

TABLE OF CONTENTS

<u>WELCOME</u>	1
<u>PURPOSE STATEMENT</u>	1
<u>PRIVACY STATEMENT</u>	1
<u>PREFACE</u>	2
<u>SPIRITUAL LIFE</u>	4
<u>STUDENT LIFE</u>	6
STANDARD OF CONDUCT	7
CAMPUS SERVICES	8
DISCIPLINE SYSTEM	10
STUDENT RESPONSIBILITIES	15
DRESS AND APPEARANCE	18
SOCIAL LIFE	24
STUDENT ORGANIZATIONS	26
<u>RESIDENCE LIFE</u>	29
<u>ACADEMIC LIFE</u>	36
<u>CAMPUS LIFE</u>	43
CAMPUS MAP	43
CAMPUS SECURITY DATA	44
EMERGENCY AND CRISIS PROCEDURES	48
<u>COMMUNITY LISTINGS</u>	49
TELEPHONE LISTING	49
MEDICAL LISTINGS	50
STORAGE FACILITIES	51
<u>FORMS AND PROCEDURES</u>	52

W E L C O M E

Dear Student:

Welcome to Trinity Baptist College. We are so glad the Lord has led you here! You will make some of the most life-impacting decisions while in college so we are praying for the Lord to guide you and give you a great year.

The Student Handbook provides important information concerning all aspects of college life. If you have any questions regarding this Handbook, please ask, and we will be happy to answer you.

Welcome to the TBC family! Have a great year!

In Him,

Matthew Beemer
Senior Vice President

P U R P O S E S T A T E M E N T

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

P R I V A C Y S T A T E M E N T

The Family Education Rights and Privacy Act (Buckley Amendment, also known as FERPA) establishes specific guidelines concerning the releasing of information in a student's educational file. This bill also created certain rights for families and individuals and certain responsibilities for educational institutions. Under this bill, college students retain privacy rights relative to their personal school records. We notify parents of a student's grades, school bill, discipline status, etc. only if a student has authorized us to do so, or a student is a dependant child as defined by IRS tax law. Students are always encouraged by the college to contact their parents concerning any disciplinary issues. In addition, Federal law does allow the college to contact a parent anytime a student violates our zero-tolerance policy on drugs and alcohol.

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. It is our belief that this individual mission is also uniquely intertwined with the missions of all believers which comprise the body of Christ. This concept requires a certain level of unity amongst believers and a commitment to the overall purpose of the Church.

Being a part of the body of Christ carries with it both distinct privileges and responsibilities. These responsibilities must be taken seriously and every student of Trinity Baptist College must endeavor to become a functioning member of the larger community of Christian believers here on this campus.

Spiritual Formation

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. Spiritual maturity is a process that is fostered through a consistent walk with the Lord and requires the student to take advantage of distinct opportunities for growth that can be found through various ministry opportunities and biblical teaching here at Trinity Baptist College.

The desire of the college is to see every student grow "unto the measure of the stature of the fullness of Christ." This is accomplished through conformity to the image of Christ and by following the example which Christ so clearly patterned for us. 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 neighbour as thyself." (Matt. 22:37-40). In fact, Jesus was a perfect illustration of this three-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.

Personal Conduct

A second major element involved with becoming a successful student at Trinity Baptist College concerns a student's personal behavior and the decisions that each student makes during his tenure at this college. It is important to remember that every student is responsible for themselves to other members of the Christian community here on campus. Because of this, we must hold each other accountable and strive to maintain an attitude of Christian harmony among the student body at large.

A student who chooses to contravene the guidelines of personal conduct will be dealt with through a disciplinary process that has been established in accordance with biblical precepts or to accomplish institutional objectives. The ultimate goal of any disciplinary action taken by the college is focused upon spiritual restoration.

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

P R E F A C E

higher devotion to God and His Word?

- Do my decisions and actions demonstrate a passionate obedience to the Scriptures?

Embracing College Standards

A final aspect of achieving success as a student at this college involves the area of compliance with the policies and guidelines of the college. This involves not only an outward agreement with these 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 handbook 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 commands. This is especially

true in areas such as personal conduct, entertainment, media, and interpersonal relationships.

Various standards of conduct have been developed by Trinity Baptist College which are based upon scriptural teaching and carry with them an overall purpose of introducing students to a lifestyle that has at its very core an overwhelming desire to bring glory to God through every aspect of human behavior.

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 Handbook, 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 LIFE

CHAPEL ATTENDANCE

The college holds chapel every Monday, Wednesday, and Friday at 11:00 a.m. 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.

1. 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.
2. All other students are required to attend chapel unless they are absent due to illness or other emergency situations.
3. Students whose work schedules will not allow for chapel attendance are excused from attending. If your attendance at chapel will be limited by your work schedule on a consistent basis you must communicate this information to the Student Services Department.
4. Students missing chapel for any reason are required to sign the "Chapel Absence" sheet located in the Student Services Office or at the chapel check in counter within 48 hours of missing chapel.
5. During certain special events, such as Spiritual Emphasis Weeks or Conferences hosted by Trinity Baptist Church, students are expected to attend additional morning and/or evening services. In some instances, classes may be cancelled to allow for such attendance. In these instances it is understood that those who are attending other local churches would be exempt if their church is having services or other events at these same times.
6. In order to better acclimate our first semester students to college life, the

first six rows are reserved for them until mid-term grades have been released and their successful academic performance has been established. Students are to see their Attendance Monitor in the main lobby before being seated. Any student that fails to check in with his Attendance Monitor will be counted absent for that chapel service. Those entering chapel after the service has begun will be checked in as tardy. It is your responsibility to see the Student Services' Assistant if you are tardy.

7. As a matter of common courtesy and professional accountability, students are expected to be at chapel and in their seats on time.
8. No student is permitted to leave chapel prior to 12:00 noon without approval. The Dean of Students must give permission for early departure.
9. Chapel attendance is tracked and checked for accountability. Students who are absent from chapel without proper notification or excuse will be contacted by an appropriate Dean.
10. 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
11. Proper dress for chapel is classroom dress.

CHRISTIAN SERVICE

All returning students are allowed and expected to participate in at least one area of service through Trinity Baptist Church.

First semester students are encouraged to spend their first semester at Trinity becoming familiar with the various ministry opportunities available and becoming adept at balancing academic demands with ministry and extra-curricular activities.

SPIRITUAL LIFE

Persons not attending Trinity Baptist Church are still expected to participate in at least one area of service in their local churches.

No student may change his/her area of Christian service during a semester without written permission from his/her ministry head.

Christian service is viewed as a unique opportunity to gain practical experience and utilize the unique spiritual gifts and abilities that God has given to every believer.

CHURCH MEMBERSHIP

New students will be required to attend a Church Membership class at the beginning of the semester in which they arrive at Trinity. Attendance at this class provides each student with an opportunity to become familiar with Trinity Baptist Church. The goal of this class is to enable students to connect with the pastoral staff and become aware of the mission, purpose and vision of the church.

The only students exempted from this class 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 attend church services even while away from campus. In addition, students involved in Christian service are permitted only three excused absences from their responsibilities. These absences may only be used for out of town trips and emergency work situations. Students may miss two consecutive Sundays provided that they have received permission from their Christian Service director. Excused absences must be approved by a student's Christian service leader and advance notice must be provided so that adequate arrangements can be made.

Students who attend Trinity Baptist Church may not attend other churches in

Jacksonville on Sunday and Wednesday unless they have written permission from the Dean of Students.

Permission by the Dean of Students is required to miss Sunday services.

Students who wish to leave Trinity Baptist Church to join and render Christian service in another area local church must meet the following criteria:

- Must be a senior (96 credits or more) and be in good standing.
- Must complete a "Change of Church Permission Form". The forms are available from the Student Services office.

Permission for students who have reached their Junior year who wish to leave Trinity Baptist Church to join and render Christian service in another area local church will be approved on a case-by-case basis.

DEVOTIONS, PERSONAL

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 daily living 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.

Each student should set aside a daily time to meet with his Lord in reading His Word, meditation, and prayer.

OUTREACH

Evangelistic outreach is a vital part in the development of spiritual growth in every student at Trinity Baptist College. All students are expected to participate in weekly outreach.

SPIRITUAL LIFE

All first semester students will be required to go through an outreach training program. After completion of this program there will be designated opportunities to fulfill the outreach requirements.

Returning students are expected to participate in outreach through one of the following areas: Christian service (if outreach component is available), bus

ministry, approved nursing home ministries, children's ministries. It is important to understand that outreach must be completed through an approved ministry outlet.

Students who are members of other area churches are expected to participate in weekly outreach through their local church.

The Student Services Department of Trinity Baptist College is responsible for overseeing student life here on campus. The purpose of the Student Services office is to be an advocate for the student body and to ensure a safe, caring, and friendly learning environment for our students. This department is also responsible for maintaining order on campus, mentoring, and providing spiritual accountability. In addition, this department oversees the planning of activities and events for students both on and off campus.

STANDARD OF CONDUCT

In this day of disappearing moral absolutes, it is imperative that all Christians be reminded that the Bible, as the revelation of God's truth, must determine not only our doctrinal beliefs, but also our lifestyle. In a changing world, the Christian has an unchanging standard—the Word of God. In accordance with requirements of our accrediting agency, Trinity'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.

I understand that my involvement in, or my preparation for, Christian work requires my personal commitment to the Lord Jesus Christ and separation from sin. I further realize that as a Trinity student or employee, I represent the Lord Jesus Christ as well as the college. I am aware that Scripture denounces specific sins and attitudes which are to be avoided. In addition, I understand that certain types of activities are questionable and will avoid these activities as determined by the College for testimony's sake. As a member of the Trinity Baptist College family, I purpose, by God's grace, to follow Scriptural principles which will help protect myself, others, and this institution from destructive influences, false philosophies, and Satanic temptations. In that regard...

1. I believe that the ultimate priority in life is to know and love the Sovereign God! I

purpose to glorify Him in all that I do and seek to build my goals around His priorities as they are taught and revealed in His Word (Psalm 31:23, 119:2, Matthew 6:24-33; 22:34-40; John 4:23; Philippians 3:7-10).

