hammocks or other hanging furniture items are not allowed.

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

## **CURFEW**

Curfew will be 11:00 pm-5:30 am Monday night and 12:00 am-5:30 am Tuesday-Sunday nights and during holidays. In order to provide the most secure living environment possible, a security alarm system is in place 24 hours a day in every Residence Hall. Students will need to have their ID Card at all times to gain access to their dormitory.

## **CURFEW CHECK**

All residents of the dorms are required to be present in their rooms at curfew unless they have acquired a pass. Curfew check is performed every night by the RA and any student not in their room will be noted.

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

### **CURFEW VIOLATIONS**

A curfew violation is defined as any resident failing to return to the dorm by curfew or leaving the dorm after curfew. These violations will be submitted to the Office of Student Life and disciplinary action may be taken.

### **HALL MEETINGS**

Campus and dorm information is given at Hall Meetings, which take place on Monday evenings at 11 pm. Attendance is required and all residents are expected to be on time. If for some reason a resident has permission to miss a Hall Meeting, it is his/her responsibility to read the meeting notes posted on the floor. The student will be held accountable for all information given during the meeting.

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

Students who must be out past curfew for either work or a special personal request need to acquire a pass from the Office of Student Life. This pass should be communicated with the RA and kept with the individual until the completion date.

Students are required to obtain a Work Pass for security purposes for any job that requires working after curfew. Campus Safety and Security has the right to stop any person on campus after hours. Anyone without a pass will be reported to the Office of Student Life for appropriate action. For convenience purposes, a female student who is required to work past curfew and would like an escort may call the Safety and Security Department (417.268.6022) before she leaves her place of employment to arrange for a safety escort to her dorm. At the time of the call, the student should inform the Security officer of her approximate arrival time to arrange for Security to meet her.

Abuse of passes can result in forfeiture of the pass and commensurate discipline.

## OUT-OF-TOWN TRIPS or OFF CAMPUS OVERNIGHT STAYS

### LEAVE SLIPS

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

Leave slips can be attained through an RA or the Office of Student Life and must be approved and signed before a student leaves the dorm. Failure to fill out a leave slip for any overnight stays could result in a meeting with the respective Dean and a possible fine. If a resident signs out but does not go, the RA must be informed.

Leave Slips should be given to the students' RA **24 hours prior** to departure. (Please plan ahead). Situations where Leave Slips need to be signed by the Deans in the Office of Student Life are:

- Leave request is less than a 24 hour notice.
- If a student will be returning after curfew or leaving after curfew.
- If a student will be missing any classes.
- If the Office of Student Life feels it is necessary to talk with a student before approval is granted.

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

### INVITATIONS

Each overnight visit with friends and/or relatives, other than a visit home, will require an invitation and must be submitted through written form or by phone to either the RA or Office of Student Life before the visit is made. Invitations can be sent to the respective dean: [blevergood@gobbc.edu](mailto:blevergood@gobbc.edu) or [tebert@gobbc.edu](mailto:tebert@gobbc.edu).

### OVERNIGHT VISIT RESTRICTIONS

The following arrangements are not allowed unless approved by the Office of Student Life:

- Spending the night during the week with a single

- off-campus resident.
- Overnight camping, whether mixed-group or otherwise. (Proper chaperones must be present for approval.)
- If students have a home in town or in the community, they are only to spend the night on weekends unless the respective Dean has given clearance.

## **CHECK-OUT PROCEDURE**

Any student that is to move out of a Resident Hall at the end of or during a semester will be required to follow normal check-out procedures with their RA. Check-out dates will be announced in Hall Meetings and posted on each floor as a reminder. Failure to properly check-out will result in a \$75 fine.

The RA will check for dorm damage and cleanliness. Any damage could result in fines specific to restitution. Any personal items left in the room will be discarded or donated to charity with a \$75 fine assessed. Any exceptions must be cleared with their respective Dean.

If a student is not returning for the Spring semester, moving to another room, or moving off campus all personal items must be cleared out of the dorm **one week before the specified move-in day**. Keys must be returned to Security, or a \$40 replacement fee will be imposed for each room that a key unlocks.

Students who withdraw from school or move off campus during the semester are required to be out of their dorm room by the date specified by their respective Dean. BBC staff **will not** pack, ship, or place in storage any student's personal belongings. BBC assumes no liability or responsibility for items left in dorm rooms.

# **APARTMENT GUIDELINES**

## **APARTMENT CARE**

Students living in the campus apartments are expected to keep their apartments clean and orderly to prevent infestation.

Apartments are sprayed regularly in order to help this as well and are sprayed whether or not the tenant is at home. Periodical inspections will be made by the Administration. The following guidelines apply:

- No pets are allowed in the apartments with the exception of an aquarium fish and caged birds.
- If there is a need for something to be repaired in your apartment, email our maintenance department at [clickfix@gobbc.edu](mailto:clickfix@gobbc.edu).
- Curtains/blinds should be closed at dusk.
- Students should be considerate of neighbors and keep noise levels to a minimum.
- Single students are not allowed to house-sit in the campus apartments at any time unless approved by the Office of Student Life.
- Men may not visit the second or third floors of D Building at any time.
- Windows and screens are to be left intact.
- Complimentary laundry facilities are available on each floor of the apartments and are provided for our on-campus students and spouses only. Ladies are to dress appropriately when going to and from the laundry rooms.

# **STUDENT LEADERSHIP**

At Baptist Bible College, we desire for our students to learn and exemplify the principles of Christ-like leadership. According to scripture, Christ-like leadership involves serving others. Servanthood is expected of all our students on campus, in the local church, and in our surrounding community. The following opportunities are made available as ways to exercise this biblical principle. John 13:15, 35; Phil 2:1-7

## **Student Government Association (SGA)**

Student Government exists to unify the administration, faculty, staff, and students. The SGA seeks to establish and ensure continued communication in order to fully represent the interests of BBC. We will purposefully seek to inspire Christian growth, maturity, and leadership according to the Word of God, in the programs of BBC and ways of service to our community, with the approval of the BBC administration."

## **Small Groups**

Small groups provide a new opportunity to grow in your faith on campus, BBC is offering small groups to meet regularly. The purpose of small groups is to provide safe places to be challenged and supported in discipleship, community, and the difficulties of our faith.

## **Devo in the Gazebo**

Monthly, students will have an opportunity to lead their fellow peers in musical worship and a biblical conversation around important topics of today.

## **BBC Cares**

Throughout the semester, students will have opportunities to serve within the community in partnership with organizations and schools around Springfield. These events give students the opportunity to exercise the principle of servanthood to peers, fellow community members, church leaders and others. Classes may be cancelled during these special events.

Each opportunity can be found on the Campus News and Resource page online. Email Cpolk@gobbc.edu with any questions on Student Leadership.

## **THE STUDENT LEADER**

BBC strives to develop leaders of all our students. Knowing that leadership is developed in many ways; BBC places priority on Integrity, Wisdom, Servanthood, Ambition, and Influence. These are the characteristics of the Baptist Bible College student leader. Each embodies a spirit of Christlikeness and helps propel the student forward as they grow to be a spiritual leader. Our hope is to graduate students with these characteristics and qualities to better serve their future communities and our Lord.

## **FIVE PRINCIPLES OF A BBC STUDENT LEADER**

### **INTEGRITY**

*Proverbs 11:3 (NET) The integrity of the upright will guide them, But the perversity of the unfaithful will destroy them.*

Developing integrity within our student leaders places an emphasis on personal responsibility of leading those around you. Too often the student of today will not take into consideration their actions, rather they desire for their voice to be heard and to be a leader. The BBC student leader must understand that integrity is at the heart of every effective leader. Integrity will be developed through accountability to the classroom, campus leaders, peer groups, and can also be demonstrated by the student leader's ability to apply the BBC student code and covenant.

### **WISDOM**

*Proverbs 4:6-7 (ESV) Get wisdom; get insight; do not forget, and do not turn away from the words of my mouth. Do not forsake her (wisdom), and she will keep you, love her, and she will guard you. The beginning of wisdom is this: Get wisdom, and whatever you get, get insight.*

Wisdom is key for any effective leader. The BBC student leader will be placed in circumstances where they will have

to develop the skill of wisdom and discernment. This skill will be cultivated on campus to encourage the BBC student leader to be a wise thinker. While developing the principle of Wisdom, The BBC student leader will be afforded the opportunity to speak into the lives of their peers while building their own reputation residentially and virtually. BBC desires to help our student leaders develop wise leadership skills on campus that will prepare them for their future.

### **SERVANTHOOD**

*1 Samuel 12:24 (ESV) Only fear the Lord and serve him faithfully with all your heart. For consider what great things he has done for you.*

Servant leadership was best modeled for the Christian by Christ himself. The BBC student leader should develop a spirit of servanthood through areas of community service, local Church involvement, and campus-wide events. A desire to serve should come naturally to every believer, and should be a characteristic that others look for in a leader. As the student leader progresses through their years at BBC, the development of serving should grow stronger and stronger. BBC will create ways for the student to serve in all aspects of life here at BBC.

### **AMBITION**

*Colossians 3:23-24 (NKJV) And whatever you do, do it heartily, as to the Lord and not to men.*

The BBC student leader should feel free to dream and want to fulfill the dreams that God has placed in their lives. Ambition is a great characteristic to have, and if used correctly, can become contagious to those around the student leader. Ambition requires grit, fortitude, a positive attitude, and a sense of self-confidence. BBC desires to explore the dreams our student leaders have and help the student cultivate plans to accomplish those dreams. This is accomplished by empowering the student's passion or dreams and encouraging others to be a part.

## **INFLUENCE**

*1 Timothy 4:12 (ESV) Let no one despise you for your youth, but set the believers an example in speech, in conduct, in love, in faith, in purity.*

The BBC student leader should develop skills in order to influence peers and others. The BBC Student leader should model good christian character, align with the vision of BBC | Life Change U, and influence others to do the same. Influence comes in a variety of forms. The BBC student leader should take advantage of the opportunity to influence others and inspire others to act by example.

