# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>TABLE OF CONTENTS</td>
<td>1</td>
</tr>
<tr>
<td>POINTS OF CONTACT</td>
<td>6</td>
</tr>
<tr>
<td>MISSION STATEMENT</td>
<td>7</td>
</tr>
<tr>
<td>VISION STATEMENT</td>
<td>7</td>
</tr>
<tr>
<td>CORE VALUES</td>
<td>7</td>
</tr>
<tr>
<td>1 - ACADEMICS</td>
<td>8</td>
</tr>
<tr>
<td>1.1 - ACADEMIC INTEGRITY</td>
<td>8</td>
</tr>
<tr>
<td>1.2 - ACCESS TO EDUCATIONAL RECORDS</td>
<td>8</td>
</tr>
<tr>
<td>1.3 - ADVISORS</td>
<td>8</td>
</tr>
<tr>
<td>1.4 – CATALOG</td>
<td>9</td>
</tr>
<tr>
<td>2 - STUDENT LIFE</td>
<td>10</td>
</tr>
<tr>
<td>2.1 - SPIRITUAL GROWTH</td>
<td>10</td>
</tr>
<tr>
<td>2.1.1 - Personal Devotions</td>
<td>10</td>
</tr>
<tr>
<td>2.1.2 - Chapel</td>
<td>10</td>
</tr>
<tr>
<td>2.1.3 - Local Church Membership</td>
<td>10</td>
</tr>
<tr>
<td>2.1.4 - Discipleship</td>
<td>10</td>
</tr>
<tr>
<td>2.2 - SPECIAL EVENTS</td>
<td>11</td>
</tr>
<tr>
<td>2.2.1 – All Campus Retreat</td>
<td>11</td>
</tr>
<tr>
<td>2.2.2 - Spiritual/Missions Emphasis Weeks</td>
<td>11</td>
</tr>
<tr>
<td>2.2.3 - Fall Banquet</td>
<td>11</td>
</tr>
<tr>
<td>2.2.4 - Winter Banquet</td>
<td>11</td>
</tr>
<tr>
<td>2.2.5 - Spring Banquet</td>
<td>11</td>
</tr>
<tr>
<td>2.2.6 - Senior Skip Day</td>
<td>11</td>
</tr>
<tr>
<td>2.2.7 - Preview (for perspective students)</td>
<td>11</td>
</tr>
<tr>
<td>2.2.8 - Spring Conference</td>
<td>11</td>
</tr>
<tr>
<td>2.2.9 – The International Conference on Missions (ICOM) - 2015</td>
<td>12</td>
</tr>
<tr>
<td>2.3 - STUDENT ORGANIZATIONS</td>
<td>12</td>
</tr>
<tr>
<td>2.3.1 - Recognition</td>
<td>12</td>
</tr>
<tr>
<td>2.3.2 - Officially recognized student organizations:</td>
<td>12</td>
</tr>
<tr>
<td>2.3.3 - Membership</td>
<td>12</td>
</tr>
<tr>
<td>2.3.4 – Records</td>
<td>13</td>
</tr>
<tr>
<td>2.3.5 – Student Organization Funding</td>
<td>13</td>
</tr>
<tr>
<td>2.4 – ATHLETICS AT BBC</td>
<td>13</td>
</tr>
<tr>
<td>2.4.1 - Introduction</td>
<td>13</td>
</tr>
<tr>
<td>2.4.2 - Eligibility</td>
<td>13</td>
</tr>
<tr>
<td>2.4.3 - Supervision</td>
<td>13</td>
</tr>
<tr>
<td>2.4.4 - Spectating</td>
<td>13</td>
</tr>
<tr>
<td>2.4.5 - Sports Field</td>
<td>13</td>
</tr>
<tr>
<td>2.5 - BOISE BIBLE COLLEGE COMMUNITY LIVING</td>
<td>13</td>
</tr>
<tr>
<td>2.5.1 - Resident Director</td>
<td>13</td>
</tr>
<tr>
<td>2.5.2 - Living Harmoniously</td>
<td>14</td>
</tr>
<tr>
<td>2.6 - IN CASE OF AN EMERGENCY</td>
<td>14</td>
</tr>
<tr>
<td>2.6.1 – Weapons</td>
<td>14</td>
</tr>
<tr>
<td>2.6.2 – Missing Persons</td>
<td>15</td>
</tr>
</tbody>
</table>
3.5.6 - Furnishings ................................................................. 30
3.5.7 - Pets ........................................................................ 30
3.5.8 - Food ......................................................................... 31
3.5.9 - Room Care ............................................................... 31
3.5.10 - Explosives, Flammables, and Weapons ...................... 32
3.5.11 - Room Inspection ...................................................... 32
3.5.12 - Laundry Care ........................................................... 32
3.5.13 - Damage to Property or Equipment .............................. 32
3.5.14 - Maintenance Requests ............................................ 32
3.5.15 - Guests .................................................................... 33
3.5.16 - Privacy ..................................................................... 33
3.5.17 - Visitation ................................................................. 33
3.5.18 - Movies/video games ................................................ 33

4 - DISCIPLINARY PROCEDURES ......................................... 34

4.1 - INTRODUCTION ............................................................. 34
  4.1.1 - Obligations of College Officials .................................. 34
  4.1.2 - Student Obligations .................................................. 34

4.2 - DISCIPLINE COMMITTEE ............................................... 34

4.3 - GENERAL PROCEDURE ............................................... 35

4.4 - HEARING PROCEDURE ................................................ 36
  4.4.1 - Grievance Procedure ................................................ 37

4.5 - DISCIPLINARY ACTION ................................................ 37
  4.5.1 - Loss of Privileges ...................................................... 37
  4.5.2 - Community Service Hours ....................................... 37
  4.5.3 - Fines ...................................................................... 37
  4.5.4 - Administrative Probation ........................................ 37
  4.5.5 - Academic Probation ................................................ 37
  4.5.6 - Administrative Suspension ....................................... 38
  4.5.7 - Expulsion ............................................................... 38

4.6 - ACTIONABLE CONDUCT VIOLATIONS ....................... 38
  4.6.1 - General ................................................................. 38
  4.6.2 - Breaches of Conduct .............................................. 38

5 – TITLE IX AND CLERY POLICY ....................................... 39

5.1 - POLICY ................................................................. 39
  5.1.1 - Rationale ............................................................... 39
  5.1.3 - Scope .................................................................... 39
  5.1.4 - Non-Discrimination Policy ...................................... 39
  5.1.5 - Sexual Misconduct Definitions ................................ 39
  5.1.6 - Other Related Definitions ...................................... 42
  5.1.7 - Rights of Accuser and Accused ............................... 44
    5.1.7.1 - The following rights apply to both the accuser (alleged victim) and the alleged perpetrator): ....................... 44
    5.1.7.2 - The following rights apply only to the accuser (alleged victim): .............................................................. 44
    5.1.7.3 - The following rights apply only to the accused (alleged perpetrator): ......................................................... 45
  5.1.8 - Confidentiality ........................................................ 45

5.2 - TITLE IX AND CLERY GRIEVANCE PROCEDURES ....... 46
  5.2.1 - General ............................................................... 46
**POINTS OF CONTACT**

The following list allows you to quickly contact us to help you if you have a question. If you are unsure who you should contact, give us a call in the Student Life Office at (208) 376-7731 ext. 1033

<table>
<thead>
<tr>
<th>Department</th>
<th>Employee Name</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academics</strong></td>
<td>Charles Faber</td>
<td>7421</td>
</tr>
<tr>
<td></td>
<td>Nadene Mack</td>
<td>7410</td>
</tr>
<tr>
<td><strong>Admissions</strong></td>
<td>Mike Maglish</td>
<td>7403</td>
</tr>
<tr>
<td></td>
<td>Admissions Assistant</td>
<td>1032</td>
</tr>
<tr>
<td></td>
<td>Mickey Strong</td>
<td>1038</td>
</tr>
<tr>
<td><strong>Business Office</strong></td>
<td>Mark Stevens</td>
<td>7406</td>
</tr>
<tr>
<td></td>
<td>Darla Read</td>
<td>7415</td>
</tr>
<tr>
<td><strong>Development</strong></td>
<td>David Davolt</td>
<td>7416</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7404</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1034</td>
</tr>
<tr>
<td><strong>Dormitories</strong></td>
<td>Tammy Christensen</td>
<td>C:</td>
</tr>
<tr>
<td></td>
<td>Silas Moe</td>
<td>C:</td>
</tr>
<tr>
<td></td>
<td>Paige Whitmore</td>
<td>C:</td>
</tr>
<tr>
<td></td>
<td>Jacob Hartman</td>
<td>C:</td>
</tr>
<tr>
<td></td>
<td>Katie Klimes</td>
<td>C:</td>
</tr>
<tr>
<td><strong>Enrollment Services</strong></td>
<td>Ross Knudsen</td>
<td>7422</td>
</tr>
<tr>
<td><strong>Faculty</strong></td>
<td>Charles Faber</td>
<td>7421</td>
</tr>
<tr>
<td></td>
<td>Jessica Wilson</td>
<td>1035</td>
</tr>
<tr>
<td></td>
<td>Russell Grove</td>
<td>7409</td>
</tr>
<tr>
<td></td>
<td>Amber Grove</td>
<td>7423</td>
</tr>
<tr>
<td></td>
<td>Danny Harrod</td>
<td>7419</td>
</tr>
<tr>
<td></td>
<td>Chuck McCoy</td>
<td>7402</td>
</tr>
<tr>
<td></td>
<td>Rebecca Owens</td>
<td>7407</td>
</tr>
<tr>
<td></td>
<td>Vance Russell</td>
<td>7412</td>
</tr>
<tr>
<td></td>
<td>Rich Schell</td>
<td>7417</td>
</tr>
<tr>
<td></td>
<td>Terry Stine</td>
<td>7418</td>
</tr>
<tr>
<td></td>
<td>Dr. Derek Voorhees</td>
<td>7414</td>
</tr>
<tr>
<td></td>
<td>Dr. Ben Williams</td>
<td>7413</td>
</tr>
<tr>
<td><strong>Financial Aid</strong></td>
<td>Joyce Anderson</td>
<td>7405</td>
</tr>
<tr>
<td><strong>IT Department</strong></td>
<td>Mark Stevens</td>
<td>7406</td>
</tr>
<tr>
<td><strong>Human Resources</strong></td>
<td>Mark Stevens</td>
<td>7406</td>
</tr>
<tr>
<td><strong>Library</strong></td>
<td>Amber Grove</td>
<td>7423</td>
</tr>
<tr>
<td></td>
<td>Laurie Schroeder</td>
<td>7424</td>
</tr>
<tr>
<td><strong>Maintenance</strong></td>
<td>Jon Shingler</td>
<td>C: (208) 866-2762</td>
</tr>
<tr>
<td><strong>President's Office</strong></td>
<td>Terry Stine</td>
<td>7418</td>
</tr>
<tr>
<td></td>
<td>Mary Reich</td>
<td>7418</td>
</tr>
<tr>
<td><strong>Receptionist</strong></td>
<td>Maxine May</td>
<td>7401</td>
</tr>
<tr>
<td><strong>Student Life</strong></td>
<td>Dr. Cody Christensen</td>
<td>7420</td>
</tr>
<tr>
<td></td>
<td>Nell Voorhees</td>
<td>1033</td>
</tr>
<tr>
<td><strong>Textbooks</strong></td>
<td>Darla Read</td>
<td>7415</td>
</tr>
</tbody>
</table>
MISSION STATEMENT

MISSION STATEMENT

Glorifies God by equipping servant leaders who build up the church to advance the gospel worldwide, under the lordship of Christ and the authority of Scripture...

VISION STATEMENT

VISION STATEMENT

Glorifies God by equipping servant leaders who build up the church to advance the gospel worldwide, under the lordship of Christ and the authority of Scripture...

In an academic environment that: Grounds students in timeless biblical truth, challenges students to develop a biblical worldview, honors the church and promotes ministry, blends classroom instruction with experiential learning, encourages Christ-like behavior, Demands excellence in all things.

In a caring community that: encourages a passion for a lifetime of ministry, challenges students to grow in knowledge, character, skills, and spirituality, fosters self-awareness and self-reflection through honest dialogues, develops a culture of discipleship, depends on prayer.

Through relationships with: Local churches throughout the world, practitioners who encourage and model innovative approaches to ministry, field mentors in effective churches and organizations, alumni who desire continued mentorship and guidance, churches/organizations and individuals that value BBC as a resource.

CORE VALUES

- The Lordship of Christ
- The Authority of Scripture
- Biblical literacy
- Recruiting to a life of ministry
- Christian Character
- Servant Leadership
- A Culture of Discipleship
- Intentional in excellence
- Stewardship of resources
- Affordability of degree programs
- Accountability to the local church
- A resource to the local church
- Ideals of the Restoration Movement
1 - ACADEMICS

1.1 - ACADEMIC INTEGRITY
As a training center for Christian men and women who are preparing for ministry, Boise Bible College expects students to value honesty and integrity in their lives and to put into practice these vital character traits throughout the education process. Academic dishonesty is any practice by which a student knowingly and intentionally attempts to distort the truth about his or her own academic performance or that of another student. Examples include but are not limited to:
1. Plagiarism, either by presenting the work of another person as your own or by providing insufficient documentation of your sources.
2. Cheating, by copying the work of another student or allowing your work to be copied by another student without acknowledgement, by making use of unauthorized written or electronic aids during an examination, or by making false claims in order to gain concessions from a professor.
3. Falsifying research, results of projects, completion of assignments, citations in a formal paper, or class/chapel attendance for you or another student.
4. Submitting the same work for multiple assignments or courses without the knowledge or consent of the professor.
5. Intentionally interfering with the successful completion of another student's work.
If you have questions about the acceptability of a practice, you should always consult your professor before proceeding.
Professors have the authority to discipline students for academic dishonesty by requiring the student to redo either the original or a substitute assignment or test (possibly for only partial credit), by failing the assignment or test, or by failing the student in the course. For repeat or flagrant violations, the student may be placed on academic probation or suspended by the Director of Enrollment Services. Students have the right to appeal any disciplinary action.

1.2 - ACCESS TO EDUCATIONAL RECORDS
On November 19, 1974, Public Law 93-380, entitled The Family Educational Rights and Privacy Act (FERPA), became effective. The law provides for:
1. Inspection of education records by a student.
2. The opportunity through a hearing for a student to challenge the contents of the records.
3. The written permission, with certain exceptions, of the student for release of the education records.
4. Maintenance of a record of individuals who, in certain situations, inspect the file.
5. The right to file a complaint with the USDE Family Policy Compliance Office.
The College supports the intent of the law and, to the best of its ability, will provide the rights and privileges specified by the law.
To safeguard student records, the College cannot release transcripts to third parties unless the request is made in writing and signed by the student.

