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Summer Session 2019

Fast Track Classes.....	May 6 - 10
Online Summer Session A	May 6 - June 30
Online Summer Session B	June 17 - August 11
On campus Session A	May 14-June 14
On campus Session B	June 17 - July 19

2019 Fall Semester

Dormitories Open for New Students.....	August 15
New Student Orientation, Testing, and Registration	August 16
Classes Begin/Online Session A Begins.....	August 19
On campus drop/add ends.....	August 23
Labor Day (no classes)	September 2
Mid-Semester Examinations	October 3-4; 7-9
Fall Break (no classes).....	October 17 - 18
Online Session A Ends	October 13
Online Session B Begins.....	October 14
Last day to withdraw without academic penalty.....	October 18
Veterans Day (no classes).....	November 11
Thanksgiving Holiday.....	November 25 - 29
Online Session B Ends	December 8
Final Examinations	December 9 -12
Winter Fast Track Classes	December 13, 16 - 19

2020 Spring Semester

Dormitories Open	January 11
New Student Orientation, Testing, and Registration	January 13
Classes Begin.....	January 14
Online Session A Begins.....	January 14
Martin Luther King, Jr. Holiday (no classes).....	January 20
On campus drop/add ends.....	January 21
Missions Emphasis.....	February 5 - February 7
Presidents Day (no classes)	February 17
Mid-Semester Examinations	March 2 -March 5
Online Session A Ends	March 8
Online Session B Begins.....	March 9
Last day to withdraw without academic penalty	March 13
Spring Vacation	March 9 - 13
Good Friday (no classes).....	April 10
Online Session B Ends	May 3
Final Examinations	May 4 - May 7
Graduation Week Activities	May 7 - 9
Commencement	May 9

Summer Session 2020

Fast Track Classes.....	May 11-15
Online Summer Session A	May 11 - July 5
Online Summer Session B	June 22 - August 16

Dear Student:

Welcome to Trinity Baptist College! I fully understand that scanning through the Student Success Guide may not be one of the most exciting things for a college student to do but I hope that you will be gracious in understanding the heart of those that have prepared this document. Please do not view this Guide as merely a list of "do's" and "don'ts" but rather as a valuable resource containing information that will help you be as successful as possible throughout your time here. I truly believe that God has brought you to TBC for a specific purpose and even though you may not realize it at this point in life your time at Trinity will be instrumental in preparing you for the journey ahead. The Student Success Guide contains vital information pertaining to every aspect of student life and the more familiar you are with this document the better prepared you will be as a student. If I can assist you with understanding anything written in this document, please do not hesitate to contact me. I am praying that God will bless you as you prepare to become a kingdom multiplier.

Blessings,
Jeremiah Stanley
Vice President of Student Affairs
jstanley@tbc.edu

STUDENT LIFE MISSION STATEMENT

The Student Life Office at Trinity exists to support and enhance the academic mission of the college while providing an intentionally relational, safe and vibrant community in which students are disciplined toward maturity in Christ.

PRIVACY STATEMENT (FERPA)

The Family Education Rights and Privacy Act (FERPA) of 1974 is designed to protect the privacy of education records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the FERPA office concerning alleged violations by the College or failure to comply with the act. The College is committed to following the FERPA, and the college's institutional policy concerning privacy rights of students explains in detail the procedures to be used by the College for compliance with the provisions of the act. TBC reserves the right to forward education records to other institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment. Copies of the college's institutional policy and a list of all records maintained on students by the College are available from the Student Life Office

Notice of Directory Information

The College designates the following categories of student information as public or directory information. The College, at its discretion, may disclose such information for any purpose:

1. Name, addresses, telephone numbers, email addresses, dates of attendance, and class level
2. The most recent institution attended, major field(s) of study, degrees and awards received
3. Participation in officially recognized activities and sports, and the height and weight of members of athletic teams

Currently enrolled students may withhold disclosure of any category of information under the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974. To withhold disclosure, students must provide written notification to the Student Life Office. The College assumes that failure on the part of any student to specifically request the withholding of categories of directory information indicates approval for disclosure.

P R E F A C E

FOUR PRIORITIES FOR STUDENTS

Trinity Baptist College exists in order 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.

In order 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 that 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 for our students to develop good family relations, have active involvement in their church and community, and be effective agents of needful and helpful change.

In order for a student at Trinity Baptist College to find greater unity in his

relationship with the college and also with other students, **a very high priority must be placed upon spiritual growth.**

At TBC our mission is to prepare students for life and ministry. We believe the biblical foundation of Christian living is communicated to us through two commands given by Jesus Christ himself: "...Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind..." and "Thou shalt love thy neighbor as thyself." (Matt. 22:37-40). In fact, Jesus was a perfect illustration of this two-fold pattern that we should follow. First, we should possess a steadfast love for our God. Secondly, we should demonstrate that love in our relationships with others, and finally, we should live our lives in compliance with biblical teaching.

In order for Trinity Baptist College to be a place where Jesus Christ is honored above all else, every individual must be committed to personal integrity, demonstrate a dynamic Christ-like love, and admonish one another in areas of spiritual growth on a daily basis. These behaviors must be modeled consistently in spite of temptations or pressures that would influence a student to behave otherwise. The following questions should serve as indicators of whether or not a student's behavior is in accordance with biblical standards:

- Does my lifestyle bring glory to God?
- Does my behavior help to cultivate an atmosphere on campus that encourages growth in areas of spirituality, morality, and intellect?
- Does my life inspire others to embrace Christian principles and a higher devotion to God and His Word?
- Do my decisions and actions demonstrate a passionate obedience to the Scriptures?

Embracing College Standards

Your success as a student at this college will ultimately be determined by your commitment to embrace the policies and guidelines of the college. This involves not only an outward agreement with these

P R E F A C E

standards but more importantly, an inward spirit of obedience even if a varying level of personal disagreement with certain policies established by the college may exist.

The purpose of the standards outlined in this Success Guide is aimed not at enabling the student to attain a deeper level of spirituality, but rather, these standards are in place in order to best accomplish the overarching goals set forth by this institution in accordance with biblical principles. As such, it is extremely important to view these standards within the appropriate context. While it is true that Christians can enjoy a certain level of freedom in their decision making process, the fact still remains that our choices must be guided by biblical principles

and we must seek to live in harmony with the community that God has placed us in.

Conclusion

Throughout the pages of this document, the policies, procedures, and guidelines of Trinity Baptist College have been laid out in a manner that seeks to effectively communicate this information in a format that is easily comprehended. Should there be any questions or uncertainties regarding any detail of the Student Success Guide, it is of utmost importance that the student request clarification from the appropriate college dean or another member of the college faculty who would best be able to provide a more comprehensive or detailed explanation.

SPIRITUAL DEVELOPMENT

Spiritual Development

In keeping with our first priority for students, TBC places a major emphasis on personal, spiritual growth. Our program of discipleship involves things like chapel, small group bible study, connection to a local church and required bible classes. Students should be advised that a Christian college can be the easiest place for spiritual decline. Our best attempts at providing these opportunities for spiritual growth cannot replace the work you must do on your own to develop personal spiritual disciplines such as regular times of prayer and reading/studying Scripture on your own. The heart and soul of the Christian faith is the fact that we can have a personal relationship with the resurrected Christ.

CHAPEL ATTENDANCE

The purpose of chapel at TBC is to promote spiritual growth and maturity in the lives of our students through biblical teaching, Christ-honoring worship, and practical leadership training in coordination with the mission statement of the college. We believe that chapel is one of the most important events that happens on our campus and we intentionally prioritize this time.

The college holds chapel every Monday and Friday at 11:00am. Chapel is an opportunity to be encouraged through spiritual teaching and preaching as well as providing a venue for corporate worship as a student body. Trinity Baptist College places a very high value on chapel services and strives to ensure the quality of both the speaking and worship elements so that students will receive maximum benefit from their attendance of chapel. Trinity Baptist College is not a church and our chapel is not a church service. Not every speaker will be a pastor or church leader but we do use this time to add spiritual depth to the educational experience. Here are some important things to know concerning chapel:

- Chapel is for everyone- the only students not expected to attend chapel would be part-time commuter students (11 credit hours or less) who do not have a class immediately

before the chapel hour. All other students are required to attend unless absent due to illness or other emergency situation.

- Chapel is held in the main auditorium on the TBC campus. Students should check-in at the main lobby before entering. Any student that fails to check in will be counted absent. Any student arriving 10 minutes late or more will be considered absent.
- Students whose work schedules will not allow for chapel attendance must communicate with the Student Life Office to be excused from chapel.

Chapel Etiquette

As a matter of common courtesy and professional accountability, students are expected to be at chapel and in their seats on time.

An attitude of respect for the Lord, the Scripture, and those engaged in preaching or teaching should be evident at all times. Sleeping, unnecessary talking, texting, or other distracting behaviors are not appropriate during chapel services.

1. Proper dress for chapel is classroom dress.
2. Students are allowed up to six chapel absences each semester. If a student exceeds the maximum allowable absences within a semester the following actions will result:
 - First Offence- a notification letter will be sent from the Student Life Office.
 - Second Offence- meet with appropriate Dean to develop a strategy for better chapel attendance.
 - Third Offence- Meet with the Dean of Students. May result in loss of institutional aid and/or the ability to represent TBC. If the student does not receive institutional aid then the Dean of Students will determine the appropriate consequence. Repeated failure to make chapel a priority could result in

SPIRITUAL DEVELOPMENT

suspension from the TBC community.

Loss of institutional aid would follow the scale below:

- 70-80% attendance= 10% loss
- 60-69% attendance= 15% loss
- 50-59% attendance= 20% loss
- Below 50% attendance= 25% loss

Ultimately, students who show a pattern of disregard for chapel may be asked not to return in subsequent semesters.

CHURCH ATTENDANCE

At TBC we believe the Christian life cannot be lived as God intended apart from deep connection to a local church. A major emphasis at TBC is preparing students to be leaders in their local church. Our desire is for every student to appreciate the unique role that God has given the local church and their individual responsibility to be a contributing member of a local church both as a student and after graduation. We want to do our part in preparing students to serve as leaders in the local church, regardless of future vocation. All TBC students are expected to attend a local church faithfully and be involved in serving that local church in some capacity.

New students living on campus are encouraged to attend a new-members event which serves as an orientation to Trinity Baptist Church. By attending this event, students will become aware of the mission, purpose and vision of Trinity Baptist Church.

Trinity Baptist College was founded as a ministry of Trinity Baptist Church. Trinity Baptist Church is the largest financial contributor annually to our college and every student receives significant discounts to their tuition payment due to the faithful generosity of its members. For this reason, students who are not already members of a local church in the Jacksonville area are expected to give back to the ministry of Trinity Baptist Church by joining in membership and volunteering faithfully in their areas of gifting. The only students not expected to attend Trinity Baptist Church would be those who have

been an active member in another like-minded church in the Jacksonville area for at least a period of one year prior to entering Trinity Baptist College.

Students are expected to meet the following weekly participation requirements:

- Worship Service
- Small Group Connection
- Volunteering

Resident students will be held accountable for church attendance by their Student Mentor.

Personal Spiritual Development

No spiritual program that the college could possibly put together can take the place of the student's personal time with the Lord. The heart and soul of the Christian faith is the fact that we have a personal relationship with the resurrected Christ.

Students should be advised that Bible College can be the easiest place for spiritual decline to take place in their lives. Attending Bible classes, chapel services, and other spiritual events can never take the place of a personal relationship with God and His Word.

DISCIPLE MAKING

At TBC our desire is for every student to recognize that the call to disciple making was given to all followers of Christ, regardless of their degree program or future vocation. As such, a major emphasis is placed upon discipleship training. Students are given opportunities to both disciple other students and be disciplined themselves.

CHARACTER DEVELOPMENT

Character Development

*The **Student Life Office** of Trinity Baptist College is responsible for overseeing student life here on campus. The purpose of the Student Life Office at Trinity is to support and enhance the academic mission of the college while providing an intentionally relational, safe and vibrant community in which students are disciplined toward maturity in Christ.*

The following individuals are responsible for overseeing Student Life:

Dean of Men/Women- Assists the Dean of Students with student activities, welfare, morale, discipling and mentoring. Responsible for providing an atmosphere for male/female students essential to the achievement of well-rounded development and the building of a community of healthy, integrated personalities.

