



BOSTON BAPTIST COLLEGE

Student Handbook

2023-2024

Approved by the Board of Trustees on

Approved by the President on

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SECTION 1

Institutional Foundations

1.1 — Introduction to Institutional Foundations

This is the official Boston Baptist College *Student Handbook*. Please read this handbook as soon as possible to understand and follow the contents of this campus handbook. Attendance at Boston Baptist College is a privilege which may be forfeited by any student who does not conform to its regulations and policies or adjust himself/herself to its environment.

Boston Baptist College may alter, amend or rescind its rules or regulations when necessary. The procedures and guiding principles are to be recognized by each student in order to promote and maintain a college community which glorifies Jesus Christ.

1.2 — Community Covenant

Community

We commit ourselves, as a community of Jesus Christ's disciples - the Boston Baptist College family and students - to voluntarily and lovingly live and work together to our Lord's glory and to the advancement of His Kingdom by accomplishing our college mission.

Spiritual Health

We commit ourselves to the maintenance of our personal spiritual disciplines and our unshakable emphasis on church life and world evangelism, as the foundations on which all of our in reactions find eternal meaning and practical value.

Restoration

We commit ourselves, under the authority of Scripture, to happily yet solemnly nurture an environment of love, kindness, and grace, where words are true and intents are noble, where forgiveness, resolution, and restoration are normative - knowing that all we say and do is done in the presence of Him who willingly suffered for our sins.

Excellence

We commit ourselves to honor God-ordained authority, and specifically within our community, we seek to honor God's calling on each of us, by fulfilling our roles with excellence, as an offering of love to our Savior.

Integrity

We commit ourselves, in both thought and action, in public and private, to the relentless embrace of integrity, honesty, purity, modesty, and industry, with self-discipline always as the primary catalyst to sustain these virtues, and gratitude as the environment in which these virtues flourish.

Stewardship

We commit ourselves to the reality that we are God's stewards individually and collectively, and so in all matters - moral, financial, academic, physical, social, and spiritual - we demand no less of ourselves than excellence and mutual encouragement - Knowing that the day is soon coming when all that is done will be laid at the feet of Jesus.

1.3 — Accreditation Information



Boston Baptist College (BBC) is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org], having been awarded Reaffirmation II of its Accredited Status as a Category II institution by the TRACS Accreditation Commission on November 8, 2011. This status is in force through December 31, 2022. TRACS is an institutional accretor recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).



Boston Baptist College is approved by the Massachusetts Department of Higher Education.



Member: Council for Higher Education Accreditation (CHEA)

AICUM Association of Independent
Colleges & Universities in Massachusetts

Member: Association of Independent Colleges and Universities in Massachusetts (AICUM)

1.4 — Statement of Faith

Of The Atonement For Sin

We believe that the salvation of sinners is wholly of grace through the mediatorial offices of the Son of God, who by the appointment of the Father, freely took upon Him our nature, yet without sin, honored the divine law by His personal obedience, and by His death made a full and vicarious atonement for our sins; that His atonement consisted not in setting us an example by His death as a martyr, but was the voluntary substitution of Himself in the sinner's place, the Just dying for the unjust, Christ the Lord, bearing our sins in His own body on the tree; and that, having risen from the dead, He is now enthroned in heaven and uniting in His wonderful person the tenderest sympathies with divine perfection. He is in every way qualified to be a suitable, compassionate, and an all-sufficient Savior.

Of The Grace In The New Creation

We believe that in order to be saved, sinners must be born again, that the new birth is a new creation in Jesus Christ; that it is instantaneous and not a process; that in the new birth the one dead in trespasses and in sins is made a partaker of the divine nature and receives eternal life, the free gift of God; that the new creation is brought about in a manner above our comprehension, not by culture, not by character, nor by the will of man, but wholly and solely by the power of the Holy Spirit in connection with divine truth, so as to secure our voluntary obedience to the Gospel; that its proper evidence appears in the holy fruits of repentance and faith and newness of life.

Of Freeness of Salvation

We believe in God's electing grace; that the blessings of salvation are made free to all by the Gospel; that it is the immediate duty of all to accept them by a cordial, penitent, and obedient faith; and that nothing prevents the salvation of the greatest sinner on earth but his own inherent depravity and voluntary rejection of the Gospel; which rejection involves him in an aggravated condemnation. We believe the Savior, by His atoning work and through His Gospel, gave hope to every member of the human family.

Of Justification

We believe that the great Gospel blessing which Christ secures to such as believe in Him is justification; that justification includes the pardon of sin and the gift of eternal life on principles of righteousness; that it is bestowed not in consideration of any works of righteousness which we have done; but solely through faith in the Redeemer's blood. His righteousness is imputed unto us.

Of Repentance And Faith

We believe that repentance and faith are solemn obligations, and also inseparable graces, wrought in our souls by the quickening Spirit of God. Thereby, being deeply convicted of our guilt, danger, and helplessness, and of the way of salvation by Christ, we turn to God with unfeigned contrition, confession, and supplication for mercy, at the same time heartily receiving the Lord Jesus Christ and openly confessing Him as our only and all-sufficient Savior.

1.4 — Statement of Faith (cont.)

Of The Church

We believe that a Baptist church is a congregation of baptized believers associated by a covenant of faith and fellowship of the Gospel; observing the ordinances of Christ; governed by His laws; and exercising the gifts, rights, and privileges invested in them by His Word; that its officers of ordination are pastors or elders, whose qualifications, claims, and duties are clearly defined in the Scriptures. We believe the true mission of the church is found in the Great Commission: first, to make individual disciples; second, to build up the church; third, to teach and instruct as He commanded. We do not believe in the reversal of the order. We hold that the local church has the absolute right of self-government, free from the interference of any hierarchy of individuals or organizations; that the one and only Superintendent is Christ through the Holy Spirit; that it is scriptural for true churches to cooperate with each other in contending for the faith and for the furtherance of the Gospel; that every church is the sole and only judge of the measure and method of its cooperation; and that on all matters of membership, policy, government, discipline, or benevolence, the will of the local church is final.

Of Baptism And The Lord's Supper

We believe that Christian baptism is the immersion in water of a believer, in the name of the Father, of the Son, and of the Holy Ghost, with authority of the local church, to show forth in a solemn and beautiful emblem our faith in the crucified, buried, and risen Savior, with its effect in our death to sin and resurrection to a new life, that it is prerequisite to the privileges of a church relation and the Lord's Supper; in which the members of the church by the sacred use of bread and wine are to commemorate together the dying love of Christ; preceded always by solemn self-examination.

Of Genuine Saving Faith And Eternal Security

We believe that such only are real believers as have placed saving faith in Christ; that a special Providence watches over their welfare; that they are kept by the power of God through faith unto eternal salvation; and that the grand mark which distinguishes them from superficial professors is spiritual fruit produced as they abide in Christ.

Of The Righteous And The Wicked

We believe that there is a radical and essential difference between the righteous and the wicked; that such only as through faith are justified in the name of the Lord Jesus, and sanctified by the Spirit of God, are truly righteous in His esteem; while all such as continue in impenitence and unbelief are in His sight wicked, and under the curse, and this distinction holds among men both in and after death, in the everlasting felicity of the saved and the everlasting conscious suffering of the lost.

Of Civil Government

We believe that civil government is of divine appointment for the interest and good order of human society; that magistrates are to be prayed for and conscientiously honored and obeyed except only in things opposed to the will of our Lord Jesus Christ, who is the only Lord of the conscience and the coming Prince of the kings of the earth.

1.4 — Statement of Faith (cont.)

Of The Resurrection And Return Of Christ And Related Events

We commit ourselves to the historical, grammatical interpretation of the Scriptures that verify the literal, bodily resurrection of Jesus Christ from the grave. We also affirm that He ascended "to the right hand of the throne of God;" that He alone is our "merciful and faithful high priest in things pertaining to God." (Luke 24:36-42; John 20:24-29). We believe that the Bible is clear that the next event on the prophetic timetable is the Rapture of the saved (1 Thessalonians 4:13-18). This is the "Blessed Hope". We believe the Lord's coming to be imminent. (I Corinthians 15:51-58; John 14:1-4; Titus 2:11-14). We believe in a pre-tribulation Rapture of believers, and a premillennial return of Christ to the earth to establish His Kingdom.

Of Missions

We believe that the command to give the Gospel to the world is clear and unmistakable, and this commission was given to the churches.

Of The Grace Of Giving

We believe that God's method of financing His earthly work of spreading the Gospel to all nations is tithes and offerings of His people; that it is to be given to the Lord through the care of the churches; and the support of the ministry is by His local church or storehouse to be distributed as directed by the leadership of the Spirit as the need arises; that the time to tithe is the first day of the week; that everyone is accountable to the Lord for one-tenth of the income; and that tithing was instituted long before the law was ever given and was practiced by the early church.

1.5 — Non-Discrimination Policy

Boston Baptist College is committed to a policy of nondiscrimination in matters of admission, employment, and housing, and in access to and participation in its education programs, services, or activities. No person shall be discriminated against on the basis of race, color, national or ethnic origin, age, gender, veteran status, or disability.

SECTION 2

Academic Policies & Procedures

2.1 — Introduction to Academic Policies & Procedures

The following policies & procedures outline the academic process for students of Boston Baptist College. Boston Baptist College is dedicated to providing quality academics to its students and encouraging them to pursue Biblical scholarship in service to Jesus Christ.

2.1.1 — Application & Admissions Policy

In order to attend Boston Baptist College, you must first fulfill the admissions requirements set by our trustees. This process begins with the completion of an application form, a satisfactory recommendation from your pastor, a medical form, an official high school transcript (sent directly from the school to us), and a copy of your ACT or SAT scores. If you have previously attended college, an official transcript (sent directly from the college to us) is required. Additional information may be required in some instances.

Once this is all complete and you have been formally accepted as a student, the next step is to register. You may call our office to schedule a time for this purpose. The courses that you choose must be verified on Registration Day. Attendance at Registration is required for all students - both new and returning. Remember that pre-registration, when available, may save you money and also allows for advanced planning for you and the college. A time for pre-registration may be offered each semester. A complete description of all admissions policies can be found in the *Academic Catalog*. If you have any further questions, contact the Office of Admissions for assistance.

2.1.2 — Programs

It is our goal to provide as much flexibility as possible. All of our programs emphasize Biblical studies and branch out from that focus. Listed below are the two programs that you may select from:

- Bachelor of Biblical Studies (with one of the following minors):
 - Biblical Counseling
 - Business
 - Church Ministries
 - Cross-Cultural Ministries
 - Education
 - History
 - Music
 - Pastoral Ministries
 - Youth Ministries
- Associate in Science in Biblical Studies

2.2 — Course Policies

2.2.1 — Course Selection

Most students ask, at some point, how to determine which courses to take in any given semester. We suggest the following steps for best results.

2.2.2 — Course Load

There is no universal answer for what exemplifies a normal course load. At Boston Baptist College we have some guidelines to try to help you answer this question for yourself. Your own skills, maturity level, workload, and other relevant criteria should be carefully considered. Review the following guidelines for assistance.

- The Academic Advisement Office will advise you regarding your course load.
- The “normal” course load for a full time undergraduate student is 12 to 16 credit hours per semester.
- If you must work more than 20 hours per week, or if you struggle academically, you should limit your course load accordingly.
- You may need to enroll for one or more semesters as a part-time student (less than 12 credit hours) if you cannot handle a full-time load. Remember that eligibility for insurance and some assistance programs, especially federal financial aid, may be affected by part-time status.
- If you take more classes than you can handle, reduce your class load before the published drop date so your permanent record is not harmed. Low GPA's result in academic warning, suspension, or probation. You must have a GPA of at least 1.25 during your freshman year and 1.75 during the sophomore year to avoid academic penalty. After that, you must have at least a cumulative GPA of 2.00 and a semester GPA of 2.00 to avoid such penalties as well.

2.2.3 — Cross-Registration Policy

Cross Registration can be comprised of: AP (Advanced Placement), CLEP (College Level Examination Program), and pre-approved courses at another institution. Pre-approved course work must meet the following criteria:

- The course has advanced material not normative to Boston Baptist College course offerings.
- The course is unavailable through Boston Baptist College within the duration of the student's projected program.
- The course is compatible with the mission statement and educational objectives of Boston Baptist College.
- The course is pre-approved, through petition, by the Academic Committee (courses not pre-approved may not be transferred).

2.2.4 — Repeating Courses

You may repeat a class taken at Boston Baptist College if you wish to improve your academic standing or if you simply desire to gain greater mastery of the course content. Certain procedures must be followed to repeat a class:

- Write the word “retake” beside the course code on your academic advisement form. Your academic advisor must approve this.
- The subsequent grade (grade from the repeated class) will be applied toward your cumulative GPA regardless of its comparison to the original. Therefore, even if you make a lower grade on the repeated class, that grade is the one that will count toward your GPA.
- Only letter grades of A, B, C, D, or F in the subsequent course will activate this repeat policy. For example, if you were to drop the repeated class during the drop/add period, your grade report would show a “W” on the subsequent class and the grade earned in the original class would remain unchanged. The changing of a grade from a prior semester because of the repeat policy will not affect your academic standing for that semester.
- Academic standing can only be changed because of a grade reporting error.
- When a letter grade is earned (see #3) in a repeated class, the grade from the original class will automatically be changed to an “R”. The “R” will remain on your permanent record to show that the class was retaken, but it does not affect your GPA.
- No class may qualify for the repeat policy after the student has graduated.
- The Academic Office reserves the right to limit the number of courses that may be retaken by a student at Boston Baptist College.

2.2.5 — Adding/Dropping Courses

The best time to change a course is on registration day for the semester in question. This must be done with the knowledge and approval of your academic advisor, and some changes may also require approval from the Academic Office. Once the semester has begun, the procedure for changing a class is as follows:

Adding a Course

- Go to your advisor and ask for an “Add” form.
- Fill the form out completely. This includes getting the approval and signature of your academic advisor. Your advisor will return the form to the Academic Office.
- A fee will be assessed in accordance with the current year’s fee schedule.
- Only after this process is complete will you be officially added to the new class.

Note: No one may add a class after the second week of the course.

2.2.5 — Adding/Dropping Courses (cont.)