1.3 - ADVISORS
Each student who enrolls at Boise Bible College is assigned an advisor who will help the student with registration and vocational planning as well as other issues. These advisors are eager to be of assistance and have scheduled themselves to be in their respective offices so as to be available at specified times. They will
help you any time they can, but it would be more expedient and considerate if you would make a prior appointment rather than just walk in unexpectedly.

While your advisor provides helpful guidance, it is the responsibility of the student alone to insure that all requirements have been met prior to the deadline for graduation. If for some reason you believe that your advisor is not meeting your needs, you should feel free to discuss the matter with the Academic Dean and request a transfer to another advisor

1.4 – CATALOG

The Boise Bible College Catalog is the authority on academic policies and procedures. The academic catalog serves as a contract between the students and the academic office for completing your degree program. There are multiple catalogs in effect at one time, so make sure you see the correct catalog if you have any questions regarding academic policy.
2 - STUDENT LIFE

2.1 - SPIRITUAL GROWTH

2.1.1 - Personal Devotions
There is no substitute for prayer and Bible study to nurture spiritual growth. Be sure to include private devotions in your schedule. You will have the opportunity to find other students to serve as accountability partners and share prayer concerns.

2.1.2 - Chapel
Chapel provides an opportunity for students, faculty, and staff to meet for a time of worship and encouragement. Chapel is held on Tuesdays and Thursdays from 10:30 am until 11:20 am. Committee meetings and class meetings are held once each month on Thursdays after Chapel from 11:30 am until 12:00 Noon.

In the midst of our formal academic studies, our chapel times provide an important time of community in the development of our relationship with each other and with God. Students actively participate in Chapel by: leading worship, drama, speaking, and providing audio/visual assistance.

Attendance is required for all full-time students, whether on or off campus. A noncredit pass/fail (P/F) grade will be shown on your transcript. Students must record their attendance by scanning the bar code from their school ID card on the way into the auditorium.

A student may miss up to three chapel services per semester and still receive a passing grade. On the fourth absence, and thereafter, any Chapel service missed must be made up by going to the BBC Website (Current Students > Campus Resources > Chapel Recordings), listen to the recording online, and submit the online chapel make-up form (Current Students > Campus Resources > Chapel Make-up Form). Chapel messages must be used as your make-up unless they were not recorded on the day of an absence. Chapels can then be made up by listening to another message by a different speaker of your choice. The other message must not be the same one you listen to while attending your church for a regular service. There are no excused absences for Chapel attendance (for example: a job or sickness). Students who violate the minimum attendance standard need to be aware of the administrative consequences: (1) the first semester of failing chapel the student will be placed on administrative probation; (2) in a succeeding semester of violation, the student will be on suspension and denied re-admittance for the following semester until the previous semester attendance absences are made up; (3) graduating seniors in this case will not be allowed to graduate until one of the previous two semesters is made up by the student.

2.1.3 - Local Church Membership
Soon after the school year begins, you may have the opportunity to meet most of the ministers of the Christian Churches, Churches of Christ, and other New Testament churches in the area. We invite you to visit the area churches during the first couple of months of school.

By the end of eight weeks, it is expected that you will have selected one congregation as your new church home and have some responsibility to serve. In choosing a church be sure to consider transportation, the need (both theirs and yours), and the opportunities for service.

2.1.4 - Discipleship
Boise Bible College is constantly developing the way it does discipleship. The Associated Students of Boise Bible College (ASBBC) administers a discipleship program that builds and cycles during your time at BBC. Students are encouraged to get involved by speaking with their Class Leader.
2.2 - SPECIAL EVENTS

2.2.1 – All Campus Retreat
The historical purpose of the All Campus Retreat was to build relationships between BBC faculty and incoming freshman. Overtime All Campus Retreat developed into uniting incoming students into the BBC family as a whole. As such, it is a time of particular spiritual focus and community fellowship that is an important part of the BBC culture. Incoming freshman are required to attend the All Campus Retreat. Families of students are welcome to join the student body for the All Campus Retreat; to defray the cost, there is a $25 fee per family member.

During this retreat, we will be encouraging all participants to disengage electronic/screen-based devices in order to fully engage the retreat.

2.2.2 - Spiritual/Missions Emphasis Weeks
These weeks are scheduled in the fall, Spiritual Emphasis Weeks (SEW), and spring, Missions Emphasis Week (MEW), semesters and organized by student committees. These weeks focus on spiritual growth and serve as hinge points for the yearly chapel theme.

2.2.3 - Fall Banquet
The sophomore class sponsors an annual event during the fall semester. This event includes food of some kind and is typically an informal party type of atmosphere.

2.2.4 - Winter Banquet
The Winter Banquet is a long-standing tradition at BBC. The tradition was started over thirty years ago by the Zelotai club as a formal “Sweetheart” dinner on the Friday preceding Valentine’s Day. Today, the freshman class sponsors the dinner on an evening in early February. It is typically a formal occasion that the entire student body, faculty, and staff are encouraged to attend.

2.2.5 - Spring Banquet
To honor the graduating class, every year the junior class and non-graduating seniors sponsor the Spring Banquet two weeks before graduation. A number of the BBC family are recognized for outstanding achievements and seniors traditionally give a “last will and testament.” This is typically a formal event.

2.2.6 - Senior Skip Day
Senior Skip Day is perhaps the longest standing tradition among the BBC student body. Each spring the senior class leaders choose a date that the entire College family “skips” classes for a day of recreation, food and fellowship.

2.2.7 - Preview (for perspective students)
Preview provides a special time during the academic year to entertain and inspire young people. This event gives potential students a first-hand look at the academic, spiritual, and social experience at BBC. Students are invited take part in planning and leading parts of the program and helping both the visitors and the College. Campus residents may be asked to house out-of-town guests during this weekend. Your cooperation may help influence students to attend BBC. We appreciate your willingness to help in this way.

2.2.8 - Spring Conference
Boise Bible College hosts the annual Spring Conference in May. The academic, spiritual, and social importance of the event allows the College to include the conference in semester studies. The programs run all day, Tuesday through Thursday. The BBC community and guests have the opportunity to listen to outstanding speakers from all over the country. Men and women knowledgeable in their particular field will also lead
workshops. These programs can help students learn more about the Bible and how to preach it more effectively.

Students serve in several ways at the conference: usher, present, introduce speakers for workshops, present special music, perform drama productions, help lead musical worship, and give public testimonies about their faith. Serving in these capacities is an opportunity to participate in experiential learning, and it is also a chance for church leaders to see future leadership in action. Many churches come to the conference with the thought of finding preachers, worship leaders, youth ministers, children’s ministers, and Christian education directors.

Regular classes will be dismissed and full-time students are required to attend at least two-thirds of the sessions in relation to their normal class times. The required percentage is prorated for part-time students. More work hours are not to be added during the conference. Students are expected to plan well in advance to be part of this event.

2.2.9 – The International Conference on Missions (ICOM) - 2016 Lexington, Kentucky 11.17-20.16
The 2016 theme is Mobilize: Disciples making Disciples. "It will be a time to listen to practitioners (nationals and missionaries) who have planted churches and started disciple making movements globally. A supporting theme for ICOM 2016 is the use of technology to enhance and mobilize the process of making disciples. The array of media options available to us offers new opportunities and a new perspective. It is a paradigm shift that Islam is using and Christianity is not" (retrieved from http://www.newicomsite.com/president-welcome).

2.3 - STUDENT ORGANIZATIONS

2.3.1 - Recognition
Student organizations are an important part of College life. All student organizations are required to have a purpose that complements the mission and purpose of Boise Bible College. To receive official recognition, student organizations must submit budgets, faculty sponsor, bylaws and/or constitutions to the Dean of Students and the Council of the Associated Students of Boise Bible College (ASBBC) for approval. After receiving formal recognition, student organizations will operate under the direction of their officers, with advisement from a faculty sponsor, and with the authority of the Student Life office.

2.3.2 - Officially recognized student organizations:
Associated Students of Boise Bible College (ASBBC) – ASBBC is the officially recognized student government organization on campus. The ASBBC has the following committees to help accomplish its mission on campus: Spiritual Life Committee, Missions Committee, Service Committee, Media Committee, Athletics Committee, and the Chapel Committee. Committee meetings are held on the third Thursday of each month following Chapel.

2.3.3 - Membership
Membership to student organizations is limited to students registered for classes at BBC and College personnel. Spouses may also participate but do not have formal decision making privileges.
2.3.4 – Records
Minutes of organization leadership meetings must be kept and submitted to the Student Life office or faculty sponsor at the end of each school year.

2.3.5 – Student Organization Funding
Student organizations must create a budget each year, propose the budget to the Student Council for a vote, submit a funding request to the Student Council, keep meticulous records of their expenditures, and have a methodology for reporting expenditures to the ASBBC/Student Council. Student organizations must follow protocol from the Business Office in order to deposit funds, receive funds, or be reimbursed for expenditures.

2.4 – ATHLETICS AT BBC

2.4.1 - Introduction
Due to BBC’s size and geographic locations, we do not participate in an intercollegiate athletics program. We do, however, make our best effort to offer as many athletic opportunities as possible through intramurals and participation in local church, private, and city league programs. Athletics at BBC focus on the development of Christian character and the pursuit of excellence. We value the opportunity to practice patience, self-control, cooperation, and self discipline as a caring community.

2.4.2 - Eligibility
In order to represent BBC on an organized sports team, students must be: (1) enrolled as a current student at Boise Bible College and (2) free from administrative probation.

2.4.3 - Supervision
The Dean of Students exercises direction overall athletic activities. This is typically carried out with a tremendous amount of help from the Athletics Committee.

2.4.4 - Spectating
Students are encouraged to support BBC’s teams by attending our games and cheering for our players. Since this is an opportunity to be a witness to others, it is very important to show good sportsmanship and manners towards the other teams and the officials.

2.4.5 - Sports Field
BBC occasionally allows outside groups to use the sports field; however, BBC students always have priority during the school year. Reservations can be made by going to the BBC website and filling out the College Facilities Use Request form.

2.5 - BOISE BIBLE COLLEGE COMMUNITY LIVING

2.5.1 - Resident Director
The Resident Director lives in the East dormitory and is responsible for the well being of students while they live in campus housing at BBC. While the Resident Director has the responsibility of making sure all students are following the housing regulations, they are also there to help students in their spiritual growth. If you are aware of a student who is consistently breaking the College rules, you have a responsibility to talk to that individual student and try to help him or her overcome his or her problem. If he or she is unresponsive, you have a definite responsibility to bring the matter to the Resident Director’s attention. The Resident Director may initiate disciplinary action when warranted.
2.5.2 - Living Harmoniously

Students who are unaccustomed to the give-and-take of family living may experience some difficulty in adjusting to living in a suite with other students. Every effort should be made to treat suite mates and other residents with respect and kindness.

Occasionally, issues arise that are difficult to deal with. In these cases, students are encouraged to seek a resolution that is acceptable to both parties. If there is no satisfactory resolution after both parties have tried to work out the problem, help should be sought first with the Resident Assistant(s) and second with the Resident Director. If a peaceful solution still isn’t reached, the Dean of Students will address the issue. Roommate contracts are filled out at the beginning of each semester. These contracts help roommates think through many issues so that problems are minimized.

2.6 - IN CASE OF AN EMERGENCY

There are seven first aid kits available on campus: (1) near the Librarian’s Office; (2) in the boy’s laundry room; (3) in the girl’s laundry room; (4) at the end of the hall in the Administration Building; (5) in the closet across the hall from classroom 101; (6) in the maintenance shop; (7) in the kitchen.

In the case of a fire, get out of the building quickly. Take every alarm seriously! Everyone is to exit the building at the nearest fire exit. Do not come back for personal belongings or to put away your things. Do not mill around on the sidewalks. Go directly to the assigned safe area! In case of an emergency, Fire & Rescue personnel will need easy access to fire hydrants and to the building(s). Once a building has been evacuated, wait for the permission of the person in authority before re-entering.

There are three (3) designated safe areas for evacuating campus buildings. In the event of a building evacuation, please go directly to the designated safe area. These areas are as follows:

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>SAFE AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>Light pole by Marigold St. at WEST entrance.</td>
</tr>
<tr>
<td>Classroom/Chapel</td>
<td>Flag poles by Marigold St. at EAST (Main) entrance.</td>
</tr>
<tr>
<td>Dorms/Gym</td>
<td>Softball field backstop.</td>
</tr>
</tbody>
</table>

In the case of a violent act, such as gunfire, do not leave your room. Lock the door and barricade your windows with a heavy table or desk. Stay on the floor and under a desk or table until the authorities give an all-clear signal. In the unlikely event that a violent act is committed in the room, or building you are in at the time, take every precaution to keep yourself and those around you safe.

2.6.1 – Weapons

For the safety of the BBC community, students are not allowed to have weapons on campus. This includes daggers, swords, guns, and devices used in martial arts.
2.6.2 – Missing Persons
Student residents (those students who reside in on-campus housing) have the option to identify an individual that the College can contact no later than 24 hours after the time the student is determined to be missing, according to the official notification procedures described below. Confidential contact information is collected via an online form that is found under the Campus Life page of the website. This information will be used by the Resident Director, the Student Life Office, or other appropriate campus personnel in the event that a student resident is determined to be missing.

2.6.2.1 - Missing Student Notification Procedures

1) Single-Student Residents - Residents of Single-Student Housing will be determined to be missing if they remain unaccounted for during a 24-hour time period, normally determined by two consecutive nightly curfew checks of the dormitories, unless arrangements to be absent from the dormitories were previously made with a Resident Assistant or the Resident Director. If a student is not present in the dormitory when a Resident Assistant checks curfew for the second consecutive night, the Resident Assistant will immediately notify the Resident Director or Student Life Office that the student is missing.

2) Student Residents of Family Housing - Student residents of Family Housing will be determined to be missing if a resident family member reports them as having been missing for 24 hours or more to the Resident Director or Student Life Office.

3) Once a student resident is determined to be missing, attempts to contact the missing student will be made within 24 hours via telephone, cell phone, e-mail, and/or a physical search of the campus.

4) If a student resident is determined to have been missing for more than 24 hours and has not returned to campus, the College will initiate the emergency contact procedures that the student designates on the Missing Student Resident Notification Form.

5) If a missing student resident is under 18 years of age and is not emancipated from a custodial parent or guardian, the College will notify a custodial parent or guardian no later than 24 hours after the time the under-aged student resident is determined to be missing.

6) If a missing student has not submitted a Missing Student Resident Notification Form to the Student Life Office, the College will notify the appropriate law enforcement agency (Garden City Police Department) that the student has been missing for more than 24 hours. In addition, the College will make a reasonable attempt to contact the missing student’s family members.

7) If a missing student resident is located on or off campus, the student will no longer be considered missing.

2.7 - HEALTH ISSUES

2.7.1 - Sickness
It is important that the Resident Director be informed immediately of any injury or sickness serious enough to keep a student out of class or from eating in the cafeteria. The responsibility of informing the Resident Director rests on the roommate of the injured or sick resident.