Student Life Office Manager- Responsible for maintaining Student Life Activities calendar, provides professional administrative support to the Student Life Office.

Dean of Students/Vice President of Student Affairs- Responsible for all aspects of student activities, welfare, morale, discipling, spiritual growth and mentoring.

EXPLANATION OF RESIDENCE ASSISTANTS (RAs)

Student leaders are responsible for mentoring the student body while at the same time providing accountability and ensuring that students are responsible for their behaviors and decisions. Student leaders are expected to uphold biblical values and to build relationships with the student body, both commuters and resident students.

Dean's Assistants (DAs)

DAs are responsible for overseeing and mentoring the Community Advisors and providing accountability and spiritual leadership to the entire student body. The DAs are representatives of the Administration and as such should receive proper respect and cooperation at all times.

Community Advisors (CAs)

CAs are responsible for maintaining and enforcing policies in the residence halls such as curfew and dean inspections as well as serving the student body as both spiritual leaders and mentors.

Student Mentors (SMs)

Mentors are responsible for providing mentoring and accountability to a group of resident students that will be assigned to them each semester. They will be responsible for assisting with curfew checks and enforcing policies specific to residence life. Their primary responsibility is to be a spiritual leader while building and maintaining relationships with all students.

STANDARD OF CONDUCT

Trinity Baptist College's STANDARD OF CONDUCT is based on the teachings and principles of Scripture, seeking to develop personal holiness and discipline exemplified in a lifestyle glorifying to God.

As a member of the Trinity Baptist College family, I purpose, by God's grace, to abide by the following Standard of Conduct:

1. I will worship God daily through; reading Scripture and applying its truth to my life, confessing my sins, offering thanksgiving to God and interceding on behalf of others through prayer, increasing in my daily commitment to spiritual disciplines, displaying the fruits of the Spirit, approaching my work, duties, and other tasks as being appointed by God and perform them as worship to Him.
2. I will commit deeply to a local church by; gathering weekly with believers, observing the ordinances of the local church, growing in my doctrinal understanding, valuing unity with the other believers.
3. I will serve others lovingly by; seeking daily to understand how God wants to use my life to advance His kingdom, pursuing ministry to people out of an abundance of God's love flowing through me, and valuing the Scriptures for equipping me to accomplish God's work.
4. I will give my resources generously by; obediently tithing to my local church, intentionally looking for opportunities to be a blessing and happily meeting the needs of others, looking for ways to impact others locally and globally, prioritizing my finances with an eternal perspective knowing that they

CHARACTER DEVELOPMENT

are a blessing from God and that He is faithful to provide.

5. I will share my faith intentionally by; living in obedience to the Great Commission, intentionally looking for opportunities to share the gospel, regularly praying for specific unsaved people, living my life as a Christ follower through both words and actions, and having confidence in my ability to share my faith.

While it is recognized that personal preferences differ and that every member of the college community might not agree with every detail of these standards, I must honorably adhere to them. Such an attitude on my part is a way I can develop Christian discipline, exhibit Christian maturity, and demonstrate the love of Christ in concern both for the integrity of the college itself, as well as the personal welfare of other believers. Further, I understand that failure to cooperate in maintaining the STANDARD OF CONDUCT will lead to appropriate disciplinary action and/or possible dismissal.

Trinity Baptist College endeavors to uphold biblical values and support a worldview that is consistent with Scriptural teaching. This would extend to even complex issues such as human sexuality. It is our desire that all students would strive above all else to glorify God and live in accordance with biblical teaching, including the decisions they make concerning sexual morality. All students must allow Scripture to guide perspectives related to sexual identity, behaviors, and relationships. Within the college community, any behaviors that are not consistent with a biblical worldview and understanding of human sexuality and identity will be deemed unacceptable. Specifically, any behaviors identified with a homosexual lifestyle would be viewed as contrary to God's design and in violation of Scripture. Section XX of the

College's doctrinal statement articulates our understanding of biblical teaching on this subject. It is understood that many students will struggle with a variety of sexual temptations due to a fallen and depraved human nature. The college is committed to providing assistance for any student struggling in these areas and will provide mentoring and accountability with the goal of

encouraging students to resist these temptations and live a life of purity.

For the purpose of housing, facilities and/or other services provided by the college which are sex-specific, a student's documented biological sex will be used to determine eligibility.

POLICY ON PERSONAL PURITY

We believe that God's plan from Creation was for human sexual desire to be fulfilled within the bounds of biblical marriage between one man and woman committed to each other for life (Gen. 1:26-28, Gen. 2:22-25; Rom. 1:26-27). We believe that all forms of sexual activity outside the bounds of biblical marriage are in violation of clear biblical teaching. This would include pre-marital sex, extramarital sex, bisexual acts, same-sex marriage and homosexual acts (Rom.1:26-27; I Cor. 6:18-20; Gal. 5:19-21; Eph. 5:3; Col. 3:5-6). Further, we believe gender identity and roles are established according to God's creative design and not subject to human interpretation (Gen. 1:26-28; I Cor. 11:7-9; I Tim. 2:12-14). Sexual intercourse and various intimate acts that lead to it are reserved exclusively for the marriage relationship as defined by biblical teaching (Gen. 2:21-23; Matt. 19:46). Sexual activity outside the bounds of biblical marriage is prohibited for those within the TBC community This would include oral sex and other forms of intimate touching. This behavior is prohibited even when consensual.

The desire of TBC is to uphold and support a traditional view of biblical marriage, therefore, TBC prohibits same-sex dating behaviors and public advocacy for any viewpoint that sex outside of biblical marriage is morally acceptable. We understand that these issues can be complicated and that all types of sexual temptation will be faced by those within the TBC community. Our desire is to help all single students live pure, chaste and celibate lives. For our married students, we desire to help them build strong marriages and to be faithfully committed to the spouse that God has given them.

In keeping with TBC's commitment to God's design for gender identity, the college expressly prohibits any act of altering one's birth-gender-identity through medical transition or transgender expression. This viewpoint extends to, but is not limited to, the use of bathrooms, locker rooms,

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student housing, and participation in gender-specific college groups, clubs, and organizations.

Students of Trinity Baptist College are encouraged to remember that they are to honor Christ and model biblical behavior in every aspect of their lives including their dating relationships and all interactions they have with the opposite sex.

The college also prohibits accessing of any pornographic websites or pornographic materials of any kind. Students are also prohibited from posting or sharing material that is sexually provocative or suggestive. Contact between members of the opposite sex should be limited to hand holding and non-intimate embraces. There are certain times and places where even this type of contact would be inappropriate such as during classes or in church/chapel services. Trinity Baptist College reserves the right to determine if any type of affection displayed violates this policy. In addition, students who repeatedly violate the college standards in this area will be subject to disciplinary action.

TBC students are encouraged to model and practice biblical principles concerning all aspects of dating and relationships with all human beings, especially those of the opposite sex. It is important that those outside of the TBC community see a consistent demonstration of purity and moral excellence from those within, for this reason TBC prohibits cohabitation or living with members of the opposite sex, including roommate situations, outside of the familial context.

Students may only date high school seniors at Trinity Christian Academy and only with written permission of the senior's parents.

Exceptions to dating rules may only be made at the discretion of a dean.

Maintaining Proper Testimony

Due to the large size of our campus, and in order to maintain the proper testimony and perception within the TBC community, there are certain areas that couples should avoid. These include all wooded areas, the cemetery, any unoccupied building or classroom, parked cars or any other isolated area. Couples may not be alone after dark other than in the lighted areas around campus.

POLICY ON SUBSTANCE ABUSE

Trinity Baptist College includes as one of its fundamental operating policies a commitment to a drug and alcohol-free environment. This policy also prohibits all habit-forming substances (i.e., vaping, tobacco, cigarettes). The program listed below is in place to enact this policy.

Policy on Drug Use

1. Each student interested in pursuing enrollment at Trinity Baptist College, or a former student who is returning, will be required to complete a screening questionnaire. Incoming students who have used drugs within the past year or have received community or school discipline for drug-related offenses will require a review process led by the Vice President of Student Affairs before being accepted as a student. Shielding such knowledge is grounds for non-enrollment or immediate dismissal. Any exception granted by the Vice President of Student Affairs shall be based on student behavior, character reference, negative drug testing, and probationary enrollment.
2. The TBC campus has been designated "drug free." The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. TBC will strictly enforce such laws and violators are subject to immediate dismissal. In addition, all synthetic substances which mimic the effects of illegal drugs are strictly prohibited and will be treated the same as illegal drugs in terms of disciplinary action by TBC. If in the judgment of the Student Life Office, Athletic Office or Academic Office it is determined that a student should be tested, the student must agree to be tested by an appropriate medical provider approved by Trinity Baptist College to conduct such a drug test. If the student is unwilling to permit such a drug test or release the results of such test to Trinity Baptist College, the student shall withdraw from Trinity Baptist College and thereby waive all rights of any recourse.
3. If it is determined that a student of Trinity Baptist College has used or was in possession of drugs or synthetic drug substances while on or off campus it will result in an appearance before the Disciplinary Committee. In general, violating the drug – free policy will result in immediate expulsion

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unless, in the opinion of the Committee, a lesser consequence is warranted.

4. Each student has online access (through Populi) to the Student Success Guide each year. The pledge of cooperation included in the handbook requires that each student sign a statement indicating that they are in agreement and will abide by the standards that are in the Student Success Guide. Trinity Baptist College takes an aggressive position toward maintaining a drug-free environment. We will work diligently to provide our patrons with a school atmosphere that honors our Lord and Savior and keeps the school strongly distinctive.

Policy on Alcohol Use

1. As a pledge of cooperation, the student understands that Trinity Baptist College in the interest of nurturing the school atmosphere and spiritual goals is committed to maintain an alcohol-free environment and requires that students refrain from alcohol use both on and off campus.

2. The possession, sale and use of alcoholic beverages on the TBC campus is strictly forbidden. In addition, TBC will strongly enforce all Florida state laws associated with underage drinking. Violations of such laws may result in immediate dismissal from TBC in addition to being subject to criminal prosecution, fine or imprisonment.

3. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under the age of 21 in a public place or place open to the public is illegal.

Students who provide alcohol to any other student under the age of 21 will be dismissed from TBC by the Disciplinary Council.

ACCOUNTABILITY SYSTEM

The desire of the College is 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: 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 one's self to ensure that he/she is meeting community expectations.
- 2- Invite others in the community to communicate expectations of appropriate conduct to one's self.
- 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 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 is opportunity 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

Level 1 - Good Standing

All students begin at this level of conduct standing. Resident Assistants are empowered to grant additional privilege for mature behavior. Examples would include:

1. Exceptional room condition
2. Observance of curfew
3. Efforts to disciple/mentor other students

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4. Exceptional study habits
5. Courtesy with other students

Level 2 - Suggested Change in Conduct

This is a "warning" level. In most instances, no disciplinary measure will be taken. However, a student's failure to respond may result in their status escalating to a higher level. The purpose of this level is to encourage peer-to-peer and community intervention.

Recommended Action: Peer and Community Intervention- In the spirit of applying principles found in Matthew 18:15-16, a peer intervention begins with one-on-one communication. If peer confrontation does not stop the inappropriate behavior, higher levels of authority should be included until the inappropriate behavior stops.

Level 3 - Requested Change in Conduct

This level typically introduces involvement from the Student Life Office, primarily through the Deans' Assistants.

Recommended Action: Peer and community intervention with Deans' Assistant and possible consequences.

Potential Consequences: Personal and or public reconciliation and/or confession, communal service or cleaning detail, reduction of curfew, monetary fees

Level 4 - Notice of Requested Change in Conduct

This level requires a meeting with the appropriate Dean of Men/Women and involves a written notification from the institution requiring a change in conduct along with appropriate consequences.

Recommended Action: Meeting with Dean of Students, will result in appropriate consequences.