2. I consider my body to be the living temple of God and acknowledge His demand that my body be kept clean from sin and that it be daily set apart for His use (Romans 12:1,2; I Corinthians 6:14-18; I Peter 1:14-16).
3. I regard marriage to be a Biblical and holy institution and agree that a Biblical marriage is identified as consisting of one man and one woman who are committed to each other for life. I will endeavor to conduct myself in such a manner so as to continually strengthen my home and marriage (if applicable) and the marriages of those around me (Genesis 2:21-25; Proverbs 6:32; Matthew 5:27, 28; Hebrews 13:4).
4. I purpose to guard my tongue and keep my words in harmony with the Word of God. I further intend to avoid gossip and unkind speech which is neither helpful nor necessary (Psalm 19:14; Proverbs 14:28; Luke 6:45; Ephesians 5:29-32; Philippians 4:8; James 1:19).
5. I endeavor to be faithful to Trinity Baptist Church (or other administration-approved churches) in the areas of prayer, attendance, service, and Scriptural giving (Luke 18:1; Hebrews 10:25; Psalm 100:25; I Corinthians 9:6-7).
6. I aspire to use my life as a positive, godly testimony to those who know not Christ as Savior (Psalm 126:5, 6; Proverbs 11:30; Matthew 5:13-16; John 15:18).
7. I respect God-ordained authority in the church and college and pledge myself to submit and pray for those in authority that they might function according to the principles, standards, and doctrines of God's Word (I Thessalonians 5:12,13; I Timothy 5:17; Hebrews 13:7-17).
8. I purpose that my activities and conduct will be used as a means of encouragement and growth to other believers, and in no way be used to weaken their Biblical convictions and/or hinder their spiritual progress (Proverbs 28:10; Matthew 18:6; Romans 14:13; I Corinthians 8:9-13).

9. I believe the Bible is God's inspired, infallible, and preserved Word and that it is to be taught and preached as such. I further acknowledge that God's Word is the final authority for my life (Psalm 19:7-9, 119:11, 44,128, 167; II Timothy 3:16; II Peter 1:20, 21).
10. I acknowledge that differences of opinions and/or misunderstandings easily surface under even the best of conditions. Because of this, I purpose to communicate openly, honestly, and lovingly with those I have offended or those who have offended me. I plan to follow the principles as given in the Word of God regarding such situations (Matthew 18:15-17; Ephesians 4:15; Colossians 4:6).
11. I understand the importance of maintaining a godly testimony for Jesus Christ regarding one's appearance. I will abide by the dress code, as described in the faculty handbook or student handbook (Colossians 3:17; I Timothy 2:9, 10; I Peter 3:1-7).
12. I refuse to defile my mind with sinful and/or questionable literature, music, movies, and television programs. I further promise to refrain from the use, possession, or distribution of tobacco, alcohol, and non-medicinal narcotic or hallucinogenic drugs. I acknowledge that gambling, dancing, hazing, mixed swimming, and all forms of sexual immorality will not be permitted (Psalm 101:3; Proverbs 19:27; 20:1; Habakkuk 2:15; Romans 12:21, 14:8; I Corinthians 10:31; II Corinthians 5:17; Colossians 3:17; I Thessalonians 5:22; James 4:4).

I understand that the STANDARD OF CONDUCT is the guide to my behavior on and off campus for the time I am enrolled or employed at Trinity Baptist College. 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

will lead to appropriate disciplinary action and/or possible dismissal.

CAMPUS SERVICES

Trinity Baptist College provides many services to help the student meet the challenges of college life. Students should be familiar with these services and utilize them. We are here to assist you and to do what we can to help you adjust to campus life.

ACTIVITIES

A number of events are planned each year to provide social enjoyment for our student body. The student body officers in conjunction with the Student Services Department work hard to plan enjoyable events, such as monthly student body activities, intramural sports competitions, society activities, banquets, and others. Students also enjoy the companionship of their friends in the Student Activities Center.

AIRPORT TRANSPORTATION

Students needing transportation from the airport or bus depot are requested to notify the Student Services Department of their arrival date, time, flight number, etc. Once the student has arrived at the airport/bus depot, the student must notify the Student Services Department of his/her arrival. The College will then dispatch a vehicle. This is necessary because of planes and buses arriving early or later than the scheduled time. There will be a \$10.00 fee for returning students.

ATHLETICS

Intercollegiate

Trinity currently offers Men's and Women's basketball on the intercollegiate level and is a member of the Small Bible College Athletic Association.

Intramurals

In addition to intercollegiate sports, intramural sports are also offered. Such

sports may include basketball, volleyball, soccer, softball, flag football, etc.

TEXTBOOKS

Textbooks are available online through Trinity's virtual bookstore. Books are typically available to order four weeks prior to the start of the term. A link to the virtual bookstore is available on the college website.

COMPUTER LAB

Windows based computers are available for student use in the computer lab during library hours. Various MS-Office applications, graphics, and research programs are provided as well as Internet access. A Windows server based network is utilized to provide network access and printing services. See Internet policy on p. 15.

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 must be in classroom dress for the weekly noon meal. I.D. cards must be shown for admittance to every meal. Commuting students are permitted to purchase meals on a cash basis, or they may purchase a meal ticket from the Food Services Director.

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

EMPLOYMENT ON CAMPUS

Student employment is available on a limited basis. Those interested in obtaining student employment should contact the Student Services Office located in the Activity Building.

FACULTY ADVISING

Every student is assigned a faculty advisor at the time of registration. Faculty advisors will set up a meeting with every new student shortly after the beginning of his/her first semester. These advisors will help you to set academic, spiritual, and personal goals so that you will get the most out of your time at Trinity. Students are encouraged to seek out their advisors when facing difficulty or needing advice.

FINANCIAL AID

The Financial Aid Office is located in the "F" Building. Information regarding Pell Grants and student loans and scholarships are available and may be requested prior to a student's arrival at Trinity Baptist College.

HEALTH CARE FOR STUDENTS

A nurse is available Monday through Friday, 8:00 a.m. to 12:00 noon. Students must choose their own health care provider. A list of providers is included in the back of the Student Handbook (p. 50).

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

IDENTIFICATION CARDS

An ID card is available to students at the opening of the academic year. This card is necessary for all meals, library use, and sporting events.

LIBRARY

Hours of operation:

M, T, Th, F	8:00 a.m. – 9:45 p.m.
Wednesday	8:00 a.m. – 5:00 p.m.
Saturday	12:00 p.m.- 6:00 p.m.
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.

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 the replacing the item with a new copy of the item which was lost. 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 CDs are kept at the Circulation Desk are restricted from circulation and must be used in the library.

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 TBC Library Athena Online Catalog is available for students on all library computers. There is also a direct link on the college student intranet. The library catalog can also be accessed when off campus by using the following web address: www.library.tbc.edu/athcgi

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 not in proper attire.

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 596-2439.

MAIL SERVICE

Each student is assigned a campus mailbox and should check the mailbox daily. Mailboxes are located in the H-building hallway. More than one student will be assigned to each box. Commuter students are asked not to use the mailbox for receiving mail. Campus students should instruct family and friends to use the following as their College address:

Student's name
Box 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 (p. 48).

DISCIPLINE SYSTEM

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

Disciplinary action can result in one or more of the following penalties:

1. Merits/Demerits – this reward/penalty system is based on an established number of demerits for each violation of a college regulation and an established method for awarding these points to students.
2. Campus Work Hours – work for the college under the direction of the Student Services Office to be completed at an assigned time.
3. Loss of privileges – student body and society office, athletic participation, school activities, and dating are some of the privileges that may be lost.
4. Campus Status– a student may receive a campus or social campus restriction for certain offenses or demerit accumulation. Social campus is reserved for violations of certain social policies designed to ensure the proper testimony in dating relationships.
5. Dismissal – a student is not permitted to continue at the college. Students may be permitted to re-enroll during a later

semester at the discretion of the administration.

MERIT/DEMERIT SYSTEM

The object and intent of this system is not to bury a person to a point of discouragement, but to help them get on a path of responsibility and maturity; therefore, students desiring to remove demerits may earn merit points; merit points may only be used during the semester in which they are earned and may not be accumulated for future use. **Merit points** may be earned as follows:

1. Campus community service project (2 hrs.) =20 merits. The maximum number of merits which can be earned through work hours will be at the discretion of the Dean of Students.
2. 30 days with no demerits = 30 merits
3. Merits may also be given at the discretion of any Dean to students demonstrating admirable behavior.

Appealing Demerits

Students must appeal demerits to the Student Services' Office within one week of their being earned. All demerits become a part of the student's permanent demerit record after 30 days.

Demerits received during the last two (2) weeks of a semester will be doubled and may result in more serious disciplinary action.

With the consent of the student, a parent and/or pastor may be contacted to assist in correcting behavioral problems. Parents of dependent students may be notified at the discretion of the college administration.

Examples of General Behavior for Which Demerits May Be Given

10 demerits

- Absent from outreach, Bible Fellowship, or church
- Texting in class, chapel, or church
- Food or drinks in the auditorium (including lobby, choir room, etc.)
- Christian service offense (4th absence and beyond 25 demerits each)

25 demerits

- Improper pass procedure
- Profanity, obscene, or abusive language (25-100)
- Poor chapel participation

50 demerits

- Couples or mixed groups off campus without proper permission
- Malicious horseplay (plus any financial restitution)
- Possession or use of fireworks
- Viewing of unapproved DVD/video (50-75)

75-100 demerits

- Cheating (plus zero on test or grade)
- Discharging a false fire alarm (plus criminal penalty)
- Duplicating keys without proper authority
- Illegal use of computer software
- Leaving campus after curfew without permission
- Lying, giving false information, or any form of deception
- Deliberate Plagiarism (plus zero on paper) see pp. 37-38
- Possession of and/or viewing of pornographic material (75-150)
- Possession or use of tobacco

150 demerits (Must appear before Disciplinary Council)

- Assault or attempted assault
- Forging an official document or falsification of information on an official document
- Involvement with witchcraft, séances, or any other satanic or demonic action
- Participation in unauthorized petition, demonstration, or riot
- Possession or use of alcohol or illegal drugs, or association with those involved
- Sexual misconduct, immorality (and/or any state of undress)
- Stealing or possession of stolen property; telephone or computer fraud
- Unauthorized possession of firearms or weapons (campus and/or automobile)
- Visiting residence room or motel room of/with the opposite sex

At the discretion of the Student Services deans, all offenses are subject to increased demerits for repeated violations or depending upon the severity of the problem.

STUDENT LIFE

There are several checkpoints built into the merit/demerit system to assure proper intervention and follow up of a student's behavior. If all assistance fails it is sometimes necessary to dismiss a student for the good of the college community as a whole.

Accumulated Demerits	Action Taken
30	<ul style="list-style-type: none"> Warning letter to student.
50	<ul style="list-style-type: none"> Must meet with a Dean of Men/Women.
75	<ul style="list-style-type: none"> Letter to parent (if applicable). Must meet with a Dean of Men/Women. Loss of all offices for remainder of the school year.
100	<ul style="list-style-type: none"> Letter to parent (if applicable). Meet with Dean of Men/Women. Disciplinary Standing (p. 14).
125	<ul style="list-style-type: none"> Letter to parent (if applicable). Meet with a Dean of Students. Loss of all privileges for the remainder of the semester..
150	<ul style="list-style-type: none"> Ground for dismissal or other remedy. Must appear before Disciplinary Council.