Dropping a Course

- Go to your advisor and ask for a “Drop” form.
- Fill out the form neatly and completely. This includes getting the approval and signature of your academic advisor.
- After all required signatures have been obtained, your advisor will return the form to the Academic Office.
- A fee will be assessed in accordance with the current year’s fee schedule.
- You will not be officially dropped from a class until this form is completed and returned to the Registrar. If you allow excessive absences to accumulate before the entire process is completed, the college attendance policies will be applied. It is the sole responsibility of the student to know and comply with these policies.
- The following fee schedule applies to each dropped class:
 - Week 1-2 — Drop fee according to the current fee schedule
 - After week 2 — The entire cost of the course is charged

Note: No class may be dropped after the official drop date of the semester. An F will be posted to your permanent record for any class you stop attending after the official drop date. So, if you’re going to drop a class, do it before the published drop date for that semester. Each semester, the drop and add deadlines are posted on CIS.

2.2.6 — Due Process & Right to Appeal

Any student at Boston Baptist College can appeal academic issues.

- Go to the professor first if the question concerns an issue with an individual course or professor.
- Obtain an academic petition from your advisor or the Campus Info System and turn it in to the Academic Office.
- The Academic Committee will rule on your petition.
- Any perceived violation of policy may be petitioned to the Office of the President, but only after the Academic Committee has finished its complete consideration.

2.2.7 — Transfer Credits

Credits will be formally evaluated for transfer after a student has applied, paid an application fee, and sent official transcripts. There are three basic requirements to transfer credits from other accredited colleges and universities to Boston Baptist College:

- You must have official copies of your transcripts sent directly to the Academic Office at Boston Baptist College.
- You must have received a grade of “C” (2.0 on a 4.0 scale) or higher for the course to transfer.
- The course must be compatible with Boston Baptist College curriculum requirements.

2.2.8 — CLEP & AP Courses

Students may submit CLEP and AP courses. CLEP and AP courses are considered general equivalence ONLY for 100 level courses. We will not consider English Composition as equivalent to ENGL 111 or ENGL 151. We will consider Freshman English Composition as equivalent to ENGL 111 or ENGL 151 only if the essay portion is completed. There is no CLEP for ENGL 212. CLEP tests must be taken before a student reaches junior status. All CLEP tests must be pre-approved by the Academic Committee upon the submission of an academic petition. Failure to obtain prior approval may result in the credits not being applicable for program requirements.

2.2.9 — Course Submissions

All work submitted for course credit must contain the student's name.

2.2.10 — Program Restriction on Outside Courses

Any student enrolled in a program at Boston Baptist College must submit an academic petition to the Academic Committee requesting permission to take a CLEP test or a course at any institution other than Boston Baptist College. Along with the petition, the student must submit a complete course description and information about the institution offering the course work. Failure to obtain prior approval will mean that the coursework at the other institution will not be eligible for use toward program requirements.

2.3 — Classroom Policies

2.3.1 — Electronic Devices

Laptop computers & other electronic devices may be used in the classroom at the prerogative of the professor. You must receive permission from each individual professor to use your mobile device for Bible searches and overall use. Any texting or messaging during class remains against school policy and will be dealt with in accordance with stated policy.

There are some times when having a hard copy of the Bible is the most appropriate so there will be no electronic media allowed during chapel. Appropriate consequences are found under the discussion of Community Living/Demerits and Fines.

2.3.2 — Class Rosters

If you attend class and your name does not appear on the professor's roster, it means that a problem has occurred with your registration for this course. Go to the Academic Office immediately so that you can determine what the mistake is. Do not simply keep going to class. If you are not properly registered for a class, you cannot receive credit for it, even if you attend for the entire semester, complete all the classwork, and earn a passing grade. Your class schedule must match the forms submitted to the Director of Enrollment Services during registration.

2.3.2 — Attendance Policy

- Students are allotted five one-hour absences per each three-hour course per semester
- If the course is a one-credit course, two class hours are allotted for absence.

- For each ensuing absence (beyond the allowed number), a letter grade reduction will be given.
- Exceptions to the attendance policy are reviewed by the Academic Committee.

Punctuality is also an attendance issue. Students who are not in place at the designated course start time will be considered tardy. Three instances of tardiness will equate to one full absence for that course. Any student arriving to class more than ten minutes late will be considered absent rather than merely tardy. Students also are considered absent if they leave class more than ten minutes before it is dismissed.

In the event of absence or lack of punctuality, the student assumes full responsibility for all missed assignments. Make-up work will be according to the make-up work policy published in the course syllabus. Any student who anticipates an extended absence should contact the Academic Office in advance to explore appropriate options.

2.3.3 — Make-Up Work Policy

No make-up work for exams, major projects, or term papers will be allowed without an authorized absence form from the Dean's office. Authorized absences will only be allowed for:

- College business
- Active jury duty (extended absences will be handled in a similar fashion to medical extension request)
- Death in immediate family
- Illness excused by a doctor
- Illness excused by a dean

NOTE: An authorized absence is for the purpose of make-up work. If the absence is not for college business or a college-approved medical leave, the absence is still counted from your allotted absences. See the attendance policy for clarification.

Exams

Students must meet with the professor the first day back in classes to reschedule the exam. The exam will be given within one calendar week of the student's return to class at the professor's discretion. No extensions will be allowed.

Major Projects and Term Papers

Students must present their paper(s) to the professor on the first day back in classes. No extensions will be allowed.

Assignments and Quizzes

Make-up work may be accepted at the professor's discretion as detailed in the course syllabus.

2.3.4 — Cell Phone Use

Cell phone use is not permitted during class.

2.3.5 — Classroom Food & Drink Policy

No food is allowed in the classrooms at any time unless approved by a VP, Dean, or Professor. All drinks must be in a closed container.

2.3.6 — Jury Duty

According to the Office of the Jury Commissioner of the Commonwealth of Massachusetts, every U.S. Citizen 17 years of age or older who is a Massachusetts resident or an inhabitant for more than 50% of the time is eligible to serve as a juror. If you are a resident of another state but a student at a Massachusetts college, you are an inhabitant for more than 50% of the year and, therefore, eligible to serve as a juror in Massachusetts. "

Every semester Boston Baptist College students are summoned for jury duty in Boston. All students should thoroughly read and follow all instruction when summoned for jury duty. This is only one way a student can give back to this community. A student, upon receiving a jury duty summons, should see the Academic Office for approval to miss classes and present documentation for making up the missed course work. Boston Baptist College fully supports the Massachusetts Jury Commission and encourages all students to wholeheartedly do their part as well.

2.3.8 — Academic Integrity

In a Christian institution such as Boston Baptist College, and in accordance with the Word of God, which this college upholds and teaches and on which its mission statement is based, it is fitting for all students to be exemplary in conduct that becomes the gospel of Christ and to determine with the Psalmist “But as for me, I will walk in mine integrity” Psalm 26:11. Any forms of academic dishonesty may result in failure of the project and the class. More serious consequences, such as suspension or expulsion from school, may also be given by the Academic and Judicial Committees. **ANY USE OF DIGITAL ASSISTANCE (AI IN ANY FORM) TO PRODUCE NON-ORIGINAL WORK FOR COURSE REQUIREMENTS IS EXPRESSLY FORBIDDEN.**

Cheating

Cheating is using or attempting to use materials, information, or study aids not authorized by a professor. Examples of cheating (includes, but not limited to): Copying from another’s paper or receiving unauthorized assistance during a quiz or examination, copying any written assignment (i.e. reports, term papers, etc.) from another and claiming it as one’s own, soliciting and/or sending a substitute to take an examination, unauthorized collaboration on a take-home exam or assignment, unauthorized use of notes during quizzes and/or exams.

Fabrication

Fabrication is to invent or falsify information or citations for any academic exercise.

Facilitation of Academic Dishonesty

Facilitation of Academic Dishonesty is knowingly helping or attempting to violate any provision of the code of Academic Integrity. Examples of Facilitation of Academic Dishonesty (includes, but not limited to): Aiding another student or seeking to obtain his or her aid in a wholesale or partial copying of another student’s work or other assigned material without specific permission from the professor.

Multiple Submissions

Multiple Submissions is turning in any work in one class that has been previously submitted in another class. Examples of multiple submissions include but are not limited to the following example: Work done for Exposition of Daniel is not to be submitted in another class dealing with eschatology, such as Doctrine.

Plagiarism

Plagiarism is presenting the ideas, words, work, or even style of another as your own without documenting the source. Examples of plagiarism include but are not limited to: Utilizing a commercial writing service; obtaining and submitting papers done by another as one’s own work; using facts, figures, graphs, images, charts, or copying work found on the internet and submitting as one’s own. Plagiarism may occur orally, visually, or conceptually as well as in writing. Each piece of information used from a source must be documented.

Sabotage

Sabotage is deliberately altering, disabling, or destroying any course work, equipment, or resources that do not belong to you. Examples of Sabotage (includes, but not limited to):

- Theft or destruction of any kind of written materials and/or equipment
- Tearing out a page of a book or magazine or defacing them in some way
- Any kind of deliberate altering of grades
- Altering a grade on a transcript, paper, or other document
- Deliberate contamination or disabling of experiments
- Deliberately making someone else's experiment ineffective
- Introducing computer virus
- Unauthorized tampering with computer programs
- Altering a computer program or disc
- Tampering with equipment used in teaching and research
- Damaging a projection unit so that it cannot be used for class

Tampering with Academic Records

Tampering with Academic Records is to deliberately attempt or to coerce another to alter any academic record. Examples of Tampering with Academic Records (includes, but not limited to):

- Deliberate altering or removal of any official academic records
- Breaking into the registrar's office and removing files
- Trying to influence anyone responsible for processing and/or maintaining academic records through use of bribery, threats, or any other means of coercion in order to effect a change in college academic records – bribing the professor with money to change a grade or threatening him with accusatory remarks
- Unauthorized Sharing
- Unauthorized sharing is giving or receiving any assistance to complete any assignment that is meant to evaluate a student's individual ability.

2.4 — Academic Records

2.4.1 — Family Educational Rights & Privacy Acts (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Boston Baptist College receives a request for access. A student should submit to the registrar, or head of the academic department, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask Boston Baptist College to amend a record should write to the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Boston Baptist College decides not to amend the record as requested, Boston Baptist College will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Boston Baptist College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Boston Baptist College discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by Boston Baptist College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Boston Baptist College who performs an institutional service of

function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Boston Baptist College.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Boston Baptist College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student

- To other school officials, including teachers, within [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as

their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Boston Baptist College maintains a secured fireproof file of all student admissions and academic records.

Each semester, the Academic Office publishes a list of academic honors. Any student not wishing to appear on such lists must submit a request to be omitted, in writing, to the Academic Office.

2.4.2 — Grade Point Average (GPA)

GPA is a common abbreviation for a student's Grade Point Average. At Boston Baptist College, a student's GPA is calculated for each semester. A cumulative grade point average (CGPA) is also calculated for the student's entire program here at Boston Baptist College. Study the following example to see how a GPA is calculated:

COURSE CODE	CREDIT HOURS	GRADE EARNED	QUALITY POINTS
BSTH111	3	C	6
BSTH121	3	B	9
MNSK111	3	B	9
GNED111	1	A	4
MATH121	3	C	6
MUSC133	3	B	9

Each letter grade is assigned a number of quality points (Example: A = 4, C = 2, D+ = 1.3, etc.). The number of quality points is multiplied by the credits to determine quality points for each course. The quality points for all courses are added together to determine quality points for the semester. This number is divided by credit hours attempted to calculate the GPA. In the above example, 43 quality points were earned and 16 credit hours were attempted. The GPA for this set of grades would be 2.69.

A+	(99-100)	4.0
A	(95-98)	4.0
A-	(90-94)	3.5
B+	(87-89)	3.3
B	(84-86)	3.0
B-	(80-83)	2.7
C+	(77-79)	2.3
C	(74-76)	2.0
C-	(70-73)	1.7
D+	(67-69)	1.3
D	(64-66)	1.0
D-	(60-63)	0.7
F	(0-59)	0.0

2.4.3 — Transcripts

A student, past or present, may be issued a transcript of his/her academic work at Boston Baptist College by submitting a signed and completed Transcript Release Form to the Registrar. An official form can be found on our college website – www.boston.edu. There is a fee of \$ 10.00 for each transcript requested, and 10 working days should be allowed as a minimum time for the processing of the transcript. Students requesting transcripts during the months of August, December, January and May should allow up to 15 days for processing. The request must contain the following information concerning the student:

- Signature
- Social Security Number
- Dates of Attendance
- Degrees/Certificates received
- The place to which you authorize Boston Baptist College to release a transcript.

Transcripts released to the student are unofficial and will be clearly marked “Issued to Student.” Our policy at this time is to send official transcripts directly to the educational or business institution that has need of them. This is done to maintain the integrity of the document. You must have all financial obligations to the college paid in full before any transcript will be released.

Academic restrictions and honors are noted on transcript records.

Students may request unofficial, plain paper copies of transcripts at no charge. These unofficial copies must be requested on the official transcript request form and can either be presented to the student in person or through e-mail.

2.4.4 — Errors on Grade Reports

If you believe that a grade on your grade report is incorrect, you must follow the procedure listed below within 30 days of the grade postings. Failure to do so will cause you to forfeit any right to a grade change.

- Contact the professor about the grade in question. This must be done during his/her posted office hours. Be sure to do so with the right spirit.
- If the professor discovers an error, he/she will submit a change of grade notification to the Academic Office.
- If the professor states that there is no error and you do not agree, do not argue with the professor. You may appeal your request by submitting a written complaint (Academic Petition) to the Academic Office, within seven days, explaining your grievance.

Note: Grade changes cannot be made after a student has graduated unless there was a clerical error by the faculty or the institution.

2.5 — Graduation

2.5.1 — Graduation Requirements

- To be awarded a Bachelor's Degree in Biblical Studies at Boston Baptist College, a student must complete a minimum of 128 credit hours with all area requirements met.
- To be awarded an Associate in Science Degree in Biblical Studies at Boston Baptist College, a student must complete a minimum of 64 credit hours with all area requirements met.
- A CGPA of at least 2.0 is required to receive all certificates and/or degrees from Boston Baptist College.
- Any student seeking graduation from any degree or terminal program must complete at least thirty of the final thirty-six hours of that program in residence at Boston Baptist College.
- A "Declaration of Candidacy" form must be completed and filed with the Academic Office no later than registration day for your final year (August). As soon as that form is submitted, a non-refundable graduation fee will be added to your school bill.
- An exit interview must be scheduled to carefully evaluate your program and validate that all graduation requirements have been met.
- Commencement exercises are only held in May, and you may only participate if the above steps have been followed, all course work is complete, and all financial obligations to Boston Baptist College have been paid in full.
- Graduation rehearsal is held prior to graduation and is mandatory for all who wish to "walk" at graduation.
- Other requirements for graduation will be made known in writing to prospective graduates

Maintain regular contact with the academic advisement office throughout your program to assure that you don't overlook a requirement that could delay your graduation.