Potential Consequences: Written reprimand, "campus status", dating restrictions, physical contact restrictions, parental referral, suspension of participation in intramurals, extended communal service, monetary fees, any consequences listed under Level 3.

Level 5 – Final Notice of Requested Change in Conduct

This level represents the institution's final attempt to assist the student in correcting negative behaviors prior to the student being referred to the Disciplinary Council for possible termination of enrollment. Student's reaching this level will be

required to meet with the Dean of Students and disciplinary action will be taken.

Recommended Action: Meeting with Dean of Students and Vice President of Student Affairs, will result in appropriate consequences.

Potential Consequences: Community service, loss of dating privileges, removal of leadership responsibilities, disqualification of Student office, suspension from intercollegiate athletics, suspension from publicly representing TBC, pastoral or parental referral, loss of institutional aid any consequences under level 4

Level 6 - Termination of Community Membership

Student's reaching this level will be required to meet with the Disciplinary Council in order to determine their suitability as a member of the Trinity Baptist College community.

Recommended Action: Meeting with Disciplinary Council and probable suspension, dismissal or expulsion.

Potential Consequences:

- Suspension - Student is suspended from enrolling at TBC for a designated period of time
- Dismissal - Student is dismissed with potential of returning if particular requirements for re-enrollment are met
- Expulsion - Student is expelled with no recommendation for re-enrollment

Disciplinary Council

This council exists in order to handle the following offences:

1. Violation of the Drug and Alcohol Policy
2. Serious violations of the Policy on Personal Purity
3. Any student who has reached the Disciplinary Council level in the Disciplinary Process.
4. Other disciplinary situations which the Administration of TBC deems appropriate for the Council to handle.

The council is composed of the Dean of Students, Dean of Men and/or Dean of Women and a faculty member.

A student that has been expelled must leave campus immediately following the conclusion of the disciplinary council. Exceptions to this policy must be granted by the disciplinary council.

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An expelled student will have three workdays to appeal in writing to the President. The decision of the President will be final.

Your Rights As A Student Called to A Disciplinary Council

Should a student be required to appear at a Disciplinary Council, he/she will be afforded certain procedural rights.

1. Be given the opportunity to read all written reports to be presented at the hearing regarding the circumstances of the Council being called.
2. Have an opportunity to give your reactions to the reports and to offer any additional information that might be helpful in resolving the situation.
3. Have the right not to answer any questions that may be asked during the Council and the assurance that a choice to remain silent will not be treated as an admission of guilt.
4. Have the right to hear any testimony related to the Council that may adversely affect the outcome and to question persons giving such testimony. In some cases, accommodations will be made to allow so that the accuser does not have to answer direct questions from the accused student or directly question the accused.
5. Have the right to present witnesses, either to verify character or to substantiate circumstances related to the situation. The accused must inform the Council of his/her witnesses prior to the date the Council meets.
6. Have the right to be accompanied by an advocate or advisor of choice who is not a party to the situation. The Council deserves the right to stop the proceedings and reconvene at a later time if anyone in attendance becomes disruptive, uncooperative or is a distraction to the process.
7. Have the right to request an appeal based on the criteria outlined in the disciplinary process section.
8. Receive written notification of the results of the Council within five class days of the meeting, unless extended by the Dean of Students or his designee for good cause. In most cases, students will receive verbal notifications of the results of the Council immediately following the meeting. In the case of being accused by another student of a violation, the accused has the right to be notified in writing of the outcome of the proceeding simultaneously; appeal procedures; any change to the result before it becomes final and when the results becomes final.

9. Have the right to confidentiality in the conduct of Disciplinary Councils and record keeping. Except in the cases of suspension, dismissal, or expulsion, such information does not become a permanent part of a student's academic record and is normally removed from College's files and records after a reasonable time period following the student's departure or graduation from the College.

The College reserves the right to modify these rights and adjust the disciplinary process as it deems necessary in order to assure fairness, order, and the physical and emotional security of the individuals.

Your Rights As A Victim In A Disciplinary Situation

As a victim in a disciplinary situation, a student will

1. Have the right to have College officials inform you of your options in the disciplinary process and to inform you whether a Council will be scheduled based on the available evidence.
2. Have the right to have your statement heard and recorded.
3. Have the right to decline to file charges or withdraw charges previously filed at any point in the process.
4. Have the right to choose to have the situation heard in front of the Disciplinary Council. In the case of an alleged sexual misconduct violation, the case will be heard by an appropriate Dean.
5. Have the right to have an advocate or advisor of choice appear with you for support as you discuss your situation with College officials or give testimony during a Council.
6. Have the right to have the information treated confidentially by College officials during the disciplinary process as required by the Family Educational Rights and Privacy Act,
7. Have the right to offer witnesses who have personal knowledge of the relevant facts in the case.
8. Have the right to be notified in writing of the College's preliminary review of the case as well as the Council results if one takes place, appeal procedures and any change to the result before it becomes final and when the results become final if the student is a victim of a crime of violence.
9. Have the right to appeal the preliminary review or Council results to the President of the College if it is believed that the disciplinary or hearing procedures were not conducted in accordance

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with the TBC Standards of Conduct.

10. Have the right to receive emotional and psychological support from the TBC Counseling department.

11. Have the right to request that the College prohibit the alleged assailant from contact in any way.

The College will accommodate the request to the extent feasible.

12. Have the right to receive a change in course or room assignment if such changes can be reasonably accommodated.

A staff member will review the following options with a student who is a victim of an assault, sexual misconduct, or theft.

I. File criminal charges with the Jacksonville Sheriff's Office. (In this case the victim will be interviewed by police investigators and city attorneys and may be called to testify in a court hearing if the case goes to trial.)

II. File a civil lawsuit or restraining order request. (One would need a private attorney to assist with these options, and he or she may be required to give testimony in court.)

DRESS AND APPEARANCE

The guidelines for dress and appearance at Trinity Baptist College are based upon principles of modesty and appropriateness.

We maintain a dress code in an effort to reinforce appropriate attire for the following reasons:

1. To teach students how to dress in situation-appropriate clothing
2. To help students build self-discipline in following established standards
3. To reflect the values and distinction that we believe are important to the culture of our institution

The administration, faculty and staff of Trinity Baptist College does not seek to measure spiritual growth or levels of spiritual maturity based solely on outward standards such as the way an individual chooses to dress.

Some questions of dress and appearance are subject to interpretation and should be directed to the Student Life staff. Allow the principles of modesty and appropriateness to govern your decisions in the area of dress both on and off campus. Modesty is most easily defined as 'respectable or decent.' Appropriateness means wearing the right thing to the right place at the

right time. You demonstrate your maturity and professionalism by your understanding of the standards expected by an institution of higher learning.

Professors, faculty and staff are expected to hold students accountable to the college dress code. The following guidelines are offered as a suggestion for addressing students with dress code infractions.

First offence- Address directly with the student and remind him/her of the dress guidelines

Second offence- Send the student out of class and mark "absent."

Third offence- Refer the student to the Dean of Men/Women and mark "absent." Advise the student that they will not be admitted back to class until the professor is notified by Student Life Office.

Some professors may require a specific classroom dress based on course objectives.

The following standards for dress reflect the values and distinction that we believe are important to the culture of our institution.

DRESS STANDARDS FOR MEN

Classroom/Chapel Dress

Appropriate attire for the classroom and chapel includes a shirt/dress shirt, dress pants, nice casual pants or neat jeans with appropriate footwear. Clothing items with holes and/or frayed hems are not appropriate. Underwear should not be showing. Shorts, pajama pants, sweatpants and other athletic apparel is not appropriate attire for the classroom or chapel. Student-athletes may wear designated travel uniforms as directed by coaching staff.

Avoid shirts with distracting or inappropriate sayings/slogans/brand names. Muscle shirts and undershirts are not appropriate.

Hats, doo rags or hoods should not be worn in classrooms, chapel, church services or other buildings in which business is being conducted.

Casual / Recreational Attire

Appropriate attire for casual and recreational events on and off campus would include shorts

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and sweat pants as well as those items mentioned above in "Classroom/Chapel Dress." Other than the Residence Hall a shirt must be worn on campus at all times.

Personal Appearance

These guidelines below apply to all male students on campus at any time.

Hair length should not extend below the collar or cover the ears and/or eyes. The overall style must be neat, natural and balanced proportionally. Neatly trimmed facial hair is acceptable.

Piercings

Facial piercings, earrings, gauges and plugs should not be worn on campus.

Beach and Swimwear

Appropriate attire for the beach or pool would be loose-fitting swim trunks. T-shirts must be worn to and from the beach or pool.

DRESS STANDARDS FOR WOMEN

Classroom/Chapel Dress

Appropriate attire for the classroom and chapel would include dress pants, casual pants, neat jeans, leggings, capris, dresses, skirts with appropriate dress shirt or T-shirt; appropriate footwear. When wearing leggings, tops such as tunics must come to at least mid-thigh. All clothing should be free from holes, frayed hems, inappropriate pictures or words. Shorts, pajama pants, sweatpants and other athletic apparel is not appropriate attire for the classroom or chapel. Student-athletes may wear designated travel uniforms as directed by coaching staff.

Modest classroom attire should be loose and non-form fitting. Skirt or dress length should be at least to the knee. Shirts should have modest straps. Garments with low necklines or tops that expose the midriff or undergarments should not be worn. Proper undergarments should be worn with each outfit.

Casual / Recreational Attire

Appropriate attire for casual and recreational events on and off campus would include shorts and sweat pants as well as those items mentioned above in "Classroom/Chapel Dress."

Modest shorts should come to at least the middle of the thigh. All shorts and sweat pants should be free from holes, frayed hems, or tears and may not contain words or pictures.

Piercings

Facial piercings for females other than the ear or small nose piercings are not appropriate.

Beach and Swimwear

Appropriate and modest attire for the beach or pool would include one-piece swimsuits or two-piece with a shirt/tank top that does not reveal the mid-section. While en route to and from the beach or pool casual attire must be worn over the swimsuit.

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ACADEMIC HONOR CODE

I. EXAMPLES OF VIOLATIONS OF ACADEMIC INTEGRITY ⁽¹⁾

A. CHEATING occurs when an individual misrepresents his/her mastery of the subject matter or assists another to do the same. Instances of cheating include, but are not limited to:

1. Copying another's work and submitting it as one's own on an examination, paper or other assignment;
2. Allowing another to copy one's work or providing copies of submitted assignments to another student taking the course either during the same or later session;
3. Using unauthorized materials during an examination or evaluation such as your phone/tablet, a textbook, notebook, or prepared materials or possession of unauthorized information during an examination or evaluation;
4. Utilizing the internet, computer files, or other individuals during the completion of online testing, quizzing or other projects unless express permission is granted by the instructor.

B. PLAGIARISM is an act whereby an individual represents someone else's words, ideas, phrases, sentences or data, whether oral, in print or in electronic form, including internet sources, as his/her own work.

Instances of plagiarism determined to be **inadvertent** – in other words **citation errors** – will be determined by the instructor who identified the problem. The instructor may lower the assignment by one or more letter grades. Faculty must also report cases of inadvertent plagiarism to the Academic Office. Normally a particular instance of inadvertent plagiarism is not counted as a violation for penalty purposes (see Section II below). However, where a student has had repeated instances of inadvertent plagiarism, a faculty member may treat a subsequent case of inadvertent plagiarism as a deliberate violation of the standard, resulting in the assessment of penalties under Section II.

C. FABRICATION is the deliberate use of false information or withholding of

information with the intent to deceive. Examples include, but are not limited to:

1. Using information from a source other than the one referenced;
2. Listing of references in a bibliography that were not used in a paper;
3. Falsifying footnotes or data in research papers, projects, reports, experiments, or other academic exercises;
4. Submitting papers, reports or projects prepared in whole or part by another;
5. Taking an exam for another or allowing another to take an exam for oneself.
6. Logging into an online class using an I.D. and password that is not yours and completing and/or submitting assignments, tests, or other academic work.

D. RECYCLING is turning in a paper or project for one class that you wrote for another, either at TBC, at another school, or even on the job. Recycling is an unacceptable practice. Any work that you submit for a course must be originally done for that course.