When appropriate, the student’s RA will bring the student food from the cafeteria. In the event of an emergency, students are advised to either call 911 or go directly to Boise Minor Emergency Center (2993 N. Cole Road – 208-378-0400) or to St. Luke’s Regional Medical Center emergency room (190 E. Bannock Street, Boise – 208-381-2235) or to Primary Health Medical Group (6052 W State St, Boise, ID 83703). If finances are a concern, a list of community clinics can be obtained from the Student Life Office. Notify a Resident Assistant or the Resident Director immediately.

If you are contagious or unable to care for yourself for an extended period of time, there is no alternative except to hospitalize or send you home for family care.
2.7.2 - Boise Bible College Health Insurance Policy
Every student is required to fill out the online Health Insurance Status Form to provide the school with needed information. As a student, it is your responsibility to be sure you carry adequate medical insurance. BBC does not offer health insurance or medical assistance to students. BBC students are responsible for securing their own medical treatment and fulfilling incurred fiscal obligations. BBC encourages every student to have an active health insurance policy to help in securing medical treatment and fulfilling payment.

2.7.3 - Medical Record
It is extremely important that BBC keep a complete and current medical record on file for each student. Often the information can help in cases of emergency when the student needs to be treated by a physician unfamiliar with the student's medical history. Every student is required to fill out the Health Record Form to provide the school with needed information. Immunization records and/or proof of MMR and Meningococcal vaccines are required before permission can be granted to live in campus housing. A Vaccination Exemption form must be filled out in order to waive the vaccination requirement.

2.7.4 - Counseling
The Resident Director and the Residence Assistants are available to listen to students about their concerns when needed. In the event that the student is in need of or desires further assistance with personal issues, the student is encouraged to speak with the Dean of Students or a member of the Faculty. When necessary, students may be referred to a professional Christian counselor. Contact the Dean of Students for help with a referral. Students must keep in mind that the College staff is responsible for upholding College regulations. These two roles, friend and employee, can produce real tensions when counseling reveals breaches of conduct on the part of the student.

The staff and faculty have a responsibility to be sure from the outset that the student counselee knows that while they will not generally share confidential matters with anyone else, they cannot promise to maintain a lawyer-client or minister-church member relationship. The student counselee needs to know that breaches of Christian morality and/or College regulations will probably be reported to the proper College authority, and that certain violations of the law will be reported to local authorities as required by federal, state, or local laws.

2.8 - DRUG AND ALCOHOL POLICY

2.8.1 - Rationale
The use and abuse of alcohol and illegal drugs by any member of the Boise Bible College family is incompatible with the goals of this institution and ministry within the Christian Community.

2.8.2 - Purpose
Boise Bible College is dedicated to providing an educational environment that encourages students to:

- Develop a lifestyle that’s free from the use and abuse of alcohol and illegal drugs;
- Respect the laws and rules prohibiting the use of alcohol and the use of illicit drugs (on and off campus);
- Understand the effects of using drugs and alcohol on personal health and safety;
- Value personal, spiritual, mental, and physical well-being.

2.8.3 - Policies
BBC strictly forbids possession, use, or sale of alcoholic beverages or illegal substances. The following activities and items are prohibited by any member of the College family on or off campus:
### 2.8.4 - Violation

The Dean of Students and the Disciplinary Committee are authorized to impose disciplinary sanctions on students consistent with local, state, and federal law, up to and including expulsion, termination of employment for employees, and referral for prosecution, for violations of standards of conduct required by this policy. A disciplinary sanction may include the completion of an appropriate rehabilitation program (at personal expense). Any student who is convicted of a drug offense under any Federal or State law that results in loss of eligibility to receive any grant, loan, or work assistance will promptly receive a separate, clear, and conspicuous written notice of these penalties.

### 2.8.5 - Drug Testing

If BBC deems it reasonable to suspect a student of substance abuse, it is within BBC’s right to require a drug test. If the test results return negative, BBC will cover the cost of the drug test. If the test results return positive, the student will be required to cover the cost of the test. In the event that the test returns positive, the College will initiate disciplinary proceedings. If a student refuses to be tested for substance use, the College will initiate disciplinary proceedings. If a drug test is required as a condition of re-enrollment, the applicant is expected to cover the cost of the test.

### 2.8.6 - Resources

Students are encouraged to seek referral for chemical abuse concerns through the office of the Dean of Students.

For more information on the effects of alcohol and drugs visit the National Council on Alcoholism and Drug Dependence’s website: www.ncadd.org

### 2.9 - DRESS CODE

#### 2.9.1 - Introduction

All BBC students are expected to dress in a modest and appropriate manner. The basic concern is that clothing be neat, appropriate for the occasion, and modest. Shoes must be worn in all College facilities except the dormitories. All students are expected to maintain acceptable standards of dress, appearance, and hygiene. Students not living on campus are expected to follow these guidelines when on campus. Low cut tops exposing too much chest, tanks exposing too much shoulder or side, very short skirts or shorts (less than 5” inseam), pants or jeans hanging below the waist-exposing underclothing, excessively tight clothing, and clothing with inappropriate writings or designs are considered unacceptable. Members of the College community make an effort to dress appropriately for each occasion. When questions about what to wear arise, check with the Student Life Office.
2.9.2 - General
General guidelines are as follows: Unkempt attire (including pajamas, sweat pants, or baggy fitting jeans) is not acceptable in the classroom, chapel, library, or administration building. Casual dress is acceptable during classes and chapel. Business casual attire (khaki or dress pants with a polo or collared button up shirt with or without tie and nice shoes for men – skirts, dresses, or dress pants/suits with nice top and nice shoes for women) or formal business attire (suit, tie) may be appropriate for special College functions or when participating in certain leadership capacities.

2.9.3 - Personal Hygiene and Grooming
Students at Boise Bible College are expected to maintain high standards of personal cleanliness and neatness both on and off campus. Regular bathing, deodorant, clean clothing, and neatness in grooming is important for health reasons and also out of respect for others.

2.10 - College Facilities

2.10.1 - General
With proper permission, classrooms may be used for other than academic purposes. Student groups desiring to use facilities should make reservations by going to the BBC website and filling out the college Facilities Use Request form. Groups using the facilities are responsible for putting the room back into order for regular College use.

Furniture and equipment may not be removed from its location by anyone other than college staff without prior approval from the Student Life Office. No food is allowed in classrooms. Covered beverage containers are allowed in classrooms.

Pianos, organs and other musical instruments are reserved for the use of BBC music students. Other students may use the pianos (except the grand piano) when music students do not need them. Close and cover them when you finish using them.

2.10.2 - Library
Books, audiovisual equipment, and supplies may be checked out from the Library. “The library is the successful student’s best friend.”

2.10.2.1 – Books
All books removed from the library must be checked out! All you need to check out materials is your student ID number. To return items, place them in the book drop located by the front door. You may renew your library materials at the circulation desk; you do not need the item, only your student ID number. Renewal is only available one time per book. Don’t let your books become overdue! You cannot check out additional materials from the library if you have overdue items. You can check out a total of ten items at a time, but you may only check out three on any one subject at a time. Wish the library had a book? Notify the librarian and they will do their best to accommodate your needs.

2.10.2.2 – In the Library
Remember it’s a library! Respect all others by using quiet speaking voices. There are sections designated for collaboration, and sections designated for silence. If you need to reconfigure the tables for any reason, please return them to their original groupings before you leave. Do not return the books you use in the library to their spot on the shelf, you may leave them on the table or place them on the return cart. Food is not allowed in the library, and only beverages with lids are permitted.
2.10.2.3 – Reserving and Reference
Reference and periodical materials cannot be checked out, they are reserved for in-library use only. Professors and students may reserve books. Reserved books will be kept in the library, and may not be checked out for the duration of the reservation. The Collections/Listening Room is available for reservation if you would like to use it for studying or meeting. If it is not reserved, it is open for study.

2.10.2.4 - Library Store
Highlighter, pens, and pencils can be bought at the library circulation desk for a cost of $.25 per 1 highlighter, 2 pens, or 2 pencils. The library maintains a copier for the students to copy material from reference items at a $.10 charge per page. Change is available from the librarian. The library also hosts book sales on occasion.

2.10.2.5 – Library Hours

When school is in session:
- Monday-Thursday 8:00 am - 10:00 pm
- Friday 8:00 am - 5 pm
- Saturday 10:00 am - 1 pm and 6:00 pm - 9:00 pm
- Sunday 6 pm - 9 pm

The library is closed during chapel or other College functions where student attendance is required.

Hours during Holidays and Recesses:
- Labor Day Weekend: Closed Friday 4 pm until Tuesday 8 am
- Fall Student Retreat: Closed Friday noon until Sunday 6 pm
- October Recess: Closed Friday 4 pm through Sunday. Open Monday & Tuesday 8am - 4 pm
- Thanksgiving: Closed Tuesday 4 pm until Sunday 6 pm
- Christmas Break: Closed 4 pm last day of finals until first day of classes 2nd semester 8 am.
- February Recess and Skip Days: Open regular hours
- Spring Break: Closed Friday 4 pm until Sunday following 6 pm
- Spring Semester End: Closed 4 pm last day of finals, reopens 8 am first day of classes of fall semester

2.10.3 – Computer Lab
There is a computer lab next to the library that is available for student use. Lab computers will not save documents. Save your documents on an external hard drive or flash drive. You may use the computers in the computer lab free of charge, but you must have a printer account in order to access the printers. See the Business Office to put money on your printer account.

2.10.4 - Textbook Services
The BBC Bookstore requires books to be pre-ordered several weeks before the start of the semester, following instructions, which are emailed out to students. If you pre-ordered any of your books, they will be available for pickup at registration. If you did not pre-order books, a booklist is available for you to procure your books using your own methods. A small number of books and resources produces internally by BBC are still available through the BBC Bookstore.

2.10.5 - Multipurpose Building
Sports activities in the Gymnasium include bump, basketball, volleyball, dodge ball, badminton, and soccer. Care should be exercised to avoid damaging or marking the walls with the ball or shoes. Many plastic soles and heels produce black marks on the floor, which are difficult to remove; tennis, or similar shoes, must be used when engaged in sports activities in the gym.
The workout room is equipped with functional machines and equipment for exercise and physical training. For the benefit of all students, please use the equipment for its intended purpose only and do not act in a way that will damage the equipment or cause physical harm. Use of the workout room for other games or activities is prohibited.

2.10.5.1 - Student Lounge
The lounge room is open from early morning until curfew each night so all students can meet together to hang out, watch television, play games, etc. Food and drinks are allowed in the lounge, but students are expected to clean up after themselves. The student kitchen is equipped for cooking small meals and has a place to wash dishes. Users are expected to clean up after themselves.

2.10.6 – The Student Center
The Student Center is open from early morning until curfew each day so all students can meet together to hang out, watch television, play games, study, etc. For specific hours, see curfew regulations at 3.5.1. Keep in mind that the Student Center is meant for BBC community use.

2.10.6.1 – Lion’s Den
The Student Center also hosts a full service coffee shop called the Lion’s Den. Hours of service for the coffee shop will vary but can be found listed at the shop and on the BBC website.

2.11 - APPLIANCE RENTALS

2.11.1 - Availability
Boise Bible College has a limited supply of dorm room appliances available to rent. Appliance rental is limited to BBC students living and guests staying in the dorm. Availability is based on a “first-come, first-served” basis. BBC normally offers two sizes of mini- refrigerators and microwaves for rental. You may request to rent appliances by filling out the online appliance rental form on the housing page of the BBC website.

2.11.2 - Cost
Appliance rental costs are based on a per semester rate. The prices vary according to the appliance, and can be found by looking at the online form. No deposit is required for damaged or broken appliances. BBC assumes responsibility for any damage to the appliances, so please treat them with care! All fees must be paid to the Business Office by check, credit card (add 4%), cash, or student account. Payment must be coordinated with the Resident Director.

2.11.3 - Proper Use
Students are expected to treat BBC property with care and respect. We would like to continue to offer these services to students and guests, but that is contingent on the way you choose to treat the property.

2.11.4 - Visitors
Guests staying in the dorms may request appliances by indicating so on the online facilities request form. There is an additional moving and cleaning fee for guests who rent appliances.

2.12 - INTERNET USAGE

2.12.1 - Access
Internet access is provided for students through the Business Office. Each student is assigned a login at registration that they may use to access the WiFi on campus.
2.12.2 - Management
Internet activity on campus is monitored and recorded for law or policy violations. Misuse of Internet on
campus can be reported to law enforcement or regulatory agencies. BBC staff retains the right to inspect all
Internet accessing devices on campus, including your personal devices, for policy and/or law violations. BBC
also retains the right to confiscate any software or file downloaded through the campus network or Internet.

2.12.3 - Integrity
Internet usage is monitored at the discretion of the administration for inappropriate use. Students are expected
to use the Internet appropriately and with integrity. Students are encouraged to be proactive and protect their
integrity through the use of accountability software (e.g. Covenant Eyes, X3 Watch, etc.).

2.12.4 - Peer-to-Peer File Sharing
Use of peer-to-peer file sharing websites and software (Bittorrent, LimeWire, Gnutella, eMule, Morpheus, Kazaa,
WinMx, and related programs) for legal or illegal use is strictly prohibited and subject to disciplinary action.
This includes both on and off campus students.

2.12.5 - Pornography
Boise Bible College addresses use of pornography based on the assumption that it is a spiritual issue. Student
use of pornography will result in referral to the Dean of Students for assessment of the issue and subsequent
measures. Measures can include imposing accountability measures, in house counseling, referral to outside
counseling, or disciplinary measures.

2.12.6 – Copyright Infringement
BBC prohibits the use of its equipment, premises and services for any activity that violates copyright laws, either
by making copies for personal use or by distributing copies. Students and staff who violate copyright law are
subject to campus disciplinary action and/or dismissal. They could face criminal charges and incarceration as
well as civil lawsuits brought by the copyright owners.

2.13 - CAFETERIA
Boise Bible College is pledged to provide the best food service at the lowest possible cost. BBC has a
responsibility to provide full meal service since food preparation in the dormitory is not possible. All students
residing in the dormitories must contract for 16 meals per week.

2.13.1 - Meals Provided
Three meals are served Monday through Friday, and one meal is served on Saturday. This does not include
vacations and holidays when the dining room is closed. Please see posted menus, prices, and serving times (all
are subject to change). Ordinarily, breakfast is served from 7:00am to 8:00am; lunch is 12:00pm to 1:00pm; and
dinner is 5:30pm to 6:30pm. The Saturday mealtime is 10:00am to 12:00pm.

All contract students are required to show their Identification Card at each meal or they will be required to pay
cash for the meal.

