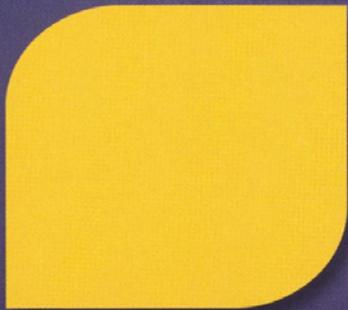
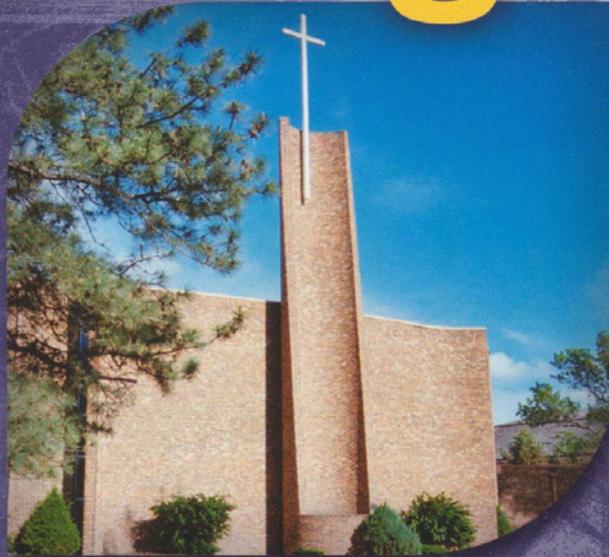


Student Handbook 2009-2010

one **choice**
a world of
change



TRINITY
BIBLE COLLEGE

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WELCOME...

I'm delighted that you and I are both a part of the family known as Trinity Bible College. It's a GREAT family and I'm sure your being a member of the family will make it even better.

As you and I know, each family member has privileges and responsibilities. Both are important if the family is to be healthy and successful. This Student Handbook will give you some of our family plans, but keep in mind that relationship is the most important benefit of being a part of our family.

With that in mind, I want you to know that Barb and I look forward to sitting with you for our meal times or just a cup of coffee. If there is an open chair by us, "grab it!" And if we see one by you, be prepared to have us do the same.

I trust you will feel free to make my time... your time. If you see my office door ajar, that is an invitation for you to "come on in."

Most importantly, I am looking forward to the times we will have in daily chapel together. I am believing for great times of the Lord's blessings and directives as we worship, respond to the preaching of the Word, and pray together.

*In all things, let's remember that as the Trinity Bible College family, Bible is our middle name. **Let's make a covenant to live up to our name!***

Blessings...

*G.L. (Jack) Strom
Prez*

P.S. Just so you know that I'm serious about being available for you... my cell phone # is 616.437.1831. However, a text message is probably the best way to contact me.

Welcome to Trinity Bible College! Whether you are a first year college student, a transfer student, or a student who is returning to college later in life --- we are excited that you have chosen Trinity! The Student Life Team will be your first contact on campus. We, along with gifted and committed administration, faculty, staff, and student leaders, are working together to create a community that demonstrates the Lordship of Christ to the world.

Although education provides an essential element to ministry, we recognize that it alone does not ensure effective ministry. Christian maturity, integrity, discipline in lifestyle, and excellence in relationships are also imperative for effective ministry.

Please take time to read this Student Handbook. This information will help you take advantage of the many services and opportunities available for maximizing your college experience and being a responsible Trinity student. You are accountable for knowing and following the policies and guidelines provided in the Student Handbook.

The Student Life Staff is here for the most important, tangible component in this college...YOU. We will be glad to discuss any questions or concerns you may have. Please share your experiences with us! Your visit to one of our offices will be welcome. We look forward to meeting you.

Praying together with you for a great year in the Lord!

Excited you're here,

Student Life Team

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2008-2009 Student Life Staff

Keith Elder

Dean of Students, Campus Pastor

Andrea Mathison

Residence Hall Director

Riffe Hall

Ellen Leahy

Residence Hall Director

Liechty Hall

Jeremy Weflen

Residence Hall Director

Kesler Hall

Charles & Vi Deyo

Off-Campus Coordinators

Student Life Handbook

Student Life Mission Statement

“The Student Life Team of Trinity Bible College intentionally supports the development of the whole person by providing a growth-producing environment and Christ-centered experiences.”

Student Life Objectives

Spiritual: To develop strong authentic Christian character by practicing spiritual disciplines modeled by the Word of God, and to increase awareness and compassion for the needs of the lost and passionately respond through available opportunities.

Intellectual: To pursue excellence in academic endeavors and integrity in the classroom, while learning to apply acquired knowledge through practical experiences outside the classroom.

Emotional: To grow in self-understanding and emotional maturity by learning to accept responsibility for one’s feelings and exhibiting healthy ways of resolving emotions.

Social/Cultural: To grow in the ability to value diversity and develop Christ-like relationships by acceptance of others based upon the fruit of the Spirit and a clear Christian worldview.

Vocational: To become aware of God-given areas of interest, strength, and gifting by developing personal leadership character and skills, thus being able to choose a vocation which is fulfilling and makes the best use of one’s talents.

Physical: To learn to live a healthy lifestyle by focusing on exercise, recreation, and proper nutrition, developing an awareness and understanding of how physical health impacts the quality of life and individual calling.

Philosophies for College Life

Trinity is not just another college. It is more like a family. Within this family is an environment that focuses on the ideals for a life that will honor Jesus Christ. We desire to see the supernatural power of God at work in your life. Membership in this Christ-centered academic community carries with it responsibilities. You are responsible to reflect in your conduct, attitude, and every aspect of your life a genuine love of God and a desire to please Him. Trinity Bible College seeks to relate biblical Christianity to every area of your life: academics, extra-curricular activities, residence hall life, and disciplines in your personal and public life. It assumes that all members of the Trinity Bible College community desire meaningful involvement in the process of Christian higher education as they seek to express their faith in the context of an Assemblies of God College.

We recognize it is impossible to set standards that are acceptable to everyone, but we do believe there are basic agreements that allow us to live and work effectively together. Violations of these standards are viewed as breaking your word, since you have voluntarily chosen to become part of TBC. Judicial decisions will be handled accordingly. Judicial action is more than just a stimulus for conformity; it is motivation for the student to develop the most beneficial form of discipline...self-discipline!

Reserved Rights: Trinity Bible College is continually being re-examined to reflect the needs and values of the community. As such, it reserves the right to modify or cancel any statement in this handbook at any time, and such changes may not be immediately reflected in this publication. The policies and statements are not an irrevocable contract, and the College reserves the right to change any policy or practice from time to time, however communicated.

Biblical Principles

We believe the Bible establishes basic principles of Christian character and behavior. These foundational principles include:

1. The Lordship of Christ over all our life and thought. This involves wholehearted obedience to the moral law of God as taught in the Old and New Testaments and as seen in the life of Christ; the careful stewardship of mind, time, abilities, funds, and opportunities for intellectual and spiritual growth; and the care of our bodies as temples of the Holy Spirit.
2. The responsibility to love God with all our being and to love our neighbors as ourselves. This means that love should be the motive in all life's decisions, actions, and relationships.
3. The responsibility to seek after righteousness and to practice justice in our dealings with one another and our world.
4. The responsibility to exercise our freedoms within the framework of God's moral law with loving regard for the sensitivities and/or weaknesses of others.
5. Access through Jesus Christ to the forgiveness of God and to the help of the Holy Spirit in doing heartily what God requires of us.

Basis of the Regulations

1. Principle of Biblical Absolutes: Based upon the principles and precepts of Scriptures, we, as Christians, must submit in total obedience to the Lordship of Jesus Christ over all our life and thought. The Bible clearly states certain absolute standards we are to follow in life, such as the Ten Commandments in the Old Testament and the exhortations to refrain from immorality in the New Testament. The College readily accepts the standards based on this principle as having rule and authority over our lives.
2. Principle of Restraint: While the Bible does not provide specific teaching regarding all matters of practice, as in the Biblical Absolutes, it does advocate general principles of Christian living such as self-restraint and holiness whereby a Christian may evaluate decisions and actions. The College has chosen, therefore, to adopt certain policies, which will reflect its mission and promote Christian maturity based on the Principle of Restraint. These policies have been written in an attempt to advocate wise choices in activities and experiences as a Christian so as to flee the potential snares of temptation and the mere appearance of evil and to be motivated by a drive for God's holiness in our lives.
3. Principle of Functional Necessity: Certain policies have been formulated out of functional necessity. It is necessary to adopt certain policies in a large community to maintain a basis of order and decorum. Policies such as the noise level in the residence halls and the parking regulations on campus are based on this principle. These policies apply to students while they are under the jurisdiction of the College; that is, while they are enrolled in a College program or residing in College-approved housing. Trinity Bible College recognizes that not all believers share the same standards in matters of behavior the Bible does not specifically address. More than any rule is the need to govern our lives by loving God with our whole being and loving our neighbor as ourselves (Mark 12:24-31). As members of THIS community, however, we also recognize the importance of respecting the values and goals of the college and will, therefore, seek to conduct ourselves in a manner that will bring only credit to the Gospel and to Trinity Bible College.

The College takes the position that if these basic principles are not acceptable to a student, it is expected that the student will seek education elsewhere. This affirmation provides a positive and constructive framework to aid one's personal development and for ongoing relationships with all other members of this community. While our concern for the student is redemptive, there is a time when a student's conduct must be evaluated. Appropriate counsel and efforts to understand student problems are an integral part of all potential disciplinary situations. Continued behavioral and life style problems contrary to the standards of Trinity Bible College are grounds for dismissal.

Spiritual Life

The regulations stated here are related to your responsibility for personal Christian discipleship and spiritual growth. These guidelines are based on scriptural admonitions concerning:

Corporate Worship: For where two or three come together in my name, there am I with them.” Matthew 18:20

Dependence upon Christ: Thomas said to him, “Lord, we don’t know where you are going, so how can we know the way?” John 14:5

Prayer: Do not be anxious about anything, but in everything, by prayer and petition, with thanksgiving, present your requests to God. Philippians 4:6.

Seeking God: But seek first his kingdom and his righteousness, and all these things will be given to you as well. Matthew 6:33

Spiritual Growth: But grow in the grace and knowledge of our Lord and Savior Jesus Christ. To him be glory both now and forever! Amen. 2 Peter 3:18

True Worship: Yet a time is coming and has now come when the true worshipers will worship the Father in spirit and truth, for they are the kind of worshipers the Father seeks. John 4:23

Word of God: But his delight is in the law of the LORD, and on his law he meditates day and night. Psalm 1:2

Devotional and Prayer Life

The most important relationship in a Christian’s life is the relationship he or she has with the Lord. This vertical relationship between Creator and His creation must maintain its freshness and purity. (Jeremiah 9:24)

Every member of the Trinity Bible College community (the administration, faculty, staff, and students) covenants to regularly read the Word of God to assure growth toward Christian maturity and intimate knowledge of our Lord. The God Answers Prayer (GAP) rooms and Chapel are open for personal devotions and prayer.

Time has been designated for early morning prayer Monday-Friday between 6:00 AM and 8:00 AM on the main floor of the chapel. Please do not abuse these times with talking or shared devotions.

GAP ROOMS

Prayer rooms are designated in each residence hall. Non-residence hall students are encouraged to participate as well. Women are to use the GAP room in Liechty Hall on 3rd floor, and the GAP room on 3rd Floor in Davidson Hall. Men are to use the GAP room in Riffe Hall.

Church Involvement

Following the New Testament teaching of “...Let us not give up meeting together,” Hebrews 10:23-25, Trinity Bible College encourages attending and taking part in regular church services. The observance of Sunday as a day of rest and worship is essential to a well-rounded Christian life. It is recommended that all Assemblies of God students faithfully attend an Assemblies of God church. Local Assembly’s include Ellendale, Aberdeen, Ashley, Jamestown, and Kulm. Students of other denominational backgrounds have the privilege of attending a church with which they are affiliated in their home community.

Students are encouraged to participate in the various Christian service activities of the church of their choice. To fulfill your Student Ministry requirements, please contact the Student Ministries Director for any assistance, including a listing of local Assemblies of God Churches, with their addresses, service schedules, and opportunities for ministry.

Chapel

The spiritual hub of the campus is the daily chapel hour. Faculty members and many guest speakers including missionaries, pastors, and evangelists challenge students to Christian service and development of the inner person. In

addition, students gain valuable experience in leading others in worship, special music, and personal testimony. Emphasis is placed on individual, as well as corporate, response to the moving of the Holy Spirit.

At times, especially during special events such as College Days or Spiritual Emphasis Days, extra time is set-aside during chapel for special guest speakers and for the Holy Spirit to work in the lives of students, faculty and staff. During these times, special class schedules are sometimes used to allow additional time for services. These special class schedules will be posted in prominent areas around campus when they are in effect.

Departmental Forums and Class Chapel

Chapel time is occasionally designated for Departmental Forums and Class Chapels. These chapels are mandatory and attendance is taken. In order to be counted present at these chapel services, students must sign in on an attendance sheet which will be provided by the Chapel Secretary.

Campus Prayers

On Campus Students:

Campus prayers for on campus students has been moved from one Monday a month at 10:00am to one Thursday a month at 10:00pm in the residence halls to allow a better opportunity for prayer. On campus students will meet with the Residence Hall Assistant or Discipleship Leader on their floor for a time of sharing and prayer.

Off Campus Students:

Campus prayers for off campus students are held one Monday a month at 10:00am in the chapel. Off campus students will meet with their Non-Residence Hall Director who will share spiritual insights and lead a time of prayer.

NOTE: Campus prayers are mandatory chapel services for both on campus and off campus students. In order to be counted present at these chapel services, students must sign in on an attendance sheet which will be provided by the Chapel Secretary.

Overview of Chapel Guidelines

Since chapel is seen as the “classroom of the Holy Spirit,” disruptive behavior is prohibited. No food or beverage is allowed in the chapel. Students are not allowed to sit in any roped off areas of the chapel. The first time an incident occurs, a warning will be issued to the student. The second occurrence will result in an absence for that chapel. Repeated offenses will result in a conference with the Dean of Students.

Please remember to turn cell phones off.

Regular chapel attendance is required and students must pull their respective attendance cards located at each entrance to the chapel each day before chapel begins. Note: Students participating in a chapel service must pull their card BEFORE reporting to the platform. Students are considered tardy if they arrive from 10:05-10:10 and absent if they arrive after 10:10. Tardy students must sign an attendance sheet; 3 tardies are considered an absence.

Chapel is not concluded until dismissed by the leadership of the service. Leaving before dismissal will result in a recorded absence. Any workers needing to leave early are asked to notify the chapel secretary and to sit in the back of chapel on the left side of the main floor.

Chapel/Class Schedules

Regular Class Schedule

1st Period 8:00 – 8:50 a.m.
2nd Period 9:00 – 9:50

Holiday Schedule

1st Period 8:00 – 8:30 a.m.
2nd Period 8:40 – 9:10
3rd Period 9:20 – 9:50
4th Period 10:00 – 10:30
5th Period 10:40 – 11:10
6th Period 11:20 – 11:50

Late Chapel Schedule

1st Period 8:00 – 8:50 a.m.
2nd Period 9:00 – 9:50
Chapel 10:00 – 11:30
3rd Period 11:50 – 12:30 p.m.
4th Period 12:40 – 1:20
5th Period 1:30 – 2:20

Chapel	10:00 – 10:50
3 rd Period	11:30 – 12:20
4 th Period	12:30 – 1:20 p.m.
5 th Period	1:30 – 2:20
6 th Period	2:30 – 3:20
7 th Period	3:30 – 4:20

Attendance Policy

Regular chapel attendance will be required of each student taking courses on campus. A grade of “S” (satisfactory) or “U” (unsatisfactory) is given each semester. This grade is based strictly on attendance.

Full-time students (12 or more credits) are expected to attend chapel four times a week. A total of twelve personal/administrative absences per semester are allowed. Absences in excess of twelve will result in Chapel probation.

Part-time students (less than 12 credits) are expected to attend chapel at least twice a week and must designate which days they will attend Chapel. A total of six personal/administrative absences per semester are allowed. Absences in excess of six will result in Chapel probation.

Attendance at a special evening chapel service will result in the removal of 1 chapel absence.

NOTE: Any student attending a faculty led school activity, needing to deal with an emergency, or attending a situation not of their choosing, such as a funeral, will be excused from chapel. All other absences, including illness or doctor’s appointments, will be considered as a part of the student’s allowable absences. Any exceptions to this policy must be granted by the Dean of Students.

Six Hour Rule

During the academic year, students will on occasion return to school late from approved events and chapel attendance may be affected. In cases like these the “6-hour rule” has been implemented. The 6-hour rule states that students arriving late from approved events are excused from classes and/or chapel depending on the time of arrival back on campus. For instance, if an evangelism team were to return to campus at 4:00 a.m. classes and/or chapel would be excused until 10:00 a.m. Approved events would include the following: Athletic events, ministry and field trips, student teaching, and TBC/job related training. It is the student’s responsibility to inform the chapel secretary of these absences and to check whether adjustments have been made.

Chapel Excuse Form

Work Excuses: Chapel excuses can be requested for work responsibilities. This excuse form may be obtained from the Student Life Office and must be submitted for approval to the Student Life Director within two weeks of the first day of classes for each semester or as soon as the student’s schedule requires a change. Students should submit their request for work excuses prior to accepting any job positions to ensure approval. Every student whose schedule requires a Chapel Excuse for work must complete a new request each semester one is needed. Student teachers must also fill out a Chapel Excuse for work before beginning their position. When a chapel excuse for work has been approved a student is not required to attend chapel the full amount per week. For each day excused for work the student’s allowed absences are reduced by two (2).

Please note: Four-day chapel excuses will not be granted except to those students teaching in the Elementary Education program. “Floating Day” chapel excuses will not be granted.

Extenuating Circumstances Excuses: Extreme extenuating circumstances (i.e., hospitalization or prolonged illness) are the only reason for excused absences beyond the allowable personal absences. A chapel excuse form must be submitted to the Student Life office within two weeks of your absence. Your excuse request should include exact dates and verification of the reason for absence(s). The Student Life Director, in consultation with the Student Life Staff, will consider each request on its own merit and make the best possible decisions based on the information provided.

Chapel Attendance Penalties

Tardiness: Students arriving for chapel from 10:05 to 10:10 am will be counted tardy and must sign in on a designated attendance sheet. Three tardies will count as one absence against the student’s personal absences. After 10:10 am all absences are final for that day. Late arrivals due to class are the exception but must give the chapel secretary verification from the professor.

Early departures from chapel must be verified with the chapel secretary. Resident Assistants helping with chapel attendance will monitor any early departures. Those not approved will be given an automatic absence.

Chapel Probation status automatically begins when a student exceeds his/her allowed personal/administrative absences by one. A student remains on chapel probation until the end of the current semester. Any student who does not comply with Chapel Probation stipulations will receive a “U” (unsatisfactory) for the semester. This includes not paying Chapel Probation fines.

Penalty for Chapel probation is as follows:

The student is required to sit within the first six rows of chapel on the ground level.

The student will be suspended from all extracurricular activities. This includes:

- Ineligibility of intercollegiate participation (travel included)
- Ineligibility of Residence Hall Assistant staff position
- Cannot run for/hold a Student Association office
- Cannot continue further leadership in Student Ministries
- Cannot travel as a representative of TBC in ministry

First Semester on Chapel Probation includes:

Chapel Status	Allowable Absences	Automatic Chapel Probation +		
			\$25 Fine Per Skip	\$35 Fine Per Skip
Full Time Student	12	13-15	16-18	19-21
Part Time Student	6	7-9	10-12	13-15
Work Excuse	varies	1-3 over	4-6 over	7-10 over

- All fines should be paid to the Student Life Office with 72 hours or they will be turned in to the Business Office where they will be placed on your student account with an additional processing fee added. Chapel Probation fine money is placed in a scholarship fund.

- Students who enter Chapel probation for the first time can make up chapel absences by listening to chapel services online under the Audio Archives on the TBC student website. Students will need to write a full-page review of each service and turn into the Chapel secretary or the Student Life office. The review will need to be typed, including the date of the chapel service, the speaker’s name and a summary of “what you have learned,” and “how you will apply the information to your life.” Each full-page paper will excuse an absence (up to 3) and remove the student from Chapel probation.

- Students must alert the Chapel Secretary within 24 hours if they decide to write a paper. After contacting the Chapel Secretary students have 72 hours to turn in such papers.

- A student will remain on Chapel probation all semester and each skip over the allowable absences will reduce allowable chapel absences for the following semester on a one-for-one basis unless dismissed by the chapel papers.

- Once a student receives 10 skips over their allowable absences he/she may be suspended from TBC that same semester at the discretion of the Student Life Committee.

Second Semester on Chapel Probation includes:

Chapel Status	Allowable Absences	Automatic Chapel Probation + \$50 Fine Per Skip
Full Time Student	12	13-21
Part Time Student	6	7-15
Work Excuse	Varies	1-10 over

- If a student is placed on Chapel Probation for a second semester during their education at TBC he/she will be required to appear before the Student Life committee. The Student Life Committee will recommend to the Administrative Council whether the student should be allowed to continue at TBC. If suspended, the student will be asked to leave 24 hours after receiving notification of suspension.

- If a student fails to appear at their Chapel Probation meeting with the Student Life Committee or fails to re-schedule their meeting if they are unable to attend, they will have an additional chapel absence added to their total number of absences for each meeting they miss.