### **EXAMPLES OF STUDENT LEADERSHIP:**

BBC Cares Volunteers	Student Athletes
Chapel Band Members	Student Government
Prayer Group Leaders	Student Managers
Recruiting Team Members	Travel Team Members
Resident Assistants	Tutors

**Each of these examples can be classified into 3 subgroups:**

### **SPIRITUAL PROGRAMS**

BBC believes that God has strategically placed students in a position to impact their peers to follow Jesus. It is our desire to foster these skills by offering areas of involvement both on campus and abroad. Spiritual Leadership opportunities include Prayer Group Leaders, Worship Teams, and various Travel Teams, and serving through local church partnerships.

### **RESIDENTIAL PROGRAMS**

Residence Life gives students the unique opportunity to build relationships, grow communication skills and establish lifelong friendships. Resident Assistants (RA's) create and maintain safe living areas, facilitate community among the students they are leading, and are an active part of the communication process to other students.

### **ENGAGEMENT PROGRAMS**

Student Engagement provides opportunities of leadership through Student Government Association (SGA), athletics,

student clubs, various campus committees, and event volunteers. Each area of engagement plays an active role in building a culture that students want to participate in.

## **STUDENT EMPLOYMENT**

For on-campus employment, please contact the Human Resources Department located in the Administrative Offices or visit [www.gobbc.edu/jobs](http://www.gobbc.edu/jobs).

In order to obtain on-campus employment or keep an on-campus job, an employee must meet the following criteria:

- Maintain a good deportment record.
- Have a good standing with the Finance Department; i.e. student account payments are made on time and do not have any outstanding bills with the school.
- Maintain the required GPA for the position.

Each student is encouraged to follow these suggestions when considering employment:

- Upon securing employment, every effort should be made to display a constant Christian testimony.
- If at any time it becomes necessary to change jobs, a student must not neglect to give ample notice to all concerned. Two weeks' notice is usually considered appropriate.

Work requirements for babysitting positions:

- Babysitting is not permitted in the Residence Halls. Any children in the dorms should be approved by your respective Dean.
- Babysitting in the apartments is not permitted without approval.
- Overnight duties require approval and must follow Overnight Stay procedures.
- Babysitting with single adult of the opposite sex is not permitted.

# **STUDENT SERVICES**

## **DINING SERVICES**

The Dining Services staff works very hard to provide a great dining experience and proper nutrition for the entire student body.

BBC Dining Services is designed to ensure that our Room and Board students are receiving proper nutrition while attending BBC. As a student on Room and Board, your dining services account will be credited with **\$120 at the beginning of each week** to use that week at our various campus locations: The Cafe, the White House, and the White House Express. Each venue has specialty items only found at that location.

BBC Dining Services provides meals every week during each semester, with the exclusion of Christmas break and Spring Break. All holiday closings throughout the school year will be listed on our web page and school calendar. There are no dining options available on Sundays.

How it works:

- Each student will receive \$120 each Monday to use at each of our on-campus locations.
- There is no limit or a minimum on how much the student can use at one time.
- Every item in our on-campus locations will have a dollar value.
- All balances are updated in real-time at each location, so the student knows exactly how much they have left.
- There is no rollover. At the beginning of each week, each student is reset to \$120 for the week.

### **The Cafe**

The Cafe offers many choices for students for breakfast, lunch, and dinner. Students will enjoy a variety of choices including freshly grilled items and themed menu items, Salad Bar, and Dessert. \*No Matter what you choose there is a per item charge for each item including drinks.

### **The White House**

The White House is the place to be at BBC! The White House offers a wide variety of coffee and frozen drinks on the menu and will personalize a drink just for you! Along with your cup o' joe, The White House also serves paninis, personal pizzas, chips and salsa, cinnamon rolls, jumbo cookies, and more.

### **The White House Express**

Located in the Student Center. WH Express provides quick and efficient options in the morning for our students, faculty, and staff. WH Express serves a variety of coffee blends and smoothies, as well as some great breakfast and snack options.

Note: Dining Service locations and items are subject to change without notice based on availability.

## **W.E.DOWELL FIELDHOUSE**

"The Fieldhouse" is home to our intercollegiate athletic events for men and women along with fitness opportunities for our students. Students have access to a completely furnished Fitness Center with a fully equipped Weight Room.

Throughout the calendar year, our 3,000 seat Fieldhouse hosts various local and nationwide sporting events, conferences, and concerts.

### **FIELDHOUSE GUIDELINES:**

- Only BBC students, faculty, staff, and their immediate family members may use this facility and equipment. Any other guests or visitors must have approval from either the Athletic Director, the Office of Student Life, or Security before using this facility.
- All users of this facility must conduct themselves in a Christ-like manner.
- Shirts must be worn at all times.
- Shorts that are shorter than mid-thigh must be worn with spandex.
- Earbuds are required when listening to music.
- The Fieldhouse will be closed for general use during all

varsity practices.

- Only basketball, volleyball, or tennis shoes are allowed on the basketball court. Shoes must have clean, non-marking soles and must be carried in and put on at arrival.
- Any shoe that causes black marks on the playing surface is prohibited.
- No Skateboards Allowed.
- The only balls that may be used in the Fieldhouse are either basketballs or volleyballs. No others are to be used without the permission of the Athletic Director.

### **ADDITIONAL WEIGHT ROOM GUIDELINES:**

- The Weight Room equipment will only be available during periods of supervised training or when special authorization is obtained from the Athletic Director, the Office of Student Life, or Security.
- Anyone guilty of dropping weights or abusing the equipment may be asked to leave, imposed a fine, or could forfeit privileges in the Weight Room.
- Doors must be closed at all times (do not use equipment to prop doors).
- Fieldhouse speakers are off limits. Staff and faculty use only. Fines will be imposed.

The Athletic Director and Gym Monitors are responsible for seeing that these guidelines are enforced. Failure to adhere to any of the above policies could result in losing Fieldhouse privileges or the college could enforce other disciplinary actions.

### **Athletic Event Behavior**

Baptist Bible College expects its students to demonstrate good sportsmanship and a Christ-like attitude at all sporting events both at home and away.

## **G.B.VICK MEMORIAL LIBRARY**

The G.B. Vick Memorial Library supports student learning by bringing information and people together by providing a combination of resources, services, and physical space which is designed to facilitate learning by curriculum support and assistance for learning outside of the classroom.

The Library offers access to materials located physically in the building, electronic books and databases, and items from other libraries through our library consortium and other lending agreements. These resources provide millions of periodical articles and books to our library users. The library is one of the main places on campus where students come to study and complete their homework assignments. The friendly staff works hard to create a great study environment.

## **THE ARC**

The Academic Resource Center (ARC) offers students a wide variety of academic support services designed to help them succeed in the classroom. In general, students will find support in these areas: writing, tutoring related to study skills, and tutoring related to specific course content. The ARC offers FREE academic support to all BBC students, both undergraduate and seminary.

At the ARC, located in the G.B. Vick Memorial Library, you will find a warm and welcoming environment with an atmosphere that is appropriate for learning. The library location, with tutors who are also trained for library services, offers a convenient, one-stop academic support opportunity for students.

*Whatever you do, work heartily, as for the Lord and not for men, knowing that from the Lord you will receive the inheritance as your reward. You are serving the Lord Christ. -- **Colossians 3:23-24***

## **STUDENT CENTER**

The Student Center is located in the SW corner of the Admin Building facing the Quad. Students enjoy the benefits of the Student Center for building community, ordering coffee at our newly renovated White House coffee shop, and a business center to accommodate printing class assignments.

## **BETH ADAMS ROOM**

Located in the mailroom wing of the Admin Building is the Beth Adams Room. This room serves as a place for students to gather and watch TV/movies, study or enjoy conversation with a friend between classes.

## **THE QUAD**

At the center of campus, the Quad is the outdoor choice for student hang outs, hammocking, homework on the lawn, etc. Throughout the year, students will participate in various activities held in the Quad.

# DISCIPLINARY PROCEDURES

## **PURPOSE**

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

It is also appropriate for other believers to help restore a disobedient brother so he can be a vital part of a spiritually functioning community. Occasionally, to keep students from injuring themselves or possibly hurting others, a fellow student has a moral and ethical responsibility to report inappropriate behavior to proper authority. Such action is not viewed in God's word as improper, but rather God uses properly ordained authority as an instrument of working His will in the lives of His children. Matt 18:12-17; Gal 6:1-2

## **DEPORTMENT PROCEDURES**

Deportment Procedures of Baptist Bible College exist to uphold the standards of the College in order that an atmosphere conducive to maximum academic and spiritual growth may be maintained. I Pet 3:8-9; Heb 13:7

When an individual fails to cooperate within the framework of our guidelines, a system of disciplinary actions will be administered by the Office of Student Life. Each situation will be dealt with individually and The Deans will decide on the appropriate disciplinary action to assure continuity, confidentiality, and consistency. **It should never be taken for granted that a student automatically has a second chance when major infractions occur.** The Office of Student life will also try to work within a framework of forgiveness, restoration, restitution (if required), and reconciliation.

To accomplish these disciplinary goals, one or more of the following actions may be used, or a different one that is deemed appropriate for a particular situation may be devised:

- **Confrontation**
  - Students may be approached by an RA, staff, faculty, or administration in regards to their behavior, dress, etc. This confrontation may be the first step to correction.
- **Honor Code Violation Slips:**
  - **Written Warning:** Not necessary to see the Dean unless you desire to appeal this charge.
  - **Dean Conference:** Issued when an offense requires you to appear in a conference with the respective Dean. At that time, the nature of the offense will be discussed, and the appropriate disciplinary action will be agreed upon.
  - **Fines:** For certain infractions, a student may be assessed a \$5 to \$100 fine for each occurrence or incident. Fines must be paid to the Bursar in Enrollment Services. If a student cannot make payment of a fine, the respective Dean must be contacted within two weeks of when the violation slip was issued. Fines accrued during the last week of the semester must be paid by the last day of school. Further discipline will result if the student fails to be in total compliance.
- **Confiscation:** Contraband items such as inappropriate music CDs, DVD movies, sound systems which are played too loud, cable TV (in Resident Hall), and any other items deemed objectionable may be removed from a student's possession until the end of the semester.
- **Reprimand:** A written REPRIMAND will become a part of the student's permanent file. An accumulation of Reprimands will be treated severely; parents and home pastor could be informed to solicit their support and involvement. If additional reprimands are issued, a student may be asked to withdraw from school.
- **Probation:** Probation may be arranged when a series of similar Honor Code Violations have occurred or when a situation has developed that would require ongoing conferences with respective Dean. Probation contact is presented as an option short of dismissal. If a probation contract is violated, dismissal may follow.