2.13.2 - Service Restricted
The Cafeteria operates as a semi-public food function and is not open to the general public. Students who do
not live in the dormitories may participate in the cafeteria food program in the following ways: (1) purchase a
ten-meal ticket from the Business Office at any time during the semester, (2) purchase a meal plan consisting of
60 meals during the registration process. It is cheaper per meal to purchase a larger quantity of meals. Students
not on the meal plan who bring their own lunches may use the cafeteria, and may purchase drinks, salads, and desserts at posted prices.

2.13.3 - Guests
Students, faculty, and staff are permitted to have guests join them for meals in the dining room. Guests are expected to pay the cash price posted. No charges are permitted.

2.13.4 - Missed Meals
There is no reimbursement to the student for missed meals.

2.13.5 - Special Meal Circumstances
A BBC dormitory resident may request a “to go” meal when he or she is forced by their employment to miss either the lunch or dinner meals. “To go” boxes are available by asking the chef.

2.13.6 - Banquets and Other Special Meals
The cafeteria may be closed during special events that involve meals on campus. During these times students may go through the line for the meal without staying for the event if they prefer.

2.13.7 - Special Diets
Special diets cannot ordinarily be accommodated. Dormitory students who require special diets prescribed by medical doctors should provide that information in writing to the Dean of Students and Business Manager.

2.13.8 - Refusal to Serve
The Dining Room Staff reserve the right to refuse service to anyone who is not properly attired, whose person or clothing is not reasonably clean, or whose behavior is not appropriate.

2.13.9 - Keeping the Dining Room Equipped
To function properly, all tableware must be kept clean and available. Taking plates, glasses, or silverware from the dining room is strictly prohibited.

2.13.10 - Kitchen and Food Storage Area
Government regulations require that only Dining Room personnel be permitted in the kitchen and food storage areas.

2.13.11 – Food Service During Breaks
The Cafeteria operates during the October and February recesses. It does not operate over the other major breaks.

2.14 - VEHICLE REGISTRATION

2.14.1 - General
The following vehicle registration policy has been instituted to provide immediate recognition of authorized vehicles, to regulate parking areas, and to increase security on campus. Vehicle and owner information empowers administration to take necessary actions to ensure the safety of the BBC community.

Parking passes will be issued for all BBC sanctioned vehicles (temporary or permanent). Permanent sticker tags must be placed in a visible location on the exterior lower left-hand side of the rear window glass. Parking passes and regulations are different for on campus students, off campus students, employees, and visitors. Follow the policy that applies to your situation. All payments must be made to the Business Office in the administration building during normal business hours.
2.14.2 - **Students – Resident Students (Orange Stickers) and Commuter Students (Green Stickers)**
- All vehicles on campus (temporary or permanent) must be registered with Student Services.
- To register vehicles, please fill out the online form for Student Services. The form requires your name, student ID #, your living location, and the following vehicle information: year, color, make, model, and license plate number.
- Vehicles are only registered for one academic year based on a fee of $5.00 per semester. At the beginning of the fall term, students are charged $10.00 for the first vehicle and $5.00 for additional vehicles. At the beginning of the spring term, students are charged $5.00 for the first vehicle and $5.00 for additional vehicles. It is the expectation for students to have only one vehicle on campus. A motorcycle is an example of an approved additional vehicle.
- New vehicles registered must pay a $5.00 fee for a new sticker.
- The fee for lost or damaged stickers is $5.00.
- Students may park registered vehicles in the designated locations (see the Appendix A – Parking Map for more information). Citations will be issued if on campus student vehicles are parked in the wrong areas.

2.14.3 - **Employees – Boise Blue Stickers**
- All employees that bring vehicles on campus use the online form or email to provide the Student Services office with your name, and the following vehicle information: year, color, make, model, and license plate number.
- Staff and faculty are provided with parking passes free of charge.
- New or temporary vehicles that are brought on campus must be registered with the Student Services office.
- Staff and faculty are not restricted to specific parking areas, but are asked to practice discretion in their choice of parking location.

2.14.4 - **Visitors – Hang Tags**
- Visitors are required to register their vehicle(s) with the Student Life Office if they are going to be parked on campus overnight.
- Visitors will receive a temporary parking pass free of charge. Hang-tags are located in at the front desk during business hours or with the Resident Director after business hours.
- Campus visitors are not restricted to specific parking areas, but are asked to practice discretion in their choice of parking location.

2.14.5 - **Special Campus Events**
- In the event that a church or other organization holds a special event on campus that will result in multiple vehicles on campus, the organization is required to fill out and sign the “Parking Agreement.”
- In cases where BBC hosts an event that results in numerous visiting vehicles on campus, the visitor vehicle registration policy will be temporarily suspended. We will pray that nothing bad happens.

2.14.6 - **Liability**
Boise Bible College is not liable for any damage or theft of any kind that might happen while vehicles are parked on the premises at 8695 W. Marigold St., Boise, ID 83714.
2.14.7 - Citations
Violations of the vehicle policy will result in citations. It is not BBC practice to issue “warning” citations. The Resident Director primarily issues citations, but the Dean of Students and the Supervisor of Buildings & Grounds also reserve the right to issue citations.

Citations may be given for the following infractions:
(1) No valid parking permit displayed; (2) Parking anywhere besides a designated parking space; (3) Sharing a parking spot with another vehicle; (4) Simultaneously parking in multiple spaces; (5) Speeding, speed limit is 15 mph; (6) Driving on sidewalks; (7) Careless driving

2.14.8 - Fines
Fines will be charged to student accounts according to the following. In cases of financial difficulties, appeals can be made in writing to the Dean of Students to replace monetary reparation with community service hours.

<table>
<thead>
<tr>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
<th>4th Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10</td>
<td>$25</td>
<td>$50</td>
<td>Refer to Dean of Students for disciplinary action</td>
</tr>
</tbody>
</table>

Example: Car

Example: Truck

2.15 - BICYCLE REGISTRATION

2.15.1 - General
All bicycles must be registered with the Student Life Office. Students are encouraged to secure their bicycles with locks.

2.15.2 - Liability
Boise Bible College is not liable for any damage or theft of any kind that might happen while bicycles are parked on the premises at 8695 W. Marigold St., Boise, ID 83714.

2.15.3 - Bicycle Stickers – Red Stickers
- There is a $5 registration fee for each bicycle, each academic year. Upon registering your bicycle you must use the online form or email to provide the Student Life Office with your name, student ID #, and
the following bicycle information: color, make, and model. There is also a $5 fee for lost or damaged stickers.

- Upon paying the $5 registration fee, you will receive an identification sticker, which is to be displayed on the top tube/crossbar of the bicycle.
- Bicycles must be neatly stored on the campus bicycle racks when not in use: resident students use racks by the East Dorm and commuter students use racks by the Chapel.
- Unregistered bicycles will be confiscated.
- Students may leave their bicycles on campus over the summer if they are registered with the Student Life Office for that academic year and neatly secured to the bicycle rack by the East Dorm.

2.15.4 - Citations
Violations of the bicycle policy will result in citations. It is not BBC practice to issue “warning” citations. The Resident Director primarily issues citations, but the Dean of Students and the Supervisor of Buildings & Grounds also reserve the right to issue citations.

2.15.5 - Fines
Fines will be charged to student accounts according to the following. In cases of financial difficulties, appeals can be made in writing to the Dean of Students to replace monetary reparation with community service hours.

<table>
<thead>
<tr>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
<th>4th Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5</td>
<td>$10</td>
<td>$15</td>
<td>Refer to Dean of Students for disciplinary action</td>
</tr>
</tbody>
</table>

Citations may be given for the following infractions:
(1) No valid permit displayed; (2) Not stored in the proper location

Bicycle Example:

2.16 - GENERAL INFORMATION

2.16.1 - Bulletin Boards
No material shall be posted without prior approval from the Student Life Office. Any material posted without approval will be removed.

2.16.2 - Special Speakers or Music Groups
Students arranging for outside speakers or special music for any school function must gain prior approval from the Student Life Office.
2.16.3 - How to Address Staff and Faculty
As a form of professional courtesy and living out respect, it is appropriate for students to address staff, faculty, and administrative personnel either as Mr., Mrs., Miss, or by the appropriate title of Professor, Dean, President, Dr., etc. If given personal permission, students may use first name in direct address; however, proper title and last name needs to be used when referencing a staff, faculty, or administrative personnel to others. This allows for the fostering of an atmosphere that understands both the need for mentoring relationships and the respect to personal achievement, positional recognition, and institutional validation.

2.16.4 - Student Mail
All students will receive a mailbox number and key at registration. The cost of mail service is included in the Student Life fee charged to each student at registration. Mailboxes are located in the multi-purpose building. There is no delivery on Saturday or Sunday. If a mailbox key is lost or broken, the owner of that key is responsible for a $10 replacement fee. According to the U.S. Postal Regulations, incoming mail may only be distributed by a person designated by the College administration. Taking mail from the exterior mailbox is prohibited and is a federal offense.

Out-going mail may be placed directly in the exterior mailbox near the Administration building for pickup. All internal mail must have a mailbox number and be given to the front desk. Student mailboxes must be cleaned out of all mail at the end of each semester and in compliance with check out procedures before returning the mailbox key when moving out.

Mail should be addressed to students in the following format:

<table>
<thead>
<tr>
<th>First Name Last Name</th>
<th>BBC – [Box#] XXX</th>
<th>Alex Smith</th>
<th>BBC – 872</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8695 W Marigold St.</td>
<td>8695 W Marigold St.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Boise, ID 83714-1220</td>
<td>Boise, ID 83714-1220</td>
<td></td>
</tr>
</tbody>
</table>

2.16.5 – Student Email
All students are provided with a Boise Bible College `.edu` email address. Communication via this email address is the College’s official form of communication with students. Students are advised to check it at least once per day.

2.16.6 - Closing Hours
All school buildings will be closed and locked at curfew (12:00 a.m. on weekdays and 1:00 a.m. on the weekends). Classrooms will be closed and locked after the last class of the day. See the User's Guide to the Library for specific hours of operation.

Off-campus students and/or friends are required to leave the campus quietly at curfew. Students who contemplate employment which will keep them out past regular closing hours must obtain prior approval from the Student Life Office before accepting such employment.

2.16.7 - On-Campus Employment
Employment openings may be available on campus for Boise Bible College students in the areas of maintenance, the library, the cafeteria, and the coffee shop. These are usually handled through the College Student Worker program. To apply for an opening please see the supervisor in an area listed above.
2.16.8 – *Lost and Found*
Items are commonly left in places where people gather.
- If an item is found in the classroom it will be moved to the back of the room until Friday; if it is still there on Friday, it will be taken to its holding cell.
- If an item is found outside of the classroom it will be taken to its holding cell nightly.
- A “Lost and Found” box will be set out in the chapel lobby the last week of each month. Any item left in the box at the end of the week will be thrown away.
- If you know your missing item was taken to its holding cell, and wish to retrieve it rather than wait until the end of the month, you must contact a student worker in the area that you left the item and set an appointment to meet them during their work hours in order to post bail.

2.16.9 – *Voter Registration*
Idaho state voter registration forms are available in hard copy format during registration at the beginning each semester. Access to an acceptable Idaho voter registration form is also sent out via an email message devoted exclusively to voter registration at the beginning of each semester.
3.1 – MANDATORY HOUSING MEETINGS

There are four (4) mandatory housing meetings throughout the semester for students that live on campus. The meetings happen during registration, week five, week ten, and week 15 of the semester. These meetings are a time when the Student Services department disseminates relevant information regarding campus housing facilities, policies, and procedures. The housing meetings also provide an opportunity for worship, devotion, and spiritual growth. Failure to attend these meetings will result in a $25 fine per meeting missed.

3.2 – RESIDENT STUDENT HOUSING

Freshman and sophomore single students under the age of 21 are required to live in campus housing. Students under the age of 21 who desire to live off campus must seek approval from the Dean of Students unless the student is living with a parent or taking less than twelve (12) credit hours. To seek an exception, a written appeal can be submitted to the Dean of Students who will bring the appeal to a review committee for decision. Exceptions to this policy are rarely made. Approval must be received in writing from the Dean of Students before signing a lease for an apartment or house.

Studies of students enrolled in both private and state schools have shown conclusively that students who live in College dormitories generally do better scholastically and have a much higher chance of graduating. This confirms our experience at Boise Bible College.

Students enrolled in less than eight (8) credit hours are not typically allowed to live on campus. To seek an exception, a written appeal can be submitted to the Dean of Students.

The Resident Director assigns rooms prior to the beginning of each school year. Students may only occupy the room assigned to them.

3.3 – RV HOUSING

BBC does not have building space available for married student housing. In order to help accommodate married students, non-traditional single students 24 years of age and older, and upper classmen in good academic standing there is an RV hook-up area in front of the maintenance shop. This area accommodates up to twelve 5th wheels or RVs and is available on a first come first serve basis. Once a student reserves and pays for a spot, that spot remains theirs as long as they are a student. Please check with the Resident Director for questions or availability.

The Resident Director accommodates RV spaces prior to the beginning of each school year. Students may only occupy the RV space assigned to them.

3.4 - MOVING PROCEDURES

3.4.1 - Move In

Rooms are not available before the designated move-in date. Exceptions are made for certain student groups and the Resident Assistants (RAs). Otherwise, you must have the prior approval of the Dean of Students for an early move in time. The cost to move in early, if you are not part of an approved student group, is $15 per night. You also must notify the Resident Director no later than August 1 if you decide not to return to the
dorms. Failure to meet this deadline will result in forfeiture of housing deposit. Students must indicate their intention to return to the dormitories when they pre-register in the spring via the online housing application form.

3.4.2 - Move Out
Please be aware of the move-out date (fall: noon Saturday following final exams; spring: noon Monday following graduation) and make plans accordingly. The following applies in order to receive a full refund on your housing deposit ($150): (1) you must sign up for a check-out time, and (2) all posted room cleaning and check-out procedures must be followed. Move Out forms can be found on the BBC website. The College reserves the right to dispose of any unclaimed property in the dorms after the move-out date. If a student chooses to move out between the fall and spring semesters they are required to follow the above procedures with specific checkout time scheduled with the RA. Failure to move out by the dorm closure date will result in loss of the $150 housing deposit as well as a $15 charge per day for each day your belongings stay in the room over the stated move out date. If a student chooses to or is required to move out during a semester they are required to follow the above procedures with specific checkout time scheduled with the RA.

3.4.3 - Campus Housing for Winter Break
The dormitories close between the fall and spring semesters, the winter break. Students who wish to occupy their room during this time may make arrangements with the Resident Director. Rent for the month in-between is based on the following breakdown: $15 a day, $75 a fortnight, $150 winter break. Students choosing to reside on campus during winter break must be aware that the dorms are closed and no outside guests will be permitted. Students who decide not to return for the spring semester must follow the check-out procedure above and must vacate the room no later than seven days prior to the move-in date for the spring semester. Failure to do so will result in forfeiture of entire housing deposit of $150. Campus Housing forms can be found on the BBC website.

