

# 2018-2019 Student Catalog



*The mission of Texas Bible College is to educate and equip servant leaders for a lifetime of effective Apostolic ministry worldwide.*

3900 College Drive  
Lufkin, Texas 77901

[www.tbcnow.com](http://www.tbcnow.com)

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# WELCOME FROM THE PRESIDENT AND ACADEMIC DEAN

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## 55 YEARS OF APOSTOLIC HERITAGE...

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## VISION, MISSION, AND CORE VALUES

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### VISION STATEMENT

The vision of Texas Bible College is *“to proclaiming the gospel of the Lord Jesus Christ worldwide through Spirit, Excellence and Truth.”*

### MISSION STATEMENT

The mission of Texas Bible College is *“to educate and equip servant leaders for a lifetime of exceptional Apostolic ministry worldwide.”*

### CORE VALUES

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*“But the wisdom that is from above is first pure, then peaceable, gentle, and easy to be intreated, full of mercy and good fruits, without partiality, and without hypocrisy.”*

James 3:17 (KJV)

Being guided by wisdom from God, we all highly respect and greatly value one another by striving to demonstrate these godly attributes:

**PURITY**...*authentic, chaste, clean, and without any hidden agenda.*

**PEACEABLE**...*amiable, friendly, calm, meek, tranquil, and in harmony with everyone.*

**GENTLE**...*compassionate, pleasant, disciplined, temperate, and intentionally kind.*

**EASILY INTREATED**...*considerate, open-minded, open-hearted, benevolent, unselfishly generous.*

**FULL OF MERCY**...*gracious, forbearing, tenderhearted, quick to forgive and does not harbor ill will.*

**WITHOUT PARTIALITY**...*unbiased, fair-minded, equitable, and highly respectful and greatly values everyone.*

**WITHOUT HYPOCRISY**...*forthright, genuine, humble, authentic, and living transparently.*



# STATEMENT OF FAITH

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## ***The One True God***

There is one God, who has revealed Himself as our Father, in His Son, Jesus Christ, and as the Holy Spirit. Jesus Christ is God manifested in flesh. He is both God and man (See Deuteronomy 6:4; Ephesians 4:4-6; Colossians 2:9; I Timothy 3:16).

## ***The Word of God***

The Bible is the infallible Word of God and the authority for salvation and Christian living (See II Timothy 3:15-17).

## ***Sin and Salvation***

Everyone has sinned and needs salvation. Salvation comes by grace through faith based on the atoning sacrifice of Jesus Christ (See Romans 3:23-25; 6:23; Ephesians 2:8-9).

## ***The Gospel of Jesus Christ***

The saving gospel is the good news that Jesus died for our sins, was buried, and rose again. We obey the gospel (II Thessalonians 1:8; I Peter 4:17) by repentance (death to sin), water baptism in the name of Jesus Christ (burial), and receiving the gift of the Holy Spirit (resurrection). (See I Corinthians 15:1-4; Acts 2:4, 37-39; Romans 6:3-4.)

## ***Our Fundamental Doctrine***

The basic and fundamental doctrine of this College is the Bible standard of full salvation, which is repentance, baptism in water by immersion in the name of the Lord Jesus Christ for the remission of sins, and the baptism of the Holy Ghost with the initial sign of speaking with other tongues as the Spirit gives utterance.

## ***Christian Living***

As Christians, we are to love God and others. We should live a holy life inwardly and outwardly, and worship God joyfully. The supernatural gifts of the Spirit, including healing, are for the church today (See Mark 12:28-31; II Corinthians 7:1; Hebrews 12:14; I Corinthians 12:8-10).

### ***The Future***

Jesus Christ is coming again to catch away His church. In the end will be the final resurrection and the final judgment. The righteous will inherit eternal life, and the unrighteous eternal death (See I Thessalonians 4:16-17; Revelation 20:11-15).