- **Counseling:** A student may be required to meet with a counselor for a set number of sessions in order to fulfill probationary guidelines to help bring spiritual principles to bear on the developmental or spiritual needs of the student.
- **Dismissal:** In some cases, a student may be asked to leave Baptist Bible College as a result of a serious infraction. Only after reapplying to the College will a student be evaluated for readmission. The Office of Student Life will stipulate when a dismissed student may be allowed to re-apply. The dismissed student may not return to campus or participate in any school activity without the expressed consent of the Office of Student Life.
- **Delayed Dismissal:** There may be certain circumstances when a student's actions warrant dismissal. If it is deemed appropriate, the disciplinary action is delayed until the following semester to allow the student to complete the last few days of a semester (some sins such as immorality do not justify a delayed dismissal option and the discipline will be imposed immediately no matter when it is discovered in the semester). If the delayed dismissal option is deemed appropriate, the suspension will be enforced the following semester. The student is permitted to remain in school and is notified of the strict restrictions that he/she will fall under. Any other violations or failure to observe the restrictions will result in immediate enforcement of the dismissal.
- **Expulsion:** This discipline is the most severe action which the College will take. When this phase takes place, the student will be asked to leave the College without opportunity to re-apply without the consent of either the President or Director of Student Services. Furthermore, an expelled student may not return to campus or participate in school functions without the written permission of the President or Director of Student Services.

**Zero Tolerance:** There are some actions and behaviors that are treated with a zero tolerance approach to discipline. Christian liberty does not allow for worldly patterns to be accepted or

tolerated in a Baptist Bible College student's walk of holiness. There may be illegal or unlawful actions or behaviors that are also deemed by the administration to be worthy of a zero tolerance position. This level of violation will result in the student being asked to leave the College as the dismissal/expulsion provision will be enforced.

## **DUE PROCESS**

Once a disciplinary decision has been made by the Office of Student Life, a student has the opportunity to appeal that decision to the Director of Student Services (who will include the respective Dean involved in the original decision). If the student still believes an additional appeal is warranted, due process will allow for the student to appeal to a Review Committee made up of the Director of Student Services, Vice President of Academic Affairs, and Chief Financial Officer (CFO). The respective Dean may also be an observer during the proceedings. The Review Committee will function with the following guidelines:

- Examine all the circumstances and details of the particular situation.
- Determine the guilt or innocence of the student based on the additional concrete evidence presented during the appeal.
- Establish whether or not the imposed discipline was affirmed or denied.
- The decision of the Review Committee will be final upon the approval of the President of the College.

# **STUDENT COMPLAINT AND GRIEVANCE POLICY**

Baptist Bible College is committed to upholding ethical standards and to providing a safe and healthy environment for the campus community. The College values an engaged environment where students are able to contribute to their overall educational experience by discussing concerns in an informal or formal manner.

Students are welcome to directly engage the appropriate College personnel as necessary to informally resolve student complaints. Initially, and if possible, every attempt to resolve a concern should be made directly with the appropriate faculty member, staff member, or student.

Students are also welcome to file a written grievance to formally resolve student complaints. Accordingly, the College has established policies and procedures to provide students the opportunity to file a formal concern within the College as well as with accrediting, state, and governmental agencies.

Students are encouraged to become familiar with the College's policies and procedures that are found in the Student Handbook and in the Academic Catalog. Policies and procedures related to sexual misconduct, harassment, discrimination, discipline, and other complaints are outlined in the Student Handbook. Policies and procedures related to academics, student accounts, and financial aid appeals are outlined in the Student Handbook and Academic Catalog. Students should consult the appropriate handbook and follow the processes outlined as the first step in attempting to resolve a complaint.

**Students who wish to report sexual misconduct, discrimination, and/or harassment of any kind should file a complaint with the Title IX Coordinator (Ray Adams, [radams@gobbc.edu](mailto:radams@gobbc.edu), 417-268-6028). Please refer to the Title IX Policy and Procedures in the Student Handbook (pages 53-65).**

## **INFORMAL COMPLAINT RESOLUTION**

In accordance with Matthew 18:15-17, students are first encouraged to directly discuss concerns with the appropriate faculty member, staff member, or student to resolve matters informally. Informal resolutions are initiated by the student with the person(s) involved and/or the direct supervisor of the person(s) involved. Informal resolutions should be directed to the appropriate office/personnel:

### **Academic Complaints**

(Academic Catalog/Student Handbook)

Appropriate Faculty Member or Division Chair (listed below)

Ministry Studies Division Chair, Randy Harp

[raharp@gobbc.edu](mailto:raharp@gobbc.edu)

(417) 268-6069

Professional Studies Division Chair, Julie Beck

[jbeck@gobbc.edu](mailto:jbeck@gobbc.edu)

(417) 268-6030

General Studies Division Chair, Chris Beck

[cbeck@gobbc.edu](mailto:cbeck@gobbc.edu)

(417) 268-6029

### **Student Life/Student Services/Disciplinary/Department Complaints**

(Student Handbook)

Dean of Men, Bill Levergood

[blevergood@gobbc.edu](mailto:blevergood@gobbc.edu)

(417) 268-6113

Dean of Women, Tina Ebert

[tebert@gobbc.edu](mailto:tebert@gobbc.edu)

(417) 268-6006

### **Financial Aid/Student Account Complaints**

(Academic Catalog/Student Handbook)

Director of Financial Aid, Brian Rains

[brains@gobbc.edu](mailto:brains@gobbc.edu)

(417) 268-6045

Student Accounts, Emily Mays

[emays@gobbc.edu](mailto:emays@gobbc.edu)

(417) 268-6068

Students who are not satisfied with the informal resolution may submit a formal written grievance.

### **FORMAL COMPLAINT RESOLUTION (WRITTEN GRIEVANCE)**

A formal complaint is referred to as a "grievance," and the person filing a complaint is referred to as the "grievant." The formal grievance process is outlined below:

**Step 1 - Recording the Grievance:** The grievant should file a formal written grievance, no later than ten (10) days after the incident, with the Office of Student Life (studentlife@gobbc.edu), using the Student Grievance Form.

Formal grievances must be in writing and include all the appropriate documentation needed for the College to review the grievance. Written student grievances should be submitted to the Office of Student Life using the Student Grievance Form, and the following information is required:

- The date, time, place of the incident, and those involved
- A description of the incident (including reference to any available evidence which may support the grievance)
- What policy has been violated
- What steps have been taken to resolve the grievance
- What resolution are you seeking
- The date on which the grievance was filed
- The name, email, phone #, and student ID # of the grievant

The grievant will be contacted by email within five (5) business days to verify receipt of the written grievance.

**Step 2 - Reviewing and Investigating the Grievance:** The Office of Student Life will review, log, and forward the grievance to the administrative department/personnel (Dean or Director) under whose jurisdiction the concern lies. That personnel will conduct an investigation, gathering all relevant information. The personnel may conduct interviews of all parties involved and may confer

with other students or other College administrators, faculty, or staff as part of the investigation.

**Step 3 - Responding to the Grievance:** A final determination regarding the student's grievance will be addressed within thirty (30) days of the submitted receipt of the formal grievance. The investigating personnel will provide a written notification of the determination to the grievant. All formal grievances are retained on file for five (5) years.

If the grievance is not addressed to the satisfaction of the grievant, there are three additional levels of appeal:

- 1) **Appeals Committee (President, Director of Student Services, Vice President of Finance):** If the grievance is not addressed to the satisfaction of the grievant through the standard formal grievance process, the written grievance must be submitted by the grievant to the Office of the Vice President (Chaneika Polk, [cpolk@gobbc.edu](mailto:cpolk@gobbc.edu), 417-268-6007), along with the written notification of the determination of the College and why the grievant finds it unsatisfactory. In the instance the grievance involves one of the members of the Appeals Committee, that individual would be removed from the appeals process. If the grievance involves two or more members of the Appeals Committee, the grievance would be automatically submitted to the Board of Trustees.
- 2) **Board of Trustees:** If the grievance is still not resolved to the satisfaction of the grievant, the written grievance must be submitted to the Trustee Board Chairman, along with the written notification of the determination of the College, the determination of the Appeals Committee, and why the grievant finds them unsatisfactory.
- 3) **Accrediting, State, and Governmental Agencies:** If the grievance is still not resolved to the satisfaction of the grievant, the written grievance, along with the various written notifications of determination of the College, may be submitted by the grievant to the appropriate accrediting, state, and/or governmental agencies outlined below.

## **ACCREDITING, STATE, AND GOVERNMENTAL COMPLAINT RESOLUTION**

### **Higher Learning Commission (HLC) Complaint Resolution**

Baptist Bible College is regionally accredited by the Higher Learning Commission (HLC). The Commission has established a clear distinction between individual grievances and complaints that appear to involve broad institutional practices. In cases where a complaint does raise issues regarding the institution's ongoing ability to meet the Criteria of Accreditation, the Commission forwards the complaint to the institution and requests a formal response. HLC contact information:

Higher Learning Commission (HLC)  
230 South LaSalle Street  
Suite 7-500  
Chicago, Illinois 60604-1411  
(312) 263-0456

### **Association for Biblical Higher Education (ABHE) Complaint Resolution**

Baptist Bible College is nationally accredited by the Commission on Accreditation of the Association for Biblical Higher Education (ABHE). ABHE contact information:

Association for Biblical Higher Education (ABHE)  
5850 T G Lee Blvd, Suite 130  
Orlando FL 32822  
(407) 207-0808

### **Missouri Department of Higher Education (MDHE) Complaint Resolution**

The Missouri Coordinating Board for Higher Education (CBHE) has appointed the Missouri Department of Higher Education (MDHE) to serve as the clearinghouse for complaints concerning colleges and universities authorized to operate in the State of Missouri. MDHE contact information:

Missouri Department of Higher Education and Workforce  
Development  
301 W. High Street, Suite 840  
P.O. Box 1469  
Jefferson City, MO 65102  
(573) 751-2361, Option 2 (for SARA)

The [MDHE Complaint Resolution Process](#) is found online for your review.