2.5.2 — Graduation Honors

The following honors will also be bestowed on seniors who have demonstrated exceptional academic performance at Boston Baptist College:

- Summa Cum Laude — CGPA of 3.91 or higher
- Magna Cum Laude — CGPA between 3.76 and 3.90
- Cum Laude — CGPA between 3.50 and 3.75

Certain residency requirements must be met in order for any student to be eligible for graduation honors. These requirements are detailed in the *Academic Catalog*.

SECTION 3

Student Rights & Responsibilities

3.1 — General Policies

The purpose and policies related to Student Services, both curricular and non-curricular, are to provide proper guidelines within which students may live in a Christ honoring, efficient, and productive manner. It is also the desire of the college that Student Services enhance the welfare, individuality, spirituality, and overall development and growth of each student. All of the facilities and equipment of the college are, therefore, for the primary use of the students, faculty, and staff in accomplishing this purpose.

"As A Student": A student is defined as anyone who:

- Is enrolled in the semester or session currently in progress; or
- Has not completed a withdrawal form prior to the enrollment date for the upcoming semester.

Therefore, guidelines prohibiting alcohol consumption, as well as immoral, unethical, criminal or prohibited behavior are considered by Boston Baptist College to apply to students during all college breaks, vacations, and holidays at all times.

3.1.1 — Student Privacy Policy

All students have the right to privacy. Do not disturb another person's property without specific permission from that individual. Vandalism or thievery, even in jest, will not be tolerated, and is considered a "no-tolerance" issue at this institution.

3.1.2 — Lost, Stolen, or Damaged Property

Agreement to Hold Harmless

The college is not responsible for lost, stolen, or damaged property. Students should make sure their personal belongings are covered by their parents' homeowner or personal renter's insurance. Renter's insurance is made available to students through a third party at registration or throughout the year in the dean's office. In the event of a catastrophe, such as, but not limited to, fire, windstorm, hail, explosion, riot, civil commotion, aircraft, vehicle, and smoke, the college is not liable for damage to any personal belongings of the student.

Regarding Property Damage

Students who break or deface property are responsible to report it to the dean and pay for any damages. The cost of repair will include a \$25 per hour charge for the time required to repair the damage.

Regarding Theft

You may not wear another student's clothes or use his/her things without permission. It is best to avoid lending and borrowing. You will be financially responsible for any damage to another student's property. Unfortunately, theft may sometimes occur. Be sure your money, jewelry, valuables, purses, wallets, etc. are out of sight and in a safe place. Do not enter another student's room in his/her absence. Do not use computers without the owner's permission.

3.1.3 — Personal Entertainment Policy

Any form of entertainment must be consistent with biblical values and appropriate to the community spirit of Boston Baptist College. Students should consult their respective deans if they are uncertain concerning the appropriateness of any entertainment. The decision of the dean concerning “appropriateness” in any undefined or unclear circumstance will be considered sufficient.

Television/Movies

TV programming must be consistent with biblical values and appropriate to the community spirit of Boston Baptist College. RAs may regulate inappropriate programming as necessary.

Movies that have nudity, brief nudity and strong sexual content are not approved to watch. All NC-17 and X rated movies are prohibited.

Video games

Playing of games rated AO and RP is not permitted. Any video games containing sexual content, alcohol/drug content or strong language are not permitted. Excessive and late night gaming will be regulated.

Music

The message of any music must be consistent with biblical values and appropriate to the community spirit of Boston Baptist College.

Personal Literature

Any literature containing nudity, partial nudity, sexual content, innuendo and vulgarity is not permitted.

Dancing

Given the sexually provocative nature of many forms of dancing, dancing is not an approved activity for students.

3.1.4 — Bad Check Writing Policy

When the college receives a bad check and/or receives word that a student has written a check with insufficient funds, the following steps will be taken:

- First Offense: The student will immediately be counseled by the proper dean and given seven days to clear the check. If it is not cleared within the seven-day period, the student will be subject to status evaluation. After a short period of grace, if the check is still not cleared, the student will be dismissed from the college.
- Second Offense: The student will be required to meet with the proper dean and given seven days to clear the check. If the check is not cleared within the seven-day period, the student will be dismissed from the college. There will be no status evaluation conference.
- Third Offense: The student may be automatically dismissed from the college. There is no seven-day allowance and no status evaluation.

NOTE: Checks must be made good with cash, money order, certified check, or cashier's check. A service charge of \$25 is assessed for bad checks.

3.1.5 — Off Limits Areas

Certain areas are prohibited for students. Failure to abide by these boundaries may result in serious consequences including, but not limited to, expulsion from the institution.

The off-limits areas are as follows:

- All faculty, staff, and administration areas after business hours and when they are unoccupied.
- Couples should not misuse any campus facility for inappropriate seclusion.
- Dorms of the opposite sex unless cleared in advance by respective Deans.
- No males are allowed beyond the end of the sidewalk leading to the circle in front of the girl's dorm.

3.1.6 — Vehicle Policies

Vehicle Ownership & Use

All students, including freshmen, are permitted to bring, store, and use a vehicle on campus. Likewise, students must follow all traffic regulations and signage to ensure safe vehicular operations both on and off campus.

Vehicle Repairs

No car repair taking more than one day is permitted on campus. No car may remain on campus that is broken down. Oil changes and routine maintenance are permitted. Oil and auto parts may not be disposed of anywhere on-campus, but must be disposed of at a legal disposal site (i.e., AutoZone). Oil pans and repair tools and equipment are to be stored immediately after work is completed.

Nonresident Student Car Registration

Pursuant to the provisions of M.G.L. c.90 § 3, as amended by chapter 46 of the acts of 2003, a form must be completed in quadruplicate by every nonresident enrolled as a full-time student at a school or college in the Commonwealth who operates a motor vehicle in Massachusetts that is registered in another state or country during any period beginning September 1st of any year, and ending on August 31st of the following year. This applies to students commuting from out-of-state to a school in Massachusetts and students temporarily residing in Massachusetts. This completed form must be filed with the Police department in the city or town where the school is located. The Police department must provide a copy to the school, the local assessor, and RMV. The school will issue the required decal, which must be affixed to the uppermost center portion of the windshield. The penalty for a non resident's failure to comply as required is up to \$200.00.

3.2 — General Expectations

3.2.1 — College Property

College property is to be cared for and maintained in a responsible manner. Students may be responsible for any damage caused. No furniture is to be moved without permission from the deans. Classroom furniture is never to be removed from classrooms (i.e. folding chair, tables, a/v equipment, and etc.)

3.2.2 — Personal Devotions

Your personal relationship with the Lord is of prime importance in your life. A time should be set aside daily when you can be alone with God in prayer and Bible study.

3.2.3 — Traffic Violations

All students are expected to obey speed limits and traffic patterns on and off campus. All students are to drive carefully, keeping in mind that we live in a residential area with many children, walkers, and joggers.

3.2.4 — Commencement Exercises

Attendance at Class Day events on graduation morning is mandatory for ALL students. Students absent from Class Day events will be subject to fines, demerits, and loss of dorm deposit.

3.2.5 — Social Conduct

It is expected that all students maintain the highest moral and ethical standards in all relationships.

- The issues of public displays of affection will be addressed and defined by the Deans at the first dorm meeting.
- Couples should refrain from seclusion and public displays of affection on campus.
- As a safety issue, students should always travel in groups when walking off campus.
- In the interest of honoring our academic commitments and honoring God's commitment of marriage, we encourage students to give honor to both of these important and sacred responsibilities when the college is not in session.

The disciplinary policies and procedures of Boston Baptist College are designed to help students develop social sensitivity, responsibility, and self-discipline. Biblical instruction regarding rebuke, exhortation, and discipline provides the foundation for the program and leads to an atmosphere conducive to maximum academic and spiritual growth. When an individual fails to cooperate within the framework of The Student Handbook, "due process" will be followed in accord with college regulations. The appropriate deans and/or an ad hoc judicial committee will represent administrative concerns. All members of the college community will be expected to display Christian character, even in matters of conflict resolution.

Records of all formal complaints and the actions taken to resolve them will be kept in the files of the president's office. Whenever a formal complaint is resolved, the actions taken and the date the complaint was resolved will be noted on the complaint. Both the complainant and the administrator who resolved the issue will sign the record of all complaints and their resolutions.

3.3 — Administrative Communications

3.3.1 — Methods of Communication

There are five official means of mass communication from faculty, staff, and administration to students: chapel announcements, call slips, Campus Information System, Text-Messaging Alert System (TMAS), and student email.

Chapel Announcements

Announcements are made regularly in chapel services. Students are responsible for these announcements and should make appropriate notes.

Call Slips

Call slips will be sent out electronically through your Boston e-mail account, which should be checked daily. Call slips must be responded to by 3:00 p.m. the following business day. Failure to do so will result in disciplinary action.

Campus Information System (CIS)

Important announcements are posted on the CIS regularly. It will be necessary for every student to check the CIS on a regular basis.

The address for the CIS is www.Boston.edu/cis

Text-Messaging Alert System (TMAS)

The college offers a free text message alert system for all students, faculty and staff. We highly encourage you to sign up for this as soon as possible.

Here is some general information about this alert system:

- We do not charge you anything for this service. The only cost to you may be if your cell phone service charges you for text messages;
- You need a cell phone with a text message plan to participate;
- You will be notified of class cancelations, emergencies, snow removal plans, etc.

This service is a voluntary system. If you want to cancel this service anytime in the future, please e- mail us and we will terminate it for you.

3.3.1 — Methods of Communication (cont.)

Student Email

Every student will receive an official Boston Baptist College email account at registration. Boston student email accounts are the official means of communication for the Boston Baptist College community. Therefore, it will be necessary for every student to check this account on a daily basis. Students are accountable for the contents of institutional communication received through their email account. This service must be used in an appropriate and ethical manner, not to transmit or distribute communications designed to annoy, offend, or harass others.

Users are responsible for all usage of email service and for maintaining the confidentiality of the username and password, as well as the content of all transmissions. Users agree to indemnify and hold Boston Baptist College harmless for the loss or damage arising from the content of any message.

This service cannot be used to gain unauthorized access to any other attached network or system. The misuse of email may result in loss of privileges, disciplinary action, or legal action. Student access to boston.edu e-mail and online services will end when the student withdraws. Student e-mail services may also be suspended when a student's account is unpaid.

3.4 — Chapel

3.4.1 — Purpose of Chapel

It is the desire of Boston Baptist College that chapel services be a valuable part of the student's spiritual growth and education. In this setting, the college therefore seeks to provide its students the opportunity to learn from highly credentialed speakers and provide programs designed toward this goal.

Students with vocal and instrumental skill are encouraged to audition for the chapel music teams. Chapel services are an official part of every student's curriculum.

3.4.2 — Chapel Exemption Policy

- On Campus students are required to attend all chapel services and will not be exempted to accommodate work schedules. This applies whether a student has other classes or not.
- Off Campus students are exempt from chapel on any chapel day they do not have a class before lunch.
- Chapel exemptions are not granted to accommodate student travel plans except in cases of emergency.

3.5 — Church Service

All current students are required to be active members in a supportive Baptist church of like faith and practice. Unless continued attendance in their home church is practical, students are required to unite with a local partner Baptist church. Partner churches are defined as churches that are in harmony with the doctrine and administration of Boston Baptist College and are consistent financial supporters of the college. A student may face termination of enrollment if church service is neglected. Students with successive semesters of “unsatisfactory” church service will forfeit their right to enroll in the college for the next semester.

The ratings for Church Service are Satisfactory, Unsatisfactory, or Exceptional. In order to maintain a minimum satisfactory rating, you must attend your chosen partner church faithfully. (Please check with your partner church to find out how they would define faithful.) Different churches have different requirements for members to be considered in good standing and you must follow those standards. This includes membership classes, financial stewardship in the area of tithing and actively serving. It is YOUR responsibility to find out what the specific requirements are as well as finding out if they have someone to take roll or if you need to sign in at each service. Those items are left to the church’s discretion. Let’s all strive to be exceptional in our service to the Lord through our partner churches.

In order to attend church, students may not travel beyond the 60-mile range unless it is to their home churches. Home church is defined as the local church which you have historically attended.

All students have four weeks in which to choose a partner church to attend. Commitment forms should be turned in to the Church Service Director by the deadline. If you have any questions or concerns, please see the Church Service Director.

3.6 — Dress Code

3.6.1 — Introduction to Dress Code

All students should choose their clothing style to enhance the fact that they are made in the image and likeness of God. Boston Baptist College students are expected to maintain modesty, neatness, appropriateness, and cleanliness at all times. No cross dressing is allowed at any time. Our dress standards are not an attempt to define biblical modesty. The list is designed to create a comfortable atmosphere where all the students of Boston Baptist can thrive and feel comfortable.

There are four levels of dress: "Presidential," "Professional," "Casual," and "Recreational/Casual" at Boston Baptist College. In all instances clothing should be modest and clean.

The determination of whether attire is appropriate is outlined below and will be determined by the Dean of Men/Women.

3.6.2 — Dress Code for Men

General Appearance

- Shorts must sit no higher than 2 inches above your knee cap, and be loose fitting and in line with our policy on general modesty and neatness.
- Tank top straps must be three fingers wide
- Anything tight, backless, or revealing the midriff is not approved attire.
- Students are expected to practice good hygiene and to keep hair and beards neatly trimmed and in order.
- Clothing with obscene, immoral, or offensive images or language is strictly prohibited

Presidential Dress (Level 4)

The following clothing is required for this dress code level:

- Top
 - Suit jacket, sports jacket, or blazer
 - Dress shirt
 - Tie
- Bottom
 - Slacks or suit pants
 - Well-shined shoes with coordinated socks

The following clothing is considered inappropriate for this dress code level:

- All clothing only permitted in levels 1-3 of the dress code for men
- Wrinkled or stained clothing

3.6.2 — Dress Code for Men (cont.)

