



STUDENT HANDBOOK

2016-2017 EDITION

TRINITY
BIBLE COLLEGE & GRADUATE SCHOOL

STUDENT HANDBOOK

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// INTRODUCTION

Message from the Vice President of Student Development...

Thanks for choosing Trinity! We are glad to have you a part of this family! You are going to have a life-defining year connecting with others, discovering who God has designed you to be, stretching yourself academically, and growing in your relationship with Jesus!

In order for our Trinity community to function with unity, peace, honor, and integrity, we have developed this guide which defines our community standards and practices. Each student is expected to familiarize themselves with this handbook.

Honor is the foundation for each of our standards, practices, and policies. Depending on your background, some of the guidelines may seem restrictive. Be assured this handbook is carefully compiled to provide you with a guide to succeed as a student while honoring others in our community and fostering the kind of college environment that will enable everyone to reach their full, God-given potential.

Please Note: Trinity Bible College (TBC) 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 TBC reserves the right to change any policy or practice, however communicated.

Understanding this Handbook

Trinity Bible College is not just another college! Our community is unique in that each person (students, staff, and faculty) has a declared personal relationship with Jesus and desires to live a faith-filled, exemplary life as they pursue the mission of Christ for their life.

However, shared faith doesn't guarantee that everyone agrees on how to live life! It is impossible to have one set of standards with which everyone agrees. Nevertheless, out of honor for one another and in the interest of a respectful Christian community, policies and practices have been established to allow us to live and work effectively together. All students - including full-time, part-time, and Pack Your Bags - who remain enrolled at TBC voluntarily submit to this handbook. If a student rejects the standards of this handbook, it is expected that they will seek to be educated elsewhere.

Points System Introduction

Trinity has established a points system to deal with discipline-related issues. This system is explained in detail under Judicial Process. As the situation requires, College Administrators, Student Life Staff, Faculty, Athletic Coaches, Resident Directors, Resident Assistants, and other personnel may issue points. When points are issued, the student will receive written notification.

// SPIRITUAL LIFE

Spiritual Growth

The Bible tells us that human beings are essentially spiritual. You will only succeed in life if you recognize that God is Spirit (John 4:24) and that we must all relate to Him spiritually. Your spirit needs to be nourished in order to grow and develop. A balanced spiritual life includes personal prayer, regular Bible reading, corporate worship and instruction, learning to trust God, and obedience to God's will as revealed in the Bible.

Personal Prayer and Devotion

We encourage each student to set aside time on a daily basis to connect with God in prayer. A devoted heart ensures that the Biblical knowledge gained at college contributes towards the development of good character (1 Corinthians

8:1). Keeping a prayer journal is a recommended method to keep prayer focused and faith-filled. Prayer rooms are designated in each Residence Hall and our beautiful Prayer Chapel is also available.

Regular Bible Reading

Biblical studies in the classroom are not a substitute for daily Bible reading. Reflection on the personal application of the Bible message is essential.

Corporate Worship and Instruction

God works in a unique way when we gather as a large group of believers. Local church participation and consistent chapel attendance are important and required for every student.

Church Involvement

Students are required to attend and participate in regular church services. It is recommended that all Assemblies of God students faithfully attend an Assemblies of God church. Students of other denominational backgrounds may choose to attend a local church that is similar to the one they are affiliated with in their home community. Students are encouraged to participate in the various activities/ministries of the church of their choice. If you wish to receive Student Ministry credit for your local church ministry involvement, please contact the Student Ministries Director.

Chapel

The heartbeat of our campus is the daily chapel period! We join in worship to honor God, focus our day, and learn from His Word. Carefully selected staff, faculty, student and guest speakers challenge students to Christian service and personal growth. In addition, student participation provides vital ministry experience for young leaders. Occasionally, during specified weeks, Chapel time is extended to allow for greater response time as the Holy Spirit works in the lives of students, faculty, and staff. During these times, adjusted class schedules are sometimes used to allow additional time for services. These adjusted class schedules will be posted around campus when they are in effect.

Specified Chapel Periods

Chapel time is sometimes designated for Departmental Forums, Residence Hall Chapels, Small Groups, or Class Chapels. These chapels are mandatory and attendance is taken.

Chapel Guidelines

It is expected that each student will honor God, honor His Word and honor others by contributing to a respectful chapel environment.

- Please refrain from distracting or disruptive behavior – including excessive commenting or holding a conversation that would distract others.
- No food or beverage, except for bottled water, is allowed in the chapel.
- Students should not sit in any roped off areas of the chapel.
- Silence all mobile phones and devices.

Students disregarding these guidelines may be marked absent for that chapel.

Chapel Attendance Policy

We encourage students to fully participate and “Find the Gold” in each Chapel experience – that nugget of truth or encounter that can be applied to your life. Every Chapel period has the potential to be life changing! Every student who attends classes on campus is required to attend Chapel consistently. Unexcused Chapel absences will result in disciplinary points.

Each student receives a Chapel grade of “S” (satisfactory) or “U” (unsatisfactory) each semester. This grade is determined entirely by the student’s Chapel attendance:

- Full-time students (12 or more credits) are expected to attend every Chapel period (4 times a week). Unexcused absences in excess of 16 per semester will result in an unsatisfactory grade.
- 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. Unexcused absences in excess of 8 per semester will result in an unsatisfactory grade.

A student who receives a “U” (unsatisfactory) for a semester will be suspended from all extracurricular activities for the following semester. This includes:

- Ineligible for intercollegiate participation (travel included)

- Ineligible for Resident Assistant staff position
- Ineligible to run for/hold a Student Government office
- Ineligible to continue further leadership in Student Ministries
- Ineligible to travel as a representative of TBC in ministry

A student who receives a “U” for unsatisfactory Chapel attendance for a second semester during his or her time at TBC will appear before the Judicial Committee and may be suspended for a semester.

Chapel Excuses

Students who wish to be excused from a Chapel period (for example: medical reasons, funerals, Student Ministry, athletic events, PR events and faculty led activities) must fill out a Chapel Excuse Form. This form requires the approval of the Student Life Office before any excuse takes effect. A student will not be issued a violation point if their Chapel absence is excused.

Chapel excuses can also be requested for work responsibilities. Students must submit their Chapel Excuse Form prior to accepting any job positions to ensure approval. A work-related excuse form should be submitted within two weeks of the first day of classes for each semester. Every student who requires a Chapel excuse for work must complete a new request each semester. Student teachers must also fill out an excuse form for work before beginning their position. When such an excuse has been approved, a student is not required to attend Chapel the full amount per week. Four-day chapel excuses will not be granted except to those in the Education Department who are student teaching. “Floating Day” chapel excuses will not be granted.

Chapel Tardiness

Students will be considered tardy if they arrive at the chapel after the first five minutes of the posted Chapel period. The Resident Assistant on duty will require the tardy student to sign an attendance sheet. Three tardies are considered an absence. Students arriving ten or more minutes after the start of Chapel will be marked absent. Late arrivals due to class are the exception, but the student must give the Student Life Office verification from the professor.

Checking In and Leaving

Students who check into Chapel and do not stay for the entirety of the Chapel will receive points for deception and be counted absent for that chapel period.

Early Departures

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

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). Recipients will be recognized during the Awards Chapel in the spring.

// ACADEMIC LIFE

Academic Advisement

All students are assigned an Academic Advisor at the time of their registration. The Academic Advisors assist students in planning a course of study for each semester. Students are encouraged to work closely with their Academic Advisor and consult the Academic Catalog for comprehensive academic guidance and information.

Absences

The Academic Attendance Policy can be found in the Academic Catalog.

Academic Dishonesty

Academic dishonesty is any act that compromises the integrity of the educational process of Trinity Bible College, including cheating, fabrication, and plagiarism. In the case of academic dishonesty, the instructor is at liberty to file an Incident Report with the VP: Student Development and the appropriate action will be taken. It is at the discretion of the

instructor to decide if the student will receive a failing grade for the work that was involved in the violation and/or receive a failing grade in the course.

Academic Support

The Academic Success Center is available for any student to receive assistance with their academics. It is fully staffed with a director and tutors. For assistance with special services, students should contact the Student Life Office.

Adding and Dropping Classes

Please refer to the Academic Catalog or consult with the Academic Records office for further information.

Academic Probation

Students who fail to meet the minimum cumulative GPA of 2.00 will be placed on academic probation and will be required to meet several criteria to remain enrolled at Trinity. Students on Academic Probation are prohibited from participating in official college activities (PR groups, athletic teams, class or Student Government leadership, Student Ministries group leadership, etc.). Students who fail to achieve the required academic standards over a period of two consecutive semesters will be asked to withdraw for a minimum of one semester before they will be allowed to continue in their academic program. Students who wish to return must reapply through the admissions office.

