
BOSTON
BAPTIST COLLEGE

Think. Discover. Impact.

Student Handbook

2017 – 2018

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 polices 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.

Boston Baptist College is a smoke free campus.

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Academic Policies & Procedures

Getting Started

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 are also required for admission. 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 college catalog. If you have any further question, contact the Office of Admissions for assistance.

Choosing Courses

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.

- Select the program that you desire to enter.
- Example: Bachelor of Biblical Studies - Church Ministries Minor.
- Make an appointment to see your academic advisor. If you do not know who he/she is, go to the Academic Office and have someone check for you.
- Following the advice of your advisor, advisement will be established at advisement meeting.
- Be sure to keep your course load in a range that you can handle. Twelve to sixteen credit hours is a normal schedule for a full-time student.
- Be sure that your schedule printout is correct before signing it. Class rosters will be incorrect if your schedule is incorrect.
- Keep your own flow sheet of your program, constantly checking your own progress.

Normal Course Load

There is no universal answer for this question. 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.

- You are assigned an academic advisor to give you wise advice in such matters.
- 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, probation, or suspension. 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.

Transfer Credits

Credits will be formally evaluated for transfer only after the student has been admitted to Boston Baptist College. 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.

Class Rosters

If you attend class, and your name does not appear on the professor’s roster, it means that you have a problem with your registration. 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, do all of the work, and earn a passing grade. Your class schedule must match the forms submitted to the Director of Enrollment Services during registration.

Changing 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 Class

- 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.

Dropping a Class

- 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 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.

Electronic Devices

Mobile computers, PDAs & 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 TXTing 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.

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 four programs that you may select from:

- Bachelor of Biblical Studies (with one of the following minors): Pastoral Ministries / Church Ministries / Youth Ministries / Cross-Cultural Ministries / Educational Ministries / Biblical Counseling/ Business / History
- Associate in Science in Biblical Studies
- Certificate in Biblical Studies
- Master Life Certificate

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

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.
- The Academic Committee will decide on your academic petition.
- When a decision is reached, it is to be accepted as final.

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

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.

Due Process or the 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.
- If the Academic Committee rule against you, your final recourse is another academic petition directed to the Trustee Board. This should also be turned in to the Academic Office. The issue will be transmitted to the trustees. Their decision is final, and they may decide not to consider the issue if they believe it to be settled under written policy.

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.

Graduation

- A CGPA of at least 2.0 is required to receive all certificates and/or degrees from Boston Baptist College.
- Maintain regular contact with your academic advisor throughout your program to assure that you don't overlook a requirement that could delay your graduation.
- 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 with the Director of Enrollment Services 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.
- The Academic Committee must approve any exception to the above policies. Highly unusual circumstances would have to be present for an exception to be considered.

Graduation Honors

- The senior who earns the highest cumulative GPA above 3.5 for his/her course work at Boston Baptist College will be recognized as Valedictorian.
- The senior who earns the second highest cumulative GPA above 3.5 for his/her course work at Boston Baptist College will be recognized as Salutatorian.
- Alumni returning to complete a degree after previously receiving a terminal degree are not eligible for graduation honors.
- All seniors who earn a CGPA of 3.50 or higher will receive honor cords at the graduation ceremony.
- 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 college catalog.

CLEP and AP Courses

- Students may submit up to 9 hours total of 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.

Course Submissions

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

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 course work at the other institution WILL NOT be eligible for use toward program requirements. A maximum of 9 hours of combined AP, CLEP, and cross-registration will be approved for any student.

Cross-Registration Policy

A student can take up to nine hours of course work during the duration of his or her program. This nine hours 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 satisfies a core requirement as opposed to a general elective
- 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)
- The course must generally occur outside of Boston Baptist College's Academic Calendar

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.

Attendance Policy

- For a three credit hour course, five one-hour absences are allotted per course with a NO APPEAL PROCESS.
- For a one credit hour course, two one hour absences are allotted with a NO APPEAL PROCESS.
- For each ensuing absence above the allotted number, a letter grade reduction will be given.
- The ONLY exceptions to this are college initiated absences or a college-approved medical leave of absence that exceed the allotted number of absences or jury duty.
- Any student more than 10 minutes late, or who leaves and misses more than 10 minutes of the class time is considered absent.
- Any unresolved issues after 90 days will be considered closed due to available evidence.

