



PARENT GUIDE

2024 - 2025

Trinity Baptist College



Dear Parents,

Welcome to the Trinity Baptist College family! We understand that navigating the college experience alongside your child can be both exciting and challenging. We encourage you to review the Parent Guide to familiarize yourself with our policies and resources, which are designed to support your student's success and well-being.

We believe that God has brought your student(s) here for a specific purpose, and even if it's not immediately clear, their time at Trinity will be pivotal in preparing them for their future endeavors.

This guide covers important aspects of student life, providing you with insights that will enable you to better support your child. Should you have any questions or need further clarification, please do not hesitate to contact us.

We pray that God will bless your family as your student embarks on this transformative journey to become a kingdom multiplier.

In His Service,

Dr. Adam Christmas
Vice President of Academic & Student Affairs
achristmas@tbc.edu

2024-2025 CALENDAR OF EVENTS

Summer Session 2024

- Online Summer Session A..... May 6 – June 30
- Online Summer Session B June 17 - August 11

2024 Fall Semester

- Dormitories Open for New StudentsAugust 15
- New Student Orientation.....August 16
- Classes Begin/Online Session A Begins.....August 19
- On-campus drop/add endsAugust 26
- Labor Day (no classes)..... September 2
- Mid-Semester Examinations..... October 3-4 & 7-9
- Fall Break (no classes) October 10-11
- Online Session A Ends October 13
- Online Session B Begins October 14
- Last day to withdraw without academic penalty..... October 18
- Church Ministry ConferenceOctober 21-22
- Veterans Day (no classes).....November 11
- Thanksgiving Holiday November 25-29
- Online Session B Ends..... December 8
- Final Examinations December 9-12

WINTERIM MODULE December 13-Jan. 12

2025 Spring Semester

- Dormitories Open.....January 11-12
- New Student Orientation, Testing, and Registration..... January 13
- Classes Begin/Online Session A Begins January 14
- Martin Luther King, Jr. Holiday (no classes) January 20
- On-campus drop/add ends January 20
- Missions EmphasisFebruary 3-5
- Presidents Day (no classes) February 17
- Mid-Semester Examinations..... March 3-6
- Online Session A Ends March 9
- Online Session B Begins March 10
- Last day to withdraw without academic penalty March 14
- Spring Vacation.....March 17-21
- Good Friday (no classes)..... April 18
- Online Session B Ends May 4
- Final Examinations May 5-8
- Graduation Week Activities.....May 9-10
- Commencement May 10

Summer Session 2025

- Online Summer Session A May 12 – July 6
- Online Summer Session B June 23- August 17

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INTRODUCTION

Mission Statement

The purpose of Trinity Baptist College is to prepare Christian men and women for life and ministry. This mission will be accomplished through a higher educational program of Biblical, general, and professional studies. Education at the college is provided within the context of the local church with emphasis on Christian values, spiritual development, high academic standards, and practical application to enable learners to live lives of personal fulfillment and Christian service.

History of Trinity Baptist College

Responding to the leadership of the Lord, on Wednesday, February 27, 1974, Trinity Baptist Church voted unanimously to establish Trinity Baptist College as a ministry of the church. The church also authorized the utilization of the facilities formerly occupied by the church at 426 S McDuff Avenue in Jacksonville, Florida. Eighty-four students enrolled during the first year of operation and these students were taught by sixteen faculty members.

In 1992, the church voted to call Tom Messer as pastor. Subsequently, in 1995 Pastor Messer brought Dr. Charles Shoemaker on staff to become the Executive Vice President of the college. Under the leadership of Dr. Shoemaker, the college became accredited, and the campus was also relocated from McDuff Avenue to its current location. This move occurred in the fall of 1998. Dr. Shoemaker continued to serve until his resignation in May 2010.

We are very excited about the future of Trinity Baptist College and believe that God has brought some very gifted and spiritual leaders alongside our college Chancellor, Pastor Tom Messer. These men include Mr. Mac Heavener, who currently serves as the President of our college, Dr. Adam Christmas, who serves as Vice President of Academic and Student Affairs, and Mr. Matthew Heavener, who serves as Vice President of Enrollment Management and Development.

President Heavener brings to Trinity vast leadership and operational experience. He has over 40 years of experience in real estate, including 20 years he served as the President and Co-CEO of the international real estate company, ERA. His contributions at ERA helped the company grow to over 3,000 offices, operating in 23 countries. Mac's leadership capabilities serve both our students and faculty well.

Dr. Christmas brings to Trinity over 15 years of collegiate educational experience in the classroom as well as in administrative roles. His wealth of experience and commitment to our school has already yielded results from his leadership and influence.

Mr. Matthew Heavener brings a dynamic approach to enhancing our college's growth and development, ensuring that Trinity continues to thrive and expand its reach.

Privacy Rights of Students

In 1974, The Family Education Rights and Privacy Act (Buckley Amendment, also known as FERPA) was enacted. This bill created certain rights for families and individuals and certain responsibilities for educational institutions. Under this bill, college students retain privacy rights relative to their personal school records. We notify parents of a student's grades, school bill, discipline status, etc., only if a student has authorized us to do so, or a student is a dependent child as defined by IRS tax law.

Four Priorities for Students

Trinity Baptist College exists to provide students with the knowledge and training necessary to prepare them for the individual mission to which God has created, called, and ordained them to fulfill. Here at TBC, we have four priorities for our students and everything about your experience at TBC will be framed around these priorities.