Professional Dress (Level 3)

The following clothing is required for this dress code level:

- Top
 - Collared shirt
 - Sweater (collared shirt underneath not required)
 - Tops mentioned in level 4 of the dress code for men
- Bottom
 - Slacks
 - Nice jeans (no holes or fraying)
 - Belt
 - Shoes with coordinated socks
 - Bottoms mentioned in level 4 of the dress code for men

The following clothing is considered inappropriate for this dress code level:

- Top
 - T-Shirts
 - Hooded garments
 - Tops only permitted in levels 1-2 of the dress code for men
- Bottom
 - Sandals
 - Bottoms only permitted in levels 1-2 of the dress code for men

Classroom Dress (Level 2)

The following clothing is required for this dress code level:

- Top
 - T-Shirts
 - Hooded sweatshirts
 - Tops mentioned in levels 3-4 of the dress code for men
- Bottom
 - Jeans
 - Flip-flops/sandals
 - Warm-ups
 - Sweatpants
 - Bottoms mentioned in levels 3-4 of the dress code for men

The following clothing is considered inappropriate for this dress code level:

- Top
 - Tops only permitted in level 1 of the dress code for men
- Bottom
 - Shorts
 - Pajama pants
 - Bottoms only permitted in level 1 of the dress code for men

Recreational/Casual Dress

The following clothing is considered appropriate for this dress code level:

- Shorts
- Workout pants & sweatpants
- Tank tops
- All clothing mentioned in levels 2-4 of the dress code for men.

The following clothing is considered inappropriate for this dress code level:

- Pajama pants

3.6.3 — Dress Code for Women

General Appearance

- Shorts and skirts must be no more than 2 inches above your knee cap.
- Leggings can be worn under loose fitting skirt or shirt that rests no higher than your fingertips while resting at your side. They are not allowed as pants.
- Tank tops must have 3 finger width shoulder straps.
- Anything tight, backless, low in the neckline or revealing the midriff is not approved attire.
- Women are expected to use proper hygiene and keep hair neat.

Presidential Dress (Level 4)

The following clothing is required for this dress code level:

- Top
 - Dress
 - Blouse
- Bottom
 - Dress
 - Skirt
 - Dress shoes

NOTE: All other presidential dress options (i.e. pantsuits) must be approved 7 days prior to any event requiring presidential dress by the Dean of Women at her convenience.

The following clothing is considered inappropriate for this dress code level:

- Top
 - Tops only permitted in levels 1-3 of the dress code for women
- Bottom
 - Bottoms only permitted in levels 1-3 of the dress code for women

Professional Dress (Level 3)

The following clothing is required for this dress code level:

- Top
 - Blouses of a modest cut
 - Tops mentioned in level 4 of the dress code for women
- Bottom
 - Pants or nice jeans (no holes, tears, or distracting washes)
 - Dress sandals, flats, or heels
 - Bottoms mentioned in level 4 of the dress code for women

The following clothing is considered inappropriate for this dress code level:

- Top
 - T-Shirts
 - Hooded garments
 - Tops only permitted in levels 1-2 of the dress code for women
- Bottom
 - Sandals/Flip-flops
 - Bottoms only permitted in levels 1-2 of the dress code for women

3.6.3 — Dress Code for Women (cont.)

Classroom Dress (Level 2)

The following clothing is required for this dress code level:

- Top
 - T-Shirts
 - Hoodies
 - Tops mentioned in level 3-4 of the dress code for women
- Bottom
 - Jeans
 - Sweatpants
 - Warm-ups
 - Flip-flops
 - Bottoms mentioned in level 3-4 of the dress code for women

The following clothing is considered inappropriate for this dress code level:

- Top
 - Tops only permitted in level 1 of the dress code for women
- Bottom
 - Pajama pants
 - Yoga or lycra workout pants
 - Bottoms only permitted in level 1 of the dress code for women

Recreational/Casual Dress (Level 1)

The following clothing is considered appropriate for this dress code level:

- Top
 - Tank-tops
 - Tops mentioned in level 2-4 of the dress code for women
- Bottom
 - Shorts
 - Workout pants
 - Sweatpants
 - Bottoms mentioned in level 2-4 of the dress code for women

The following clothing is considered inappropriate for this dress code level:

- Bottom
 - Pajama pants
 - Yoga or lycra workout pants

3.7 — Hazing Policies

3.7.1 — Hazing Policy

Hazing is against the law in the state of Massachusetts; see Massachusetts Law 269:17—posted on the bulletin board in your dorm.

Any act of an individual or organization associated with Boston Baptist College suspected of organizing or participating in any form of hazing will be (1) investigated by a Judicial Committee (JC) which will recommend appropriate action. The JC recommendation will be reviewed by the president and the chairman of the Trustee Board who will determine the final action to be taken. The act will (2) be referred to the proper law enforcement agency for criminal prosecution if deemed appropriate by the president and trustee chairman review.

3.7.2 — Hazing Penalties

An Act increasing the penalties for hazing; be it enacted by the Senate and the House of Representatives in General Court assembled, and the authority of the same as follow:

Chapter 269 of the General Laws is hereby amended by striking out sections 17 and 19, inclusive, and inserting in place thereof the following three sections:

Section 17

Whoever is a principal organizer or participant in the crime of hazing, defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and Sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep, rest, or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18

Whoever knows that another person is the victim of hazing as defined in Section 17 and is at the scene of such a crime shall, to the extent that such person can do so without danger or peril to himself (or herself) or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such a crime shall be punished by a fine of not more than one thousand dollars.

3.7.2 — Hazing Penalties (cont.)

Section 19

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student organization, a copy of this section and Sections 17 and 18; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and Section 17 and 18 to unaffiliated student organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student organizations.

Each such organization shall distribute a copy of this section and Sections 17 and 18 to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each organization acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such organization has received a copy of this section and Sections 17 and 18, and that each of its members, plebes, pledges, or applicants has received a copy of Sections 17 and 18, and that such organization understands and agrees to comply with the provisions of this section and Sections 17 and 18.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and Sections 17 and 18.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams, and organizations and to notify each full-time student enrolled by it of the provisions of this section and Sections 17 and 18 and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the *Student Handbook* or similar means of communicating the policies to its students. The board of regents and, in the case of secondary, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general and such institution which fails to make such report.

3.8 — Bullying, Harassment, and Intimidation Policies

3.8.1 — Introduction to Bullying, Harassment, and Intimidation Policies

This formal policy is for the forbidding of and prevention of student bullying, harassment and intimidation. Such behavior is not permitted at Boston Baptist College. Accordingly, this policy is established to prevent and prohibit bullying, harassment and intimidation on college property and at college-sponsored activities and to state the consequences of engaging in such behavior.

It also requires college employees to report incidents of bullying to the Dean of Women, Dean of Men, or college administrators as outlined. Additionally, it calls for the policy to be clearly communicated and available to professors, parents, and students. In adopting this policy, Boston Baptist College does so with the intention of providing a safe, Christ-like, and academically challenging atmosphere for all students and to do so within an environment where students are able to learn, free from fear.

3.8.2 — Bullying Policies

Bullying is identified as any behavior, verbal or non-verbal, that is intended to cause physical, emotional, psychological or social harm. Bullying may be direct (face to face) or indirect. Bullying behaviors that are not addressed generally escalate into more aggressive behaviors over time. These are learned behaviors that can best be addressed by teachers who demonstrate and teach pro-social behaviors.

The following is a list of behaviors that demonstrate bullying:

- Intentional physical actions that endanger the welfare of others. Such behaviors are not limited to, but include, the following: hitting; shoving; kicking; spitting on; punching; poking; pushing; blocking; tripping.
- Other examples of physical bullying include: unwanted touching; rude gestures; taking or damaging another's property; extortion of money or other items; making someone do something they otherwise would not do.
- Verbal behavior that includes but is not limited to the following: name calling; teasing; bossing; threatening; making fun of another's appearance, physical characteristics, or cultural background; making fun of another's actions.
- Indirect bullying includes but is not limited to the following: spreading rumors; telling lies intended to embarrass, humiliate or harm the reputation of another; circulating inappropriate notes or drawings; using other people to threaten, intimidate, or humiliate another; encouraging others to violate the anti-bullying policy.
- Cyber bullying is defined as the use of electronic communication to engage in bullying and includes, but is not limited to: sending of inappropriate or threatening emails or text messages; creating or posting inappropriate or threatening information or video material on social websites.

3.8.3 — Harassment Policies

Harassment is herein defined as repeated, intrusive or unwanted acts, words or gestures that are intended to adversely affect the safety, security or privacy of another person. Harassment involves behavior that is intended, on an ongoing basis, to disturb or upset (torment, bother, trouble, annoy) with the intent to produce feelings of fear or intimidation in the victim.

Harassment can also include intentionally exposing a person to materials which the harasser knows, or has reason to know, are culturally offensive or intimidating to you. While most harassment is of a social nature, sexual harassment is of particular concern because of its moral and potential psychological consequences. Sexual Harassment within this policy is defined as inappropriate or unwelcome behavior of a sexual nature – physical, verbal, or mental -- that interferes with a student's ability to learn, study, work or participate in school activities.

3.8.4 — Intimidation Policies

As used in this policy, intimidation is defined as threatening behavior that causes fear of a future act to harm or cause injury. Intimidation may be in the form of:

- Physical contacts (impeding or blocking movement, offensive touching or any physical interference with normal work or movement);
- Threatening looks;
- Threatening retaliation (such as negative consequences or violence in response to reporting a negative behavior);
- Actual physical assault (including threatening to do violence to another person).

3.8.5 — Responsibility to Report Policy

It is the responsibility of all faculty and staff members to report all occurrences of any of the behaviors defined in this policy. Parents and students who have knowledge of such behaviors are encouraged to report this information and may do so without fear of consequences. Additionally, students who feel that they have been or are becoming the victims of such behaviors, should immediately notify their respective Dean, or a Vice President, or other employees within the college staff or faculty. Those parents or students who report such behaviors will not be the target of retaliation or reprisal in any way. Any individual who withholds information regarding bullying behavior or provides inaccurate or false information will be subject to disciplinary action.

3.8.6 — Prevention & Education Procedures

Written Notices

A copy of this policy will be distributed to all enrolled students on an annual basis. It will be published in the *Student Handbook* and can be made available to any interested party upon request. A copy will be distributed to all school employees on an annual basis. Employees, students, parents, and others are encouraged to take advantage of any opportunities to participate in programs or activities which promote the knowledge and skills needed to prevent and/or respond to bullying, harassment, and intimidation behaviors.

Disciplinary Action

BBC recognizes that not all behaviors that result in harm or are disruptive to a student's activity are intentional acts in the sense of this policy. However, when there is clear, documented evidence of any of the prohibited behaviors described in this policy, such behavior shall be promptly addressed according to the procedures outlined below.

Each offense will be referred to the appropriate dean for disciplinary response. The consequence shall be:

- 1st Offense – Meet with dean, official warning is issued;
- 2nd Offense – \$40 fine and 40 demerits;
- 3rd Offense – Judicial Committee (JC) determines discipline;
- 4th Offense – Students may be recommended by a Vice President for suspension or dismissal without convening a JC.

BBC may, at its discretion, depart from the above discipline schedule, up or down, including suspension or dismissal at any stage, depending upon the circumstances of any violation of this policy. Furthermore, any act or threatened act of retaliation or reprisal against a person who reports or gives testimony of a prohibited act of this policy shall be deemed severe.

3.9 — Sexual and Physical Harassment Policies

3.9.1 — Introduction

As a Christian community of higher education, Boston Baptist College is committed to fostering a safe learning environment shaped by ideals and standards consistent with a Christian worldview. Inherent in a Christian worldview are the biblical injunctions to live to the glory of God and to recognize the Lordship of Christ in every activity.

Human beings, being created in God's image, are endowed by God with dignity and worth. Those are foundational values at Boston Baptist College for developing and maintaining a learning and working environment characterized by integrity, mutual respect, and accountability. All members of the BBC community have a responsibility to foster a respectful, supportive, and safe campus environment.

3.9.2 — Sexual Assault

Given our foundation of human dignity and worth, Boston Baptist College approaches issues of sexual assault not just as behaviors prohibited by applicable state and federal law, but as conduct that is antithetical to the scriptural values this community espouses. Sexual assault is harmful not only to the individuals involved, but it undermines the entire community. Boston Baptist College prohibits all forms of sexual assault, including but not limited to, rape, acquaintance rape, and domestic and dating violence. We regard sexual assault as a serious offense, and a violation of trust and integrity. Such violations go against Boston Baptist College's policies, whether they happen on campus or off campus.

3.9.3. — What to Do

If you have experienced sexual assault or are a friend or relative of someone who has, some suggested next-steps are described below, including getting to a safe place, reporting the incident, and connecting with experienced counselors.

IF YOU HAVE EXPERIENCED SEXUAL ASSAULT, YOU MAY WANT TO CONSIDER TAKING THE FOLLOWING STEPS:

Go to a safe place. Go to a friend's room, a public place---anywhere you feel you are safe---as soon as you can. If you are concerned about your safety, you can call the local authorities at 911.

Seek medical attention. Medical attention may be necessary to treat the full extent on any injury or trauma and to consider the possibility of sexually transmitted diseases or pregnancy. In addition, a medical exam may be necessary to properly preserve evidence in case you decide to prosecute.

Seeking Confidential Support. BBC strongly encourages you to seek support for any incident of sexual assault as soon as possible, even if you are unsure whether you will seek prosecution of the assailant. This is not a commitment to prosecute. You may seek confidential support BOTH on-campus and off-campus.

BBC Confidential Resource Provider:

Jill Roby | 617-364-3510 ext. 235

Dr. Bill Smith | 617-364-3510

Boston Area Rape Crisis Center 24-Hour Hotline: 617-492-RAPE

REPORTING SEXUAL ASSAULT TO LOCAL LAW ENFORCEMENT:

Boston Police Sexual Assault Unit | 617-343-4400

If you are unsure what to do you can also contact:

National Sexual Assault Hotline

24-hour online hotline: <http://online.rainn.org>

1-800-656-HOPE (1-800-656-4673)

National Teen Dating Abuse Helpline

1-866-331-9474

Boston Area Rape Crisis Center (BARCC)

1-800-841-8371

Try to preserve physical evidence. Avoid bathing, brushing teeth, drinking or eating, coughing, or changing clothes until physical evidence can be collected. If you change clothes, collect the clothes you were wearing at the time of the assault in individual paper bags (not plastic).