Records Maintained

The following records, and their locations, are maintained by TBC:

- Academic: Academic Affairs Office/Records Office
- Conduct & Judicial: Student Life Office
- Financial Aid: Financial Aid Office
- Medical: Student Life Office
- Student Accounts: Student Accounts/Business Office

Certain records are not available for inspection, these include: financial records of parents; confidential letters of recommendation written prior to January 1, 1975; confidential letters of recommendation where the student has waived their right to inspect; personal records of educational personnel (such as an 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. Trinity adheres to the reporting guidelines of the Family Educational Rights and Privacy Act. Please consult the Academic Catalog for a complete description of student rights with respect to their educational records.

Scholarship Policy

TBC offers a variety of scholarships in an effort to provide a more affordable education. To be eligible to receive any institutional scholarships, the student's official school transcripts must reflect good standing in academics, student accounts, and student conduct. All scholarships, with the exception of academic awards, require a completed application. Institutional scholarships require that a student be enrolled full-time and maintain a minimum cumulative GPA of 2.0. Conduct is a criterion for scholarship awards to returning students. Please consult the Judicial Action section of this handbook for a full explanation of how conduct can affect institutional scholarship levels.

Mandatory Attendance

Students are expected to attend Convocation and Graduation events; likewise, graduating students are required to attend all scheduled rehearsals for graduation events. Graduates who are not able to attend must appeal and receive an exemption from the Vice President of Academics.

// CAMPUS LIFE

Drugs, Alcohol, and Tobacco

Trinity Bible College is a drug-free campus. In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), students are hereby notified that the possession, use, or distribution of drugs and alcohol are grounds for dismissal. Anyone violating federal, state, or local drug and alcohol statutes may be turned over to the proper authorities for prosecution. It is a violation for any student to manufacture, deliver, or possess with intent to manufacture or deliver, a controlled substance.

Trinity Bible College does not tolerate possession, use, distribution, or the manufacture of non-medical drugs, alcoholic beverages, abuse of medical drugs or over the counter medication, and tobacco in any form. TBC reserves the right to require drug and other diagnostic testing of any student or employee of the college when deemed necessary. Counseling, treatment, or rehabilitation can be done through an outside source (e.g. Teen Challenge).

Regarding alcoholic beverages, any student purchasing, attempting to purchase, being in possession of, or furnishing money to any person for such purchase, will face disciplinary action. In addition, students are prohibited from entering any licensed premise where alcohol sales, display, and/or consumption is the primary business (bars, liquor stores, clubs, etc.)

Trinity Bible College recognizes the physically addictive nature of tobacco use and discretion will be issued in regards to helping a student overcome his or her addiction. This could include a reduced amount of points issued for the first offense of tobacco use.

Weapons Policy

In accordance with NDCC 62.1-02-05 the possession, private storage or use of weapons (i.e. firearms, shotguns, rifles, pistols, paint ball guns, BB guns, pellet guns, air soft guns, explosives, switchblade knives, or fixed blade knives with a blade length of five inches or greater) or any other such offensive weapons, are prohibited on the property of Trinity Bible College. This policy applies to all faculty, staff, and students of TBC and to all visitors and/or residents of the campus. Thus, the possession of weapons, or the unreported knowledge of such items, on the College's premises or during College programs, on or off campus, is considered a serious offense subject to disciplinary action. TBC offers free, secure, institutionally approved storage for weapons. For information contact a Resident Director or the Student Life Office. The Weapons Policy does not apply to authorized law enforcement officials in the lawful discharge of their duties. Concealed weapons permits are not valid on the property of Trinity Bible College or at sanctioned events.

Weather

Students should stay informed regarding the possibility of severe weather and the following procedures. Severe weather for the state of North Dakota includes thunderstorms, tornadoes, and severe winter weather. If you are located in the following areas during a tornado, move to the indicated areas:

- Liechty: Move to the ground floor hallway or lounge.
- Kesler: Move to the basement hallway.
- Riffe: Move to the hallways.

Winter Weather Travel

Students are strongly advised not to travel or go outdoors during severe winter weather conditions. Conditions include:

- Winter storm watch/warning
- Blizzard/white out conditions
- Ice storms
- Wind chill of -30 or lower

If travel is necessary, be aware of the forecast and road conditions before departing. Avoid traveling alone and inform others of your timetable 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.

Please keep the Student Life Office number available when traveling during the winter. In addition, consult the state road report for the area you are traveling via their website or phone number. Student Life Office: (701) 349-5438

Winter Survival Kit:

- First aid kit (fully stocked)
- Nonperishable foods, such as nuts or granola bars
- Flashlight with extra batteries
- Bottled water
- Shovel and tire chains
- Candles and matches

- Extra clothing, sleeping bags, and/or blankets for everyone
- Battery operated radio with extra batteries
- Empty thermos and candles for melting snow for water
- Jumper cables
- Cell phone, fully charged

We strongly encourage students to dress appropriately during winter months regardless of whether the weather is mild or severe.

Security & Safety Training

Student Life and Facility Services share the responsibility of ensuring a secure campus. This includes providing a Security Report and the nightly campus lock-up procedure.

Our Annual Security Report references campus safety training. We have enlisted the services of a training company to provide required and regulatory training for staff, faculty, and students. The training comprises instructional videos followed by a quiz to ensure the trainee has understood the information.

Each student is expected to complete this training. Follow these steps to do so:

1. **Find the link on Inside Trinity (Moodle)**
Click the link on the top right hand of the page titled "SafeColleges".
2. **Select the correct link – that says “student”.**
3. **Log in using your full name**
Input your first name and last name together with no space, but including any punctuation or accents. (For example, John Doe would log in using "johndoe".)
4. **Select a training course**
Once you log in, a short list of courses will appear. There are "mandatory training" courses which are, obviously, mandatory, and suggested training ones which are optional. To start a course, simply click on it and click "accept" on the disclaimers page.
5. **Follow the training steps**
You must achieve an acceptable score on the quiz to pass the course, but you may take the quiz as many times as necessary to achieve the required score.
6. **Do this for each of the mandatory courses**
Fulfill each of the mandatory courses. The program should automatically track what you have done and report it.
7. **Take it seriously and help make our campus a safer place!**

Student “Right to Know” Act

The Student Right to Know Act requires TBC to make a campus security report available to students. In the event of a crime or security violation, a student should report it immediately, or as soon as reasonably possible, to the RD (for residential students) or the Student Life Office (for non-residential students). Depending on the assessment of the situation, 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.

Keys and Locks

Locked facilities are restricted unless keys and authorization have been secured to go into these areas. The cost for the replacement of a lost key is \$10.00. Students are not to duplicate any keys.

Fire Code & Drills

Local fire ordinances require that the hallways be kept clear of any obstruction or articles (i.e. trash, boxes, apparel, and furniture). 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 - are fire hazards and are prohibited in the residence halls except in designated areas. Everyone must participate in all fire drills.

In case of fire, the following exits will be used:

- Liechty Hall: Use the exit closest to your room

- Kesler Hall: East Exit - Rooms 109-114, 208-217, and 308-317;
- Kesler Hall: 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 is a major violation.

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 judicial action.

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 Resident Assistant (RA) is to be notified and will restore the service if possible. If the RA is unable to immediately solve the problem, he or she will notify Facility Services. Should the problem occur after normal business hours, the Resident Director (RD) should be notified. He or she will contact the on-call maintenance staff member. Students should not attempt to reset breakers or repair electrical service.

Health Services

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 8-911, off-campus students dial 911. Contact an RD or RA if an emergency occurs in the Residence Hall. The student pays for any emergency care. Please refer to Transportation Rates section.

Communicable Illnesses

Students who have a communicable illness should not eat in the cafeteria. They should have a RA get them a to-go tray. If they are unable to find someone to get them a to-go tray, they should call the Cafeteria Kitchen at 5429.

Accessibility

Trinity Bible College works to insure equal access for students with documented disabilities. However, due to buildings and facilities that were constructed before the era of accessibility awareness, TBC is not completely 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 the responsibility of the student to be proactive in communication with the Student Life Office concerning any needs or problems that may arise.

Code of Conduct

We are a Bible College and as such, we are dedicated to the spiritual growth and maturity of our students. It is our vision that students of TBC will be a Christ-like example to their community and all who they come in contact with.

1. Because we honor God and are dedicated to spiritual growth, we have Chapel services four days a week, which all students are required to attend.
2. Because we honor our bodies and value physical and mental health, we do not allow addictive or unhealthy behavior such as smoking, drinking alcohol, chewing tobacco, or using any form of mind-altering drugs.
3. Because we honor Biblical marriage and the Bible states that our bodies are to be given only to our husband or wife to whom we have given a lifelong commitment, students must abstain from what Trinity defines as sexual misconduct - including sexual violence and abuse, adultery, homosexual acts, pre-marital sex, pre-marital erotic acts, and all forms of pornography.
4. Because we honor what has been entrusted to us and gambling destroys the financial health of those who participate in it, we prohibit gambling.
5. Because we honor those around us, we prohibit verbal and written profane language (cursing). We also prohibit all forms of bullying and cyber-bullying behaviors.
6. Because we honor purity, we expect that students dress with modesty – which conveys respect for oneself and for the purity of others.