1. **Spiritual Development** - Our first priority for every student is that they will grow deeper in their understanding of the gospel and mature as a follower of Christ during their time at TBC. For a student at TBC to find greater unity in their relationship with the college and with other students, a very high priority must be placed upon spiritual growth. Our goal is that every student would not only be discipled during their time at TBC, but they would also learn how to be a disciple-maker.
2. **Character Development** - Our second priority for TBC students is that they would develop moral virtues, qualities like fairness, courage of conviction, integrity, and a commitment to justice in every area of life.
3. **Intellectual Development** - A third priority we have for our students is that they would develop in the breadth of their understanding and openness to new ideas. We also want our students to develop intellectual honesty about other views along with identifying problems in their own views. This includes development in analytic and critical skills, grace, and eloquence, and asking the right questions. Our goal is for our students to have the ability to say the right things in the right way at the right time.
4. **Personal Development** - This final priority for TBC students involves the development of self-discipline, persistence, and the ability to correct one's course. We desire our students to develop good family relations, have active involvement in their church and community, and be effective agents of needful and helpful change. For a student at Trinity Baptist College to find greater unity in his relationship with the college and with other students, a very high priority must be placed upon spiritual growth.

Staff Directory

TELEPHONE LISTINGS

LOCATION

NUMBER

Front Desk

Welcome Center

904-596-2451

Academic Office

Miller Hall

904-596-2450

Athletics

Athletic House

904-596-2335

Business Office

Miller Hall

904-378-5995

Dean of Men

Activity Center

904-596-2302

Dean of Women	Activity Center	904-596-2334
Enrollment Management	Welcome Center	904-596-2451
CAO/VP of Academic & Student Affairs	Miller Hall	904-596-2453
Financial Aid Administrator	Miller Hall	904-596-2445
All Seasons Foods	D-Building	904-596-2483
Library	L-Building	904-596-2508
President/CEO	Academic Building	904-596-2414
Registrar	Miller Hall	904-596-2457
Security	F-Building	904-596-2444
Student Affairs Office	Activity Center	904-596-2300
Technology Support	F-Building	904-596-2515

ACADEMIC INFORMATION

Academic Standing

To complete any curricular program, each student must maintain good academic standing. This is measured by the following standard:

- I. A student must maintain the following averages on courses taken:
 - A. Associate's 2.00
 - B. Bachelor's (after two semesters) (0-23 credits) 1.75
 - C. Bachelor's (after three semesters) (24-35 credits) 1.90
 - D. Bachelor's (after four semesters) (36 or more credits) 2.00
- II. A student who fails to meet the standard will be subject to the following:
 - A. Academic Warning: A student who fails to maintain the required GPA, as noted, will be placed on academic warning.
 - B. Academic Probation: A student who fails to meet the required GPA following academic warning will be placed on academic probation. The undergraduate may take a maximum of 13 credits.
 - C. Academic Suspension: A student on academic probation who remains on probation in the next semester of attendance will be subject to suspension. If the student desires to return to TBC, he must contact the Registrar in writing. The Registrar will determine a plan that may prepare the student for re-entry.
 - D. Academic Dismissal: A student who does not raise his cumulative GPA to the minimum required by his level before the end of the semester in which he returns will be dismissed and not allowed to return unless he qualifies for the academic amnesty program.
 - E. Academic Amnesty: A student who has been academically dismissed from Trinity Baptist College may be allowed to return under the following guidelines:
 - The student must not have been enrolled at Trinity Baptist College for five years.
 - The student must be declared eligible to return by the Business Office and Student Services Department.
 - The student must be approved for readmission by the Registrar and Chief Academic Officer after submitting a written request.
 - The student will be admitted on probation and must follow all stipulations of the policy.
 - Grades "A," "B," and "C" previously earned will calculate in the GPA. Grades "D" and "F" will be changed to "DV" or "FV."
 - The academic amnesty student is not eligible for graduation with honors.

Attendance Policy

TBC recognizes the importance of regular attendance to facilitate a student's academic success and engagement in the learning process.

To encourage student success, all instructors will establish specific attendance requirements published in the course syllabus. Attendance policies must align with the following standards:

1. All courses must have an attendance policy written in the syllabus. The department chair will approve all attendance policies.
2. Attendance must be recorded on Populi at each class meeting.

3. Any policy with an end-of-course attendance penalty for over-absences may lower the student's final grade by no more than one letter grade based on attendance alone. This does not apply to courses in which attendance is a percentage of the grade.
4. The following absences must be excused with appropriate documentation. Instructors will note the reason for the excused absence on Populi.
 - a. TBC-sponsored events (with a travel form or email from the event coordinator)
 - b. attendance at a funeral (with an obituary or funeral service program)
 - c. medical reasons supported by a doctor's note
 - d. jury duty or military duty
5. Students wishing to contest attendance deductions to their final grade must first speak to their professor before appealing to the appropriate department chair (or CAO if the course is taught by a department chair). To submit an appeal, the student will fill out the "Over Absence Appeal Form" available on Populi under the "Links" section.
6. Instructors must include a makeup policy in the syllabus. Students will not be penalized for excused absences and will be permitted to make arrangements to complete missed work. Each professor will determine the makeup policy for each course for all other absences and may require work to be submitted before an anticipated absence.

It is the student's responsibility to give the instructor notice before any anticipated absence and within a reasonable time after an unanticipated absence. The instructor has the right to handle individual cases of student non-attendance and to determine the effect of absences upon student grades.