3.4.4 - Summer Housing
Students who wish to remain in student housing during the summer must make arrangements with the Resident Director. Summer housing rent is set by the Business Department in early April. Campus Housing forms can be found on the BBC website.

3.5 HOUSING REGULATIONS

3.5.1 - Curfew
Dormitory residents are required to be in their own dormitory building between the hours of 12:00 midnight and 5:00 a.m. Sunday through Thursday. Curfew on Friday and Saturday is from 1:00 a.m. until 5:00 a.m. There is no curfew for students who are twenty-three (23) years of age or older. For students who break curfew the following actions will be taken: 1st offense = warning; 2nd offense = $25 fine or 5 hours of community service; 3rd offense = $50 fine or 10 hours of community service. Following a third offense the student will be required to meet with the Resident Director and the Dean of Students for further action which may include administrative probation and/or further action being taken. Resident students may spend the night in a friend’s room on campus with the permission of the Resident Director and all residents in that room. The Resident Director must be notified or curfew violations will apply.

3.5.2 - Late Night Passes
Students who are free from both academic and administrative probation may request special permission to stay out past the usual curfew hours. Requests for Late-Night Passes should be made to and approved by the Resident Director or the student’s Resident Assistant (RA) before 10:00 p.m. The form for a Late-Night Pass can
be found on the BBC Website. The student’s Resident Director or RA is to know where the student will be and the approximate time of return. Both, the Resident Director or RAs are authorized to grant Late-Night Passes with the following limits: Freshman- four per semester; Sophomores- six per semester; Juniors and Seniors- unlimited (they are still required to complete forms and obey curfew hours).

3.5.3 - Overnight and Weekend Passes
A student must petition the Resident Director and receive permission for Overnight Passes and Weekend Passes. The form for an Overnight Pass/Weekend Pass can be found on the BBC website; prior authorization must be sought prior to filling it out. Students who are requesting these passes to go stay with their parents (or an adult relative) may petition their RA instead of the Resident Director – this is the only exception to Resident Director approval. Students who are on academic or any other type of probation but would like a pass to visit parents only must seek approval directly from the Dean of Students. Petitions require the following information: name, address, phone number of the family where the student will be staying, the expected date, and the time of return.

3.5.4 - Late or Overnight on College Business
When residents are on College-sponsored teams and the fulfillment of those obligations requires the student to come in after closing hours or to be absent from the dormitory overnight, the student’s RA or the Resident Director must be notified. Such late-night or overnight passes must be submitted through the appropriate online form.

3.5.5 - Noise Ordinance
During the hours from 10:00 p.m. until 7:00 a.m. any noise, talk, or music that can be heard through the walls of the dorm rooms is not allowed. This includes noise such as laughing, talking, and yelling, etc. from outside the buildings. Most people need this time for study or sleep. If a complaint is made against a student who violates this noise ordinance the following actions will be taken: 1st complaint = warning; 2nd complaint = $25 fine or 5 hours of community service; 3rd complaint = $50 fine or 10 hours of community service and/or administrative probation. The city of Garden City also has a noise ordinance in effect for these same hours.

3.5.6 - Furnishings
Most bathrooms consist of a double sink, a toilet, and a shower (no tub). Each occupant is supplied a bed, a desk and a chair. Students share a dresser, a large built-in closet, and small utility closet. Residents are not to remove College furnishings from the room, and they must have prior approval before bringing in their own major pieces of furniture or appliances.

Students are expected to provide their own sheets (Twin Deep Pocket size), blankets, pillows, pillow cases, towels, etc., and to keep them clean. Fire regulations permit electric blankets and hot pots (but not hot plates), microwaves, crock pots, rice cookers, hot water boilers, and small refrigerators, but prohibit open flames or anything that works by using external heat (such as candles and incense). Toasters and toaster ovens are also prohibited in dorm rooms.

3.5.7 - Pets
No animals of any kind are allowed in the student dorm rooms. Fish and hermit crabs are permissible if the aquarium or habitat is 5 gallons or less.
3.5.8 - Food
Small refrigerators may be kept in the rooms. Snack foods may be kept in the rooms when sealed in metal, glass, or plastic airtight containers. Food preparation in the dormitories is limited to the use of microwaves and hot pots. Students must stay in the room and be attentive when microwaving any food. Smoke from burning food in a microwave will cause the fire alarm to be activated. Additional cooking may be done during normal hours of operation, in the student kitchen adjacent to the Student Lounge, located in the Multipurpose Building. Students who use this kitchen are responsible to clean up immediately following each use. Any food items or cooking utensils left out may be discarded at the discretion of College personnel. Food or food containers are not to be placed in the windows or walkways outside the student kitchen. Food left in the kitchen refrigerator must be marked with the student’s name and date. The refrigerator is regularly cleaned out by the Resident Assistants.

3.5.9 - Room Care
Vacuum cleaners are to be checked out through proper forms. After use, they must be cleaned out and promptly returned to the floor janitorial closet. Other items such as brooms, cleaning supplies, light bulbs, etc. are to be provided by the occupants.

Waste containers must be of flame-resistant plastic or metal and are to be emptied as necessary by the occupants into the common trash container located next to the West Dorm or the Multipurpose Building. Cardboard boxes and large plastic containers should be flattened and recycled.

Do not change the showerhead that is supplied.

Pictures, mirrors, shelves, etc. should be affixed to the walls with great care using proper supports. Check with the Resident Director first. Nails, staples and push pins are to be used only with the prior permission of College personnel. Blue painter’s tape may be used to attach posters to the walls inside rooms. Damage to walls must be reported to a RA or the Resident Director. Cost of repairs will be charged to the student responsible for the damage.

The exterior dorm doors and dorm hall doors may not be propped open without permission from the Resident Director or Resident Assistants. Putting tape over door locks in order to bypass using the keypad is prohibited (this is a safety issue for the automatic door locking system in the West Dorm). No posters, name-plates or other ornamentation should be placed on the doors of dormitories or other buildings. Usually such items deface the finish when they are removed. Students who violate this regulation will be charged accordingly upon move out.

Nails, push pins and tape of any kind are prohibited from being used on the walls of hallways and common areas without prior permission from the Resident Director or Resident Assistants. The administration reserves the right to take down and discard any items hung on the walls of common areas and hallways without seeking permission from the owner.

The cost of repairing damage to your room or furnishings will be taken from your deposit. If the deposit is not sufficient to cover damages, the balance will be charged to your account. Room deposits will not be available immediately after check-out, but will be calculated after room is cleaned and necessary repairs are made. Check out is not complete until room is put back in its original condition.

Any maintenance issues should be reported promptly via the online form. This includes such things as leaking showers, loose door knobs, etc.
3.5.10 - Explosives, Flammables, and Weapons
Firecrackers, firearms, ammunition, and other explosives or flammables such as gasoline and oil are forbidden in the dormitories. Firearms, paintball guns, blow darts, BB guns, and sharp weapons such as large knives, swords, throwing stars, etc. are also not permitted on campus at any time unless otherwise permitted by the Resident Director or the Dean of Students.

3.5.11 - Room Inspection
Rooms will be inspected weekly and should be kept clean and neat at all times. Inspections are usually scheduled in advance. Personal belongings should be taken care of appropriately with closets in order. The Administration in the Student Services Department reserves the right to conduct surprise inspections in the presence or the absence of residents to make sure housing regulations are being adhered to.

Room inspections are done to ascertain the following: Damages (Are there repairs that need to be made? Is the resident taking care of College property?); Safety (Are Health Department requirements being met?); Cleanliness (Are the rights of roommates being respected? Does the room reflect well upon the College?)

For students who fail room inspection the following actions will be taken: 1st offense = warning; 2nd offense = 5 hours of community service or a $25 fine; 3rd offense = 10 hours of community service or a $50 fine. Following a third offense the student will be required to meet with the Resident Director and the Dean of Students for further action which may include administrative probation and/or further action being taken.

It is the policy of the Administration to search any dormitory room if there is reasonable evidence of criminal activity there, whether the resident is present or not.

3.5.12 - Laundry Care
Laundry rooms are provided for each dormitory. Do not store either clean or dirty laundry in the laundry room. Dirty clothing should be kept in an appropriate container in your own room and only taken to the laundry area when you are ready to wash. Do not store dirty clothing in the laundry area to wash at a later time. In the same way, when clothing comes from the dryer it should be immediately removed from the laundry area to your own room. Any laundry not removed from the laundry room is subject to removal from the RA. Laundry or other items are not to be hung on the railings of the dorms upstairs.

All ironing should be done on standard ironing boards. Do not use desks dressers, or the rug for ironing. You will be held responsible for damage, which results from burns and scorches. Unplug irons when they are not in use.

3.5.13 - Damage to Property or Equipment
Residents are responsible for any damage or loss of College property, which they or their guests cause either purposefully or accidentally. Any damage or loss should be reported immediately to the Resident Director or an RA with a full explanation.

3.5.14 - Maintenance Requests
Malfunctioning equipment should be reported immediately on a Maintenance Request Form, which can be found on the BBC website, so repairs can be made. Do not attempt to make the repair yourself.
When you occupy your room at the beginning of the semester, you are required to note on your inventory sheet any damage or exceptions observed. This record will be used by the College when you vacate your room to assess charges for damages and may affect your deposit refund.

3.5.15 - Guests
The College may have guest facilities for visitors available. Also, there may be times during the school year (e.g., Perspectives and Preview) when you will be asked to house potential students. Family and friends who come to visit overnight normally stay in your dorm room, in the dormitory room of friends, or in a local hotel. The conditions for having guests on campus are:

1. Form must be filled out and arrangements made with the Resident Director before the guest is invited. Forms can be found on the BBC website.
2. Prior approval must be obtained from the other students who live in the suite where the visitor will stay.
3. Residents who invite guests to stay in the dormitories are responsible for any damage or theft done by the guest(s).
4. The visitor is the responsibility of the resident who invited him/her and must abide by the rules governing conduct on campus.
5. Meals may be eaten in the dining room on a cash basis (please refer to section 2.13 for more information).
6. There is a $15.00 charge per night for all guests. (The only exception would be for parents of students. Parents stay free of charge.) Please make arrangements for payment with the Resident Director before guests arrive on campus. This fee will be charged to the appropriate student account if arrangements are not made in advance.
7. Any guest must check in at the reception desk in the Administration building when first arriving on campus. Check in with the Resident Director after business hours.
8. The blackout dates for housing guests on campus are mainly at the beginning and end of semesters when the priority for the housing team is on the check-in and check-out of students. Since those dates vary from year to year, the RD reserves the right to deny housing for guests and family based on that priority.

3.5.16 - Privacy
Each resident is expected to respect the privacy of others. Knock before entering. Do not enter the room of another resident when that person or his/her roommate is not present. Borrowing another's clothing, computer, printer or other items is unacceptable without approval from the owner. No key code can be given to any student not occupying the current room.

3.5.17 - Visitation
Male/Female visitation is permitted in public areas only. No men are allowed in women’s dorm rooms and no women are allowed in men’s dorm rooms.

3.5.18 - Movies/video games
R rated movies are prohibited to be watched in any common areas on campus. In addition, video games rated M (Mature) or higher are also prohibited to be played in any of the common areas on campus. Local and online single player video games are restricted from common areas. Violation of this guideline will result in disciplinary action.
4 - DISCIPLINARY PROCEDURES

4.1 - INTRODUCTION

BBC is committed to the principle of justice as revealed in the Scriptures and to the practice of reasonable, fair, and appropriate disciplinary procedures. The degree and circumstance of the wrongdoing is carefully weighed, innocence or guilt determined, and appropriate disciplinary measures are taken in order to uphold the lordship of Christ, the authority of Scripture, Christian character, institutional excellence, and finally to remain accountable to the local church. Students, as part of the College community, are expected to conduct themselves in such a way as to respect the rights of others and observe the legal norms of society. In all situations, students are expected to guide their decisions by both common sense and the highest Christian principles. Any actions or activities that violate these rights and norms are prohibited.

4.1.1 - Obligations of College Officials

College employees are ethically bound to help enforce the guidelines for student conduct as set forth in the Student Handbook.

BBC disciplinary officials uphold the following three principles when taking disciplinary actions. First, the sanction must be directly proportionate to the nature and undertaking degree of the wrong committed. Second, sanctions must be administered impartially. Third, sanctions must be administered in a spirit of Christian concern with a sense of compassion for the wrongdoer.

4.1.2 - Student Obligations

Students must take appropriate responsibility for execution of equitable rules. Good discipline is everybody’s business. Christian students are not to stand by silently, showing no concern for the misconduct of their neighbors.

Students are expected to respect the authority of their leaders. Students may consider a particular rule to be unfair; consequently, students are free to express objections. The rules in the Student Handbook are the “law of the land” and should be respected as the governing authority on student conduct. Students are expected to abide by the honor system. Having knowledge of lying, cheating, or stealing on the part of another, and doing nothing about it, is endorsing sin. The Bible speaks of such passive behavior as “consenting” with evil (Romans 1:32).

Jesus outlined a procedure for church discipline, which can be adapted for use at BBC (see Matthew 18:15-17). For example, suppose you see a student participating in wrongdoing. Go to them privately, tell them that you noticed their wrongdoing, and ask them to go voluntarily to an authority and confess their sin. If they refuse to do as you suggest and you are still convinced that they are guilty, take one or two friends with you and confront the offender again. If they still refuse to do as you say, you have no other recourse than to report the incident to the appropriate authority. Remember what James said, “whoever brings back a sinner from his wandering will save his soul from death and will cover a multitude of sins.” (James 5:20, NASB).

4.2 - DISCIPLINE COMMITTEE

The discipline committee handles major conduct infractions that require administrative discipline. The Discipline Committee was initially formed in 1986 to solve communication problems between the Administrative Committee and Faculty Advisors and to prevent unpopular decisions being made by a few individuals.
This committee shall be responsible to review, revise, and interpret the regulations for behavior and conduct as defined by the Disciplinary Procedures in the Student Handbook. This is a decision-making committee with authority to dismiss a student from school for severe disciplinary infractions. The Dean of Students will inform the President, and the student’s academic advisor of any such decision. This committee is comprised of three faculty members, a female and male student, and the Dean of Students, who serves as chairman but does not vote. Officials of the committee must be appropriately trained and not have a conflict of interest or bias for the accused or accuser. The student representatives on the disciplinary committee are nominated each year by the Student Council President and approved by the Dean of Students. Upon written request from the student whose case is being heard, an advisor of the student’s choice may be present at the hearing.

4.3 - GENERAL PROCEDURES

The Dean of Students is responsible for investigating, processing, and reviewing all alleged violations of campus regulations and complaints that are referred to the Student Life Office. A copy of any disciplinary memo(s) sent to the student will be included in his or her permanent file. A copy of each student’s signed Lifestyle Commitment is also kept on file. Copies of the Lifestyle Commitment are available online or from the Student Life Office, a sample copy is located in Appendix B.