7. Because we honor those we influence, and students of TBC are representatives of the College, students should not spend time at bars, lounges, or clubs that would cause others to question their commitment to a Christian lifestyle.

Discretion

Trinity Bible College expects all students to live a life that honors God, others, and themselves. It is expected that students will maintain the same standards of behavior both on and off campus. Honor, wisdom, and purity should be the filters of discretion used when considering the following: lending of money, cars, clothing, or other personal property; use of posters and pictures to decorate living quarters; disruptive noise, dress, language, and conduct in Ellendale and surrounding communities.

Behavioral/Emotional Instability

The intention of these guidelines is to assist students who may be struggling with emotional needs that may be hindering their ability, or the ability of others, to benefit from their college experience. 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, socially, and academically. TBC reserves the right to respond to students' needs according to the best interests and wellbeing of the student and 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 VP: Student Development or Resident Directors 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 under the health and safety provision of the FERPA act.

Dress Code

Honor, wisdom, and purity should be the filters of discretion in regards to the the choice of dress for everyone in our Trinity community. All clothing should be modest, neat, clean, appropriate for a Christian community, and appropriate for the event/venue in which one is participating (classrooms, dorm rooms, gym, etc.).

We are a residential college where everyone lives in close proximity. Provocative or revealing clothing, or that which carries an offensive or immodest message, dishonors ourselves and others and is not permitted. Shoes are to be worn in areas where students gather (e.g. class, chapel, cafeteria). Students who are considering piercings, body modification, or tattoos must bear in mind that while God looks primarily at the heart, the outward appearance is a factor in selecting teams to represent Trinity in ministry. Final decisions concerning appropriateness or modesty may be made by the VP: Student Development, Resident Directors, or Coaches who reserve the right to declare any piece of clothing or decoration as unsuitable for any occasion.

Dress Code in Fitness Center

Aerobic exercise and athletic performance requires the participant to wear sports apparel. Sports apparel is often not appropriate for other parts of the campus. Students must be dressed appropriately before leaving the Field House or Fitness Center. The Fitness Center is a public place. Students using the center should wear apparel that provides adequate body coverage and avoid form-fitting apparel that is too revealing. Students are encouraged to dress modestly and avoid the embarrassment of being spoken to by Fitness Center management or Student Life Staff.

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 VP: Student Development or Resident Directors 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 or her behavior. Regardless of motive or intent, such actions can potentially endanger the physical and emotional well-being of another student. Such participation can lead to judicial action.

Vandalism/Abuse of College Property

Students will be financially liable for any damage they inflict on College property. Facilities which have been damaged, tampered with, or defaced will be charged according to prearranged prices set by Facility Services. Any tampering,

removing, or destruction of school property will result in judicial action. In case of extensive destruction of college property, immediate suspension may result. Water fights are an outdoor activity only.

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. It is required that all valid licensed individuals have coverage in order to legally operate licensed vehicles.

Students who have cars must register them with the Student Life Office. They will receive a parking sticker to identify their vehicle and its proper parking area. Failure to register a vehicle will result in the issue of points for every week it is not registered. All oil cans, spare parts, and containers should not be left anywhere on campus or in trash receptacles. Items of this nature should be disposed of in accordance with the City of Ellendale refuse disposal policy.

Vehicle Violations

All vehicles must be parked in a space designated for parking according to place of residence. Vehicles parked in unauthorized areas are subject to being ticketed by Facility Services and/or points may be issued by Student Life Staff. Questions regarding the issuance of college traffic tickets or points may be referred to the Student Life Office. 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 the 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, 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. It is not permissible to drive 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.

// SOCIAL LIFE

Multiculturalism

Trinity Bible College subscribes to, and encourages, the equal right of all to pursue excellence in their lives without racial or ethnic inhibitions. TBC 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. TBC adheres conscientiously to nondiscriminatory practices in hiring and promotions and 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.

Social Media Policy

All of our actions should display honor for God and honor for others. Any student whose online activity (including blog posts and comments; social networking posts, pictures, comments, or approvals; etc.) is found to be abusive, degrading, derogatory, injurious, bullying or harassing, or in violation of any other applicable law or College policy, may be subject to judicial action.

Aggressive Physical Behavior

Any malicious physical and/or verbal altercation, involving two or more parties, is considered a major infraction. Shoving, punching or fighting, even in jest, can quickly become unpleasant. Students who engage in this unacceptable behavior will be subject to judicial action.

Should a student cause physical harm or threaten to cause physical harm to another, TBC Administrators (President, Executive Vice President, or Vice Presidents) reserve the right to temporarily suspend the judicial process and require immediate removal from the dormitory and/or campus for a specified amount of time until the situation can be properly resolved.

Entertainment

Honor, wisdom, and purity should be the filters of discretion in regards to the the choices of entertainment for everyone in our Trinity community. Trinity endorses those forms of art and entertainment that honor Jesus Christ and

edify both the individual Christian and the College community. Everyone is called to exercise discernment when taking part in all forms of recreational entertainment - such as music, television/movies, video games, spectator sports, and literature. The College reserves the right to make decisions on the suitability of any form of entertainment played or performed on campus – including in public areas, (e.g. student center, lounges, gym, locker rooms, classrooms, fitness center).

In regards to television/movies, music, and video games, selections should be made in light of the appropriateness for a Christian campus – and consider the sexual content, nudity, vulgar language, or gratuitous violence that may be present in your entertainment choices. Movies rated R or above, TV shows rated MA or above, or video games rated M or above are not considered appropriate for our Christian College community and should not be played in public areas. However, since ratings do not always accurately reflect content in regards to Christian values, students may request special permission/decisions from Resident Directors in these matters.

Those who make entertainment choices - whether in public or in private - that violate basic Christian standards of honor, wisdom, and purity may be subject to judicial action. The Student Life Staff holds final authority on campus to identify, decide, and communicate the appropriateness of any entertainment choices and the venue for which they are utilized. In addition, the Student Life Staff may confiscate inappropriate movies, music, video games, etc.

Please note that, in keeping with federal copyright laws, movies may be viewed in common areas only when proper licensing for public viewing has been secured.

Couple Conduct

The conduct of neither single nor married couples should be distracting or offensive to others on campus. The same standard of conduct is expected on and off campus. 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.

Public Display of Affection (PDA)

The following is considered appropriate behavior for couples at Trinity:

- Sitting together
- Holding hands, taking the arm of a date, brief hugging
- A discrete, brief “good night” kiss

The following is considered inappropriate PDA by couples at Trinity:

- Leaning or lying on each other
- Petting, fondling, or caressing each other
- Extended periods of kissing or hugging
- Body massages
- Visiting each other’s quarters

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 off-campus living.

If students plan to marry at a time other than the summer months or winter break, they must submit a written explanation of their reasons to the Student Life Office for approval. If students marry during the school year without prior approval, they may be suspended from Trinity Bible College.

Sexual Misconduct

In accordance with Biblical standards, the TBC judicial process recognizes a monogamous marriage between a man and a woman as the only acceptable environment for sexual expression. In this regard, the definition of sexual activity includes all acts that lead to sexual arousal. Sexual relations outside of marriage are strictly forbidden.

Pregnancy

Should a student become pregnant while unmarried, the students involved are encouraged to communicate with their Resident Director or VP: Student Development. 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. The College is committed to responding in a redemptive manner, seeking to balance compassion with accountability. While some students in these circumstances may leave the college temporarily, it is our hope that any student who chooses to continue in classes during pregnancy will find Trinity to be a supportive and redemptive community during this crucial time.

Sexual Harassment Policy

Trinity Bible College prohibits unwelcome verbal or nonverbal sexual advances or requests for sexual favors or other conduct of a sexual nature that create a hostile and intimidating environment that interfere with a student's performance in academic or non-academic settings. Sexual harassment may involve behavior of a person of either sex against a person of the opposite or same sex. The sexual harassment policy forms part of the harassment policy outlined below.

Harassment Policy

Harassment based on ethnic group identification, race, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, or age violates Trinity's Harassment Policy. Unlawful harassment comes in many forms and may include, but is not limited to, the conduct described below:

Verbal:

Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race or gender. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, or marital status; unwelcome flirting, whistling, or propositions; demands for sexual favors; verbal abuse, threats, or intimidation.

Physical:

Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, lingering or intimate touching, grabbing, pinching, unnecessarily brushing against or blocking another person, or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's race or gender. It may also include leering and staring.

Visual or Written:

The display or circulation of visual or written material that degrades an individual or groups based on race or gender. This may include, but is not limited to, posters, cartoons, drawing, graffiti, reading materials, computer graphics, or electronic media transmissions.

Environmental:

A hostile academic or work environment exists when it is permeated by innuendo, insults, or abusive comments directed at an individual or group based on race or gender. An environment may in some circumstances also be hostile toward anyone who merely witnesses unlawful harassment in his or her immediate surroundings, although the conduct is directed at others.