Merit Standings	Privilege or penalty
Good: 0-49 demerits	<ul style="list-style-type: none"> Full privileges and activities.
Warning: 50-74 demerits	<ul style="list-style-type: none"> Overnight and/or In-town privileges may be revoked.
Warning: 75-99 demerits	<ul style="list-style-type: none"> May not serve in student body or society office.
Disciplinary: 100 demerits or more	<ul style="list-style-type: none"> Loss of all privileges and participation for 2 weeks minimum (Including dating and athletics). The student must reduce his demerit total below 100 before these privileges will be restored. At 125 demerits, privileges will be lost for the remainder of the semester.

MERIT STANDINGS

Every student at Trinity Baptist College is classified in one of three **merit standings** depending upon his/her total number of demerits. These merit standings determine the privilege or loss thereof for each student.

The Merit Standings are:

Good Standing – The status of good standing indicates that a student has been enrolled at TBC and is eligible to participate in all activities of the college. A student is presumed to be in good standing unless he forfeits that standing by established misconduct.

Warning Standing – This status indicates that a student has lost certain defined privileges because of the accumulation of an unacceptable number of demerits.

Disciplinary Standing – This status indicates that a student's behavior has raised considerable question as to his status as a student at TBC. The student will be given a prescribed period of time in which to show his desire to remain a student at Trinity. Along with this status comes the loss of privileges and participation in college activities, and weekly meetings with a member of the student services staff.

DISCIPLINARY PROBATION

- Any student who exceeds the seventy-five (75) mark for two consecutive semesters will be placed on disciplinary probation for his/her entire next semester.
- A student who fails to meet the criteria set for his/her disciplinary probation will not be permitted to re-enroll for at least one (1) semester.
- A student who exceeds 100 demerits for two consecutive semesters will not be permitted to re-enroll for at least one (1) semester.

DISCIPLINARY COUNCIL

Any student who accumulates 150 demerits in a semester must meet before the

Disciplinary Council. The council is composed of the Dean of Students, Dean of Men and/or Dean of Women, a faculty member, a Resident Assistant (RA), and a student government officer. No parents, relatives, or friends are permitted to attend the disciplinary council. The decision of the council will be final unless the student is expelled.

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

CAMPUS STATUS

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

- Students may leave campus for 1 hr. per week in order to take care of personal needs. You must check out with a dean before leaving campus and check back in at your return.
- You are restricted from all extra curricular activities (intercollegiate and intramural sports, society and student body activities, etc.).
- You may not sing specials in church, chapel or participate in any public performance (i.e. praise team) outside of your Christian Service requirement
- You may not go out of town while on "campus status" (except for school holidays).
- You must sign in and out at an RA's room when leaving the residence hall floor. **Failure to sign out or in will result in 1 day being added to the duration of the campus restriction.**

Along with the above mentioned restrictions, a student who is on "**Social Campus Status**" must abide by the following restriction:

- No dating
- Contact with the opposite sex may be limited.

STUDENT LIFE

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.

Social Campus Offenses

Although other offenses occur that may require a social campus, these represent the most common offenses.

- Couples not returning directly to campus after an out-of-town trip.
- Couples off campus without proper permission.
- Couples that show they are unable to maintain a healthy relationship.

STUDENT RESPONSIBILITIES

ANNOUNCEMENTS

Official announcements are made in chapel and are posted at various places on campus as well as posted on the college website.

Any announcement to be made in chapel must have the approval of the Dean of Students at least 24 hours in advance.

Student notices and posters must be submitted to a student services dean and must bear his or her initials before posting.

BORROWING

The College discourages borrowing since it can create problems for all concerned. If items are needed, permission must be obtained from the owner **each time** the item is borrowed.

Borrowing without permission may be interpreted as stealing.

College equipment and materials are reserved for approved uses only.

CHAIN OF COMMAND AND PROTOCOL (DUE PROCESS)

A chain of command has been established and is outlined below that students will

follow when trying to appeal a decision or receive permission.

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

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.

CLASSROOMS

All rooms designated as classrooms are off-limits to students when a class is not in session. Exceptions are made when a project such as a bulletin board, requires the use of a particular classroom. Permission must be granted, in writing, by the teacher or by a dean.

Members of the opposite sex may not be together in a classroom unless they are properly chaperoned.

Food and drink (including coffee, candy, and gum) are not permitted in the classroom.

Chalkboards are not to be used by students without authorization.

COMMUTER STUDENTS

Most rules on conduct, dress, classroom department, academic requirements, and church attendance are the same for commuter and resident students. The Dean

of Students will make clarifications when needed.

All married and single commuting students who are involved with campus students in groups, activities, travel out of the city, etc., are subject to the same rules and regulations as a single resident student. The commuting student is also subject to the same penalty as the resident student.

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. The Student Services Department will monitor the sites being accessed by students and computers for inappropriate content.
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 must access the Internet via the ministry network. "Dial Up" internet connections are prohibited. No "Dial Up" software such as MSN, Bellsouth, etc. is allowed on the hard drive of any computer. "Tethering" your desktop or laptop computer to an internet service offered through a cell phone provider is also not allowed. Any exceptions must

be made in writing by the Dean of Students.

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. Network access must be requested each semester on a "Network Access Request Form" found online upon initial access.
8. 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. Network cards and cables are not included but are available for an additional fee.
9. 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.
10. 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.

11. All students are provided with a tbc.edu email address. All web-based email services such as Hotmail, Yahoo etc. are prohibited due to virus and spam concerns.
12. Web browsing, personal folders and email access through Eagle Mail are the principal services provided by network access. Other services such as instant messaging, Real-Audio etc. 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.
13. 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 Services Department until the end of the semester or until shipped home at the expense of the owner.

INTERNET POLICY - STUDENT-POSTED ONLINE CONTENT

All students should be aware of the fact that they are responsible for any content posted online via social networking sites or related online formats. The following guidelines have been provided to serve as a reference for any interaction with these types of sites.

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. (see also our Zero Tolerance Policy - p.24)

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 (p.6) also applies to online content.

Suggestions for Posting Online:

1. You are responsible for anything connected to your online accounts. This includes FaceBook, 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 networking 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, status updates, 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 online then do not post it.

GENERAL CONDUCT

Any part of this handbook may be changed at any time at the discretion of the administration. Any such changes during a semester will be posted in the daily announcements for three consecutive postings.

The rules and guidelines of the college are in effect during all breaks and weekends at home.

All students staying in the residence halls or in town during any school holiday, semester break, or during the summer must abide by college standards of conduct.

It is nearly impossible to list every situation that may arise; therefore, the Dean of Students will be the authority to rule in situations not addressed in this handbook.

DRESS AND APPEARANCE

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

Many of our individual choices in the area of dress are guided by our background and the acceptable cultural norms in which we have been raised. These individual preferences are varied and unique to each person represented in our student body.

In order to set expectations that we believe are appropriate for an educational environment, and allow for individual expression, Trinity Baptist College has developed the following guidelines relating to dress and appearance.

The following standards for dress reflect the values and distinctives 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 Services 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.

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

DRESS STANDARDS FOR MEN

- Shorts are appropriate for all athletic, recreational activities and on the Residence side of campus when not conducting business. Shorts are also appropriate on the main side of campus all day Saturday and after 5pm Monday-Friday (except for the Wednesday evening meal and the Wednesday evening service).
- Appropriate dress for Sunday services, chapels, and in the classroom includes: Collared shirt, dress or nice casual pants (no jeans) with a belt, appropriate shoes and socks (no athletic shoes, sandals and flip flops). All clothing items should be clean and in good order. Clothing items with rips, frayed hems and/or holes are not appropriate.

Hair and Grooming

- Extreme hairstyles are not appropriate and men should be neat and well-groomed at all times. Hair length would not extend below the collar or cover the ears and/or eyes.
- Neatly trimmed facial hair is acceptable.

- Students should not dye hair to an unnatural color.
- Body piercings, makeup and fingernail polish are not appropriate for men.
- You should refrain from obtaining any new tattoos while enrolled as a student at Trinity Baptist College.

DRESS STANDARDS FOR WOMEN

Women should observe the following specific guidelines:

1. Be modest regarding exposure. Female students should check carefully the cut of their garments, including hemlines, slits, necklines, and cuts in shoulders. Garments with low necklines in front or back are not appropriate. Tank tops, tops with thin spaghetti straps over the shoulders, or tops with large openings that expose the midriff or undergarments are also not appropriate. Skirt or dress length must be to the middle of the knee when standing.
2. Be modest regarding accentuation. Tight fitting clothing and clothing with fading which calls attention to body features are not appropriate. Proper undergarments should be worn with each outfit.
 - Shorts are allowed for all athletic and recreational events as well on the Residence side of campus when not conducting business. Shorts may also be worn on the main side of campus all day Saturday and after 5pm Monday-Friday except for the Wednesday evening meal and the Wednesday evening service. Appropriate length for all shorts is the top of the knee.
 - Jeans may be worn at any time off-campus, on the Residence side of campus and any time after 5p.m. on the main side of campus.
 - Jeans are also permitted on the main side of campus all day Saturday.

Modest and appropriate jeans would be defined as non-form fitting, having a feminine appearance without extreme coloring or markings. Jeans should be free from holes, frayed hems, patches or tears and may not contain any pictures or words. Women should also pay careful attention to the appropriateness of the cut and style of any jeans they choose to wear.

Female commuter students involved in on-campus and/or off-campus activities sponsored by Trinity Baptist College should follow the same dress guidelines.

Classroom/ Sunday Dress

Appropriate attire for both the classroom and Sunday services would include dress or nice casual pants (no jeans), dresses, or skirts with appropriate dress shirt; appropriate shoes or sandals. Clothing worn to class and/or church should be neat and well-kept. Clothing should not have holes, tears, frayed hems or patches.

Makeup and Jewelry

You should avoid extreme styles in hair and makeup. Hair should be clean and styled at all times. Body (other than ear) piercings are not appropriate.

You should refrain from obtaining any new tattoos while enrolled as a student at Trinity Baptist College.

If necessary, the Dean of Women will offer personal guidance in the area of interpretation.

DRESS STANDARDS FOR BUS MINISTRY WORKERS

On Sunday morning, men are excused from wearing coats and ties, but must still present a neat appearance including collared shirt tucked in and no jeans. Likewise, ladies dress should be neat and presentable. All workers are permitted to wear casual or athletic shoes.

OUTREACH DRESS POLICY

Students should dress appropriately when going on any type of outreach. Specific questions should be addressed to a student's outreach leader.