Course Forgiveness

Course forgiveness at Trinity Baptist College allows a student in a four-year program of study to request to have up to twelve credits of courses with grades of D or F to be removed from his or her grade point average. To receive course forgiveness a currently enrolled student must complete the appropriate form in the Academic Office. The following guidelines apply:

1. The course must have been taken originally at TBC.
2. Only courses with a number beginning with 1 or 2 are eligible for consideration.
3. Students in associate degree programs are not eligible to seek course forgiveness. Students who change from a four-year program to a two-year program forfeit course forgiveness. Upon changing programs, original grades previously forgiven are reinstated and apply to the GPA and cumulative hours earned.
4. A maximum of twelve credits may be forgiven. Forgiven grades are no longer calculated in the grade point average nor included in the cumulative earned hours.
5. Courses with forgiven grades will remain on the transcript. The designator "V" will be added to the grade.
6. A course may have the grade forgiven a maximum of one time.
7. Course forgiveness may not be recognized by another college or university.

Disability/Accommodations/ADA

Trinity Baptist College is committed to providing equal access for persons with disabilities in accordance with the Americans with Disabilities Act (ADA). In support of its commitment to provide equal access to all students, TBC offers reasonable accommodations and support through the Student Success Office. Students with disabilities requesting accommodations should register with the Director of Student Success and 504 Coordinator, Mrs. Toni Elkins. (telkins@tbc.edu).

Graduation Requirements

The minimum number of credits required for graduation is as follows:

Associate of Science Degree

- Biblical Studies 60
- Interdisciplinary Studies 60
- Early Childhood Education 60
- Criminal Justice 60

Bachelor of Arts Degree

- Biblical Studies, Pastoral Theology 120
- Biblical Studies, Bible Intensive 120
- Humanities 120
- Humanities, Prelaw 120

Bachelor of Science Degree

- Church Ministries 120
- Criminal Justice 120
- Christian Counseling 120
- Elementary Education 120
- Elementary Education with Special Education 133
- Secondary Education 120
- Worship Arts 120
- Business Administration 120
- Business Administration, Accounting 120
- Interdisciplinary Studies 120

FINANCIAL INFORMATION

Resident Students	Per Semester	Yearly
Tuition (12-17 semester hours)	\$6,950.00	\$13,900.00
Housing	2,870.00	5,740.00
Student Services Fee	600.00	1,200.00
Total	\$10,420.00	\$20,840.00

Commuter Students	Per Semester	Yearly
Tuition (12-17 semester hours)	\$6,950.00	\$13,900.00
Student Life Fee	600.00	1,200.00
Total	\$7,550.00	\$15,100.00

Fall Semester

	<u>1st payment</u> (Aug 15)	<u>2nd payment</u> (Sept 15)	<u>3rd payment</u> (Oct 15)	<u>4th payment</u> (Nov 15)	<u>5th payment</u> (Dec 15)
Dorm	\$2,084.00	\$2,084.00	\$2,084.00	\$2,084.00	\$2,084.00
Commuter	\$1,510.00	\$1,510.00	\$1,510.00	\$1,510.00	\$1,510.00

Spring Semester

	<u>1st payment</u> (Jan 15)	<u>2nd payment</u> (Feb 15)	<u>3rd payment</u> (Mar 15)	<u>4th payment</u> (Apr 15)	<u>5th payment</u> (May 15)
Dorm	\$2,084.00	\$2,084.00	\$2,084.00	\$2,084.00	\$2,084.00
Commuter	\$1,510.00	\$1,510.00	\$1,510.00	\$1,510.00	\$1,510.00

Fee Listing

Advanced credit acceptance fee (per course)	\$50.00
Application fee	\$35.00
Athletic fee (per sport)	\$450.00
Athletic Insurance (uninsured only; per semester)	\$560.00
Audit (per hour).....	\$75.00
Change of course fee (per course)	\$5.00
Enrollment Reinstatement Fee	\$100.00
Expedited Admissions Fee (after 7/15).....	\$125.00
ID Replacement fee	\$10.00
International Student Admissions fee	\$150.00
Key replacement.....	\$15.00
Lab/Course fee	See individual courses
Late payment fee	\$25.00
Late registration fee	\$125.00
Student Services fee - six or more credits (per semester).....	\$600.00
Student Services fee - five or less credits (per semester)	\$340.00
Student Services fee - online only, six or more credits	\$350.00
Parking Violation.....	\$25.00
Private music/speech lessons (per credit per semester).....	\$350.00
Parking Fee, H-Building Parking Lot (per semester)	\$75.00
Parking Fee, College Parking Lot (limited/semester)	\$150.00

Payment Plan fee per semester	\$25.00
Reservation deposit	\$150.00
Re-enrollment fee	\$25.00
Residence Hall, Damages	Based on repair estimate
Residence Hall, improper check-out	\$225.00
Residence Hall, improper check out cleaning.....	100-\$300
Residence Hall, White Glove inspection failure	\$100.00
Residence Hall, failed inspection (weekly)	\$10 - \$30
Returned check fee.....	\$30.00
Housing.....	2,870.00
Meals	*Varies
Technology fee (per online session and/or semester)	\$77.50
Transcript Evaluation fee (non-applicant)	\$50.00
Transcript fee (per transcript).....	\$5.00
Tuition - 12-17 credits (per semester).....	6,550.00
Tuition - per credit (1-11 on-campus).....	\$550.00
Tuition - per credit (over 17 on-campus).....	\$250.00
Tuition - per credit (online)	\$376.00

Additional fees may be included based on the fee schedule.