- Individuals who are permitted to return will be asked to sign a Chapel Contract, which may specify requirements of the Student Life Committee for his/her continued attendance.

- Any student who breaks a Chapel Contract may be immediately suspended from the college.

Graduation Requirements

Graduation requirements, for Chapel, state that each graduate must have satisfactory chapel attendance the two semesters immediately preceding his/her graduation date, or a diploma will not be given until additional, non-credit work is completed. Students attending Trinity six semesters or less may not have more than one semester of unsatisfactory chapel attendance, while those attending seven semesters or more may not exceed two semesters of unsatisfactory chapel attendance.

Chapel Award

Chapel attendance awards are granted each year to students with perfect attendance for both the Fall and Spring Semesters (up to the date of the awards chapel). Chapel attendance award recipients will be recognized during Awards chapel in the Spring.

Community Life

As a disciple of Jesus Christ, you have recognized His claim upon your life, body, and soul. As the temple of the Holy Spirit, your body should be His instrument of righteousness. The standards here relate to the scriptural commands to dedicate your body to God as the vehicle through which you glorify the Lord:

Romans 12:1 & 2 Therefore, I urge you, brothers, in view of God’s mercy, to offer your bodies as living sacrifices, holy and pleasing to God—this is your spiritual act of worship. ²Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is—his good, pleasing and perfect will.

I Corinthians 6:19-20 Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; ²⁰you were bought at a price. Therefore honor God with your body.

Romans 6:13 Do not offer the parts of your body to sin, as instruments of wickedness, but rather offer yourselves to God, as those who have been brought from death to life; and offer the parts of your body to him as instruments of righteousness.

College Lifestyle

Students, faculty, and staff are all actively involved in a mutual effort to build and maintain a Christian community where the development of Christian maturity is both possible and encouraged. The life of each person should reflect biblical character as empowered by the Holy Spirit. Trinity Bible College has, therefore, adopted both general and specific standards that express this lifestyle. We believe that the saving and sanctifying power of the Holy Spirit is at work in each

member of the college community. The work of the Holy Spirit is to magnify the Lord Jesus Christ and to promote spiritual maturity in your life. This maturity is manifested in the gifts and fruit of the Spirit. In order to maintain an environment that encourages spiritual growth, Trinity has chosen to adopt regulatory practices appropriate to this goal. Students are required to conform to a standard of conduct that will give glory to God and is exemplary to their peers. Not to follow Trinity's policies and standards may be grounds for judicial actions. Since membership in the Trinity community is voluntary, a cheerful compliance with policies and standards is expected. The college reserves the right to release students who do not live in accordance with the policies and standards.

Behavioral/Emotional Instability Guidelines

The intention of these guidelines is to assist students who may be struggling with emotional needs which may be hindering their ability, or the ability of others, to benefit from their college experience. In particular, any interventions on the part of Trinity Bible College staff are designed to be redemptive in helping the student experience growth and restoration: personally, spiritually, interpersonally, and academically.

Trinity Bible College has reserved the freedom/right to respond to students' needs in accordance with the best assessment of that particular student's needs, while at the same time taking into consideration the needs of Trinity's community as a whole. Although this response may include dismissal of a student, the purpose is to inspire appropriate care which will enable the student to re-enroll at a later time. Re-admittance may require evidence of reasonable progress in which the student's mental health needs are no longer an interference to the student's (or others') college experience.

If a student poses a threat (examples: cutting, suicide threats, or eating disorders) to themselves or others the Student Life Director will determine the urgency of the situation and will take appropriate action which benefits the overall health and safety of the student. This may include calling and/or notification of emergency services and/or parental/guardianship.

Multiculturalism

In the Christian society, as in no other, the ultimate purpose in community experience is achieved when people from a variety of racial and ethnic origins celebrate together through Christ their joys and sufferings. A healthy Christian society provides opportunities for, and encourages, such sharing. The laws of the nation that now prohibit any sort of racial or ethnic discrimination are a fulfillment of these ideas. Trinity Bible College subscribes to, and encourages, the equal right of all to pursue excellence in their lives without racial or ethnic inhibitions. Trinity Bible College encourages students to understand and appreciate ethnic and cultural differences. Recognizing the principles of Scripture and the rich contribution that each culture can make to campus life, the College supports the biblical concept of multiculturalism (Galatians 3:28, Revelation 7:9) in which all people participate equally in the Kingdom of God regardless of race, gender, ethnicity, age, or socioeconomic status. The college adheres conscientiously to nondiscriminatory practices in hiring and promotions; the college expects all students and faculty to remove from their behavior and speech habits, as well as their thinking, all indication of racial or ethnic bias. Racism in any form will not be tolerated in community life on this campus. Violation will be grounds for appropriate disciplinary action.

Drug Free Schools and Campuses Act

In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), you are hereby notified that the possession, use, or distribution of drugs and alcohol are grounds for dismissal. Anyone violating federal, state, and local drug and alcohol statutes will be turned over to the proper authorities for prosecution. State law reads: "Any person under 21 years of age purchasing, attempting to purchase, being in possession of alcoholic beverages, furnishing money to any person for such purchase, or entering any licensed premises where alcoholic beverages are being sold or displayed ...is guilty of a Class B misdemeanor." It is unlawful for any person to manufacture, deliver, or possess with intent to manufacture or deliver, a controlled substance...Any person who violates this subsection with respect to...

(a.) A controlled substance classified in Schedule I or II which is a narcotic drug is guilty of a Class A felony. (b.) Any other controlled substance classified in Schedule I, II, or III, is guilty of a Class B felony. (c.) A substance classified in Schedule IV, is guilty of a Class C felony. (d.) A substance classified in Schedule V, is guilty of a Class A misdemeanor.

The health risks associated with drug and alcohol use are many.

Further information may be obtained from the Student Life Office. Counseling, treatment, or rehabilitation can be done through an outside source (i.e. Teen Challenge). For students who have a drug or alcohol problem that may be alleviated through counseling, the College will deal with students through the counseling process when appropriate. The student must voluntarily seek help from the Student Life Office or a Residence Hall Director prior to a disciplinary situation for this route to be considered. In addition, college, state, and federal financial aid may be lost as a result of documented violation of alcohol and drug abuse.

Subsequently, students must refrain from the possession, use, distribution or the manufacture of non-medical drugs, alcoholic beverages, and tobacco in any form. This ruling brings compliance both with legal sanctions under local, state, federal laws and also with the higher standard of Scripture and the Assemblies of God.

Discretion

Trinity Bible College expects all students to maintain the same standards of behavior both on and off campus. Policies and standards of discretion and restraint include the following: lending of money, cars, clothing, or other personal property; use of posters and pictures to decorate living quarters (no offensive movie posters are allowed); inappropriate noise, dress, language, and conduct in Ellendale and surrounding communities. The College reserves the right to declare any piece of clothing or decoration as unsuitable for any occasion.

Dress Code

Trinity Bible College encourages all members of the Trinity community to act with discretion in choice of dress. Our standards of dress incorporate obedience to the Biblical principles that we be modest in all things, that we do not offend in any way, and that we glorify God in everything. Our concern is that clothing of all types is characterized by modesty, neatness, cleanliness and appropriateness for a Christian community.

TBC welcomes individual expression through personal appearance within the following parameters based on a conservative interpretation of biblical, cultural or constituent sources:

While in class or chapel dress should be neat and clean; shoes and shirts are required but pajama pants or slippers are not permitted. Platform attire is “business casual” when performing on behalf of TBC on or off campus. Clothing, accessories or other appearance embellishments that carry an offensive, immodest or provocative message are considered inappropriate. Men’s hats or head coverings are not allowed in chapel. A violation of this rule may result in a \$25 fine. Students should refrain from exotic hairstyles and colors.

Women are expected to dress modestly. Shirts, shorts, and skirts must be an appropriate length. Tops must not be cut excessively low or be open-backed.

Facial piercings (such as eyebrow, cheeks, chin, lips, tongue, etc.) are not allowed at any time with the exception of nose piercings for women. Gauged ear piercings must be solid. Retainers of any type are not permitted at any time for piercings otherwise disallowed by this policy. Body modification is not permissible.

Final decisions concerning appropriateness or modesty may be made by College officials.

Recreational Life

Recreational life involves the application of biblically based principles. These guidelines are related to such scriptural exhortations to moral well being as the following:

Philippians 4:8 Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things.

I Thessalonians 5:21-22 Test everything. Hold on to the good. Avoid every kind of evil.

I Peter 2:11 Dear friends, I urge you, as aliens and strangers in the world, to abstain from sinful desires, which war against your soul.

We accept responsibility to apply Scripture to contemporary life, and to order our lives with purity, motivated by love. As a Christian who seriously desires your recreational life to please the Lord, consider the following questions as you choose your activities:

Is the activity in full harmony with biblical standards?

Will it place me in a vulnerable position that will threaten my spiritual well being?

Does it take place in a setting, or have associations, which compromise my testimony for Christ?

From the standpoint of faithful stewardship of money, is too much of this form of recreation justified?

In the light of other responsibilities, how much time should be devoted to legitimate recreational activity?

Entertainment

Members of the Trinity community are called to exercise Christian discernment when taking part in all forms of recreational entertainment, such as radio, television, video games, films, drama, music, spectator sports, and literature.

The College recognizes that any form of entertainment can affect the attitudes of individuals for both good and bad. Trinity endorses entertainment (i.e. music, television, movies) that honors Jesus Christ and edifies the individual Christian and the College community.

The College rejects entertainment that is not culturally or spiritually uplifting. Many forms of secular music, television shows, video games, and movies do not meet these standards. The College reserves the right to rule on the suitability of any music, television show, video game, or movie played or performed on campus. This includes the playing of secular music, video games, and television shows in public areas, such as the student center, lounges, gym, locker rooms, and the weight room.

In determining appropriateness or inappropriateness for a Christian campus with respect to movies, music and video games, the priority concern is on inappropriate content (nudity, vulgar language, sexual content and/or gratuitous violence).

The College allows only G, PG and PG-13 rated movies on campus. Select, Christian-themed R-rated movies (e.g. Mel Gibson's *The Passion of the Christ* and T.D. Jakes' *Woman, Thou Art Loosed*) are permitted when submitted to the Student Life staff for prior approval. Video games rated MA or higher, and those containing vulgarity and nudity, are prohibited on campus.

In keeping with federal copyright laws, movies may be viewed in common areas only when proper licensing for public viewing has been secured. A movie may be viewed on a laptop computer or a portable DVD player only if it is viewed by no more than two people. Inappropriate viewing of movies is prohibited.

Violators can be subjected to judicial action. The content of the movie will be considered in the discipline. The Student Life Staff will confiscate inappropriate movies, music and video games.

Games & Movies: In an effort to assist the student body in discerning appropriate movies, and video games, here are a few web links that will help:

Screenit.com: a subscription of \$24.95/year

Pluggedinonline.com

Christiananswers.net

ESRB.com

These guidelines for discretion in entertainment choices are expected to be followed off-campus as well as on campus.

NOTE: Social dancing, clubbing, and gambling are prohibited.

Hazing/Pranks

Hazing is not permitted at Trinity Bible College. Hazing is defined as: "subjecting a fellow student to abusive or humiliating pranks (e.g. initiations, responses to engagements, kidnapping, etc.)." It is often difficult to distinguish between hazing and a "just for fun" prank among friends. Therefore, the Student Life Director will make all determining decisions relative to hazing. Any student participating in a "just for fun" prank or in a deliberate hazing activity will be held responsible for his/her behavior. Regardless of motive or intent, such action can potentially endanger the physical

and emotional well-being of another student. Such participation can expect immediate and serious disciplinary action, including the possibility of suspension or dismissal from the college.

Social Life

God made you a social person. We expect that your experience at Trinity Bible College will help you develop the knowledge and application of biblical principles governing interpersonal relationships. Standards for social relationships are expressed as biblical commands, exhortations, and examples. Our model is the Lord Jesus Christ who demonstrated love, friendliness, courtesy, kindness, humility, unselfishness, consideration, respect, cooperation, and many other characteristics of a caring person. The development of Christ-centered relationships is essential for men and women preparing for leadership in Christian service. The many aspects of bible college life provide ample opportunity for conforming to God's standards in your social life. "Each of you should look not only to your own interests, but also to the interests of others." (Philippians 2:4). "Each of us should please his neighbor for his good, to build him up." (Romans 15:2). "Be devoted to one another in brotherly love. Honor one another above yourselves." (Romans 12:10).

There is no phase of a student's life which has a more important bearing upon spiritual growth and future service than the cultivation of proper social relationships. Therefore, you should seek to maintain a wholesome relationship with others. It is part of the plan of the Lord that Christians develop a wide circle of friends and become genuinely concerned for the interest of others.

Fighting: Any malicious physical and/or verbal altercation, involving two people is considered a Major Infraction and judicial action will be taken if students engage in this unacceptable behavior.

Couple conduct: Neither single nor married couple's conduct should be distracting or offensive to others on campus. Conduct off campus should be in accordance with on-campus conduct. All that is done should bring honor to God, enhance your own spiritual growth, and present a clear testimony to the world. Students exhibiting a lack of self-control in this area will be subject to judicial action.

Dating: Belonging to the College Community as a student has unique, demanding, and privileged responsibilities. In consideration of others in our community, there will be social guidelines (rules) prescribed by the college that all students are asked to abide by out of respect for those they will live with and around for the academic year. These standards for the college community, such as avoiding "Public Displays of Affection" (PDA), are not established for the purpose of labeling sins of the campus, but simply to serve as a reminder that we will in all areas of our college experience seek to maintain the highest of standards and best possible testimony.

Therefore, we expect your understanding, support and cooperation in regards to the following guideline:

"Public Displays of Affection": Acceptable forms of PDA are holding hands, a gentleman's escort, a side-hug, and a goodnight kiss. PDA rules apply to everyone.

Refer to *Areas of Judicial Process and Procedure*.

Engagement:

Couples who plan to be married:

Must exhibit evidence of having some type of premarital counseling either by the pastor performing the ceremony or by qualified personnel at Trinity Bible College. A list of qualified personnel may be obtained at the Student Life office.

Must submit a Request for Non-Residence Hall living

See note on marriage other than the summer months

If you plan on marriage at a time other than the summer months or winter break:

You must request approval from the Administrative Council by submitting a written explanation of your reasons to the Dean of Students. If you marry during the school year without prior approval you may be suspended from TBC.

If you are under the age of 21:

You must have a letter of consent from parents prior to any announcement of engagement.

Must exhibit evidence of having some type of premarital counseling either by the pastor performing the ceremony

or by qualified personnel at Trinity Bible College. A list of qualified personnel may be obtained at the Student Life office.

Must submit a Request for Non-Residence Hall living

See note on marriage other than the summer months

Pregnancy Statement:

Scripture urges believers to seek wise and Godly counsel when faced with significant or difficult life choices. Therefore, should a TBC student become pregnant while unmarried, the students involved are encouraged to communicate with their RHD, NRHD, or the Dean of Students. These personnel are prepared to stand with both the mother and the father as they consider the results of their actions, deal with the consequences, and experience the forgiveness that comes through repentance.

TBC is committed to responding in a redemptive manner, seeking to balance compassion with accountability. Students can expect to be treated with Christian love as they deal with their new circumstances. Every effort will be made to ensure confidentiality, but the life and health of the mother and child and the spiritual well-being of the parents are our primary concerns. While some students in these circumstances may choose to leave the college temporarily, it is our hope that any student who chooses to continue in classes during pregnancy will find TBC to be a supportive and redemptive community during this crucial time.

Sexual Harassment Policy: Out of respect for the rights of others, the following are prohibited: harassment, including physical or verbal attack upon, or interference with, a person that prevents him/her from conducting customary matters, that places someone in fear of personal safety, or that causes actual physical or emotional distress; sexual assault and/or harassment, any uninvited behavior of a sexually explicit nature; any rating of female or male students. Any member of the college community may bring complaints of personal or sexual harassment or sexual assault forward. For speedy resolution, complaints should be made to the Student Life Director or the Vice President for Academic Affairs. Upon receipt of a complaint, the specific incident(s) will be reviewed and a satisfactory resolution sought. In cases where an acceptable informal resolution is not found, the complainant must file a formal written complaint. In all cases confidentiality of the process will be maintained to the fullest extent possible, except as required by applicable law. The full policy statement and procedure is available from the Student Life Director or Vice President for Academic Affairs.

Sexual Immorality: As a Student Life Team we will provide a safe environment where truth will be spoken and love will be exhibited. The college requires all students to refrain from any form of sexual immorality, including promiscuity, homosexuality, sexual violence and abuse, adultery, date rape, pre-marital sex, and all forms of pornography.

Vehicles/Traffic Regulations

In compliance with North Dakota law, all students bringing cars to Trinity Bible College must carry public liability and property damage insurance in the following amounts: \$25,000 - individual liability; \$50,000 - single-accident liability – \$25,000 - property damage; \$25/50,000 - uninsured motorist; \$25/50,000 - Personal/No Fault Injury Protection. It is required that all valid licensed individuals have coverage in order to legally operate licensed vehicles.

The privilege of maintaining or operating a vehicle during the time college is in session may be extended to a student who:

1. Has a valid operator's license.
2. Obtains a proper registration decal and displays it on the vehicle according to college regulations.
3. Does not abuse his/her automobile privileges in or around Trinity Bible College.
4. Operates vehicle within the state statutes of North Dakota.

All oil cans, spare parts, and containers should not be left anywhere on campus or in trash receptacles. Items of this nature must be left at the city dump. Permission for major auto repairing on campus must be obtained from the Director of Environmental Services.

Vehicle Issues/Ticket Appeals:

Environmental Services employees are instructed to write tickets for all violations they witness. They do not have the authority to cancel or reduce fines. Questions regarding the issuance of college traffic tickets may be referred to the Student Life Office. If a student feels that a ticket may have been unjustly issued against him/her, he/she has the right to

appeal. The appeal should be submitted to the Student Life Office and will be reviewed by the Student Life Staff. Their decision will be final.

All drivers are expected to observe the accepted rules of courteous and safe driving. All motor vehicles owned, maintained, or operated by students must be registered with the Student Life Office annually. There is no charge for registering a vehicle, but students must register their vehicles within 5 days of their arrival on campus. If a registration form is not completed in the allotted time, students will be charged a fine. Heater hookups are available on a “first-come/first-serve” basis.

A parking permit for the student’s motor vehicle will be issued during registration. Resident Hall vehicles are to park in his/her designated Residence Hall parking lot. This fee is non-refundable and the parking decal is non-transferable. Decals will be replaced in case of loss or a vehicle trade for \$1.00. All decals must be placed in vehicle window within one working week. Campus parking for students is available on the south side of the administration building, the parking lot south of the field house, the east side of the field house, the chapel parking lot, and behind the residence halls. The parking area in front of the Administration Building is reserved for faculty, staff, and guests only. This includes all spots west of the sidewalk in front of the administration building.

All vehicles parked on campus must be in good working order, and be able to be moved upon request. Any vehicle deemed unmovable or abandoned shall be towed at the owner’s expense. Vehicles that are not in working order, left unattended, or visibly in need of repairs (flat tires, etc.) may be towed after a warning is issued and owner has not responded to such notice within one week. The college reserves the right to tow without further notification to the owner. Exhibition driving, racing of motors, and sounding of horns on campus are not permitted. Driving on lawns is not permitted at any time, including during the beginning and ending of semesters. All bicycles and motorbikes kept on campus must be registered with the Residence Hall Director. Motorbikes and motorcycles are not to be driven on sidewalks. Bicycles must be registered and parked in one of the bike racks provided.

Moving Violations and Enforcement:

According to North Dakota state law “no person may engage in exhibition driving of any vehicle on a highway, street, alley, sidewalk, or any public or private parking lot or area” (39-08-03.1.). Exhibition driving has been defined as driving a vehicle in a manner which disturbs the peace by creating or causing unnecessary engine noise, tire squeal, skid, or slide upon acceleration or braking, or driving and executing or attempting one or a series of unnecessarily abrupt turns. State law further states that “any person driving a vehicle...shall drive in a careful and prudent manner, having due regard to the traffic, surface, and width of highway [or other road] and other conditions then existing, and shall give such warnings as are reasonably necessary for safe operation under circumstances. No person may drive any vehicle upon a highway [or other road] in a manner to endanger the life, limb, or property of any person” (39-09-01.1.).

The original notice of a moving violation will be sent to the owner of the vehicle via the mail. Additional tickets may be issued until said violation is corrected. The following fines will be assessed for moving violations:

- 1st violation - \$5
- 2nd violation - \$10
- 3rd or more - \$25

Any student accumulating four or more tickets in a single semester may be subject to suspension of campus automobile privileges. All fines must be paid within seven (7) days. Fines can be paid in the Business Office during normal business hours. If a fine is not paid within seven days of receiving a ticket, the ticket (fine) will be added to the student’s school bill with a \$10.00 posting fee.

Parking Regulations:

1. Yellow curbs are the college’s designation for no parking zones. Each yellow curb will be marked accordingly.
2. Blue curbs are marked for handicapped parking. These spaces are located near essential buildings. Unauthorized vehicles parked in these spaces will be ticketed and/or towed. Handicapped parking permits should be obtained from civil authorities.
3. All vehicles must be parked in a space designated for parking.
4. Reserved parking is specifically marked. Spaces marked “Faculty/ Staff/Visitors” are reserved for the entire working day throughout the entire year.
5. Motorcycles are to be parked in parking lots. All other areas, i.e. sidewalks, lawns, are forbidden.
6. The campus speed limit is 15 mph, unless otherwise marked.