EMPLOYMENT

In order to safeguard the student's health, academic status, and the testimony of Trinity Baptist College, the Dean of Students has the final say in all off-campus employment. 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:

<u>Academic Load</u>	<u>Work Load</u>
16 credit hours	15-20 hours weekly
12 credit hours	21-30 hours weekly

Students on academic probation should follow this recommended schedule:

<u>Academic Load</u>	<u>Work Load</u>
14 credit hours	0 hours weekly
13 credit hours	9 hours weekly
12 credit hours	12 hours weekly

A resident student's work schedule must be reported to their RA at the beginning of each semester. Changes in a schedule should be reported to the RA when those changes are made.

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.

Students are not permitted to miss more than one church service per week because of work commitments. Students may not work on Sunday mornings.

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 Director).

GRIEVANCES

A grievance is a complaint by a student suggesting that he/she has been treated unfairly 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

HANDICAP POLICY

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

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.

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.

ILLNESS

When students become ill, they must follow the appropriate procedures:

1. Students are responsible to choose their Health Care Provider. A list of providers is contained in the back of the Student Handbook. Students may select from this list or any provider of their choosing.
2. Students missing classes because of a valid illness are advised to check in with their RA or the student services assistant for assistance.
3. Any resident student taking a prescription medication is to provide the Student Services Office with a list of these medications.

The College does not accept financial responsibility for any student requiring off-campus medical attention or hospitalization. It is the responsibility of the student to provide his/her own transportation for hospital or doctor's appointments.

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.

LAWNS

It is our desire to have the best looking grounds possible. Students should use the walkways and stay off the grass so as not to produce wear patterns.

LEGAL RESPONSIBILITY

Since most students are legal adults and ultimately responsible for their own conduct, they must comply with all federal, state, and local laws.

MARRIAGE

Students are not permitted to marry during the college year without permission. Written permission should be obtained from the Senior Vice-President prior to the beginning of the semester.

MUSIC

Music is one of the most controversial topics among believers. Understanding this, we have attempted to approach this subject

with balance and a gracious spirit. Our desire is to avoid casting a stumbling block before our brethren (Romans 14:21) and to promote an atmosphere where spirituality can thrive.

It is very important that a clear distinction be made between the philosophy of music for Trinity Baptist Church and its related ministries and the personal music choices that each student will make in their individual lives. Please understand that any musical policy that our ministry sets in place is not an attempt to establish a guideline for our students in a personal sense. However, we do believe that each individual must make good choices in selecting music based on the tremendous influence that music can have upon us.

Guidelines for Trinity Baptist College

Trinity Baptist College desires to provide a balanced music program that glorifies the Lord (I Corinthians 10:31), and is a direct reflection of a Spirit filled life (Ephesians 5:19). While not an exhaustive list, the following questions are contemplated when making decisions regarding music in relation to the ministry of Trinity Baptist College.

1. Can the words be understood and do they bring glory to God?
 "...whatsoever ye do, do all to the glory of God." I Cor. 10:31
2. Is the message of the song Scriptural?
 "...teaching and admonishing one another in psalms and hymns and spiritual songs..." Col. 3:16
3. Does the music imitate debasing styles of the world?
 "**Love not the world**, neither the things that are in the world..." I John 2:15
4. Does the music feed spiritual desires or fleshly desires?
 "Because the **carnal mind** is enmity (at war) against God..." Romans 5:8

Personal Music Guidelines

As stated above, personal choices in musical selection must be made on an individual basis. Whether the choice is related to Christian music or secular music, there are some important biblical questions that every believer should reflect upon when making choices in the area of music. The following list of questions should serve as a starting point in making God-honoring choices in the type of music we allow into our lives.

1. Why do I want to listen to this music? (Matt. 15:11)
2. What is the song saying? (we should create a habit of active listening) (I Cor. 14:15; Eph. 5:15-16)
3. Is the message of this song a positive or negative influence on my spiritual life? (I Cor. 10:31)
4. What are the characteristics of the music? (Phil. 4:8)
5. Am I living a life of balance and moderation by the musical choices that I make? (Exodus 20:3; I Cor. 9:25; Gal. 5:13; Titus 2:7; Eph. 5:1)

If you have specific questions concerning music you can speak with the appropriate dean or an RA. Our primary goal is to provide our students with the biblical information and guidance they need in order to make good, Christ honoring decisions in the music they choose. Because of the influence that music has upon individuals we believe that this is a very important matter. Please understand that our desire is not to place controllers on the personal choices our students make but rather to guide our students to biblical information that will enable them to make the appropriate decision for themselves.

Live Performances

- Attendance at off-campus concerts and performances, whether secular or Christian, must be approved through the Student Services Department.

Residence Halls - any questions concerning music in the Residence Halls should be directed to your RA. The important thing to

remember is that this is a shared living environment. Please keep in mind the personal tastes and musical opinions of your roommates.

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., Brother, 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 call slips 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.
- 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 lines.
- There is a \$25.00 fine for parking in unauthorized spaces. (See campus map on p. 43)
- All fines must be paid in cash before final exam passes will be issued.

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 Services office.

ZERO TOLERANCE POLICY

Trinity Baptist College includes as one of its fundamental operating policies that it offers a drug-free environment. The program listed below is in place to enact this policy.

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. No student will be permitted to enroll who has had association with drugs or drug users or has received community or school discipline for drug-related offenses. Shielding such knowledge is grounds for non-enrollment or immediate dismissal. An exemption to this "Zero Tolerance" program regarding enrollment may be granted by the Pastor of Trinity Baptist Church or the President of Trinity Baptist College. Such exemption shall be based on student behavior, character reference, negative drug testing, and probationary enrollment.
2. As a pledge of cooperation, the student understands that Trinity Baptist College in the interest of nurturing the school

atmosphere and spiritual goals has a "Zero Tolerance" policy regarding the possession and/or use of drugs or alcohol on or off campus. If the judgment of the Trinity Baptist College administration 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. If it is determined that a student of Trinity Baptist College has used or was in possession of drugs/alcohol while on or off campus it will result in immediate expulsion.

3. Each student is provided with access to the student handbook each year. The pledge of cooperation included in the handbook requires that each student sign a statement indicating that they have read and understood the handbook. Trinity Baptist College takes an aggressive posture 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.
4. In addition to offering a drug-free environment, 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.

SOCIAL LIFE

Social activities are an important part of college life. Students are encouraged to participate in all aspects of the social opportunities offered at Trinity. Some of the most important relationships students will have in their lives are often formed while in college. It is also important to remember that the people who will influence us the most are those that we choose to associate and build relationships with. It is vital that students learn to choose friends wisely and seek out individuals who will encourage good behavior and hold them spiritually accountable.

COUPLES AND DATING

As couples express interest in each other, their primary concern should be to honor Christ in every aspect of their relationship. As a Christian college, we hold firmly to the biblical principles of accountability and maintaining personal purity. The dating procedures and guidelines required by our college are designed to help students maintain these principles.

Freshmen (Less than 32 credit hours)

- Must have a chaperone on a single date
- Must have a dating permission form signed by a dean. An RA may sign permissions on weekends.
- May double date with any approved resident couple
- Dating couple is required to complete a "Dating Report"

Sophomores & Juniors (32-95 credit hours)

- Must have a chaperone on a single date
- May double date with any approved resident couple

Seniors (96 credit hours) or students at least 21 years of age

- May single date another senior or person 21 years of age or older without a chaperone

Mixed Group Guidelines

Any mixed group of at least (5) or more students may go off campus with a signed permission form.

- Any mixed group must contain at least (2) females
- At no point in time should any female be alone in a mixed group
- Dating Reports are not required for mixed groups

Any student participating in a mixed group activity must understand that they have personal responsibility to report any inappropriate activities or behaviors performed by anyone in the group to the dean's

Policy on Personal Purity:

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 in all interaction they have with the opposite sex. In addition, students must uphold the Standard of Conduct at all times. Any form of sexual behavior, whether consensual or otherwise, will result in immediate disciplinary action. Contact between members of the opposite sex should be limited to single-hand holding and brief, casual, non-intimate embraces. Couples holding hands should not rest their hands on the legs, lap, or any other body part of either involved. 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.

Additional Guidelines:

All first semester students will be restricted to freshmen dating guidelines during their first semester.

Engaged couples who have reached their Junior year may single date with signed permission from a dean.

After all evening church services, a RA will be available in the lobby at the Information Counter for 15 minutes to sign permissions.

A chaperone **must** be a single resident lady who has been approved by the Dean of Women.

Freshmen dating couples are required to complete a "Dating Report" after each date. The chaperone as well as the dating couple must sign this report. The dating report must be turned in to the Student Services Assistant within one week. Students who fail to complete a dating report three times during a semester will have their dating privileges suspended for one week.

Resident students dating commuter students must follow the same guidelines as if dating a resident student, including chaperones and chaperone reports.

When sitting with a member of the opposite sex during chapel, church, classes, or any spiritual/academic settings, arms should not be rested behind the other person such as on the back of a chair, pew, bench, etc. Students must be sitting upright at all times in order to avoid the appearance of inappropriate behavior.

Mixed groups including a resident student are never to be present together in any home without special permission in writing signed by a dean.

A faculty or full-time staff member may single date a **junior or senior student** off campus **with parental permission**. Faculty or staff may date at meals. They

may also attend college functions. There should be no physical contact between the student, faculty, or staff. Students are not permitted in the faculty or staff member's dwelling or to visit his/her office alone **at any time**. Students will observe the established curfew times.

Students who work in the teen department, and/or on a bus route are not allowed to date teens in that youth department or bus route.

Students may date High School seniors only with written permission of the senior's parents.

Couples who want to leave the Jacksonville area **for the day only** must have a chaperone and **both** sets of parents must contact the deans. **This includes being in the home of either student!**

Couples should always exit cars as soon as the cars are parked. Couples are not to loiter in a parking area whether leaving or arriving.

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

- Students must never be alone with a non family member of the opposite sex in any home, residence, hotel room, etc.
- Students who work in a teen department, and/or on a bus route are not allowed to date teens in that youth department or bus route.
- Students may date High School seniors only with written permission of the senior's parents.

Off-Limit Areas of Campus for Couples

Due to the large size of our campus, there are certain areas that are off limits to non-chaperoned couples. These include all wooded areas, the area between the hill parking lot and the lake, the cemetery, the area behind the stands on the athletic fields, any building or classroom, or any other isolated area. Couples may not be alone after dark other than in the lighted area in

front of the residence halls and student center. Couples may not ride alone in automobiles together on campus. **See Campus Map on p. 43.**

Couples alone in these places and situations will be considered for "social campus status."