If you want to reuse a portion of a paper or project written previously, first clear it with your professor. He may recommend revisions, or he may ask you not to use the information at all. If you use even small bits you wrote previously, you should cite the previous paper or project just as you would cite any source.

OTHER ACTS OF MISCONDUCT include, but are not limited to:

1. Changing, altering or falsifying a graded examination, completed evaluation, grade report form or transcript, or unauthorized entry, or assisting another in unauthorized entry, into a college building, office or confidential computer file for that purpose;
2. Obtaining, distributing, accepting or reviewing quizzes, examinations, lab reports or other confidential academic materials without prior and explicit consent of the instructor;
3. Submitting written or computer work (in whole or in part) to fulfill requirements of

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more than one course without the prior and explicit permission of both instructors;

4. Impeding the progress of another by sabotaging their work (written or computer data, laboratory experiments, etc.), deliberately providing false or misleading information, or withholding or hiding information, books or journals;

5. Stealing information from another;

6. Forging an instructor's signature or initials on examinations, evaluations, lab reports or other academic materials, and forgery, alteration, or misuse of college documents, records or identification.

7. Logging into the college computer system (including Populi or EagleMail) with an ID other than your own.

II. PENALTIES FOR VIOLATIONS OF ACADEMIC INTEGRITY:

Violations of the Academic Honor Code are **cumulative** for the **duration** of the student's academic career at this institution. Records are not cleared either at the end of a semester or the end of a year. Violations remain a **permanent** mark on the student's record throughout the program of study. The Academic Office will record each documented violation and will notify the Student Life Office of each violation.

A. ACADEMIC PENALTIES:

1. First Offense – zero for the particular assignment
2. Second Offense – failure for the particular course in which the violation occurred.
3. Third Offense – expulsion from the school by the Disciplinary Council

B. STUDENT LIFE PENALTIES:

A representative from the Student Life Office will meet with all students who have been found in violation of the academic honor code. Online-only students will be required to video conference with either a representative of Student Life or the Director of Online Learning. All first time offences of deliberate plagiarism, cheating or other similar academic violations will result in the offending student being placed at a level 5 disciplinary standing. A second offence of this nature will result in the offending student appearing before the Disciplinary Council. Online-only students

may choose to attend in person or via video conferencing.

(1) Adapted with permission from the School of Health Related Professions, University of Medicine & Dentistry of New Jersey.

ACADEMIC STANDING (all students)

In order 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:

<u>Program</u>	<u>GPA Requirement</u>
Associate's	2.00
Bachelor's (0-23 credits) after 2 semesters	1.75
Bachelor's (24-35 credits) after 3 semesters	1.90
Bachelor's (36+ credits) after 4 semesters	2.00

II. A student who fails to meet the standard will be subject to the following:

1. Academic Warning: Failure to meet the required GPA by the end of the first two semesters. The undergraduate may take a maximum of 13 credits.

2. Academic Probation: Failure to meet the required GPA by the end of the third semester. The undergraduate may take a maximum of 13 credits.

3. 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.

4. 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.

5. Academic Amnesty: A student who has been academically dismissed from Trinity Baptist College may be allowed to return under the following guidelines:

- He must not have been enrolled at Trinity Baptist College for a period of five years.

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- He must be declared eligible to return by the Financial Aid Office and the Student Life Office.
- He must be approved for readmission by the registrar and Chief Academic Officer after submitting a request.
- He 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 "Q."
- The academic amnesty student is not eligible for graduation with honors.

ATTENDANCE POLICY

Education is costly, in both monetary and time commitment. To gain the most from their education, students need to be in class. For the benefit of students and faculty at Trinity Baptist College, a consistent attendance policy is needed so that all students understand the expectations of faculty in all their courses. **In general, regular and punctual attendance is expected of all students.** At times it may be unavoidable for students to miss classes. These absences will be handled per the policy below:

A student is allowed absences equal to three weeks of class meetings. For example, a class which meets three times each week will allow up to nine absences; a class meeting twice a week allows six absences. **All** absences count in this total. This includes absences due to TBC sponsored events such as athletics or LifeSong. It also includes absences due to work, family activities, and illness. The only absences not included in this total are for documented military or jury duty.

Students will *not* be penalized for absences due to TBC sponsored events and will be permitted to make arrangements to complete missed work. Students should check with the individual teacher for policies on make-up work as some faculty will require work to be submitted in advance of the absence.

Each individual teacher will determine the makeup policy for each course for all other absences. This policy is included in the syllabus of each course.

Students who are late for class 10 minutes or less are considered tardy but present for the class. If a student misses in-class work due to tardiness, the faculty member may choose not to allow the student to make up this work. Three class tardies will be counted as one absence.

Students who are more than 10 minutes late for class or who leave more than 10 minutes before the end of class are considered absent.

For each absence over the allowed number, the student's final average will be reduced 5%

Extraordinary circumstances regarding excessive absences will be addressed by the student with the faculty member and senior vice president as required.

REPEATING CLASSES FAILED DUE TO OVER ABSENCE

Students who fail courses due to over absences are not allowed to repeat the course by "independent study" (formerly TBA). They must repeat the course by attending regularly scheduled classes.

CLASSIFICATION

Class	Semester Hours	Honor Points
Sophomore	32	64
Junior	64	128
Senior	96	192

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 of 100 or 200 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

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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.

CHANGING MAJORS

A student who wishes to change his program of study should complete a "Major Change Form" on the college website. A new advisor will be assigned based on the new program of student. Students should be aware that changing the program of study may lengthen the time required to complete the degree.

DROP/ADD POLICIES

A fee of \$5.00 per course will be charged to students adding or dropping courses.

No course may be added after the first week of classes. No adjustment of tuition will be made after that time.

A course may be dropped during the first nine weeks of the semester without academic penalty.

Online classes have a 5 day drop/add period. After the drop/add deadline, students who withdraw will receive a grade of WP or WF.

ELECTRONIC DEVICES POLICY

The use of cell phones, computers, tablets, and other electronic devices is prohibited in the classroom. The **ONLY** exception to this policy is for students who have been approved through the Ability to Benefit program. Additionally these devices will be allowed, if the nature of the class necessitates use or the professor instructs students to use them. Texting, surfing the web, or social networking is forbidden during class.

The professor has the authority to take appropriate disciplinary measures, including dismissal from the classroom. Continued violations of this policy will result in further disciplinary actions through the Student Life Office.

***The above policy also applies for chapel, church, or any special event.**

ELIGIBILITY REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES

Students participating in extra-curricular activities such as athletics, drama, or touring groups are expected to maintain acceptable grades. Overall cumulative GPA's of 2.0 or higher is required. During the semester, any student with more than one "D" or one or more "F" grades is placed immediately on notice of non-compliance. The student will have two weeks to improve the grade and come into compliance or he/she will be removed from participation in the activity. If a student is removed and then brings grades into compliance, reinstatement in the activity will be at the discretion of the faculty sponsor and is not automatic.

EXAMINATIONS

Students are expected to take all tests as scheduled by the instructor.

Grading System

A	100-90	4 honor points per semester hour
B	89-80	3 honor points per semester hour
C	79-70	2 honor points per semester hour
D	69-60	1 honor points per semester hour
F	59-0	0 honor points per semester hour
WP		0 honor points per semester hour
WF		0 honor points per semester hour
FN		0 honor points per semester hour
FV		0 honor points per semester hour

Any student experiencing academic difficulty or needing learning assistance may contact the Academic Office for a referral to the Learning Center.

GRADUATION REQUIREMENTS

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

Bachelor of Arts Degree

- Pastoral Theology & Missions 128

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Bachelor of Science Degree

- Church Ministries 128
- Christian Counseling 128
- Elementary Education 128
- with Special Education 141
- Secondary Education 128
- Worship Music 129
- Music 129
- Business Administration 128
- Interdisciplinary Studies 128

Associate of Science Degree

- Biblical Studies 65
- Interdisciplinary Studies 64
- Early Childhood Education 64

Academic Honors

The Registrar's office will publish each semester a President's list of those students who achieve a GPA of 4.00 for the academic semester and Dean's list of those students who achieve a GPA of 3.50 or higher for the academic semester. In order for the student's name to be listed, the student must be full-time and must not have any "Incompletes," "D's," "F's," "WF's," or "WP's."

Graduation with Honors

Only the grades for classes taken at Trinity Baptist College will be considered for honors upon graduation.

Cum Laude	GPA 3.50-3.74
Magna Cum Laude	GPA 3.75-3.90
Summa Cum Laude	GPA 3.91-4.00

LEARNING ACCOMMODATIONS

Students who believe they need accommodations in the classroom in order to be successful should contact Dr. Valerie Riley. Accommodations are available for students with demonstrated need and include such accommodations as split tests, notes, special seating, computer use, and oral testing.

RESEARCH PAPERS/ TERM PAPERS

All research papers and term papers prepared for a course at the college must be written in accordance with the specifications set forth in "Research Paper Guidelines" published by the English Department of Trinity Baptist College. This regulation is designed to ensure high standards and uniformity on all term papers. The guidelines are available on the college website and Populi.

SATISFACTORY

ACADEMIC

PROGRESS STANDARDS (SAP)

(Federal & state financial aid recipients only)

In order to receive financial aid each student must maintain Satisfactory Academic Progress (SAP). The Financial Aid Office calculates SAP at the end of each academic year to determine a recipient's eligibility for the next academic year. SAP is measured by the qualitative and quantitative standards described below.

I. Qualitative - A student enrolled at Trinity must meet the following cumulative GPA requirements, as calculated by the Academic office:

<u>Non-Transfer Students</u>	<u>GPA Requirement</u>
Associate's	2.00
0-23 credits	1.75
24-35	1.90
36 or more credits	2.00

For a student transferring in from another institution, both the total number of credits transferred and the credits earned at Trinity Baptist College are used to determine the GPA requirement. The following scale is used:

<u>Transfer Student</u>	<u>GPA Requirement</u>
0-23 credits	1.75
24-35	1.90
36 or more credits	2.00

Note: The cumulative GPA is calculated using only credits earned at Trinity Baptist College. Grades earned on transfer credits are not used for calculating GPA.

II. Quantitative - A Student must complete an academic program in one-hundred fifty percent (150%) of the published time i.e. a two year (64 credits) program must be completed in 96 attempted hours. A four year (128 credits) program must be completed in 192 attempted hours.

- A. All credits that transfer from other institutions **and** courses taken at Trinity Baptist College **are** used for SAP calculation.
- B. Withdrawals, incomplete courses, and repeated courses **are** calculated in this total.
- C. A student must complete an equivalent of at least 67% of the hours attempted each academic year to remain eligible, ensuring that he or she will be able to graduate within the one hundred fifty percent requirement.

III. A student must meet SAP to receive financial aid.

I N T E L L E C T U A L D E V E L O P M E N T

- A. A student becomes ineligible to receive financial aid at the point he or she fails to meet SAP.
- B. A student may receive financial aid in the semester following the point that SAP is met.
- IV. A student who falls short of the SAP requirements may make an appeal to the Academic Office.
 - A. An appeal must be requested in writing with sufficient documentation to the Chief Academic Officer, who will in turn contact the student and the Financial Aid Office with a written decision. An appeal may be made if a student falls short of SAP standards due to one or more of the following situations directly hindering schooling efforts:
 1. Severe illness;
 2. Severe injury;
 3. Death of a near relative or close friend;
 4. Study changes due to employment;
 5. Other circumstances subject to the decision of the Academic Dean.
 - B. Classes determined to be directly affected by a student's situation (above) will be overlooked until repeated, in regard to qualitative requirements, and will be eliminated from quantitative portion of SAP calculation for the remaining portion of a student's attendance at Trinity.
 - C. At the discretion of the Academic Office, a student may be placed on a temporary probationary status for a period of one semester. A student who fails to bring his or her SAP back up to the required level will no longer be eligible for financial aid until SAP is met. A student may only be placed on probationary status one time.