Parking Violations and Enforcement: All students who wish to park in campus parking areas must register their vehicles

in the Business Office and obtain a parking sticker. Campus traffic and parking regulations are enforced by Trinity Bible College. Offices that are cooperating with enforcement are the Business Office and Environmental Services; both are located in the Administration Building. The original notice of a parking violation will be affixed to the motor vehicle. Additional tickets may be issued if owner has not responded to such notice within 24 hours. The following fines will be assessed for not observing the parking and vehicle regulations:

1. Non-registered Vehicle:
 - 1st violation - \$5
 - 2nd violation - \$10
 - 3rd or more - \$25
2. Parking in unauthorized area:
 - 1st violation - \$5
 - 2nd violation - \$10
 - 3rd or more - \$25
3. Snow removal parking:
 - 1st violation - \$5
 - 2nd violation - \$10
 - 3rd or more - \$25

Any student accumulating four or more tickets in a single semester may be subject to suspension of campus automobile privileges. Fines can be paid in the Business Office during normal business hours. If a fine is not paid within seven days of receiving a ticket, the ticket (fine) will be added to the student's school bill with a \$10.00 posting fee.

Weather

North Dakota weather can sometimes be severe. Students need to take care and be properly prepared.

Thunderstorms:

Severe Thunderstorm Watch indicates the possibility of frequent lightning and/or damaging winds of greater than 50 mph, hail 3/4 inch or more in diameter, and heavy rain.

Severe Thunderstorm Warning indicates the possibility of tornadoes, thunderstorms, frequent lightning, hail, and winds of greater than 75 mph.

Tornadoes:

Tornado Warning means that a tornado has actually been sighted in the area or is indicated by radar. When a tornado warning has been issued, the Civil Defense sirens will be sounded (The siren can be recognized by one extended blast!). TAKE COVER! For students living in mobile homes, take heed and take cover!

If you are located in the following, move to the indicated areas:

Davidson: Move to the library.

Liechty: Move to the ground floor hallway or lounge.

Kesler: Move to the basement hallway.

Riffe: Move to the hallways.

Mobile Homes: Mobile homes are vulnerable to overturning during strong winds. When a tornado threatens, get out of the mobile home. Occupants living north of the Cafeteria should seek shelter in the basement of Rehearsal Hall or basement of the Library. Occupants living south of the cafeteria need to move to the weight room of the Ray Ulmer Fieldhouse.

Homes: The basement offers the greatest safety. In a house with no basement, take cover under heavy furniture in the center of the building. Stay away from windows!

Winter Weather Travel and information:

The Student Life Department strongly advises students not to travel or go outdoors during severe winter weather conditions. Conditions include...

- Winter weather storm watch/warning
- blizzard/white out conditions
- ice storms
- wind chill of 30 below or lower

When traveling during the winter students should be aware of the forecast before departing and delay their trip if inclement weather is occurring or expected. Avoid traveling alone, and inform others of your time table and planned route. Keep your gas tank full and make sure that your car has been winterized. Adjust your speed to conditions and increase following distances. Carry a winter survival kit at all times!! The winter kit list is listed below. Here are numbers you should have when traveling during the winter...

Student Life numbers:

Student Life Office – 349-5438
Resident Director Liechty – 349-5400 or 5754
Resident Director Davidson – 349-5422
Off Campus Resident Director – 349-2158 or 5438
Resident Director Kesler/Riffe – 349-5431 or 5702

Department of Transportation State Road Report numbers:

North Dakota – 1-866-696-3511
South Dakota – 1-866-697-3511
Minnesota – 1-800-542-0220
Montana – 1-800-226-7623
Wyoming – 1-888-996-7623
Iowa – 1-800-288-1047
Wisconsin – 1-800-762-3947

Winter survival kit:

First aid kit (fully stocked)
Non perishable foods such as peanuts or granola bars
Flash light with extra batteries
Bottled water
Shovel
Candles and matches
Extra clothing, sleeping bags or blankets for everyone
Tire chains
Battery operated radio with extra batteries
Empty Thermos for candles and melting snow for water
Jumper cables
Cell phone fully charged (a booster antenna wouldn't hurt)

Additional Info:

We strongly encourage students to dress appropriately during winter months regardless of whether the weather is mild or severe. Dress for comfort not necessarily style.
Be smart and know the weather that you're going into too. Whether you are just going to class or traveling in or out of town.
Sometimes roads and interstates can be closed due to bad weather. It is important to know road reports before leaving to avoid the risks of having to turn around or getting stuck.

Snow Removal

TBC has adopted the following plan for snow removal from its parking areas.

Day One:

Starting at 5 AM, during the first day of snow removal, these areas need to be avoided with your automobile:

1. All Roadways
 - a. Around the campus
 - b. Around the trailers
2. Administration building
 - a. Faculty and staff parking lot

- b. Behind building
 - c. Area by the Laundromat
 3. Riffe/Cafeteria/Englar Parking
 4. President's driveway
 5. Heating plant, shop area
 6. Field house parking lot
- (Once an area is cleared of snow you may use it.)

Day Two:

During the second day of snow removal, starting at 12:00 noon, these areas are to be clear of all vehicles. At the end of the Field house parking lot should be cleared and available for parking.

1. Kesler parking lot
2. Chapel parking lot
3. Liechty parking lot
4. Davidson parking lot

(When the parking lot has been completed, owners may return their vehicle there.)

Day Three:

During the third day of snow removal (clean up day), we will widen the roads and push back snow wherever it needs to be done. Also, we will work in the trailer house area to help widen driveways and push back the snow.

Residence Hall Life

Trinity Bible College is a residential campus. Residence hall life is exciting, but different from living at home. Your personal life in the residence hall is very closely related to many others. You can make it a positive homelike experience. This requires cooperation, respect for others, respect for property and authority, good personal habits, and at times, the giving up of personal "rights." Residence hall life can contribute immensely to the development of character. Therefore, you must put forth an effort to adjust to this challenging situation.

Residence Hall Staff

While much of the growth process during college happens on its own, the Student Life Office has selected and trained residence hall personnel to help maximize the potential of the residence experience. Through providing leadership experiences, discipleship opportunities, social activities, personal counseling, and other activities, the residence hall staff helps the college achieve its goal of developing the whole person.

Residence Hall Directors:

The Residence Hall Directors (RHDs) provide oversight and supervision of the residence halls. The RHDs seek to provide guidance along with specialized educational programming for all students. As a residence hall staff member, the RHD is available to serve as a spiritual leader, friend, and mentor. They function as a facilitator in communication and as a catalyst of ideas and activities in their living environment. As such, they work to build an atmosphere of "community" in their hall. The RHD is present to see that the best possible living-learning-developing environment exists and will endeavor to see that it is as free as possible of hindrances that can hamper residence hall living.

Residence Hall Assistants

Residence Hall Assistants (RHAs) are student paraprofessional members of the Student Life staff. They are selected because of their desire and ability to serve their fellow students. As staff members, RHAs serve as communicators, keepers of order, and catalysts for ideas and activities for our campus. Students are encouraged to participate in residence hall activities and to get to know their RHA. The RHA assists the Residence Hall Director.

Residence Hall Check-In & Check-Out Procedures

Before rooms are occupied they will be inspected by the RHD and/or a RHA who will make an inventory. Each student is held financially responsible for furnishings and the condition of the room. The student and the RHD/RHA should carefully review the initial room inspection report. A deposit fee of \$200.00 will be charged to each student at the time of registration. When the student graduates or has completed the semester and does not plan to return to TBC, the deposit will be returned 6 to 8 weeks after following the proper checkout procedure. The amount of deposit after disposal fees

refunded will depend on the condition of the room and furnishings at checkout and following the proper checkout procedure. For students who do not complete the semester, refer to the Withdrawal and Refund Policies in the current edition of the Academic Catalog.

Students are only allowed in residence halls when they have become officially opened unless the Student Life Director or RHD has granted permission in advance. Early arrivals will be charged \$25 per night with two days being the maximum stay.

Room Assignments

Room assignments are made by the RHDs. They will try to honor personal preferences and/or requests when making room assignments. Single room requests will be honored on a space available basis. When single rooms are available they will be given to students in the following order:

1. Approved Medical Reasons
2. Seniors
3. Juniors
4. Sophomores
5. Freshmen

Check-In

The student should:

1. Obtain his/her final room assignment from the RHD.
2. Obtain a room key from the RHA, go to the assigned room, and thoroughly read and sign the completed room inspection form.
3. The RHD will file the form after obtaining the student's signature.

Check-Out

The student must:

1. Prepare the room for check-out by doing the following: Place all furniture in its original location; remove all decorations, posters, tape, etc. from all surfaces; remove all trash; clean the room - vacuum, sweep, mop, and remove all non-college property.
2. Complete check-out inventory with RHD/RHA after all personal belongings have been removed and all damages have been assessed.
3. Turn in keys.
4. Sign Room Inspection Sheet.

Room deposits for students planning on returning to Trinity in the fall are left on account to hold a room for the following semester. If you fail to checkout properly the following fines may be assessed to your room deposit:

1. Up to \$200.00 fee for not checking out
2. \$10.00 fee for not turning in your room key
3. Fee for any other incurred costs including cleaning, damages, disposals, etc.
4. Students who are "walk-offs" will have no part of their deposit refunded. Upon re-admittance to resident housing "walk-offs" will be charged a \$200 room deposit.

Although we strongly encourage checking out and leaving immediately after the last final is taken, the deadline for checkout and departure is noon of the Saturday following finals week each semester as well as May and June Term. Students who are not able to leave at this time must have prior approval to stay from the RHD. Students will then be charged \$25 per night with two days being the maximum stay. Payment is to be made to the RHD in advance. Fall semester students registered for the spring semester are not required to check out of their rooms. Students making a room change must be checked out of their old room and checked into their new room prior to the beginning of the next semester.

At the end of each semester, a sign-up will be available for items needing to be disposed. These items would include such things as: microwaves, electronic devices, furniture, etc.. The cost is \$5 per item, per semester from your deposit fee. Anything left after checkout without permission becomes the property of Trinity Bible College and will be disposed of accordingly.

Keys and Locks

Residence hall rooms are equipped with locks. Please keep your door locked at all times. Keys are issued when students check in. The key must be returned at the end of the college year. The cost for the replacement of a lost key is \$10.00. Failure to return a key when checking out will result in a charge of \$10.00. If you lose your key, notify your RHA as soon as possible. Students are not to duplicate their room keys. Any other locking devices are not permitted. Unauthorized locks will be removed by TBC at the student's expense. Locked facilities are restricted unless keys and authorization have been secured to go into these areas.

Storage

Trunks and luggage should be labeled and kept in the student's room during the school year. Limited storage space is available in Liechty, Davidson, and Kesler halls. To utilize this limited space you must see your RHD. There is no storage building on campus for items over the summer. All items left on-campus without permission at the end of the academic school year become the property of Trinity Bible College.

Residence Hall Room and Furnishings

Your residence hall room is your private domain. Show respect to others by knocking or being recognized before entering someone else's room. Your door needs to be kept locked. Trinity is not responsible for theft or lost items.

Furniture is not to be moved. Students may not remove window screens and/or storm windows. Talk to your Residence Hall Director and he/she will put in a request to have them removed by Environmental Services. In addition, members of the opposite sex are not allowed near residence hall windows. Small electrical appliances such as stereos, shavers, and blow dryers may be used in the rooms. Microwaves and refrigerators (up to 2 cubic feet) are permitted in rooms. Rooms with two people sharing a refrigerator are permitted to have up to 4 cubic feet. Cooking (other than with microwaves such as, "George Forman" grills, coffee makers, etc...) and ironing are permitted in designated areas only. Musical instruments and stereos are to be kept at a low volume at all times. The volume should not disturb your neighbors. If you desire louder music, the use of headphones is necessary. Televisions, VCRs, and DVDs are allowed in residence hall rooms. Check with your RHD for approved methods for decorating hall rooms. Suggestive posters, offensive movie posters, and signs are prohibited.

Telephone Use

A private telephone line is provided in each residence hall room, but students must supply the telephone. Each telephone number is 5XXX. This number is the intercom number used for calling on-campus only. To reach these numbers from off-campus, dial 349-5XXX.

Students may make local and toll-free calls without expense. Collect calls may not be received on these phones. Long distance calls may be made by using a 1-800 calling card or by using a prepaid phone card.

Room Checks

Room Checks are made when deemed necessary by the residence hall staff. The purpose of room checks is to maintain a healthy living environment. Room checks may be announced or unannounced. They are made during the chapel hour, but they are not made on Mondays or during PRP. Drawers, closets, etc. are not opened during room checks and there will be two people at all times doing the room check. Students are responsible for taking their personal trash out to the dumpsters. Any student with two consecutive room check violations will need to meet with his/her RHD; after four consecutive violations they will need to meet with the Student Life Director.

At least once each semester an announced "white glove" inspection will be made any week day, except Wednesday. Standards of cleanliness for this inspection are raised and applied, and fines are doubled.

Trinity Bible College reserves the right for authorized personnel to enter any unit at any time for the purpose of health, other inspection, or other official business. If at any time there is reasonable cause to believe that an occupant is using his/her residence hall room in a manner inconsistent with the college policies, a search may be made by a college representative.

Confiscation

Items not permitted in the residence halls will be confiscated immediately by residence hall staff or other college officials. Objects causing excessive noise may be confiscated after sufficient verbal warnings are given. Confiscated equipment is safely stored with the RHD for a specified time or until the student can remove it from campus.

Room Maintenance Access Policy

The college has the right to access all areas of the campus; however, we want to be sensitive to your needs. Therefore, this policy has been set forth:

Maintenance and Admissions personnel will not enter floors or rooms until after 10:00 am, unless there is an emergency

Maintenance personnel will try to notify students by telephone, though prior notification to the students is not guaranteed

When maintenance personnel need to enter a room they will:

1. Knock once and identify themselves – please respond if you are there
2. Knock a second time; then they will enter using their key
3. It is the student's responsibility to be presentable

A sign will be posted if maintenance personnel are present

Right of Eviction

The college may, at its discretion, terminate the food service and on-campus residency of any student who is more than 10 days delinquent in payment or under disciplinary sanction. In such a case, the college will provide written notice of its intent to evict. The notice will provide for a maximum of 24 hours before eviction.

Pets

Because of health and sanitation, animals may not be kept in residence halls or family student housing with the exception of aquatic species in a standard size aquarium (no larger than 10 gal). The aquarium must be properly maintained. Stray animals should not be housed or fed as they frequently carry fleas and diseases, which can cause harm or discomfort to humans. No reptiles of any type are allowed in campus housing.

Damages/Destruction of College Property

Residents will be financially liable for any damage they inflict on college property. Rooms which have been damaged, tampered with, or defaced, will be charged according to prearranged prices set by the Environmental Services. If the source of damage cannot be identified, the entire residence hall or floor will be charged for damage to public areas with the minimum being \$5.00 per person. Any tampering, removing, or destruction of school property will result in immediate disciplinary action, including a monetary fine and cost to repair damage incurred. In case of extensive destruction of college property, immediate suspension may result. Water fights are an outdoor activity only.

Fines

When a violation of a residence life or housing guideline occurs, judicial action taken may involve a fine. The following is a list of fines most frequently assessed. This is not an exhaustive list, and the fines may be increased, reduced, or coupled with other judicial action as the circumstances surrounding each violation are evaluated.

Violation:

Entrance/Exit Window

And/or removal of window screen..... \$25

Failure to Complete Late Night Sign-Out/Check-In.....\$25

Failure to Complete Overnight/Weekend Sign-Out/Check-In.....\$50

Fire Alarms/Smoke Detectors/Extinguishers/

Emergency or Exit Lights (disregard for,
tampering with or misuse of).....Up to \$200

Fire Drill Evacuation Violation.....\$100

Fireworks/Firecrackers/Explosives/Firearms (possession or use).....	\$50
Open Flame.....	\$50
Pet in Room.....	\$25
Quiet Hour Violation.....	\$25
Check-Out Procedure Violation.....	Up to \$200
Unauthorized Room Change.....	\$50
Unauthorized use of Wall Hangings.....	\$25
Visitation Violation.....	\$25

VIOLATION NOTICE

Name _____ Date _____

Violation _____

Discipline _____

Student Signature _____

Student Life Staff Name _____
(please print)

If you wish to dispute this fine make an appointment with the Dean of Students. All fines should be paid within 3 business days. Unpaid fines will be placed on the student's account with a \$5.00 posting charge for bookkeeping.

Fire Code

Local fire ordinances require that the hallways be kept clear of any obstruction or articles (i.e. trash, boxes, shoes, clothing, etc...). The fire doors at the ends of the hallways always need to remain closed. The use of anything with an open flame, such as candles, incense, oil burning lamps, etc., or small appliances with open heating elements such as toasters or coffee pots in the residence halls are fire hazards and are prohibited except in designated areas. Any breach of the fire code will result in an automatic \$50.00 fine.

Fire Drills

Everyone must participate in all fire drills. Refer to the Fire Regulations Sheet in your room. In case of fire, the following exits will be used:

- Davidson Hall: First floor, use nearest exit
- Liechty Hall: Use the exit closest to your room
- Kesler Hall: East Exit: Rooms 109-114, 208-217, and 308-317;
West Exit: Rooms 101-108, 201-207, and 219-307
- Riffe Hall: Use East exits

Tampering with a fire alarm system and/or a fire extinguisher results in a fine of up to \$200.00 and possible dismissal. There is a \$100.00 fine for anyone who does not evacuate during a fire drill.

Fireworks/Weapons

Fireworks are prohibited on campus. Any student who uses fireworks of any kind or starts anything on fire on the campus is subject to a fine of no less than \$50.00 and possible suspension from the college. All firearms, BB guns, pellet guns, air soft guns, large knives, or any other kind of weapon must be checked in with the RHD. Failure to do so will result in a \$50.00 fine and possible suspension from the college.

Power Failures

If there is an electrical power failure, students are to use flashlights. Candles and oil-burning lamps are not to be used due to the danger of fire. Occasionally, a power failure will be localized to only one or a few rooms. The RHA is to be notified and will restore the service if possible. If the RHA is unable to immediately solve the problem, he/she will notify Environmental Services. Should the problem occur after normal business hours, the RHD should be notified. He/She will contact the on-call maintenance staff member. Students should not attempt to reset breakers or repair electrical service.

Lounges

For the fellowship of students, the college has provided lounges in Davidson, Kesler, Liechty, and Riffe. Lounge hours are posted. No movies or television programs beyond the PG rating are allowed in the lounges. Lounges are to be kept tidy and furniture handled with care. Damages will be assessed to the party responsible or, if applicable, divided among all the residents of the hall. Maintain acceptable and courteous conduct toward one another. Private parties must be scheduled through the RHD. Living areas in residence halls are off-limits to members of the opposite sex. Co-ed times for the lounges in the different halls are posted in that lounge.

Television Viewing Hours

Sunday—Thursday: 7:00 am—12:00 am
Friday Evening & Saturday: No restrictions

Restricted Viewing Hours

Viewing is restricted during the following: church service times, special services, and chapel time.

Monday – Friday: 10:00 am—11:00 am
Sunday: 9:00 am—Noon
6:00 pm—8:00 pm
Wednesday: 6:30 pm—8:30 pm

Curfew

Curfew applies to all residence hall students and the doors will be locked:

Sunday – Wednesday	12:00	Midnight
Thursday	10:00	PM
Friday and Saturday	1:00	AM
Holidays & Breaks	12:00	Midnight (no late night sign-outs, only overnight sign-outs)
Finals Week	1:00	AM (no late night or overnight sign-outs)
Extreme Week/May Term	12:00	Midnight

(Starting the Sunday of)

Fines on Curfew

0-15 minutes written down, after 3 times, \$25 fine
In an emergency call the RHA on duty or the RHD.

Students are not to leave the residence hall after curfew unless the RHD has granted permission. Residents are not to admit anyone into the residence hall after curfew. Members of the opposite sex are not permitted in living areas or rear entrances/ windows of residence halls.

Floor/Resident Hall Fellowship

Floor Fellowship is a once a month activity on Thursday's after curfew set aside for your floor, or your entire residence hall to get together for spiritual growth and/or simply to relax and have fun. Activities are planned by the Residence Hall Staff and advertised before the Thursday of Floor Fellowship. Any ideas on activities are welcomed and encouraged. Please notify your RHA with these suggestions and we will do our best to implement them. We as Student Life staff understand the importance of socializing and strongly encourage residents to join us in these community building events.

Quiet Hours

“Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.” (II Tim. 2:15). There are some responsibilities that students living in an academic community have for one another. A genuine consideration is required for other students' study time needs. The close proximity of living quarters requires that certain hours be regarded as “Quiet Hours.” In order to teach good study and sleep habits, and to help fulfill your goals while here at TBC, the hours from 10:00 PM to 9:00 AM have been set aside as “quiet hours.” These hours are designated as quiet time in all residence halls. During this time, residents are expected to refrain from causing any noise or disruptions that would infringe on the rights of fellow students to study or sleep, whether inside or outside the residence halls. “Quiet time” is not a time of complete silence. We only ask that respect be given.

It is hoped that students will be able to work out among themselves any breach of this mutual respect for one another in the residence area. The residence hall staff will be available for those students who neglect their responsibility, and fines and other judicial action can be expected in these cases.