Overnight Trips

No chaperone is needed if the couple is going to the home of either student's parents, and that couple may stay in the same home provided the parents are present. Both sets of parents must contact the student services office before permission will be granted.

STUDENT ORGANIZATIONS

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 based upon the Bible, the Church, and our Triune God.

Composition

1. The Student Body Government includes a President, Vice President, Activities Directors, and Secretary, which are elected by the student body. Elections are held at the end of each spring semester for the upcoming year.
2. The four male societies and the four female societies elect their officers at the end of each spring semester to serve the following year. These offices include President, Chaplain/Devotion Leader, and Activities Director. Any of these officers may represent their society on the Student Council or a special representative may be elected shortly after to serve that year.

STUDENT LIFE

3. In order to run for position as a student body officer, society officer or representative, certain requirements must be met by the individual and maintained throughout the school year.

4. These requirements are as follows:

Character: This will be based upon the approval of the administrative cabinet.

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.

General: Since the President and Vice President of the student body may serve as chaplain, he must be a male that has achieved the academic rating of a junior or senior.

Procedure

1. Nomination of new Student Body and Society Officers will take place in March with elections taking place in April.
2. Nominations will be submitted to the administrative cabinet, and with their approval, will be placed on the Student Body ballot. Approved society candidates may run for election in their respective societies.

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

Job Descriptions

President: Plans Student Body Chapel, oversees the yearly project 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. Functions as the Student Body Chaplain.

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

Activities Directors: Assists the Student Services Department in planning student body and society activities as well as the monthly intramural competitions. Serve as active members of the Student Council.

Secretary: Keeps minutes of the Student Body and Student Council Meetings.

Society Representatives: Attends the meeting of the Student Council to represent their society and the student body at large regarding matters of importance to the students concerning policies and regulations, grievances, and the suggestions raised by their peers. Furthermore, they are responsible to disseminate information passed to them at the council meeting.

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.
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.

STUDENT COUNCIL

The student council is made up of a representative from each student society and the student body officers. The group meets with a faculty representative each month. Matters of importance to the students and input from the student body concerning policies and regulations of the college are presented to the council. Student council representatives serve for one year.

STUDENT SOCIETIES

The student body is divided into eight groups known as societies. There are four societies for the men and four for the women. These have been established to provide Christian fellowship through monthly meetings and activities. The societies are involved in school projects and fund-raising. Students 25 and above are not required to attend society chapels but may participate if they choose to. Each has its own elected officials. The requirements are on the same basis as the Student Body Government with the exception that a student must have a "2.0" GPA only for the year in which he/she was nominated.

Job Descriptions

President: Is a spiritual leader, plans his society chapel meetings, promotes and encourages his society members to get

involved in the intramural program, promotes school spirit, plans and promotes a yearly fundraiser to raise money toward a project to benefit Trinity Baptist College. All fundraisers are to be approved by the Dean of Students.

Chaplain/Devotional leader: Is a spiritual leader, assists the president, gives chapel announcements to his society, brings the chapel message or schedules the speaker and works with the activities director in planning and carrying out activities. The Dean of Students must approve all speakers.

Activities Director: Is a spiritual leader, assists the President, works with the student body Activities Director in the intramural sports and activity program, and plans society activities. The Dean of Students must approve all activities.

MISSIONARY PRAYER BAND

The Missionary Prayer Band of Trinity Baptist College exists to promote an atmosphere of missionary zeal and burden among the student body of TBC and to funnel that burden in a concerted effort of prayer for missionaries and their causes. The prayer groups meet regularly to read prayer letters, and to pray for missionary work around the world.

YEARBOOK TEAM

Every year, a student is chosen from among our student body to act as editor of our yearbook. Many volunteers are needed to assist in supporting rolls such as photography, advertisement sales, layout, financial management, and others.

NEW ORGANIZATIONS

Students are encouraged to start other clubs and organizations. Those wishing to do so must submit their ideas in writing to the Dean of Students for review and approval.

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 ones 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 Services 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.

RESIDENCE LIFE

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."

The guidelines and policies of the Student Handbook 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 RA.

ACTIVITIES CENTER

An RA is on duty each evening. Each student is required to give full cooperation to the RAs.

The Activity Center will close 5 minutes before curfew.

Sleeping and/or lounging on the sofas is not permitted.

Limited physical contact between men and women is permitted (See p. 25 for full policy), however 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 and therefore no student should feel uncomfortable based on the behavior or conduct of other students utilizing this space. Ultimately, the RA on duty has the authority to make any decisions concerning the appropriateness of physical contact or other behaviors which may extend beyond acceptable guidelines.

The Activity Center is closed during hours of church services. In addition, hours dedicated to

late night study during Mid-Semester or Final exams are for studying only.

The television in the activity center is provided for the students' enjoyment however, students must use discretion in the programming they choose to view. For guidelines see media/game systems on pg. 33.

BEACH AND SWIMMING

1. Male and female students may not swim or sunbathe **together** at any location including private pools.
2. Mixed groups may only go to the beach for non-swimming related activities such as volleyball, walking, etc.
3. Swimming attire may not be worn unless students are in a secluded area. Students may not wear immodest swimming attire.
4. Care should be taken to avoid crowded public beaches or pools where immodest dress is prevalent.

BICYCLES

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

CHURCH AND CONFERENCES

Students must be out of the residence halls 15 minutes before Bible Fellowship, church services, or any special meetings.

CLEANLINESS/CARE OF ROOMS

Rooms should be clean and orderly at all times, not just for daily room inspections. A weekly inspection of the Residence Halls will be performed by an appropriate Dean on a weekly basis. Students are responsible for providing their own cleaning supplies.

ROOM RESPONSIBILITY

As a matter of personal stewardship students are expected to maintain a neat and orderly living environment. Because of the fact that you will be sharing a living space on campus, common courtesy requires that you 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, and

RESIDENCE LIFE

emptying of trash bins RAs will conduct a daily walk-through of the rooms on their hallway to ensure appropriate cleanliness. The RA will be responsible for arranging a daily time for this walk-through to occur. If the RA recognizes a pattern of uncleanness it is his/her responsibility to mentor and hold individuals accountable who are not participating in the completion of these duties. If a student continues to demonstrate neglect in these areas after these conversations have taken place then an RA will refer the student to an appropriate Dean. At this point 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.

Once per week, a Student Services Representative will do a complete room inspection. Failed inspections will result in a remedial work assignment to each occupant who fails to perform his/her assigned duty. Failure to complete required campus 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 Dean of Students.

There must be a schedule of assigned duties for the week in each room, which will include all the names of those living in that room listed with each individual's assignments. Each student is responsible to do his share of the work, not only at room inspection time, but also throughout the day.

Each student should label his individual items: i.e. refrigerator, desk, etc...

There will be a "white glove" inspection at the end of each semester. (See p. 54)

COOKING AND APPLIANCES

Hot plates and other electrical appliances used in the preparing of food may be used only in the Student Activities Center. They are to be unplugged when not in use. Students may purchase small compact refrigerators. For safety's sake, curling irons, irons, and blow dryers must be unplugged after use.

CURFEW

All students must be in the Residence Halls and or accounted for by 10:15 on Monday and Thursday and 11 p.m. on Tuesday, Wednesday,

and Friday-Sunday. A dean must approve all late permissions **in advance**. Roll will be taken each night at curfew by RAs. Students coming in after lights out must sign in with the evening security/RA. Failure to observe curfew is unacceptable.

PENALTY:

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

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

DAMAGE

Care should be taken not to deface floor, 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.

HALL MEETINGS

Organized hall meetings are held on Thursday evenings each week.

Attendance at Hall Meeting is expected unless the student is at work.

Any student having come in from work during the Hall Meeting should attend as much of the meeting as possible before engaging in other activities.

ELECTRONIC EQUIPMENT

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

RESIDENCE LIFE

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. TVs in the Residence Halls may only be used for playing video games and must not be larger than 32-inches. Televisions in the Residence Halls may not be connected to any cable service or other programming provider.

FURNITURE/WALLS AND DOORS

Furniture **may not** be moved from one room to another without written permission from a Dean.

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..

INTERNET

See pp. 16-17 for complete policy information.

KEYS

Keys for the respective Residence Halls are issued at registration. In order to maintain security on campus, it is essential that keys be in the student's possession at all times. Any student misplacing or losing his/her residence hall key will be charged \$15 for each new key.

LAUNDRY

A laundry area is available 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.

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

Report any maintenance problems to the RA.

The use of laundry equipment for resident students is included in the student services 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 are to be closed. Students are not permitted to change the temperature of the thermostats at any time.

LIGHTS OUT

Due to the need for adequate rest by campus residents, lights are to be out each night at midnight. Only quiet study, personal devotions or sleep is permitted after lights out. Strict adherence should be paid to the lights out policy.

All students who are employed and return from work after lights out have 45 minutes after their arrival to take care of personal needs and to turn lights out.

No resident student is to be out of his/her room after lights out without permission!

Use the lobbies for after-hours socializing.

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.

LIVING IN JACKSONVILLE

Jacksonville is home to a variety of activities for a variety of people. From eating out at Moon River Pizza (a college student favorite), to nine innings of Jacksonville's very own baseball team: the Jacksonville Suns. Jacksonville also is known as the first coast making it home of many beautiful beaches. St. Augustine is only a short drive away allowing for a relaxing get-away with quaint shops accented by some interesting, historical landmarks.

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.

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)

PERMISSIONS

Permission slips must be signed for various activities, such as dating, overnight stays, out of town trips, etc. See Forms and Procedures section (p. 55) for further information.

Off-campus permissions

A student services dean must sign all freshmen dating permission slips. An RA may sign dating permission slips during the weekend.

All out of town and overnight permissions must be obtained in advance during the Student Services office hours. In response to Clery Act guidelines, failure to obtain permission in advance will result in the student being restricted to campus.

A student 21 years and older may obtain standing permission by having a parent or guardian call the Student Services Assistant.

Overnight permission, in-town

A student desiring to stay overnight in the home of a commuter student or member of Trinity Baptist Church may do so on a limited basis on weekends or breaks providing he/she is in good standing. **A parent must be present in the home.**

Permission must be secured from his respective dean **after** the Student Services Office has received permission from the students parent by way of telephone.

Freshmen **are not** permitted to stay overnight in town for their first semester. Permission may be granted during the second semester on a case-by-case basis.

Overnight permission of any kind must be secured from a dean in advance with check in no later than curfew of the next day.

Permission for granting overnight requests is completely at the discretion of the Dean's office. Overnight permissions should not be expected for dates corresponding with scheduled college events.

Out of town permission

No Campus-Resident Student, regardless of classification may leave the immediate Jacksonville area without permission from a dean (the immediate Jacksonville area includes Duval, Clay, St. Johns and Nassau counties). Students must return to Residence Halls by curfew, no overnights are permitted unless staying in the parent's home of a student. For couples, see p. 24.