3.9.4 — Reporting

BBC strongly encourages you to report any incident of sexual assault as soon as possible, even if you are unsure whether you will seek prosecution of the assailant. Your report is not a commitment to prosecute. Below you will find detailed information about reporting, confidentiality, BBC's disciplinary process, and counseling and other resources.

Where to Report

You may report sexual assault to on-campus authorities, off-campus authorities, or both.

You can pursue criminal charges by working with local law enforcement agencies, including the Boston Police Department.

On Campus

All forms of sexual assault are violations of Boston Baptist College's policies. You may report any incidents to any of the following BBC officers or departments:

President Melton

VP Randy Ward

Board of Trustees- Chairman John Reilly | 734-287-3090
Dean of Women- Mrs. Jamy Smith
Dean of Men- Mr. Bill Smith

Off Campus

Sexual assault is a crime. You can report to your local police department, including:

Boston Police Sexual Assault Unit | 617-343-4400

Your report is not a commitment to prosecute.

3.9.5 — BBC's Disciplinary Process

All incidents will be taken seriously by college officials and will be reviewed to the fullest reasonable extent. Records of incidents and actions will be retained in confidential files in the appropriate office. All incidents and actions taken will be reported in writing to the chairman of the Board of Trustees. The appropriate committee of the Trustee Board will review the file and note their concurrence or non-concurrence with the action taken.

3.10 — Sexual and/or Physical Abuse by Employee(s)

(Previously implied policy codified as of October 30, 1998) Boston Baptist College repudiates physical and sexual harassment in any form. Boston Baptist College strictly forbids such inappropriate behavior in the workplace. Because this is a “no-tolerance” issue within the institution, all employees should be aware that any incident of such harassment should be reported immediately to a supervisor, or directly to the deans or to the president of the college. After report and review by the administration, any confirmed incident by an employee shall be suitable grounds for immediate termination of employment. This policy includes student employees.

3.11 — Agreement on Biblical Sexuality

Boston Baptist College supports the conscientious pursuit of life in submission to biblical principles. The canon of Scripture clearly declares that God’s design at Creation for sexual desire, orientation and identity is within the bounds of the marital union of one natural-born man and one natural-born woman (Gen. 1:26–28; Gen. 2:22–25; Rom. 1:26–27). As God’s created beings, living under His Lordship, all other sexual activity, including premarital sex, extramarital sex, polygamy, bisexual acts, same-sex marriage, homosexual acts, and bestiality violate clear biblical teaching on sexual purity (Rom. 1:26–27; 1 Cor. 6:18–20; Gal. 5:19–21; Eph. 5:3; Col. 3:5–6). Married persons, husbands and wives, are commanded to exclusive sexual fidelity to each other while single persons are called to abstinence (Heb.13:4). Gender identity and roles are merely aspects of God’s creative design (Gen. 1:26– 28; 1 Cor. 11:7–9; 1 Tim. 2:12–14) and thus the college community unites in the conviction that God opposes any attempt to alter one’s gender by surgery or appearance.

Sexual relations, of any kind, outside the confines of biblically-modeled marriage, even when consensual, are inconsistent with the teaching of Scripture, as well as the preponderance of Christian teaching in the church throughout history. Sexual misconduct that is prohibited includes (but may not be limited to) disorderly lewd conduct, indecent or obscene conduct or expression, involvement with pornography, premarital sex, adultery, pedophilia, homosexual conduct and all forms of same-sex dating, or any other conduct that violates biblical standards.

As terms of relationship at any level within our faith community, Boston Baptist College prohibits all members of the college community from public advocacy or promotion for any position that sex outside of a biblically defined marriage is morally acceptable.

The college desires to help students who face all types of sexual temptation, encouraging single students to live chaste, celibate lives and married students to live together as God intends. All members of the Boston Baptist College community are expected to treat one another with respect and Christ-like compassion. Insults, slurs and other forms of derogatory speech or actions have no place in a Christian community or thoughtful dialogue, and will be worthy of disciplinary action.

3.12 — Judicial System

3.12.1 — General Discipline

Students will be expected to maintain proper and Biblical deportment and to act with spiritual discretion both on and off campus. All acts of discrimination, violence, and harassment are unacceptable within the college community.

3.12.2 — Due Process

This judicial process begins with the notification of the alleged violation, a thorough investigation, a conference with the appropriate Dean and, if necessary, the date, time, and place of the Judicial Committee (JC). Reasonable time will be given (72 hours) for the accused to prepare for the JC; however, the accused may request that the JC assemble sooner. The accused will be given an opportunity to answer the allegations and question any witness. The appropriate Vice President (VP) reserves the right to dismiss or suspend any student that confesses to no-tolerance violations without a JC. Students have the right to appeal any disciplinary action by written notification to the appropriate VP who will review all facts, circumstances, and statements regarding the appeal and will make a decision. An appeal of the decision of any VP may be made to the President of the college in writing within two days. He will either agree to hear the appeal or support the decision of the VP. An ultimate appeal to the Chairman of the Board of Trustees is also a student's right. Students may use the mechanism of student government to facilitate grievance resolution or may opt to appeal to the appropriate administrator personally. For grievances concerning academic issues, refer to Academic Policies and Procedures.

3.12.3 — Judicial Processes

The following processes may be utilized in part or in whole when deemed necessary:

Official Warning

Students receive written notice of a rule infraction.

Call Notices

Call notices must be responded to within the time specified on the call slip. Failure to reply within that period will result in further disciplinary action, typically a Level III infraction.

Judicial Committee

This committee is composed of a VP of Student Services or VP of Operations, Deans of Men and Women, one Resident Assistant, one Faculty Representative, one Student Representative to investigate and recommend appropriate action in cases where serious violations of accepted standards are being considered. After hearing the complaint, the student's statement, and performing whatever additional investigation they deem necessary, the JC will reconvene to consider disciplinary action or dismiss the case. No action can be taken without the approval of the appropriate VP. A student may choose to appeal to a JC by contacting his/her respective Dean whenever he/she is involved in a disciplinary action.

3.12.4 — Judicial Consequences

The following consequences may be utilized in part or in whole when deemed necessary.

Demerits

Demerits are cumulative for one semester only. If a student accumulates 75 demerits, a mandatory personal review with the deans will follow. If a student accumulates 90 demerits, there will be an automatic convening of a JC to review the student's situation. At 100 demerits, the student may be suspended or dismissed.

Fines

Fines will be assessed for demerit infractions. Fines must be paid in the Dean's Office within the specified time period stated on the infraction slip after the fine is imposed by the dean. If the fine is not paid within that time frame, both the fine and the number of demerits will be doubled. Further discipline will result if the student fails to comply.

Confiscation

Items deemed objectionable will be removed from the student's possession until the end of the semester.

Suspension

A student who is suspended for disciplinary reasons is not allowed to return to campus property until the suspension is completed and is ineligible to participate in any college function without special permission from the appropriate VP. No work is permitted to be made up or submitted during a suspension. Any student that is suspended for a semester or more or for a remainder of a semester will be required to submit a new pastor's recommendation and receive approval from an admissions committee. The appropriate dean may notify parents, guardians and the recommending pastor of the terms of a student's suspension if a signed FERPA waiver is acquired.

Dismissal

This is the most severe punishment imposed by the college for infraction of standards of conduct. Dismissal is the immediate termination of admission. A dismissed student no longer has active standing and thus will not be allowed to submit additional course work. If dismissal occurs during exam week, the student will receive the grades and any credits earned for work completed prior to the dismissal with incomplete coursework factored into the final course grades. Dismissed students will not be permitted to take the remaining final exams. A dismissed student may not return to campus or petition for readmission until the dismissal period required by the JC has elapsed. At such time the student may petition for readmission and must have his/her pastor's recommendation to do so.

3.12.5 — Breakdown of Demerits & Fines

The deans reserve the right to give demerits or other penalties for inappropriate behavior, bad attitude, rebelliousness, etc. at their discretion.

Level 1 Infractions

10 DEMERITS + \$10 FINE PER INFRACTION

The dean reserves the right to use other disciplinary measures as he/she deems necessary. The following is a list, not necessarily inclusive, of these offenses:

- Dress code and general appearance violations.
- Excessive noise both outside and inside buildings, including dorms.
- Illegal cooking/ heating appliances in the dorm.
- Improper or illegal parking - students must stay in designated areas.
- Inappropriate music or entertainment. All entertainment must be consistent with biblical values and appropriate to the community spirit of Boston Baptist College.
- Failure to pass "White Glove." Each additional failure will escalate an additional level
- Texting or improper use of computers during class
- Using Rawlings laundry room on unapproved days.

Level 2 Infractions

20 DEMERITS + \$20 FINE PER INFRACTION

The dean reserves the right to use other disciplinary measures as he/she deems necessary. The following is a list, not necessarily inclusive, of these offenses:

- Being in off-limit areas
- Being outside of dorm after curfew without proper authorization.
- Car repairs done outside the specified parameters (see student life section).
- Defacing, misuse or abuse of campus facilities or property.
- Entering another student's room without proper authorization.
- Failure to register vehicle with college or with local police as an out of state student.
- Having an animal in the dorm.
- Horseplay in dorms and hallways.
- Missing dorm devotions without prior arrangements.
- Not complying with the disciplinary action for Level 1 infractions.
- Unauthorized chapel absences or tardy for chapel three times.
- Unauthorized TV/Gaming System in room.
- Abusing restroom facilities.

3.12.5 — Breakdown of Demerits & Fines (cont.)

Level 3 Infractions

30 DEMERITS + \$30 FINE PER INFRACTION

The dean reserves the right to use other disciplinary measures as he/she deems necessary. The following is a list, not necessarily inclusive, of these offenses:

- Disruption in class
- Curfew violation
- Failure to respond to call slips and official warning within specified period
- Illegally entering someone else's room (i.e. breaking and entering)
- Lying to a professor or any other college staff or administration
- Not complying with the disciplinary action for Level 2 infractions
- Careless and imprudent driving
- Traffic violations and speed limits on campus and in surrounding neighborhoods
- Unexcused absences during Class Day or Graduation
- Unethical financial activity
- Viewing unapproved movie
- Vulgar speech, swearing, or inappropriate jokes or words
- Writing bad checks

Level 4 Infractions

POSSIBLE SUSPENSION OR DISMISSAL

The dean reserves the right to use other disciplinary measures as he/she deems necessary. The following is a list, not necessarily inclusive, of these offenses:

- Causing or creating dissension among the student body
- Inappropriate physical contact
- Not complying with disciplinary action for Level 3 infractions
- Non-married couples unsupervised in a private setting
- Violation of email disclaimer and ethics
- Fighting
- Bullying (2nd incident)
- Cross Dressing

3.12.5 — Breakdown of Demerits & Fines (cont.)

No Tolerance Infractions

GROUNDINGS FOR IMMEDIATE SEMESTER SUSPENSION OR DISMISSAL

One verified incident of any of the following infractions is grounds for immediate semester suspension or dismissal:

- All forms of academic dishonesty
- Any rebellious activity directed against the college
- Attendance at bars, clubs, or other questionable entertainment
- Entering faculty/staff areas outside designated days/hours without proper authorization
- Felonious convictions
- Hazing (see Massachusetts Hazing Law as stated in this document)
- Indecent exposure or possession of pornography, including internet activity
- Immoral dating activity or any sexual immorality
- Insubordination, disrespect, or failure to cooperate with faculty, staff or security
- Possession, distribution, or use of illegal drugs or tobacco in any form
- Possession, distribution, or use of alcohol as a beverage
- Possession of fireworks, guns, or weapons on campus
- Sexual harassment – verbal or physical
- Stealing/shoplifting, including unauthorized possession of college property or property belonging to another individual
- Tampering with official college records
- Tampering with college computers or college network
- Tampering with another person's mail
- Tampering with any campus safety equipment (i.e. fire extinguishers, smoke alarms)
- Vandalism on or off campus
- Violation of church ethics or sowing discord in your local church

3.12.6 — Expectations of Respect

Respect is an attitude and behavior that should be afforded to all members of the college community through proper acknowledgment of their personal and professional position. Students are required to observe academic courtesy with regard to all titles (Dr., Dean, Mr., Mrs. or Miss).

Students should not use first names when speaking to or about faculty or staff members. Students are expected to exercise proper decorum in the classroom.

Students are required to respect the Boston Baptist College Statement of Doctrine and Purpose and are not permitted to engage in any activity on or off campus that would compromise the testimony or reputation of the college or cause disruption to Boston Baptist College's Christian learning environment. Proper respect should be shown from one student to another at all times. No hazing or student initiations will be permitted. Derogatory comments of a sexual, religious, or racial nature will not be tolerated. Students are expected to treat Boston Baptist College faculty and students in a spirit of Christian love, mutual respect, and individual dignity.

3.12.7 — Formal Complaints

Boston Baptist College is committed to timely and fair resolution of all student complaints. Whenever possible students should voice complaints with the appropriate faculty or staff member, or other students. If the complaint cannot be resolved informally, Boston Baptist College provides a process for students to file formal complaints when they are dissatisfied with institutional policies, services, or employee actions. This process may apply to academic or nonacademic issues, but is typically applied in matters where formal policies and procedures are not in effect. In those areas, policies stated in the *Student Handbook* and *Academic Catalog* take precedence.

- Students may submit a confidential formal complaint about an issue occurring during their current term of enrollment.
- The student expresses grievance in writing via the complaint form. Only complaints submitted via the complaint form will be considered official complaints. Complaints submitted via other forums will not be considered official complaints. [Student Complaint Form](#) or [Distance Education Student Complaint Form](#)
- The complaint will be forwarded to the Vice President's office.
- The complaint decision is rendered based on research findings.
- The decision making party will rule on the complaint and notify the student via email of the decision.
- If the student is not satisfied with the outcome of their initial complaint, they may appeal within five business days of the rendered decision by providing additional support/documentation for review.
- A second review of the complaint will be completed by the President's Office.
- If after all steps have been exhausted and the complaint has not been resolved, the student may file a complaint for with the following agencies:
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Students should follow the **TRACS Complaint Policy** and complete the **TRACS Complaint Form**.