### **U.S. Department of Education (DOE), Title IX Basis Complaint Resolution**

To file complaints of discrimination with [Office for Civil Rights, you may use the online complaint form](#) or send a letter to the OCR enforcement office for the state of Missouri:

Kansas City Office [Office for Civil Rights](#)  
U.S. Department of Education  
One Petticoat Lane  
1010 Walnut Street, 3rd floor, Suite 320  
Kansas City, MO 64106  
Telephone: (816) 268-0550  
FAX: (816) 268-0599; TDD: (800) 877-8339  
Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

U.S. Department of Education (OCR National  
Headquarters)  
Office for Civil Rights  
Lyndon Baines Johnson Department of Education Bldg  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Telephone: (800) 421-3481  
FAX: (202) 453-6012; TDD: (800) 877-8339  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)

### **Office of Civil Rights, Disability Basis Complaint Resolution**

Any individual who believes that he or she or a specific individual or class of individuals has been subjected to discrimination on the

basis of disability, in a health or human service program or activity conducted by a covered entity, may file a complaint with OCR. Complaints must be filed within 180 days from the date of the alleged discrimination. OCR may extend the 180-day deadline if you can show "good cause."

Include the following information in your written complaint, or request a Discrimination Complaint Form from an OCR Regional or Headquarters office (complaints must be signed by the complainant or an authorized representative):

- Your name, address, and telephone number.
- Name and address of the entity you believe discriminated against you.
- How, why, and when you believe you were discriminated against.
- Any other relevant information.

Send your complaint to the Regional Manager at the appropriate OCR Regional Office, or to the address located below.

Kansas City  
Office for Civil Rights  
U.S. Department of Health and Human Services  
601 East 12th Street – Room 353  
Kansas City, MO 64106  
Customer Response Center: (800) 368-1019  
Fax: (202) 619-3818  
TDD: (800) 537-7697  
Email: [ocrmail@hhs.gov](mailto:ocrmail@hhs.gov)

Upon receipt, OCR will review the information provided. If OCR determines they do not have the authority to investigate your complaint, they will, if possible, refer it to an appropriate agency. Complaints alleging employment discrimination on the basis of disability against a single individual may be referred to the U. S. Equal Employment Opportunity Commission for processing. Private individuals may also bring lawsuits against a public entity to enforce their rights under Section 504 and the ADA; and may

receive injunctive relief, compensatory damages, and reasonable attorney's fees. For further information, contact:

Director  
Office for Civil Rights  
U.S. Department of Health and Human Services  
200 Independence Avenue, SW – Room 506-F  
Washington, D.C. 20201  
Hotline: (800) 368-1019 (Voice); (800) 537-7697 (TDD)

## **DEPARTMENTAL POLICIES**

### **ADMINISTRATIVE COMMUNICATION POLICY**

Occasionally, forms of communication such as emails, call slips, and Populi notifications are issued by administration and faculty members to obtain needed information or give important messages to students. The student is required to respond to the proper department within **three days**. If a student fails to properly respond within the designated time, he/she will be summoned from class to address it. It is expected that students who receive any form of communication should immediately fulfill their requirement before having to be removed from class with an absence assessed. The college is not responsible for any information the students do not receive as a result of not checking their email regularly.

### **CAMPUS NETWORK POLICY**

Access to and usage of Baptist Bible College's IT resources entails certain expectations and responsibilities for students and guests. All on-campus students who access the Internet must participate in the College's "filtered" network so that we can provide the advantages of the internet in a wholesome, honorable, and truly educational environment.

Users may not engage in unauthorized use of BBC IT resources, regardless of whether the resource used is securely protected against unauthorized use. This includes: illegally torrenting/downloading music, movies, pictures, books, games

etc., viewing pornography, or anything that would break the code of conduct and ethics required by a BBC student.

Users are expected to respect the privacy of other users, even if the devices and systems by which other users access BBC's IT resources are not securely protected. This policy also extends into the realm of online social networking. It is against BBC's network policy for a student to stalk, harass, or abuse another person via social networking (i.e Facebook, Twitter, Instagram, TikTok, etc.).

Unauthorized use by a user of another user's personal identity or access (log-in) credentials is prohibited. In operating its IT environment, the College expects users to engage in "safe computing" practices, such as establishing appropriate access restrictions for their accounts, setting strong passwords and guarding those passwords, keeping their personal operating systems and software applications up-to-date and patched, and employing security measures on their personal devices.

Use of BBC's IT resources is a privilege and not a right. A user's access to BBC's IT resources may be limited, suspended, or terminated if that user violates this Policy. Alleged violations of this policy will be communicated by the Campus Technology Department and addressed by the Deans and the Office of Student Life.

Instructions for using and setting up a network account are available in the office of Campus Technology. The "Appropriate Use Policy" is available online. For Campus Tech Support please visit the website at [support.gobbc.edu](http://support.gobbc.edu). Your school email is owned and maintained by BBC. Upon completion of your degree, expulsion, or in the event you stop your studies, your email will be disabled within one week. BBC maintains the right to access and search your email.

Likewise, the internet is not to be the avenue in which one shares grievances with the school or its administration. As a student of Baptist Bible College, you are expected to handle your internet privileges responsibly. Any threat or misuse of the college name and/or its administration could result in dismissal.

## CAMPUS SAFETY AND SECURITY

At Baptist Bible College, safety is a priority. The College has a 24/7 security team of commissioned police officers, former police officers, prior military personnel, and student leaders at Baptist Bible College. Our security team is dedicated to protecting students, faculty, and staff. Our officers monitor the campus 24 hours a day by video surveillance, vehicle and foot patrols.

The Office of Safety and Security is located on the second floor of the Administration building next to Enrollment Services. You may contact their office at (417) 268-6024 or 24/7 officers on duty at (417) 268-6022.

The prevention of crime is the primary concern of our security team, and you play a vital role in its ability to maintain safety on campus. **If you observe any criminal behavior or suspicious activity, contact security at 417.268.6022; for emergencies first call 911.**

### CRIME/EMERGENCY REPORTING

If a criminal action occurs on campus, please call the local police or sheriff's office at 911 and then notify BBC authorities. To report a crime or an emergency on campus, students can do the following:

- Call the Office of Safety and Security
  - (417) 268-6022 - 24/7
- Contact their RA or the Office of Student Life
- Students can file an internal Incident Report with their RA who will in turn alert Security and the Office of Student Life. (These steps are in place to assist any student who has to deal with the trauma of a criminal incident against themselves or against their property)

Be prepared to tell both the police and security officers the following information if you are the victim of a crime or if you are witness to a crime:

- Who you are and where you are calling from
- What happened exactly

- Where and when the crime happened
- Who was there when the crime happened

Do not disturb any evidence while waiting for campus security or the police to arrive as it may affect the outcome of the investigation.

## **CAMPUS COMMUNICATION FOR EMERGENCIES AND/OR CRIMINAL ACTS**

In the event of an emergency or a criminal act on or near campus, students of Baptist Bible College will receive text messages and/or email communication through Populi. Populi is Baptist Bible College's Student Information System. To receive text communication, students must verify their device on their Populi profile. Populi allows the Office of Safety and Security and the Administration to effectively relay information, procedures and orders to students, faculty and staff.

The Safety and Security Department acquires its enforcement authority from the administration of Baptist Bible College and in the enforcement of federal, state and local statutes and Baptist Bible College regulations. Baptist Bible College Security maintains a working relationship with all appropriate Law Enforcement Agencies and elements of the Criminal Justice System. Communication is maintained with other agencies, both on a formal and informal basis, and crime-related reports and statistics are routinely exchanged.

## **SEXUAL MISCONDUCT POLICY AND PROCEDURES**

### **PURPOSE AND SCOPE**

**Mission Statement:** Baptist Bible College educates, inspires, and equips students to serve as effective Christian leaders.

As a Bible College, BBC is eager to ensure the safety and security of our entire College family. Recent legislation within the United States has required all Colleges and Universities to comply with certain laws to provide a safe, comfortable and protected environment. As a Christian College, BBC has, and will continue to

hold to a high moral and ethical position in the protection and security of our students. Sexual immorality and situations of sexual intimidation and violence will not be tolerated on the campus and will be treated as a Biblical violation as well as a legal issue.

Baptist Bible College is committed to respecting all employees, students, and guests. Sexual misconduct offenses are not only incompatible with BBC's standards of Christian conduct, but also are criminal acts that infringe on the rights of others and are strictly prohibited by the College. This policy applies to all College employees, students, or visitors to the College, as well as anyone participating in a BBC sponsored activity.

We encourage individuals to report sexual misconduct to College Officials and appropriate law enforcement officials. Contact should be made with the **Title IX Coordinator, your respective Dean (Dean of Men or Dean of Women), and the Campus Security Office** to report any sexual misconduct offenses.

As a College, Baptist Bible College is not a court of law and, as such, sexual misconduct is a policy offense that is determined by college administrators to have been more likely than not to have occurred (*preponderance of the evidence*). Offenses under this policy include, but are not limited to sexual harassment, non-consensual sexual intercourse (i.e., rape), non-consensual sexual contact, intimate partner violence, sexual exploitation, and stalking.

In campus resolution proceedings, legal terms like "guilt," "innocence," and "burdens of proof" are not applicable, but the College never assumes a responding party is in violation of policy. Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources. The College works toward equity in all cases, conducting an impartial campus resolution proceeding.

Baptist Bible College has a zero tolerance policy for sexual misconduct offenses and will not tolerate retaliation (threatened, attempted, or actual) against any individual for making a report. Zero tolerance means that when an allegation of sexual

misconduct is brought to an appropriate administrator's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the reporting party and community are remedied, including serious sanctions when a responding party is found to have violated this policy. This policy is developed to reaffirm these principles and to provide recourse for individuals whose rights have been violated.

## **TITLE IX COORDINATOR**

The College's Title IX Coordinator oversees compliance of the sexual misconduct policy and reports directly to the Director of Student Services of the College. Questions about this policy or anyone wishing to make a report relating to sexual misconduct may do so by contacting the Title IX Coordinator or their respective Dean. The coordinator may designate other appropriately trained individuals to receive and investigate reports/complaints, as is appropriate.

**Title IX Coordinator:** Mr. Ray Adams, Professor, Office: 301, KFA 3<sup>rd</sup> Floor. Phone: (417) 268-6028, email address: [radams@gobbc.edu](mailto:radams@gobbc.edu).