Filing harassment charges:

Charges of any form of harassment may be filed with the VP: Student Development in the following ways:

- Request an informal investigation. This option may be used with or without the use of the complainant's name. If the complainant is not satisfied with the conclusions reached in the informal process, a request for a formal investigation may be filed at a later date.
- Request for a formal investigation and hearing process. This option may only be used with the complainant's permission to use his or her name.

Any harassment of a sexual nature or stalking will be turned over to the Title IX Coordinator and be dealt with in accordance to Title IX requirements. Please see the TBC website for Title IX procedures and reporting instructions.

// RESIDENCE HALL LIFE

Trinity Bible College is a residential campus. Residence Hall life is different from living at home. Students will be living within close quarters of other students. Residence Hall life requires cooperation, respect for others, respect for

property and authority, good personal habits, and at times, the giving up of personal “rights”. Therefore, students must make an effort to adjust.

Residence Hall Staff

The Student Life Office has selected and trained Residence Hall Staff to help maximize the potential of the residence experience. These are:

Resident Directors (RDs)

- Provide oversight and supervision of the Residence Halls
- Provide the best possible living-learning-development environment
- Handle and issue discipline alongside the VP: Student Development

Resident Assistants (RAs)

- Are student assistants
- Are available on duty assisting in daily residence functionality
- Lead campus activities and devotions
- Maintain order in the residences

Check-In & Check-Out Procedures

Before rooms are occupied they will be inspected by the RD and/or a RA who will make an inventory. The student and the RD/RA should carefully review the initial room inspection report. Students are only allowed in Residence Halls when they are declared to be officially open.

Room Assignments

Room assignments are made by the RDs. They will try to honor personal preferences and/or requests when making room assignments. Single room requests will only be honored if space is available and require an extra fee. When single rooms are available, priority will be given to students with approved medical conditions and then by class levels. Single students over the age of 25 can live in a Residence Hall only by permission of the VP: Student Development.

Check-In

The student must:

- Obtain his/her room assignment from the RD.
- Obtain a room key from the RD/RA, go to the assigned room, and thoroughly read and sign the completed room inspection form.
- The RD will file the form after obtaining the student’s signature.

Check-Out

The student must:

- 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.
- Complete check-out inventory with RD/RA after all personal belongings have been removed and all damages have been assessed.
- Turn in keys to RD/RA and sign the room inspection sheet.

Room Deposits

A deposit fee of \$200.00 will be charged to each residential student at the time of registration. The amount of the deposit refunded will depend on the condition of the room and furnishings at checkout and following the proper checkout procedure. Students must request the refund deposit. Each student is held financially responsible for the condition of the room and its furnishings. For students who do not complete the semester, refer to the Withdrawal and Refund Policies in the current edition of the Academic Catalog. Failure to properly check out with the RD/RA will result in a forfeit of deposit. 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:

- Up to \$200.00 fee for not checking out
- \$10.00 fee for not turning in your room key
- Fee for any other incurred costs, including cleaning, damages, etc.

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. Any fines taken out of the deposit must be brought back to \$200 before re-admittance. The deadline for checkout and departure will be published in the school calendar. 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.

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 RA 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.

Residence Hall Room

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 should be kept locked. Trinity is not responsible for theft or lost items. Furniture is not to be removed from the room. Students may not remove window screens and/or storm windows. In addition, members of the opposite sex are not allowed near Residence Hall windows.

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. Appliances besides microwaves (George Forman grills, etc.) and irons are permitted in designated areas only. Musical instruments and sound systems are to be kept at a low volume at all times and should not disturb any neighbors. If students desire louder music, the use of headphones is necessary. Suggestive or offensive posters/signs, as determined by Residence Hall Staff, are prohibited.

Storage

There is no storage building on campus for items over the summer. All items left without permission at the end of the school year become property of TBC.

Room Checks

Room checks are scheduled throughout the semester 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. There will be two people at all times doing the room check. Students are responsible for taking their personal trash out to the dumpsters.

At least once each semester an announced “white glove” inspection will be done. Standards of cleanliness for this inspection are raised and applied, and points are doubled. Trinity Bible College reserves the right for authorized personnel to enter any unit at any time for the purpose of health inspection, official business including repair and maintenance, or if at any time there is reason to believe that an occupant is using his or her Residence Hall room in a manner inconsistent with college policies.

If a student is occupying his or her room during a scheduled room check, the student may receive full points for failing to meet the requirements of the room check.

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. Confiscated equipment is safely stored with the RD for a specified time or until the student can remove it from campus.

Room Access Policy

The College has the right to access all areas of the campus; however, we want to be sensitive to students’ needs. Therefore, this practice has been set forth:

- Maintenance personnel will not enter floors or rooms before 10:00 a.m. unless there is an emergency.
- Maintenance personnel will try to notify students, though prior notification to the students is not guaranteed.

- When maintenance personnel need to enter a room they will:
Knock once and identify themselves – please respond if you are there.
Knock a second time; then they will enter using their key.
It is the student's responsibility to be presentable.
- A sign may be posted if maintenance personnel are present.

In addition to maintenance room access needs, if the whereabouts of a student cannot be verified after curfew, or if there is a valid cause of concern for a student's physical or mental safety, the RD may, with announcement and warning, enter a locked Residence Hall room.

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, under disciplinary sanction, or who fails to vacate the residence prior to closure. 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.

Notice will not be given when the judicial policy has been temporarily suspended due to actual or threatened physical violence. Reference the information under "Aggressive Physical Behavior" for further details.

Pets

Because of health and sanitation, animals may not be kept in Residence Halls with the exception of aquatic species in a standard size aquarium (no larger than 10 gallons). 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.

Vandalism/ Abuse 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 Facility 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. In case of extensive destruction of College property, immediate suspension may result. Water fights are an outdoor activity only.

Lounges

The College has provided lounges in Kesler, Liechty, and Riffe. Lounges will accommodate co-ed fellowship during posted hours. The College entertainment and couple conduct policies are to be adhered to 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 RD.

Curfew

Curfew applies to all Residence Hall students and the doors will be locked:

- Sunday-Thursday 12:30 a.m.
- Friday and Saturday 1:00 a.m.
- Holidays, Breaks, Extreme Week, and May Term 12:00 a.m.
(no late night sign outs on weekends)

Students are not to leave the Residence Hall after curfew unless the RD has granted permission. Residents are not to admit anyone into the Residence Hall after curfew.

Overnight/Weekend Sign-out

Residence Hall students can sign out for up to one additional hour passed curfew on Friday and Saturday (2:00 a.m.), but the sign out must be requested at least one hour before curfew (12:00 a.m.) with the RA on duty. Students with 25 or more points will not be afforded this privilege.

Residence Hall students planning to leave campus overnight or on weekends must sign out one hour before curfew on the night of departure. The RA will post a sign out sheet and students will need to provide their name, leaving and

return dates, a phone number of the location they are going to, and a phone number where they can be contacted in case of an emergency. For weekend sign out, students should return to campus by curfew on Sunday. If students plan to return later than curfew, prior arrangements must be made with the RD. NOTE: If students leave for any reason, they must sign out!

Quiet Hours

The close proximity of living quarters requires that certain hours be regarded as “Quiet Hours”. The hours from 10:00 p.m. to 9:00 a.m. have been set aside as “Quiet Hours” in all Residence Halls. During this time, residents are expected to refrain from causing any noise or disruptions (whether inside or immediately outside the Residence Halls) that would infringe on the rights of fellow students to study or sleep.

Guest Policy

If you desire to have an overnight guest in your room, you must make arrangements with the RD in advance. No guest may visit more than three consecutive nights without prior arrangements with the RD. Guests agree to abide by all campus regulations. 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 if they are not guests. Babysitting is not allowed on campus property. 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 must leave the campus during winter and summer breaks. Students are required to sign out with their RD. 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. When leaving for winter break, students must unplug all electronics, defrost their refrigerators, close windows, and shut off lights.

// OFF-CAMPUS LIFE

Off-Campus Resident Assistant

Depending on the need for and population of off-campus residents, TBC may provide an off-campus Residence Assistant to assist in the general oversight of off-campus students. If there is not an off-campus RA, off-campus students may direct any questions or needs to the Student Life Office.

Off-Campus Students

Students not living in the Residence Halls are expected to honor the policies and practices of the College and not abuse their privileges. Failure to abide by College 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.

It is the policy of this College that at no time may an off-campus student 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 judicial action.

Application for Off-Campus Living

Students who are single, below the age of 21, and taking 9 or more credits per semester must live in a Residence Hall. Any student may petition for off-campus housing by obtaining an application from the Student Life Office. Any student living off-campus will only be eligible to receive 50% of their Trinity scholarship award.