Transnational Association of Christian Colleges & Schools (TRACS)
 15935 Forest Road
 Forest, Virginia 24551
 Telephone: (434) 525-9539
 Email: info@tracs.org
 Website: tracs.org

- Massachusetts Department of Higher Education following the steps at this link:
[Filing a complaint with Massachusetts Department of Higher Education](#)
- Distance Education Students should follow these steps:
[Filing a Complaint with DHE](#)

SECTION 4

Student Services

4.1 — Student Services Overview

4.1.1 — Mission & Objectives of Student Services

Mission

Consistent with Boston Baptist College's philosophy of education, Student Services seeks to encourage and develop a comfortable, engaging, Christ-honoring environment that facilitates the integration of learning concepts from the various disciplines so that all students may fully develop their potential.

Objectives

In support of its philosophy, Student Services seeks to provide services, programs, and activities for students that achieve the educational goals of the institution. Specifically:

- Student Services continues to be the primary agency for consistent and fair policy enforcement.
- Student Services advocates the development of the whole person intellectually, physically, socially, and spiritually; this is of primary importance.
- Student Services seeks to promote and sponsor programs and activities which instill a sense of personal responsibility toward other students, the institution, and the community.
- Student Services promotes communication and establishes a rapport with students to increase each student's awareness of issues, services, and student rights and responsibilities.
- Within the student community, Student Services is committed to the learning value of a culturally diverse population. From this context, programming focuses upon the intellectual, physical, social, and spiritual growth of students.

4.1.2 — Student Services Program Focuses

Intellectual

The work of Student Services does not compete with and cannot be a substitute for the academic experience. As a partner in the educational enterprise, Student Services enhances and supports the academic mission.

Physical

The Student Services provides a variety of recreational and social activities with the goal of providing physical exercise and social interaction.

Social

Student Services endeavors to proactively introduce programs to students that develop competence, manage emotions, increase acceptance of others, and nurture responsible autonomy.

Spiritual

Student Services seeks to develop a community conducive to spiritual growth. Each individual is challenged, through people and programs, to develop a Christian worldview. This includes encouraging spiritual growth, personal integrity, and social responsibility.

4.1.3 — Survey Requirement & Focus Groups

Boston Baptist College is committed to the ongoing evaluation of programs and services. Student surveys and focus groups are methods by which Boston Baptist College measures its institutional effectiveness. Therefore, it is of utmost importance that students participate. These surveys and focus groups assist Boston Baptist College in the evaluation and planning process and give students an opportunity for input.

4.2 — Student Services Program

4.2.1 — Announcements

On the campus of Boston Baptist College, students can seek approval from Student Services to utilize the communication channels that may be available.

Communication Channels

The following communication channels are only to be used with permission from Student Services:

- Bulletin Boards
 - Bulletin boards can be found in multiple locations around campus including dorm lounges, the main hallway, and the Boyler Room.
 - The main hallway bulletin board is for administration-approved use only (see below).
- Chapel Announcements
 - Students are permitted (pending approval) to make an announcement before the assembly gathered at the weekly Chapel service.
- College Social Media Groups
 - The college offers a number of social media groups hosted by social media platforms (i.e. Facebook). These social media groups do not require approval before posting, as group members are vetted before being added to the group.
 - Students must use discernment and caution before posting in these groups and understand that posts in these groups can be used as evidence for infractions committed.

Seeking Approval

A student can seek approval to utilize the aforementioned channels by emailing Student Services or arranging a face-to-face meeting with Student Services personnel.

Administrative Use & Student Responsibility

The official bulletin board in the main hallway near the Boyler Room is used for administrative messages only. All students are responsible for reading the official board each day they are on campus. Bulletin board posting will require approval from an appropriate dean.

4.2.2 — Bookstore

The bookstore is operated through the library. All course texts and other books of interest may be purchased through the bookstore.

4.2.3 — Computers

Computers are furnished for both academic and personal student needs. Lab computers print on printers located inside the library. Students should plan their printing & computer use needs around library hours of operation.

Use of these computers in any immoral, inappropriate, or illegal manner may result in penalties.

4.2.4 — Dispensary

Boston Baptist College does not operate a dispensary. However, a limited supply of medications and equipment is maintained for emergency treatment only. Students needing help should report to the deans, resident assistants, or front office during office hours.

4.2.5 — Employment

Boston Baptist College employs a number of students each year in four different departments:

- Food services
- Housekeeping
- Library
- Security

Applications for employment are available in the business office.

When opportunities for employment are received by the college, they will be posted on the bulletin board or on CIS — some opportunities may also be distributed by email. Employment should be sought only at reputable places.

The administration reserves the right to decide on the propriety of the student's off-campus employment. Decisions will be based both on type of employment/type of sales as well as required workplace attire.

4.2.6 — Events

Student organizations as well as individual students are permitted to host events on campus. All events must be cleared by Student Services 7 days prior to the event. Students must also complete a Master Calendar Form to reserve any spaces desired.

4.2.7 — Fitness Center

Students are permitted to utilize the Fitness Center located in Henderson Hall during posted hours. Some hours may be reserved for specific genders.

Students must follow all dress code guidelines and cleaning procedures listed or posted in the Fitness Center.

4.2.8 — Food Services

Boston Baptist College offers some or all of the following food services to students with verified meal plans:

- Continental breakfast (Monday-Friday)
- Lunch (Monday-Friday)
- Brunch (Saturdays only)

These meal options may or may not be offered based on student demand, and start times for these meal options may vary.

4.2.9 — Gymnasium

Students may utilize the gymnasium located in Henderson Hall for recreational activities such as playing/practicing musical instruments, basketball, volleyball, etc.

Henderson Hall Gymnasium may not be used during class times.

4.2.10 — Identification Cards

Student ID cards are issued at registration. They are required for library use and may be required in order to eat in the college cafeteria. Lost ID cards are subject to a replacement charge.

4.2.11 — Insurance

The Commonwealth of Massachusetts requires colleges to make health insurance available to their students who do not already have health insurance. Boston Baptist College is exempt from this requirement because of our enrollment size.

4.2.12 — Mail

Incoming Mail

Students are permitted to receive mail at the college's formal address. Standard letters or messages from the institution will be received at student mailboxes located in the Boyler Room. Packages and larger mail items can be received at either the Main entrance located in the Mansion Hall or at the Boyler Chapel Hall door to the South Parking Lot.

Outgoing Mail

Students are solely responsible for ensuring any personal, business, or academic mail they intend to mail is sent properly. For outgoing letters or standard mail, place the sealed letter with proper stamps in the outgoing mailbox located outside the Business Office. For outgoing packages and larger mail items, it is recommended students take the item to the nearest post office.

4.2.13 — Orientation & Learning Assistance

All new students must be present at a general orientation program when they register for their initial semester at Boston Baptist College. This program is designed to acquaint the student with key faculty and administration officials and with policies and procedures that affect their daily lives as students.

4.2.14 — Printing Services

Students may have copies made in the library by a library employee.

Cost:

- Black and white = \$.10 per copy
- Color = \$.50 per copy.

4.2.15 — Fred Tatro Research Library

In addition to our library holdings, students have access to the Boston Public Library system and Curry College Library. Students may use these holdings in house at Curry or may go through our librarian to check resources out. Computers are available in the library for research purposes.

Library hours can be found on the Library webpage or posted on the Library entrance.

4.2.16 — Student Government Association

The Student Government Association (SGA) is a student organization dedicated to the advocacy for students' rights and to the improvement of the campus socially and physically.

Purpose

The purpose of the Student Government Association, as stated in the official Student Government Association Charter, is:

- To provide two-way communication between the students of the college and the faculty, administration, and trustees. (SGA Charter 1.3.1)
- To provide independent representation of students (SGA Charter 1.3.2)
- To better on-campus life, by providing student leadership and organization to on-campus activities. (SGA Charter 1.3.3)
- In no way is the existence of the SGA intended to limit the direct interaction of students with staff, faculty and administration as the first point of contact on issues of personal importance. The first step is a personal meeting with the professional staff person to seek assistance.

Function

The operations and functions of the Student Government Association include the following:

- Elections
 - The Student Government Association works directly with the college administration to elect new association leaders and members in the spring semester of each academic year. (See SGA Charter 2.1.3 for election procedures)
- Reporting
 - The SGA is responsible for the following reports regarding their operations:
 - Annual Report of the President (SGA Charter, 4.1)
 - Annual Financial Report (SGA Charter, 4.2)
 - Committee Reports (SGA Charter, 4.3)
- Committee Formation & Advisor Appointment The SGA is responsible for forming and maintaining committees necessary to its mission and purpose. (SGA Charter, 2.3) The SGA is responsible for appointing advisors necessary to its mission and purpose. (SGA Charter, 2.4)

4.2.16 — Student Government Association (cont.)

Freedom of Information

Access to the Student Government Association Charter is available from the Student Government Association and shall be granted to any student upon request. Students are also entitled to access any SGA public meetings, formal minutes, or drafted resolutions upon request.

4.2.17 — Student Lounges

In addition to dorm studies, the college provides student lounges. Students are encouraged to enjoy these facilities, but are asked to do so with discretion and care. Any damage to these facilities or furnishings may result in fines to cover the cost of cleaning and repair. They are open until curfew.

The following areas of campus are permitted for use as a student lounge except when reserved by Master Calendar Form or formal administrative purpose:

- Boyler Room (Boyer Chapel Hall, Level 1)
- Orelia Rawlings Building
- All outdoor areas permitted for regular use

4.2.18 — Student Organizations

Student Organizations are student-led groups dedicated to developing community through shared interests or experiences. A Student Organization can exist in one of two Organization types:

1. Student Program
 - a. A student program is defined as a student organization that is operated by students, but financially sustained by the college (e.g. Student Government Association).
2. Student Club
 - a. A student club is defined as a student organization that is led and operated by students and whose financial responsibility is solely upon the members of the organization. (e.g. Film Club)

Student Organizations may change from one semester to another, but all must be approved by Student Services and follow the strict guidelines put forth by Student Services. Failure to do so could result in the termination or suspension of the organization.

SECTION 5

Campus Safety

5.1 — Campus Safety Overview

5.1.1 — College Safety Pledge

Boston Baptist College regards very highly the safety of each student while he/she is on campus. Therefore, every effort is made to keep this college safe.

- Students should promptly report any non-emergency maintenance issues using the electronic form on the Campus Information System (CIS).
- Students should promptly report any emergency maintenance issues to their respective RA
- Security employees provide physical security on campus from 11:00 p.m. until 5:00 a.m.
- Security will monitor dormitory common areas after curfew until 5:00 AM.

5.1.2 — Security Office

The Security Facilities are located on the second floor of Henderson Hall (Room 203). All security related concerns after curfew should be reported to this office.

5.2 — Emergency Response

5.2.1 — Emergency Contacts and Notifications

<i>Agency</i>	<i>Telephone Number</i>
Boston Baptist College - Emergency Hotline	(617) 433-5911
Boston Police Department	911
Boston Fire Department	911
Milton Hospital	(617) 313-1132

The campus text messaging system may be used to notify the campus community of various emergency events that may impact students and employees. Students will be enrolled in this system during registration at the beginning of each semester.

5.2.2 — Medical Emergency

In case of a medical emergency, please call 911 and provide the following information:

- Exact location of the person in need of medical attention
- Nature of medical problem you have observed
- Current condition

Do not move the person unless there is an immediate danger to the person.

5.2.3 — Bomb Threat

Bomb threats received via telephone, email, social media or by other means should immediately be reported to the Boston Baptist College - Emergency Hotline. If you receive a bomb threat, attempt to gather the following information:

- Ask the assailant where the bomb is located.
- Ask the assailant when the bomb is going to go off.
- Why did they place the bomb?

What is their name?

5.2.4 — Suspicious Packages

If a suspicious package is found:

- Do not touch or move the item!
- Call the Boston Baptist College - Emergency Hotline.
- Immediately leave the area and advise others to do the same.
- Limit the use of two-way radios and cell phones near the item.
- If a package is leaking a substance or powder and you come into contact with the substance, keep your hands away from your eyes, nose, mouth or any part of your face.
- Do not touch others or let others touch you.

Wash your hands and arms from the elbow down with soap and water.

5.2.5 — Fire

In the event of a fire, please activate a fire alarm pull station and call the Boston Baptist College - Emergency Hotline.

When the fire alarm sounds:

- Notify and other people in the area.
- Evacuate the building immediately.
- Close doors behind you when exiting any room or building.
- Assist individuals who may need assistance to move to a safe area.

If you suspect someone is trapped inside a building during a major fire, call the Boston Baptist College - Emergency Hotline and notify any Emergency Responders that may be on the scene.

5.2.6 — Major Floods

When major flooding occurs:

- Remain calm and call the Boston Baptist College - Emergency Hotline.
- If necessary, evacuate to high ground/safer locations.
- It is not advisable to walk, swim or drive through flood waters.
- Stay off fast-moving water areas.

Avoid storm drains and irrigation ditches.

5.2.7 — Major Earthquakes

When major flooding occurs:

- Remain calm and call the Boston Baptist College - Emergency Hotline.
- If necessary, evacuate to high ground/safer location.
- It is not advisable to walk, swim or drive through flood waters.
- Stay off fast-moving water areas.

Avoid storm drains and irrigation ditches.

5.2.8 — Active Shooter

If you receive a warning of a shooting on campus:

- Take shelter inside a building.
- Close and lock doors and windows.
- Turn off lights, close window blinds/curtains.
- Stay away from windows.

If the shooter enters your area:

Run

If safe to do so, leave the building or area as quickly and safely as possible. Once you reach safety, call 911 with the following information.

- Location
- Number of shooters and physical description
- Type of weapon(s)
- Potential victims

If someone else is with you, ask them to call the Boston Baptist College - Emergency Hotline.

Hide

- If you are unable to leave the building, go to a room that can be closed, locked or barricaded by using available material (desks, cabinets).
- If you cannot reach a securable room, look for a nearby location safely that provides cover. Be out of the active shooter's view. Turn off the lights.
- Do not move from your safe space until it is safe or you receive a direct communication from law enforcement.

Fight

As a last resort and only when your life is in imminent danger, attempt to disrupt and/or act as aggressively as possible against the shooter by:

- Throwing items and improvising weapons.
- Yelling
- Committing to incapacitate the active shooter by your actions.

What should you expect from law enforcement personnel?

They will tell you too...

- Remain calm and follow the officer's instructions.
- Keep your hands visible at all times.

Avoid making quick movements toward officers such as holding onto them for safety.

5.2.9 — Evacuating Persons with Disabilities

People who are visually impaired or blind:

Announce the type of emergency and offer your arm for mobility assistance.

People who are deaf or hard of hearing:

Write a note with evacuation directions. If you speak to the person, ensure that the person has a clear direct line of sight to you.