Satisfactory Academic Progress (SAP)

The U.S. Department of Education requires each institution participating in Federal Student Aid programs to publish and adhere to a Satisfactory Academic Progress (SAP) standard. The U.S. Department of Education reviewed and approved the quantitative and qualitative measurements included in TBC's SAP requirements Policy:

I. Qualitative – overall cumulative grade point average (GPA) calculated by the TBC Academic Office

A. Associate's Degree (2-year degree programs)

<u>Attempted Credits</u>	<u>Required GPA</u>
0 to 60	2.0

B. Bachelor's Degree (4-year degree programs)

<u>Attempted Credits</u>	<u>Required GPA</u>
0 to 23	1.75
24 to 35	1.90
36 to 120	2.00

II. Quantitative – each student must maintain a 67% or higher completion rate for all attempted credit hours. Adhering to the quantitative standard ensures a student is progressing toward degree completion within Federal Student Aid guidelines.

After each enrollment period, the Financial Aid Office completes a review of each student's academic progress and a student must achieve the qualitative and quantitative requirements to meet the SAP standard. A student who fails to meet the SAP standard in multiple enrollment periods moves through

progressive SAP policy stages: Warning, Probation, and Suspension from financial aid program participation.

Withdrawal

Fee Adjustment and Return of Financial Aid Funds

TBC considers a student withdrawn when the student ceases all academic activity. The Academic Office determines a student's last date of academic activity, and the Business and Financial Aid Offices use the last date of academic activity to prorate tuition and fee expenses and adjust financial aid awards. Note: the last date of academic activity may be earlier than the student's date of official withdrawal notification or the date the student moves out of campus housing.

- I. Withdrawal before classes begin
 - A. Fee adjustment – the Business Office refunds 100% of all tuition, housing, and direct education expenses for a student who provides written notification of withdrawal before the first day of class. The exception to this policy is the non-refundable \$150.00 Reservation Deposit. The Business Office will not adjust a student's indirect education expenses such as textbooks and course materials.
 - B. Return of financial aid – the Financial Aid Office returns all federal, state, and institutional funds to aid sources.
- II. Withdrawal within the Drop/Add period
 - A. Fee adjustment – the Business Office refunds 100% of all tuition, housing, and direct education expenses for a student who provides written notification before the end of the Drop/Add period ends. The exception to this policy is the \$150.00 Reservation Deposit. The Business Office will not adjust a student's indirect education expenses such as textbooks and meals.
 - B. Return of financial aid – a student may be required to return all or a portion of awarded financial aid. Return policies vary by source.
 1. The U.S. Department of Education establishes a statutory schedule that determines the portion of federal funds a student earns for the period they were enrolled. TBC must return all unearned funds to the U.S. Department of Education.
 2. The State of Florida does not require TBC to return need-based funds. TBC must return all merit-based aid, like the Bright Futures Scholarship Program.
 3. TBC follows the federal statutory schedule for prorating need-based and some non-need-based institutional awards. The Financial Aid Office returns 100% of Florida Bright Futures matching scholarship funds to the institution.
- III. Withdrawal after the Drop/Add period
 - A. Fee adjustment – the Business Office prorates tuition and housing fees for the period of a student's enrollment. The Business Office calculates the proration percentage based on the student's date of last academic activity. Following is the Business Office tuition proration schedule:

<u>Instructional Days Enrolled</u>	<u>Proration Percentage</u>
Less than 5% (before the end of Drop/Add)	100%
5 to 10%	90%
11 to 20%	80%
12 to 25%	75%
16 to 35%	60%
36 to 50%	50%

Greater than 50%

No proration

Housing costs are prorated based on the number of days the student resided in campus housing. The last day of student academic activity and the last day in campus housing may differ.

The Business Office will not prorate other direct education expenses or indirect education costs like textbooks and course materials. A student who contracted for on-campus dining must request a refund of an unused dining balance from All Seasons Foods.

- B. Return of financial aid – a student may be required to return all or a portion of awarded financial aid. Return policies vary by source.
1. The U.S. Department of Education establishes a statutory schedule that determines the portion of federal funds a student earns for the period the student was enrolled. TBC must return all unearned funds to the U.S. Department of Education.
 2. The State of Florida does not require TBC to return need-based funds. TBC must return all merit-based aid, like the Bright Futures Scholarship program, to the source.
 3. The U.S. Department of Education establishes a statutory schedule that determines the portion of federal funds a student earns for their enrollment period. TBC must return all unearned funds to the U.S. Department of Education.

IV. Withdrawal from a class(es) without complete withdrawal from TBC

A student may withdraw from a single class or classes through the Academic Office.

Dropping single or multiple courses may affect a student's full-time, $\frac{3}{4}$ -time, $\frac{1}{2}$ -time, or less-than-half-time enrollment status and could affect financial aid eligibility. A student should consult the Financial Aid Office before withdrawing from one or multiple classes.

Department of Defense Tuition Assistance (TA) Fund Return Policy

Trinity Baptist College has a policy that returns any unearned TA funds on a proportional basis through at least the 60 percent portion of the enrollment period for which the Department of Defense provided funds to the student's military Service Branch. A student earns TA funds proportionally during an enrollment period with unearned funds returned. Trinity Baptist College calculates earned/unearned proportions based on the date of last attendance. When a service member stops attending due to a military obligation, TBC will work with the affected service member to identify solutions that will not result in student debt for returned unearned portions of funds.

A student receives TA funds based on the assumption that the student will attend the entire enrollment period. Once the student stops attending, TBC must return a portion of the funds back to the service branch that provided the funds, according to the following schedule:

<u>Instructional Days Attended</u>	<u>Amount of Refund (for VA only)</u>
Less than 6% (before the end of Drop/Add)	100%
6 to 16%	90%
17 to 27%	80%
28 to 39%	70%
40 to 50%	60%
51 to 60%	50%
Greater than 60%	0%

This policy has been reviewed and approved by the U.S. Department of Defense

STUDENT LIFE INFORMATION

Accountability System

The College desires that personal growth and self-discipline will be realized in the life of each student. The accountability system utilized by Trinity Baptist College is designed with the concepts of accountability, mentoring, and restoration at its core.