Any one of the following criteria may qualify a student to live off-campus:

- Enrolled in less than 9 credits per semester
- 5th or greater year of TBC attendance
- Live with an immediate family member who is 23 years or older
- Completion of 4 or more years of active Military Service (Not Reserves)
- El. Ed. student fulfilling student teaching assignment

- Employment as a resident caregiver
- Freshmen, Sophomore, Junior, or Senior 23 years or older

Students who do not qualify for any of the above, may petition to live off-campus if they meet ALL of the following criteria:

- Junior or Senior 21 years or older
- 58 total accumulated Trinity credits (64 total credits if some credits were transferred in)
- Have a minimum cumulative GPA of 2.5 at time of application
- Conduct: Total accumulation of 30 violation points or less

Students granted off-campus residential status may be required to pay an off-campus residential fee. This fee may be required on an annual basis.

Off-campus students under the age of 23 are required to reapply to renew their off-campus residency at the beginning of every academic year. A fee may be assessed at this time. Renewal applications for off-campus students under 23 will be assessed as follows:

- Has the student maintained a minimum cumulative GPA of 2.2?
If not, the off-campus student will be required to return to on-campus residential status or reduce their academic load in consultation with the VP: Student Development and VP: Academics.
- Does the student have less than 25 cumulative violation points?
If the student has 25 points or more they will be required to return to on-campus residential status or face a 25% (of tuition) reduction in potential institutional scholarships.

// STUDENT & CAMPUS ACTIVITIES

Student Involvement

Trinity Bible College is primarily an academic institution. For each hour a student is in class, he or she should expect to spend two hours studying. Therefore, students are advised against becoming overly involved in other campus activities.

New Student Orientation

New student orientation is held once at the beginning of each semester. Orientation takes place a few days prior to the start of classes. During this time, students will move into their housing, participate in academic and social activities, and be introduced to current Trinity Bible College administration, student leaders, faculty, and staff.

Athletics

Physical fitness is considered an integral part of the preparation for ministry. As a result, an athletic program consisting of both intercollegiate and intramural sports is available. TBC competes on the intercollegiate level in basketball, football, cross-country, and volleyball. Intramural sports are available for all students. Programs include intramural flag football, basketball, and softball.

Student Government

Student Government (SG) is the executive organization of the student body. Officers are elected each spring for the coming academic year. The SG consists of an executive team combined with 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. Student Government works in tandem with a faculty/staff advisor.

Student Ministries

The primary goal of the Student Ministries program at Trinity Bible College is to glorify God by ministering to both believers and non-believers. However, it also provides the student with the following personal development:

- *Spiritual Gift Discovery*: The student should operate in several different areas of ministry, and thus be better equipped to make an informed choice of a life-long area of service.
- *Call Affirmation*: The student should be able to affirm his or her call to ministry by experiencing actual ministry events and discussing the realities of ministry with those currently involved in ministry.

- *Practical Theology Implementation:* The student should be able to directly apply doctrine and theological reflection to real ministry situations.
- *Skill Development:* The student should develop the necessary skills to minister in today's world.
- *Spiritual Development:* The student should be able to discern that the ability to minister flows from a personal relationship with Jesus Christ and a dependence upon the Holy Spirit.

Every student at TBC who is enrolled in at least 6 academic credits for the semester is required to participate in some area of ministry. Students will be given a grade of "satisfactory" (S) or "unsatisfactory" (U) in Student Ministries for each semester. Students cannot graduate with a grade of "U" in any semester. An "unsatisfactory" credit must be made up in subsequent semesters.

If a student receives an "unsatisfactory" grade in one semester, the student may be subject to suspension from extra-curricular activities - including both intramurals and athletics - until the credit is made up. After two consecutive semesters of an "unsatisfactory" grade, the student may be subject to dismissal from the college.

Fifteen (15) hours of Student Ministries credits are required for each student per semester. These hours must involve at least three different ministry areas. However, more hours may be needed depending on the activity chosen. Paid positions, such as a weekend ministry, may also earn Student Ministry credit and are considered on an individual basis.

Furthermore, students should participate in one of the approved GO Trips (missions trips) for each academic year in which they are enrolled. These trips are organized and led by Trinity faculty and are designed for students to engage in ministry in a cross-cultural context and, depending on the trip, may be taken for academic credit toward their degree. A list of approved trips will be available from Student Ministries. GO Trip participation is in addition to the 15 hours of required Student Ministries credits. Students will only receive an "S" for Student Ministries for the spring semester if they have participated in an approved GO Trip at some point during the academic year.

Students should strive to complete their Student Ministry credit requirements within their prescribed academic track. For example, Youth Ministry majors are encouraged to work with local youth groups as youth leaders, Intercultural Studies majors should seek out opportunities with the Missions Team, etc.

Students should recognize that they are representatives of Trinity during their participation on ministry teams. As such, each student is expected to dress and act accordingly. Students who behave or dress in a manner that is deemed to be inappropriate by the supervisor or the Student Ministries Director will be subject to dismissal from the team and could receive an automatic "unsatisfactory" for the semester.

The following are NOT accepted as Student Ministry credit.

- "Attendance only" as a participant does not qualify (i.e. attendance at a church service, Bible Study, etc.). The student must participate (lead, share testimony, etc.) in order for an event to qualify as a student ministry.
- Travel time, practice time, planning meetings, and prep time do not qualify.
- Doing favors for family members or friends does not qualify (i.e. offering a ride to Aberdeen, sharing food, babysitting, house-sitting, etc.).
- Attendance at a meeting does not qualify.

It is the student's responsibility to be proactive in getting involved in ministry opportunities presented in Chapel and throughout the semester. Examples of acceptable Student Ministry events include, but are not limited to:

- Helping with a Bible class or youth group activity through a church.
- Going along with a church leader on home or hospital visits.
- Preaching
- Guest teaching for a Sunday School class or youth group.
- Helping with children's church.
- Volunteering at a TBC event - such as Campus Clean Up, Community Service Day, Commencement, Banquets, etc.
- Working on a service project organized by a TBC group.
- Volunteering in the local community in places such as a hospital, nursing home, food pantry, etc.
- Volunteering at a community-based non-profit organization, such as Habitat for Humanity, Red Cross, Hospice, etc.
- Leading an organized group Bible study through a local church or other organization.

- Participating on a worship team.
- Serving on a short-term mission trip (as an individual, team, or class).
- Volunteering on a church ministry team (e.g. Sunday School teacher, youth leader, member of choir/worship team, church greeter, nursery worker, children's ministry team, missions committee, etc.).
- Working as a preaching minister, youth minister, worship minister, associate minister, children's minister, or any other church minister.
- Volunteering in the athletic department (consult athletic department).
- Becoming involved in any other approved ministry team on campus (subject to approval by the Student Ministries Director).

For reporting purposes, each student is required to submit Student Ministry Evaluation Forms each semester. Once submitted, the Supervisor Evaluation Form is emailed to the supervisor. These forms are mandatory and the student will not receive credit for the hours without both forms being submitted. These forms are available online. The final forms must be submitted by the Friday prior to finals at the end of each semester.

The Supervisor Evaluation Form is generated through the online submission of the Self Evaluation; therefore, it is imperative that the correct supervisor email is entered on the Self Evaluation Form. A student cannot serve as a supervisor unless they are an approved Student Ministries Leader. Also, a student cannot serve as their own supervisor. It is the student's responsibility to submit the Self Evaluation Form and follow up with each supervisor for their evaluations. Your file will not be considered complete without a supervisor evaluation. The supervisor evaluation must be completed by the Friday before Finals of each semester.

Eligibility for Extracurricular Activities

If students participate in extracurricular activities such as promotional groups, music/drama tour groups, athletic teams, Student Government offices, or ministry teams, they must:

- Maintain the minimum cumulative grade point average 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.)
- Have no past-due school bill or late deferred payments to TBC.
- Conduct themselves in such a way as to remain below 35 cumulative violation points.

// STUDENT SERVICES

Announcements

Time is reserved during Chapel for announcements. Any student can submit an announcement to be made during Chapel. It must be submitted at least 24 hours before it is to be announced. Time and priority will determine which announcements are given. TV screens are available on campus to display announcements. Any student can submit an announcement to be available on the TV. Arrangements can be done through the IT department.

Bulletin Boards

Bulletin boards inform students of various activities and can be located in the Student Life Center. Anything posted on a bulletin board must be approved through the Student Life Office and be endorsed by an initial. No signs or notices should be posted anywhere other than on designated bulletin boards.

Book Store

The Book Store, located in the Student Life Center, offers apparel, literature, select textbooks, office supplies, gifts, and various supplies. Check for posted hours and sales. Book vouchers/allowances can be obtained from Student Accounts and used toward textbooks and related supplies. Vouchers or allowances can be redeemed by ordering textbooks through the bookstore.

Email

When students enroll, they are given access to an email account owned by Trinity Bible College. Students are encouraged to use this service as a form of communication between them and the respective offices around campus. It is important to regularly check your email as it is considered the main form of communication on campus. Students are not permitted to send out "mass emails" - which are emails addressed to the entire student body.

Pastoral Care

For personal and spiritual Pastoral Care: The faculty, 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 Advisement: Each hall is staffed with a Residence Director. Also, RAs 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 Advisement: The academic advisor, the Student Life Office, and various faculty members may be consulted when the student needs vocational counseling.