RESIDENCE LIFE

Students may not take out of town trips the first month of classes during the fall semester. A list of other "no travel" weekends will be provided at the beginning of each school year and is available on the college website.

RESIDENCE REQUIREMENTS

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.

The RAs are representatives of the Administration and as such should receive proper respect and cooperation at all times.

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.

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 Services Office. Students seeking this 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 Deans' office
3. Must have parental permission submitted in writing to the Dean of Student's
4. Must complete the Off-Campus Residency form available in the Student Services 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 who are over the age of 25 or have previously been divorced (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 RESTRICTIONS

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

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

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

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

RESIDENCE ROOM SEARCHES

Trinity Baptist College reserves the right to search any residence room at anytime 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 Services Department. 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.

RESIDENCE LIFE

Students are encouraged to purchase property insurance. Further information can be requested from the Student Services office.

SENIOR PRIVILEGES

All senior resident students (96 hours or more) are given the following special privileges providing they are in good standing. These privileges also apply to students age 23 or over who have attended the college for at least one semester.

1. Senior curfew is extended to midnight.
2. Seniors may go out of town the first month of classes.
3. Seniors may single date (see Social Life section for guidelines).
4. Seniors are required to be present at Thursday hall devotions.

STUDY HOURS

Study hours are to be observed between the hours of 6:00 p.m. to 8:00 p.m. Monday, Tuesday, and Thursday. Noise and activity should be kept to a minimum in the residence halls during this time.

Extended Study Hours

Students may study after lights out in their rooms, with a small study lamp, 40 watts or less, only with the consent of the other student/students in the room.

There is to be no talking during extended study. Students who abuse the use of extended study will lose this privilege.

TELEPHONES

Telephone jacks are provided in each residence hall room. Each student is required to provide his/her own telephone. The college will assign

telephone numbers. All long distance calls must be made with a phone card. Please give your phone number to your family and friends.

All residence hall students should make and receive their phone calls from their room. Please answer promptly and take accurate messages.

There are to be no telephone calls received or made during evening devotions. Calls may be made or received after devotions until lights out, but students must be off the phone by lights-out.

Students may not use the telephone between lights out and 6:00 a.m. The only exception to this is for those students that must speak to their parents who live in the Mountain Standard and Pacific Standard time zones.

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 Services office.

VISITORS

No visitors or commuting students 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. Children from bus routes are not to be in the residence halls. Serious liability may result if this policy is violated.

PETS

Animals of any kind are not permitted in the Residence Halls with the exception of small fish bowl.

ACADEMIC LIFE

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 fails to remove his 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.
- He must be declared eligible to return by the Financial Aid Office and Student Services.
- 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

Students are reminded of the importance of class attendance in maintaining the continuity of courses and their responsibility as a good steward to the Lord. Students should be absent as a last resort when personal emergencies or extreme illness prevents them from being in class.

The maximum number of **allowable absences for any reason** is as many times as a class meets in two weeks. Over absenting in a class will result in a failing grade for that class.

- 2 absences for a class that meets once per week
- 4 absences for a class that meets twice a week
- 6 absences for a class that meets three times per week
- 8 absences for a class that meets four times per week
- 10 absences for a class that meets five times per week

It is the student's responsibility to maintain a record of his/her class absences. Not attending class for **ANY** reason will count toward the total number of allowable absences. Students who register late will be counted absent in classes they have missed due to late registration.

If a student is more than 10 minutes late to a class, or leaves more than 10 minutes early, he is counted absent for that class. Three "tardies" will constitute an absence and will detract from the total allowable absences.

Each individual teacher for each course will determine the makeup policies for each course.

This policy is included in the syllabus of each course.

APPEALS POLICY, OVER ABSENCES

Student class absence is consistent with the statements in official documents as stated above under Attendance Policy. When a student misses more than the allowed absences the instructor will turn in the grade as failing based on over absence.

Over absence appeals are only considered if one of the following extenuating circumstances took place:

- Jury Duty
- Military Duty
- Hospitalization
- Illness supported by documentation from a doctor, clinic, and/or Student Services personnel
- Death of an immediate family member
- Representing the college
- Attendance at student leadership functions required by the Dean of Students
- Removal from class at the request of a college officer (excluding disciplinary issues)
- Extended Education

For example, if the student chooses to use 4 of 6 allowed absences to sleep in, go out of town, work on a project for another class, etc. and then becomes ill and misses class 3 times, the appeal will not be granted. The student will receive an F for the course and will have to sit through the course again. It is very important that your student only uses the absences for unavoidable situations such as those listed above.

If the student believes the absences were for valid reasons, he/she can submit an appeals request (in writing) to the Academic Office no later than the first day of final exams. The appeal must be on the form provided by the Academic Office. By submitting the signed appeal the student signifies that he/she recognizes a committee meeting may be called by the Academic Office and that the decision of the Academic Office will be final.

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.

CHEATING AND PLAGIARISM

Plagiarism Policy

I. Definition

A. General - Plagiarism is taking another's written work and passing it off as one's own.

B. Specific

1. Inadvertent (non-deliberate or citation omission)—a student's carelessly omitting to credit his source is an act of ***inadvertent plagiarism***. In this circumstance, the student, neglecting to follow required guidelines, carelessly omits either quotation marks, footnotes and/or all forms of acknowledging the source.

2. Deliberate—a student's knowingly and purposely copying from another's work and presenting it as his own is an act of ***deliberate plagiarism***. In this circumstance, the student, for the express purpose of deceiving the teacher and claiming someone else's work as his own, knowingly and purposely omits quotation marks, footnotes and all forms of acknowledging the source or uses a false citation.

Examples: 1) The student uses quotations, but **purposely omits** proper footnotes, 2) the student uses footnotes, but **purposely omits** enclosing direct quotations with quotation marks, 3) the student uses quotations or ideas from one source, but **purposely omits** the true source and ascribes these to another source, or 4) the student uses a false footnote or bibliography source.

ACADEMIC LIFE

II. Clarification

- A. The student, when **copying directly the sentences or ideas** from someone else's work, must enclose that direct copying with quotation marks and properly acknowledge the source.
- B. The student, when **paraphrasing the sentences or ideas** from someone else's ideas, must properly acknowledge the source by using a footnote.
Note: This acknowledgement includes not only published and copyrighted works, but also the work of a fellow student.

III. Responsibility

- A. The student is **always** responsible for crediting sources properly and should, therefore, actively seek advice if there is any doubt as to whether or not he should use a citation.
- B. The faculty member who identifies plagiarism will report the circumstance to the Academic Dean, who will assist the faculty member in determining if the plagiarism is deliberate or inadvertent.

IV. Penalty

- A. The penalty for inadvertent plagiarism will be determined by the teacher who identified the offense. The teacher may lower the paper by one or more letter grades.
- B. The penalties for deliberate plagiarism will occur in the following sequence:
 1. First offense - Zero for the paper/project.
 2. Second offense - Failure for the course.
 3. Third offense—Expulsion from school.
- C. The penalties for plagiarism are cumulative for the duration of the student's academic career at this institution. A plagiarism offense, verified and recorded, remains a permanent

mark on the student's record throughout the program of study. Such a record is not cleared either at the end of a semester or the end of a year.

V. Records

- A. Any or all plagiarism offenses, whether inadvertent or deliberate, will be documented in the student's file in the Academic Dean's office and may ultimately result in expulsion from school.
- B. Any or all plagiarism offenses may be combined with other academic offenses (such as cheating on quizzes or exams) to create a profile of general academic dishonesty and fraudulence and may ultimately result in expulsion from school.
- C. Any or all deliberate plagiarism offenses will result in a penalty of 50 demerits as stated in the student handbook. Demerits due to deliberate plagiarism will be added to the student's overall demerit total.

CLASSIFICATION

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

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 five weeks of the semester without academic penalty.

ACADEMIC LIFE

ELIGIBILITY REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES

Extracurricular activities include volleyball, basketball, baseball, golf, student government offices, and student council.

Any student involved in extracurricular activities of the school must meet all eligibility requirements as follows:

- Students must be enrolled full-time (12 or more credit hours) unless it is his/her senior year and no further classes are required to graduate.
- All National Christian College Athletic Association requirements must be met to participate in intercollegiate sports.
- To be eligible for candidate status for a student government office, each student must have a GPA of "C" or above.
- Must have fewer than 75 demerits for student government.
- Must have fewer than 100 demerits for athletics.

EXAMINATIONS

Students are expected to take all tests as scheduled by the instructor. If make-up tests are given, a fee of \$1.00 must be paid to the proctor when the test is taken.

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
W		0 honor points per semester hour
WF		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

Bachelor of Science Degree

- Church Ministries 128
- Elementary Education 128
- with Special Education 142
- Secondary Education 128
- Church Music 129

Associate of Science Degree

- Office Administration 66
- Interdisciplinary Studies 64

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 Assistance (Ability-to-Benefit)

Trinity Baptist College defines Ability-to-Benefit students as students who have been identified as needing academic accommodations in the class room in order to succeed. They show potential for college-level work as determined by the Academic Standards and Admissions Committee. Recognizing that a student's academic record may not accurately reflect his/her current spiritual, psychological, and intellectual maturity, the College accepts a limited number of Ability-to-Benefit students. For Financial Aid purposes the Ability-to Benefit definition is different as defined by the Federal Student Aid Hand Book.

1. The number of ability-to benefit students accepted will depend on the total number of applicants on June 15. Other applicants, not accepted at that time, will be placed on a waiting list for late consideration. Acceptance will be limited to the set percentage of total applications received. Students not accepted as full-time students may apply for non-degree special standing.

ACADEMIC LIFE

2. The Director of Enrollment Management and the ability-to-benefit committee will evaluate the submitted material and designate students as ability-to-benefit as a part of the application review process.
3. Ability-to benefit students will be assigned to a special faculty advisor. The special faculty advisor will monitor academic progress by conferring with the student's instructors prior to a bi-weekly meeting with the student.
4. The special faculty advisor will keep records of academic progress on each student for use by the Administrative Cabinet for longitudinal study in accordance with the Institutional Assessment Plan.

<u>Non-Transfer Students</u>	<u>GPA Requirement</u>
Associate's	2.00
Bachelor's (0-23 credits) after two semesters	1.75
Bachelor's (24-35 credits) after three semesters	1.90
Bachelor's (36+ credits) after four semesters	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.

RESEARCH PAPERS/ TERM PAPERS

All term papers and research 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.

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:
 - 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.