Withdrawals: Fee Adjustments & Return of Financial Aid Funds

Students are considered withdrawn after ceasing all enrollment activity at TBC. Proration of tuition and fee expense and adjustment to awarded financial aid funds are calculated based on the last day of enrollment. Students are responsible for paying any outstanding balance remaining after proration of tuition and fees and financial aid adjustments. All outstanding balances are due on the date of withdrawal.

Fee adjustments

Complete withdrawal before classes begin: tuition and fee expenses are fully refunded for students providing written notification of withdrawal prior to the first day of class. The exception to this policy is the non-refundable reservation deposit.

Complete withdrawal within the Drop/Add period:

On-campus tuition expense is fully refunded and fee expense are prorated based on the last day of attendance for students providing written notification of withdrawal during the Drop/Add period. The exception to this policy is the non-refundable reservation deposit.

Online-only tuition expense and fee expense is fully refunded for students providing written notification of withdrawal during the 5-day Drop/Add period. The exception to this policy is the non-refundable reservation deposit.

Complete withdrawal after the Drop/Add period

On-campus tuition and fee expense is adjusted based on the last day of attendance (below) for students withdrawing through week eight of the semester. The exception to this policy is the non-refundable reservation deposit.

On-campus tuition and fee expense is not adjusted for students withdrawing after week eight in a 16-week semester.

Online-only tuition and fee expense is adjusted based on the last date attended in an 8-week session, for students withdrawing through week four of the session. The exception to this policy is the non-refundable reservation deposit.

Online-only tuition and fee expense is not adjusted, in an 8-week session, for students withdrawing after week four of the session.

Instructional Days Attended Amount of Refund

<5% (through the end of Drop/Add week)	100%
5 - 10%	90%
11 - 20%	80%
21 - 25%	75%
26 - 35%	60%
36 - 50%	50%
>50%	0%

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Return of Financial Aid Funds

Students completely withdrawing from TBC before a semester is complete may be required to return a portion, or all, of awarded financial aid. Policies for the return of awarded funds vary by financial aid source.

A federal statutory schedule is used to determine the portion of Federal Student Aid (FSA) funds earned by students for the portion of the semester students are enrolled. All funds for unearned portions of FSA awards, as determined by the federal schedule, must be returned by TBC to the U.S. Department of Education.

Need-based financial aid funds awarded through the State of Florida are not required to be returned to the state for students withdrawing before the completion of a semester. All merit-based financial aid funds awarded through the State of Florida must be returned to the state for students withdrawing before the completion of a semester.

Awarded institutional financial aid will be adjusted based on the award. General award funds are adjusted based on the earned percentage for the portion of the semester students are enrolled, according to the federal schedule. Awarded scholarships matching State of Florida merit-based awards will be adjusted to zero.

Dropping Classes: Fee Adjustments & Return of Financial Aid Funds

Students may withdraw from individual classes through the Academic Office. It is important to note that dropping individual courses may affect financial aid eligibility. Students should consult with the financial aid office before withdrawing from individual courses.

Tuition charges are based on total hours enrolled at the end of the drop/add period. Tuition and fees are not adjusted for classes dropped after the drop/add period ends.

Return of Financial Aid Funds

Federal Student Aid (FSA) may be affected when dropping individual courses moves students into $\frac{3}{4}$ -time, $\frac{1}{2}$ -time, or less-than-half-time enrollment status.

- For students dropping courses *and* changing enrollment status before the end of the Drop/Add period, FSA is adjusted and funds are returned to the U.S. Department of Education.

- For students dropping courses *and* changing enrollment status after the end of the Drop/Add period, FSA is not adjusted and no funds are returned to the U.S. Department of Education.

Need-based financial aid awards received from the State of Florida are not required to be returned to the state for students dropping courses and changing enrollment statuses. All awarded merit-based aid funds for dropped courses must be returned to the State of Florida. Students participating in merit-based programs may only receive funds for courses in which they will be enrolled at the completion of the semester.

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 service 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 that provided the funds, according to the following schedule:

INTELLECTUAL DEVELOPMENT

Instructional Days Attended

Amount of Refund for Veterans Only

<6% (through the end of Drop/Add week)

	100%
6 - 16%	90%
17 - 27%	80%
28 - 39%	70%
40 - 50%	60%
51 - 60%	50%
>60%	0%

LIBRARY

Hours of operation:

M, T, Th, F	8:00am – 9:45pm
Wednesday	8:00am – 5:00pm
Saturday	11:00pm – 5:00pm
Sunday	Closed

Check Out and Use of Library Materials:

1. Check out is mandatory – Any item that is to be taken from the library must be checked out. Removing an item from the library without checking it out will be treated as a theft.
2. Who can check out materials – Only students currently enrolled in Trinity Baptist College or local alumni may check out library materials. Students may not check out materials in the name of other students.
3. Check out period – The length of time for general checkouts is two weeks. Other restrictions may be applied based on class need [see Reserve Books, below].
4. Fines - A fine of 10 cents per day is levied on overdue books, and one dollar per day for reserve books. Fines do not accrue over weekends and holidays.
5. Overdue books – students who have books in overdue status may have their circulation privileges restricted until the overdue books/materials are returned and the fines are paid.
6. Book renewals – items which are not overdue may be renewed by phoning or asking the individual at the circulation desk to renew them. The items do not have to be brought to the library for the staff to renew them. Books that are not overdue may also be renewed online in Populi.
7. Reserve books – professors will occasionally place materials on reserve when they assign reports or projects requiring the use of the same title (s) by an entire class. Check out periods for these items will vary, and they are usually not renewable.
8. Lost or damaged materials – students who lose library materials, or who return them in damaged condition will be billed by the library for replacing

the item with a new copy of the item. If the item is out of print or otherwise unavailable, the library staff will calculate the cost to replace the item with a similar item. The Library's determination of replacement cost is final.

9. In-library use only materials – books and musical scores in the reference section, as well as certain music CD's, are kept at the Circulation Desk but are restricted from circulation.

10. Withdrawing students – students who withdraw from school during the semester are responsible for returning all materials they have checked out from the library and settling their account with the library (paying fines, paying for lost books, etc.) before leaving campus.

Important Note: The college library online catalog is available in Populi for students on all library computers. There is also a direct link to the college library homepage on the student intranet. The library catalog can also be accessed when off campus by using the following web address: <https://tbc.populiweb.com>

Student Conduct in the Library:

1. Students should conduct themselves in a professional manner while in the library. Care should be taken to avoid spilling food and drinks. Food and drinks are not allowed in the resource sections of the library.
2. Library staff, including student library staff working the circulation desk, has the authority to separate students or ask them to leave the library if they are behaving improperly or are not in proper attire.

TRANSIENT CREDIT

Students who desire to take credits at another institution for use at TBC must receive approval for transient credit prior to enrolling in the course(s). Complete a "Transient Credit" form on the college website. If approved, the Academic Office will issue an approval letter to be submitted to the other institution.

TECHNOLOGY

Windows based computers are available for student use in the computer labs both in the library and in the Student Life Center. Various MS-Office applications, graphics, and research programs are provided as well as internet access. A Windows server-based network is

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utilized to provide network access and printing services. In addition, computers are available to students in the Student Activity Center during normal operating hours. These computers are connected to the Wepa printing system and will provide students with a place to print out reports or papers necessary for class when the Library is not open or not convenient to their needs.

COMPUTER AND INTERNET POLICY

This policy applies to all computers and software located on the TBC campus. The purpose of this policy is to protect the testimony of the ministry, to uphold the responsibility given to us by parents and churches, and to provide adequate accountability.

1. Trinity Baptist College reserves the right to inspect any equipment or monitor any communication sent or received on campus.
2. Any material contrary to Biblical values and the policies of Trinity Baptist College may not be created, stored, viewed or transferred.
3. Students must log on to the network using their own username and password. Under no circumstance are users to share their password with others or to use another person's account. All activity that takes place under a user's name will be the responsibility of that user.
4. Students may access the Internet via the open wireless network, "Trinity", which is available in all campus buildings. Additionally, resident students may access a specially designed wireless network in the residence halls named, "EagleNet." This special access point provides the following features to resident students:
 - a. No bandwidth limitations
 - b. Ability to hook up wireless gaming consoles to game online.
5. Students may not engage in computing practices that interrupt or interfere with other users, services, or equipment, or in any way circumvent permissions or security precautions. Users may not connect any wireless access device to the network without written permission of the Technology Department.
6. Students must observe copyright and plagiarism laws when downloading research material. Downloaded material used in

research papers should be properly identified by footnotes.

7. Students that need help connecting a computer to the network may request support from the Technology Department. A per-incident service fee will be charged for each request. The Technology Department does not provide technical support to students for any purpose other than to connect to the network. A service fee will be required for any help request not due to failure of the ministry network.

8. All student computers connected to the network **MUST** maintain a current Antivirus program. The Antivirus software must be kept up to date with new virus definitions ensuring the computer is protected against emerging virus infections. The Technology Department reserves the right to disconnect any computer that does not maintain an up to date antivirus program.

9. Computer hacking material is strictly prohibited. The Technology Department may disconnect any computer that contains software deemed to fall into the category of "hacker" tools and/or to revoke network privileges for any student found to be downloading/using hacking material.

10. Web browsing, and email access, and access to Populi are the principal services provided by network access. Other services are currently available but are not supported. The proper setup and use of these programs are the sole responsibility of the student. Trinity Baptist College may, at any time and without prior notice, eliminate any of these services in order to protect the network from viruses and/or to preserve bandwidth.

11. Any violation of these policies will result in disciplinary action as determined by the Dean of Students or his representatives. Immediate disconnection/confiscation of personal computers may occur without any prior warning. Confiscated computers will be stored by the Student Life Office until the end of the semester or until shipped home at the expense of the owner.

Internet Policy – Student-Posted Online Content/Social Media

All students should be aware of the fact that they are responsible for any content posted online via social media or related online formats. The

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following guidelines have been provided to serve as a reference for students using social media.

1. Trinity Baptist College is committed to the safety and personal well-being of our students and will not tolerate any form of social-bullying, harassment, or threat made online against other students, faculty, staff or any other member of the community of Trinity Ministries.
2. While online, if you are the victim of any form of harassment from another student it is your responsibility to report this to the appropriate dean immediately.
3. Any content posted by a student online is subject to both state and federal laws and it is the responsibility of the administration of Trinity Baptist College to report any online criminal behavior to the proper authorities.
4. The Standard of Conduct also applies to online content and social media.

Suggestions for Posting Online:

1. You are responsible for anything connected to your online accounts. This includes all social media sites, campus email, online forums/messaging boards and your network internet account. Do not share passwords to any of your accounts.
2. Others can and will view your social media accounts. What they see will leave an impression in their minds about you. Whenever you post anything online you lose a certain measure of control concerning how others perceive this information. (i.e. photos, videos, status updates, tweets, applications and games)
3. Even if you delete an item this does not mean that others have not printed a copy of the original material or have not electronically saved information before it was deleted. It should be understood that deleting inappropriate,

misleading, hurtful or threatening information after the fact does not always mean the situation has been rectified.

4. If you would not be comfortable with your parents, pastor/youth pastor, professors or other respected leaders in your life viewing the content you are about to post or share online then do not post it. This would also include the sharing of photos and videos.

Peer-to-Peer File Sharing

Consistent with Biblical principles, we view illegal sharing and use of copyrighted materials as Biblically and ethically wrong. We use a variety of methods, including Student and Faculty Handbooks, Campus Notices and Email lists to inform our students about the law and Trinity Baptist College's response to copyright infringement claims.

- To use college computing resources, all staff and students must agree to the Acceptable Use Agreement that includes a section on copyright compliance.
- Trinity's policies and procedures concerning the Digital Millennium Copyright Act and our response to infringement claims are published on Trinity's website.

The IT department will block peer-to-peer applications on the campus network since much of this traffic is illegal and contains inappropriate adult content.

If the IT Department observes continued high bandwidth consumption on TBC networks, the user in question will be contacted to ensure their bandwidth usage is the result of legal activities only.

PERSONAL DEVELOPMENT

COMMUTER STUDENTS

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.

If a commuter student's housing arrangements change and the above requirements are not being met, they are expected to make arrangements to move into on-campus housing by notifying the Student Life Office.