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.

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.

- 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 projection units 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 affect 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.

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/Aims

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 in which they live.
- Student Services promotes communication and establishes a rapport with students to increase the 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:

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 world view. This includes encouraging spiritual growth, personal integrity, and social responsibility.

Survey Requirement and 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.

Community Covenant

While handbooks will necessarily codify specific policies for professional and student life, the flavor that permeates campus life all originates in our

“Boston Baptist College Community Covenant”

We commit ourselves, as a community of Jesus Christ’s disciples - the Boston Baptist College family of staff 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.

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 interactions find eternal meaning and practical value.

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 do and say is done in the presence of Him who willingly suffered for our sins.

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.

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.

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.

Community Living

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.

General Policies

"As A Student": A student is defined as anyone who: (1) Is enrolled in the semester or session currently in progress; or (2) 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.

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, national or ethnic origin, age, gender, veteran status, or disability.

Entertainment - Movies/Movie Rentals/Videos/Video Games/Music/Literature and Other

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.

- Televisions - Returning students may seek approval with their respective Dean for a TV in their room. (Recognizing that TV can be a distraction; everyone in the room must have a 2.50 GPA.) A TV is provided in the Boyler room and Dorm Commons area. 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. There is a \$30 fee for a TV per semester.
- 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.

Hazing

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; and (2) be referred to the proper law enforcement agency for criminal prosecution if deemed appropriate by the president and trustee chairman review.

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 practical. Whoever fails to report such a crime shall be punished by a fine of not more than one thousand dollars.

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.

Orientation and 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.

Privacy

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.

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.

Sexual and or Physical Harassment

Both sexual and physical harassment are prohibited by law and will not be tolerated within the Boston Baptist College community - students, faculty, staff, or administration. Harassment may be defined as coercive or abusive sexual or physical advances toward another person contrary to his or her wishes, including, but not limited to, abusive or provocative verbal or physical conduct that is sexual in nature. Any member of the Boston Baptist College community may file a complaint alleging such harassment by using the following procedure:

- Write out the infraction, including the date, time, and place.
- Include the signature of the offended student/person, and, if possible, the signature of a witness.

- The complaint is then given to the appropriate dean who will promptly investigate the complaint and recommend appropriate action to the President. In appropriate instances, complaints may be filed directly with the president of the college, or the Board of Trustees. All complaints will be taken seriously by college officials and will be reviewed to the fullest reasonable extent. Records of complaints and actions will be retained in confidential files in the appropriate office.

All sexual harassment complaints 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.

Sexual and/or Physical Abuse by Employees –

(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.

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 another 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.

Given that human life is God's creation, including the life of the unborn, we affirm the "sanctity of life" as an integral representation of our college faith and values.

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.

Policy on Bullying, Harassment, and Intimidation

Purpose

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.

Bullying

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.

Harassment

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.

Intimidation

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).

Reporting Responsibility

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.

Prevention and 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 – Student 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.

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.

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.

Shorts

Style: Shorts must cover the thigh, loose fitting and in line with our policy on general modesty and neatness.

Times: Students are permitted to wear "Recreational Casual" any time they are not in classes.

Dress Code for Men

Presidential Dress: is a suit or appropriate slacks with dress shirt, tie, jacket, and well-shined shoes with coordinated socks. Clothes should be without wrinkles-

Professional Dress: appropriate slacks (no holes or fraying), collared shirt (no T-shirts) with a belt and well-shined dress shoes with coordinated socks. When wearing a sweater, a collared shirt does not have to be worn underneath. All garments that have a hood attached are not considered professional or presidential dress.

Casual Dress: Jeans, T-shirt, flip flops, hoodies, warm-ups, etc.

Recreational Casual Dress: Shorts, workout pants, sweat pants, Tank tops, etc.

Classroom Dress

Classroom Dress: Unless communicated differently, classroom dress will be **casual**.

Presidential Dress and Professional Dress: There will be days that are TBA during the semester that will require Presidential or Professional dress.

- Shirts are required at all times.

General Appearance:

- Neatly trimmed sideburns, mustaches, beards and goatees are permitted but must have lines of definition.
- Piercing or piercing plugs are not permitted. No Gages.