In order to guarantee students’ rights to reasonable, fair, and appropriate procedures, a formal hearing process was adopted in 1986 for handling major disciplinary matters. Informal meetings and discussions between the student and the appropriate authority may settle less serious violations. Minor disciplinary matters, even if settled between a student and an appropriate authority, must still be reported to the Dean of Students via an incident report. These incident reports are not necessarily “held against” students, but are kept on file to prevent continuous minor infractions from going unnoticed. Occasionally, major violations can sometimes be settled by informal means, particularly if the penitent violator voluntarily initiates the process. It is standard procedure to be more lenient with disciplinary action if a student makes the initial effort to confess their misconduct. Attempts to settle a disciplinary matter informally does not preclude a student’s right to a formal hearing. Additionally, if the Dean of Students deems the matter too serious for unilateral judgment, the Dean of Students reserves the right to hand the matter over to the discipline committee for a decision.

The discipline committee hears all cases of conduct violation as handed over to them by the Dean of Students or as requested by the violator except: (1) any case which can be settled without the necessity of a formal hearing, thus leaving the jurisdiction of the case with the resident assistants, resident director, Dean of Student, faculty member, or other school official; (2) any case which the Dean of Students considers inappropriate for reasons of students’ or others’ health and safety. These exceptions are intended to cover the majority of disciplinary problems.

Whenever students face severe penalties it is advisable to proceed through a formal hearing process. The spirit of creating the discipline committee was to prevent a limited number of individuals from being the ones to consistently make unpopular decisions. In serious matters, if accused students wish to acknowledge their guilt and waive a hearing, they are required to sign a written statement to that effect, with the understanding that they will accept the judgment of the discipline committee. The discipline committee affords the same reasonable, fair, and appropriate procedures as if the students were present in hearing evidence, weighing facts, and rendering judgment. In the case of a hearing waiver, students merely waive their opportunity to present evidence or witnesses in their own defense.
4.4 - HEARING PROCEDURE

Whenever a complaint or alleged violation is referred to the Dean of Students, he will begin by investigating the matter, attempting to assess the validity and seriousness of the charges.

If the Dean of Students deems the matter less serious, charges may be disposed of and discipline issued informally. In these cases there are no formal charges made and no defense is required. The student will be informed of the received information, and required to explain what happened. The Dean is especially interested in the student’s academic record, Christian testimony, general attitude, maturity, and motivation for the College’s mission. If the student acknowledges guilt and agrees to abide by sanctions imposed by the dean, then the matter may be closed. If informal procedures are not satisfactory for the student or the Dean, then formal proceedings will be initiated. The time and place of a hearing before the discipline committee will be scheduled no later than two (2) calendar weeks after the initial charge was made.

Pending final action on the charges, the status of a student will not usually be altered. In extraordinary circumstances, the Dean of Students reserves the right to temporarily sanction a student pending the outcome of the case.

Students that appear before the discipline committee will be informed of the charges against them, of their right to present witnesses and a defense in their own behalf, and to be represented at the hearing by an advisor of their choice. Their representative serves only as a character witness; they are not present while the committee is deliberating and they do not have a vote in the matter. Students are allowed up to two days to prepare their defense.

The usual order of a hearing is as follows: (1) charges are read by the Dean of Students in the presence of the accused; (2) if necessary, evidence in support of the charges is presented (this includes witnesses, depositions, written testimony, photographs, etc.); (3) hearing of the accused; (4) if claiming not guilty, evidence in support of the accused; (5) excluding the presence of the accused, and any witnesses or representatives, the discipline committee comes to a verdict and deliberates an appropriate punishment; (6) penalty is written, signed by the committee and formally given to the Dean of Students; (7) appearance of the accused, representatives may also be present, to hear the decision, which is delivered by the Dean of Students. The Committee decides based on a preponderance of evidence standard of whether it is more likely than not that the student violated College’s standards of conduct. After the committees decision, a written notification of the results of the proceeding will be simultaneously given to both the accused and the accuser.

The committee may reach one of four decisions: (1) Guilty; (2) Innocent; (3) Case dismissed for lack of evidence; (4) Case returned to the Dean of Students for further investigation because new information was presented during the hearing.

Penalties are assigned only if students are found guilty. Students found guilty of second offenses may be subject to more severe penalties. If accused students fail to answer the charges or appear at the hearings, their guilt will be assumed, and the discipline committee will act in their absence.

An official record of the hearing will be maintained. This record, with the exception of the deliberative process, will be available under the supervision of the Dean of Students to all parties to the hearing.
4.4.1 - Grievance Procedure
The Academic Council is the final Board of Appeal for student appeals.

Students who have any form of grievance regarding a Title IX decision should submit a formal appeal to the Title IX Coordinator to be assessed and passed on to the Academic Council. Students who wish to appeal decisions made for disciplinary action may submit their formal appeal directly to the Academic Council through the Academic Dean. The person bringing the charge or appealing a decision must submit to the Academic Dean a signed and written request for a hearing. Except under unusual circumstances, such hearings will take place within two weeks of receipt of the written request by the Academic Dean. The complainant and all parties named in the written complaint or appeal have the right to present their cases personally during the hearing which states the nature of the complaint and the names of the parties involved. The Academic Council has the right to request testimony from individuals not named in the written complaint or appeal. All involved parties have the right to have counsel present. Copies of the report will be provided to the complainant and all parties named in the written complaint or appeal within the same time frame.

Other grievances and appeals must be filled in writing to the appropriate supervisor within 30 days of the date of the incident. If you have a problem getting information or assistance from a department, ask to speak to the administrator in charge of that department. If you have a general complaint about Boise Bible College, determine who has oversight of that area, and then make an appointment to see him or her. For further information about filing a grievance or appeal, please contact the Student Life Office.

4.5 - DISCIPLINARY ACTION

4.5.1 - Loss of Privileges
This is the mildest form of action. First offenses of a minor nature can oftentimes be handled in this way. This could include but is not limited to loss of late night passes, or dismissal from a student group or team.

4.5.2 - Community Service Hours
The College may impose community service hours as a punishment. Failure to follow through with the completion of community service hours will result in more stringent punishment.

4.5.3 – Fines
Fines may be fixed, as in vehicle violations, or flexible, as in cases involving property damage. The business office is consulted before assessing fines for property damage.

4.5.4 - Administrative Probation
This is a severe sanction that places students "not in good standing." Students on probation cannot represent BBC in any official capacity or hold office in student organizations. Administrative probation may be imposed for any period of time up to one year.

4.5.5 - Academic Probation
Any student who fails to earn a semester GPA of at least 2.00 will be placed on academic probation. "Academic Probation" will appear on the student’s transcript. Students on academic probation are not eligible for scholarships offered by Boise Bible College, and may lose their eligibility for federal student aid. See the BBC Catalog for conditions of continued enrollment.
4.5.6 – Administrative Suspension
This is a very severe sanction, which lasts for the period of time determined by the discipline committee or Dean of Students and until the conditions for readmission are satisfied. See your BBC Catalog for specifics on Academic Suspension. When placed on suspension, students are required to leave the campus within a time limit set by the discipline committee or Dean of Students. Students placed on more than one probation will be suspended from school for a duration set by the Dean of Students or the Disciplinary Committee. During the duration of the sanction, suspended students are restricted from all College functions, including classes and extracurricular activities. To return to campus for any reason during the time of suspension, permission must be obtained in writing from Dean of Students. The minimum duration of suspension is the remainder of a semester. The maximum duration is three years. Suspended students must obtain clearance from the Dean of Students before they can be readmitted as students in good standing. Clearance is granted based on fulfillment of sanctions imposed by the discipline committee. Students cannot graduate in the semester when they have been suspended. The Dean of Students reserves the right to inform the suspended student’s parents regarding the circumstances of a suspension.

4.5.7 – Expulsion
This form of dismissal is a termination of enrollment and is regarded as final. It is only imposed if it is generally felt that no conceivable contingency would bring about reinstatement of the student.

4.6 - ACTIONABLE CONDUCT VIOLATIONS

4.6.1 - General
The list below is not exhaustive; the Dean of Students and Discipline Committee reserve the right to interpret what is described as a “strong Christian lifestyle” in the Lifestyle Commitment. Any failures to live a strong Christian lifestyle could result in disciplinary consequences.

4.6.2 - Breaches of Conduct
(1) plagiarism or academic cheating; (2) forgery or alteration of College records; (3) deliberate destruction of, damage to, defacing of, malicious misuse of, or abuse of College property; (4) assault and battery on another person or the threat thereof; (5) theft of the property of the College or any private individual; (6) any sexual activity not confined to marriage, or soliciting, condoning, supporting, or promoting such practices; (7) Title IX misconduct (e.g. sexual harassment, sexual assault, sexual violence, stalking, dating violence, domestic violence, sexual exploitation, gender-based harassment, indecent exposure); (8) use, possession, distribution, or sale of narcotics, illegal drugs, alcoholic beverages, marijuana, tobacco, smoking/vaping any substance in any form, or the abuse of legal substances; (9) unauthorized entry into campus facilities; (10) repeated minor violations; (11) failure to give truthful testimony; (12) false and malicious accusations; (13) posting vulgar, profane, libelous, false, or malicious statements on the internet; (14) unauthorized use of the College computer system and network; (15) gambling; (16) use of pornography in any form; (17) disorderly conduct and disturbing the peace; (18) curfew violation; (19) parking violations; (20) violations of housing regulations; (21) violations of campus regulations; (22) excessive public displays of affection; (23) not adhering to the chapel attendance policy; and (24) failure to attend church regularly
5 - TITLE IX AND CLERY POLICY

5.1 - POLICY.

It is the policy of Boise Bible College that sexual misconduct is unacceptable and will not be tolerated; therefore, sexual misconduct committed by or upon a Boise Bible College student or employee is strictly prohibited. Reported violations of this policy will be investigated thoroughly and resolved promptly.

5.1.1 - Rationale

Relationships between men and women at Boise Bible College are guided by Biblical principles of respect for other’s feelings, rights, and responsibilities. BBC is committed to its moral, educational, and legal obligations to provide policies, procedures, and programs that protect students and employees from sexual misconduct (both on and off campus) and to establish an environment in which unacceptable behavior will not be tolerated. This policy complies with the following federal laws:

- Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. Sec. 1681, et seq.,
- Violence Against Women Reauthorization Act of 2013 (VAWA)

5.1.3 - Scope

This policy applies to all Boise Bible College students (including campus residents and commuters) and employees. It also applies to third parties involved in an act of sexual misconduct by or upon a Boise Bible College student or employee. It applies whether the act of sexual misconduct was committed on or off campus, regardless of whether or not the sexual misconduct is the subject of a criminal investigation.

5.1.4 - Non-Discrimination Policy

BBC is a Christian college affiliated with Christian Churches and Churches of Christ. Its mission is to glorify God by equipping servant leaders who build up the church to advance the gospel worldwide. Accordingly, BBC seeks to hire and educate individuals who share its vision and core values to carry out that mission. Boise Bible College does not unlawfully discriminate in admissions, educational programs, or employment practices.

Boise Bible College does not discriminate on the basis of race, sex, color, national origin, age, handicap, veteran status, genetic information, or political affiliation in provision of educational opportunities, programs and activities, or employment opportunities and benefits, pursuant to the requirements of Title VI of the Civil Rights Act of 1964 and subsequent amendments to that act, Title IX of the Educational Amendments of 1972 and subsequent re-authorization of that act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 and subsequent amendments to that act.

Direct questions concerning the non-discrimination policy can be directed to BBC’s Title IX Coordinator: Joyce Anderson; Title IX Coordinator; Boise Bible College, 8695 West Marigold Street Boise, Idaho 83714; e-mail: janderson@boisebible.edu; Office: 208-376-7731

Other inquiries related to Title IX may be referred directly to the U.S. Department of Education’s Office for Civil Rights at 800-421-3481 or ocr@ed.gov.

5.1.5 - Sexual Misconduct Definitions

Examples of sexual misconduct prohibited by BBC include, but are not limited to, sex discrimination, sexual
harassment, sexual assault, sexual violence, stalking, dating violence, domestic violence, gender-based harassment, indecent exposure, and any other illegal sexual conduct. [BBC’s editorial update to quoted source material appears in square brackets.]

a. **Rape** – “Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes either gender of victim or offender. Sexual penetration means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, or by a sex-related object. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.” *Source: Federal Bureau of Investigation’s (FBI) Uniform Crime Reporting (UCR) Summary Reporting System.*


c. **Sexual Harassment** - Sexual harassment is unwelcome conduct of a sexual nature; including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. It has been defined by the Equal Employment Opportunity Commission (EEOC) as follows:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or a condition of an individual’s employment [or education], (2) submission to or rejection of such conduct by an individual is used as the basis for employment [or educational] decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work [or academic] performance or creating an intimidating, hostile, or offensive work[ or educational] environment. *Source: Equal Employment Opportunity Commission (EEOC) regulations, 29 C.F.R., Section 1604.11(a).*

Examples [of sexual harassment] include, but are not limited to, unwelcome sexual advances; repeated sexually oriented kidding, teasing, joking, or flirting; verbal abuse of a sexual nature; graphic commentary about an individual’s body, sexual prowess, or sexual deficiencies; derogatory or demeaning comments about women in general, whether sexual or not; leering, whistling, touching, pinching, or brushing against another’s body; offensive crude language; or displaying objects or pictures which are sexual in nature that would create hostile or offensive work[, educational,] or living environments. Such conduct is coercive and threatening and creates an atmosphere that is not conducive to teaching, learning, and working. *Source: American Council on Education’s publication entitled “Sexual Harassment on Campus: A Policy and Program on Deterrence."

d. **Sexual Assault** - Sexual assault can be defined as coerced or non-consensual sexual intercourse, sexual activity, or sexual conduct against the victim’s will. Sexual assault includes rape, sexual battery, sexual coercion, and sexual exploitation.

e. **Sexual Violence** - Sexual violence is a form of sexual harassment. Sexual violence means any incident of rape; sexual battery; lewd or lascivious act committed upon or in the presence of a person younger than 16 years of age; luring or enticing a child under the age of 12 into a structure, dwelling, or conveyance for other than a lawful purpose; sexual performance by a child; or any other forcible felony wherein a sexual act is committed or attempted, regardless of whether criminal charges based
on the incident were filed, reduced, or dismissed by prosecuting authorities.

f. **Stalking** - Stalking is willfully, maliciously, and repeatedly following, harassing, or cyberstalking another person. Aggravated stalking includes a credible threat to the person or failure to follow an injunction for protection or other court-imposed prohibition against repeat violence toward the person.

g. **Dating Violence** - Dating violence means violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature.

h. **Domestic Violence** - Domestic violence means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.