Trinity Baptist College represents a community of professing Christians pursuing goals that prioritize spiritual, character, academic, and personal growth. As such, every member of the community is held responsible to each other for the growth and development of the community that leads to human flourishing, honors Christ and maintains institutional goals.

Appropriate Conduct: All students are expected to follow Christ's example in every aspect of their life. Additionally, students are required to uphold local, state, and federal law. Finally, students are expected to adhere to institutional standards which, though not necessarily biblical in nature, are designed for the benefit and/or functionality of the community.

In the spirit of community responsibility, every student is responsible to...

1. Examine oneself to ensure that he/she is meeting community expectations.
2. Invite others in the community to communicate expectations of appropriate conduct to oneself.
3. Correct any behaviors that are not in compliance with appropriate conduct.
4. Communicate community expectations of appropriate conduct to others in the community.
5. Restore back into the community those who are in violation of these expectations.

Conduct Standing: Trinity Baptist College utilizes a system of standing designed to give students opportunities to correct behaviors, while still holding them accountable. Levels 4-6 carry over to the next year; however, there are opportunities to decrease levels based on behavior.

Conduct Levels are listed below:

Level 1- Good Standing

Level 2- Suggested Change in Conduct

Level 3- Requested Change in Conduct

Level 4- Notice of Requested Change in Conduct

Level 5- Final Notice of Requested Change in Conduct

Level 6- Termination of Community Membership

Grievances

A grievance is a complaint by a student suggesting that he/she has been treated unfairly by a faculty or staff member according to the policies/procedures of the college. The unfair treatment may be real or imagined, but it is important to good morale that the student handles his/her complaint without fear of reprisal and without resorting to gossip and slanderous accusations.

Principles for Handling Grievances

1. The complaint should be settled at the lowest level of relationship possible.

2. If the complaint cannot be settled between the authority and the student, the student should utilize the chain of command until he/she gets relief or a final “no” from the last authority.

If a student does not find relief at the college level, he may contact the Transnational Association of Christian Colleges & Schools, 15935 Forest Road, Forest, VA 24551. (434) 525-9539.

OR STATE AGENCY

Commission for Independent Education (CIE)
 Florida Department of Education
 325 West Gaines Street, Suite 1414
 Tallahassee, FL 32399

Or E-mail: cieinfo@fldoe.org
 Or Fax: 850-245-3238

Out of state distance education students, who have completed the internal institutional grievance process and the applicable state grievance process, may appeal non-instructional complaints to the FL-SARA PREDEC council. For additional information on the complaint process, please visit the FL-SARA complaint process page (<https://www.fldoe.org/sara/complaint-process.stml>)

The Vice President of **Academic &** Student Affairs' office is responsible for maintaining all records on student complaints.

Organizational Protocol

A protocol has been established and is outlined below that students will follow when making a request or appealing a decision.

Academics	Student Life
Instructor	Campus Leader (DA, RA)
Department Chair	Dean (respective)
CAO/VP of Academic & Student Affairs	VP of Academic & Student Affairs

RESIDENT LIFE INFORMATION

General Information

All single students under the age of 21 are required to live on campus, except those living with their parents, legal guardians, grandparents, or siblings 21 years of age or over.

Students over the age of 25 or who are married or have been previously married (regardless of age) are not allowed to live in the residence halls. Any exception to this policy must be addressed by the Dean's Office.

Health Form

Before moving into the residence halls students must complete and submit a health form which can be found on the college website.

Residence Restrictions

The Residence Halls of the opposite sex are off-limits to all students; this includes loitering in the immediate proximity of the Residence Halls.

Martial arts weapons are not to be used or displayed on campus.

No student may possess alcohol, drugs, tobacco, firearms, or fireworks on campus.

The burning of candles or other flammable materials poses a major fire risk to resident students and campus facilities and is therefore prohibited in the Residence Halls.

On Campus Dining

All Seasons Foods offers campus meals catering to students residing on or off campus for an additional fee. Students requiring on-campus dining accommodations must purchase meal plan services directly from the provider: All Seasons Foods – A Florida School Meal Provider – All Seasons Foods (aseasonsfoods.com). Meal expenses vary by student choice and dining frequency, and the dining cost is in addition to the regular fees listed in the catalog.

Designated Cooking Area

The Student Activity Center is pleased to offer a designated cooking area located on the east side of the building. This area is available for use during the center's operational hours, from 6 AM to 2 AM daily.

A microwave is provided for basic food heating and preparation, but to make the most of your cooking experience, students are encouraged to bring their own cooking devices and utensils, including a hot plate and pans, a small air-fryer, and cooking utensils such as spatulas and tongs.

It is crucial that the cooking area is always kept clean, and students must clean up after themselves after each use to ensure a hygienic environment for everyone. Please dispose of all waste properly and wipe down surfaces and appliances after their use.

Quiet Hours

Designated quiet hours in the dorms are as follows:

- Sunday - Thursday: 11:00 pm - 9:00 am
- Friday - Saturday: 12:00 am - 10:00 am

The Student Affairs Office may modify designated quiet hours for specific periods as the situation may arise, including, but not limited to, finals week when quiet hours are in effect 24 hours per day. Students who violate quiet hours are subject to disciplinary action.

Curfew

All students must be in the Residence Halls and accounted for by curfew each night. Curfew is at 12:00 am every night. Curfew will be checked each night by the CAs or RAs. If a student will not be returning to the Residence Halls by curfew, they must submit a Curfew Notification before 12:00 am. Failure to observe curfew is unacceptable and may result in disciplinary action, including, but not limited to a fine.