During finals week, 24 hours of quiet will be expected, starting the Sunday of finals week and ending Thursday (after the last final).

Sign-outs

Late Night Sign-out

Should a student desire to remain out past curfew, he/she must sign out with his/her RHD one hour before curfew on the day of departure. Each student is allotted a number of late night sign outs per semester. First year students are allotted 8 per semester, second year students are allotted 10 per semester, third year students are allotted 12 per semester, fourth and subsequent year students are allotted 14 per semester. Students may only sign out until 2:00 AM unless other arrangements are made with the RHD. In order to be let into the residence hall after curfew, students should first ring the door bell at the assigned door of each residence hall or call the student life staff on duty. Other students should not let persons who are either late for curfew or have a late night sign out back into the hall. This is the responsibility of the RHA or the RHD. No late night sign outs are issued during finals week. If a student is working late, it is imperative that he/she contacts the RHD ahead of time to sign out. If you return to the hall after curfew and have not signed out and/or fail to check-in with the person on duty when you return, you will receive a \$25 fine as previously listed.

Overnight/Weekend Sign-out

Residence hall students planning to leave campus overnight or on weekends must sign out one hour before curfew on the night of departure. Your RHD will post a sign out sheet where you will need to provide your name, your leaving and return dates, a phone number of the location you are going to, and a phone number where you can be contacted in case of an emergency. For weekend sign out, you should return to campus by curfew on Sunday. If you plan to return later than curfew, make prior arrangements with your RHD. Students are allowed to sign-out for seven weekday overnights per semester with unlimited weekend sign outs. Failure to sign-out before you leave and/or failure check-in with the person on duty when you return will result in a \$50 fine as previously listed.

NOTE: If you leave for any reason, you must sign out.

Guest Policy

If you desire to have an overnight guest in your room, you must make arrangements with the RHD in advance. No guest may visit more than 3 consecutive nights. Guests agree to abide by all campus regulations. Cost per night is \$5.00 per person, payable in advance to the RHD. The host student will be charged \$25 if the guest does not pay in advance. Meal

prices are posted in the cafeteria. As host, you assume responsibility for room charges, food, and damage. Guests must have a prior invitation from a residence hall student in order to visit the hall. All non-residents must leave the building by curfew every night. Baby-sitting is not allowed in the residence halls. Ministry for Big Brother/Big Sister will be allowed in the halls, with pre-approval from the RHD. Guests not honoring this policy or those violating other residence hall policies will not be allowed in the residence halls.

Breaks

Residence hall students are encouraged to leave campus during Fall, Thanksgiving, Spring, and Easter breaks. Students are required to sign out with their RHD. Students who choose to stay on campus are subject to all College guidelines which includes a midnight curfew with no late night sign outs. During all breaks, the cafeteria is closed. Rooms must be left clean and orderly during breaks.

Non-Residence Hall Life

Non-Residence Hall Director

The Non-Residence Hall Director (NRHD) provides oversight of the non-residence hall students, The NRHD seeks to provide guidance and is available to serve as a spiritual leader, friend, and mentor. It is the Director's responsibility to organize the married and single non-residence hall students into a working unit which is in harmony with the philosophy and practices of TBC. The NRHD assists in the overall atmosphere of Family Fellowship (ministry to the married) and Focus (ministry to non-residence hall singles) groups. Volunteers assist the NRHD.

Volunteers

Volunteers are a part of the Student Life Staff as assistants to the NRHD. They are selected because of their desire and ability to serve the students. The Volunteers are communicators, keepers of order, and catalysts for ideas and activities.

Family Fellowship and Focus

Family Fellowship is the name given to the ministry designated for married students and their families who are part of the Trinity Family.

Focus is the name given to the ministry designated for all single students living outside the residence halls.

The purpose of these groups is to draw students and families facing similar situations and having common interests together into a close-knit unit that promotes fun, fellowship, and spiritual support, as well as integrates them into the overall society of the college.

Non-Residence Hall Students

Students not living in the residence halls are expected to abide by the general guidelines of the college (see p. 14-23) and not abuse their privileges. Failure to abide by college policies and guidelines could result in judicial action.

All students living off-campus should maintain a high level of discretion in both their personal lifestyle and place of residence. Group activities are encouraged. At no time may an off-campus person entertain another person of the opposite sex alone in his/her home. All students who violate this policy (on or off campus) are subject to disciplinary action by the Student Life Staff.

Application for Non-Residence Hall Living

If you are single, below the age of 23, and taking 6 or more credits per semester, you must live in a residence hall. A

student may petition for non-residence hall housing by obtaining an application from the Student Life Office. Upon completion of that form, it must be returned to the Student Life Office where it begins the proper order of processing. The student may petition to live off campus, as long as the student meets at least one of the following criteria:

- Freshman, Sophomore, Junior, or Senior 23 or older
- 5th or greater year of TBC attendance
- Live with members of immediate family
- Completion of 4 or more years of active Military Service (Not Reserves)
- El. Ed. student fulfilling student teaching assignment
- Employment as a resident caregiver
- Enrolled in less than 6 credits per semester

Meeting any or all of these criteria does not mean that the non-residence hall-housing request will be automatically approved. No permission will be given to students who are having conduct difficulties. Single students over the age of 25 can live in a residence hall only by permission of the Director of Student Housing. The over 25 housing application can be picked up at the Student Life Office.

Fireworks

Fireworks are prohibited on campus. Any student who uses fireworks of any kind or starts anything on fire on the campus is subject to a fine of no less than \$50.00 and possible suspension from the college.

Additional Information

Some information that may be useful to you:

- No babysitting can be done in the residence halls.
- If you are interested in using the GAP rooms in the residence halls for prayer please follow these guidelines. Women are to use the GAP room in Liechty Hall on 3rd floor, and the GAP room on 3rd Floor Davidson. Men are to use the GAP room in Riffe Hall.
- Campus prayers will be held once-a-month during the Chapel hour. Attendance is taken.
- The Grievance Policy can be found following the Judicial Process and Procedures section in this handbook.

Student & Campus Activities

Student Involvement

Students are cautioned against becoming overly involved in campus activities. Your primary purpose for being at TBC is to learn. How busy is too busy? Things to consider in determining involvement are: class hours; work responsibilities; marital responsibilities; student leadership responsibilities; co-curricular hours; organizations; sports; Student Ministries; Student Government; drama; music; ministry; etc. The accepted guideline for studying is for every one hour of class; two hours of study may be required.

Athletics

Physical fitness is considered an integral part of the preparation for ministry. Therefore, an athletic program on the intercollegiate and intramural levels is available to you. TBC competes on the intercollegiate level in men's basketball, football, track, and baseball, and women's basketball, volleyball, and track. Intramural sports are emphasized for all students. Programs include both men and women and provide for competitive play in such sports as: flag football, basketball, softball, volleyball, etc.

Student Government

Student Government (SG) is the executive organization of the student body. Officers are elected each spring for the coming year. The SG consists of members from each class. It is concerned with the spiritual, social, and academic well

being of all students and provides recommendations to the Student Life Staff. Class officers are elected each year to coordinate and direct class activities. Each class has a president, vice president, secretary, treasurer, class representative, and a faculty/staff advisor.

Student Ministries

There is a wide variety of ministry opportunities. Ministry opportunities for fulfilling degree requirements in Student Ministries include the areas of business, children's ministry, counseling, drama, music, preaching, teaching, evangelism, youth and college age ministry, area church ministry, institutional ministry, cross—cultural ministry, internship, practicum's, and outreaches. Please refer to the Student Ministries section of this handbook for complete descriptions of ministry groups and leadership opportunities.

Student Services

Bulletin Boards

Bulletin boards inform you of various activities. Their respective supervisor must clear items before being cleared through the Student Life Office or the Business Office. No signs or notices should be posted anywhere other than on designated bulletin boards. The Student Life Office or the Business Office will initial and date the approved poster. Posters will be cleared from areas immediately following the date of the event or within 30 days of its approval. Signs must include:

What is the event

Who is sponsoring the event

Where is the event

When is the event

Contact for event

TBC logo if posters will be used for off campus advertisement (please see Enrollment for further details)

Cafeteria

Consideration for others while eating in the cafeteria is essential at all times. The cafeteria food service director may elect to refer any particular matter to the Student Life Director who will review the misconduct in the cafeteria. Cafeteria utensils and dispensers are not for student use outside the cafeteria. Such use will result in a fine of \$10. No students are allowed in the cafeteria beyond posted meal hours. Such noncompliance will result in a fine of \$10.

Communicable Illnesses

If you have a communicable illness please do not eat in the cafeteria. It is recommended that you have a friend, RA, or RD get you a to-go tray. If you are unable to find someone to get you a to-go tray, please call the Cafeteria Kitchen at 2429 and they will be glad to help you.

Food Allergies and Special Diets

Anyone with a food allergy or special diet requirements should submit a written note from a doctor to the Food Services Department. Please submit a doctor's note at the beginning of each semester.

Sack Lunch and Special Food Requests

Sack Lunch/Picnic Requests must be submitted to the Food Services Department with the following notice:

2 days notice on 10 people and under.

1 week notice on 11 people and up.

2 weeks notice on special orders.

Special Food Requests must be submitted to the Food Services Department with 2 weeks notice.

NOTE: The Food Services Department is not obligated to fulfill requests that are submitted without proper notice. Both of the above forms can be submitted online at trinitybiblecollege.edu under "Forms & Reports".

To-Go Items

Any to-go items (trays, cups, etc.) are \$0.25 a piece.

Cafeteria hours of service:

Monday – Friday

Hot Breakfast: 7:30 – 8:30 am

Continental Breakfast: 7:00 – 9:30 am

Dinner: 11:00 - 1:00 pm (12:45 pm)

Supper: 5:00 - 6:30 pm (6:15 pm) (Monday, Tuesday, Thursday)

5:00 – 6:00 pm (Wednesday & Friday)

*The hot line in the cafeteria will no longer be stocked after the time posted in parenthesis.

Weekends

Saturday Brunch 10:30 – 12:00 pm

Saturday Supper 5:00 – 6:00 pm

Sunday Dinner 12:00 – 1:30 pm

Sunday Supper 5:00 – 6:00 pm

The cafeteria is closed during Fall Break, Thanksgiving Break, Semester Break, Spring Break, and Easter Break.

NOTE: This schedule is subject to change. Any changes will be posted.

Carpenter Shop

The Carpenter's Shop, located in Flemington Hall, offers exceptional value, products and service for our customers. The Carpenter's Shop hours are **Monday-Friday, 8:30 AM - 4:30PM**. Services include:

- Ministry builders
- Special Savings
- Christian Products
- Church Supplies
- College textbooks and school supplies
- Children's books and apparel
- Special order abilities

Textbooks are sold in The Carpenter's Shop during fall and spring semesters, beginning the Saturday freshmen arrive and dorms open continuing for three weeks after which time remaining books are prepared for return to publishers. Special orders are available for students wishing to purchase books that are recommended but not required for a class and other books. Sales dates vary for these orders. Special order books will require a non-refundable deposit of no less than 25% and are not returnable. Students who do not pick up their special orders by the prescribed date will have them charged to his or her student account plus a \$10.00 processing fee. Student account vouchers will be accepted until the last day to add drop with out record. After this date books must be paid with cash, check or credit card. Books may be returned up to this date with original receipt in new condition and shrink wrap intact.

Counseling Services

The Counseling program is under the general supervision of the Student Life Director. All students are encouraged to utilize this service when desired.

For Personal and Spiritual Counseling: The faculty, Administration, local pastors, and Student Life Staff are available for counseling as time permits. Referrals may be made outside the college to various professional counseling services.

For Residence Hall Counseling: Each hall is staffed with a Residence Hall Director. Also, Residence Hall Assistants are available for peer counseling when needed. They will specifically give assistance when the student

has residence hall problems.

For Academic Advisement: Each student is assigned an Academic Advisor who is a faculty member. Students are to counsel with their advisors before registration and when dropping or adding a course. All students are supplied with a degree plan, which is supervised by their advisor. This file is updated regularly. Students are to counsel with their advisors before changing their academic program.

For Vocational Counseling: The academic advisor, the placement office (Student Ministries Director), and various faculty members may be consulted when the student needs vocational counseling.

All members of the TBC family are prepared to assist students during their college years, not only in academic matters, but also in all matters that affect their lives.

Fax Machine

A fax machine is located in the Enrollment Office. Students may use the machine to send and receive faxes. When sending a fax please be sure to ask for assistance from a secretary in that office. In order to send a fax you must have an operating school pin number. There is \$1.00 per page charge for sending and/or receiving a fax. The fax number is (701) 349-5786.

Health Services

Students are required to have health/accident insurance. An economical plan is available through Student Assurance Services, Inc. (in the Student Accounts Office). The Ellendale community provides health care through the Avera United Clinic, Southeast Medical Center, Dakota Dental Care, a pharmacy, an optometrist, and a chiropractic office. For ambulance service in Ellendale, residence halls and offices dial 9-911, non-residence hall students dial 911. Contact your RHD or RHA should an emergency occur in the residence hall. The student pays for any emergency care. Please refer to Transportation Rates section.

Joseph's Pantry and Closet

This service provides free food and clothing to students in need. It is located in the manufactured home at 802 2nd St. S. Open hours are Monday & Tuesday evenings from 6:00pm-8:00pm.

Laundry

Coin-operated washers and dryers are available in Kesler, Riffe, Davidson, and Liechty Halls for the students' convenience. TBC assumes no responsibility for damage to clothing while washing and drying. Any mechanical difficulties with laundry machines should be reported promptly to the Residence Hall Director who will inform maintenance of the problem. If money is lost in any of these machines, please see Accounts Receivable.

Lost & Found

Any items found on campus should be turned over to the personnel in the Post Office. Owners may claim them there. If items are not claimed after 30 days; items will become property of TBC and will be properly disposed of.

Lowell Lundstrom Heartland Student Life Center

The Lowell Lundstrom Heartland Student Life Center is a gathering place for students designed to build community and foster socialization. Housed in the Student Life Center are the campus Post Office, the Student Lounge, and the Coffee Closet Café & Grill.

Post Office

Students will be assigned a campus mailbox after paying a \$10.00 key deposit. Lost or stolen keys may be replaced with an additional deposit. Mail is picked up from the downtown post office and distributed at TBC Monday through Saturday. Any outgoing mail received in the campus Post Office by 3:00 PM will go out that day. After that time, the mail will be postmarked for the following day. Mail will leave the Ellendale Post Office at 4:30 PM Monday - Friday. Regular window hours are posted. Office workers will not give mail to anyone who does not have his/her key. Services also available are UPS and Overnight Express. UPS pickup and delivery is usually between 1:00 and

3:00 PM. All packages must be securely wrapped and taped with strapping tape before UPS will accept them.

In order to receive mail in a timely manner, please use the following address guide:

John Doe
50 Sixth Ave South #_ _ _ (#_ _ _ is the student's box number)
Ellendale, ND 58436-7150

Student Lounge

A variety of games (i.e. table tennis, billiards, foosball, puzzles, etc.) are available in the Mezzanine Level of the Student Lounge located in the Student Life Center. Student Life manages the Student Lounge. While enjoying the recreation that the Student Lounge provides, students are expected to behave in a manner that demonstrates respect for persons and property. Student Lounge hours are posted in the lounge. NOTE: Posted hours are subject to change due to scheduling-any changes will be posted.

Coffee Closet Café & Grill

The Coffee Closet Café & Grill is located in the Lowell Lundstrom Heartland Student Center.

Hours:

7:00 AM – 8:00 PM: Monday, Tuesday, Thursday, and Friday

7:00 AM – 10:00PM: Wednesday

The Café/Coffee Shop offers:

A sit down café area with wireless and hard-wired internet access

A variety of hot and cold espresso drinks, hot chocolate, tea, Italian sodas, and coffee related snacks at student-friendly prices

Regular and decaf espresso and many regular and sugar-free flavors

A variety of combo meals, individual menu items, and daily specials

Personalized gift certificates and five and ten dollar coffee cards

Drinks and food can be pre-ordered by calling Ext. 2662 or 349-5662

The above services are not included in the meal plan.

New Student Orientation

New Student Orientation is held once at the beginning of each semester. Orientation takes place four days prior to the start of classes in the fall and two days prior to the start of classes in the spring. During this time you will move into your on- and off-campus housing, participate in academic and social activities, and be introduced to current Trinity Bible College administration, student leaders, faculty, and staff. The Mission of the Student Life Orientation Program is to create and develop the successful transition of undergraduate students to the college.

1. By facilitating and supporting the students in their intellectual, cultural, social, and personal development.
2. By providing programs and services to assist and support new students and their parents in their transition to Trinity Bible College.
3. By improving the college's retention efforts and enhancing student development.

Organizational Events and Use of Facilities

Any event sponsored by individuals or student organizations must be cleared through the Student Life Office. Please follow the steps below when seeking approval for social activities, larger prayer meetings, concerts, etc:

1. Make an appointment with the Director of Student Services to discuss plans and follow-up procedures.
2. Secure an Event Approval Form from the Student Life Office. This form must be completed for all activities, events, and programs. Also, it must be turned in to the Student Life Office at least two weeks prior to the event with a full description of the proposed event and all required signatures.
3. The completed Event Approval form will reserve calendar dates and facilities to be used.
4. Once approved, the activity will become an official part of the school calendar maintained by the President's

Office.

The following should be contacted regarding use of facilities/equipment:

Use of classrooms and conference rooms must be approved through the President's Office
Use of the chapel must be approved through the Fine Arts Department
The use of the gym must be requested through the Athletic Department
The use of any residence hall lounge must be obtained through the Residence Hall Director
Permission to use the cafeteria must be obtained through the Food Service Director
Audio Video equipment must be requested through the A/V Department
Any musical instruments must be secured through the Fine Arts Department
Lowell Lundstrom TV Lounge must be requested through the Student Life Office

Sales Policy

Solicitations of any kind on campus (i.e. selling merchandise, or taking donations for any purpose) must be cleared through the Student Life Director. Submit the request in writing with a full explanation of the solicitation.

Product salespeople from off-campus are NOT permitted to solicit or sell in any of the campus buildings.

Student selling of a product on campus is permitted provided that the student salesperson adheres to the following stipulations:

Students must register with the Student Life Director concerning intent to sell.

Storage of products must not infringe upon the reasonable living rights and comfort of roommate, or interfere with hall storage space.

Door-to-door selling is prohibited, as is phone solicitation.

All contact for purchasing must be initiated by the consumer.

Advertisements may be placed on bulletin boards subject to approval from the Student Life Office or the Business Office.

Items placed in the postal area must be approved through the Student Life Office or the Post Office Manager.

Security

The campus security serves to provide safety for you and for the campus. Environmental Services is in charge of security and responsible for all lock-up.

Student Right to Know Act

The Student Right to Know Act requires Trinity Bible College to make a campus security report available to students. In the event of a crime or security violation, report it immediately or as soon as reasonably possible to the Residence Hall Director (for residence hall students) or the Non-Residence Hall Director (for non-residence hall students). Depending on your individual assessment of the situation, local law enforcement officials may be called. Emergencies requiring the immediate attention of fire, safety, health, or law enforcement officials may be reported directly to the appropriate agency. The policy regarding alcohol and drug related violations are explained in the earlier section, Drug Free Schools and Campuses Act and are considered part and parcel of this policy as well.

Student Support Services

Academic Support:

Trinity Bible College is committed to providing optimal educational opportunities for all students, including those enrolled or admitted who have disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. College policy provides for reasonable accommodations to be made for students with learning or physical disabilities on an individual and flexible basis. It is the responsibility of students with disabilities to seek available assistance and make their needs known to the college. In order for the college to determine accommodations for special needs, students need to submit a recent (within the last three years) professional assessment that documents the disability. For assistance with special services, students should contact the Student Life Office.

Accessibility and Services for People with Disabilities

The Student Life Staff work to insure equal access for students with documented disabilities. Trinity Bible College has a strong history of compassion and respect for students with various disabilities and welcomes them. As a college and as a campus community we want to be a part of fulfilling the dreams and goals God has placed in your heart. However, due to buildings and facilities that were constructed before the era of accessibility awareness, TBC is not completely accessible. With the opening of the Student Life Center, the majority of the classrooms are now accessible. The schedules of students with mobility and accessibility issues will be pre-screened shortly before the start of each semester to ensure that their classes are located in accessible rooms. We will do what is necessary to help all students fulfill their academic and other life goals and provide access to college programs, activities and facilities as resources allow. **It is imperative for students with disabilities to keep in mind that we cannot meet needs that we are not aware of.** It is the responsibility of the student to be proactive in communication concerning any needs or problems that may arise.

Selected tables in the cafeteria and student life center have had their height adjusted to accommodate wheelchairs and still facilitate fellowship with other patrons at the same table. The Graham Library has limited accessibility to people with mobility and accessibility issues. However, through the on-line facilities and help from the library staff, all students should be able to have access to the materials they require. Students with questions concerning their individual situations should direct their inquiries to the Student Life Office.

Telephone Use

Students are not to use faculty, staff, or administrative office telephones for personal calls. Office phones are for college business only. Residence hall students are encouraged to use their own telephone when possible. Other on-campus telephones are available in the Chapel Foyer, the Post Office, Liechty Lounge, and the foyer of Davidson Hall.