Guidelines on dress, classroom conduct, etc. as mentioned in this guide are the same for commuter and resident students. The Dean of Students will make clarifications when needed.

DINING COMMONS

Meals are served during the hours posted. Students are expected to develop and maintain appropriate habits, dress, and manners in the dining commons. Commuting students are permitted to purchase either a 1-meal plan through the Business Office or purchase meals individually in the Dining Commons. Cash or credit cards are accepted for payment.

Sharing food with anyone that is not on a meal plan is considered stealing.

ACTIVITIES CENTER

The Activity Center is for TBC student use. Students are responsible to take care of all equipment and furniture. Furniture and equipment should not be removed from the building. Students should report any damages to the Student Life Office.

Students are reminded that they are expected to set an appropriate example for others at all times and they should respect the rights of other students. The Activity Center is a common area available for students to enjoy a variety of activities and therefore no student should feel uncomfortable based on the behavior or conduct of other students utilizing this space.

The televisions in the activity center are provided for the students' enjoyment; however, students must use discretion in the programming they choose to view. Sleeping and/or lounging on the sofas is not permitted.

The computer lab is available to students for educational purposes.

STUDENT ANNOUNCEMENTS

Official announcements are posted weekly on Populi and emailed to all current students. Announcements affecting a majority of the student body will also be made in chapel.

All announcements must have the approval of the Student Life Office at least 24 hours in advance.

Students are encouraged to join the Trinity Baptist College Announcements page on Facebook where they will find daily updates on campus events and happenings.

Student notices and posters must be approved by the Student Life Office.

EMPLOYMENT

On campus, student employment is available on a limited basis. Those interested in obtaining student employment should print out an application for employment which can be found in Populi under "Shared Files." Once the application is printed and filled out it can be turned into the front desk in the "F" building.

Students who have been given opportunities to work on campus and pay toward their school bill should ensure that proper payment arrangements have been made with the business office and that payments are made in a timely manner.

Students are encouraged to concentrate on their academic requirements first and their work opportunities second. If it should be mandatory to have a heavy workload, students should necessarily reduce their academic load. The following schedule is suggested as a guide:

PERSONAL DEVELOPMENT

Academic Load

16 credit hours
weekly
12 credit hours
weekly

Work Load

15-20 hours
21-30 hours

Students on academic warning or probation should follow this recommended schedule:

Academic Load

14 credit hours
13 credit hours
12 credit hours

Work Load

0 hours weekly
9 hours weekly
12hours weekly

Students should practice good work ethics at all times. They should not miss work unless absolutely necessary. Your testimony on the job could be your greatest opportunity to witness for the Lord.

HEALTH CARE FOR STUDENTS

A nurse is available Monday through Friday, 8am to 12pm. Students must choose their own health care provider. A list of providers is included in the back of this handbook.

Students should possess health insurance through their families' health care program if applicable. The college is not responsible for any health care expenses that are incurred by a student while attending the college.

STUDENT IDENTIFICATION CARDS

An ID card is provided to all students at the beginning of the academic year. ID cards must always be worn on the student's person when on campus. ID cards are required for access to most buildings on campus.

If a student loses their ID card they must request a replacement card at the Student Life Office in the Welcome Center. A \$10 cash fee will be charged to replace a lost card.

LOST AND FOUND

Items left unclaimed on campus will be collected and turned in to "Lost and Found." All inquiries should be made to Beth Hilbert in the Housekeeping Office at 904-596-2439.

FINANCIAL INFORMATION

It is the responsibility of the student to pay his/her account on time. The account may be paid:

- In full at registration
- According to the payment plan listed in the catalog
- With Financial Aid (See the Financial Aid Administrator)

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.

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 (www.fl-sara.org)

PERSONAL DEVELOPMENT

CHAIN OF COMMAND AND PROTOCOL (DUE PROCESS)

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

Academic	Student Life
Teacher	Student Leader (RA)
	Dean (respective)
	Dean of Students
Senior VP	VP for Student Affairs

Open Door Policy

We practice an open door policy to encourage the free flow of information. Students are encouraged to feel comfortable interacting with everyone at the college. However, this privilege should not be abused by making inappropriate requests of faculty and staff to grant permissions or appeals that should have been dealt with in the preceding protocol because someone else may be better equipped to handle the issue.

NON-DISCRIMINATORY POLICY

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

RESPECT

As Christians, we are to render honor to whom honor is due. Here at Trinity Baptist College, that means using the proper title of address for College leaders. The administration, deans, professors, and staff members should be addressed as Dr., Mr.,

Mrs., or Miss, and not by their first name or last name alone.

Respect also means paying attention in chapel and in class, answering emails promptly, giving place to others, and showing courtesy to women and to others—classmates, roommates, etc.

VEHICLES

Registration

- All automobiles, vans, motorcycles, trucks, and motorbikes parked on campus must be registered with the college in the Student Life Office located in the Welcome Center.
- There is a fee for each vehicle registered.
- A parking decal will be issued when the fee is paid and is to be displayed on the windshield in the lower corner on the driver's side.

Parking

- All vehicles using parking areas on the campus must display a current Parking Decal. A parking fine of \$25.00 will be issued to any student whose vehicle is without the proper decal.
- If the decal is lost or destroyed, one must obtain another decal.
- Please do not block driveways or park along yellow curbs. Students should also avoid parking along the road in front of the residence halls.
- First offences will result in a warning, subsequent offences may lead to appropriate disciplinary measures such as but not limited to monetary fines, campus community service, or driving privileges on campus being revoked. Campus security, working with the Student Life Office, will enforce these penalties.

It must be understood that even though a vehicle is parked on campus, it remains the private property of its individual owner and must be respected as such. It is the responsibility of the vehicle's owner to report any damages incurred to their vehicle while on campus to the Student Life office.

PERSONAL DEVELOPMENT

HANDICAP POLICY

Trinity Baptist College will endeavor to make every reasonable accommodation for physically handicapped students or visitors on campus.

COMMUNICABLE DISEASES

The College desires to maintain a healthful college environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to another person.

Any student with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from college while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. The college may require a physician's examination to verify the diagnosis of communicable disease and reserve the right to enforce its communicable disease policy, to take all necessary action to control the spread of communicable diseases within the college.

HARASSMENT POLICY

It is the policy of the College to provide, to have, and to maintain an educational environment free of harassment of any kind. Furthermore, students have a right to be educated in an environment free of harassment, whether it is sexual, racial, or otherwise. Such harassment, verbal or physical, is against the law and will not be tolerated by this institution.

If any student feels he/she is being harassed or mistreated in any way, he/she should report it immediately to the respective dean. All reports will be handled in a prompt, appropriate, and confidential manner. Discrimination and harassment will result in appropriate disciplinary action, which may include dismissal.

Trinity Baptist College is also committed to the protection and safety of our students. As such, Trinity Baptist College reserves the right to dismiss any student who displays any threat of physical harm (verbal, written, or perceived) to another student, faculty/staff member, or any other individual who may be on the college campus. This would also include threats directed toward the students, faculty, and staff of Trinity Christian Academy.

Hazing

Hazing, defined as an activity which harasses, abuses, or humiliates an individual, is unacceptable at Trinity Baptist College. Students who feel they have been subject to hazing or who observe hazing activities should report the incident to the appropriate dean as soon as possible. Appropriate disciplinary action will be taken.

CULTURAL, EDUCATIONAL AND RELIGIOUS OPPORTUNITIES

Students have opportunity to attend the following events on campus:

- Theology Thursday
- College Theatrical Productions
- Chapel
- Leadership/Presidential Forums

PLACEMENT OFFICE

Trinity Baptist College maintains a Placement office which provides resources to both graduates and current students concerning job postings and other job information related to their academic field and personal qualifications. An up-to-date list of current job openings is maintained through the Placement Office and may be viewed via the Employment Portal at www.tbc.edu. Students and alumni may also submit their résumé through the Employment Portal allowing potential employers to review it.

PERSONAL DEVELOPMENT

Before graduation each year, graduates are given the opportunity to submit their contact information along with chosen fields in which they are interested in pursuing employment. This allows the Placement Office to connect graduates with potential employers in these fields. Graduates of Trinity Baptist College are given lifetime access to the services of the Placement Offices. For questions concerning placement please contact Mary Norman mnorman@tbc.edu.

STUDENT BODY GOVERNMENT

Statement of Purpose

The Student Body Government is established to provide organization and leadership for the student body at large in order to promote the best possible communication, understanding, and cooperation among administration, faculty, and student body as they uphold the educational philosophy of the college. Nominees for student body government must be on-campus students that have been enrolled for at least one semester prior to being nominated.

Composition

1. The Student Body Government includes a President, Vice President, Activities Directors, Chaplain and Secretary, which are elected by the student body. Elections are held at the end of each spring semester for the upcoming year.
2. In order to run for the position of student body officer, certain requirements must be athroughout the school year.
3. These requirements are as follows:

Character: This will be based upon the approval of the Deans' office.

Academics: A cumulative GPA of 2.5 or higher must be maintained. No student on academic probation may hold office.

Tenure: All positions require that a student attend Trinity Baptist College for a minimum of one semester *prior* to elections. The office of Student Body President is only eligible to students that will be entering into their Junior or Senior year.

General: Only male students may be nominated for Chaplain as the student in this position will be called upon to preach.

Procedure

1. Nomination of new Student Body Government Officers will take place in March with elections taking place in April.

2. Nominations will be submitted to the Dean of Students for approval. After approval has been given, nominees must complete an application process in order for their name to be placed on the ballot.

All campaigning will be done after the Dean of Students has approved the ballot. The Dean of Students must also approve campaign procedures and posters.

Job Descriptions

President: Plans Student Body Chapel, oversees annual activities for the student body, meets with the Dean of Students and Student Body Officers each week. Schedules and chairs the monthly meeting of the Student Council and serves as liaison to the faculty and administration.

Vice-President: Assists the President, makes announcements in Student Body Chapel, works with the Activities Director in planning activities, and is an active member of the Student Council. Assumes the duties of the President in his absence.

Activities Directors: Assists the Student Life Office in planning student body and society activities as well as the monthly intramural programs. Serves as an active member of the Student Council.

Chaplain: Works in conjunction with the Dean of Students to plan and organize chapel services. Works with the President and Vice-President of the student body to plan Student Body chapels and helps oversee the small groups in the residence halls working with the DA's. May be called upon to preach in various settings to the student body and also to pray publicly at major events such as Commencement services.

Secretary: Keeps minutes of the Student Body and Student Council Meetings. Helps organize and plan student events working with the President and Vice-President.

Vacancies of Office

1. Vacancies in the Student Government may occur due to resignation, failure to maintain standards (personal or academic) or loss of confidence (in which case a petition with at least two thirds of the student body's signatures is required). The final decision will be made by the administration in the presence of the student body officers.
2. The respective Vice-President will fill a vacancy in the office of the Student Body President.

PERSONAL DEVELOPMENT

3. Any other vacancies may be filled by special election as deemed appropriate by the administration and the Student body officers.

Parliamentary Procedure

1. The President oversees the order of business for all meetings of the Student Body, Societies, and Student Council.
2. A quorum, at each level of Student Government, shall consist of a majority of all voting members present at that level.
3. *Robert's Rules of Order* shall serve as a guide.

CAMPUS SECURITY

VEHICLES AND DRIVING ON CAMPUS

Students are responsible for ensuring that they are driving safely on campus and that their driving behavior does not pose a threat to pedestrians or campus grounds and infrastructure. Campus Security will provide a warning to first time offenders, subsequent driving violations will result in a \$25 fine per offense and if not corrected may result in driving privileges on campus being revoked.

Unauthorized Parking Areas

1. Parking lot next to the "K" Building
2. Posted area in front of residence halls
3. Any areas posted "No Parking"

Campus Security will give a warning for the first parking offence. Subsequent parking offences will result in a \$25 fine per offence. Campus Security will communicate parking offences via a parking ticket which will provide instructions for payment. Unpaid tickets will be added to the offending students' school bill.

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 in an attempt 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 Life Office in instances where students are involved in general disorder or destruction of college property. Officers can also contact Student Life if students are observed behaving in any way which violates the Student Success Guide.