To comply with Clery Act Guidelines it is important that all students are accounted for each night for safety and accountability.

Students under the age of 18, must comply with the curfew laws of Duval County. These laws can be found at <https://www.jaxsheriff.org/Resources/parents-guardians.aspx>

Curfew Notifications

Curfew notification forms must be submitted **in advance** by all resident students for extended curfew, overnight stays, and/or out-of-town trips.

To submit a Curfew Notification, go to the college website at www.tbc.edu or by clicking on this [Female Curfew Notifications](#) or [Male Curfew Notification](#).

If student-athletes are going to be late for curfew or off campus overnight due to traveling for a game, the Coaches will notify the Student Life Office in advance.

Penalty

Students who repeatedly violate curfew procedures will be addressed initially by an RA. If further curfew violations occur after conversations with an RA, then the student will be referred to an appropriate Dean. Students will be given 24 hours to set up a meeting with the appropriate Dean. If the student does not arrange or attend this meeting, then the Dean of Men/Women will pursue further disciplinary action.

If a student continues to violate curfew after having met with the Dean of Men/Women, that student will be referred to the Dean's Office for further disciplinary action which may include attendance in a Disciplinary Council.

Residential Buildings Access

No matter what time a student's curfew notification may indicate he/she will return to campus and/or in the dorms, all academic and activity buildings will be locked down at 2:00 am. During this time, campus security will clear any remaining students out of the building to return to their dorms.

Students are **not** permitted to knock on any doors or windows to gain access to residential buildings after 2:00 am. Failure to adhere to this policy will result in disciplinary action including, but not limited to, fines.

Renter's Insurance

Since Trinity Baptist College is not responsible for damage to or theft of personal property, we highly recommend that you and your child look into acquiring renter's insurance specifically designed for the needs of college students.

CSI Insurance Agency is a world leader in providing this type of insurance. You will find their information listed below and we will also distribute a brochure provided by CSI which will explain in detail what is available through this company.

- CSI Insurance Agency Inc., offers highly specialized insurance programs designed to meet the unique needs of students
- The policies that CSI offers deliver extensive coverage with very low deductibles and the most affordable annual premiums
- CSI operates from offices in Alpharetta, GA, and is currently licensed in every state except for Alaska and Hawaii
- CSI is underwritten by the Fireman's Fund Insurance Company, which has been in operation since 1863.

CSI Insurance Agency Inc.
(888)-411-4911
info@csiProtection.com

Go to www.collegestudentinsurance.com for a free quote. You will find Trinity Baptist College listed in their directory of Florida colleges.

SAFETY INFORMATION

Law Enforcement Policies

The campus of Trinity Baptist College is monitored 24 hours a day 7 days a week by our Campus Security Department. Campus security officers may be reached at any time by calling 904-596-2444. These officers are responsible for maintaining general order on campus as well as monitoring all buildings and grounds to ensure the safety of our students.

The officers of our Campus Security Department do not have the authority to make arrests and are very limited in any action they take to detain a suspect. The primary function of our officers is to maintain control on campus by communicating with the Student **Affairs** Office in instances where students are involved in general disorder or destruction of college property. Officers can also contact Student **Affairs** if students are observed behaving in any way that violates the Student Handbook.

Campus security officers will also contact local law enforcement regarding any situation they deem necessary. Our Campus Security Department does not have any written working relationship with local or state law enforcement offices.

Any student, faculty, or staff member of Trinity Baptist College who is a witness to any crime committed on or near the campus of TBC is encouraged to promptly report this information to the Campus Security Office and to appropriate law enforcement agencies.

Emergency Response and Evacuation Procedures

The potential of disastrous fires, bomb threats, and other emergency situations have intensified concerns for the safe and rapid evacuation of occupants and students from either the area involved or an entire building. This is coupled with the necessity of being able to quickly and safely alert all members of the Trinity Baptist College community if such an event were to occur.

Any potential emergency situation should be reported promptly to the Director of campus security or a security officer and also to any member of the Student **Affairs** Department immediately upon the confirmation of a significant emergency or disastrous situation involving an immediate threat to the health or safety of students or employees on the campus of TBC, the campus community will be notified. Trinity Baptist College will, without delay, and considering the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The Director of Campus Security and/or the Vice President of Academic Affairs will confirm that there is a significant emergency based on their understanding of the situation. The Director of Campus Security will also contact local law enforcement officials if necessary to assist in making this decision. Once a decision has been made by the Director of Campus Security and/or the Vice President of Academic Affairs, they will notify any necessary personnel appropriate to the type of emergency being dealt with.

The Director of Campus Security and the Vice President of Student Affairs will then be responsible for contacting the Director of Communications to initiate the Emergency Notification System. The Campus Security Director, Vice President of Student Affairs, and Director of Communications will be responsible for determining the content of the notification and activating the Emergency Notification System.

This is a list of the persons responsible for carrying out this process:

- Director of Campus Security
- Vice President of Student Affairs
- Director of Communications

The procedures for disseminating emergency information to the larger community is as follows. Trinity Baptist College using Populi will alert all students, faculty, and staff of TBC via text messaging and TBC email. All students, faculty, and staff members are advised that it is their personal responsibility to ensure that the appropriate contact number in Populi has been verified so that they will be notified promptly of an emergency.

Timely Warnings

If the administration of Trinity Baptist College is ever made aware of a Clery reportable crime that has occurred on or near the campus of TBC, then a “timely warning” will be issued to all students, faculty, and staff members involved in the campus community. Other reported offenses or items considered to be worthy by the Administration may also result in a timely warning.