Transportation Rates

At times it is necessary for members of TBC to pick up students from airports, bus and train stations, or to take students to medical facilities. The following are the rates charged to your student account:

Oakes	\$20.00
Aberdeen	\$31.50
Jamestown	\$45.50
Fargo	\$112.00
Bismarck	\$112.00

Distance prohibits College Transportation to and from Minneapolis, Sioux Falls, Omaha, and other major Airports.

Statistics for Trinity Bible College

The following report concerns the occurrences of criminal offenses reported to campus authorities or local law enforcement. Additional material concerning campus safety or security programs and policy is available from the Student Life Director.

<u>CRIMINAL ARRESTS</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>
1. Liquor law violations	0	0	0	0	0	0	0	0
2. Drug abuse violations	0	1	0	0	0	1	0	0
3. Weapons possession	0	0	0	0	0	0	0	0
<u>CRIMINAL OFFENSE</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>
1. Murder	0	0	0	0	0	0	0	0
2. Rape or other sexual offense	0	0	0	0	0	0	0	0
3. Robbery	0	0	0	0	0	0	0	0
4. Aggravated assault	0	0	0	0	0	0	0	0
5. Burglary	0	0	0	0	0	0	0	0
6. Motor vehicle theft	0	0	0	0	0	1	0	0

Judicial Process and Procedures

By virtue of one's enrollment students of the college community voluntarily accept the responsibility to abide by the behavioral standards and expectations set forth by Trinity Bible College.

When an individual chooses to violate College standards and/or not respond to community accountability, it may become necessary for the Student Life Office to participate in confrontation and/or accountability. It is the role of the Student Life office to provide interpretation of Trinity's standards and to determine appropriate judicial action. On certain occasions, the Mediation Team and/or Judicial Committee comprised of college community members may be convened by the Dean of Students or designee to determine appropriate judicial action.

Judicial action may be initiated against students by Trinity Bible College for violations which arise either on or off campus when the student is in violation of federal, state, or local laws or which materially or adversely affects the College or an individual's suitability to be a member of the Trinity Bible College community. The College reserves the right to immediately remove a student from a class, housing, or school as a whole for behavior which is determined to impede the academic success of the class or the safety of the community. The College reserves the right to immediately remove a student from housing or school when any community guideline has been violated or any conditions agreed upon during the judicial due process have been broken. The College reserves the right to report to or work with appropriate authorities in the case of a city, state, or federal violation. Students charged with or convicted of a criminal act off campus may be subject to judicial action by the College and/or loss of institutional aid. Reconciliation to the community after a breach in student conduct has surfaced, often requires some form of consequence for the action.

Each incident is reviewed on a case by case basis, with consideration of:

1. The severity of the violation
2. The context of the incident
3. A history of prior conduct while attending TBC
4. Whether it was a "Come-In" or a "Call-In" situation

A "COME IN" session is:

When a student quickly and voluntarily seeks out his or her respective Residence or Non-Residence Hall Director or the Student Life Director, and is genuinely repentant, wishing to voluntarily discuss his/her violations. This may assist the student in keeping disciplinary action to a minimum. In many cases, "come-in" sessions will result in a "contract of conduct."

A "CALL IN" session is:

When a student's violation of college policy has come to the attention of the Student Life Staff and the student is called in for the specific purpose of judicial action. Students who come in for disciplinary discussion and consultation are treated confidentially. It is the policy of the college to deal with each student as an individual, yet in a pattern consistent with the overall purpose of Trinity Bible College.

Accountability to One Another

We are all expected to encourage one another in upholding the standards of Trinity Bible College. Trinity students should not be involved in situations where other students from the Trinity community are violating the lifestyle standards of the College. The College will interpret a student's presence as an indication of acceptance of such lifestyle violation. In certain cases, even if not involved in the violating behavior, the student may be subject to judicial action. Students should take the initiative to confront and hold others accountable for their violations of College policies or take immediate steps to remove themselves from the situation. IF a problem persists or is of a serious nature, referrals should be made to the Student Life Office.

Decisions are based on the knowledge of the facts concerning the particular situation. Since few students are aware of all the facts, it is not appropriate to draw conclusions about what "should have been done differently," nor is it appropriate to gossip about the person, circumstances, or the decision made.

Violations

Violations in the areas of Spiritual Life, Community Life, Residence Hall Life, and Non-Residence Hall Life, as listed with specifics within the Student Handbook, may be considered an Incidental Violation, Minor Violation, or Major Violation based upon the severity, repetition, and/or circumstance of the offense.

Incidental Violations:

Incidental violations such as the following are likely to result in a minimum consequence of a verbal or written communication with additional penalties or a service required.

Personal Grooming/Dress Violations:

Discretion Violations

Room Check Violations

Guest Policy Violations

Lounge Violations

Conduct Violations

First Offense (May include the following but are not limited to)

Verbal/Written warning from a member of Student Life Staff

Second Offense

Written warning to meet with Residence Hall Director within 24 hours

Penalty that may include but not exceed:

- ✓ \$25 fine
- ✓ 8 hours of work detail
- ✓ Student initiated reconciliation
- ✓ Student and/or college initiated accountability

Minor Violations:

Minor violations such as the following are likely to result in a minimum consequence of fine and/or work detail, Contract for Conduct, and/or meeting with the Mediation Team.

Conduct Violations

Entertainment Violations

Discretion Violations

Lounge Violations

Curfew Violations

Engagement Violations

Pet Violations

Student Lounge/Cafeteria/Library Violations

First Offense (May include the following but are not limited to)

Written warning to meet with the Resident Hall Director within 24 hours

Penalty that may include but not exceed:

- ✓ \$25 fine
- ✓ 8 hours of work detail
- ✓ Student initiated reconciliation
- ✓ Student and/or college initiated accountability
- ✓ Parent(s) of a dependent student may be notified

Second Offense

Verbal/Written notification to meet with the Dean of Students and/or Mediation Team

Penalty that may include but not exceed:

- ✓ \$50 fine
- ✓ Campus restriction
- ✓ Work detail

- ✓ Contract for conduct
- ✓ Student initiated reconciliation
- ✓ Student and/or college initiated accountability
- ✓ Parent(s) of a dependent student may be notified

Major Violations:

Major violations such as the following are likely to result in social probations, suspension, or dismissal.

- Drug and Alcohol Violations
- Entertainment /Social Violations
- Hazing/Pranks Violations
- Discretion Violations
- Residence Hall Check in & Check out Violations
- Residence Hall Room & Furnishing Violations
- Room Search /Confiscation Violations
- Damages/Destruction of College Property Violations
- Fire Code/Drill Violations
- Fireworks/Weapons Violations
- Curfew Violations
- Engagement Violations
- Sexual Harassment /Sexual Immorality Violations
- Racial & Ethnical Violations
- Conduct Violations

First Offense (May include the following but are not limited to)

Verbal/Written notification to meet with the Mediation Team within 24 hours who may refer the offense to the Judicial Committee.

Penalty may not exceed:

- ✓ \$50 fine
- ✓ Full campus restriction or social probation
- ✓ Up to 10 hours work detail
- ✓ Report is placed on your transcript
- ✓ Meet with the Judicial Committee
- ✓ Parent(s) of a dependent student may be notified

Second Offense

Meet with the Judicial Committee who will make the final decision.

Penalty may include:

- ✓ Full campus restriction or social probation
- ✓ Suspension
- ✓ Dismissal
- ✓ Report is placed on your Co-Curricular transcript
- ✓ Parent(s) of a dependent student may be notified

Miscellaneous Violations:

Academic Violations: See the “Academic Life” section for further details

Chapel Violations : See the “Chapel” section for further details

Vehicle/Traffic/Snow Removal Violations: See “Community Life” section for further details

Terms of Judicial Process

Fines/Work Detail

College officials or committees may impose fines or other financially based sanctions. Fines may be levied against violators to enforce residence hall, motor vehicle, and other campus regulations. Residence hall fines are paid to the

resident director and all other fines should be paid to the Business Office. Should judicial action include a cash fine, the fine must be paid in U.S. currency within 72 hours. Pennies are not an acceptable form of payment. If not, it will be applied to your bill and a \$5.00 bookkeeping charge is added by the Business Office. If it is inappropriate to assign a dollar fine, a work detail will be given. A work detail contract is to be signed by the student that will state the time frame in which the work needs to be complete. This cannot be combined with extra work at your regular work assignment. If work detail is not finished within stated time, judicial action may advance to the next level.

Contract of Conduct

The Dean of Students and/or the Mediation Team may ask a student to sign a Contract of Conduct due to a violation of college standards or as a result of a “Come In” session. Contracts may contain requirements regarding seating during Chapel, counseling, accountability, and loss of ministry privileges.

Campus

The Dean of Students and/or the Mediation Team may place a student on a “campus” status as part of the judicial process. Campus means a student is restricted to the campus at all times. Judicial action includes: assigned seating in chapel, Sunday services, and special services. Campus affects the student in the following areas for duration of the campus: ineligible for: any tours, other off-campus activities, student ministries, Interscholastic sports competition.

Social Probation

The Dean of Students and/or the Judicial Committee may place a student on social probation for the accumulation of minor violations or a major violation. Students under “social probation” may have their scholarships canceled. They will be required to resign from any campus offices. Also, they are ineligible for interscholastic sports competition, tours or student ministries. The student is placed on a “campus” status. Students who are on any type of probation during their last semester as a senior will not be permitted to participate in graduation exercises.

Suspension

The Judicial Committee may place a student on suspension and have his/her scholarships canceled. This action will be placed on the student’s transcript. The student will be required to withdraw from TBC for a specified period of time. This is for the student’s benefit and preserves the integrity and standards of the college. The college intends that suspension allows a person to re-evaluate his or her personal spirituality, values, and attitude toward Trinity’s standards. A refund of room and board charges will follow standard refund policies applicable to student withdrawal. Further violations could result in dismissal of the student. The student will be required to leave the campus within 24 hours. Suspended students are not allowed on campus unless given special permission from the Student Life Director. All students granted permission to return after a suspension will complete a probationary period.

Dismissal

The Judicial Committee may dismiss a student when evidence is given that such action is appropriate by his/her conduct, achievement, or other factors. In the case of dismissal, scholarships are canceled and the student is required to resign from any campus offices, interscholastic sports competition, tours, or student ministries. This action will be placed on the student’s transcript. Visiting the campus or attending campus activities is not allowed. Dismissed students may be required to leave immediately. Violators are viewed as trespassers unless special permission has been granted by the Dean of Students. Students placed on Dismissal status may not be allowed to re-apply to Trinity.

Mediation Team

The Mediation Team serves as an advisory committee to the Dean of Students. This committee will ascertain all facts pertaining to the incident and make a recommendation to the Dean of Students or to the Judicial Committee if the incident is a more serious violation.

Judicial Committee

The Judicial Committee serves as an advisory committee to the Dean of Students should a serious or repeated violation(s) of the standards set forth in the Student Handbook occur(s). The committee shall meet as specially called by the Dean of Students after a recommendation by the Mediation Team or a student’s failure to comply with previous judicial action. This recommendation would usually occur in the event of a second offense of a “minor violation,” or first offense of a “major violation” depending on the severity of the violation. The committee shall also meet at the second offense of a “major violation.”

Students may request to be present during the Judicial Committee meeting to share any new information that may not have been shared with the Mediation team or make a statement on their behalf. The Judicial Committee may request that a student be present during the meeting to clarify any facts or to ask any additional questions pertaining to the incident.

Students who fail to comply with previous judicial action will automatically go before the Judicial Committee.

Parent Notification

Whenever students are involved in a violation of community guidelines, they will be encouraged to share the information with their parents. If a student is involved in a violation of the community guidelines, official notification to the parent(s) is at the discretion of the Student Life Office. In the case of judicial suspension or dismissal, parents will be notified unless unusual circumstances exist. This policy assumes dependent status of unmarried students less than 24 years of age, unless the College is otherwise notified.

Students Rights

The College recognizes that respect for all individuals provides rights that uphold truth, fact, reason, and order.

In cases where students are subject to the process of judicial action by the College, the following rights are protected:

1. **Rumors:** The student has the right to be informed of any rumors about him/her that come to the attention of the College.
2. **Innocence:** The student has the right to be presumed innocent until proven guilty.
3. **Equality:** The student has the right to have all College guidelines applied equally to all students.
4. **Notification:** The student has the right to be notified of any judicial action by the College in writing and/or in person. In either case, a student may request a meeting with the Student Life Director to explain the judicial action.
5. **Clarification:** The student has the right to be informed of non-confidential matters pertaining to the judicial action. A student may request a meeting with the Student Life Director for clarification.
6. **Access of Information:** The student has the right to read all non-confidential information contained in his/her College records and files.
7. **Testimony:** The student has the right to provide his/her side of the story. A student may choose to ask for testimony of others.
8. **Advocacy:** The student has the right to request the presence of an advocate at any judicial meeting. That person must be a current member of the Trinity Bible College community (faculty, staff, or student).
9. **Appeal:** The student has the right to appeal a judicial action enacted on him/her by the College.
10. **Release of Information:** The student has the right to confidentiality. Only administration, faculty, staff, students, or off-campus individuals or agencies with a legitimate "need to know" will be consulted concerning or informed of confidential information related to a student. Beyond the aforementioned individuals, the student must grant the College written permission before information is released to other administration, faculty, staff, students, or off-campus individuals and agencies.

Appeals Process

Making an Appeal:

Any student seeking to appeal a judicial action enacted on him/her by the college must submit a one page formal written explanation of the situation and a reason for the appeal to the Administrative Council via the Dean of Students within 24 hours of the Judicial Committee's decision. The appeal should be based upon one or more of the following:

1. the student, in fact, did not commit the act(s) that led to the judicial action
2. the judicial action is not appropriate for the act(s) committed
3. specified procedures have not been followed in judicial process with the student

Any additional information pertaining to the incident must be submitted with the appeal. The student shall meet with the Dean of Students to discuss the appeal. Requests to postpone vacancy, pending the appeal, will be considered case by case. The Dean of Students shall refer the appeal to the Administrative Council within three days with any additional information pertaining to the matter in question. The decision of the Administrative Council after hearing the appeal will be considered final. If no formal appeal has been filed within 24 hours the decision of the Judicial Committee will be final.

Appeals Hearing

When an appeals hearing is called, the Dean of Students will call for an assembly of the Administrative Council in a timely fashion. This committee consists of: the President, the Dean of Students, the Vice President of Student Development, the Vice-President of Academic Affairs, and a Faculty Representative. Additional persons present at the appeals hearing may include a secretary or others deemed appropriate by the chair.

Rules governing the appeals hearing include the following:

1. The student is given at least 24-hour notice, in writing, in person, or by phone, prior to the hearing.
2. The chair of the Administrative Council is responsible to provide direction and order throughout the entire appeals hearing. In the event of unforeseen circumstances, the chair has the right to immediately halt the appeals hearing and resume at a later time.
3. Only members of the College community may be present during any part of the appeals hearing.
4. At the start of the appeals hearing, committee members are instructed on the protocol of an appeals hearing. During this phase of the appeals hearing, only the committee members are present and any other individuals as deemed appropriate by the chair.
5. All parties are assembled and introduced.
6. The Dean of Students will present all evidence on behalf of the College. During this phase of the appeals hearing, the committee members may ask questions for clarification.
7. The student may respond to the evidence presented or remain silent.
8. The student may then present his/her appeal, which may include a maximum of three members of the College community to testify (in person or in writing). During this phase of the appeals hearing, the committee members may ask questions for clarification.
9. Following all questions, designated parties are dismissed. During this phase of the appeals hearing, committee members deliberate and review all information presented.
10. The task of the committee is to uphold the original decision regarding disciplinary action or recommend an alternative response based upon one or more of the following: the student did not commit the act(s), the judicial action is not appropriate for acts committed, and/or specified procedures were not followed. The appeals hearing committee may not increase the consequence of the original judicial decision.
11. The decision of the Administrative Council serves as a recommendation of judicial action to the Dean of Students. This decision is to be placed in writing and given to the student.
12. The student will receive notification of the decision in a timely manner.
13. Any member of the Appeals Committee (excluding the Dean of Students) who has previous knowledge or has been involved in any way with the initial Judicial Action will remove themselves from the Appeals Committee and a designee will be appointed for that hearing.

Trinity Bible College reserves the right to require the withdrawal of students because of low standards of scholarship, poor physical or mental health, or because of attitudes or standards of behavior in conflict with those TBC seeks to maintain. Students not willing to fit into the aims and objectives of the college may be asked to withdraw whenever the general welfare demands it, even though there may be no specific breach of conduct.

Grievance Policy

Trinity Bible College is interested in providing an atmosphere consistent with its goals of preparing workers for Christian service. Policies, rules, regulations, and guidelines are established as a framework within the college community so that students may live harmoniously and with consideration for one another, as well as for the ongoing purposes of the College. The College desires to deal fairly with all persons, whether students, staff, faculty, administration, business associates, or guests. Should any student have a complaint or grievance, the College is interested and concerned. The student is urged to follow scriptural patterns for the solutions of problems. This should become a part of his/her educational experience and spiritual development. If you would like help with this, see any Student Life Staff member or the Student Life Director. Most conflict and disagreements can be resolved on this level.

Some principles to remember when airing a grievance:

1. Proverbs 16:32 Better a patient man than a warrior, a man who controls his temper than one who takes a city... Don't do or say things for which you will be sorry, or which will make the solution or reconciliation more difficult.
2. Matthew 18:15, 16 If your brother sins against you, go and show him his fault, just between the two of you. If he

listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.

The following guidelines are considered appropriate:

1. If a student has a grievance against a professor, the student should first speak to that professor concerning the matter. If no satisfactory agreement is reached, he/she should take the matter to the professor's department chairperson. If after these attempts there is still no resolution, the student should consult with the Vice President of Academic Affairs.
2. If a student has a grievance against another student or in matters of student life, he/she should try to settle the matter privately. If this cannot be done, the student may take the complaint to the respective Residence Hall Director and/or the Dean of Students.
3. If a student has a grievance against the College, he/she has elected class or student officers (Student Association) to represent him/her to the Administration.
4. If you have a serious grievance, have followed the previous guidelines, and are not satisfied with the results; you may:
 - Obtain a Student Grievance Form from the Dean of Students or the Vice President of Academic Affairs.
 - Fill out the form, sign your name, and return it to either the Dean of Students or the Vice President of Academic Affairs
 - You will normally receive a preliminary response within one week.

It should be remembered that the College personnel cannot always work instant solutions to all problems, but the Trinity Bible College student is among friends who care and will take all reasonable steps toward the solution of any legitimate problems he/she may encounter.

Academic Life

The regulations stated here primarily involve applied standards--regulations based on biblical principles that directly affect our behavior. These regulations make the fulfillment of our academic objectives possible. In desiring to fulfill the following scriptural principles, you will be motivated to follow faithfully the guidelines under Academic Affairs:

Diligence: Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth. 2 Timothy 2:15

Faithfulness: Now it is required that those who have been given a trust must prove faithful. I Corinthians 4:2

Knowledge: ...asking God to fill you with the knowledge of his will through all spiritual wisdom and understanding. Colossians 1:9

Order: . . . everything should be done in a fitting and orderly way. I Corinthians 14:40

Academic Advisement

Academic advisement is provided concerning areas of study, class schedules, effective study habits, and personal problems. Each student is assigned an academic advisor who helps the student plan a course of study for each semester. Records of academic progress are kept and shared with the student.

Class Attendance

Trinity Bible College attendance regulations are guided by the principle that in a traditional classroom setting students receive benefit from the discussion, interaction, and emphasis of a class session which they can get no other way, even with the assignment of make-up work. To miss class is to experience a loss that may not show up on a final examination but is nevertheless real. Accordingly, the following regulations encourage faithful class attendance with allowances provided for necessary absences. The faculty of Trinity Bible College recognizes two kinds of absences from class: administrative and personal.

Administrative Absences

Administrative absences are limited to absences imposed by the College schedule. They include absences related to the following:

1. intercollegiate athletics
2. specified college fine arts groups
3. other groups or individuals officially approved for student ministry assignments or specific public relations responsibilities
4. approved class field trips
5. qualified professional meetings
6. approved special class assignments
7. death in the family or prolonged illness

To qualify for an administrative absence the director of the activity must notify the Academic Affairs office in advance of the activity for approval. The student must submit any assignments due during the time period of the activity, either on or before the day of departure from campus. If a student has had a death in the family or a prolonged illness he/she must submit the assigned make-up work no more than one week after returning to class.

Personal Absences

The faculty understands that there may be legitimate needs to miss classes and allows personal absences to meet those needs (sickness, family problems, Christian service, weddings, and the like). A student is allowed personal absences equal to the number of times a course meets during a week in the semester without penalty (i.e., 3 absences are allowed for a class that meets 3 times a week, 2 absences for a class that meets 2 times a week. If a class meets at a different rate, the class syllabus will indicate the absence policy for that class in terms of the number of absences that equate to a regular week of classes.) More than the allowable absences will result in a grade penalty as described in the class syllabus.

Make-up work or any class assignments due during the absence period must be submitted no more than one week after returning to class.

Total Absences

Total absences (administrative **and** personal) may not exceed the allowable number of absences established in the table below. Any appeal for exception to the total absence policy must be made by the student in writing to the Vice President of Academic Affairs. Petitions must include explanations of the absences from which the student is seeking exemption along with appropriate documentation.

Tardiness

Students are considered late for class if they arrive after class has started. Three instances of tardiness will be charged as one absence. Similarly, except for emergencies, students may not leave the classroom early without the prior approval of the instructor.