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.

Laundry

Washers and dryers are available in Kesler, Riffe, 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 RD who will inform Facility Services.

Lost & Found

Items found on campus are to be turned in to the Post Office. Keys and electronic devices are to be turned in to Student Life Office. If items are not claimed after 10 days, they will become property of TBC and will be properly disposed of.

Student Life Center

The Student Life Center (SLC) houses many services for students such as mailboxes, a cafe, a gaming area, a TV room with projector, and a co-ed lounge. In the evening hours, the area is staffed with a Lounge Supervisor to manage the SLC. A variety of games are available on the Mezzanine Level of the SLC.

While enjoying the recreation that the Student Life Center provides, students are expected to behave in a manner that honors persons and property. Furniture is not to be moved at any time. Students are expected to clean up after themselves, and any personal belongings left after hours will be taken to the Lost and Found. Students who do not follow expected behaviors are subject to judicial action.

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 after properly reporting it to the Post Office and Student Accounts. Mail is delivered from the downtown post office and distributed at TBC Monday through Friday. FedEx and UPS pickups are available, but students must have a pre-paid label and they must notify the shipping service performing the pickup. Packages weighing less than 13oz can be shipped from the Post Office via United States Post Office. Students can purchase stamps with cash or check only. In order to receive mail in a timely manner, please use the following address guide:

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

Transportation Rates

If a student is in need of a ride to an airport, bus station, or surrounding city, the following rates are required:

Aberdeen	\$50.00	Jamestown	\$60.00
Bismarck	\$140.00	Fargo	\$140.00
Minneapolis	\$300.00		

In the case of more than one student going to the same location at the same time, cost may be shared between the students. Students must register online with a pick up/drop off form which must be completed at least two weeks prior to requested transportation date. There is no guarantee for rides when a pick up/drop off form is submitted after the two week time period.

Events and Use of Facilities

Any event sponsored by individuals or student organizations must be cleared through the Student Life Office.

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

- Use of classrooms and conference rooms must be approved through Facility Services Department.
- Use of the chapel must be approved through the Student Life Office.
- Use of the gym must be approved through the Athletic Department.
- Use of any Residence Hall lounge must be approved through the RD.
- Use of the cafeteria must be obtained through the Food Service Director.
- Audio/Video equipment must be requested through the Student Life Office.
- Musical instruments must be secured through the Fine Arts Department.
- SLC 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 Office. Only the mission fundraisers done collectively through the missions department are allowed. Individual fundraising is prohibited. Non-school related product salespeople are NOT permitted to solicit or sell on campus. 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 Office declaring intent to sell.
- Storage of products must not infringe upon the reasonable living rights and comfort of roommates, or interfere with hall storage space.
- Door-to-door selling and phone solicitation is prohibited.
- 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.

Cafeteria

Consideration for others while eating in the cafeteria is essential. The cafeteria Food Service Director may elect to refer any particular matter to the Student Life Staff who will review misconduct in the cafeteria. Cafeteria utensils and dispensers are not for student use outside the cafeteria. The cafeteria is open during school hours for students to do homework or lounge. All plates, cups, and silverware need to be placed in the proper area before meal times are over.

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 and the Student Life Office at the beginning of each semester.

Sack Lunch and Special Food Requests

Special food requests and sack lunch requests must be submitted to the Food Services Department with a 2-week notice. NOTE: The Food Services Department is not obligated to fulfill requests

Cafeteria Hours of Service: (Schedule is subject to change.)

Monday – Friday

Hot Breakfast: 7:30-8:30 a.m.

Continental Breakfast: 7:00-9:00 a.m.

Lunch: 11:00-1:00 p.m.

Supper: 5:00-6:30 p.m.

Weekends

Saturday Brunch: 10:30 a.m.-12:00 p.m.

Saturday Supper: 5:00-6:00 p.m.

Sunday Lunch: 12:00-1:30 p.m.

Sunday Supper: 5:00-6:00 p.m.

The cafeteria is closed during fall break, Thanksgiving break, winter break, spring break, and Easter break. Snow days or canceled days will be announced and will follow weekend/holiday schedule.

// JUDICIAL PROCESS

When a student chooses to violate TBC standards, it may become necessary for the College to act judicially. Judicial action may be initiated against students for violations which arise either on or off campus. 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.

Accountability to One Another

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. In addition, an incident report should be submitted to the Student Life Office.

Violations and Points

A student found responsible for violating College policy is assigned points according to the table of violations provided. All violations and points remain on a student's record for the duration of their time at Trinity. Judicial action against a student is based upon the points accumulated during the last two completed semesters of the student's enrollment and also includes points issued in the current semester.

Official Notification in Writing

Students will be formally notified, in writing, of Judicial Action in the form of a call-in, warning, points issued, fine, notice to appear, or any other critical information through either of our official communication mediums:

- The student's on-campus mailbox
- The student's trinitybiblecollege.edu email inbox

If a notice is served to either of the above, the student will be regarded as officially notified.

Below is a list of how points are issued. The VP: Student Development or Executive VP reserve the right to adjust or remove the points issued for any violation depending on mitigating factors. Students are permitted to check their total points accumulation at the Student Life Office during office hours:

Violation Points

Commission of a felony	100
Witchcraft or occultist activity.....	75
Life threatening behavior or language	75
Use or position of drugs.....	75
Refusal to submit to a drug and/or alcohol test.	75
Sexual misconduct	up to 75
Commission of a misdemeanor	60
Sexual harassment.....	50+
Possession of or consumption of alcohol.....	50+
Vandalism	45+ restitution
Non-sexual harassment.....	45+
Acts or association with racism.....	45
Possession or record of use of pornography	45
Gambling.....	35
Emergency equipment tampering	35
Association with drugs or alcohol	30+
Possession or use of tobacco.....	up to 30
Theft/Unauthorized borrowing	30+
Hazing	30+
Academic dishonesty.....	30
Improper personal contact.....	30

Opposite sex visiting alone.....	30
Safety/security violation.....	30
Key Misuse.....	30
Aggressive physical behavior (shoving, punching, fighting) 25+	25+
Carrying unauthorized weapons.....	25+
Threat to do bodily harm.....	20
Self harm.....	20
Property abuse.....	15+Restitution
Deception.....	15
Disrespect.....	15
Off limit areas (including opposite sex residential rooms) ...	15
Storage of unauthorized weapons.....	15
Entering or exiting through a window and/or removal of screen.....	15
Unauthorized room change.....	15
Check in/out procedure violation.....	15
Inappropriate couples conduct.....	10
Online activity/social media violation.....	10
Unauthorized relocation of furniture, fixtures and fittings.....	10
Unauthorized visitor in residences.....	10
Fireworks/open flame.....	10
Inappropriate language.....	5+
Inappropriate behavior.....	5+
Entertainment violation.....	5
Technology violation.....	5
Sign out violation.....	5
Unapproved pets.....	5
Unapproved appliance in residence.....	5
Room duties incomplete.....	3
Distracting or disruptive behavior in class/chapel.....	3
Dress infraction.....	3
Curfew violation (for every 30 minutes).....	3
Mandatory meeting absence.....	3
Unanswered call slip.....	3
Quiet hour disturbance.....	3
Vehicle violation.....	3
Trash disposed of incorrectly.....	3
Horseplay/practical jokes.....	2+ Restitution
Chapel absence (or 3 tardies).....	1

Points Accumulation Thresholds

- Students under age 23 with 30 or more points are ineligible to apply for off-campus residency.
- Residential students with 25 or more points are not allowed the privilege of late night sign-out during the weekend.
- Students who have petitioned and been granted special permission to live off-campus but accumulate 25 or more points will be unable to renew their off-campus status.
- Students with 35 or more points will be ineligible to participate in extracurricular activities.
- Off-campus students with 50 or more points may be suspended.
- No student will be allowed to graduate from Trinity with a points accumulation of 50 or more.
- Students with 75 or more points will lose existing institutional scholarships, become ineligible for future institutional scholarships, and may be suspended.
- A student who reaches 100 points will be dismissed.

In addition, Pack Your Bags students are also subject to the thresholds listed in the Pack Your Bags guidelines.

Scholarship Policy Points Thresholds

- A student with 20-29 violation points will have his/her total Trinity scholarship award decreased by 10%.
- A student with 30-39 violation points will have his/her total Trinity scholarship award decreased by 25%.

- A student with 40-49 violation points will have his/her total Trinity scholarship award decreased by 50%.
- A student with 50 or more violation points will not be eligible for any Trinity scholarship award.

Judicial Procedure

College Administration, Student Life Staff, Resident Assistants, Lounge Supervisors, Athletics Coaches, Professors and other personnel are all empowered to issue points up to a maximum of 20 per incident. Any violation warranting the issue of more than 20 points must be reported to VP: Student Development using an incident report. All such incidents will be investigated before points are issued.