Campus security officers will also contact local law enforcement in regards to 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 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 areas 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 the Dean of Students. 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 taking into account 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 Dean of Students will confirm that there is a significant emergency based upon 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 Dean of Students, they will notify any necessary personnel

CAMPUS SECURITY

appropriate to the type of emergency being dealt with.

The Director of Campus Security and the Dean of Students will then be responsible to contact the Director of Communications in order to initiate the Emergency Notification System. The Campus Security Director, Dean of Students 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
- Dean of Students
- Director of Communications

The Procedures for disseminating emergency information to the larger community is as follows. Trinity Baptist College uses a program titled Emergency Notification System which is a mass notification system. This system will alert all students, faculty and staff of TBC who have provided appropriate contact information via the following mediums: text messaging, automated message to both cell phone and/or land lines, and email.

All students, faculty, and staff members are advised that it is their personal responsibility to ensure that the appropriate contact numbers and email addresses are on file and that all necessary information is accurate so that they will be promptly notified by the Emergency Notification System.

If a student, faculty, or staff member wishes to update contact information or ensure the accuracy of their personal information they may visit the Student Life Office during regular business hours Monday- Friday.

This Emergency Notification System will be tested annually and description of the exercise as well as the date and time of the exercise and whether it was announced or unannounced will be documented in the Communications Department.

This annual testing will include a mock fire drill and/or campus lock down situation. The procedures for the Emergency Notification System along with campus evacuation procedures are published in the Student Success Guide.

TIMELY WARNINGS

If the administration of Trinity Baptist College is ever made aware of a Clery reportable crime which 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 offences 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 President, Senior Vice President, and/or the Dean of Students. 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 sent to all student/faculty addresses, 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 NOTIFICATION

In an effort to identify when a student is missing and to notify proper personnel in a timely manner 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 cannot return to the Residence Halls by curfew because of a conflicting work schedule the student must communicate with an RA to advise of their delay.

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3. If a student is not returning to the residence halls for an over-night or out-of-town trip, the student must submit a curfew notification to ensure that the respective RA knows not to expect them at curfew.

4. At curfew each night the CA (Community Assistant) 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 CA visually confirms that each student can be accounted for.

5. If a person cannot be visually identified, the CA must confirm if this individual has reported a work schedule which requires them to remain off-campus beyond curfew. If this is not the case, then the CA must notify the DA.

6. The DA must attempt to contact the student in order to verify his/her status. If there is no contact number available then the DA would notify one or more of the following individuals via a phone call:

- Dean of Men/Women
- Dean of Students

7. 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 a period of 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 in the event that 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
- Dean of Students

CAMPUS SECURITY

PROCEDURES TO REPORT CRIMINAL ACTS / CAMPUS EMERGENCIES

All emergency situations involving a threat to life or property should be immediately reported to the police and the security guard. The caller should stay on the line until the dispatcher terminates the call. **DO NOT HANG UP!** The emergency telephone number is **911**.

***If you are calling from a campus phone, remember to dial a 9 first.**

Campus Security Data

Trinity Baptist College is committed to providing our students with a safe and secure campus in which to engage in the learning process. The following information addresses some aspects of campus security. For more information please, view our Annual Campus Security and Fire Report available on the TBC.edu website. This report is prepared annually in compliance with the Clery Act and contains a full disclosure of security policies.

Security of Campus Facilities/Residence Halls

All Campus Residence Halls are kept locked with limited access by faculty, staff, and resident students. Offices and classrooms are secured during non-class time hours. Individuals who interfere with the orderly functioning of the college business may be escorted from campus grounds and are subject to arrest. Although every effort is made to increase campus security, the best security is one in which every member of the community takes personal responsibility for self-protection and the protection of their property. Security can be reached at any time by dialing (904)-596-2444.

Crime Prevention Responsibilities

The college encourages all students and members of the faculty and staff to be involved in campus crime prevention.

Crime Reporting

In compliance with the Jeanne Clery Act, Trinity Baptist College prepares an annual Campus Security and Fire Safety report which may be viewed in its entirety on the tbc.edu website. A portion of that report is included in this handbook. You may also request a paper copy of the report by calling the Student Life office at (904)-596-2300.

Criminal Offense Charges

The college reserves the right to review the case of any student who has been implicated in a criminal offense prior to admission to determine eligibility for admission and participation in extracurricular activities.

Weapons

Florida state statute 790.06 (12) and 790.115 forbids the carrying of firearms on a university campus.

Firearms **ARE NOT ALLOWED** on campus.

Precautions you can take to guard yourself at all times

1. Never walk around campus unescorted after dark. (Couples must be chaperoned after dark.)
2. Always keep your door locked.
3. Never leave your door or any Residence Hall door open.
4. Always have your keys with you. Don't lend them to anyone and don't leave them laying unattended in open view.
5. Report any lost or stolen keys to the Student Life office at **904-596-2300**.
6. Have your keys ready to enter your car or Residence Hall.
7. Avoid dark paths or shortcuts. Walk along lighted paths or sidewalks.
8. Be sure to let someone know when you are leaving campus and let someone know when you will be returning.
9. Report any suspicious activity to a Dean Assistant or security officer.
10. Report all incidents of crime or assault.

CAMPUS SECURITY

FIRE EVACUATION PLAN

IN CASE OF FIRE

1. Pull the fire alarm.
2. Evacuate the building immediately.
3. Call **911!**
4. If the fire is small, use a fire extinguisher to put out the fire. Should the attempt to extinguish the fire fail, leave the building.

WHEN THE FIRE ALARM SOUNDS, YOU ARE TO:

1. Make sure everyone is out of the room, turn out the lights, close the door and leave the building.
2. Follow the FIRE EVACUTION ROUTE as posted in every room.

RESIDENCE HALLS:

1. Once outside the building, **men** move across the road up on the hill. (out of the way of fire trucks.) **Ladies**, go to the area of the parking lot near the dumpster. These are the designated "safe areas."
2. Each room should stay together until a DA has accounted for everyone.
3. **THESE PROCEDURES MUST BE ADHERED TO DURING DRILLS AS WELL AS ACTUAL FIRES. NO EXCEPTIONS!**
4. Do not question as to whether the fire is real or a drill before evacuating the building.

CAMPUS SECURITY

CAMPUS SECURITY AND FIRE SAFETY REPORTS

Annual Report of Crime Statistics

Type of Offense	On Campus			Residence Halls			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Murder/Non-Negligent manslaughter	0	0	0	0	0	0		0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	1	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	1	0	0	0	0	0	0	0	0
Burglary	0	0	2	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

Annual Report of Hate Crime Statistics

Type of Offense	On Campus			Residence Halls			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Murder/Non-Negligent Homicide	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

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Annual Report of Hate Crimes by Prejudice Statistics

Type of Offense	On Campus			Residence Halls			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Race	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0

Annual Report of Referrals for Disciplinary Action Made

Type of Offense	On Campus			Residence Halls			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Weapons Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0

Annual Report of Arrests Made

Type of Offense	On Campus			Residence Halls			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Weapons Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0

CAMPUS SECURITY

Unfounded Crimes

Type of Offense	On Campus			Residence Halls			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Unfounded Crimes	0	0	0	0	0	0	0	0	0

VAWA Offenses

Type of Offense	On Campus			Residence Halls			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

Annual Report of Fires Reported

2015 Fires Reported	Cause	Number of Deaths	Number of Injuries	Value of Property Damage
0	NONE	0	0	0

2016 Fires Reported	Cause	Number of Deaths	Number of Injuries	Value of Property Damage
0	NONE	0	0	0

2017 Fires Reported	Cause	Number of Deaths	Number of Injuries	Value of Property Damage
0	NONE	0	0	0

RESIDENCE LIFE

RESIDENCE LIFE

As a campus resident of TBC there are certain rights that you can expect and that you are expected to respect toward others.

-The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit this right.

-The right to sleep without undue disturbance from noise, guests, or a roommate, etc.

-The right to expect that a roommate will respect one's personal belongings.

-The right to a clean environment in which to live.

-The right to free access to one's room and facilities without pressure from a roommate.

-The right to personal privacy.

-The right to expect a roommate's guests to respect your rights, the rights of other campus residents, and the visitation policy.

-The right to address grievances. RAs and Student Life personnel are available for assistance in settling conflicts.

-The right to be free from fear and intimidation, physical, and/or emotional harm and racial or sexual harassment.

-The right to respect at all times.

Living on campus can be a time of great personal development and enjoyment. For many, it is the first time to share personal space with others. Students can benefit very much from the experiences gained in community living. To help make life on campus more enjoyable, there are certain guidelines that need to be followed by everyone. The basic rule must be consideration of others. This principle of Christian living is found in Philippians 2:3: "Fulfill ye my joy, that ye be likeminded, having the same love, being of one accord, of one mind."

Due to the need for adequate rest, resident students should be aware of how their activities may be impacting their roommate's ability to sleep. Overhead lights should not be used after midnight and hanging out in other

rooms should not interfere with others who are trying to sleep. Be respectful and courteous at all times.

The guidelines and policies of the Student Success Guide are in effect for all resident students upon their arrival in the Jacksonville area at the beginning of each semester. These policies should also be observed when leaving and returning from overnight trips, Christmas break, Spring break or other holidays. Resident students are required to check into the Residence Halls by curfew each night upon their arrival in the Jacksonville area unless they are staying in town with their parents. If so, this should also be communicated to the appropriate Resident Assistant.

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 of Students.

Residence Life Expectations

There can be certain frustrations that come from living in a communal environment. Differences in background and preferences of students require adjustments on everyone's part. We ask you to understand this and maintain a good spirit about it.

Every student has a right to privacy. Do not enter any student's room or disturb any of his/her property without permission from the student.

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.

RESIDENCE LIFE

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 are therefore prohibited in the Residence Halls.

CURFEW

All students must be in the Residence Halls and accounted for by curfew each night. Curfew is at 12:00am every night except for Friday nights (1:00am). A dean or RA must be notified of all late curfew **in advance**. Curfew will be checked each night by the RAs. Students coming in after curfew must check in with their RA. Failure to observe curfew is unacceptable.

In order to comply to Clery Act Guidelines it is important that all students are accounted for each night for safety and accountability.

Curfew Notifications

Curfew notification forms must be submitted **in advance** 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. Locate the Curfew Notification form under "Quick Links" or "Current Students." After filling out the form completely just click "Submit."

The form will automatically be sent via email to the respective dean and RAs.

Penalty

Repeat offenders will be addressed initially by a RA. If further curfew violations occur after conversations with a 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 of Students for further disciplinary action which may include attendance at a Disciplinary Council.

MENTORING GROUPS

Organized mentoring meetings are held on Thursday evenings each week. Attendance is expected unless the student is working. Any student having come in from work during the meeting should attend as much of the meeting as possible before engaging in other activities.

GENERAL UPKEEP AND RESIDENCE HALL INFORMATION

As a matter of personal stewardship, students are expected to maintain a neat and orderly living environment. You will be sharing a living space on campus, common courtesy requires you to organize your personal belongings and participate with your roommates in keeping your area of the residence halls clean. This would include floors, showers, sinks, counters, mirrors, toilets, hallways, and emptying trash bins. The RA will speak to students who demonstrate neglect in these areas. If improvement is not made after these conversations then the RA will refer the student to an appropriate Dean. The student will have 24 hours to set up a meeting with the Dean. Failure to set up this meeting will lead to further disciplinary action.

Weekly Room Check

Once per week, the deans will do a complete room check. Failed room checks will result in a work assignment to each occupant who fails. Failure to complete the additional work assignment within one week will result in an additional assignment. If both hours of campus work are not completed within two weeks from the original room failure then the student will be referred to the appropriate dean.

In an effort to pass room inspection, each occupant must perform their assigned

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cleaning duties. Each student is responsible to do his share of the work, not only at room inspection time, but also throughout the week. Students are responsible for providing their own cleaning supplies and doing their share of the cleaning.

There will be a "white glove" inspection at the end of each semester.