Classes Per Week	Personal Absences Without Penalty	Personal Absences That May Incur Penalty	Total (Administrative & Personal) Absences Resulting in Failure
1	1	2-3	4
2	2	3-7	8
3	3	4-11	12
4	4	5-15	16
5	5	6-19	20

Classroom Expectations

Students are reminded that proper classroom behavior and decorum are expected at all times. For this reason, Trinity has established the following policies to which all students must comply:

1. Cell phones and similar electronic devices (pagers, video or computer games, etc.) should not be brought to class. If cell phones or audible pagers are essential (e.g., for emergency or work-related situations), they must be put in a silent mode (i.e., vibration, flashing light, etc.) and students must leave the classroom before responding to

the call. In testing situations, the use of cell phones or similar communication devices also may lead to a charge of academic dishonesty and additional sanctions.

2. Children are not permitted to come to class with their parents.
3. Food (e.g., carry-out food trays, etc.) is not permitted in the classroom. Professors have the responsibility to see that the above policies are enforced, and students who do not abide by these guidelines, or who otherwise cause class disruptions, will be asked to leave the classroom and will be marked absent for that class session. It is important to respect the rights of professors and fellow students to maintain a classroom environment that is conducive to the learning process. Please be considerate of others!

Cheating/Fabrication/Plagiarism Policy

Academic dishonesty is defined as any act that subverts or compromises the integrity of the educational process of Trinity Bible College and includes any act by which you seek to enhance your own academic progress or achievement or gain an unfair advantage over other students by unauthorized means. It may include, but is not limited to, cheating, fabrication, or plagiarism.

Cheating: an act of deception by which you misrepresent that you have mastered information on an academic exercise that you have not in fact mastered. It includes the following violations:

1. Copying from another student's examination paper
2. Using unauthorized materials during a test (such as textbooks, notebooks, or "crib" notes)
3. Collaboration with others by giving or receiving answers during an exam
4. Stealing, buying, or otherwise obtaining an unadministered test or information about such a test
5. Selling or giving away all or part of a written assignment or an unadministered exam, including answers to the assignment or exam
6. Substituting for another student or permitting someone else to substitute for you to take a test
7. Collaboration with others on laboratory work, take-home exams, or other homework assignments without the specific authorization of the instructor

Fabrication: the intentional use of invented information or the falsification of research or their findings with the intent to deceive. It includes the following:

1. Submitting as your own, for academic credit, anything prepared totally or in part by another (Note: this does not apply to, nor is it intended to hinder your use of the Center for Personalized Instruction or other legitimate tutoring arrangement)
2. Submitting for credit a work previously or simultaneously offered for credit in another course without the specific permission of all the instructors involved
3. Submitting falsified data
4. Falsifying documentation [i.e. citing information not actually taken from the source indicated, "padding" a works cited by including works not actually used, or inventing sources]
5. Giving false excuse for missing a test or a project deadline

Plagiarism: the act of using the language, ideas, or data of an outside source without acknowledging the original author(s) by implying they are your own. It includes the following:

1. Failure to indicate a direct quotation [Any direct quotation from an outside source must be enclosed in quotation marks, or indented in the case of lengthy quotes.]
2. Misrepresenting another's language as your own [It is not acceptable to substitute a few words while keeping the same sentence structure and vocabulary as the original source.]
3. Failure to give credit to sources [All material taken from an outside source, including summaries, paraphrases, and statistics, must be documented in a style recommended by the instructor.]
4. Misrepresenting another's ideas as your own [Ideas from a source must be documented unless they are considered common knowledge--five or more sources could be considered common knowledge.]

Judicial Action

In the event a student is found guilty of cheating, fabrication, and/or plagiarism, the instructor will file an Incident Report

with the Student Life Director, who may initiate judicial proceedings. It is also the instructor's prerogative to take one of the following courses of action:

1. The student receives a failing grade for the test or project involved in the violation.
2. The student receives a failing grade in the course.

See Grievance Policy located on page 43

Exam Policy

Examinations are required and should be completed as scheduled by the instructor. Late tests will be administered only for absences excused by the instructor and only upon payment of the late test fee. The fee for making up a major exam will be \$5.00. A fee of \$2.00 will be assessed to make up a quiz. These fees also apply to exams and quizzes taken early. Final exams will not be given early except by permission of the Vice President of Academic Affairs and the instructor. If permission is granted, an early test fee of \$10.00 will be charged. All fees will be paid to the Business Office.

Permission to make up quizzes and major exams is not automatic. The instructor and/or the Vice President of Academic Affairs will decide if the tests were missed for legitimate reasons and whether or not students will be allowed to take a late exam or quiz. If students miss tests due to college-approved extracurricular activities, they are required to make suitable arrangements with the instructor before leaving for these activities. If the above procedure is followed, the late test fee will be waived.

Adding and Dropping Classes

Adding or dropping a class requires the approval of the Registrar, the academic advisor, the instructors for those classes the student adds or drops, and the Financial Aid Office. You may pick up an Add/Drop form in the Academic Records Office. Any deviation from this procedure in withdrawal from a class will result in a grade of "F" for the course. It is the student's responsibility to see that the Add/Drop forms are properly signed and returned to the Academic Records Office. Please refer to the Academic Catalog for further information.

Withdrawal/Refund Policies

Trinity assumes certain financial obligations based on student enrollment as fixed at the beginning of a new school year. A withdrawal policy and refund policy that is fair for both the student and the college are essential. Information regarding Trinity's withdrawal/refund policies can be found in the current edition of the Academic Catalog.

The "Walk Off" policy also can be found in the Academic Catalog. Further, if a student living in college-owned housing should walk off the college campus without following or completing the withdrawal procedure, he/she will forfeit his/her housing deposit.

Please direct any questions regarding the Refund Policy to the Business Office. Questions regarding the Withdrawal Policy should be directed to the Academic Records Office.

Audited Courses

An auditor is an individual who sits in a class regularly but does not receive academic credit. Auditing courses is intended primarily for those who are unable to enroll as regular students. Auditing students will not hand in papers, take tests, or be allowed to change credit status. No grades will be given and attendance will not be monitored.

Satisfactory Academic Progress Policy

The Higher Education Act of 1965, as amended, states that a student must be maintaining satisfactory progress in the course of study he/she is pursuing according to the standards and practices of the institution in which he/she is enrolled in order to receive student financial aid under the programs authorized in Title IV of the Act. The following information describes the standards and practices (the policy) of Trinity Bible College.

Eligibility for Extra Curricular Activities

If you participate in extracurricular activities, i.e. promotional groups, music/drama tour groups, athletic teams, class offices, Student Association offices, or ministry group leaders, you must maintain the minimum cumulative grade point averages as indicated in the Satisfactory Academic Progress Policy (see the Academic Catalog) to remain in these

activities. Individual departments of the college may require higher cumulative GPA requirements for participation. Also students will not be eligible to participate in these groups if they have a past-due school bill or a late deferred payment.

Academic Risk and Probation

At the end of a semester students who fail to meet the academic requirements of a minimum semester GPA of 2.00 will be designated as an *Academic Risk*. The semester immediately following will be recognized as that student's first semester on academic probation.

Students placed on academic probation are required to spend time in the Center for Personalized Instruction (CPI) located in the library, and to meet with their advisor regularly. At the same time, the number of credits they are allowed to take may be limited. The amount of time students are required to spend in the Center for Personalized Instruction will be determined according to those students' academic credit load and whether or not this is the first or second consecutive semester those students have been placed on probation.

Students who are on probation for their first or second time are required to take a one credit course relating to study skills.

Students in their first semester of academic probation may be granted permission by the Vice President of Academic Affairs to participate in a school sponsored activity as long as their cumulative GPA remains above a 2.00 and their semester GPA was at least a 1.75. Such participation requires proof of completion of weekly CPI hours, as well as proof of designated meetings with the student's academic advisor. Participation will be determined on a week-by-week basis. The CPI coordinator and the student's academic advisor will complete online forms and submit them to the activities supervisors. Students failing to meet the requirements are not allowed to participate in either practices or performances.

If the student's cumulative GPA falls below a 2.00, he/she is prohibited from participating in any school sponsored activities. Students whose semester GPA falls below a 1.75 are also prohibited from participation in school sponsored activities.

Students who fail to achieve the required academic standards over a period of two consecutive semesters will be asked to withdraw from the college for a minimum of one semester. Students in their second consecutive semester of probation are not allowed to participate in school sponsored activities regardless of their cumulative GPA.

Students required to withdraw from college for one semester who wish to return must reapply through the Enrollment Services Office. When readmitted they will be automatically placed on academic probation for one semester.

Responsibility for all matters relating to continued enrollment while on academic probation belongs to the Vice President of Academic Affairs.

Changes in Status

Occasionally, students may enroll in May Term, the X-treme Session, or may take a class from another accredited institution. Should the resulting grade result in students raising their cumulative grade point average above a 2.00 the students will then be free of probationary status and their status will be reinstated. This means that for the current semester such students are not considered on probation or even academic risk. These students will not be required to take a reduced course load, to spend time in the Center for Personalized Instruction, or to meet with their advisor. However, they will be required to meet the academic requirements of maintaining a 2.00 by the end of the semester or they will again be considered an academic risk. Students must submit transcripts from other institutions by the last day to officially add a class in order to change their status.

Probation and U.S. Veterans

Students receiving educational benefits from the Veteran's Administration (VA) must maintain satisfactory progress and attendance for the four-year degree program. Those placed on academic probation for more than two consecutive semesters may not be eligible for continued benefits. Trinity notifies the VA of students on suspension status.

Trinity also notifies the VA of changes in enrollment or withdrawals of the veterans. However, the student is responsible for notifying the certifying official at Trinity of any reduction or termination in school attendance. The student is responsible for any overpayment of benefits resulting from a change in enrollment.

Student Right to Know

Trinity Bible College is pleased to provide the following information regarding our institution's graduation/completion rates. The information is provided in compliance with the Higher Education Act of 1965, as amended. The rates reflect the graduation/completion status of students who enrolled during the 2000-2001 school year and for whom 150% of the normal time-to-completion has elapsed.

During the fall semester of 2000, 64 first-time, full-time, certificate or degree-seeking undergraduate students entered Trinity Bible College. After 6 years and as of August 31, 2006, 48% of these students had graduated from our institutions or completed their programs. The four-year average Student-Right-To-Know graduation rate calculation is 48%.

Questions related to this report should be directed to: Laura L. Gerling, Registrar, at (701) 349-3621.

While reviewing this information, please bear in mind:

The graduation/completion rate is based on 6 years of attendance that equates to 150% of our longest program. We have elected not to report our transfer-out rate because our college's mission does not include providing substantial preparation for students to enroll in other institutions. The graduation/completion rate does not include students who left the school to serve in the armed forces, on official church missions, or in the foreign service of the federal government. Students who died or were totally and permanently disabled are also excluded.

Records Maintained

The personally identifiable educational records of each student and former students maintained by the college are open for inspection by the student except in limited cases where the privacy, confidentiality, or professional privilege of another person is involved.

The following records, and their locations, are maintained by Trinity Bible College:

- Academic - Academic Affairs Office/Records Office
- Conduct & Judicial - Student Life Directors Office/Student Life Director's Offices
- Financial Aid - Financial Aid Office
- Medical - Student Life Directors Office
- Student Accounts - Student Accounts/Business Office

Notwithstanding the above inclusive list, certain records are not available for inspection. These include: financial records of parents; confidential letters of recommendation written prior to January 1, 1975; personal records of educational personnel (e.g. instructor's grade book); law enforcement or security records; employee records; medical or other professional records, except that the student may have a qualified professional examine the medical records on the student's behalf.

A student may waive the right to inspect records maintained by Trinity Bible College, but the college may not require such a waiver as a condition of attendance.

Records Inspection

Requests for records inspection should be directed to the official in charge of maintaining the records. The student has the right to a copy of the record so inspected, with the cost of the reproduction assessed to the student. The student may challenge an inaccurate record and request a hearing concerning any alleged inaccuracy contained therein. Any challenge must be established by a preponderance of evidence that the record is inaccurate. If desired, the student may submit a written explanation of a record's contents, which then becomes a part of the record. The college will comply with a request to inspect and review education records within a reasonable period of time, not exceeding 45 days after the request has been made.

Access

Section 433 (d) states: "...whenever a student has attained eighteen years of age, or is attending an institution of

postsecondary education the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.”

Challenge Hearings

To ensure that records are not inaccurate, misleading, or otherwise in violation of a student’s right of privacy, the student may challenge the alleged inappropriate data at a hearing requested through the Vice President for Academic Affairs. A disinterested hearing officer will be appointed who shall afford the student a full opportunity to present evidence in support of the challenge. The hearing officer shall render his/her decision within a reasonable time after the hearing.

Policy Regarding the Family Educational Rights and Privacy Act [May 1, 2000]

Trinity Bible College hereby designates the following categories of student information as public or “Directory Information.” The institution may disclose such information for any purpose, at its discretion. Category I: Name, Trinity address, current home address, Trinity phone number, current home phone number, dates of attendance, class, full-time or part-time status. Category II: Previous institution(s) attended, major field of study, awards, honors (includes Dean’s List), degree(s) conferred (including dates). Category III: Past and present participation in officially recognized sports and activities, student ministries, physical factors (height, weight of athletes), date and place of birth. Category IV: Alumni Information: Home address, home phone numbers, full name of spouse including maiden name (if applicable), business address, business phone number. Category IV is for alumni information only. Alumni are defined as those persons who have attended or have graduated from a particular institution, college, or university. This information will only be released after the student ceases to attend Trinity Bible College.

Trinity Bible College reserves the right to deny copies of records, including academic transcripts, not required to be made available by the Family Education Rights and Privacy Act (FERPA) in any of the following situations: the student lives within commuting distance of the school; the student has an unpaid financial obligation to the school; there is an unresolved disciplinary action against the student; the education record requested is an exam, or a set of standardized test questions. Currently enrolled students may withhold disclosures of any category of information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received in the Academic Records Office, prior to September 20 (January 20 for the Spring semester) at Trinity Bible College, 50 South Sixth Avenue, Ellendale, ND 58436. Forms requesting the withholding of “Directory Information” are available in the Academic Records Office. Trinity Bible College assumes that failure on the part of any student to specifically request the withholding of categories of “Directory Information” indicates individual approval for disclosure.

Any information released to a third party shall contain a statement informing the party of the requirement that the information provided might not be released without the written consent of the student.

Section 438 (b) (1) (H) permits, but does not require, an educational agency or institution to disclose information from the education records of an eligible student to a parent if the eligible student is a dependent as defined in the Internal Revenue Code of 1954.

Section 438 (b) (4) (A) requires that an educational agency or institution “maintain a record, kept with the education records of each student, which will indicate all individuals, agencies, or organizations which have requested or obtained access to a student’s education records...”

Section 99.32 (a) . . . an educational agency or institution is not required to maintain a record of the disclosures of directory information.

Section 438 (b) (4) (B) requires that each educational agency or institution inform a third party to whom information from the education records of a student is disclosed that the third party may not disclose any information without the written consent of a parent of a student or an eligible student.

Section 99.31 (a) (10) . . . an educational agency or institution may disclose information from the education records of a student without the written consent of a parent of a student or an eligible student in a health or safety emergency An educational agency or institution, which has followed the procedures set forth under section 99.37, may disclose directory information to any member of the public.

Graduation Attendance

All graduating students are expected to attend baccalaureate and commencement ceremonies. All graduating students are also required to attend all scheduled rehearsals for baccalaureate and commencement. Graduates who do not comply will not be allowed to participate in commencement exercises without specific permission from the Vice President of

Academic Affairs.

Completion Rate

Trinity Bible College has a completion rate of 44 percent for the first-time, full-time students who entered in the fall of 1999 and who completed either an Associate of Arts degree or a Bachelor of Arts degree program within six years.

Business / Accounting Office

Financial Responsibility

It is expected that all tuition, fees, room, and board charges are due and payable at registration. Students without sufficient funds or an incomplete Financial Aid file will be placed on the Deferred Payment Plan. Trinity Bible College's policy is that students may not receive diplomas, degrees, grades and/or official transcripts shall not be expected or received until the student has made satisfactory payment of all obligations to the college. A \$75 non refundable fee will be charged to all students who do not complete their financial obligations to the College in a timely manner.

Deferred Payments

Students may contact the Business Office if they wish to defer a portion of their school bills but must do so before classes begin (the initial payment to enter the DP plan is due at registration). Students are expected to make payments on time and to pay all fees. Students who fail to do so may be suspended from school. Fall semester deferred payments are due on October 1st and November 1st. Spring semester deferred payments are due on March 1st and April 1st. If the first of the month falls on a Saturday or Sunday, payments are due the following Monday.

Check Cashing

Checks for up to \$25.00 may be cashed in the Business/Accounting Office. There is a \$1.00 fee if the Business Office, at their discretion, endorses a third-party check. All NSF checks and returned third-party checks will be charged to the student's account. A \$20.00 service charge will also be assessed on all NSF/returned checks. NSF checks may result in the loss of check-cashing privileges.

Cash Advances/TBC Credit Cards

Students serving the college in a capacity where money is needed to purchase supplies for a college-sponsored group may request a cash advance from the Business/Accounting Office. The appropriate faculty, staff, and administrator must sign the advance request form and the form must be returned to the Business/Accounting Office by 4:00 PM the day before checks are printed (checks are printed Wednesday and Friday). Students who have their names on college credit cards must return all receipts for charges rendered within 3 days after travel.

After receiving a cash advance, the student must keep receipts for all purchases. Expenses will not be recognized without an accompanying receipt.

After completing the purpose of the advance, the student must complete a reconciliation form (available in the Business/Accounting Office) and return it and the receipts no later than three days after completing the purpose. If money is left over, it must also be returned to the Business/Accounting Office.

Other Financial Topics

Students should refer to the current Catalog for information on the topics of Basic Costs, Financial Assistance, Refund Policies, Withdrawal Policies, or any other issue that may have a financial ramification. Students should make inquiries at the Financial Aid Office, the Academic Records Office, and the Business/Accounting Office.

Overdrafts

Beginning June 2, 2008, the charge for overdrafts will be \$28 per item and the continuous overdraft charge will be \$28. The return item charge for a check that you have deposited that is returned for non-sufficient funds or any other reason will be \$5.

Accounts will be considered inactive at one year and the inactive account charge will be \$5 monthly for accounts with balances less than \$500 or youth savings account with balances less than \$50.

Student Account Balance Refunds

Student with credit on their student account from a current semester can not receive current Federal Funds money until after the last day to drop a class with out record. When requesting credit, students must fill out a check request form and submit it to the Student Accounts Manager. Checks are then printed on Wednesday and Friday of each week.

Student Employment Program

The Student Employment Program (SEP) has recently gone through some changes. In the past, only students with Federal Work Study eligibility have been able to obtain employment on campus. In changing the program, we have opened the door to any student wanting a position.

Getting Started

In order to be employed in the SEP, a student must:

1. Complete a Free Application for Federal Student Aid (FAFSA) each year. You can find a link to this online on Trinity's website.
2. Fill out a SEP application. You can get an application on Trinity's website on the Financial Aid page. *You must list the positions you are interested in.*
3. Turn in the application. After you fill out the app.; Mail or bring it to the Financial Aid office.
4. If you are hired, you will be contacted by your supervisor.

Student Eligibility

After you have been hired, we will classify your employment between Federal Work Study (FWS) or Student Payroll (SP). This is based on information provided by your FAFSA. Your maximum FWS eligibility will be used first and the remainder of your annual award will be student payroll. This process will be seamless with regards to your timecard and paycheck. If you job is considered FWS, then it will be added to your Financial Aid Award Letter.

Student Workload

Each job is assigned an award amount. Award amounts range between \$140 to \$2,700 per year. The total hours divided by the number of weeks in the semester (16) or academic year (32) is the number of hours per week the employee is expected to work.

Example:

Total Award /Hourly Wage = Total Hours

$$\$1200 / \$6.55 = 183$$

Total Hours Available/Total Weeks = Hours per Week

$$183 / 32 = 5.72$$

Thus, an employee with an award of \$1200 would have to work 5.72 hours per week to complete the SEP award for the academic year.

Students are allowed to work multiple jobs provided that all Supervisors agree and the job hours do not conflict. Students are asked not to accept more jobs than they can handle.

SEP employees are not to work more than their total award amount.

It is recommended that employment should not exceed 20 hours per week.

Employment Practices

Employment Begin Dates

During the registration process, students must bring their Social Security Card and Driver's License so that the Employment Paperwork can be completed. All information must be in before SEP employment may begin. Please see the Important Dates section later in this manual for information on employment start and end dates. The week of registration is considered to be a full week when calculating the hours of work per week.

Placement

It is the student's responsibility to obtain SEP employment. Students should complete an application and mail or turn in the application to the Financial Aid office. Please note that there are more students wanting to work than there are position available. Therefore, you must be pro-active in you efforts to secure a work position. Positions that open up during the school year will be posted on the bulletin board outside of the Financial Aid Office.

Prior to registration a SEP contract will be given to the employee's supervisor. It must be signed by both the Supervisor and the student and returned to the Financial Aid Office prior to the end of the first pay period.

Orientation

All *New* (to Trinity) SEP employees must attend one of the scheduled Orientations. Failure to do so may result in suspension of SEP employment.