- 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

I. Refund Process

- A. Students receiving federal and/or state funds will have their withdrawals based upon applicable federal and/or state withdrawal policies.
- B. All students who withdraw will have their semester bills determined based upon the college catalog. Charges will be determined, any applicable financial aid subtracted, and remaining charges billed to the students.

II. School Policy

A. Recipients of Federal Student Aid

- 1. Students who receive federal aid must speak with the Financial Aid Administrator so he can inform them of withdrawal procedures.
- 2. Students who receive federal student aid will receive their refund in accordance with federal regulations.

B. Recipients of Veterans' Benefits

The refund of the unused portion of tuition, fees and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the pro rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.

C. Fees

During the first week of class all non-consumed fees are refunded, less a \$25 Administrative Fee. After the first week of class all fees are non-refundable.

D. Housing

Refunds are prorated on a weekly basis.

ACADEMIC LIFE

E. Cancellation prior to commencement of classes by student.

Written notice is required from the student. Residence deposits are non-refundable.

F. Withdrawal after commencement of classes by the student

Tuition will be refunded based on the last day of attendance to class and the following schedule:

Amount of Refund:

1st week of classes	100%
2nd week of classes	90%
3rd week of classes	80%
4th week of classes	70%
5th week of classes	60%
6th week of classes	50%
7th week of classes	40%
After the 7th week of classes	0%

*Less a \$25 Administrative fee

G. All TBC scholarships will be rescinded based on the amount of the refund.

H. All refunds will be completed within 15 days of the official notification of withdrawal.

I. When a student withdraws, any money owed to the college is due upon withdrawal. A late charge of 1 1/2% per month will be charged on any unpaid

balance beginning 30 days after the withdrawal date. Unpaid balances are subject to being sent to a collections agency.

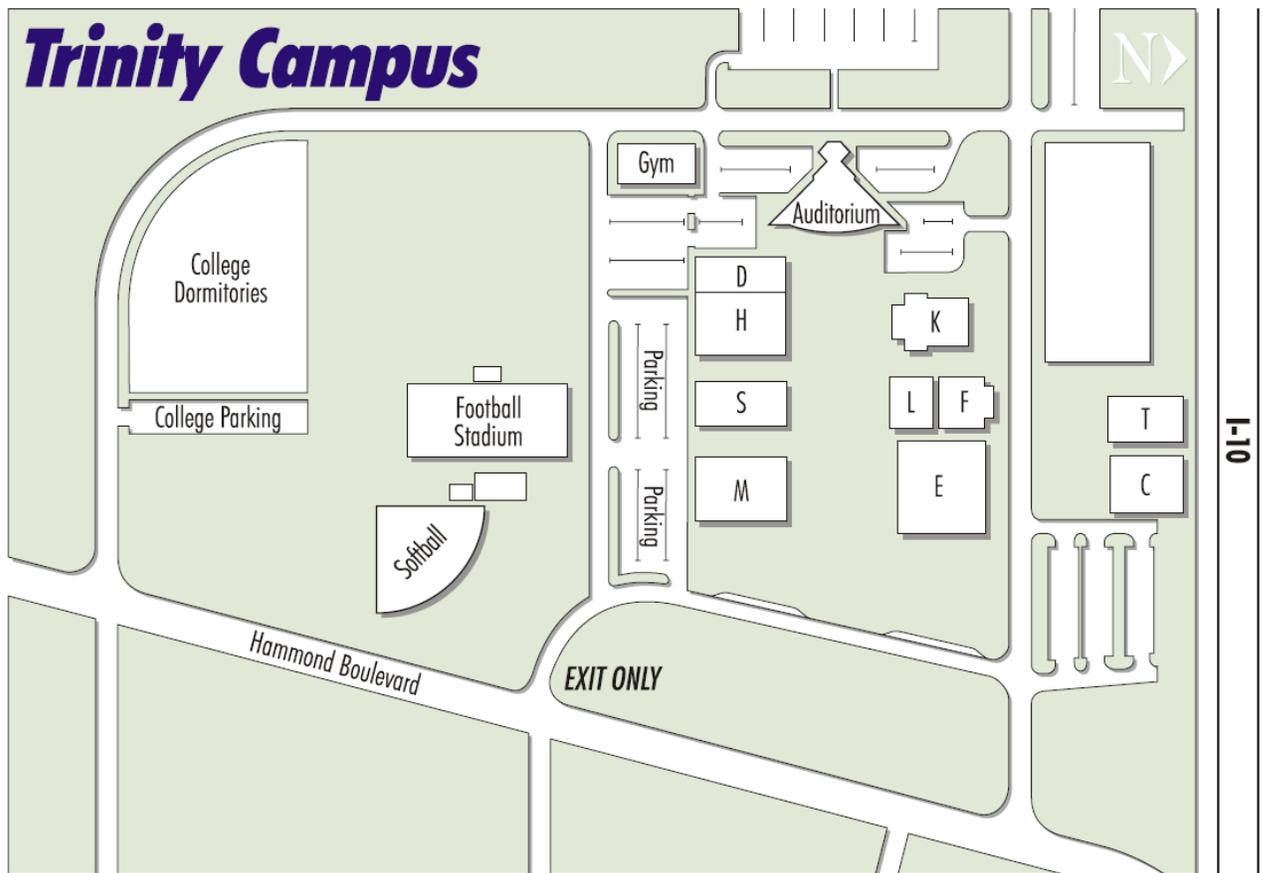
III. The **Federal** Refund policy is as follows:

A statutory schedule is used to determine the amount of *federal funds* a student has earned when he or she ceases attendance based on the period the student was in attendance. Up through the 60% point in each payment period, a pro rata schedule is used to determine how much federal funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the federal funds.

IV. The **State** Refund policy is as follows:

A statutory schedule is used to determine the amount of *Florida State funds* a student has earned when he or she ceases attendance based on the period the student was in attendance. Up through the 60% point in each payment period, a pro rata schedule is used to determine how much SFA Program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Florida's Program funds.

Complete academic policies are found in the college catalog.

Campus Map**UNAUTHORIZED PARKING AREAS**

1. Parking lot next to the "K" Building
2. Posted area in front of residence halls (\$100.00 fine)
3. The two insets on the main road in front of the "K" and "E" buildings
4. Next to yellow curbs anywhere on campus

A \$25.00 parking fine will be imposed on any student parking in any unauthorized area.

Procedures to Report Criminal Acts or Emergencies on Campus

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 Services 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 Services office at **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 Resident Assistant or security officer.
10. Report all incidents of crime or assault.

Annual Report of Fires Reported

2008 Fires Reported	Cause	Number of Deaths	Number of Injuries	Value of Property Damage
0	NONE	0	0	0

2009 Fires Reported	Cause	Number of Deaths	Number of Injuries	Value of Property Damage
0	NONE	0	0	0

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

for the 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 the 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 Services office during regular business hours Monday- Friday.

This Emergency Notification System will be tested annually and a 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 Student Services office.

The Emergency Notification System was tested on April 26th, 2011. This test was announced to the student body beforehand.

COMMUNITY LISTINGS

<u>TELEPHONE LISTINGS</u>	<u>LOCATION</u>	<u>NUMBER</u>
Main Switchboard	C-Building	596-2400
Academic Secretary	F-Building	596-2457
Athletics	Welcome Center	596-2335
Business Office	F-Building	596-2424
Dean of Men	Activity Center	596-2300
Dean of Students	Activity Center	596-2333
Dean of Women	Activity Center	596-2334
Director of Recruiting	Welcome Center	596-2476
Emergency		911
Enrollment Management	Welcome Center	596-2307
Financial Aid Administrator	F-Building	596-2445
Food Service Director	D-Building	596-2483
HeBrews Campus Café	Activity Center	596-2496
Housekeeping	F-Building	596-2439
Library	L-Building	596-2508
Maintenance	Bus Barn	596-2434
Music	C-Building	596-2539
Pastor	C-Building	596-2411
President	C-Building	596-2414
Personnel Office	F-Building	596-2441
Registrar	F-Building	596-2452
Security	F-Building	596-2444
Senior Vice President	C-Building	596-2473
Student Services	Activity Center	596-2300
Technology/Help Desk	F-Building	596-2515

COMMUNITY LISTINGS

MEDICAL LISTING

This listing is provided for your convenience. Trinity Baptist College does not recommend nor endorse any of the following lists of Doctors, Dentists, Hospital, etc. The listings are offices located in close proximity to the college. The yellow pages in the telephone book contain a complete listing for the Jacksonville area. Students are to make their own choice for a medical provider and are to make their own appointment. The nurse will provide assistance as requested. Students should be prepared to pay at the time of their visit. Most health care providers will file your insurance claim and then have your insurance company reimburse you.

Family Practice

Solantic walk-in medical clinics

2140 Kingsley Ave

213-0600

5915 Normandy Blvd.

378-0121

Hours: M-F 7am-9pm, Sat &
Sun 8am-8pm

Shands Family Practice Center

8093 Normandy Blvd

786-1525

Baptist Primary Care

810 Lane Ave S.

783-9680

St. Vincent's Primary Care

5915 Normandy Blvd

783-2405

Family Medical Center

2726 St. Johns Ave.

355-3556

Hyde Park Medical Center

6671 Hyde Grove Ave

(Behind the Lane Ave Hess
Station)

783-3700

Dr. Wind

10250 Normandy Blvd.

786-5141

Dr. Gandionco

865 Cassat Ave

388-3229

Dentists

Argyle Dental Center

I 295 & Blanding

771-6838

Dr. Barket

3965 Confederate Point

Rd

772-0508

OB/GYN

Dr. Wade Barnes

836 Prudential Dr.

(Baptist Hospital)

399-4862

Dr. Greene

836 Prudential Dr.

(Baptist Hospital)

399-4862

Dr. Martin Garcia

836 Prudential Dr.

(Baptist Hospital)

398-7654

Podiatrists

Drs. Friedman &

Greenhut

3655 Hendricks Ave.

399-3666

Optometrists

Dr. Fulghum

4225 Lakeside Drive

387-5704

Wal Mart Vision Center

6830 Normandy Blvd.

786-2234

6767 103rd St.

772-6669

Pearl Vision

(across from OP mall)

1911 Wells Rd

269-9500

Oral Surgeons

Dr. Amato

5913 Normandy

786-9200

Dr. Imray

2047 Park Ave.

388-7665

Hospitals

Baptist Medical
Center

800 Prudential Dr.

E.R. 202-2046

Information 202-2000

St. Vincent's

1800 Barr St.

E.R. 308-7395

Orange Park Medical
Center

2001 Kingsley

276-8550

Memorial Hospital

3625 S. University

399-6111

St. Luke's Hospital

4201 Belfort Rd.

296-3700

Shands Medical Center

655 W. 8th

549-5000

Information 308-7300

STORAGE FACILITIESGateway Mini Storage

8892 Normandy Blvd.

783-1833

No A/C

Provide your own lock (sold at the storage facility)

Atlantic Self Storage

8204 Normandy Blvd.

783-2004

No A/C

Provide your own lock

Public Storage

979 S. Lane Ave.

786-5823

Call 7 days prior to reserving a unit to see if there are any specials

Provide your own lock

U-Haul

5481 Normandy Blvd.

786-2424

No A/C

Provide your own lock

U-Stor

3698 Lane Ave

771-1000

No A/C

24 hour alarm

Provide your own lock

*The College does not endorse any of the above listings. We simply provide them as a source of information.