Dress Code for Women

Presidential Dress: a dress or skirt and blouse with dress shoes.

Professional Dress: Pants (no jeans of any color) are allowed as Professional Dress.

Casual Dress: Jeans, T-shirts, flip flops, hoodies, warm-ups, etc.

Recreational Casual Dress: Recreational Casual Dress: Shorts, workout pants, sweat pants, Tank tops, etc.

Classroom Dress

Classroom Dress: Unless communicated differently, classroom dress will be **casual**.

Presidential Dress and Professional Dress: There will be days that are TBA during the semester that will require Presidential or Professional dress.

General Appearance:

- Clothing should be modest. Tops should be loose fitting. Dresses and skirts should be no shorter than the top of the knee. Anything tight, backless, low in the neckline or revealing the midriff is immodest and unacceptable.
- Piercing is to be limited to the ears only.

Judicial System

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.

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.

Judicial Committee (JC)

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.

Official Warning:

Students receive written notice of a rule infraction.

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.

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.

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 course work 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.

Social Conduct

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

- Inappropriate personal contact between students is to be avoided at all times.
- Couples should refrain from seclusion and personal contact on campus.
- As a safety issue, students should always walk in at least groups of two when walking off campus.
- Marriage: Student marriages are strongly discouraged while school is in session. Because of the gravity of the marriage covenant, students who plan engagement or marriage are encouraged to seek out godly counsel from parents and pastors.

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.

Demerits and 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 (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 computer during class
- Using Rawlings laundry room on unapproved days.

Level 2 infractions = 20 DEMERITS + \$20 FINE (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.

Level 3 infractions = 30 DEMERITS + \$30 FINE (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 warnings 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 on Graduation morning.
- Unethical financial activity.
- Viewing unapproved movie.
- Vulgar speech, swearing, or inappropriate jokes or words.
- Writing bad checks (see "Check Writing Policy").

Level 4 infractions = Possible suspension, dismissal, or other disciplinary measures the dean 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.

NO Tolerance infractions = One verified incident of any of the following infractions is grounds for immediate semester suspension or dismissal:

- All forms of academic dishonesty (see academic section).
- Any rebellious activity directed against the college.
- Attendance at bars, clubs or other questionable entertainment.
- Entering faculty/staff area 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 to, disrespect for, 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 marijuana in any form as well as any other controlled substances.
- 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.

Formal Complaints

Most differences between individuals are readily solved by direct communication between the parties involved. The community spirit at Boston Baptist College among students, faculty, administration, and staff fosters the ability to rectify differences informally. In a case where such resolution fails, due process should be followed for all grievance resolutions.

Students, who are unable to get a satisfactory resolution to their problem after following due process, may lodge a formal complaint with our accrediting association.

TRACS
15935 Forest Road
Forest, VA 24551
Email: info@tracs.org
Phone: (434)525-9539
Fax: (434)525-9538
www.tracs.org

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. Gentlemen must remove headwear in classrooms and academic buildings.

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.

Chapel and Church Service

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 and finalists in the Henderson Speech Contest are given the opportunity to speak to their peers each year. Chapel services are an official part of every student's curriculum.

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.

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 wearing church appropriate attire. It is YOUR responsibility to find out what the specific requirements are as well as finding out if they have someone to take role 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.

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 three 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.

Communication

There are four official means of communication between faculty, staff, and administration to students: chapel announcements, call slips, campus information system, 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 <https://www.boston.edu/cis/>

Student E-mail

Every student will receive an official Boston Baptist College e-mail account at registration. Boston student e-mail 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 e-mail 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 e-mail service and for maintaining the confidentiality of the user name 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 e-mail 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.

Text Messaging Alert System

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.

On Campus Living

Dorm Leadership

Deans:

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

Resident Assistants:

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.

Spiritual Life Leaders:

Spiritual Life Leaders are appointed by respective deans and are responsible for encouraging spiritual maturity among the students in the dorm. They coordinate dorm devotions for all students residing in their respective dorms. They minister to the spiritual needs of the students by having an open door for those who need prayer, mentoring, or Bible study.

Dorm Policies

Appliances:

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

Bathrooms and Restrooms

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 their 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.