Work Hours

Work hours are to be scheduled with the supervisor. SEP employees should not work during Chapel unless specifically required by their supervisor and approved by the Dean of Students. **SEP EMPLOYEES ARE NOT ALLOWED TO WORK DURING THEIR SCHEDULED CLASS TIMES.**

Attendance

SEP employees are expected to be dependable, prompt, and reliable in attendance and job performance, and work with a cooperative and positive attitude. Employee must work the hours and times agreed upon with the supervisor. If an employee must be absent from work, the supervisor should be notified as far in advance of the assigned work time as possible. It is the employee's responsibility to make up any work time missed.

Payroll

Bi-weekly pay periods begin on Saturday and end on Friday, 14 days later. Payday occurs the following Thursday. The Please see the Important Dates section later in this section for information on the first payday of the award year. Employees will be paid on a Bi-weekly basis for the remainder of the award year.

Time Cards

The employee is to complete a time card daily. SEP regulations require the EXACT in and out times are recorded. All employees are required to keep an accurate account of hours. Timecards are to be filled out online OATS timecard system. Instruction on how to access and use this system will be presented during the SEP orientation. The employee and the supervisor must initial corrections in ink. **The employee and supervisor must sign the card in INK.** Time cards must be turned into the Business Office. Late, incomplete, unsigned, and illegible time cards will result in the card being held until the next pay period. Falsification of your timecard may result in immediate dismissal.

IMPORTANT DATES

	Award Year	
	2008-09	2009-10
Fall Start	23-Aug-2008	27-Aug-2009
1st Payday	11-Sep-2008	10-Sep-2009
Fall End	11-Dec-2008	10-Dec-2009
Spring Start	3-Jan-2009	4-Jan-2010
Spring End	1-May-2009	30-Apr-2010

School Breaks

Semester break and Spring Break are not included in the weeks employees are expected to work. Hours that will be missed due to Fall, Thanksgiving and Easter breaks should be worked in advance or made up after the break. Employees planning to work during Spring break must receive approval from the supervisor and the Financial Aid Office.

Employees interested in working during the Semester break need to meet with the supervisor to determine if work is available. If the supervisor has work for the employee, the Financial Aid Office must be notified no later than one week prior to Semester break. If no work is available for the employee in the department, the Financial Aid Office may be able to arrange work in a different department. *Students must be pre-registered for the Spring semester to be eligible for working over the semester break.* X-treme week is considered to be a part of the Semester break and employment during this time must follow the above guidelines.

May Term Employment

Employees enrolled in May Term maybe eligible to work during that time period. However, employees are not allowed to exceed their annual award amount. Contact the Financial Aid Office for more information.

Performance Evaluations

A required performance evaluation will be completed by the Supervisor at the middle of the Spring semester and submitted to the Financial Aid Office. These are kept in the employee's SEP file for future employment references. A supervisor may request to also do a performance evaluation near the end of the Fall semester if they so desire.

Resignations

SEP employee resignations should be submitted to the Supervisor with a minimum of two weeks notice to remain in Good Standng. If less than four (4) weeks remain in a semester, a two-week notice is acceptable only if (1) an emergency arises or (2) the employee gives notice that they do not intend to return the following semester. Resigning at the end of a semester leaves the employer in a difficult position and is not acceptable in the Student Employment Program. Resigning without appropriate notification could result in a one-semester suspension from the SEP.

Warnings and Suspensions

Warnings

All employees should have completed 45% of the annual award at the end of the first semester. Employees not meeting this requirement will be placed on Warning. If the employee has not met this requirement and is scheduled to graduate at the end of the Spring semester, employment will be terminated. Request for an exception must be submitted to the Financial Aid Director in writing. Employees in jeopardy of being placed on warning status at the end of the Fall semester may work over the semester break in order to meet the 45% standard. Students on warning may meet with the Financial Aid Director to explore additional work arrangements. If an employee on Warning status has not completed 70% the annual award by mid-term of the second semester, the employee, supervisor, and Financial Aid Director may meet to arrange for award completion.

Suspensions

All employees are expected to complete at least 90% of their annual award. If at the end of the award period an employee has not met this standard, the employee will be placed on Suspension for one semester. The one semester of Suspension will be the next semester of enrollment.

Terminations

Causes for Termination in Good Standing

(Does not effect future employment)

1. Completion of Work Study award
2. Emergency medical or family reasons which can be substantiated.
3. Termination with an appropriate two-week notice.
4. Other reasons approved by the Supervisor and Financial Aid Director.

Causes for Termination in Bad Standing

(May effect future employment)

1. Refusal to work regularly scheduled hours, requested and agreed upon by both the SEP employee and the supervisor
2. Chronic absenteeism and/or tardiness without proper notice and approval by the Supervisor.
3. Insubordination.
4. Any employment conduct that is in violation of the College's lifestyle standards. This includes, but is not limited to-- employee theft, fraud, tampering with records, and breach of confidentiality. Any violation of these standards could result in immediate dismissal.
5. Other significant and inappropriate behavior.

If a student has three (3) terminations in bad standing on their records, he/she is banned from the SEP for the rest of their college career at Trinity Bible College.

Trinity Bible College is under no obligation to replace lost SEP employment with other types of Financial Aid.

Employment Standards

Dress

Appearance and dress must be appropriate for the work area. Individual offices may require a more professional look and SEP employees must follow the request of the Supervisor.

Drug-Free Workplace

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited for any SEP employee.

Wages

The supervisor and Financial Aid Director, in conjunction with the College Business Administrator, shall determine wage amounts for each work position. Factors taken into consideration are position responsibility and requirements. Wages shall start at the Federal minimum and will be increased based of type of work and skill level needed to perform the duties in question.

Employment Benefits

Work Breaks

Employees who work 4 consecutive hours are allowed one 15-minute break. The break will be at a time that is convenient to the employer, but not adjacent to the beginning or ending work hours. Breaks begin at the time an employee leaves the task and ends when he/she returns to that task.

Any SEP employee working six (6) hours or more per day is allowed to take at least a thirty-minute unpaid meal break. The meal period may be waived by mutual consent of the SEP employee and the Supervisor.

Worker's Compensation

Workers Compensation is provided for all SEP employees. Coverage is provided for medical expenses resulting from injuries incurred on the job. You must immediately report any injuries to your Supervisor. Incident Reports, Supervisor Reports and Worker's Compensation Claim Forms are available in the Environmental Services Office.

Miscellaneous

1. SEP employees must be willing to work!
2. Conversations during work hours should be restricted to business matters. Visits from friends should not occur unless an emergency.
3. Personal phone calls are not permitted.
4. Information received while at work is confidential. Breaching this confidence may result in immediate dismissal.
5. Employees violating any aspect of Software Protection Policy are subject to discipline.
6. Notify the Financial Aid Director about problems with the Supervisor or work situations that cannot be resolved between the SEP employee and Supervisor.

Supervisor Guidelines

Hiring Procedure

It is the supervisor's responsibility to select and hire the employees deemed the best and most qualified for the position. It is the student's responsibility to get an application from the financial aid office or from the TBC website.

Students are not allowed to start working till ALL of their documents are in and their Financial Aid Packet is complete.

It is important to remember that all student SEP employees are to be treated as any other college employee. This means, fair hiring practices must be adhered to. Although an interview is not required of everyone applying, fair consideration must be given to any application received.

Once a hiring decision is made, the other applicants must be informed that the job has been filled and applications will be forwarded to the Financial Aid Office. Applications thus received will be kept on file and made available to others who may still need to hire employees.

Employee Resignations

Supervisors are to forward a copy of all employee resignations to the Financial Aid Office upon receipt.

Employer Procedure for Employee Termination

The proper procedure for an employer to take in terminating an employee is as follows:

1. One verbal warning documented by the supervisor.
2. One written warning documented by the supervisor.
3. A second written warning by the supervisor and given in a meeting with the Financial Aid Director.
4. If termination is appropriate at this time, the Financial Aid Director must approve it.

Copies of all documentation must be submitted to the Financial Aid Office for the employee's SEP file.

Timecard Procedure

The supervisor is responsible to submit the employee's timecard to the Business Office on Monday of payday week by 9:00 am. The timecards need to be signed in ink by the employee and supervisor. Both the supervisor and the employee must initial any timecard corrections.

Performance Evaluations

A required performance evaluation of all work-study employees shall be completed in March and submitted to the Financial Aid Office. These are kept in the employee's SEP file for future employee references. The supervisor may request to do a performance evaluation near the end of the November if they desire. Information on how to make such a request will be provided during the Fall semester.

Award Adjustments

Award amounts may be adjusted at any time during the school year, pending both supervisor and employee approval. The supervisor must contact the Financial Aid Office prior to any adjustment. **All award adjustments must be made prior to six weeks before the end of the award year.** Contact the Financial Aid staff for further instruction.

Any problems or questions concerning the Student Employment Program should be directed to the Financial Aid staff.

TBC reserves the right to change any of its policies of employment at any time without prior notice. This section of the handbook does not constitute a contract of employment.

Network Access Policies

TRINITY BIBLE COLLEGE NETWORK ACCESS CONTRACT

Revised 13 August 2008

PREAMBLE:

Please read the following contract carefully before signing. Below are the guidelines provided to outline the responsibilities you are about to acquire. Being a student, student employee, staff employee, or faculty member, if you violate any of these provisions, all access privileges may be terminated, appropriate disciplinary action taken, and future access through the campus network may be denied.

TERMS AND CONDITIONS

0. DEFINITIONS

“The Contract” refers to the Trinity Bible College Network Access Contract.

“TBC” refers to Trinity Bible College.

“You” refers to the person to whom network access is being granted.

“The Network” refers to TBC's computer equipment, networking equipment, computer software and services to which access is being provisioned for in this contract.

1. SCOPE OF CONTRACT

This contract is legally binding and must be signed before access to the Network will be given. The terms stated in this contract are to remain effective as long as you are either (1) enrolled as a student at TBC or (2) an employee of TBC. These terms may change at any time without prior notice. The effective version of this agreement will be provided upon request.

2. RESTRICTIONS

Use of the Network is a PRIVILEGE, not a right, granted by the administration of Trinity Bible College and may be revoked at any time for inappropriate conduct including, but not limited to:

Emailing internal TBC distribution lists without obtaining prior approval;

Product advertisement or political lobbying;

Soliciting e-mails that are unrelated to school activities, or soliciting non-school business for personal gain or profit;

Misrepresenting oneself or the college;

Representing personal opinions as those of the school;

Accessing, viewing, transmitting or archiving pornographic, abusive, profane, threatening, racist, sexist, or otherwise objectionable materials for public or private use;

Using the Internet or e-mail for gambling;

Causing congestion, disruption, disablement, alteration, or impairment of any part of the Network;

Operation of a router and/or wireless access point without prior approval;

Defeating or attempting to defeat security restrictions imposed on any part of the Network;

Assigning a static IP address to a computer without authorization from TBC's Information Technology department;

Unauthorized scanning of TCP/IP ports or addresses regardless of intent;

Modifying or extending network services or wiring beyond the area of their intended use;

Use of another person's files without explicit authorization;

Revealing or publicizing confidential or proprietary information, which includes, but is not limited to: school databases and the information contained therein, computer software, computer network access codes, email addresses and student information;

Engaging in unlawful or malicious activities;

Infringing in any way on the copyright or trademarks of others;

Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction.

The administration of TBC will deem what is inappropriate use, take appropriate action and determine consequence. Also, the TBC's Information Technology department may deny access at any time per what is deemed necessary. The administration and/or staff of TBC may request TBC's Information Technology department to deny, revoke, or suspend any network services, but ultimately it is the decision of the administration and Information Technology department of TBC to determine when access to the Network would be denied, revoked or suspended.

3. PRIVACY

By using the Network you waive any right of privacy concerning anything you create, store, send or receive on the Network. All users should be aware that any usage, school-related or personal, may be monitored for unusual activity, security, and/or network management reasons. The release of this information is subject to applicable state and federal laws and college rules, policies, and procedures on confidentiality. Data relating to or in support of illegal activities will be submitted to appropriate authorities following proper legal procedures. It is a violation of this contract for any student

or employee, including system administrators and campus administration, to access electronic mail and files to satisfy curiosity about the affairs of others.

4. SECURITY

As a student or employee of TBC you may receive login information including a username and password. This information is private; distribution of your username and password is not permitted under any circumstances. As such, you should never ask another person for their password, regardless of circumstances. Users should take proper precautions to ensure the security of their login information, including logging off or locking a computer when it is not in use. Any user who discloses their password to another person will be held responsible for any improper actions committed under that login.

5. EMPLOYEE PRIVILEGES

It is acceptable that any employee of TBC may use the Network for brief and occasional personal use during business hours as long as it is not excessive, inappropriate, or incurring expense to the college. Personal use is considered “excessive” if it interferes with normal job functions. Excessive personal use of the Network may be deemed a violation of this contract.

6. PERSONAL COMPUTERS

It is required that any personal computer connected to the Network with a Microsoft Windows operating system must have anti-virus software installed. If you do not have anti-virus software, TBC's Information Technology department will provide anti-virus software to you. Any personal computer without anti-virus software installed may be denied access to the Network. It is also at the discretion of TBC's Information Technology department to deny any personal computer access to the Network if a computer is deemed unfit to access the Network or if the computer poses a security risk to TBC.

7. LIMITATION OF LIABILITY

TBC will not be liable for any damages you may suffer while accessing the Network, to the extent permitted by applicable law. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or error. Use of any information obtained via the Network is at your own risk. TBC denies any responsibility for the accuracy or quality of information obtained through the Network.

Student Ministries

Welcome to Student Ministries!

I believe that you have come to Trinity Bible College to prepare yourself for a lifetime of service through church ministry or another professional field. At Trinity we are committed to the philosophy that what is learned in the classroom must be applied in real life situations for learning to be complete. We aim to provide you with opportunities for the practical application of truth.

That is where the Student Ministries program fits into the overall scheme of our college. Our goal is to help students serve God, the Church, and the world while developing their gifts and talents as classroom learning is applied to actual ministry opportunities. The Student Ministries program will build bridges for you to explore your place in the Kingdom of God. Student Ministries is an integral part of your learning experience at Trinity Bible College.

Successful involvement in Student Ministries will prepare you well for your chosen occupation upon graduation. By participating fully in the program you will not only be academically prepared for your future, but practically prepared as well. This will give you the edge on graduates from other institutions that do not value practical preparation as highly. The Student Ministries program will provide bridges to your future occupation.

Begin your preparation by exploring the following pages to see the wide variety of opportunities available to you. My staff, student leaders, and I stand ready to help you make the most of your years at Trinity!

Yours for Ministry,
Dave Bennett
Student Ministries Director

Building Bridges to Today's Opportunities and Tomorrow's Occupations

Student Ministries' Mission Statement

The mission of Trinity Bible College is, in part, "to prepare men and women for ministry in church vocations and for service in other professions . . ." Student Ministries is a vital link in preparing students for a life of service to others.

Student Ministries' Objectives

Through Student Ministries the student should:

- Serve God by demonstrating love for Christ through active service and by giving evidence of a growing relationship with God.
- Serve others by actively taking the full Gospel message to the world.
- Serve the Church by learning to work cooperatively with pastors in ministering to the needs within the local church body.
- Develop individual ministry skills and spiritual gifts through actual service.
- Apply academic knowledge to practical ministry situations through evaluated field experiences.

The goal of the Student Ministries Department is to help students serve God, the Church, and the world while developing their gifts and talents as classroom learning is applied to ministry opportunities. Student Ministries is a vital part of the total academic program providing a meaningful integration of classroom instruction and practical experience.

Trinity offers more than just classroom teaching. Practical training in real life situations teaches the student the nitty gritty never addressed in textbooks. The study of truth and the integration of that truth into life must go hand-in-hand. In fact, we believe that the teaching process is incomplete without practical experience.

Jesus Himself, the Master Teacher, gave His disciples service assignments as a necessary part of their training (Matt. 10:10-11:1; Mark 6:7-13; Luke 9:16). Learning by doing is often the best way. The Student Ministries program is designed to provide you with the opportunity to do just that – to take classroom knowledge and apply it to real-life situations.

Service is the focus of Student Ministries. It is something done with someone else in mind - something for their benefit. Service is other-oriented, not self-oriented. The focus in serving is giving, not getting. Yet, it's interesting how God blesses the servant as he serves. (ICor. 3:5-10; I Thess. 1:5).

The Foundational Principles of Student Ministries

Since God has given every believer spiritual gifts and talents, they must be identified, developed and put to use in the life of each student. Romans 12:3-8

Since love is the atmosphere of growth, encouraging settings for ministry will be found in which students may freely develop their gifts and skill level. I Corinthians 12:31; 13:1, 13; 14:1

Since Jesus' words, "Go into all the world . . ." apply to all believers, participation in outreach is expected of all students enrolled in this ministry-preparation college. Matthew 28:18-20

Since Jesus said, "You shall receive power when the Holy Spirit comes upon you . . ." a priority will be placed upon receiving the Holy Spirit's power for effective ministry. Acts 1:4, 5, 8

Since Jesus himself set an example of servant leadership, Student Ministries leaders will serve those who follow them. Mark 10:45

Since serving Christ is both the privilege and responsibility of each believer, ministry assignments will be entered into enthusiastically and completed faithfully. Colossians 3:23,24

The Organization of Student Ministries

Student Ministries Committee

The Student Ministries Committee consists of the Student Ministries Director, two or more faculty members, and two student representatives; the committee meets to discuss policies, procedures, and issues within the program.

Student Ministries Leaders

The Student Ministries leaders are selected by the Student Ministries Director and approved by the Student Ministries Committee and the Administrative Council. They give leadership to a selected ministry group under the direction of the Student Ministries Director. At the beginning of the fall semester, leaders are required to attend a Leadership Development Seminar. Leaders meet with the Student Ministries Director for ongoing training. Leaders receive Student Ministries credit for their role in leadership. Applications for becoming a Student Ministries leader are available at the Student Ministries Office during the spring semester.

Student Ministries Commitment

New and transfer students are informed of Student Ministries requirements by the Student Ministries Director during orientation each fall and spring. Students may check their progress by contacting the Student Ministries Office during office hours. The Director is available for advisement in the program.

At the beginning of each semester, a Student Ministries Fair will display possible areas for student involvement. Students will be encouraged to make a commitment for the semester to an area of service that will help them discover their gifts, develop their skills and prepare them for future service. Student leaders will be available to discuss the opportunities available in their respective ministries. The Student Ministries staff will also be available to discuss program requirements for graduation. Interested pastors will present the needs of their local congregations. By committing to weekly involvement in a college led team, a service organization, or an area church's ministry, the student may receive

the needed credit for the semester. First semester students may fulfill a weekly commitment or enroll in four events for their first semester's credit.

Student Ministries Funding

Funds for Student Ministries trips are obtained primarily through student fees assessed each semester. Churches are encouraged to help with the expenses of ministry trips.

Clearance for Ministry

Each student at Trinity Bible College is required to be involved in ministry each semester. The churches and organizations that work with us depend upon our screening process to be assured that they are receiving the high-quality volunteers that Trinity is known for. Many of the opportunities involve ministering to minors. Consequently, each student at TBC who desires to minister to minors must complete a clearance check that may involve a national criminal check, a state sex offender check, a county check, an identity check, a motor vehicle record check, and a reference from a local church. Students will receive information on the process of filing these forms following the Ministry Fair. The guidelines for completing the process must be followed in a timely manner in order to receive a successful grade in Student Ministries for the semester. The Student Ministries Office will notify the student of his/her status after the screening has been completed.

A Creative Approach to Ministry Preparation

Trinity has created a unique approach to ministry preparation. It focuses on the God-given gifts, ministry passion, and style of the individual student. Through a variety of classroom experiences, assessment tools and service opportunities, the student will explore and begin to discover his/her unique "ministry fit."

Foundations of Ministry sessions will be presented in the Spiritual Formation class covering topics such as Relationships within Teams and Churches, Representing Christ and TBC, and Finding Your Niche in Ministry. Assessment surveys will be given there to help discover ministry passion, spiritual gifts and ministry style. Students will be encouraged to use the information to choose service commitments that will enhance the discovery process.

After deciding on a ministry to be involved in, a covenant will be filled out committing the student to that ministry for the semester. The Student Ministries Covenant form is available at www.trinitybiblecollege.edu. The student should fill out the "student" section and the supervisor should fill out the "supervisor" section.

Evaluation, reflection and supervisor input are essential to making the most of a service opportunity. Prior to midterm and finals, the student must fill out the Student Ministries Self Evaluation form. Reflecting on what has been learned and areas of improvement will help the student progress in skills. The supervisor will evaluate and review the progress of the student at the end of the semester. This input from the mentor will challenge the student and help the student refine his approach to ministry. The Supervisor Evaluation form is available online at www.trinitybiblecollege.edu and in paper form at the Student Ministries Office. The student must arrange for the review and submission of the Supervisor Evaluation form either online or in paper form before the due date.

After being involved in a number of ministry experiences through the early years at TBC, a student will receive help in choosing a career. Plans are being made to give an interest and skill survey to seniors through the Placement Office. This will help them further refine their unique contribution to humanity and the kingdom of God.

General Student Ministries Requirements

Graduation Requirements

At least one satisfactory credit in Student Ministries is to be gained in each semester in which a student is enrolled

at TBC in 6 or more academic hours.

Part-time students must complete at least one credit for every 15 academic hours in their program in order to graduate.

Transfer students must complete at least one satisfactory credit in each semester enrolled at TBC.