i. **Sexual Exploitation** - Sexual exploitation means taking the advantage of sexuality and attractiveness of a person to make a personal gain or profit (i.e., coercing someone into prostitution). It is the abuse of a position of vulnerability, differential power, or trust for sexual purposes.

j. **Gender-based Harassment** - Gender-based harassment is an act of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if that act does not involve conduct of a sexual nature.

k. **Indecent Exposure** - Indecent exposure means exposing or exhibiting one’s sexual organs in public or on the private premises of another, or so near thereto as to be seen from such private premises, in a vulgar or indecent manner, or to be naked in public.

l. **Any other illegal sexual conduct** that is not explicitly defined above.

m. **Consent** - Consent is a voluntary agreement to engage in sexual activity. Someone who is incapacitated cannot consent. Incapacitation may occur due to the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability that prevents the person from giving consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent.

n. **Hostile environment caused by sexual harassment** - “[A] hostile environment has been created... if sexually harassing conduct by an employee, another student, or a third party is sufficiently serious that it denies or limits a student’s ability to participate in or benefit from the school’s program based on sex” (p. 5, U.S. Department of Education, *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties*, published January 2001). This standard would be applied to the workplace in the case of an employee.

o. **Intimidation** - Intimidation means making a person timid or fearful; compelling or deterring a person by threats.

p. **Responsible Employee** - A “responsible employee” is any employee who has the authority to take action to redress sexual misconduct, who has been given the duty to report to appropriate college officials about incidents of sexual violence or any other misconduct by students, or who a student could reasonably believe has this authority or responsibility. Responsible employees receive specialized training annually. Responsible employees include college administrators, Student Services personnel (including Resident Assistants), and athletic coaches.

q. **Retaliation** - It is unlawful to retaliate against anyone in any way, especially by intimidation or assault, for articulating a concern about sexual misconduct, sexual harassment, or sex discrimination. BBC prohibits retaliation against those who file a complaint or third-party report or those who otherwise participate in the investigative and/or disciplinary process. BBC will take strong responsive action if
5.1.6 - Other Related Definitions

1) **Hate Crime** - A criminal offense committed against a person, property, or society which is motivated, in whole or in part, by the offender’s bias against a race, religion, disability, sexual orientation, or ethnicity/national origin; also known as a bias crime. *Source: Federal Bureau of Investigation’s (FBI) Uniform Crime Reporting (UCR) Summary Reporting System.*

**Hate Crime Categories of Bias**

- **Bias** - Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity or national origin. Although there are many possible categories of bias, under Clery, only the following eight categories are reported:
  - **Race** - A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
  - **Gender** - A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
  - **Gender Identity** - A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.
  - **Religion** - A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
  - **Sexual Orientation** - A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived sexual orientation.
  - **Ethnicity** - A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term race in that “race” refers to grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.
  - **National Origin** - A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and/or traditions.
  - **Disability** - A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

2) **Bystander Intervention** - The term bystander intervention refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the individual. Effective bystander intervention training prepares participants to recognize situations of potential harm, overcome barriers to intervening, identify safe and effective intervention options, and take action. *Definition provided by the Department of Education Prevention Training Subcommittee, available at:*


3) **Programs to prevent** - The term programs to prevent refers to comprehensive educational and
training programs intended to prevent violence that incorporate diverse approaches that are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and consider risk and protective factors as they occur on the individual, relationship, community and societal levels. Definition provided by the Department of Education Prevention Training Subcommittee, available at: http://www2.ed.gov/policy/highered/reg/hearulemaking/2012/vawa-preventiontrng.pdf

4) **Primary prevention** - The term primary prevention refers to programming, initiatives and strategies intended to stop domestic violence, dating violence, sexual assault, or stalking before it occurs to prevent initial perpetration or victimization through the promotion of positive and healthy behaviors and beliefs. Efforts to change behavior and social norms, and promote healthy relationships, healthy sexuality and egalitarian gender roles, or efforts to understand risk factors and protective factors for bystander inaction and change social norms around bystander inaction are all examples of primary prevention. Definition provided by the Department of Education Prevention Training Subcommittee, available at: http://www2.ed.gov/policy/highered/reg/hearulemaking/2012/vawa-preventiontrng.pdf

5) **Awareness programs** - The term awareness programs refers to programs, campaigns, or initiatives that increase audience knowledge of the issues of sexual assault, domestic violence, dating violence and stalking and share information and resources to prevent interpersonal violence, promote safety, and reduce perpetration. These efforts can include campus communitywide mobilizations as well as targeted audience-specific programming (including both students and employees). Awareness month campaigns, “Speak Outs,” rallies or marches, informational poster campaigns or resource websites, and educational programming that focus on sharing resources and information about these issues are examples of awareness programs. Definition provided by the Department of Education Prevention Training Subcommittee, available at: http://www2.ed.gov/policy/highered/reg/hearulemaking/2012/vawa-preventiontrng.pdf

6) **Risk reduction** - The term risk reduction refers to approaches that seek to mitigate risk factors that may increase the likelihood of perpetration, victimization, or bystander inaction. Risk reduction focuses on helping individuals and communities address the institutional structures or cultural conditions that facilitate SV, DV & stalking to increase safety. Examples of risk reduction may include but are not limited to general crime prevention education, campus escort programs, programs that educate on how to create individual and community safety plans and strategies, and bystander intervention programs that educate the campus on how to recognize and interrupt situations of harm, or implementing a communications system that can notify the entire campus community of immediate threats to security. Definition provided by the Department of Education Prevention Training Subcommittee, available at: http://www2.ed.gov/policy/highered/reg/hearulemaking/2012/vawa-preventiontrng.pdf

7) **Ongoing awareness and prevention campaigns** - The term ongoing awareness and prevention campaigns refers to campaigns that are sustained over time focusing on increasing awareness or understanding of topics relevant to SA, DV and stalking prevention. These programs will occur at different levels throughout the institution (i.e., faculty, athletics, incoming students) and will utilize a range of strategies. Ongoing awareness and prevention campaigns may include information about what constitutes sexual assault, dating violence/intimate partner abuse, and stalking, changing social norms, promoting recognition of perpetrator tactics, enhancing understanding of consent, and advancing prosocial behaviors of individuals and communities. Effective ongoing awareness and prevention campaigns will include developmentally appropriate content for the specific audience and their knowledge and awareness level and provide positive and concrete ways for individuals to get involved. Definition provided by the Department of Education Prevention Training Subcommittee, available at: http://www2.ed.gov/policy/highered/reg/hearulemaking/2012/vawa-preventiontrng.pdf

8) **Title IX Coordinator** - Core responsibilities of the lead Title IX Coordinator include overseeing the College’s response to Title IX reports and complaints, identifying and addressing any pattern or
systemic problem revealed by such reports and complaints, and evaluating an alleged victim’s confidentiality request, if one is made.

5.1.7 - Rights of Accuser and Accused

5.1.7.1 - The following rights apply to both the accuser (alleged victim) and the accused (alleged perpetrator):

a. The right to investigation and appropriate resolution of a credible complaint of sexual misconduct made in good faith to College administrators
b. The right to be treated with respect by College officials
c. The right to have College policies and procedures followed without material deviation
d. The right to be fully informed of the nature, rules, and procedures of the campus disciplinary process
e. The right to be informed in advance, when possible, of any public release of information regarding the complaint, except in cases where College officials are required to make a timely warning to the campus community
f. The right to be notified of available counseling, mental health, or student services, both on campus and in the community
g. The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law, at least 48 hours prior to the hearing
h. The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness’ identity will not be revealed to the accused for compelling safety reasons (this exception does not include the name of the alleged victim/complainant, which will always be revealed to the accused)
i. The right to a hearing closed to the public
j. The right to have complaints heard by disciplinary and appeals officers who have received annual sexual misconduct adjudication training
k. The right to a disciplinary committee hearing comprised of representative of both genders
l. The right to petition that any member of the disciplinary committee be removed on the basis of bias
m. The right for the same opportunity to have another person present, in a support or advisory role, during a College disciplinary hearing to accompany and assist in BBC hearing process, according to student disciplinary hearing policies and procedures
n. The right to have BBC compel the presence of student, faculty, and staff witnesses, and the opportunity to ask questions of witnesses (indirectly through and at the discretion of the hearing chair), and the right to challenge documentary evidence
o. The right not to have irrelevant prior sexual history admitted as evidence in a College hearing
p. The right to make an impact statement at the campus disciplinary proceeding and to have that statement considered by the disciplinary body in determining its sanction
q. The right to appeal the finding and sanction of the disciplinary body, in accordance with the standards for appeal established by BBC

5.1.7.2 - The following rights apply only to the accuser (alleged victim):

a. The right not to be discouraged by College officials from reporting an assault to both on-campus and off-campus authorities
b. The right to be informed by College officials of options to notify proper law enforcement authorities, including local police, and the option to be assisted by College authorities in notifying such law enforcement authorities, if the victim so chooses. This also includes
the right not to report to law enforcement authorities, if this is the victim’s desire.

c. The right to notification of options for, and available assistance in, changing academic, living, transportation, or working situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available. No formal complaint or investigation, either campus or criminal, need occur before this option is available. Accommodations may include:

i. Change of a student resident’s housing to a different on-campus location
ii. Assistance from College support staff in completing the relocation
iii. Arranging to dissolve a housing contract and pro-rating a housing refund
iv. Exam or assignment rescheduling
v. Taking an “Incomplete” grade for a course
vi. Transferring to a different course section
vii. Temporary withdrawal
viii. Alternative course completion options
ix. Change in working location and/or supervisor
x. Change in work duties and/or responsibilities
d. The right to preservation of privacy, to the extent possible and allowed by law
e. The right not to have released to the public any personally identifiable information about the accuser/complainant, without his or her consent
f. The right NOT to have any complaint of sexual assault mediated (as opposed to adjudicated)
g. The right to a College no-contact order against another student who has engaged in or threatened to engage in stalking, threatening, harassing, or other improper behavior that presents a danger to the welfare of the complaining student, witnesses, or others
h. The right to give testimony in a College hearing by means other than being in the same room with the accused
i. The right to ask the investigators to identify and question relevant witnesses, including expert witnesses
j. The right to be present for all testimony given and evidence presented before the conduct body
k. The right to be informed of the outcome and sanction(s) of any disciplinary hearing involving sexual assault, usually within 24 hours of the decision being made

5.1.7.3 - The following rights apply only to the accused (alleged perpetrator):

a. The right to a timely written notice of the alleged violation contained within the complaint, including the nature of the violation and possible sanctions
b. The right to a fundamentally fair hearing on the complaint, including timely notice of the hearing date and adequate time for preparation
c. The right to written notice of the outcome of the hearing and the sanction(s) imposed by the disciplinary body

5.1.8 - Confidentiality
Every effort will be made to keep a complaint confidential and to protect the privacy of individuals, it is regrettable that confidentiality and anonymity may have to give way to BBC’s obligation to investigate and take appropriate action, especially if BBC is required to provide a timely warning of a Clery-reportable campus crime or an immediate threat to the health or safety of students or employees. When necessary, College officials will make a timely warning to the campus community (as required by federal regulations) unless issuing the notification will, in the professional judgment of responsible College officials, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency (as permitted by federal regulations).
BBC encourages our pastoral counselors among the faculty and staff to inform persons they are counseling (when the counselor deems it appropriate) about procedures for confidential reporting so that Clery-reportable crimes may be included in the annual disclosure of crime statistics.

**5.2 - TITLE IX AND CLERY GRIEVANCE PROCEDURES**

**5.2.1 - General**
Implicit in the following Title IX grievance procedures is a provision that allows the complaining party to avoid her or his immediate work supervisor or faculty advisor if that person is the source of the problem. It is understood, of course, that formal channels may not be needed except when earlier attempts at private and informal resolution fail. However, in the case of alleged sexual assault or sexual misconduct, it is unnecessary and, most likely, inappropriate for an alleged victim to attempt informal resolution with the alleged perpetrator. In such a case, the formal grievance procedure should be initiated immediately.

**5.2.2 - Reporting Procedures**
Formal reporting procedures include the victim or eyewitness of an act of sexual misconduct initiating a criminal complaint, an institutional complaint, and/or a report to a responsible employee (including the Title IX Coordinator). Alternative reporting options include a victim’s or eye-witness’ privileged or confidential disclosures to a professional or pastoral counselor.

A victim or eye-witness of sexual misconduct by or upon a Boise Bible College student or employee must first go to a place of safety and then immediately report the incident to a responsible employee, regardless of the time of day or night. The complaint will then be turned over to the Dean of Students for investigation and processing through to conclusion.

Time is especially critical in a sexual assault case. In the case of sexual assault, the victim should not bathe until physical evidence of the assault can be obtained by medical personnel or law enforcement officers. It is important to preserve all physical evidence for examination by a physician to prove criminal sexual assault, particularly if there were no witnesses. If sexual violence has occurred, BBC will take prompt and effective steps to end the sexual violence, prevent its recurrence, and address its effects. When deemed necessary, BBC will take steps to protect the complainant, including interim steps taken prior to the final outcome of the investigation.

Upon the victim’s request, a specially trained Student Services (in the case of a student) or Human Resources (in the case of an employee) staff member will assist the victim in notifying local law enforcement of the incident, guide the victim through the available options, and support the victim in his or her decisions related to the incident.

If a victim or eyewitness desires to make an anonymous report, BBC’s ability to respond will be limited by the confidentiality request. In certain cases, strict confidentiality is not possible because of federal Clery Act requirements to report certain crimes, including but not limited to the more serious forms of sexual misconduct. Each reported Clery crime is evaluated on a case-by-case basis to determine whether or not BBC must issue a timely warning to the campus community about that particular criminal incident. If confidentiality is requested, every effort will be made to keep the name and location of the alleged victim and/or witnesses confidential. Ultimately, confidentiality requests are decided by the Dean of Students.

BBC is obligated under the federal Clery Act to report certain crimes that occur on campus, in a non-campus building or property, or on public property within the reasonably contiguous geographic area of the institution.
on its annual campus crime report provided to the U.S. Department of Education. BBC is also obligated to issue timely warnings to the campus community about certain crimes that have already occurred but may continue to pose a serious or ongoing threat to students and/or employees. When necessary, College officials will make a timely warning to the campus community (as required by federal regulations) unless issuing the notification will, in the professional judgment of responsible College officials, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency (as permitted by federal regulations).

5.2.3 - Investigation Procedures
Reported sexual misconduct of any kind will be adequately, reliably, and thoroughly investigated, regardless of whether or not the incident is the subject of a separate criminal investigation. A victim of sexual misconduct has the right to file a criminal complaint with the appropriate local law enforcement agency, if they desire to do so. The filing of a criminal complaint will not replace or hinder BBC’s investigation of a sexual misconduct violation. A victim of sexual misconduct may elect to have the investigation proceed through the criminal justice system, BBC’s disciplinary process, or both.