Breaks and 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. All students will be required to find alternative living arrangements until dorms reopen.
- Summer Terms – Students may live on campus if they are enrolled in summer courses, but may be asked to relocate within the residence halls. 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 date specified on college calendar due to routine maintenance that takes place over the summer. Checkout is required.

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.

Clothing

You need to be modest in your clothing while in the dorm. Make sure you are dressed at all times when you are not in your room, especially when going to and from the shower.

Curfew Hours and Policies

Sunday – Thursday, 11:00 p.m. must be on campus; in room by 12:00 a.m. Friday – Saturday, 12:00 a.m. (midnight) must be on campus; in room by 1:00 a.m. You are to let your RA know you are on campus at the prescribed time.

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.

Ladies coming on campus after curfew are to adhere to the following procedures:

- Call ahead before arriving to security so they can meet you outside in parking lot at a reserved space or make visual contact from the security office.
- If they do not answer, drive to 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.
- Always park in the designated reserved parking spaces when arriving after curfew for your safety.

Damage in 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

Decorations/Posters

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.

Spiritual Life Meetings

Spiritual Life Meetings are mandatory for all on-campus students. Spiritual Life Meetings will be led by your Spiritual Life Leaders and will be held at designated times. Exemptions can only be granted by your Spiritual Life Leader. Unexcused absences and tardies will be treated the same as Chapel absences and tardies.

Dorm Room and Furnishings

You live in a dormitory complex with other students. You must keep in mind that you share your room with others.

- That 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.

Electronic Media

Students may have TV's 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. The computer lab will be open after curfew for a limited number of students that make arrangements with their respective dean beforehand. 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 and encouraged by everyone in our community.

Fire Escape and Drill Procedure

After Curfew– 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. They should make sure that every student is accounted for.

Fire Safety In Dorms

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.

Food

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. The soda machines are provided for your convenience. Make sure all empty containers are put in the designated place.

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. Overnight guests cannot typically be accommodated during summer and semester breaks or during Graduation week or other special events.

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.

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.

Laundry Room

The laundry room may be used 7 days a week from 6:00 a.m. until curfew. Ladies are to use the Rawlings laundry facility on Mondays and Wednesdays only. The guys may use it the remainder of the days. You are to provide your own laundry supplies and keep them in your 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. All laundry must be done before curfew and may not be left overnight.

Lost, Stolen, or Damaged Property

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.

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.

Quiet Hours

The dorm quiet hours are in effect 10:30 p.m. – 7:00 a.m. Sunday night—Friday morning. 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.

Non-College Furniture

All furniture/articles brought on campus by students must be removed from campus at departure. Item may never be placed in a college dumpster or disposed of anywhere else on campus. Improper disposal will be subject to loss of dorm deposit or an additional fine of \$200.

Personal Belongings

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.

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.

Pets

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

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.

Inspection of room will be done on days and times specified by your RA. Rooms not passing inspection will be subject to levied demerits and fines.

Room Lockout and Lost Key Policy

A student that has locked himself/herself out of his/her room may see an RA to have their door opened. There will be a charge for this service. There will be a charge of \$25-\$100 to replace a lost key depending on the dorm you live in.

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.

Sleeping

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

Storage

The college does not provide storage for student's personal belongings during the semester or over summer vacation. Students leaving personal items on campus should expect to be charged without notice and may undergo additional disciplinary measures as the deans deem appropriate. The college is not responsible for the security of any items left on campus by students.

White-Glove

White glove inspections will be performed several times during a semester. This involves a thorough cleaning of all areas of the dorm. The inspection is done by your respective dean. White-glove dates and times will be posted with appropriate notice and generally are scheduled on the first Monday of every month. 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. 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 made neatly, no wrinkles;
- All clothes, including shoes, arranged neatly. All clothes hung up or in drawers;
- No trash in trash cans;
- All books and papers neatly arranged on desks, or tables;
- No dirty laundry in rooms, including bath towels;
- All pens, pencils, toiletries, etc. stored neatly.

Also, during white-glove 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.