People using crutches, canes or walkers:

Assist the person to the evacuation site if possible. Render assistance in a safe manner.

Wheelchair users:

Check with the individual on their preference and assist in a safe manner. Immediately advise arriving first responders.

5.3 — Crime Prevention

5.3.1 — General Security Procedures

For all security-related emergencies on-campus, follow these procedures:

1. Call 911
2. Do not confront suspicious person(s).
3. Contact RA for dorm lockdown
4. RA contacts on-campus staff

5.3.2 — Theft

Students should take precaution against the possibility of theft of personal items. To aid the student in this effort, the following is required:

- Always keep dorm rooms locked when unoccupied or sleeping.
- For security reasons, exterior doors should be secured at all times.
- Students should not prop exterior doors open.

The college also strongly recommends the following:

- Large amounts of cash should never be kept in a student's room. A student should keep his/her money with him/her at all times or in the bank.
- A record of all serial numbers of valuable items should be kept. In addition, a student's initials should be engraved on those items.
- All clothing should be marked in such a way that it can be easily identified.
- Never leave purses, wallets, or other valuables unattended.

In the event that a student should be a victim of theft, the following procedures should be followed:

- Contact your RA.
- Report the theft to your Dean.

5.3.3 — Weapons & Fireworks

Fireworks, guns, and weapons are not permitted on campus, even if one has a valid firearms license. Carrying a firearm on a college or university campus is a crime in the state of Massachusetts. (The only exception being full-time police officers.) What constitutes a weapon is determined by the deans.

All BB, air soft, pellet, and like guns are never permitted on-campus. Paintball guns are never to be used on-campus and must be kept in the case in a car or room.

5.4 — Fire Safety

5.4.1 — Fire Escape & Drill Procedures

Students are informed concerning fire drill procedures, and fire drills are carried out while students are on campus.

Classroom

When the alarm sounds, the professor will supervise the class to exit from the building by the shortest route. The class should move 25-50 yards away from the building and wait for the re-entry signal.

Other Areas

When the alarm sounds, everyone will exit the building in an orderly manner using the posted exit routes. After leaving the building, everyone should move 25-50 yards away from the building and quietly await the re-entry signal.

5.4.2 — Dorm Fire Safety

Fire Escape & Drill Procedure

When the alarm sounds, quietly exit the area according to the route posted and move 25-50 yards away from the building. Quietly wait for the re-entry signal. The RA should make sure every room is empty before leaving the floor. RAs should make sure that every student is accounted for.

General Fire Safety

Nothing considered to be a potential fire hazard, such as lighters, matches, candles, etc., is allowed in dorm rooms at any time. This is a personal safety issue.

Hallways & Stairwells

Obstructions in the hallways or personal belongings stored in stairwells is not permitted. Such things have been deemed fire/safety hazards by the fire marshal.

5.4.3 — Smoke, Heat, and Carbon Monoxide Detectors

All detectors are to be in working order at all times. If you are aware that one is not operational, please report it to your RA or appropriate Dean immediately. Tampering with smoke, heat, or carbon monoxide detectors is strictly prohibited.

Students can be fined up to \$500 for a single offense.

5.5 — Medical Emergencies

5.5.1 — Illness

If you are too sick for classes, you should notify your RA, who, in turn, will notify your respective dean. You should remain in your room all day. If you need emergency care or medical treatment, transportation may be provided for you.

5.5.2 — Major Medical Emergencies

For all major medical emergencies on-campus, follow these procedures:

1. Call 911
2. Contact RA
3. RA contacts appropriate Dean

5.5.3 — Minor Medical Emergencies

For all minor medical emergencies on-campus, follow these procedures:

1. Contact RA
2. RA contacts Dean
3. RA calls for medical assistance or transports to hospital.
4. If RA is unavailable, contact on-campus staff.

SECTION 6

Distance Education

6.1 — Distance Education Defined

6.1.1 — Federal Definition

Distance Education uses one or more of the technologies listed to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVDs, and CD-ROMs, if used in a course in conjunction with any of the technologies listed above.

6.1.2 — Boston Baptist College Description

Boston Baptist College currently offers online courses supplemental to the traditional programs. The institution uses the LMS, Moodle, for its Virtual Learning Environment. Online courses do not require on-campus meetings. Faculty-student interaction and delivery of course content is achieved through the VLE system. Through regular effective and substantive contact, instructors and students interact to complete assignments and assessments and to demonstrate course objectives and Programmatic Objectives as they relate to each particular course.

6.2 — Academic Policies and Procedures

At this time, most of the policies and procedures in the *Student Handbook* are just as applicable to students enrolled in online courses. Any policy or procedure that differs for online students will be noted in this section.

6.2.1 — Application and Admissions

The application and admissions process for a student wishing to take an online course is the same as face-to-face students. The Registrar must then confirm the student is from one of the approved Distance Education states. Once the student is accepted, the Registrar will notify the Director of Distance Education. The Director of Distance Education will send the student the *Student Handbook*, video tutorials for VLE, the link to the VLE and the contact number for the help desk.

6.2.2 — Adding a Course

Students will follow the same procedures as face-to-face students, with their contact person being the Registrar. If a student is placed on a waitlist, the Registrar will email them their position on the waitlist. Once a student has been granted permission to enroll in the course, they will have 24 hours to do so in order to add the class. If they do not, then the next student on the waitlist takes the spot.

6.2.3 — Dropping a Course

Students will follow the same procedures as face-to-face students, with their contact person being the Registrar. Students must login to the course on the start date and will have 48 hours to complete the Check-In assignment given by the professor. If the student has not completed the Check In assignment by the deadline, an email reminder will go out to let the student know they will be dropped if the assignment is not completed by the end of the week. If the student has still not responded, the professor is to let the Registrar know and the student will be dropped from the course.

6.2.4 — Late and Make-Up Work Policy

No late work will be accepted past the published deadlines. In each course, a one time exception to this rule will be allowed as long as the work is submitted within 48 hours of the deadline - this work will receive a 10% penalty. Regarding make-up work for unavoidable leave, petitions and documentation must be submitted to the Director of Distance Education.

6.2.5 — Formal Complaint Policy (Academic and Non-Academic)

Boston Baptist College is committed to timely and fair resolution of all student complaints. Whenever possible students should voice complaints with the appropriate faculty or staff member, or other students. If the complaint cannot be resolved informally, Boston Baptist College provides a process for students to file formal complaints when they are dissatisfied with institutional policies, services, or employee actions. This process may apply to academic or nonacademic issues, but is typically applied in matters where formal policies and procedures are not in effect. In those areas, policies stated in the *Student Handbook* and *Academic Catalog* take precedence.

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- The complaint will be forwarded to the Vice President's office.
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Transnational Association of Christian Colleges & Schools (TRACS)
 15935 Forest Road
 Forest, Virginia 24551
 Telephone: (434) 525-9539
 Email: info@tracs.org
 Website: tracs.org

- Massachusetts Department of Higher Education following the steps at this link: [Filing a complaint with Massachusetts Department of Higher Education](#)
- Distance Education Students should follow these steps: [Filing a Complaint with DHE](#)

6.2.6 — Attendance Policy

The Attendance policy of this course is in accordance with the official attendance policy of Boston Baptist College as listed in the Standard. How this looks for distance education courses is the following: Students are required to “attend” or participate in the online course by completing at least 2-3 activities each week. Activities would include viewing course materials, responding to discussion posts, writing essays, completing quizzes, etc.

6.3 — Student Privacy

6.3.1 — FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) designed to protect student rights regarding education records maintained by the institution also covers Boston Baptist College. Under this act, students may inspect and review education records maintained by the institution that pertain to them; challenge the content of records on the grounds that they are inaccurate, misleading or a violation of privacy or other rights; and control disclosures from their education records with certain exceptions.

Not only does FERPA cover computerized educational records but also things like email communication, posts on a discussion board, and projects uploaded to electronic sites.

6.3.2 — Instructor of Record

Only the Instructor of Record has the right to access student records.

6.3.3 — Technology and FERPA

- Students will be required to submit information through various forms of websites in order to complete projects, make comments, do research, etc. Professors must make sure that internet sources being recommended for use are FERPA compliant.
- Examples of FERPA compliant websites - internet research, surveys, tests, etc. that do not require login information
- Examples of non FERPA compliant websites - social media, assignments beings created on websites outside of VLE that require login information, websites that house grades

6.3.4 — Privacy and VLE

- Boston Baptist College protects the privacy of all students, adhering to the same privacy standards for distance education or traditional students, through strict adherence to the rules of the Family Educational Rights and Privacy Act of 1974 (FERPA).
- There should be no guest access to the online course. “Guest lecturers” should create a video, send it to the professor, and be uploaded by the professor.
- Student rosters and grades should only be viewable by the professor.
- A student has their own VLE account that is password protected. Should a student feel their password or account has been compromised, they may reach out to the help desk in the IT department at 617-364-3510 ext. 221

6.3.5 — Online Orientation and Learning Assistance

Upon being registered for your course, it is important that you review the *Student Handbook* as well as the VLE training tutorials that will be emailed to you. If you have any questions about VLE, please contact the help desk in the IT department at 617-364-3510 ext. 221.

6.3.6 — Verification of Student Identification

For all credit-bearing courses offered through distance education, the college must verify that the student who registers for a distance education course is the same student who participates in and completes the course or program and receives academic credit. According to the HEOA, one or more of the following methods must be used:

- A secure password and login
- Proctored exams
- Other technologies or practices that are effective in verifying student identification
- Boston Baptist College further recommends that
- Students adhere to Academic Dishonesty statement in syllabi
- Visual ID verification

All methods of verifying student identity in distance learning must protect the privacy of student information. If any fees associated with the verification of student identity will be charged to students, they must be notified of these charges in writing at the time of registration or enrollment.

Initial Verification

During the Admission's process, each student receives a unique student ID number and ID badge. Upon matriculation, each student receives a unique and secure network account to authenticate into Boston Baptist College's electronic systems (i.e. VLE, Email). The Registrar's Office provides student verification for non-degree seeking students.

Secure Login and Password

Each Boston Baptist College student is assigned a unique student username and has a student-generated password to log into the Virtual Learning Environment (VLE). Students are responsible for providing their complete and true identity information in any identification verification process.

LMS and Student Work

Students are required to authenticate each time they log into the VLE learning management system to access their course(s) and complete course activities. All online course work that is graded or contributes to a student's grade is submitted via this authentication.

6.3.7 — Virtual Learning Environment

The LMS that is used for online learning is Moodle, and it can be located at vle.boston.edu. Students will use their email and login credentials to access their online courses.

Interactions and Expectations

Faculty and student interaction is an important part of the distance education learning experience. Successful completion of this course requires that students log into the course via the Virtual Learning Environment. Regular and substantive interaction with both the instructor and classmates is required throughout the semester. Academic exercises will be listed on the course syllabus and include, but are not limited to, reading textbooks and journal articles, watching videos, listening to audio, PowerPoint/PDF slides, discussion postings, quizzes, examinations, reflection and/or research papers, and written assignments.

Substantive Interactions

Students are required to regularly and substantively participate in class assignments. Failure to do so will prevent the student from meeting the course objectives and therefore hinder their academic progress in the course.

6.4 — Communication

There are three official means of communication between faculty, staff, and administration to students: Campus Information System, student email, and the VLE.

6.4.1— Campus Information System (CIS)

Important announcements are posted on the CIS regularly. It will be necessary for every student to check the CIS on a regular basis.

The address for the CIS is www.Boston.edu/cis

6.4.2— Student Email

Every student will receive an official Boston Baptist College email account at registration. Boston student email accounts are the official means of communication for the Boston Baptist College community. Therefore, it will be necessary for every student to check this account on a daily basis. Students are accountable for the contents of institutional communication received through their email account.

This service must be used in an appropriate and ethical manner, not to transmit or distribute communications designed to annoy, offend, or harass others.

Users are responsible for all usage of email service and for maintaining the confidentiality of the username and password, as well as the content of all transmissions. Users agree to indemnify and hold Boston Baptist College harmless for the loss or damage arising from the content of any message.

This service cannot be used to gain unauthorized access to any other attached network or system. The misuse of email may result in loss of privileges, disciplinary action, or legal action. Student access to boston.edu e-mail and online services will end when the student withdraws. Student e-mail services may also be suspended when a student's account is unpaid.

6.4.3— Virtual Learning Environment (VLE)

Most communication between faculty and students will be done through the VLE. This is where professors will post the syllabus, post assignments, give feedback and grading, and post absences. This should be checked daily.

6.5 — Regular and Substantive Interaction Guidelines

Faculty and student interaction is an important part of the distance education learning experience. Successful completion of an online course requires that students log into the course via the Virtual Learning Environment. Regular and substantive interaction with both the instructor and classmates is required throughout the semester. Academic exercises will be listed on the course syllabus and include, but are not limited to, reading textbooks and journal articles, watching videos, listening to audio, PowerPoint/PDF slides, discussion postings, quizzes, examinations, reflection and/or research papers, and written assignments.

Students are required to regularly and substantively participate in class assignments. Failure to do so will prevent the student from meeting the course objectives and therefore hinder their academic progress in the course. The following are some guidelines for regular and substantive interaction for professors and students.

Instructor to Student Interactions

- Course announcements
- Messaging via the VLE
- Personalized feedback
- Discussion boards
- Videoconferencing (Zoom or Google Meets)
- Phone/voicemail

Student to Student Interactions

- Messaging via the VLE
- Discussion boards
- Collaborative projects: group blogs, wikis

Student Interactions with Course Content

- Weekly assignments on the VLE
- Lectures (recorded/streaming)
- Lecture slides, notes, powerpoints, etc.
- Podcasts/webinars/screencasts
- Videoconferencing (Zoom or Google Meets)
- Discussion boards

6.6 — Fred Tatro Research Library

Online students have access to the online library catalog. This can be found under the Academics section of the www.boston.edu website. Students will click “access library resources” and then sign in with their login credentials.

SECTION 7

Residential Life

7.1 — Dorm Leadership

7.1.1 — Deans

The deans directly oversee all aspects of residence hall living. They supervise the Resident Assistants and seek to provide students with assistance in a variety of capacities.

7.1.2 — Residential Assistants (RA)

The Resident Assistants (RAs) are students appointed by your respective deans. They represent the college when performing their duties and provide leadership in the dorms. They also ensure the *Student Handbook* is adhered to and refer all infractions to their respective deans.