**Dean of Men:** Mr. Bill Levergood, Office: Student Life Area. Phone: (417) 268-6113, email address: [blevergood@gobbc.edu](mailto:blevergood@gobbc.edu).

**Dean of Women:** Mrs. Tina Ebert, Office: Student Life Area. Phone: (417) 268-6006, email address: [tebert@gobbc.edu](mailto:tebert@gobbc.edu).

**Director of Safety and Security:** Mr. Chad Fuqua, Office: Admission's Area. Phone: (417) 268-6022, email address: [cfuqua@gobbc.edu](mailto:cfuqua@gobbc.edu).

Immediate assistance is available 24/7 by calling BBC's Safety and Security Officers at (417) 268-6022. An officer can assist in facilitating medical treatment, contacting a student's Dean, Title IX Coordinator, as well as reporting the crime to local law enforcement (if requested).

## **SEXUAL MISCONDUCT OFFENSES**

Sexual misconduct offenses are determined based on policy violations. Specific offenses under the College's sexual misconduct policy include sexual harassment, nonconsensual sexual contact (or attempts to commit same), non-consensual sexual intercourse (or attempts to commit same), intimate partner violence, sexual exploitation, and stalking.

## **SEXUAL HARASSMENT**

Sexual harassment is: unwelcome; sex-based; and verbal, written, online, and/or physical conduct. It is a form of sex discrimination covered by Title IX and takes three forms: Hostile Environment Harassment, *Quid Pro Quo* Harassment, and/or Retaliatory Harassment.

A **Hostile Environment** is created when sexual harassment is:

- Severe, or
- Persistent or pervasive, and
- Objectively offensive, such that it unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the College's education or employment programs.

Examples may include: a student repeatedly sending sexually oriented jokes, even when asked to stop, causing one student to avoid the other; a professor engages in discussions with students about past sexual experiences, irrelevant to course material, and requires student to respond even though they are uncomfortable and hesitant; an "ex" spreads false stories about the sex life with former partner to the clear discomfort of the other.

A hostile environment can be created by persistent/pervasive conduct or by a single severe episode. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment.

**Quid Pro Quo** Harassment is:

- Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature;
- By a person having power or authority over another;
- When submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating, evaluating, or providing a benefit to an individual's educational or employment progress, development, or performance.

Examples may include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual request; to condition a benefit on submitting to sexual advances. Often, sexual harassment involves relationships of unequal physical power or unequal power of authority, and, therefore, can contain elements of coercion and threat. Consequently it is College policy to strongly discourage any consensual relationship involving a subordinate employee or student that could lead to alleged or actual sexual harassment.

**Retaliatory Harassment is:**

Retaliation is any adverse action taken against a person participating in a protected activity because of their participation in that protected activity.

An example may include: a student alleges sexual misconduct by another student and the institution begins an investigation. The responding party is angry at the reporting party and while the investigation is ongoing, the responding party spreads rumors and pictures of the reporting party on social media. This action likely constitutes both a hostile environment and retaliatory harassment.

**INTIMATE PARTNER VIOLENCE**

A pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner.

- Violence can be physical, economic, emotional, psychological, and/or sexual, or threats of actions that influence another person.
- Any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound a person who is or was in a social relationship of a romantic or intimate nature with the victim. Existence of relationship will be determined based on the reporting party's statement and with consideration of: length of the relationship, type of relationship, and frequency of interaction between the persons involved in the relationship.
- Dating violence includes, but is not limited to, sexual or physical abuse/violence or the threat of such abuse/violence.

### **NONCONSENSUAL SEXUAL CONTACT**

Non-consensual sexual contact is defined as:

- any intentional sexual touching, however slight, with any object (or body part),
- by a person upon another person,
- without consent and/or by force (physical violence, threats, intimidation, coercion, or incapacitation).
- Sexual contact includes: intentional contact with breasts, buttocks, groin, or genitals; or touching another with any of these body parts: or making another touch you or themselves with or on any of these body parts; or any other intentional bodily contact in a sexual manner.

### **NON CONSENSUAL SEXUAL INTERCOURSE**

Non-consensual sexual intercourse is defined as:

- any sexual intercourse, however slight, with any object (or body part), by a person upon another person,
- without consent and/or by force (physical violence, threats, intimidation, coercion, or incapacitation).
- Intercourse includes vaginal or anal penetration by a male body part, object, tongue or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration.

## **SEXUAL EXPLOITATION**

Occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

Examples of sexual exploitation include, but not limited to:

- Invasion of sexual privacy or engaging in voyeurism;
- Prostituting another person;
- Unauthorized sharing/distributing digital, video or audio recording of nudity or sexual activity;
- Exceeding boundaries of consent to sexual activity;
- Knowingly exposing someone to or transmitting an STI, STD, or HIV to another person;
- Intentionally or recklessly exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals.
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

## **STALKING**

A pattern of conduct which may include communication by any means, with no legitimate purpose that puts another person reasonably in fear for his or her safety or would cause a reasonable person under the circumstances to be frightened, intimidated or emotionally distressed. May include:

- Non Consensual communication including, in-person communication, telephone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on websites, written letters or notes, gifts, or any other communications that are undesired and/or place another person in fear;
- Following, pursuing, waiting, or showing up uninvited at a workplace, place of residence, classroom, or other locations frequented by the person being targeted by the behaviors;

- Surveillance and other types of observation, whether by physical proximity or electronic means;
- Trespassing or vandalism;
- Non-consensual touching;
- Direct physical and/or verbal threats against a person being targeted or that person's friends, family members, or animals;
- Gathering information about another from that person's family, friends, co-workers, or classmates;
- Manipulating and controlling behaviors such as threats to harm oneself or threats to harm someone close to the target of the behaviors; and
- Defamation and slander of the person being targeted.

### **OTHER MISCONDUCT OFFENSES**

Any other College policies may fall within the Sexual Misconduct Policy when a violation is motivated by the actual or perceived membership of the reporting party's sex, including, but not limited to:

- **Bullying** — Repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally;
- **Discriminatory Behavior** — Actions that deprive other community members of educational or employment access, benefits or opportunities on the basis of sex. Discrimination may also be seen in unwelcome verbal or physical conduct, such as:
  - epithets, slurs, denigrating jokes, or negative stereotyping;
  - threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers health or safety;
  - written or graphic material that degrades or shows hostility or aversion;
  - pranks or horseplay intended to embarrass or humiliate;
  - imposing submission to unwelcome verbal or physical conduct

- **Hazing** — Acts likely to cause physical or psychological harm or social ostracism to any person within the College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity;
- **Intimidation** — Implied threats or acts, whereby someone uses power or influence to place another person in reasonable fear of harm through threatening words and/or other conduct.
- **Retaliation** — An individual's adverse action against another person because that person has filed a complaint or participated in providing relevant information on an investigation.
- **Threat** — A direct threat of bodily injury that causes someone to do something they would not have done absent the threat.

## RESPONSE FOR VICTIMS

After an incident of sexual assault, domestic violence, or dating violence, the victim should seek safety immediately and consider seeking medical attention as soon as possible at one of the Hospitals mentioned below. In Missouri, evidence may be collected even if you choose not to make a report to law enforcement. Mercy Hospital will keep such evidence in storage for up to 120 days.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 120 hours so that evidence as may be necessary to the proof of criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking posts/pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to college hearing boards/investigators or police. Although the college

strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. The Baptist Bible College Safety and Security Department will assist any victim with notifying local police, if requested. The Springfield Police Department may also be reached directly by calling 417-864-1810, or in person at 321 E. Chestnut Expressway, Springfield, MO 65802.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with the Department of Safety and Security or other law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

### **EMERGENCY REPORTING**

Immediate assistance is available 24/7 by calling the Baptist Bible College Safety and Security Office at (417) 268-6022. An officer can assist in facilitating medical treatment, contacting a victim's support person, Title IX Coordinator, and/or Respective Dean, as well as reporting the crime to local law enforcement (if requested).

#### **Off-campus emergency resources are:**

- Police Department: Springfield PD--321 E Chestnut Expressway, Springfield, MO, 417-864-1810
- Hospitals—all provide sexual assault exams for victims (TO PRESERVE EVIDENCE)
- Cox South: 3801 S. National Ave., Springfield, MO, 417-269-6000
- Cox North: 1423 N. Jefferson, Springfield, MO, 417-269-3000
- Mercy: 1235 E Cherokee St, Springfield, MO, 417-820-2000

## **FORMAL REPORTING**

Individuals who report sexual misconduct to employees (other than to confidential reporters) can expect action to be taken by the Title IX Coordinator and/or their respective Dean. If a person reports an offense but does not wish for his or her name to be shared; does not want an investigation to take place; does not want a formal resolution to be pursued; the reporting party may make such a request to the Title IX Coordinator or Deans, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predatory behavior, threat, weapons and/or violence, the College will likely be unable to honor a request for confidentiality. In cases where the victim requests confidentiality and the circumstances allow the College to honor that request, the College will offer interim actions to the victim and the community, but will not otherwise pursue formal action.

Formal reporting still affords privacy to the reporting party, and only a small group of officials who need to know will be told. The reporting party will be notified as to who, if anyone would be told. Information will be shared as necessary with investigators, witnesses and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve a reporting party's rights and privacy.

## **INTERIM MEASURES**

The Title IX Coordinator or appropriate Dean may provide interim measures to address the short-term effects of a sex-based offense, and/or retaliation, while an inquiry, investigation, and/or resolution is in process. Interim measures, if needed and are appropriate, are designed to redress harm to the alleged victim and the community and to prevent further violations. The College will keep interim measures and actions as private as possible. These measures may include, but are not limited to:

- Referral to counseling and/or health services (students) or to HR (employees)
- Education for the campus community
- Altering housing situation (resident students)

- Altering work arrangements for students or employees (on campus)
- Providing campus escorts through the College's Public Safety and Security Office
- Implementing contact limitations between the parties
- Offering adjustments to academic deadlines and schedules, chapel attendance, etc. (students)

The College will maintain as confidential any accommodations or protective measures, provided confidentiality does not impair the institution's ability to provide those accommodations or measures.