Written Approval

- Travel and Extended Curfew Forms: Students must fill out and submit a travel form on the CIS and have it approved by their respective dean before it takes affect. This notifies the RAs that you will be absent from bed check and also helps the deans to know your whereabouts in case of an emergency.
- Church Travel: Students may travel to their local churches without special permission if they are located within 60 miles of the college.
- Chapel Exemption: Chapel attendance is mandatory for all students on campus on chapel days. Chapel is a necessary and expected part of every full-time student's experience at Boston Baptist College. The Deans may review any request for chapel exemption, but no exemption should be presumed, as the expectation is that all students attend every chapel service.

Safety & Security

Security Office

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

Campus Safety

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 CIS located at <http://cis.bbc.pri/eforms/mr>
- Students should promptly report any emergency maintenance issues to their respective RA
- Security guards provide physical security on campus from 11:00 p.m. until 5:30 a.m.
- Security will monitor dormitory common areas after curfew until 5:30 AM.

Emergencies

Emergency procedures are posted throughout dorms and buildings. You can also contact a security guard, your dorm supervisors, deans, or dial 911. Hyde Park Police Dept. phone number is 617-343-5600.

- **Security Emergencies**

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

- **Major Medical Emergencies**

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

- **Minor Medical Emergencies**

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.

Fire Escape and Drill Procedures

- 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.

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

Hallways and Stairwells

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

Horseplay

Remember, activities and games which are normally played outside or in the gym are not allowed in the dorm.

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. Student may be fined up to \$500 for a single offense. If a battery is needed, request one from your RA via e-mail.

Weapons/Fireworks

Fireworks, guns, and weapons are not permitted on campus. What constitutes a weapon is determined by the deans.

Massachusetts Gun Law: Gun and firearm permits are issued by the police department. There are three basic types of permits: Firearm Identification Card (F.I.D.), a License to Carry, and a License to Purchase. An F.I.D. card covers rifles and shotguns that can be transported anywhere and pistols, which must be kept in one place. A License to Carry covers pistols, rifles, and shotguns, all of which may be transported anywhere. A License to Purchase covers all handguns which must be kept in one place. No person should carry any gun loaded or unloaded away from his/her home or place of business unless he/she has the proper authorization or license. In Massachusetts there is a law that requires a one year mandatory jail sentence for illegally carrying a handgun, rifle, or shotgun.

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

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 room 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.

Off Campus Living

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.

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.

Once assistance is approved by the college, the following will apply:

- Eligibility will require that at least one spouse maintain full-time status.
- The student's account with the college must remain in good standing or subsidy is forfeited. (If the student is on a payment plan all payments must be made in a timely fashion to sustain eligibility for the Relocation Subsidy.)
- The student must fill out and file a Housing Subsidy Application with the Business Office. It is the student's responsibility to make sure that the application is filed and maintained with total accuracy. Ten business days will be required for processing before any subsidy can begin. Again, updating subsidy data is the FULL responsibility of the student and failure to keep data current is grounds for denial or immediate termination of subsidy.
- A FAFSA for the academic year in question must be filed with the Boston Baptist College Financial Aid office prior to any subsidy approval.
- The student's account with the landlord must remain in good standing. Documented violation of lease/tenant agreement is grounds for termination of subsidy.
- The subsidy will be issued by the college business office on the 25th of the month for the upcoming month's rent with the check being made out directly to the landlord – not to the student (subsidy check may be dated for the first day of the rent month.)
- The subsidy can begin in August of the enrollment year and may be continued year round until the month of graduation, at which time the subsidy will cease.

- The subsidy is subject to funding and college budgetary concerns and as such can change or be discontinued by the college at any time without notice.
- For the current year, the subsidy will be \$100 per month.
- Students with monthly rental below \$600 per month are not eligible.

Student Life

Office of Student Life

Our goal is to make your experience at Boston Baptist College both academic and social in nature. We accomplish the social aspect through our Student Government Association, which is responsible for creating, organizing, and implementing community service projects, activities on-campus and off-campus, concerts, intramural sports, and trips into Boston and the surrounding areas. Another critical aspect of student life is the spiritual growth of our students. We strive to give students every opportunity to be involved in prayer groups, small groups, or accountability groups, weekly student led worship events, and book discussions. Our desire is for your experience at Boston Baptist College to be some of the best years of your life academically, practically, and spiritually.

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.

Bookstore

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

Bulletin Boards

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 he/she is on campus. Bulletin board posting will require approval from an appropriate dean.