The purpose of the timely warning is to alert all individuals connected to TBC of potentially threatening situations and is an attempt to prevent the same types of crime from reoccurring. The issuing of a timely warning will be determined by the Administration. The messaging for a timely warning will include appropriate details that will serve to warn the college community and will provide enough information to promote the safety and personal protection of all individuals receiving the warning.

The issuing of a timely warning may be accomplished through any one of the following mediums or a combination thereof: the Emergency Notification System, an update on the college website, emails and texts sent to all students and faculty through Populi, chapel announcements, placement of flyers in college mailboxes, posting of flyers in obvious locations around campus.

Local law enforcement officials have the contact numbers for our institution and will often provide information to the college Administration concerning crimes that may be occurring or have occurred in the immediate geographical area of our campus. The receipt of this type of information may also necessitate a timely warning.

Missing Student Information

To identify when a student is missing and to notify proper personnel promptly the following procedures have been set into place for all resident students.

1. All resident students are required to be in the Residence Halls at or before curfew each night.
2. If a student is not returning to the residence halls by curfew, they must submit a Curfew Notification. This can be found on the college website www.tbc.edu
3. At curfew each night an RA (Resident Advisor) or CA (Community Advisor) for each floor of the residence halls will complete a “Curfew Sheet” which is a list of each person residing on a particular floor. This sheet requires that each name be checked off as the RA/CA visually confirms that each student can be accounted for.
4. If a person cannot be visually identified, the RA/CA must confirm if this individual has submitted a Curfew Notification. If this is not the case, then the RA/CA must notify the DA.

5. The DA must attempt to contact the student to verify his/her status. If there is no contact number available, then the DA should notify one or more of the following individuals via a phone call:
 - Dean of Men/Women
 - Vice President of Student Affairs
6. If the missing student has not been accounted for by the following morning, a Dean will attempt to contact a parent or guardian.

If a student is over the age of 18 then no parents/guardians will be contacted. If the student is over 18 years of age and has registered a confidential contact person to be notified in the case that he/she is missing, then that individual will be contacted at this time.

After a student has been missing for at least 24 hours then an appropriate Dean will contact local law enforcement authorities and file a missing person's report.

Related Items:

1. Any student over the age of 18 who resides on campus has the option of registering a confidential contact person who will be notified if he/she has been determined to be missing. Only authorized college officials and law enforcement officers involved in the investigation of the missing person in question will have access to this information. Students over 18 years of age wishing to register a confidential contact person may do so in the Student Life Office.
2. All students should be advised that even if they have not registered a contact person, local law enforcement officials will be notified if a student is missing.
3. Parents or guardians of any student reported missing who is under the age of 18 will be notified.
4. Official missing student reports must be referred immediately to campus security and/or local law enforcement with jurisdiction in the area of 800 Hammond Blvd. Jacksonville, FL.
5. If it has been determined that a student who resides on campus has been missing for at least 24 hours, the following actions must be taken. These same actions may be taken if a student has been missing for less than 24 hours if the institution deems it necessary. Campus Security and local law enforcement officials must be notified.

A parent/guardian of the missing student must be notified if the student is under the age of 18. If the missing student is over the age of 18 then any registered confidential contact person must be notified.

The following is a list of persons to which individuals should report that a student has been missing for 24 hours.

- Campus Security Director
- Dean of Men/Dean of Women
- Vice President of Academic & Student Affairs

Hurricane & Inclement Weather

In the state of Florida, the potential for dealing with a hurricane does exist. Though we do not wish for this situation, we desire that proper planning and preparation for this type of event would allow us to respond accordingly and effectively communicate information to both our students and their families should the threat of a hurricane prove imminent.

The Dean's Office will communicate with the RAs **Campus Leaders** specific instructions necessary to maintain order in the residence halls during the threat of a potential hurricane.

Saffir-Simpson Hurricane Scale

Scale Number (Category)	Sustained Winds (MPH)	Damage	Storm Surge
1	74-95	Minimal: Unanchored mobile homes, vegetation and signs.	4-5 feet
2	96-110	Moderate: All mobile homes, roofs, small crafts, flooding.	6-8 feet
3	111-130	Extensive: Small buildings, low-lying roads cut off.	9-12 feet
4	131-155	Extreme: Roofs destroyed, trees down, roads cut off, mobile homes destroyed. Beach homes flooded.	13-18 feet
5	More than 155	Catastrophic: Most buildings destroyed. Vegetation destroyed. Major roads cut off. Homes flooded.	Greater than 18 feet

In the Event of a Hurricane

1. “The Cone of Uncertainty”- The National Hurricane Center (NHC) uses different models to track the projected path of hurricanes and tropical storms. This projected path is often referred to as “The Cone of Uncertainty”. This cone, along with the projected path of the hurricane, normally extends out over a 3–5-day period so that advance warning of potential danger can be possible.
2. If the projected path of a hurricane or tropical storm has the potential of impacting the Jacksonville, FL area we would allow our dormitory students to follow the wishes of their parents as to whether they should remain on campus or come home. Parents should feel free to contact the Student Life **Affairs** Department with questions related to making the appropriate decision.
3. Should students wish to leave campus and return home; a Curfew Notification must be submitted. Students should be aware that traffic flow leaving and re-entering the Jacksonville area will be heavy and should expect extended delays.
4. As the path of the hurricane/storm becomes more certain, a decision will be made as to when we will move remaining dormitory students to the “H” Building on the main side of Trinity’s campus or the Main Academic Building on the college side. This building is our designated hurricane shelter and is also accessible to food and beverages. Adequate supervision would be provided during this time and all meals would be served as normal. The “H” building and several others on Trinity’s campus have been designated by the city of Jacksonville as Hurricane Evacuation Shelters.
5. Frequent monitoring of information provided by the NHC will take place throughout this time and appropriate decisions will be made by the administration based on this information. Students will be kept up to date on decisions made by the administration via the college website, www.tbc.edu and their school email.
6. Hurricanes are classified into five categories based on their wind speed, central pressure, and damage potential. Hurricanes which are Category (3) and higher are considered major hurricanes, though Categories One and Two are still extremely dangerous and warrant your full attention.