When an employee (other than a confidential employee) is informed of an incident, he or she must report the allegation to the Title IX Coordinator or appropriate Dean, who will initiate a Title IX inquiry. The preliminary inquiry is to determine if there is reasonable cause to believe an offense has occurred. When a reasonable cause is identified, the College will initiate an investigation that is thorough, reliable, impartial, prompt and fair to both parties. This investigation determines whether the College's Sexual Misconduct Policy has been violated. If so, the College will promptly implement an effective remedy designed to end the conduct, prevent its recurrence and address its effects. The College aims to bring all allegations to a resolution within a sixty (60) business day time period, which can be extended for appropriate cause by the Title IX Coordinator with notice to the parties.

### **DISCIPLINARY ACTION FOR SEXUAL MISCONDUCT**

Appropriate Discipline will be imposed upon any person guilty of violating the College's conduct code or standards in the area of sexual conduct. If the accused in a sexual offense is a Baptist Bible College student, the case will be referred to the Title IX Coordinator for review of the allegations. The victim and the accused are entitled to the same opportunities during campus disciplinary hearings. Both the victim and the accused shall be informed of the outcome of any campus disciplinary proceedings. Sanctions may include, but are not limited to, probation, dismissal

and/or expulsion. In addition to the imposition of disciplinary sanctions, the accused may face prosecution under federal or state law. For a complete list of possible sanctions, please refer to the Disciplinary Procedures portion of the Student Handbook. Due process in all cases is a priority. The Student Handbook also spells out our grievance procedures in the event the victim or the accused parties believe a resolution to the situation is incomplete.

## **SAFETY PROCEDURES**

Baptist Bible College Safety and Security Department exists to assist and promote a safe environment for the entire BBC community. The security staff maintains a quality working relationship with the Springfield Fire Department and Greene County Office of Emergency Management. The safety and security staff works in close conjunction with the Office of Student Life to educate and assist the members of the college community.

You are encouraged to report any issue you feel presents a risk to your safety or the safety of others to the Safety and Security Department. Examples of safety issues you are encouraged to report include, but are not limited to, faulty smoke detectors, damaged doors/locks, obstructed emergency doors, or other fire hazards.

### **Firearms/Weapons/Fireworks**

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

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

The discharge of firearms and fireworks on campus is a violation. The discharge of explosives such as "dry ice bombs" will be treated seriously and local authorities may get involved. Not

only are they dangerous, they violate other people's rights and dishonor them, but they also are against the laws of our state.

Any student renting an on-campus apartment must receive permission to keep or store a weapon in their apartment. To make an application for authorization to carry a concealed weapon, you must go to the Director of Safety and Security. This provision is not available to single students without proper approval.

Individuals with a legal, Missouri-issued, conceal and carry permit must have authorization by the College President, Director of Student Services and the Director of Safety and Security to have a concealed weapon on campus. This prerogative will only be extended to those who live in the BBC apartments and permission will only be granted to store the weapon in your apartment or to carry it back and forth to your vehicle. Each case will be based upon individual application. Weapons will not be permitted at any time in the academic facilities, offices, Fieldhouse, Dining Hall, White House, Patriot Cafe', or Residence Halls.

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

### **EMERGENCY ACTION PLAN**

Purpose: To provide **general guidelines** to follow in the event of an emergency situation. Understand that emergencies are unique to the situation. The following procedures are in place to assist you in making rational decisions in a stressful situation.

**NOTE:** All emergency procedures are location specific. Refer to posted emergency procedures in your area for more detailed information.

### **SEVERE WEATHER**

You will be notified of any school closings during the school year.

## **Tornado**

In the event of a tornado, take shelter immediately. Refer to posted emergency procedures for location specific information.

Tornado/Severe Weather Shelters:

- 1<sup>st</sup> and 2<sup>nd</sup> Floor A/B Apartment Building Bathroom or Closet
- Apartment Building D Basement
- Presidential Dining Room in the Dining Hall
- Vick Dorm Basement
- 1<sup>st</sup> and 2<sup>nd</sup> Floor Woodworth/Donnelson Bathrooms
- Admin A - Bottom floor by Patriot Cafe'
- KFA - 1<sup>st</sup> Floor Hallway (North end near stairwell)

All students should use wisdom and follow the advice of the security officers. Shelters will remain open until severe weather has cleared the area. Security will notify those in the shelters as soon as the National Weather Service has canceled the warning.

## **Earthquake**

If indoors:

- Take cover under desks, tables, or heavy furniture
- Take cover in interior doorways or narrow halls
- Stay away from windows and beware of falling objects

If outdoors:

- Move away from buildings
- Avoid trees, electrical poles, and overhead wires

## **CAMPUS LOCKDOWN**

A lockdown is issued whenever there is a possible or ongoing threat to the safety of those at Baptist Bible College.

Campus-wide communication will be made in the case of a lockdown.

## Lockdown Procedures

Indoors:

- Secure the room you are in by locking and/or barricading the doors.
- If on the ground floor, stay away from windows
- Turn off lights
- Remain as quiet as possible as to not attract attention

Outdoors:

- During a lockdown, access to the buildings will be restricted
  - Gaining access to the buildings will be controlled by security and other authorized BBC personnel.

### ACTIVE SHOOTER

- Get away and leave campus if you believe you can do so safely
- If you are not able to leave, secure your room by locking and/or barricading the doors
- Prepare yourself as practiced and outlined in our *Student Response to Active Shooter* classes at the beginning of each semester.
- Call the police when it is safe for you to do so.

Finally, remember that **a lockdown is not officially lifted until notification has been received from the Safety and Security Department.** These procedures are meant to keep our campus secure. If they are not followed properly, the consequences could be fatal.

### FIRE ALARMS/FIRES

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

To intentionally activate an intrusion or fire alarm is a class B misdemeanor within the city of Springfield and carries a \$500 fine and/or six month jail term. In compliance with Federal, State, and Local fire code regulations, and in light of several

recent incidents at other schools, where students have died in student residences, it is incumbent upon Baptist Bible College to orient our students to proper protocol when a fire alarm is sounded. The proper response to an alarm in the administration buildings and/or dorms will be:

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

If you have any questions or concerns regarding these procedures, please contact the Safety and Security Department at (417) 268-6022.

### **CRIME PREVENTION TIPS**

A security department only has so many eyes and ears. We can't see and hear everything that occurs on this campus. The best security does not reside in a department. It resides in our campus community. We increase the security of our campus 100% when we contribute to crime prevention. There are a number of ways that you can help prevent crime. They are, but are not limited to:

- Lock your vehicle, apartment, and dorm room doors
- Keep your keys in a secure place
- Park in well-lit areas and avoid parking on the street
- Call Security immediately if you notice someone or something suspicious (such as a vehicle, person or something out of place)
- Call Security for an escort to or from any buildings/apartments.
- Remove any valuable items from your vehicle, or at the very least, remove them from view
- Inform Security immediately if you bring a new bike or motor vehicle to campus
- Call the Police, then Security if you are witnessing a crime occurring
- Report all crime or suspicion of crime to Security, the Office of Student Life or any RA.
- Take a mental note of any person, vehicle, or situation you may encounter. Try to identify any distinguishing features including, but not limited to (person) tattoos, accent, hair color, scars, ethnicity, height, weight, clothes, etc.; (vehicle) make, model, color, plate #, plate state, damage, dents or scratches, rust, stickers, decals, etc.; (situation) time of occurrence, location, witnesses, people/vehicles involved, etc.

## FINANCIAL POLICIES

### FINANCIAL AID/SCHOLARSHIPS

The Institutional Aid Policy for the current school year states: Students are not eligible for institutional aid until they complete the Free Application for Federal Student Aid (FAFSA). Any questions or inquiries can be directed to Brian Rains, Financial Aid Director, at 417-268-6045.

Financial Aid and the Federal Government Regulations state that the institution must call and forward all information to the Inspector General. If you or a parent purposely gives false or misleading information, you are in violation of Federal laws and subject to prosecution for fraud. The College may also proceed with disciplinary action.

### STUDENT ACCOUNTS

All charges (tuition, fees, room and board) will be due on August 12, 2022 for the Fall Semester and January 13, 2023 for the Spring Semester. Any student account that has any remaining balance over \$300 that cannot be paid by the dates above, must be placed on a payment plan. Payment plans will be by semester (Fall: Aug-Dec) (Spring: Jan-May). Any other payment plan arrangements must be approved by the Finance Department.

Any withdrawal or dismissal after August 19, 2022 for the Fall Semester and January 20, 2023 for the Spring Semester will still result in all charges (including room and board) being assessed to the student account (**no refunds/credits**).

If the balance is not paid and a payment plan is not established by the withdrawal date, you may be withdrawn at the discretion of the school Administration.

If a student decides to transition from the traditional program to the online program, the student will be required to have their balance from the previous term paid in full before starting the next term.

Any questions or concerns may be directed to Emily Mays, Student Accounts, at 417-628-6068, or Jason Todd, VP for Finance, at 417-628-6005.

## **PAYMENT PLANS**

BBC encourages you to make all payments for your payment plan by EFT or Credit Card (through Populi). All payments will be due on the 20<sup>th</sup> of each month of the payment plan. There will be a **\$75 payment plan fee** assessed for each semester a payment plan is needed. Any EFT payment that is returned for insufficient funds will be assessed a \$30 service fee. There will be a **\$30 late payment fee** for each late payment. **If at any time a payment is more than 7 days late, there will be a 1.5% monthly interest charge on the remaining balance for the remainder of the payment plan.**

<i>Payment Plan Convenience Fee:</i>	<i>\$75 per semester</i>
<i>Insufficient Funds Fee:</i>	<i>\$30 per incident</i>
<i>Discounts for Balances Paid in Full:</i>	<i>5% (all forms of payment)</i>
<i>Credit Card Convenience Fee:</i>	<i>3% on all transactions</i>
<i>Late Payment Fee:</i>	<i>\$25 per incident</i>

## **FINANCIAL AID (SAP) POLICY**

Satisfactory Academic Progress (SAP) guideline regulations were issued by the U.S. Department of Education. These regulations are in effect for the Federal Stafford Loan Program as well as the PELL Grant Program and Institutional Scholarships.

Satisfactory Progress (as defined by law) is a combination of hours attempted, hours completed, and cumulative grade point average. Baptist Bible College may or may not distribute money to students who do not comply with the following policy. Students on Financial Aid Warning are still eligible for financial aid, but students on Financial Aid suspension are no longer eligible for all financial aid. Students on Financial Aid Suspension can either continue their enrollment without financial aid OR submit an appeal. Institutional scholarships and awards are also affected by the student's failure to comply with the SAP guidelines. For more information please visit the SAP policy online or visit the Financial Aid office.