Every incident can be investigated or reviewed on the following criteria:

- The severity of the violation
- The context of the incident
- A history of prior conduct while attending TBC
- Whether it was a “Come-In” or a “Call-In” situation

A “Come-In” situation is when a student quickly and voluntarily seeks out his or her respective Resident Director or the VP: Student Development and is genuinely repentant, wishing to voluntarily discuss his or her violations. This may reduce the amount of points issued to a student. A “Call-In” situation 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 a 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 and our agreed upon community standards.

Student Life Committee

The VP: Student Development reserves the right to convene a Student Life Committee to provide advice, counsel, and accountability when investigating incidents and ratifying, adjusting, or issuing points.

The Student Life Committee consists of the VP: Student Development, and any selection of:

- College Administrators
- Student Life Administrative Assistant
- Resident Directors
- Athletic Coaches
- Student Ministries Director

The student in question has the right to ask the following people attend the Student Life Committee meeting where the relevant incident is discussed:

- A staff member, faculty member, or student advocating for the student.
- Up to three members of the college community who can bear witness in relation to the incident.

The judicial actions of the Student Life Committee will be final unless an appeal is lodged by the student. The Student Life Committee reserves the right to refer cases to the Judicial Committee.

Judicial Committee

The Judicial Committee exists to meet under the following circumstances:

- When an incident leads to a student’s total accumulation of 50 points or more (for off-campus) or 75 points or more (for residential).
- When a student appeals against a decision made by the Student Life Committee. (Decisions involving the issuing of less than 20 points are not eligible for Judicial Committee consideration unless the accumulation of points amounts to 50/75 points or more.)
- When an incident has placed a student at risk of suspension or dismissal.

The VP: Student Development is responsible to call for a Judicial Committee meeting. The Judicial Committee will review the student’s case and the findings of the Student Life Committee. The Judicial Committee can elect to have the student in question appear before them to answer further questions.

The composition of the Judicial Committee will be as follows:

- VP: Student Development

- Optional inclusion of any member of the Student Life Staff who can give first hand testimony in relation to the case being heard
- Either the Executive VP or VP: Academics (may serve as chairperson)
- Faculty member from the Bible Ed. Department (may serve as chairperson)
- One member of the Administration, Staff, or Faculty selected by the student in question
- Optional inclusion of a Faculty member skilled in psychology or counseling (not eligible to vote to elect chairperson)

A secretary appointed by the chairperson may be present at the appeal hearing but will not be considered part of the Judicial Committee.

The expectations of the Judicial Committee are:

- When an incident leads to a student accumulating 50 (off-campus) or 75 (residential) points or more, to ratify or suggest a reduction or removal of the points related to the incident.
- In the event of an appeal, to uphold or recommend an alternative to the decision of the Student Life Committee.
- When an incident places a student at risk of suspension or dismissal, to make a formal proposal as to whether the student should be suspended, dismissed, or to define conditions under which the student would be allowed to remain at TBC.

Conduct Contract

If a student's conduct requires, a Conduct Contract will be drawn up, discussed, and agreed upon by Student Life Staff and the student in question. Once signed, the contract will be in effect until the review date. Contracts may contain requirements regarding church attendance, counseling, accountability, community service, restrictions on athletic competition, resignation from student leadership, and loss of ministry travel. Suspension and even dismissal are possible if a student fails to adhere to the terms of an active Conduct Contract.

Community Service

When appropriate, the terms of a Conduct Contract will include Community Service hours. The Contract will state the nature of the work, the work supervisor, and the time frame in which the work needs to be complete. This cannot be combined with extra work at your regular work assignment. If Community Service is not finished within the stated time, judicial action may advance to the next level.

Being "Campused"

The VP: Student Development may place a student on a "campus" status as part of a Conduct Contract. "Campused" means a student is restricted to the campus at all times. This includes assigned seating in chapel, attendance at Sunday services, etc. Campus status affects the student in the following areas for the duration of such status: any tours, other off-campus activities, Student Ministries, and intercollegiate sports competition.

Suspension

When a student is suspended, he or she will be required to withdraw from TBC for a specified period of time. This action is recorded on the student's transcript. 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 by the VP: Student Development. All students granted permission to return after a suspension will complete a probationary period.

Dismissal

In the case of dismissal, all remaining scholarships are revoked, student activity involvements and athletic team participation ceases. 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 VP: Student Development or Executive VP. Students placed on dismissal status may not be allowed to reapply to Trinity Bible College.

Students Rights

The College recognizes that respect for all individuals includes 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:

- Rumors: The student has the right to be informed of any rumors about him or her that come to the attention of the College.
- Innocence: The student has the right to be presumed innocent until proven guilty.
- Equality: The student has the right to have all College guidelines applied equally to all students.
- Notification: The student has the right to be notified of any judicial action by the College in writing and/or in person.
- Clarification: The student has the right to be informed of non-confidential matters pertaining to the judicial action.
- Access of Information: The student has the right to read all non-confidential information contained in his or her College records and files.
- Testimony: The student has the right to provide his or her side of the story. A student may choose to ask for testimony of others.
- 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).
- Appeal: The student has the right to appeal a judicial action enacted on him or her by the College.
- 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 or informed of confidential information related to a student.

Appealing Disciplinary Points

A student can appeal disciplinary points awarded to them within two weeks of the issue date but submitting an appeals form to the VP: Student Development.

Making an Appeal

Any student seeking to appeal a judicial action enacted on him or her must submit a one-page formal written explanation of the situation and a reason for the appeal to the Judicial Committee via the VP: Student Development within 24 hours of the applicable judicial action.

The appeal should be based upon one or more of the following:

- The student did not commit the act(s) that led to the judicial action
- The judicial action is not appropriate for the act(s) committed
- Specified procedures have not been followed in the judicial process with the student

Any additional information pertaining to the incident must be submitted with the appeal. The student shall meet with the VP: Student Development to discuss the appeal. Requests to postpone any immediate consequences of judicial action, pending the appeal, will be considered case by case. The VP: Student Development shall refer the appeal to the Judicial Committee within three days with any additional information pertaining to the matter in question. The formal proposal of the Judicial Committee in response to the appeal will be adhered to.

Appeal Hearing

Rules governing the Judicial Committee appeals hearing include the following:

- The members of the Judicial Committee will elect, by simple majority, an eligible chairperson from amongst their members.
- The student is given at least 24-hour notice, in writing, in person, or by phone, prior to the hearing.
- The chair of the Judicial Committee 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.
- Only members of the College community may be present during any part of the appeals hearing.
- 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 and any other individuals deemed appropriate by the chair may be present.
- All parties are assembled and introduced.
- The VP: Student Development will present all evidence on behalf of the College. During this phase of the appeals hearing, the committee members may ask questions for clarification.
- The student may respond to the evidence presented or remain silent.

- The student may then present his or 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.
- Following all questions, designated parties are dismissed. Committee members will then deliberate and review all information presented.
- 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 consequences of the original judicial decision.
- The decision of the Judicial Committee serves as a recommendation of judicial action to the VP: Student Development. This decision is to be placed in writing and given to the student.
- The student will receive notification of the decision in a timely manner.

In the case of an appeal, any member of the Judicial Committee (excluding the VP: Student Development) who has previous knowledge or has been involved in any way with the initial judicial action will remove himself or herself from the Judicial Committee and a designee will be appointed for that hearing.

Final Court of Appeal

In the unlikely event that the response or recommendations of the Judicial Committee fail to bring resolution to a judicial issue, the Final Court of Appeal will be invoked by the Judicial Committee Chairperson or the student in question. This Court consists of: the President, Executive VP, VP: Student Development, VP: College Relations, VP: Academics, and a Faculty Representative. The Final Court of Appeal, chaired by the President, will review the transcript of the appeals hearing and reserves the right to make a final decision on the matter based on recorded testimony. Alternatively, the Final Court of Appeal will meet with the student, review the details of the investigation, and hear the student's final appeal before making a final decision on the issue. The student may be accompanied by the same TBC community advocate who was present at the Judicial Committee meeting. The decision of the Final Court of Appeal will be final; the student will have exhausted the appeals process.

Grievance Policy

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 or her educational experience and spiritual development. If you would like help with this, see any Student Life Staff member. Most conflict and disagreements can be resolved on this level.

Principles to Remember

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."*

Guidelines

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 or 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 VP: Academics.
2. If a student has a grievance against another student or in matters of student life, he or she should try to settle the matter privately. If this cannot be done, the student may take the complaint to the respective Student Life Staff person or VP: Student Development.
3. If a student has a grievance against the College, he or she has elected class or student officers (Student Government) to represent him or her to the Administration.
4. If students have a serious grievance, have followed the previous guidelines, and are not satisfied with the results; they may:
 - Obtain a Student Grievance Form from the Student Life Office.
 - Fill out the form, sign their name, and return it to either the VP: Student Development or VP: Academics.
 - They will normally receive a preliminary response within one week.
 - Trinity Bible College will take all reasonable steps toward the solution of any legitimate grievance.