Cell Phones

All cell phones are to be turned off during classes.

Computer Lab

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

Class Room

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

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.

Employment

Boston Baptist College employs a number of students each year in four different departments: food services, housekeeping, library, and 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. Employment should be sought only at reputable places. The administration reserved the right to decide on the propriety of the student's employment it depends both on type of employment or sales as well as required work place attire.

Furniture

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.)

Graduation 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.

Henderson Hall

Students may use the gymnasium in Henderson Hall for playing/practicing musical instruments, basketball, volleyball, and other recreational activities during non-class hours and before prescribed time to be in the dorm.

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.

Inclement Weather

When weather requires that BBC be closed or that classes be delayed, it will be announced on WBZ (AM1030) and will also be posted on www.boston.edu by 6:00am.

Note: In the event of catastrophe such as, but not limited to, fire, windstorm, hail, explosion, riot civil commotion, aircraft, vehicles, and smoke, the college is not liable for damage to any personal belongings of the student.

Insurance

The Commonwealth of Massachusetts requires colleges to make health insurance available to their students. The law requires that students must purchase the insurance provided by the college or prove that they are covered by another policy that provides for the minimum benefits required by the law. In order to comply with the state law and also secure the lowest cost for our students, the Board of Trustees voted to make the purchase of student insurance mandatory for all the students enrolled for nine or more hours, who do not provide proof of insurance coverage to the Business Office. The health insurance coverage is also available, though not required, for part-time students.

Note: Because the cost of insurance fluctuates from year to year, information regarding the cost of insurance is sent to each student and applicant during the summer and may be obtained from the Business Office. The insurance fee must be paid in full at registration.

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.

Hours: Monday – Thursday, 7:45 a.m. to 10:00 p.m.; Friday, 8:00 a.m. to 5:00 p.m.; Sunday, 9:00 p.m. to 11:00 p.m.

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 nonresident's failure to comply as required is up to \$200.00.

Off-Limit Areas for Students

- 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.
- Unlit areas and other areas restricted by the administration.
- The library storage building, maintenance, and other storage areas.
- The back stairwell of Rawlings Hall which leads to the kitchen and kitchen exit is for emergency exit only.
- Basement of the Orelia Rawlings building ~ also known as "OR"

Parking Lot and Vehicle Regulations

- All students' cars must be registered with the administration. Proof of ownership, a driver's license, and valid insurance must be shown at the time of registration.
- Boston Baptist College parking stickers must be displayed on all registered vehicles.
- Abandoned vehicles will be towed at the owner's expense.
- Storage of student vehicles on college property over summer vacation is prohibited.
- Students should not drive on non-paved surfaces.
- Students are prohibited to park in reserved spaces and faculty spaces at all times. There is only one exception: ladies that arrive after curfew may park in reserved spaces adjacent to the Boyler Room and Henderson Hall, but must move cars before 7:00 a.m. the next morning except on weekends and holidays it must be removed by 12:00 p.m.

Car Repair

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 like routine maintenance is permitted. Oil and auto parts may not be disposed of anywhere on-campus, but must be disposed of at a legal disposal sight (i.e., Auto Zone). Oil pans and repair tools and equipment are to be stored immediately after work is completed.

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.

Photocopies & Printing

Students may have copies made in the library by a library employee. Cost: black and white, \$.10 per copy; color, \$.50 per copy.

Postal Procedures

Each student is responsible for checking his/her mailbox daily. Students will receive all their mail in their mailboxes. Tampering with mail that is not yours is a federal offense. All personal mail should be addressed as follows:

Student Name
Boston Baptist College
950 Metropolitan Avenue Box #XXX
Boston, Massachusetts 02136-4030

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 Boyler Room is for recreation, conversation and TV viewing. It is furnished with foosball tables, a ping pong table and a pool table.
- The Orelia Rawlings House (The "OR") is for quiet conversation and study. This lounge is a study first and headphones only lounge.

Weight/Exercise Room

The weight/exercise room is located in Henderson Hall and provides free weights, some weight machines, and treadmills. Students should not perform free weight exercises such as bench press or squats without a spotter. After using the facilities, students should empty all bars and machines of weights and place them back on their racks. Refusal to do so may result in loss of privilege to use these facilities.