Damage

Care should be taken not to deface floors, walls, doors, or furniture. Any such defacing which requires repainting or resurfacing will be charged to the student(s). Evidence of willful damage, defacing, or marking will result in disciplinary action and suitable compensation. Because this property belongs to the Lord, students are asked to treat it accordingly.

Any student bringing items from home which cause an infestation of bugs or insects will be held responsible for any costs associated with pest control or repairs related to the infestation. This would also apply to students failing to maintain a clean living environment thus leading to infestations of bugs or insects.

Electronic Equipment and Appliances

We live in the age of technology and Trinity Baptist College understands that students will have a variety of electronic devices in their possession while living on campus.

Students should be diligent to ensure that all electronic equipment is properly secured and accounted for at all times. Respect should be shown to roommates and it should be understood that sharing a room with another student does not give a student the right to borrow and/or use items belonging to another student without their consent.

Below are some guidelines that should be followed in the area of electronic equipment/devices:

1. Sound equipment should be audible only within the student's room where it is playing **and** only with the consent of the other students in the room. This includes

music played on any device and/or musical instruments. Students are encouraged to wear headsets out of respect for their roommates.

2. TV's in the residence halls should not be larger than 32-inches and should not be connected to any cable service or other programming provider.
3. Students should organize and arrange all electrical appliances, systems and devices in a safe manner. For example, T.V.'s and mini-fridges should not be stacked on top of each other or set up in a way that creates a potential fire hazard.
4. Hot plates and other electrical cooking appliances may not be used in the residence halls.

Furniture, Walls and Doors

Furniture **may not** be moved from one room to another without permission from a RA. Furniture such as overstuffed chairs, couches or recliners are not allowed in the residence halls.

Students should make sure that any pictures, posters, or other wall hangings are appropriate in nature. This type of décor should not promote or advertise inappropriate behavior and should represent wholesome themes. RAs can give guidance concerning these items.

Wall hangings may not be attached with tape of any kind. **Care should be taken to avoid unnecessary holes or damage to the walls of the Residence Halls.**

All wall hangings and the substance used to attach the hanging must be removed at the end of the school year. Any damage to the walls as a result of the wall hanging will be charged to the student.

Hallways

Hallways in the campus residences are to be kept clean at all times. Leaving trash or other items in the hallways is unacceptable.

Keys

Keys for the respective Residence Halls are issued at check in. In order to maintain

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security on campus, it is essential that keys be in the student's possession at all times. Any student misplacing or losing his/her room key will be charged \$15 for a new key.

Laundry

A laundry area is available on the first floor in each residence hall. All students are requested to remove their clothes from the washers and dryers promptly. One should leave the washers clean and should empty the dryer lint trap after each use.

Report any maintenance problems to the RA. Clothing left in the laundry room area and not accounted for will be removed by the RA and taken to local donation center.

Men and women are not permitted to do laundry for each other.

The use of laundry equipment for resident students is included in the Student Life fee. Quarters are not required to operate the washers/dryers. Students should be aware that the laundry fee covers their personal clothing items only and should not use the campus laundry facilities to wash clothes for others who have not paid for this service. Students are also not allowed to permit commuter students access to the laundry facilities. RAs will ensure that the laundry machines are being used appropriately.

Lights/Air Conditioning

Students are expected to cooperate in conserving electricity, water, and heat. Therefore, students should turn off lights and electrical appliances when they are not in use. All windows and blinds are to be closed. Students are not permitted to change the temperature of the thermostats at any time.

Linens

Students are responsible for supplying their own bed linens and towels. Bedspreads/comforters and sheets must be used by all students and must be on the bed each day.

Lounge

The Residence Hall lounges are common areas used for a variety of activities. Extra care should be taken to keep the lounges in a clean and orderly condition at all times. The men's lounge in Gartenhaus Hall functions as a fitness area. Male students are expected to abide by all posted guidelines in the fitness area.

Media/Game Systems

The following is a list of things that are not to be viewed:

1. Any program/game containing profanity/foul language
2. Any program/game containing sexual misconduct, and/or any state of undress
3. Any program/game predominated by unsuitable music
4. Any program/game containing involvement with witchcraft or any other satanic or demonic action (including cartoons)

Dining Commons

Meals are served during the hours posted. Students are expected to develop and maintain appropriate habits, dress, and manners in the dining commons.

Students who have been diagnosed with specific dietary needs should see the Director of Food Services to discuss a specialized meal plan.

Sharing food with anyone that is not on a meal plan is considered stealing. Students should also be careful not to waste food. Whatever food is taken from the serving area should be eaten and not thrown away.

No dinnerware is to be taken from the dining commons. Food taken out of the dining area must be on paper products; this includes plasticware and drinking cups.

Mail Service

Each resident student is assigned a campus mailbox, which should be checked daily. Mailboxes are located in the Student Activity Center. More than one student will be assigned to each box. Resident students

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should instruct family and friends to use the following as their college address:

Student's Name
Mailbox Number
800-200 Hammond Blvd.
Jacksonville, FL 32221

Storage

No storage is available on campus, but a list of local storage facilities is located in the "Community Listings" section of this handbook.

Borrowing

The college discourages borrowing since it can create problems for all concerned. Borrowing without permission may be interpreted as stealing.

College equipment and materials are reserved for approved uses only.

Bicycles

Bicycles are to be parked in the bicycle racks only. Students are to provide their own locks for security.

Pets

Pets are not permitted in the Residence Halls with the exception of a small fish bowl.

Residence Room Searches

Trinity Baptist College reserves the right to search any residence room at any time under the direction of the Dean of Students. These searches may also be conducted through the Head of Campus Security or any member of the college administration. In addition, members of the Maintenance Department may enter a campus residence in order to complete work orders.

Room Assignments

All room assignments are made at the direction of the Student Life Office. Students may not occupy any room without approval. Students desiring to make room requests for the coming year may do so in writing to the appropriate dean. Only the respective dean may make changes in room assignments.

College administration reserves the right to change room assignments during the college year, if in its judgment; it is beneficial both to the College and to the student.

Security of Personal Belongings

Students are responsible for all personal belongings and money that may be stored in their room. It is recommended that all cash be stored in a lock-box or other secure location.

Trinity Baptist College assumes no responsibility for items lost or stolen in the Residence Halls.

Students are encouraged to purchase property insurance.

Vending Machines

Vending machines are available in the activity center and residence halls. If money is lost in any machine, report the loss to the Student Life office.

Visitors

No visitors are to be in the residence halls without permission of a dean or an RA. Any commuting student visiting must leave the campus at curfew. Minors are not to be in the residence halls. Serious liability may result if this policy is violated.

Babysitting in the residence halls is not permitted.

Campus Status

A student who is placed on **Campus Status** is required to remain on campus other than regularly scheduled work commitments:

- You are restricted from all extra-curricular activities (intercollegiate and intramural sports, society and student body activities, etc.)
- You may not participate in any public performance.
- You may not go out of town while on "campus status" (except for school holidays.)
- You must check in and out with a RA or respective dean when leaving campus

R E S I D E N C E L I F E

Failure to check out or in will result in 1 day being added to the duration of the campus restriction.

The goal of being placed on "Campus Status" is to correct the inappropriate behavior and to help the student realize his/her need of greater self-discipline in order to live successfully as a student at Trinity Baptist College.

OFF-CAMPUS LIVING REQUIREMENTS

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 who have reached their 21st birthday prior to the beginning of the semester in which they are seeking permission for off-campus residency may obtain the proper form for this request from the Student Life Office.

Students seeking permission must meet the following criterion in addition to the policy concerning age stated above:

1. Must have a cumulative GPA of at least 2.5
2. Must be in good standing with the Dean's office
3. Must have parental permission submitted in writing to the Dean of Students
4. Must complete the Off-Campus Residency Form available in the Student Life Office.

The Dean of Students will make all final decisions concerning these requests and may refer to the Administrative Cabinet for guidance.

No refund will be given to any student who moves out of the Residence Halls prior to the end of the semester.

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 of Students.

RESIDENCE LIFE

RESIDENCE HALL CHECK OUT PROCEDURES END OF YEAR

1. A **Room Condition Form** must be completed and signed by either a dean or a DA or CA before any student may leave for the summer. All damage charges must be paid before transcripts will be released.
2. No male student or guest may enter the ladies' residence to help a female student unless proper notification has been given to the ladies on the floor that a man is in the building.
3. Rooms must be in white glove condition before a "Room Condition" form will be signed.
4. Please do not leave **any of your possessions** in the residence halls or storage areas. Any items that will be mailed, shipped, or stored must be taken care of before you leave. This is your responsibility. Any items left in the residence halls after checking out will be discarded.
5. All keys must be turned in to the person signing the exit form. There is a \$15 per key charge for failure to turn in these items.
6. Be sure to leave a forwarding address with the Student Life Office. Please notify all correspondents of your change of address.
7. There will be a \$225 fee imposed on any student that leaves for the summer without a signed **Room Condition Form**. Also, if the room is not left in White Glove condition, a \$100 or more fee will be added depending on the condition of the room. College transcripts will not be released until these fees are paid.
8. All campus students who are leaving for the summer must be out of the residence halls by Saturday morning following commencement. Any exceptions must be made through the Dean of Men or Dean of Women.
9. Anyone wishing to remain in the residence halls for a longer period of time will be subject to summer room charges. The dates you will be in the residence halls should be entered on the Residence Registration Form for next year. Students remaining on campus must be moved to their summer room by the Saturday evening following commencement. This includes those attending Fast Track classes.

RESIDENCE LIFE

WHITE GLOVE INSPECTION

AREAS TO BE INSPECTED

PERSONAL:

BED	Includes the area under the bed. Any stored items must be neatly arranged. Area must have been swept and mopped.
DRESSERS	Top dusted, no clutter. Move dressers and sweep and mop area.
CLOTHES	All clothing is to be hung up or folded neatly in your dresser or on your shelf. Dirty clothes must be stored in a hamper with lid.
TOWELS	Must be folded neatly and hung in their proper place.
FLOORS	Your area must be swept and mopped.
REFRIGERATOR	Must be cleaned inside and out, defrosted and left unplugged.
WALLS	Walls must be clean and free from dirt.

ROOMS:

SINK	Clean: including counter, faucet, drawers, and area underneath. Dust the light fixture and medicine chest shelves.
MIRROR	Clean, with no streaks.
BLINDS	Damp dusted and hanging properly on the windows. Clean window sill and ledge.
BATHROOM	Fixtures clean, clean the floor including the baseboards and around base of the toilet. The walls and soap dish are to be free from soap buildup. NO MILDEW on the walls, ceiling, or shower curtain. Toilet clean inside and out.
VENTS	The ceiling vents in the bathroom and in the room is to be dusted and free of dirt and mildew.
DOORS	Dust the top of the doors and wipe down sides with cleaner.
BASEBOARDS	Clean
WALLS	The wall directly outside of dorm room in the hallway must be free from dirt (see RA to determine which wall).
FURNITURE	All beds must be bunked with 4 bed pins. All furniture moved to center of room.

ALL rooms are responsible to have the hallway, laundry room, and lobby free from clutter, vacuumed, and neatly arranged. *ALL TRASH AND DISCARDED ITEMS MUST BE BROUGHT TO THE DUMPSTER, NOT LEFT IN TRASHCANS OR OTHER AREAS*

D I R E C T O R Y

<u>TELEPHONE LISTINGS</u>	<u>LOCATION</u>	<u>NUMBER</u>
Front Desk	Welcome Center	904-596-2451
Academic Office	Miller Hall	904-596-2457
Athletics	Miller Hall	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
Financial Aid Administrator	Miller Hall	904-596-2445
Food Service Director	D-Building	904-596-2483
HeBrews Campus Café	Activity Center	904-807-1538
Library	L-Building	904-596-2508
College President	C-Building	904-596-2414
Personnel Office	F-Building	904-596-2441
Registrar	Miller Hall	904-596-2452
Security	F-Building	904-596-2444
Senior Vice President of Academics	C-Building	904-596-2473
Student Life	Miller Hall	904-596-2300
Technology/Help Desk	F-Building	904-596-2515
Vice President of Student Affairs	Miller Hall	904-596-2333

CAMPUS MAP