For More Information

Additional helpful information concerning hurricanes and issues related to hurricanes can be found at NOAA’s National Hurricane Center website www.nhc.noaa.gov/

Frequently Asked Questions

1. What is the difference between a Hurricane Watch and a Hurricane Warning?

- A hurricane watch means a hurricane is possible in your area. Be prepared to evacuate. Monitor local radio and television news outlets or listen to NOAA Weather Radio for the latest developments.
 - A hurricane warning is when a hurricane is expected in your area. If local authorities advise you to evacuate, leave immediately.
2. During what time of the year are hurricanes most likely to occur?
 - The Atlantic hurricane season officially runs from June 1st - November 30th. Although hurricanes have occurred outside of these six months, 97% of all tropical activity occurs within this timeframe.
 3. Where can I go to find out what information the city of Jacksonville, FL makes available concerning hurricanes?
 - Information from the city of Jacksonville, FL concerning hurricanes and emergency preparedness can be found at www.coj.net
 4. Does the campus of Trinity Baptist College fall in a potential storm surge zone if a hurricane were to hit Jacksonville?
 - No. According to information provided by the city of Jacksonville, Trinity's campus lies west enough of the Atlantic Ocean and the St. John's River so that we would not be impacted by a storm surge.

IMPORTANT INFORMATION REGARDING TORNADES

For more information go to: www.nssl.noaa.gov

What is a tornado?

A tornado is a narrow, violently rotating column of air that extends from a thunderstorm to the ground. Because wind is invisible, it is hard to see a tornado unless it forms a condensation funnel made up of water droplets, dust and debris.

What is the difference between a Tornado WATCH and a Tornado WARNING?

A Tornado **WATCH** is issued by the NOAA Storm Prediction Center meteorologists who watch the weather 24/7 across the entire U.S. for weather conditions that are favorable for tornadoes and severe weather. A watch can cover parts of a state or several states. Watch and prepare for severe weather and stay tuned to NOAA Weather Radio to know when warnings are issued.

A Tornado **WARNING** is issued by your local NOAA National Weather Service Forecast Office meteorologists who watch the weather 24/7 over a designated area. This means a tornado has been reported by spotters or indicated by radar and there is a serious threat to life and property to those in the path of the tornado. A tornado warning indicates that you should ACT NOW to find safe shelter! A warning can cover parts of counties or several counties in the path of danger.

*In the event of a Tornado Warning, RAs **Campus Leaders** should move all students in the dorms to the first-floor hallway staying away from doors. All residents should assume the protective posture: crouch down and face walls with knees up and hands covering their heads.*

For best safety practices use locations that are interior rooms and are away from outside windows and doors.

Occupants in the Activity Center should go to the restrooms and close the doors and assume protective posture. If the restrooms are full, then have students remain in the area outside of the restrooms avoiding windows and doors. You may also use the Dean of Women's office avoiding the door.

Occupants in Closs and Academic buildings should go to interior rooms avoiding windows and doors, and assuming the protective posture.

POWER OUTAGE

If the power goes out on the dorm side of campus, emergency lights should come on immediately. After office hours, on weekends, or on holidays, RAs **Campus Leaders** should immediately notify all the Deans of a power outage.

If there is going to be an extended power outage, a decision will be made by the Administration regarding canceling classes.

Inclement Weather Policy

Inclement weather includes, but is not limited to, hurricanes, tropical storms, severe thunderstorms, tornadoes, heavy rainfall causing flooding, or any other weather condition that threatens safety or disrupts campus activities.

Campus operations and communication will be monitored by the administration through both reliable local and national weather services, as well as local authorities. In the event of severe weather impacting the campus, notifications will be issued through our emergency alert system including emails, text messages, and postings on both our website and social media channels. The designated authority may make the decision to close the campus based on the severity of the weather conditions and safety considerations.

As per Trinity Baptist Colleges Hurricane Safety Information on our website, our on-campus policies will reflect the difference between severe weather watch, and severe weather warnings. Since a severe weather watch indicates that there is a possible weather condition in the surrounding area this means that our campus will not receive a direct hit and students will be allowed to shelter in place, remaining in the dormitories, following the directions of Campus Leadership (RAs, DAs), and the students' respective dean. If the student chooses to stay in the dormitory, they will be responsible for purchasing any supplies they need before sheltering in place. A severe weather warning would indicate that there is an expectation of severe weather in the area surrounding Trinity Baptist College. This is when the severe weather is expected to directly hit the area or the surrounding area of Trinity Baptist College. Since a severe weather warning indicates that there is a weather condition that will directly impact our area this means that our campus will receive a direct hit and students may be required to evacuate the dormitories, following the directions of Campus Leadership (RAs, DAs), and the students' respective dean.

In the event of class cancellations and/or remote learning, faculty will communicate with alternative arrangements for each student, sent through email, text message, and postings on both our website and social media channels. In the event of a campus closure, all members of the community of Trinity Baptist College should ensure they are consistently watching for all updates coming from those in administration and their Campus Leaders (CAs, RAs, DAs).

By adhering to this inclement weather policy, Trinity Baptist College aims to maintain the safety and well-being of each student and all who are on campus.

CAMPUS MAP