## **CODE OF HONOR**

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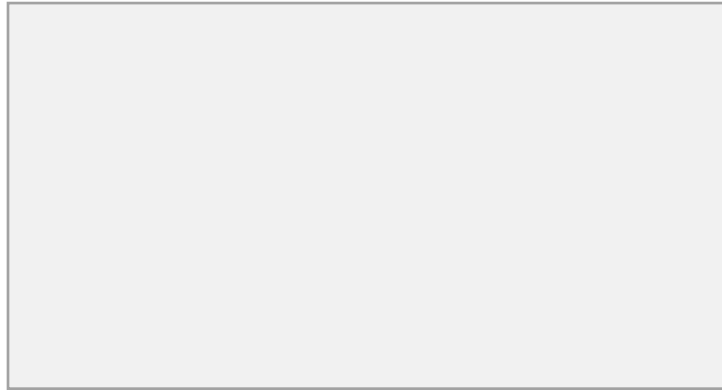
It is my personal commitment to live my life in such a way as to grow in spiritual integrity. I see my life as dedicated to Jesus Christ and, specifically, to ministry within His kingdom. Determining to remain holy, I hereby solemnly pledge to honor the statutes set forth in this code of honor. Understanding that the fulfillment of these principles is for the betterment of my spiritual life, I give my honor to keep my word. I fully recognize and accept my responsibilities and accountability to God, my leaders at Texas Bible College, my roommates and myself.

- I will refrain from telling jokes or using language that is not conducive to spiritual growth.
- I will avoid any form of pornography.
- I will not allow anyone of the opposite sex to enter my room.
- I will keep both the inside and the outside of my room sanitary.
- I will respect my neighbors by keeping my music and my conversation at a reasonable volume after curfew.
- I will show consideration for my roommates by not unnecessarily using the internet or using the internet for excessive amounts of time.

- I will remember that I am representing Christ and therefore abide by the guidelines and dress code the school has set forth.
- I will not watch worldly movies or any form of media that are not conducive to Christian standards via any technology.
- I will make my room conducive to prayer and daily devotions.
- I have been through orientation and I commit, to the best of my ability, to abide by the standards of this handbook and be a Christian at all times.

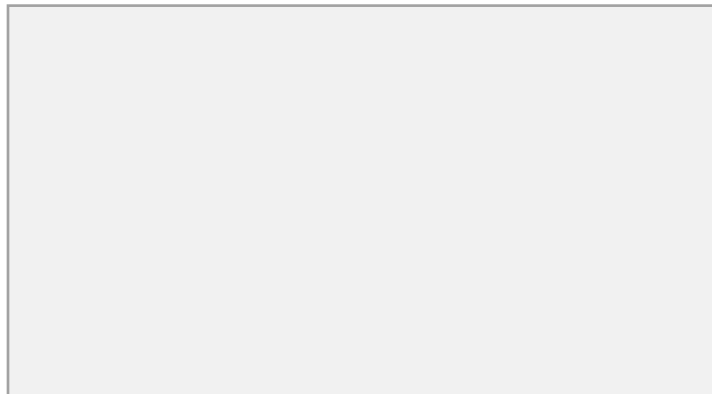
# STUDENT SERVICES

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# Campus Diagram

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# Services Directory

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<b>Service Category</b>	<b>Campus Location</b>	<b>Contact Information</b>
Admissions		
Assistant Provost		
Director of Religious Studies		
Business Office		
Director of Theology Concentration		
Director of Ch. Ed. Concentration		
Director of Missiology Concentration		
Director of Music		
Director of Promotions		
Director of Online Education		
Food Service & Meals		
Computer/IT		
Counseling		
Crime Reports/Statistics		
Laundry		
Parking		
Provost		
Registrar		
Security		
Student IDs		
Student Accounts		
Title IX Coordinator		
Library Services		

## Campus Services

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### Administration and Business Offices

Building xxx houses the Administrative and Business offices on the first floor. These offices are open Monday through Friday from 8:00 a.m. until 5:00 a.m. No business may be conducted during chapel services.

## Cafeteria and Food Services

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To ensure the meal program will operate in an effective and efficient manner, meals will be served according to the schedule below when the College is in operation.

	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
Monday-Friday	7:00-7:45	12:00-1:00	5:30-6:30
Saturday	None	11:30-1:15	None
Sunday	None	12:30-1:15	None

Meal prices for non-residents are:

	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
Monday-Friday	\$3.00	\$4.00	\$3.00
Saturday	None	\$3.50	None
Sunday	None	\$3.25	None

*(Children under 12 – half price)*

*Students working during dinnertime may sign up for to-go meals each week.*

## Career Services

Employers and pastors frequently contact the Office of the Dean of Students with employment and ministry opportunities. This information, along with possible internships, is available upon request from the Dean of Students, as well as posted around campus on Student Life bulletin boards.

## Copy Machine

The TBC copy machines are not available for student use. There is a “pay-as-you-go” copy machine available for student use in the library.

## Counseling Services

TBC seeks to provide pastoral counsel and care to each student through the Office of the Dean of Students. Any student needing professional counseling may request a referral to a local counseling agency after consulting with the Dean of Students, or other appointed faculty or staff member. Students who request a referral will not be charged for their initial consultation. The student will then be responsible for the cost of any follow-on consultations after the initial consultation.