7.1.3 — Spiritual Life

The President and his designates oversee spiritual life on campus. Chapel, special events, and devotions/small groups are coordinated along with church service. Spiritual Life Directors and student spiritual life leaders may be tasked as needed.

7.2 — Dorm Policies

7.2.1— Appliance Policies

Curling Irons, Flat Irons, and Hair Dryers

- Do not leave the dorm with these on.
- Avoid using extension cords, and exercise extreme caution when using these in the bathrooms.

Irons

- You are not to use your bed or other furniture as an ironing board.
- Never leave an iron unattended when it is plugged in.

Microwaves & Other Small Appliances

- Microwaves are available in dorm lounges for your convenience before curfew.
- Small Appliances: Popcorn poppers, microwaves, hot plates, electric frying pans, crock pots, toasters, electric ovens, etc. are not permitted in the dorms.

Refrigerators

- One small office-type refrigerator will be allowed in a single or double room and two small office-type refrigerators will be allowed in a triple or quad room.
- There will be a \$30.00 fee per semester per refrigerator.

7.2.2 — Breaks & Vacations

Thanksgiving Break

- Dorms remain open, but students are responsible for providing their own meals.
- Curfew is 12:00 AM.

Christmas and Study Trip Breaks

- During these breaks, the residence halls close at the end of the business day prior to the beginning of the break. Students need to vacate the dorms before they close.

Summer Terms

- Students may live on campus if they are enrolled in summer courses.
- Special requests, including relocation within dorms, would require approval from the business office.
- Students are responsible for providing their own meals. Checkout is required and must be completed by 12:00 PM on the last day of the session.

Summer Vacation

- All residence halls close for the summer on the date specified on the college calendar due to routine maintenance that takes place over the summer.
- Checkout is required. Students need to vacate the dorms when they are closed.
- Special requests would require approval from the business office.

7.2.3 — Checkout Procedures

Room Checkout Forms must be filled out before a student leaves the campus at the end of the semester or during the summer. Rooms must be inspected by the dean or RA. A loss of dorm deposit will be assessed to students who fail to check out properly.

7.2.4 — Curfew Hours & Policies

Curfew Types

- Campus Curfew — All students without an approved curfew extension must be on campus and check in with an RA.
- Dorm Curfew — all students without an approved curfew extension must be in their dorm building.

Sunday – Thursday

- Campus Curfew at 11:00pm
- Dorm Curfew at 12:00am (midnight)

Friday & Saturday

- Campus Curfew at 12:00am (midnight)
- Dorm Curfew at 1:00am

Curfew Policies

- All students are required to be in their own dorm at the prescribed time.
- When you are late without permission, you will be referred to your respective dean and disciplinary measures will be taken.
- Students are not to be outside their dorm after curfew except by permission.
- Every person returning after curfew must sign in with security.
- To leave campus after hours for any reason, you must obtain permission from your RA.
- Students may leave campus after curfew for legitimate emergencies only and only after notifying your RA. The RA will report immediately to the respective dean for clarification and permission.
- Permission for extended curfew must be applied for through your respective Dean no later than 3:00 PM on the day the extension is desired.
- Weekend curfew extensions must be requested by 3 pm on the Friday before.
- Ladies coming on campus after curfew are to adhere to the following procedures:
 - Call ahead before arriving at security so they can meet you outside in the parking lot at a reserved space or make visual contact from the security office.
 - If they do not answer, drive to the security location (Henderson 203) to notify them that you have arrived. They will meet you in the parking lot to escort you to your dorm.

7.2.5 — Electronic Media

Students may have TVs in their rooms only with approval by their respective dean and provided they comply with college use policy. There is a \$30 fee per semester. There will only be one TV and/or gaming system permitted in each room provided every student in that room achieves a 2.5 GPA. All first semester freshmen are ineligible to have a TV and gaming system in their room.

A TV is provided in the Boyler room and Dorm Studies. TV programming, DVDs and video games must be consistent with biblical values and appropriate to the community spirit of Boston Baptist College. RAs and deans may regulate inappropriate programming as necessary. Misuse of any electronic devices will lead to fines and/or forfeiture of privileges (this includes all electronic games). Exceptions may be made for academic study and research.

Electronic media can be a great source of distraction from academics and the cause of a loss of both time and finances. It is the sincere desire of Boston Baptist College to aid each student to a greater success in their academics. Good stewardship of all time and resources is to be aspired to and encouraged by everyone in our community.

7.2.6 — Extensions & Exemptions

Students can submit requests to arrive on campus after curfew, miss curfew, or miss chapel.

Curfew Extension

Students can submit a curfew extension request that will be reviewed by their Dean in order to arrive on campus after curfew. All requests must be submitted by 3:00pm on the day in question. Extensions that span over the weekend must be submitted by 3:00pm on the Friday prior. Curfew extensions can be submitted through the Campus Information System (CIS). Deans reserve the right to approve or deny curfew extensions for any reason.

Travel Extension

Students can submit a travel form request that will be reviewed by their Dean in order to reside off campus for multiple days. All requests must be submitted 24 hours before the student leaves campus. Travel extensions can be submitted through the Campus Information System (CIS). Deans reserve the right to approve or deny curfew extensions for any reason.

Chapel Exemption

Students can submit a chapel exemption request that will be reviewed by the Dean in order to miss part of or the entirety of the weekly Chapel service. All requests must be submitted by Monday at 3:00pm.

Chapel exemptions can be submitted through the Campus Information System (CIS). Deans reserve the right to approve or deny curfew extensions for any reason.

7.2.7 — Horseplay

Activities and games which are normally played outside or in the gym are not allowed in the dorm.

7.2.8 — Noise Policy

As a dorm community we are to strive to allow all students to be able to study at all times. Students are to show respect for one another by keeping noise levels to a minimum. Any noise from a room (music, instruments, and conversations) which can be heard in the hallway will be considered too loud. Building a strong Christian community in the dorms is essential to the overall development of each student.

7.2.9 — Overnight Guests

Overnight or weekend guests of on-campus students must receive prior approval from the Dean of Men/Women. Guest approval forms must be completed and approved 24 hours in advance.

Approved guests are welcome to stay for \$40 per night, payable in advance, based on availability.

Guests must abide by college rules while on campus. This includes dress code. Overnight guests cannot typically be accommodated during summer and semester breaks or during Graduation week or other special events.

7.2.10 — Pet Policy

No pets are allowed in the dorms (animals, reptiles, fish, etc.).

7.2.11 — Quiet Hours

The dorm quiet hours are in effect Sunday night through Friday morning from 10:00 p.m. – 7:00 a.m. The dorm should be quiet during these hours. Studying should be done in the designated areas for students who must share their room with others. A study room may be provided and should be used exclusively for study. Consideration should always be shown to students who are studying. Students desiring to study in their rooms during quiet hours are to receive cooperation from other students and if necessary, assistance from an RA.

7.3 — Public Dorm Areas

7.3.1 — Bathrooms

It is important to our dorm community that the bathrooms and restrooms remain clean and orderly at all times. It is every student's responsibility to do his/her part to maintain a clean bathroom environment.

- No personal trash from rooms should be discarded in bathrooms.
- No personal items are to be left in bathrooms or showers.
- Personal items left in the bathrooms can or will be discarded daily.

7.3.2 — Damage to Public Dorm Areas

You are responsible for maintaining your room and furnishings in a damage-free condition. You will be required to pay for the cost of any damage-related repairs which need to be made to your room and/or furniture. Deliberate damage will be accompanied by discipline and fines beyond the cost of repair. Report any damage to your RA immediately.

Standard Dorm Damage Repair Costs:

- Hole repair and paint = \$100 per wall
- General cleaning fee = \$50
- Carpet cleaning fee = The cost of a professional cleaner or repair
- Furniture = Replacement cost
- Doors = Replacement cost plus \$25 per hour labor

7.3.3 — Hallways

Hallways must remain clean at all times for many reasons. Obstructions are fire code violations. They can be removed from the hallway immediately by an RA or dean at the owner's expense and discarded.

7.3.4 — Laundry Room

The laundry room may be used 7 days a week from 6:00 a.m. until curfew. Women are to use the Rawlings laundry facility on Mondays and Wednesdays only. Men may use it on the remaining days.

Students are to provide their own laundry supplies and keep them in their room, not in the laundry room. Laundry left unattended for more than 15 minutes will be removed and a charge may be assessed for its recovery. Please leave the Laundry room and machines ready to use for the next person. All laundry must be done before curfew and may not be left overnight. If students have problems with the machines, contact the posted number and email the DRL office.

7.3.5 — Modesty

Students need to be modest in your clothing while in the dorm. Students must be dressed at all times when they are not in their room, especially when going to and from the shower.

7.4 — Dorm Rooms

7.4.1 — Dorm Decorations

Your room décor (pictures, posters, etc.) is a reflection of your values. Décor should be Christ honoring.

- Wall and door décor may only be hung with painter's tape and sticky tack. Use of other means will result in loss of dorm deposits.
- Only vinyl window clings will be allowed on the windows.
- You may be asked to take down inappropriate décor (pictures, posters, etc.) at the discretion of your RA or respective dean.
- Thumbtacks, pins, nails, two-sided tape, duct tape, etc. are prohibited.
- Writing and engraving on walls and furniture is prohibited.
- No stickers or decals are to be placed on furniture or college property.

7.4.2 — Food Storage

All food kept in your room MUST be kept in air-tight containers such as Tupperware. You are not to help yourself to anyone else's food without permission.

7.4.3 — Room Checks

Your room may be checked daily. A consistent effort must be made to discipline yourself to keep your room orderly at all times. If rooms are excessively dirty, a warning or fine can be assessed.

- All clothing, books, and other items should be properly stored.
- Bins and boxes must be kept neatly under the beds.
- Dresser tops, wardrobes, and other stands are to be in order.
- Floors are to be free from trash and clothes.
- Beds do not have to be made on a daily basis-only at white-glove.
- All dishes are to be clean and stored properly.
- Food is to be stored in sealable plastic containers.

Room inspections will be done on days and times specified by your RA. Rooms that fail inspection will be subject to levied demerits and fines.

7.4.4 — Room Lockout

A student that has locked himself/herself out of his/her room may see an RA to have the door opened. There will be a charge for this service.

Lost Key Policy

There will be a charge of \$25-\$100 to replace a lost key depending on the dorm building you live in.

7.4.5 — Shared Dorms

You live in a dormitory complex with other students. You must keep in mind that you share your room with others. This means that you must be careful to keep your part of the room neat and clean. You should be considerate of each other as far as space, personal property, and noise levels. Be kind and considerate, keep the lines of communication open, and pray together.

All room assignments are made by your respective dean and are not to be changed without his/her approval.

Your room is a rental apartment. The same considerations apply to your dorm rooms that apply to rental apartments

- Furniture may not be moved in and out without the approval of your respective dean.
- You may arrange the furniture in the room to suit your taste, but it is not to be disassembled.
- All beds need to remain against the walls.
- Rearranging your room is to be limited to once a semester to reduce wear and tear on the furniture.
- Space is limited in each dorm room.
- Bins and boxes that will neatly fit under the beds may be used in the room.
- Students are advised to be conservative in the quantity of clothing and other items they bring with them.
- Sufficient furniture is provided in each dorm room so students are urged not to bring items of furniture with them.

7.4.6 — Sleeping

You are to sleep alone in your designated bed. You may not sleep on the bare mattress.

7.4.7 — Storage Policy

Boston Baptist College is not responsible for providing storage solutions to any student during, after, or between semesters. Any storage options provided are done so at the discretion of the college and any breach of contract or expectation regarding stored items or the manner in which they are stored may result in termination of the storage agreement.

Boston Baptist College is not responsible for the security or well being of any student's personal items and is not liable for any damage, loss, or theft that may occur.

7.4.8 — White Glove Inspections

White glove inspections will be performed at least once a month. This involves a thorough cleaning of all areas of the dorm. White-glove dates and times will be posted, by email, at least 72 hours in advance. The following list is a general expectation:

- Everything in the dorm room should be cleaned and organized.
- Floors should be swept and mopped or vacuumed so that the floor is clean and any substances stuck on the floor are removed.
- Everything should be dusted and wiped down. This includes all horizontal surfaces: tables, window sills, refrigerator tops, light shades, light covers, shelves, wood trim, etc.
- Walls should be checked, especially next to trash cans, for dirt and cleaned as needed.
- Beds should be made neatly, without wrinkles.
- All clothes, including shoes, should be arranged neatly. All clothes should be hung up or in drawers.
- There should be no trash in trash cans.
- All books and papers should be neatly arranged desks or tables.
- There should be no dirty laundry, including bath towels.
- All pens, pencils, toiletries, etc. should be stored neatly.

During White Glove inspections, Deans and RAs will check the smoke detectors and inspect the walls for damage from thumbtacks, nails, and adhesives not permitted.

White Glove inspections are typically held on the first Monday of each month. The exact dates and times will be announced in advance. Other dates may be added as needed by the Deans.

7.5 — Off Campus Living

7.5.1 — Expectations for Off-Campus Students

Single students are expected to live on campus unless they live with their families or legal guardians. Boston Baptist College intends to provide a quality education, and to be a community of believers who experience Christian fellowship in the context of the educational experience. On-campus life is vital to that, and the role of student leaders, particularly upperclassmen, is essential to the mature context and spiritual development of our campus.

Single students who are 21 years of age or older may have the option of living off campus with the approval of the appropriate dean and V.P. Approval is never to be assumed. All requests to live off campus must be submitted at least 60 days prior to the beginning of the semester in question and will be subject to a review of the student's academic standing, exemplary conduct, approval of off campus housing by appropriate authority, and other pertinent considerations. Rules of general deportment as described in the *Student Handbook* are applicable to off campus students. Off-campus students may not remain on campus after curfew without permission of the dean.

7.5.2 — Relocation Subsidy Policy

It is the policy of the Governing Board to assist married couples (for whom on campus housing is not an option at present) by subsidizing necessary housing when relocation is required to the extent that the college is capable of such subsidy. The goal is to help married students to live in the Boston area at below market prices.

Couples/families who relocate for purposes of close proximity to Boston Baptist College shall be eligible for subsidy on a need-for-assistance basis; however, eligibility is the exclusive decision of the college administration. Data from the Financial Aid office collected in conjunction with Title IV operations may be used by Boston Baptist College to determine a student's viable need for assistance.

SECTION 8

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