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 an RA 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.

FORMS AND PROCEDURES

**RESIDENCE HALL CHECK OUT PROCEDURES
END OF YEAR**

1. A **Room Condition Form** must be completed and signed by either a dean or an RA 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 \$10 per key charge for failure to turn in these items.
6. Be sure to leave a forwarding address with the student services' assistant. Please notify all correspondents of your change of address.
7. There will be a \$25 fee imposed on any student that leaves for the summer without a signed **Room Condition Form**. College transcripts will not be released until this fee is 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.
10. Counselors from the Trinity Youth Camp, who are staying on campus for the weekends, must notify the student services assistant in writing prior to the beginning of camp.
11. The college dress code is in force until after you leave the campus for the summer. Any violations will be added to next year's demerit count.

FORMS AND PROCEDURES

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 vacuumed.
DRESSERS	Top dusted no clutter. Move dressers and vacuum 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 vacuumed with no lint or clutter on the floor—this includes books and folders.
FANS	Personal fans must be dust free.
REFRIGERATOR	Must be cleaned inside and out.
WALLS	All items must be removed from walls at the end of the year.

ROOMS:

SINK	Clean: including counter, faucet, drawers, and area underneath. Don't forget to 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. Lift the stool rim and clean underneath.
VENTS	The ceiling vents in the bathroom and in the room are to be dusted and free of dirt.
DOORS	Dust the top of the doors and wipe down sides with cleaner.
BASEBOARDS	Clean
WALLS	The wall directly outside of room in the hallway must be free from dirt (see RA to determine which wall).

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!**

FORMS AND PROCEDURES

PERMISSION SLIPS

WHEN DO YOU NEED A PERMISSION SLIP SIGNED BY A DEAN?

Anytime you:

1. Go out of town (Orange Park is considered in-town)
2. Freshmen who go or meet off campus with someone of the opposite sex
3. Stay overnight off campus
4. Need to be late for curfew (other than regular work)

WHEN DO I NEED PARENTAL PERMISSION?

Anytime you:

1. Go out of town with someone of the opposite sex other than a brother or sister
2. Stay overnight off campus
3. Date a faculty or staff member of Trinity ministries

PARENTS MAY CALL OUR PARENTAL PERMISSION VOICE MAIL AT 1-800-275-3997 TO LEAVE PERMISSION.

PERMISSION SLIPS WILL NOT BE SIGNED UNTIL A PARENT CALLS FIRST.

SAMPLE PERMISSION SLIP

PERMISSION SLIP			
Circle the appropriate permission(s):			
<i>Dating</i>	<i>Extended Curfew</i>	<i>Out-of-Town</i>	<i>Overnight</i>
Name: _____		Room: _____	
Destination: _____			
Day _____	Date _____	Time Leaving _____	
Day _____	Date _____	Time Returning _____	
Who's Vehicle? _____			
Others Traveling: _____			
Chaperone: _____			
Date's Name: _____			
Your Classification:		Fresh.	Soph.
		Jr.	Sr.
Name, address, and phone number where staying on back of white copy.			

FORMS AND PROCEDURES

A

[ABILITY TO BENEFIT](#), - 39 -
[ACADEMIC ADVISING](#), - 9 -
[ACADEMIC STANDING](#), - 36 -
[ACTIVITIES](#), - 8 -
[ACTIVITIES CENTER](#), - 30 -
[AIRPORT TRANSPORTATION](#), - 8 -
[ANNOUNCEMENTS](#), - 15 -
[APPEALING DEMERITS](#), - 11 -
[APPEALS POLICY, GRADES](#), - 37 -
[ATHLETICS](#), - 8 -
[AUTHORIZED PARKING AREAS](#), - 43 -

B

[BEACH](#), - 30 -
[BICYCLES](#), - 30 -
[BORROWING](#), - 15 -

C

[CAMPUS SERVICES](#), - 8 -
[CAMPUS SAFETY](#), - 44 -
[CAMPUS STATUS](#), - 14 -
[CHAIN OF COMMAND](#), - 15 -
[CHAPEL ATTENDANCE](#), - 4 -
[CHEATING](#), - 37 -
[CHECK OUT PROCEDURES](#), - 53 -
[CHRISTIAN SERVICE](#), - 4 -
[CHURCH](#), - 5 -
[CLASSIFICATION](#), - 38 -
[CLASSROOMS](#), - 15 -
[COMMUNICABLE DISEASES](#), - 21 -
[COMMUTER STUDENTS](#), - 15 -
[COMPUTER LAB](#), - 9 -
[COOKING](#), - 31 -
[CRIME STATISTICS](#), - 45 -
[CURFEW](#), - 31 -

D

[DATING](#), - 24 -
[DEMERITS](#), - 11 -
[DEVOTIONS](#), - 5 -
[DINING COMMONS](#), - 9 -
[DISCIPLINARY COUNCIL](#), - 14 -
[DISCIPLINARY PROBATION](#), - 14 -
[DISCIPLINE SYSTEM](#), - 11 -
[DRESS AND APPEARANCE](#), - 18 -
[DRESS STANDARDS FOR MEN](#), - 18 -
[DRESS STANDARDS FOR WOMEN](#), - 19 -
[DROP/ADD POLICIES](#), - 38 -
[DUE PROCESS](#), - 15 -

E

[EMERGENCY PROCEDURES](#), - 48 -
[EMPLOYMENT](#), - 20 -
[EMPLOYMENT ON CAMPUS](#), - 9 -
[EXAM PASSES](#), - 23 -

F

[FACULTY ADVISORS](#), - 9 -
[FERPA](#), - 1 -
[FINANCIAL AID](#), - 40 -
[FINANCIAL INFORMATION](#), - 20 -
[FIRE EVACUATION PLAN](#), - 52 -
[FURNITURE](#), - 32 -

G

[GENERAL CONDUCT](#), - 18 -
[GRADING SYSTEM](#), - 39 -
[GRADUATION REQUIREMENTS](#), - 39 -
[GRIEVANCES](#), - 20 -

H

[HALL MEETINGS](#), - 31 -
[HANDICAP POLICY](#), - 20 -
[HARASSMENT POLICY](#), - 20 -
[HAZING](#), - 21 -
[HEALTH CARE](#), - 9 -

I

[IDENTIFICATION CARDS](#), - 9 -
[ILLNESS](#), - 21 -
[IMMORALITY](#), - 8 -
[INTRAMURALS](#), - 8 -
[INTERNET](#), - 16 -
[INSURANCE](#), - 9 -

K

[KEYS](#), - 32 -

L

[LAUNDRY](#), - 32 -
[LAWNS](#), - 21 -
[LIBRARY](#), - 9 -
[LEGAL RESPONSIBILITY](#), - 21 -
[LIGHTS OUT](#), - 32 -
[LOCATIONS ON CAMPUS](#), - 49 -
[LOST AND FOUND](#), - 10 -
[LOUNGES](#), - 33 -

I N D E X

M

[MAIL SERVICE](#), - 10 -
[MARRIAGE](#), - 21 -
[MEDICAL LISTING](#), - 50 -
[MERIT STANDINGS](#), - 13 -
[MERIT/DEMERIT SYSTEM](#), - 11 -
[MISSIONARY PRAYER BAND](#), - 28 -
[MOTOR VEHICLES](#), - 23 -
[MUSIC](#), - 22 -

N

[NEW ORGANIZATIONS](#), - 28 -
[NON-DISCRIMINATORY POLICY](#), - 23 -
[NURSE](#), - 9 -

O

[OFF-CAMPUS PERMISSIONS](#), - 33 -
[OFF LIMIT AREAS OF CAMPUS](#), - 26 -
[OUT OF TOWN PERMISSION](#), - 33 -
[OVERNIGHT POLICY](#), - 33 -
[OVERNIGHT TRIPS](#), - 26 -

P

[PARKING](#), - 23 -
[PERMISSION SLIPS](#), - 55 -
[PETS](#), - 35 -
[PRIVACY STATEMENT](#), - 1 -
[PURPOSE STATEMENT](#), - 1 -
[STUDENT SERVICES](#), - 7 -

R

[REFUND PROCESS](#), - 41 -
[RESEARCH PAPERS](#), - 40 -
[RESIDENCE REQUIREMENTS](#), - 34 -
[RESIDENT ASSISTANTS \(RA\)](#), - 34 -
[RESPECT](#), - 23 -
[ROOM ASSIGNMENTS](#), - 34 -
[ROOM INSPECTIONS](#), - 30 -
[ROOMMATES](#), - 29 -

S

[SAP STANDARDS](#), - 40 -

[SECURITY](#), - 43 -
[SENIOR PRIVILEGES](#), - 35 -
[SEXUAL HARASSMENT](#), - 29 -
[SOCIAL CAMPUS](#), - 14-
[SOCIAL CAMPUS OFFENSES](#), - 15-
[SOCIAL LIFE](#), - 24-
[SOCIAL OUTREACH](#), - 5 -
[SOCIETIES](#), - 28-
[SOCIETY REPRESENTATIVE](#), - 27-
[STANDARD OF CONDUCT](#), - 7-
[STEALING](#), - 34-
[STORAGE](#), - 11 -
[STORAGE FACILITIES](#), - 51
[STUDENT BODY GOVERNMENT](#), - 26 -
[STUDENT CONDUCT](#), - 7
[STUDENT COUNCIL](#), - 28-
[STUDENT RESPONSIBILITIES](#), - 15-
[STUDY HOURS](#), - 35-
[SWIMMING](#), - 30

T

[TELEPHONE LISTINGS](#), - 49-
[TELEPHONES](#), - 35-
[TERM PAPERS](#), - 40
[TEXTBOOKS](#), - 9 -
[TRANSMITTABLE DISEASES](#), - 21 -

V

[VENDING MACHINES](#), - 35-
[OUTREACH](#), - 5-
[VISITORS](#), - 35-

W

[WALL HANGINGS](#), - 32-
[WHITE GLOVE](#), - 54
[WITHDRAWALS](#), - 41 -

Y

[YEARBOOK TEAM](#), - 28-

Z

[ZERO TOLERANCE POLICY](#), - 23-