Students will be given a grade of “satisfactory” (“S”) or “unsatisfactory” (“U”) in Student Ministries for each semester they are enrolled in 6 or more credits. Students may not graduate with a grade of “unsatisfactory” in any semester. An “unsatisfactory” credit must be made up rather than remaining as a “U” on the transcript.

Students enrolled in ministerial majors must complete four of their semester-long credits in area churches. Students enrolled in other B.A.’s must complete two of their semester-long credits in area churches. A.A. students must complete one of their semester-long credits in an area church.

Distance education students are exempt from Student Ministries requirements.

Standards for Credits

Semester-long “Weekly Commitments”:

Commitments will last for a minimum of 11 weeks each semester. They will begin within two weeks of the ministry fair which typically takes place in the second week of the semester. They will end on the Friday before finals. Some ministries may require commitments lasting longer than a semester. Some may begin earlier or have a higher standard of involvement.

A minimum of one hour per week should be spent in organized prayer, training/preparation, or actual service within a ministry or service organization.

The student must be able to serve others at least four times each semester through the organization.

The student must serve under a supervisor or student leader who will evaluate the student at the end of the semester.

The commitment must provide an opportunity for practical application of truths learned in the classroom.

The opportunity must adhere to the standards of the college.

Semester-long “Combination Commitments”:

Some areas of service do not meet weekly in organized prayer, training/preparation or service. Additional participation in another area of ministry may be added to the original assignment to bring it up to the standard of one hour per week for at least 12 weeks. This is a “combination” commitment. Gap/Operation World Prayer meetings and Community Action events, are examples of ministries that may be added to fulfill the weekly commitment.

First Semester “Event Option”:

Students new to TBC may fulfill semester-long weekly commitments, or combination commitments, or choose the “event option.” This is available only for the first semester.

A student who chooses the “event option” must serve in at least four events during the semester. This is approximately one event per month.

An “event” is a stand-alone occasion in an area of service which does not require a consistent commitment. Some TBC-sponsored events are GAP Prayer Walks, Bridge Evangelism trips, and Community Action projects.

One event must be reported by midterm to receive a successful midterm and final grade.

Each event must be documented by a Supervisor Evaluation.

An “event” that is not sponsored by TBC must be pre-approved by the Student Ministries Office in order to qualify.

Making Commitments

Many opportunities are highlighted at the Student Ministries Fair which takes place at the beginning of each semester. A list of opportunities is presented at the fair, which includes TBC-sponsored groups and area churches and organizations. Talking with representatives from an organization will help the student in making the choice and in completing the

application process.

Weekly Commitments

A student making a “weekly commitment” to an area of service should do so on the “Student Ministries Covenant - Student” form available at trinitybiblecollege.edu. The student must ask the supervisor to fill out the “Student Ministries Covenant – Supervisor” form at www.trinitybiblecollege.edu. The form is due at the Student Ministries Office on the Friday one week after the Student Ministries Fair.

Combination Commitments

A student may need to make a “combination commitment” to two ministries if one of them does not meet weekly for at least 11 weeks. The student and the supervisors should fill out covenants for both ministries following the details under “Weekly Commitments” above. On weeks when one ministry does not meet, the student should participate in the other ministry, bringing the assignment up to the standard of at least one hour per week for eleven weeks of the semester.

Four Event Option Commitments

A student who is new to TBC and who chooses the “event option” for his or her first semester must indicate that choice on the “Student Ministries Intent” form available at the Student Ministries Office. Students may sign up for events at the Student Ministries Fair and at bulletin boards near the Student Ministries Office. The intent form is due on the Friday one week after the ministry fair. Some ministries offering events are GAP/Operation World Prayer, Community Action, Athletics, and Bridge Evangelism, in addition to some churches-ministries.

Reporting Involvement

Students are to report their involvement in service for eleven weeks of the semester on the “Student Ministries Self Evaluation” form available at www.trinitybiblecollege.edu. The form must be submitted by the Friday before midterm and finals for credit to be given. This report is necessary for a successful grade in Student Ministries at midterm and finals. For students taking the “event option,” at least one event must be completed by midterm in order to receive an “S” on the midterm report. Each ministry that a student is involved in should be reported on the midterm and final reports.

Supervisor Evaluations

Weekly Commitment Students

Students enrolled in a “weekly commitment” will be evaluated by the supervisor they report to. The “Supervisor Evaluation” form is available at www.trinitybiblecollege.edu and at the Student Ministries Office. The form should be filled out by the supervisor, reviewed with the student, and sent to the Student Ministries Office by the Friday before midterm and finals. It is the student’s responsibility to ask the supervisor to fill out the evaluation form, and to take a paper form to the supervisor if computer access is a problem.

Combination Commitment Students

Students who are enrolled in a “combination commitment” must be evaluated by both supervisors listed on their “Student Ministries Covenants.” They should follow the procedure in the paragraph above.

Event Option Students

Evaluations for a student enrolled in the “event option” will be done by the leaders of the events the student participated in. The “Supervisor Evaluation” form will be used for all events. It is available at www.trinitybiblecollege.edu and in paper form at the Student Ministries Office. Students participating together in an event will usually be evaluated as a group. The supervisor is encouraged to review the evaluation with the group, noting things that were done with excellence and areas where improvement is desirable. For events led by a TBC Student Ministries team, the supervisor will supply an evaluation form; the student needs only to sign in. For all other events, the student should bring a copy of

the “Supervisor Evaluation” form with him/her. The evaluation form is to be sent to the Student Ministries Office by the supervisor.

Qualifications of Evaluators

Evaluations are to be completed by the student leader, a faculty member, a pastor or someone else who serves in a leadership capacity wherever the ministry occurs. Evaluators should be acquainted with the Supervisor’s Handbook. All Student Ministries Leaders receive training in evaluating students. A student who is fulfilling ministry beyond Student Ministries groups should determine whether the evaluator is familiar with the handbook or not. If a copy is needed, the student should get one for the evaluator from the Student Ministries Office.

Grading of Evaluations

A grade of Satisfactory (“S”) or Unsatisfactory (“U”) will be given each semester a student is enrolled at TBC for more than 6 academic hours. The grade will be based upon the satisfactory completion of assigned responsibilities and faithful attendance. A minimum of 8 weeks of service is necessary to receive an S for a semester. However, the 3 weeks of difference between this rule and the 11 weeks of the covenant are not to be considered as skips allowed for any reason. A student who receives an evaluation rated Unsatisfactory will be referred to the Student Ministries Director for guidance. If the director determines that the grade is unduly harsh, he may assign a grade of satisfactory. A mid-term “U” given by an evaluator may be redeemed by satisfactory service during the remainder of the semester.

Make-up Credit for an Unsuccessful Grade (“U”)

A student may not graduate from TBC with a “U” on his/her transcript. Therefore, it is necessary for graduation requirements that any “U” (Unsuccessful grade) received in Student Ministries be made up by documented, successful involvement in ministry. A “U” received in the spring semester must be made up during the summer or the following fall semester. A “U” received during the fall semester must be made up during the following spring semester or by the end of the summer.

A “U” may be made up by serving in a ministry for one hour each week for a eight weeks. If necessary, two ministries may be combined to gain the needed weekly involvement. The ministry must be documented with a “Supervisor’s Evaluation,” and by a “Student Ministries Self Evaluation.” They must both show an acceptable level of ministry and must be filed with the Student Ministries Office by the due date. Students who plan to make up a “U” during the summer should get the two forms before leaving the campus. It is the student’s responsibility to be sure the two forms arrive at the Student Ministries Office.

Students who do not complete a make up credit in time will be required to meet with the Student Ministries Committee to resolve the issue. If the efforts are unsuccessful, the student will meet with the Student Ministries Director, Academic Dean, and the Dean of Students in a review session. This is because a student may not graduate with a “U” on the transcript.

A student who has not made up a “U” in a timely way (within the next semester or summer following receiving a “U”) will be ineligible for extra-curricular activities. These activities include promotional groups, music/drama tour groups, athletic teams, class offices, Student Association offices, and ministry group leadership. Eligibility for participation in these activities will be restored when documentation of successful make-up work has been received by the Student Ministries Office.

Miscellaneous

Academic Probation

Students who are new to TBC and held to 12 or 13 academic hours are to fulfill the “Event Option” for their first semester, rather than a semester-long commitment.

Students who are on Academic Probation may not travel overnight in ministry they are only to be involved in day trips. They are to make only one semester-long commitment. They are encouraged to fulfill their ministry requirements in

Ellendale, and to be disciplined in their use of time and in social involvement.

Attendance Considerations

It is understood that students may not be able to participate in a ministry during official breaks or holidays. However, this agreement must be made with the supervisor at the beginning of the semester.

If a student is unable to participate in his or her assignment because of sickness or inclement weather, the student must inform the supervisor as early in advance as possible. Absences for other reasons must be cleared in advance through the Student Ministries Office during office hours. Since preparation for a lifetime of service is central to TBC's approach to education, students should plan their schedule, employment responsibilities, and other activities so that service assignments may be faithfully fulfilled.

Program Implementation for Returning Students

In implementing the new program in the fall semester of 2004, the Student Ministries Department recognizes that some requirements may be difficult for returning students to fulfill. This will be dealt in a fair manner on a case-by-case basis. Returning students will be required to fulfill one semester-long credit for each semester they have left at TBC.

Groups with Limited Semesters of Involvement Allowed

To benefit the most from Student Ministries, students should strive for a people-oriented, service-oriented, and varied experience at Trinity. To help accomplish this, students will be limited to four semesters of involvement of fulfilling their primary commitment in ministry in several areas. The following areas are the ministries this applies to: GAP/Operation World Prayer, Student Association, and Resident Assistant.

Ministry Dress Code

The dress code for ministry is as follows. The Student Handbook dress code is the minimal standard. Men should wear a suit or sports coat with a shirt and tie or polo shirt for most Sunday ministry. Some settings will allow for a more casual look, such as a dress pants and a dress shirt. Ministry to youth or in non-church settings may allow for an even more relaxed look. Women should dress modestly in a dress or a skirt and top for most Sunday ministry. Some settings will allow for a dress pant suit. Ministry to youth or in non-church settings may allow for more casual dress. All clothing should be modest. Some teams will have a uniform look. The team leader will give guidance in this area.

Other Considerations

Summer internship and TBC summer promotional groups involve extensive ministry, consequently, a student is not required to complete a covenant for ministry or to report ministry involvement the semester immediately following. It is anticipated that the student will still be involved in an area of service that semester.

A number of TBC courses require application in practical areas. If the required involvement meets the guidelines of 11 weeks of organized prayer, preparation or service for one hour or more during the semester, this may serve as the semester's Student Ministries credit. The general standard of a minimum of one ministry occasion per month (4 per semester) should be upheld.

A student who is not on Academic Probation may be involved in more than one area of ministry. However, care should be used to insure that one does not neglect other important aspects of college life.

All ministry involvement is to be reported and may eventually appear on a co-curricular transcript.

The appropriate faculty advisor and the Student Ministries Director will receive a report of the involvement of students. Students who have not made adequate commitments in ministry to fulfill the minimum standard, and those who may be over-committed will be counseled regarding this.

Involvement in Student Ministries is not an extracurricular activity. It is co-curricular, in that it is required for graduation along with the academic requirements.

Students are to communicate difficulties in a service assignment to the Student Ministries Director as early as possible so that problems may be resolved in the early stages.

Student Ministries credits are generally to be gained in non-paid positions. Secular, paid positions do not qualify, such as a nurses' aid. Exceptions to this rule must be cleared through the Director of Student Ministries.

A student with at least 10 years of experience as a credentialed minister or as a spouse of a credentialed minister is exempt from Student Ministries requirements.

TBC Ministry Group Opportunities

Acts 29 (Teen Challenge in Bismarck/Mandan)

Athletics Ministry (ministry events presenting the Gospel)

Choir*

Chosen# (Traveling Youth Ministry Team)

Coaching

Community Action (Practical Deeds of Service within Ellendale)

Concert Band*

Concert Choir*

Drama Productions*#

Dynamite Club (Children's Ministry)

Endeavor*/**/#

Focus and Family Fellowship (Focus is for Singles, Family Fellowship is for Families)

Fourth Wall*/**/#

GAP/Operation World Prayer Ministry

Internship Jazz Band*#

Journalism (Student Ministries Office coordinates this with faculty participation)

Ministry Mentorship (Serving in various capacities within an area church. See your pastor)

National Outreach (Inner-city outreach in May)

Native American Ministry

Practicum (Summer ministry in local churches)

Refuge# (Traveling Worship Team)

Resident Hall Assistants***

Secretarial and Business Management (Contact the Student Ministries Office)

Senior Outreach (Prince of Peace Care Center & Evergreen Retirement Center)

Servant's Heart *# (Traveling Music Ministry Team)

Sound Technician* (Operating Sound Systems)

Student Government Officer***

Student Teaching Practicum and Internship

Tritones*# (Instrumental touring team)

Vision*#

Worship Teams*# (Chapel)

Youth Ministry (Special Events)

*These teams report to the Fine Arts Dept.

**This designates teams that travel under Enrollment Services in the summer.

***These two areas are under the Student Life Office

#This designates teams that have auditions

Note: Credit in Focus and Family Fellowship is given for leadership only.

EXPLANATION OF MINISTRY GROUP OPPORTUNITIES

ACTS 29

Acts 29 believes that the best chapter of God's work accomplished through his people has yet to be written. By befriending and ministering to participants in the Teen Challenge program in Bismarck/Mandan, students encourage rehabilitation from life-controlling substance abuse. Teen Challenge is a faith-based substance abuse rehabilitation program founded by David Wilkerson. Through the program, spiritual barriers are broken down and participants emerge with a disciplined lifestyle. Join us as we write a new chapter of God's work in setting captives free!

Athletics

Winning isn't everything. Winning them for Jesus is! One purpose of Trinity's athletic teams is to spread the gospel through athletic competition. Our athletes strive not only to be good representatives of the college, but also of Jesus Christ. Team devotions and worship times provide a foundation for spiritual unity. Whether it be football, volleyball, cross-country, golf, men's or women's basketball, baseball, or track and field, each team presents the gospel at least four times each semester in churches, youth groups, and other Christian organizations. Music, drama, sharing the story of one's personal journey, preaching and teaching provide a full ministry experience. Credit is also given for coaching in elementary and secondary educational settings.

Chosen

Chosen is a youth ministry team with a passion to bring teens into a living relationship with Jesus Christ through worship, drama, the Word, and hanging out together. Students have real needs, and they need a real God with real answers – which is what this ministry is about. The team is composed of a drama team and a worship team, and others who preach or teach. Chosen is a team that ministers at lock-ins, retreats, youth meetings and other events. Selection is by audition with the Student Ministries Department.

Community Action

Fall without leaves and a winter without snow will not be found in Ellendale, ND! That's just how we like it, because leaves and snow provide another avenue of ministry—ministry to our own community through practical deeds of service. The Community Action team uses rakes, shovels, gloves, garbage bags, hammers, nails, and other tools to share the light of Jesus in Ellendale. We're building bridges to our community.

Concert Band

The Concert Band is made up of students wishing to use instrumental talents to worship God. Under the direction of Professor Lindon Kakanui, the band works on music from many different genres including Jazz, Classical, Multicultural, and Sacred. The band practices once a week for two hours and performs in the Fall and Spring Concerts hosted by the Fine Arts Department. Students can receive college credit, student ministry credit, and the opportunity to grow musically and spiritually.

Concert Choir

The Concert Choir declares the message of Jesus Christ through anointed music. Under the direction of Professor Elma Peckinpaugh, the choir presents a variety of music from contemporary worship to hymns and the classics. Seasonal music adds to the celebration of holidays. The choir has the opportunity to travel to an area church once a year for a time of ministry, as well as perform in the Spring and Fall Concerts hosted by the Fine Arts Department. The choir meets

Monday and Wednesday afternoon at 3:30 PM in the Rehearsal Hall.

Dynamite Club

The Dynamite Club is a traveling children's ministry program dedicated to impacting the next generation with the love of Jesus Christ. We minister through high-energy evangelistic services involving puppetry, drama, games, Bible stories, music, magic tricks, balloon animals, and of course - snacks! Super Saturdays, Children's Church, and several-day events are all possible. The children will have a dynamic time!

Endeavor

Endeavor is a drama ministry team that uses skits, human videos, and testimonies to convey a powerful message of the gospel. They travel and minister in many service formats, including Sunday morning and Sunday evening services, school assemblies, or special youth events. This group is also able to teach drama workshops. Their program is versatile and ministers to a wide variety of age groups. Endeavor is also a year-round team with a summer travel commitment. Auditions will be announced in the fall and the team will travel the following spring and fall semesters, including a Spring Break tour. Endeavor also travels during the summer ministering at youth camps and various churches around the nation.

Family Fellowship & Focus

These two groups were formed to minister to the married and single students not living in the residence halls. The purpose of Family Fellowship and Focus is to create fellowship opportunities among married and single students, faculty and staff, which will lead to lasting friendships. Activities include game nights, bowling, fellowship dinners, Valentine's banquets, and prayer and Bible Study groups. We also provide a food and clothing pantry to minister to the practical needs of students.

Friends

The Friends visits inmates who are incarcerated at the James River Correctional Center in Jamestown, ND. They are a part of the institution's "Friends" program. Under the direction of the chaplain, they visit inmates who rarely have other visitors. By building friendship bridges, the students are able to help their friends behind bars discover the liberating power of the Good News.

Fourth Wall

Fourth Wall is a drama ministry team that has a passion to minister to the fourth wall, the people. They use a variety of comedy improvisation, human videos and skits that address real issues facing Christians and non-Christians today. In addition to ministering in Sunday morning and Sunday evening services, school assemblies and special youth events, this group also teaches drama workshops. Their program is packed with energy and has a ministry to a wide variety of age groups. Fourth Wall is a year round team with travel starting in January. Auditions for this team will be held in the fall, and traveling will take place the following spring, and fall semesters, including a Spring Break tour. Fourth Wall also travels during the summer ministering at youth camps and churches around the nation.

GAP Prayer/Operation World

In Ezekiel's day, God sought for a man to stand in the gap. We intend to fill the gap! GAP is a prayer ministry that meets weekly to intercede for needs nearby and at a distance. Prayer rooms are maintained in every residence hall for student use. If you have a strong desire to minister cross-culturally, Operation World is for you. Interested students participate in monthly prayer meetings for world evangelization and the needs of those who are present. Students with a passion for missions foster missions awareness across the campus. If you enjoy walking and talking, you'll enjoy our prayer walks! Seminars, retreats, and prayer walks are held in participating communities. Together, these ministries promote prayer on the campus and in area churches. **God Answers Prayer!!!**

Ministry Mentorship

One of the finest ways to prepare for a life of ministry is available in area churches. By faithfulness in attendance and by serving under the leadership of the pastor and other church leaders, students are well-

positioned for future ministry. The sky is the limit for opportunities which range from infants to the elderly, music to prayer, janitorial to preaching. Get connected and fulfill your “in church” ministry requirements!

Native American Ministries

One day representatives from every nation, tribe, and tongue will surround the throne of God. It is *that* vision that drives the Native American Ministry team to hotly pursue evangelizing the Dakotas’ largest minority group. The Native American team is breaking down dividing walls and stereotypes to take the Gospel to the reservations in this region. This high-energy music, ~~and~~ drama, and outreach team is united in one mission—to raise up a representation of Native Americans that will one day gather around the throne of God. The Native American “Trail of Hope” is sponsored by this team.

Refuge

Refuge is enthusiastic about leading people into the presence of God. They lead worship in chapel, special campus events, youth retreats, and in area churches. Selected chapel worship teams fulfill ministry opportunities at the request of the Student Ministries Department.

Senior Outreach

Evergreen Place & Prince of Peace Care Center

This ministry travels weekly to surrounding nursing homes and elderly housing complexes for a short service and time of fellowship. Students will experience a wonderful opportunity to love and minister to senior adults. Although some know Christ, others need to hear the Good News one more time. More often than not, you will be ministered to yourself!

Servant’s Heart

Servant’s Heart is a music team that ministers around the country at churches and special events. Their program includes worship, special music, and student testimonies. Worship is a strong emphasis of this group and the team has many opportunities to lead worship both on campus and out in ministry. Servant’s Heart is also a year-round team that begins traveling in January. Auditions will be held in the Fall and traveling will take place the following spring and fall semesters, including a Spring Break tour. Servant’s Heart also travels during the summer, ministering at youth camps and various churches around the nation.

Stomp

Combining rhythm, movement, acting, and unusual instruments, students will find this group a blast as they create amazing musical performances and work up a sweat, too! Audiences at performances and ministry outreaches are captivated by the creativity of the medium. No experience is necessary to join this percussion ensemble, yet an audition is necessary.

Tri-Tones

Tri-Tones is the featured touring instrumental group for TBC. Traveling to different venues around the area, Tri-Tones fulfills a two-fold purpose: performing standards from the jazz era, and ministering through lively and sacred instrumental music. Tri-Tones is an auditioned group and participation in the Concert Band is required to be a part of this ensemble. Tri-Tones practices twice a week as determined by the director. Auditions are held in the fall and the team travels that fall and spring semesters.

Vision

Vision, is a music ensemble with a message. Their music has a sound that ranges from that of standard three-part harmonies to jazz-style voicing. Repertoire includes worship, contemporary and traditional Christian, holiday-specific, and vocal jazz, with the flexibility to fit many different venues. Auditions for this team take place in the fall and the team travels that fall and spring semesters, and also includes a Spring Break tour. Participation in Concert Choir is a requirement to audition for Vision.