A Title IX investigation begins with the initial report of sexual misconduct made to a responsible employee. It is the duty of the responsible employee to notify the Title IX Coordinator immediately of any report of sexual misconduct made by a College student, College employee, or third-party. The Title IX Coordinator will either lead the investigation or appoint a lead investigator to thoroughly investigate the claims made in the initial report.

Throughout the course of an investigation, both the accused and the accuser will have an equal opportunity to present relevant witnesses and other evidence. The investigation and any subsequent disciplinary hearing will be conducted impartially. Any real or perceived conflict of interest between the fact-finder or decision-maker and the parties involved in a complaint will be disclosed and resolved immediately. A prompt and equitable resolution of a sexual misconduct complaint will be made using a preponderance of the evidence standard to evaluate the complaint (i.e., it is more likely than not that sexual misconduct occurred). “In each case, the issue is whether the harassment rises to a level that it denies or limits a student’s ability to participate in or benefit from the school’s program based on sex” (p. 5, U.S. Department of Education, Revised Sexual Harassment Guidance). This standard would be applied to the workplace in the case of an employee.

Sexual misconduct investigations will be resolved promptly. A typical sexual misconduct case takes approximately 60 days following receipt of the complaint; 1 day to initiate the process, 1-28 days to thoroughly investigate the incident, 2-9 days to conduct a disciplinary hearing (if necessary), 1-6 days to reach a fair and equitable decision, 1-2 days to concurrently provide written notification to the complainant and the alleged perpetrator of the final outcome of the complaint, and 2-14 days to allow time for an appeal (if applicable). These time frames are estimated; the actual amount of time needed for each stage of the process will be determined by the facts of a particular case. These time frames may be increased, if needed, by the Title IX Coordinator or BBC official in charge of a particular case.
5.2.4 - Appeal Procedures
Recognizing that employees and students may be reluctant and/or embarrassed to voice a complaint about sexual misconduct decisions, BBC’s formal grievance process is available to permit a dissatisfied victim, eyewitness, or offender to make an appeal of a Title IX decision. A dissatisfied victim, eyewitness, or offender should follow the grievance procedures outlined in section 4.4.1.

In short, a student Title IX appeal would begin at the appropriate step found in section 4.4.1 of the Student Handbook. After the student’s written grievance complaint is submitted, the Title IX appeal will be investigated by the appropriate administrator and handled by the Academic Council. Since the Dean of Students and lead investigator were closely involved in the resolution of the initial sexual misconduct complaint, they will be recused from service on the appeals board assigned to a Title IX appeal.

5.2.5 - Awareness and Prevention Programs
The college desires to have in place educational programs to promote the awareness that rape and other sexual offenses may occur among students. These include the annual distribution of a written summary of the Sexual Assault policy to all new students (included in the Student Handbook), an explanation of the policy at New Student Orientation, and annual instruction given to female students in sexual assault awareness and avoidance, usually taught by a law enforcement officer.

5.2.6 - Victim Services and Resources
Local and referral help is available for victims of sexual misconduct from BBC’s Student Services department. Local community and state victim services organizations are listed.

Garden City Police Department
www.gardencitypolice.org
Emergency Phone: 9-1-1
Garden City Police Department offers the following contacts in their online resource guide.

Sexual Assault:
- BSU Sexual Assault: (208) 426-2624
- Valley Crisis: (208) 465-5011
- WCA: (208) 345-7273

<table>
<thead>
<tr>
<th>Ada County Sheriff’s Office Victim Services</th>
<th>Boise City Police Department Victim Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>7200 Barrister Boise, ID (208) 577-3000</td>
<td>333 N. Sailfish Boise, ID (208) 570-6220</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meridian City Police Department Victim Services</th>
<th>Ada County Prosecutor’s Office Misdemeanor and Felony Cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>1401 E. Watertower Meridian, ID (208) 888-6678</td>
<td>200 W. Front, 3rd Floor (208) 287-7700</td>
</tr>
</tbody>
</table>

BBC will make appropriate changes to the academic, living, transportation, and working situations of any sexual misconduct victim, if requested and reasonably available. For example, a victim of sexual assault may be moved to a different residence hall (if a student) or work location (if an employee), if available.
Immediate Assistance:
   a. Contact information for trained on- and off-campus victim advocates or counselors who can provide an immediate confidential response in a crisis situation
   b. Emergency numbers for on- and off-campus safety, law enforcement, Dean of Students, and other first responders
   c. Health care options, off-campus

Ongoing Assistance:
   a. Counseling, advocacy, and support resources, both on- and off-campus
   b. Academic accommodations and interim protection measures

5.2.7 - Possible Disciplinary Sanctions
A student or employee found guilty of sexual misconduct following a disciplinary hearing will be subject to disciplinary action up to and including expulsion from school for a student or termination of employment for an employee.

Possible disciplinary sanctions for a student include the following:
   a. Issuance of disciplinary, verbal or written warning, and/or monetary fine
   b. Mandatory meeting with Dean of Students or his/her designee
   c. Mandatory counseling or other professional intervention
   d. Disciplinary hearing
   e. Discretionary sanctions (i.e., revocation of any student privilege, community service, disqualification from awards or representing BBC, loss of institutional financial aid, etc.)
   f. Housing suspension or expulsion
   g. Administrative probation for a specified period of time
   h. Institutional suspension, administrative withdrawal, or expulsion

Possible disciplinary sanctions for an employee include the following:
   a. Issuance of verbal or written warning, recorded in the personnel file
   b. Mandatory meeting with the appropriate College administrator or his/her designee
   c. Mandatory counseling or other professional intervention
   d. Disciplinary hearing
   e. Discretionary sanctions (i.e., revocation of any employee privilege, campus housing suspension or expulsion, community service, disqualification from awards or representing BBC, etc.)
   f. Employment probation for a specified period of time
   g. Suspension from or termination of employment

5.2.8 - Additional Considerations.
1) Claims of sexual misconduct may involve one-on-one situations with no additional witnesses to refute or substantiate the complaints, making final resolution difficult.
2) Regardless of the truth or falsity of the allegations, sexual misconduct charges that cannot be proved may have an adverse effect upon the career and family life of both the alleged perpetrator and the alleged victim.
3) If allegations of sexual misconduct prove to be untrue, the complainant may cause irreparable damage to the reputation of the accused, may be guilty of defamation of character, and may be sued in a court of law.
The accrediting association for Boise Bible College is the Association for Biblical Higher Education. As a student, you have the right to contact them with questions and complaints. The ABHE address is: 5575 S. Semoran Blvd., Suite 26, Orlando, FL, 32822-1781 Phone: (407) 207-0808

The Student Handbook is not a static document. We make changes in the Student Handbook each year to strengthen our procedures and students should be aware of changes that affect their participation on campus. Working through ASBBC, students have the opportunity to advocate for changes or additions to these regulations. The Student Handbook also outlines the procedures students can follow if they believe they have been treated inappropriately or unfairly. We urge students to seek out an advisor if they believe they have been treated in ways that violate the principles that are outlined in this document. Students are a critical part of the life of this community. We urge all persons on campus to use these guidelines in effective ways to support and enhance student engagement at BBC.
APPENDIX B – LIFESTYLE COMMITMENT

Boise Bible College Lifestyle Commitment

At Boise Bible College we exhibit a posture of submission, service, and sacrifice as we do justice, love kindness, and walk humbly with our God.

Boise Bible College
Student Life Office
8695 W. Marigold St.
Boise, ID 83714

Boise Bible College (BBC) faculty, staff, and students are guided by a Mission Statement, Vision Statement, Core Values, and Statement of Faith, which are based on biblical teachings. Specific guidelines are outlined in the Student Handbook (found on the BBC website at boisebible.edu) and summarized below.

Abiding by the BBC Lifestyle Commitment Means

- Accepting the lordship of Christ and the authority of Scripture.
- Committing to a life of ministry and a pursuit of biblical literacy.
- Refraining from alcohol, tobacco, illegal drugs and gambling.
- Maintaining BBC’s standards for sexual purity. This means abstinence from any sexual activity not confined to marriage as outlined in the Student Handbook.
- Treating BBC property with respect and abiding by all housing regulations.
- Striving to mature intellectually, spiritually, personally, and professionally.
- Showing responsibility in all commitments by practicing biblical stewardship.
- Faithful involvement in a local congregation.

Commitment Statement

By enrolling at Boise Bible College I commit to:

- Exhibit a posture of submission, service, and sacrifice as I do justice, love kindness, and walk humbly with my God.
- Abide by all rules and regulations outlined in the 2015-16 Student Handbook.

By signing this document, you acknowledge that you have read and you understand the statement of the College’s code of conduct as summarized above and that you agree to follow the rules and regulations outlined in the Student Handbook.

Student’s Signature

Date

Student’s Printed Name
This Doctrinal Position shall not be construed as a statement of faith, which can be used to include or exclude anyone from the Lord’s Church or from fellowship with the Saints of God. The Bible is the all-sufficient rule for faith and practice. Subscription to this Doctrinal Position is required only as a prerequisite for serving as a Board member or a non-student employee of BBC. Subscription to this Doctrinal Position is NOT required for admission as a student.

You are welcome to study at BBC regardless of your church affiliation if you name Jesus as your Lord and Savior and are seeking to govern your life by His Word.

A. The Bible, both the Old and New Testaments, was inspired by God without error in the original manuscripts. The early copies of the original texts have been reliably preserved and transmitted so as, (1) to provide an accurate basis for modern translations, and (2) to insure that God’s commands, promises, and purposes may be clearly understood.

B. The Godhead exists eternally in three persons – the Father, the Son, and the Holy Spirit – and these three are one.

C. Jesus is the Christ, the only begotten divine Son of God, born of a virgin without the intervention of man, and He is (exclusive of the Father) our only Savior, Lord, High Priest, and King.

D. Jesus lived a sin-free life, taught without error, and performed miraculous works.

E. Jesus died on the cross for all people for all times. His blood cleanses from sin all who believe and obey the gospel.

F. Jesus’ physical body was buried in the grave, but He came forth alive in the same body triumphant over death and the grave.

G. Jesus commissioned the Apostles and the church to evangelize all people until the end of time.

H. Faith, repentance, open confession of Jesus, and baptism (immersion) are required for the remission of sin. To be forgiven for sins committed after baptism, Christians must repent, confess their sins, and ask God’s forgiveness. No one earns or deserves this forgiveness. It is a gift of God.

I. Jesus Christ will return at the end of the world and will judge all people.

J. Individuals have the freedom to accept or reject God’s offer of salvation.

K. The Christian can choose to return to a life of sin, reject the Savior, and thus lose salvation.

L. Special gifts of power and ability were given by God to men and women during the establishment of the church, being provided through the Holy Spirit. In the established church today, however, the presence of the Holy Spirit is indicated by the fruit which the Spirit produces in the life of the Christian.

M. Today the Holy Spirit communicates through the Bible, helps Christians by His indwelling presence and intercession, and accomplishes God’s will as shown through historical events.

N. The evangelization of the world is our task. This can best be brought about with God’s people united. This unity must be based on the restoration of the Church to New Testament norms in such things as its life, teaching, name, organization, and purpose.

O. All Christians are God’s priests. The concept of “clergy” and “laity” is foreign to New Testament teaching.
INDEX

A
Academic, 8
   Advisors, 8
   Catalog, 9
   Integrity, 8
Academic Probation, 37
Administrative Probation, 37
Appeal Procedure, 37
Appliance Rentals, 20
Athletics, 13

B
Banquet
   Fall, 11
   Spring, 11
   Winter, 11
Bicycle
   Citations, 25
   Pass, 24
   Registration, 24
Building Hours, 26
Bulletin Boards, 25

C
Cafeteria, 21
   Dietary Restrictions, 22
   Hours, 21, 22
   Missed Meals, 22
   Off Campus Student, 21
   Special Events, 22
   To Go, 22
Campus Housing, 28
Chapel, 10
Church Membership, Local, 10
City League Athletics, 13
Clery Policy, 39
Closing Hours, 26
Coffee Shop. See Lion's Den
Committees, 12
Community Living, 13, 20, 21, 28, 31
Computer Lab, 19
Conduct Violations, 38
Confidentiality, 45
Core Values, 7
Counseling, 16

Curfew, 29

D
Devotions, Personal, 10
Discipleship, 10
Disciplinary Action, 37
Disciplinary Ethics
   College Officials, 34
   Students, 34
Disciplinary Hearing Procedure, 36
Disciplinary Procedures, 34
Discipline Committee, 34
Dorms, 13, 28
Dress Code, 17
Drug and Alcohol Policy, 16

E
Emergency, 14
Emergency Procedure
   Fire, 14
   Violent Act, 14
Emergency Room Locations, 15
Employment, On-Campus, 26
Events, Special, 11
Expulsion, 38

F
Facilities Use, 18
First Aid Kit, 14
Formal Disciplinary Hearing Process, 35

G
Grievance Procedures
   TitleIX, 46
Grievance Procedures
   Clery, 46
Guests, 11, 22, 33

H
Health Insurance Policy, 15
Health Issues, 15
Housing Policy, 28
Housing Regulations, 29
Hygiene, Personal, 18
ICOM. See International Conference on Missions
Incident Report, 35
Informal Disciplinary Meeting, 35
International Conference on Missions, 12
Internet
  Login, 20
  Policy Violation, 21
  Prohibited Activities, 21
Internet Usage, 20
Intramural Athletics, 13
Kitchen, Student, 20, 31
Late Night Pass, 29
Laundry, 32
Library, 18
  Check In/Out, 18
  Hours, 19
Lions Den, 20
Lost and Found, 26
Mail, 26
Maintenance, 31, 32
Married Student Housing, 28
Meal Plan, 21
Medical Record, 16
Missing Persons, 14
Missions Emphasis Week, 11
Movies, 33
Multipurpose Building, 19
Music Groups, 25
Musical Instrument Use, 18
Noise Ordinance, 30
Non-Discrimination Policy, 39
Off Campus Housing, 28
Overnight Pass, 29
Parking Pass, 22
Preview, 11
Privacy, 33
Records, Educational, 8
Residence Assistant, 14
Resident Assistants, 16
Resident Director, 13, 16
Retreat, All Campus, 11
Room Assignment, 28
Room Inspection, 32
Roommate Contract, 14
RV Housing, 28
Senior Skip Day, 11
Sexual Misconduct, 39
  Awareness and Prevention, 48
  Definitions, 39
  Disciplinary Sanctions, 49
  Investigation Procedures, 47
  Reporting Procedures, 46
Sickness, 15
Special Speakers, 25
Spiritual Emphasis Week, 11
Spiritual Growth, 10
Sports Field, 13
Spring Conference, 11
Staff and Faculty Titles, 26
Student Handbook, 34, 47
Student Housing, 13, 20
  Appliances, 30
  Damage, 32
  Food, 30
  Furnishings, 30
  Guests, 33
  Married, 28
Glorifies God
by equipping servant leaders
who build up the church
to advance the gospel worldwide