## TUITION/TITLE IV REFUND AND REPAYMENT POLICY

Tuition refunds are given according to the schedule below:

- The percentage of total tuition retained by the school after a student withdraws from school is based on the number of class days completed in an academic semester.
- If the withdrawal takes place within the first few days of school, refund of tuition and fees for the fall and spring semesters will be as follows:
  - **Withdraw by:**
    - The last day to enroll in a class is the census date as published on the academic calendar.
    - The last day to drop a class without paying for the class is the published census date.
    - When withdrawing from all courses before the published census date, 100% of tuition will be refunded. After the Census date, no refund will be issued.
    - The same schedule will apply for all students whether their status is full time (12 or more hours) or part time (less than 12 hours). The refund on tuition charges for veterans will be computed per class day attended as prescribed by accepted V.A. regulations. Refunds for students who are recipients of the Pell Grant will be computed according to the Return of Title IV Funds policy procedures.
    - The refund for room and board charges are prorated based on the “move in” to “move out” dates, prior to the census date. No refunds will be issued after the census date.
    - There is a 20-day waiting period after the last payment by check before a refund will be made.
    - There is no refund on any special fees or special course fees.
    - Tuition refunds for students who received financial aid will be made in accordance with Federal Regulations as stated in Current Title IV Regulations and outlined in the Federal Student Financial Aid Handbook and applied in the following order:
      - Federal Stafford Unsubsidized Loan

- Federal Stafford Subsidized Loan
- Federal Stafford PLUS Loan
- Federal Pell Grant
- Institutional Scholarships
- Federal loan refunds will be prorated for all borrowers completing less than 60% of the semester.
- Refunds to students are made only after all aid sources are refunded in full.
- There are no refunds for summer online classes after the first day of the summer session.
- There are no refunds for private lessons or special course fees.

## **ACADEMIC POLICIES**

The College invites you to be an active member of the academic community. The goal of the learning community is that students successfully navigate what we call the academic pathway. In other words, we desire that students persist, graduate, and obtain a job/ministry. Let's be successful together!

The trajectories of the community include the following:

- As committed followers of Jesus Christ, we are brothers and sisters. It is true that we are in different places and times of our lives. Faculty and students do have a different standing. Nonetheless, as an active member of a learning community, we should share an invested interest in the spiritual, academic, and personal growth of one another. As we serve one another we serve Jesus Christ. Therefore, we should love, care for, and as necessary, admonish one another in the Lord.
- As committed followers of Jesus Christ, we should all be learners. Faculty and students should never stop learning. We should value growth and maturity. Therefore, we should make every effort to do our best, to attend class, complete required work, be an active member of a local church, and mentor others.
- As committed followers of Jesus Christ, we should not learn in isolation. The very nature of the body of Jesus Christ should serve as the basis for this value. BBC is not your local

church. Nonetheless, the metaphor should reinforce the fact that our lives are affected by others. One's strengths complement the weaknesses of the other. It is important, therefore, that students engage those around them by both seeking and offering help.

### **Satisfactory Academic Progress (SAP) Guidelines**

Satisfactory Academic Progress (SAP) guidelines regulations were issued by the U.S. Department of Education regarding standards of satisfactory academic progress (SAP). These regulations are now in effect for the Federal Stafford Loan Program, PELL Grant Program as well as the federal work-study program. Satisfactory Progress (as defined by law) is a combination of hours attempted, hours completed, and cumulative grade point average. Baptist Bible College may not distribute money to students who do not comply with the following policy. Students on Financial Aid Warning are still eligible for financial aid, but students on Financial Aid suspension are no longer eligible for most financial aid.

Students on Financial Aid Suspension can either continue their enrollment without financial aid OR submit an appeal. For complete details, see the Academic Catalog. Students may also receive information in the Financial Aid Office.

Students should understand that the specific details concerning SAP are aligned to specific academic degrees. They should, therefore, consult with their faculty advisor concerning specifics related to relevant expectations in their degree program.

### **ATTENDANCE POLICY**

At Baptist Bible College, faculty members have the right and responsibility to establish attendance policies for their classes. Students should consult the course syllabus for details. The course policy will specify the relationship between the number of absences and the impact that absences may have on course grades including being dropped from the course with a grade of "F."

Class attendance and participation are two of the most significant factors that promote student success. As such, all attempts should be made to minimize the number of classes a

student may miss. It is anticipated that students will make every effort to attend classes during the semester unless providentially hindered. Cutting classes is not acceptable. Students understand that because of the nature of some courses, any absence will adversely impact potential success. In some cases, the dynamic of active learning cannot be reproduced through make-up work.

Students who are providentially hindered from attending class (e.g., are ill) should contact the faculty member as soon as possible to receive information about class content and/or missed work. If students are aware that they will be absent, they should contact the faculty as far in advance as possible to make arrangements. This should include athletes and those who travel for the College.

Students who believe that an unjust action has been taken with regard to absences may appeal that decision without the concern for retaliation. See the section of this [Handbook](#), "Appeals for Actions taken with reference to Academics."

### ***Class Attendance***

Students are expected to attend all classes. A careful and consistent record of all absences is maintained. Students should consult their respective course syllabi for details. Each faculty member may set specific expectations for the respective course.

### ***Faculty-initiated Course Drop***

Faculty have full authority to drop a student due to absences as stated in their respective syllabus. Students dropped from a course by the faculty due to absences will receive a grade of "F" in that course. Dropped students will be notified by the Registrar via email

### ***Withdrawing from a Course***

Students may withdraw from a course and receive a WP/WF with no GPA penalty until October 31, 5:00 pm during the fall semester; March 31, 5:00 pm during the spring semester; and the census date, 5:00 pm during summer sessions. Prior to the withdrawal deadline date, students may pick up a withdrawal form in the Registrar's office. The form must be completed and submitted to the Registrar's office with the appropriate signatures before the

published deadline dates and times. Students who withdraw after the deadline will receive a grade of F on their transcript for each class from which they withdraw.

### **Dual-listed Course**

A dual-listed course refers to a course in which undergraduate and seminary students are enrolled in the same course, at the same time. Dual-listed courses have different course codes, syllabi, and rigor. The faculty identify dual-listed courses in the course descriptions published in the Academic Catalog and in the respective course syllabi. The description specifies that if a student completes an undergraduate, dual-listed course for credit, that student may not take the corresponding seminary course for credit at a subsequent time. The student must complete an alternative seminary course of equivalent credit hours. The Chair of the Seminary will collaborate with the student and faculty to determine the alternative course(s).

Undergraduate students, however, may take the seminary course for graduate credit and use that graduate credit to fulfill requirements in their undergraduate program. They must register for the seminary course. This requires the student to complete all requirements of the seminary course. In addition, students must complete the Dual-listed Course Acknowledgement Form which details the stipulations of dual-listed course credit application within the seminary.

### **LIMITING COURSE LOAD**

Students should work closely with their faculty advisor when preparing their course schedule. They should be aware of factors that may adversely affect their success in the classroom. Students should be realistic about the number of courses they attempt in relation to their work schedules, family responsibility, local church ministry, and the like. Students often drop a course because of the pressures of life without understanding the consequences. For example, dropping a course(s) may impact the student's ability to receive financial aid and/or their participation in athletics or other College activities. Dropping courses because of poor planning

may adversely affect the student's stewardship of resources (e.g., time and finances).

Because of various responsibilities, it is common for students of this College to enroll in an average of fifteen (15) credit hours in the fall semester and fifteen (15) credit hours in spring semester. With effective financial planning, students may schedule summer courses. The Office of Financial Aid personnel are available to assist and guide students in planning their fiscal resources as they navigate the academic pathway.

## **CREDIT HOUR**

The federal government awards financial aid according to a credit hour. A credit hour represents the time students should spend while learning inside and outside the classroom during a given semester. At this College the fall and spring semesters are sixteen weeks in length. The College calendar publishes the start-and end-date for each semester. The Academic Catalog, course schedule, and curriculum audits show the number of credit hours for each course.

The expectation for a semester-long, traditional course is that for every credit hour, students attend class under the direct instruction of a faculty member **and** study for two (2) hours outside of class. Studying outside of class includes reading, studying for quizzes and tests, homework assignments, writing essays and research papers, and the like.

The College defines expectations for nontraditional course formats:

- **Hybrid Course** - This course requires a college student to attend class under the direct instruction of college faculty. The course schedule shows the days and times in which students are in the classroom. Following the in-class instruction, students participate in interactive and collaborative learning online **throughout the semester**. During the post-in-class instruction, students are expected to complete three hours of work per week for each credit hour. It follows, therefore, that students should plan to study outside of class more than students who are enrolled

in a traditional course. By design, learning in-class during a hybrid course prepares students to complete post-work. Attendance is taken during the in-class and post-in-class period. Students should follow the attendance policy published in the respective course syllabus.

- **Online Course (Traditional Program)** - This course requires a college student to participate in interactive and collaborative learning online **throughout the semester**. The student is expected to complete three hours of preparation per week or other outside work for each credit hour. Attendance is taken during the in-class and post-in-class period. Students should follow the attendance policy published in the respective course syllabus.
- **Online Course (100% Online Program)** - This course requires a college student to participate in interactive and collaborative learning online **throughout a specific 5-6 week time period during an academic term**. The student is expected to complete 135-145 hours of preparation and coursework during the 5-6 week period. Attendance is counted by posting minimally once per week in response to discussion questions or assignments.
- **Lessons, Practicums, Internships, and Student Teaching** – Each of these course formats have specific requirements. The student should consult the syllabus for these courses.

## **FULL-TIME AND PART-TIME STATUS**

A full-time, undergraduate student is defined as one who is enrolled in twelve (12) or more credit hours. A part-time student is enrolled in less than twelve (12) credit hours. The status of the student may impact federal financial aid and other areas (e.g., insurance coverage on a parent's policy).

## **SPECIAL EVENTS AND MEETINGS**

During an academic semester, the College schedules special events and meetings. All students are responsible to attend these events and meetings. The purpose for these events is to engage students in learning outside the classroom and provide detailed and relevant information so that students may be successful.