// STUDENT FINANCIAL COMMITMENT

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 must meet with the Student Accounts Manager prior to beginning attendance in any class. A mutually agreed upon payment plan, between the student and TBC, will be developed at that time.

Trinity Bible College's policy is that students will not receive grade reports or copies of their official transcripts until satisfactory arrangements have been made to meet any obligations incurred with any department of the college.

Student Accounts

The Student Accounts Office oversees the billing and receipt of payment for the following:

- Tuition & Fees
- On-campus Housing
- Meal Plan
- Property Damage Charges

Unpaid Balances

After the last day of classes, any student with an unpaid balance on their Student Account has just 10 days to make their full payment. If a student is unable to pay in full, a payment plan must be in place with the Student Accounts Manager.

Any student not fulfilling this requirement will be:

- Dropped from future registration and considered as not returning. This will result in triggering of the grace period to begin for any student loans that have been borrowed.
- Reported as having a past due debt with Credit Bureau.
- Referred to a Collections Company within 120 days of no payments.
- Unable to receive an official transcript.

Students who do not fulfill the terms of their payment plan will also be subject to the items listed above.

// STUDENT ACCOUNTS & BUSINESS OFFICE

Deferred Payment Plan

If students wish to defer a portion of their school bill, they must do so before classes begin. Students are expected to make payments on time and to pay all fees. Students who fail to do so may be suspended from school. To participate in the Deferred Payment Plan, an initial payment of one third of the balance must be paid by the first day of classes. A \$75.00 fee will be added to the initial payment. Subsequent payments for fall semester 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 Service

Checks for up to \$50.00 may be cashed in the Student Accounts Office. 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/Travel 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/credit card/travel card from the Business Office. The appropriate faculty, staff, and administrator must sign the advance request form and the form must be returned to the Business Office by Wednesday at 4:00 p.m. prior to the date needed.

After receiving a cash advance/credit card/travel, 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 Office) and return it with the receipts no later than three days after completing the purpose. If money is left over, it must also be returned to the Business Office.

Federal Work Study Program

Federal Work Study (FWS) is a federally subsidized program designed to provide jobs on campus for students. Ideally, a student is to work in a position that is related to his or her area of study.

The government requires that a certain percentage of our positions be “community service” positions. Library, Reading Tutors, ASC, and many other positions qualify as community service. The Financial Aid Office oversees the FWS program and keeps track of each student’s award. For more information, please contact the Financial Aid Office.

// NETWORK ACCESS POLICY (REVISED AUGUST 6, 2010)

Preamble

Please read the following policy carefully. 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.

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.

Network 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 advertising 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;
- Operating 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;
- Using 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, 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.

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.

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 his or her 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 his or her password to another person will be held responsible for any improper actions committed under that login.

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.

Personal Computers
It is 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.

Limitation of Liability
TBC will not be liable for any damages a student 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 the college's 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.

// 2016-2017 TBC ACADEMIC CALENDAR

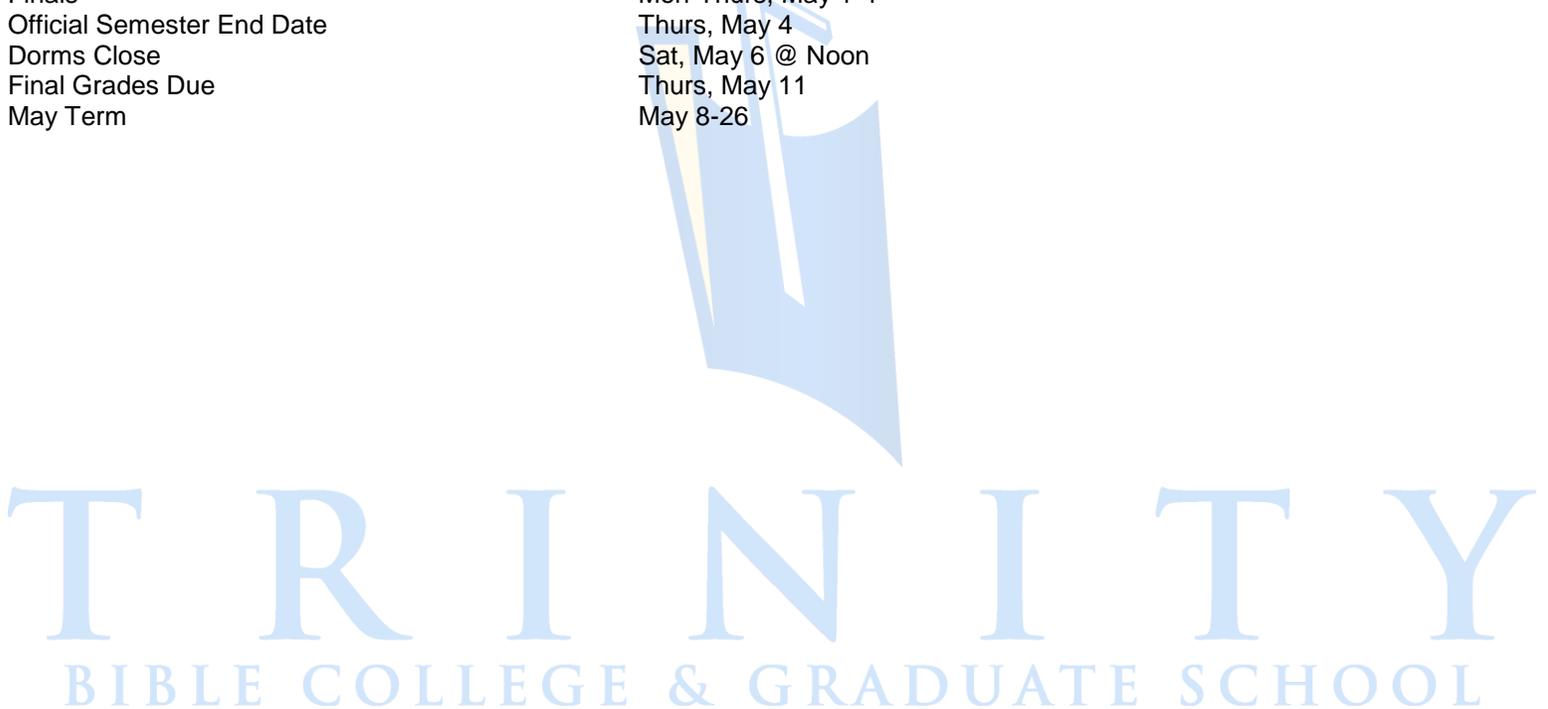
Fall Semester 2016

New Student Orientation & Registration	Sat-Tues, Aug 20-23
Returning Student Registration	Mon-Tues, Aug 22-23
First Day of Classes	Wed, Aug 24
Graduate Session #1	Mon-Fri, Aug 22-26
Last Day to Add/Drop without a Record	Fri, Sept 2
Labor Day-No Classes	Mon, Sept 5
Go Week	Mon-Fri, Sept 19-23
Midterm Grades Due	Mon, Oct 10
START Conference	Tue-Fri, Oct 11-14
Last Day to Withdraw from a class with W Status	Fri, Oct 14
Fall Break-No Classes	Thurs-Fri, Oct 20-21
Classes Resume	Mon, Oct 24
Graduate Session #2	Mon-Fri, Nov 14-18
Last Day to Withdraw from a Class for Any Reason	Wed, Nov 16
Thanksgiving Break-No Classes	Wed-Fri, Nov 23-25
Last Day of Classes	Fri, Dec 2
Finals	Mon-Thurs, Dec 5-8
Dorms Close	Sat, Dec 10 @ Noon
Extreme Week	Mon-Fri, Dec 12-16

Official Semester End Date	Thurs, Dec 16
Semester Final Grades Due	Wed, Dec 14
Extreme Week Grades Due	Mon, Jan 16, 2017

Spring Semester 2017

Orientation & Registration	Thurs-Sun, Jan 5-8
First Day of Classes	Mon, Jan 10
Martin Luther King Jr. Day – No Classes	Mon, Jan 16
Last Day to Add/Drop without a Record	Wed, Jan 18
Graduate Session #3	Mon-Fri, Feb 27-Mar 3
Midterm Grades Due	Mon, Mar 6
GO Trip Week	Mon-Fri, Mar 6-10
Last Day to Withdraw from a class with W Status	Fri, Mar 10
Spring Break- No Classes	Mon-Fri, Mar 13-17
Classes Resume	Mon, Mar 20
Last Day to Withdraw from a Class for Any Reason	Wed, April 12
Easter Break-No Classes	Fri-Mon, Apr 14-17
Classes Resume	Tues, Apr 18
Graduate Session #4	Mon-Fri, April 24-28
Last Day of Classes	Fri, April 28
Graduation Commencement	Sat, April 29
Finals	Mon-Thurs, May 1-4
Official Semester End Date	Thurs, May 4
Dorms Close	Sat, May 6 @ Noon
Final Grades Due	Thurs, May 11
May Term	May 8-26



TRINITY
BIBLE COLLEGE & GRADUATE SCHOOL