Each semester the College publishes the following events on the College calendar:

- Class meetings during the Chapel hour. These meetings are organized by the Office of Student Life.
- Program and division meetings during the Chapel hour. These meetings are organized by the Office of Academic Affairs.
- MAMAC (Mid-America Ministry and Alumni Conference). This event is organized by the Alumni Association.
- World Mission Forum. This event is organized by the Baptist Bible Fellowship International.

Students are required to attend all events and meetings unless providentially hindered. Students are responsible for all information shared during the special meetings **even if they are absent**.

### **ELIGIBILITY TO REPRESENT THE COLLEGE**

Students are encouraged to serve within the College in various capacities. They should, however, be familiar with eligibility requirements. It is their responsibility to communicate with faculty in a timely manner if their service conflicts with expectations related to absence from class or completing assignments. Eligibility may be adversely impacted by poor academic performance.

### **EGREGIOUS INFRACTIONS IN THE CLASSROOM**

There is an expectation that all students are godly and honest with regard to their academic work and classroom behavior. Faculty may immediately drop a student from a course with a grade of "F" for egregious infractions upon verification of that infraction. Disrespect or other poor behavior in the classroom may result in being asked to leave the class. The student may re-enter the class only by the permission of the faculty member. If the behavior continues or becomes a larger problem, the Academic Dean will be asked to review the situation. Severe disrespect may subject the student to disciplinary action with the Review Committee.

Egregious infractions may include but are not limited to the following:

- Violation of copyright law
- Plagiarism of material belonging to another
- Outburst of anger or foul language
- Any action so defined in the faculty's syllabus

### **Electronic Devices in the Classroom**

Electronic devices should not be used in a manner that causes disruption in the classroom, library or within any college-owned or college-operated facility. Utilizing these devices for the purposes of photographing test questions or other forms of academic misconduct or illegal activity is prohibited.

### **Falsifying Records**

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

### **APPEALS FOR ACTIONS TAKEN WITH REFERENCE TO ACADEMICS**

Students who believe that an unjust action has been taken with regard to an egregious action may appeal that decision without concern for retaliation. Baptist Bible College has the right and responsibility to establish written policies to direct expectations for those who attend the institution. In the course of student life, there may be occasions when students may have questions about policy. In such cases, they are encouraged to ask questions and to work through established procedures when such situations arise (Matt 18:15-17). Though Baptist Bible College is not a church, the principles of Matthew 18 may be extended to questions that arise as part of college life.

The goal of the College is to provide opportunities to explain policy. There are times when it may be necessary to question policy. In such a circumstance, it is necessary to have a procedure for students to question policy and where they may find possible resolution to the questions. It is never acceptable for students to complain or gossip about their situation. Rather, they must take responsibility to resolve the question in a godly manner.

There is an expectation that students may appeal decisions without any repercussions.

The student is encouraged to involve his/her faculty advisor in the process. The goal of the faculty advisor is to provide advice and direct the student to the appropriate persons throughout the process. The advisor is not to function as an advocate for the student through the process.

Given that decisions associated with an appeal are time sensitive because of possible consequences, there is an expectation that the student will begin the appeal process immediately. For example, a student has five (5) school days to address matters related to attendance. Students who do not address matters related to absences may be dropped from the course and assigned a grade of "F." Such consequences may impact one's financial aid status. There is an expectation that the appeal process will be completed within five (5) to seven (7) school days after the decision that gave rise to the appeal took place.

***Students should attend class during the appeal process.***

To appeal, the student should follow these steps:

**Step 1:** The student should make every effort to resolve a question or concern with the faculty member immediately involved. The student should make every effort to discuss the matter privately and in a manner that shows respect and humility. The student should be prepared to explain the basis for the appeal to the faculty member. The basis for an appeal may be one of the following: (1) Due process was not followed; (2) Policy was incorrectly applied; or (3) Important evidence was missing.

**Step 2:** If the appeal to the faculty member is not addressed to the satisfaction of the student, the student may appeal the decision of the faculty member by preparing a written appeal and submitting it to the appropriate Division Chair before scheduling an appointment to discuss the situation. In the event the faculty member is the Division Chair, the written appeal should be sent to the Academic Dean. The student should include the following information:

1. Name, date of original action, date of written communication, and contact information (e.g., email);
2. An explanation concerning the details that brought about the faculty's decision;
3. An explanation as to why the student disagrees with the decision (see list of three items above in Step 1);
4. A list of those with whom the student has met concerning the decision (e.g., faculty member).

**Step 3:** If the question or concern is still not resolved to the satisfaction of the student, the student should refer to the formal grievance process outlined in the Student Complaint and Grievance Policy section of the Student Handbook (pp. 41-48).

## **ACCREDITATION AND AFFILIATIONS OF BAPTIST BIBLE COLLEGE**

### **Authorization to Offer Degrees**

Degree programs offered by Baptist Bible College are approved by the Missouri Coordinating Board for Higher Education under the State's statute regulating private postsecondary education institutions. If you are dissatisfied and are unable to reach resolution at Baptist Bible College, you may contact the Board at 573-526-1577.

### **HLC Accreditation**

Baptist Bible College is regionally accredited by the Higher Learning Commission (HLC). The College has successfully maintained continuous regional accreditation with the Commission since 2005.

#### **Higher Learning Commission**

230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604  
800.621.7440

### **ABHE Accreditation**

Baptist Bible College is nationally accredited by the Commission on Accreditation of the Association for Biblical Higher Education (ABHE), an institutional accrediting body recognized by the U.S.

Department of Education. The College has successfully maintained continuous national accreditation with the Commission since 1978.

**Association for Biblical Higher Education**

5850 T G Lee Blvd, Suite 130

Orlando FL 32822

407.207.0808

**Missouri State Approval of Education Programs**

The Missouri State Board of Education granted approval to Baptist Bible College to offer professional education programs. This approval was reaffirmed in August 2017, and continuing approval for this program is contingent upon the Annual Performance Report for Educator Preparation Programs. <http://dese.mo.gov>

**GOVERNMENT POLICIES**

**JEANNE CLERY ACT**

The Jeanne Clery Act requires that colleges and universities publish campus crime statistics of serious crime incidents. These publicized statistics are meant to warn students, employees, and applicants of the recent events of crime on campus. Students and employees will be given annual crime reports that include statistics on murder, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and any other crimes contained in the Clery Act. The annual report will be given to prospective students upon request. The Baptist Bible College Student Handbook describes how to report crimes and emergencies on campus. The Clery Act is also available on our BBC website at [www.gobbc.edu](http://www.gobbc.edu). Students may obtain a hard copy at the Security office.

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

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

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

- Directory Information:
  - Name, Mailing address, phone number
- E-mail address
- Major Field of study
- Photograph (for school purposes only)
- Weight and height of athletic team members
- Dates of attendance
- Degrees and awards received
- Home church
- Schedule (for school use only)
- Participation in officially recognized activities & sports

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

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

In the event there is a perceived failure on the part of Baptist Bible College to comply with the requirements of FERPA, a student has

the right to lodge a concern with the U.S. Department of Education.

The name and address of the office that administers FERPA is:

**Family Policy Compliance Office**

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

**TITLE IX**

Baptist Bible College is committed to maintaining high standards of professional ethics in a humane atmosphere in which individuals do not abuse their personal authority or power. All members of the College family are responsible for maintaining a positive working, learning, and residential environment. The faculty, staff, and students of Baptist Bible College will not condone actions which a reasonable person would regard as either gender discrimination or sexual harassment. In the event that an offense would take place, please contact the Title IX coordinator, Ray Adams, at 417.268.6028.

**DRUG FREE SCHOOLS AND COMMUNITIES ACT**

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

## **DRUG AND ALCOHOL PREVENTION PROGRAM**

Baptist Bible College is committed to maintaining an alcohol and drug-free campus. BBC deeply cares for the personal health, mental well-being, and safety of our students, faculty, and staff, and is committed to educating students and employees about the physical and spiritual dangers of the use and abuse of alcohol and drugs. Part of our commitment to students and employees is to help ensure they are safe from and completely avoid the harmful and negative effects of alcohol and drug abuse. All institutions of higher education are required to create a Drug and Alcohol Abuse Prevention Program (DAAPP) and biennially review and assess that program. The DAAPP policy can be accessed on the BBC website at [www.gobbc.edu](http://www.gobbc.edu).

## **STATEMENT OF NONDISCRIMINATION**

Baptist Bible College does not discriminate based on race, ethnicity, national origin, sex, disability, age, veteran status, or any other protected legal status in matters of admissions, employment, housing, educational programs or activities. We operate in compliance with federal non-discrimination laws (Title IX of the Education Amendments of 1972, Title VI and Title IX of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975).

As a religious institution, the College is exempted from certain provisions and retains the right to make legitimate employment, admission, and educational decisions on the basis of religious tenets, consistent with applicable laws (Title IX statute, 1st Amendment, and Religious Freedom Restoration Act).

## **BAPTIST BIBLE COLLEGE- SCHOOL SONG**

“B” for builders trusting Thee,  
“B” believing grace is free,  
“C” for Christ Who died for me,  
May these halls proclaim the story.

Fount of Christian knowledge,  
Baptist Bible College  
Shine through the night,  
Send forth the light,  
Praise His name in glory.

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

-S.K. Grundy-

## BBC Student Covenant

1. I understand and embrace the commitment of Baptist Bible College to be a distinctly Christian institution, and I commit myself to seek, to know, and to obey Christ and His Word.
2. I will present myself with modesty both in the way I act and the way I dress.
3. I will maintain involvement in a local church, regularly worshiping and studying God's Word with a body of believers.
4. I will uphold the policies of Baptist Bible College, and will treat the people and property of this community with respect and courtesy. This includes in person, online, and other interactions.
5. I will tell the truth and my academic work will be my own. I will do my best in my academic work to please the Lord, so that I may be "a workman who does not need to be ashamed" (2 Timothy 2:15).
6. I will not, either on or off campus, possess or use alcoholic beverages or illegal drugs, I will not misuse prescription drugs, and I will not use tobacco products. I will refrain from any appearance of questionable activity.
7. I will be financially responsible; paying my bills and working to support myself as necessary.
8. I will keep my mind and body pure and free from any form of sexual sin, including pornography.
9. I will attend all chapel services during the semester, seeing that it is essential to my spiritual growth as a believer.
10. I will conduct myself as a witness of Jesus, treating people with grace and kindness.