## Crime Statistics

The TBC administration publishes an annual campus report on personal safety and crime statistics. The report is available upon request from the Dean of Students.

## **Laundry**

The laundry rooms are for the use of resident students and faculty only. Males and females are not to do each other's laundry. The laundry room is not to be used after curfew.

## **Mail Service**

Mail is distributed to student mailboxes Monday through Friday. No mail is delivered on Saturdays, Sundays or holidays.

Stamps for outgoing mail are available in the Business Office. Outgoing mail is picked up daily, typically between the hours of 10:00 a.m. and 1:00 p.m., at the Business Office in Building xxx. Packages must be picked up and signed for at the Business Office during the regular business hours of 8:00 a.m. to 5:00 p.m.

## **Notary Public**

Documents may be notarized in the Business Office.

## **Security**

Security personnel lock down and monitor the campus each evening. In the case of an emergency, dial 911. All other security concerns should be directed to the Dean of Students. Security cameras are set up around campus for your protection. Additionally, the Lufkin Police Department frequently patrols the campus throughout the day and overnight.

## **Student IDs**

All students are required to have a current TBC Student Id card. Student ID cards serve as the library card and may be required for other services and events. Replacement cards cost \$10.

## **Vehicle Registration**

All students must register their intent to park a vehicle on campus and obtain a parking tag by the first day of class each semester. The use of an automobile at TBC is considered a privilege, not a right, and is subject to the approval of the administration. Students will be granted permission to drive cars only when liability insurance covering persons and property is carried. Proof of insurance is required when registering for classes. All motor vehicles must be registered with the main office. Parking tags are \$25 per semester.

# Parking Violations

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Parking tickets may be issued for the following:

1. Parking a vehicle on campus without a registration permit and properly displayed parking tag (registered to the same car and student).
2. Parking a vehicle in an unauthorized area, such as:
  - a. Faculty and staff parking
  - b. No-parking zone
  - c. Visitor parking
  - d. Disabled parking (without a proper tag)
3. Parking where prohibited by signs.
4. Parking on grassy areas.
5. Parking on sidewalks or entrance to trash disposal containers and service vehicle areas.
6. Parking in a fire land, traffic right of way, or pedestrian crosswalk.
7. Defacing or misuse of parking tag.

All parking violations carry a fine of \$25. Penalties will be reduced to one-half if paid within 24 hours of the time of the receipt of the citation, exclusive of Saturday, Sunday and official vacation periods. Failure to register for parking will result in a “hold” for the amount of the sticker plus the cost of any tickets incurred. Penalties are payable by cash, check or credit card to the Office of the Dean of Students or the Business Office.

At the discretion of the Dean of Students campus service may be required in place of monetary payment. All unpaid fines will be doubled at the end of the semester and added directly to the student’s account. Until these fines are paid, no grades or transcripts will be issued for students and students will not be allowed to register for classes.



# CODE OF HONOR

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## Individual Student Honor Pledge

It is my personal commitment to live my life in such a way as to grow in spiritual integrity. I see my life as dedicated to Jesus Christ and, specifically, to ministry within His kingdom. Determining to remain holy, I hereby solemnly pledge to honor the statutes set forth in this code of honor. Understanding that the fulfillment of these principles is for the betterment of my spiritual life, I give my honor to keep my word. I fully recognize and accept my responsibilities and accountability to God, my leaders at Texas Bible College, my roommates and myself.

- I will refrain from telling jokes or using language not conducive to spiritual growth
- I will avoid any form of pornography
- I will not allow anyone of the opposite sex to enter my room
- I will keep the inside and the outside of my room sanitary
- I will respect my neighbors by keeping my music and my conversation at a reasonable volume
- I will BE considerate of my roommates in my reasonable use of the Internet
- I represent Christ and will abide by school guidelines and dress code
- I will not watch worldly forms of media not conducive to Christian standards
- I will ensure my room is conducive to prayer and daily devotions
- I have attended orientation; and I will abide by the Student Handbook standards

## Student Conduct Code

TBC owned and governed by the Texas District Board of the United Pentecostal Church International, its Board of Trustees and Board of Directors, and it is expected employees and students will conduct themselves in accordance with Christian principles, both on and off the campus. Personal misconduct either on or off the campus by anyone connected with TBC detracts from the Christian witness TBC strives to present to the world and hinders full accomplishment of the TBC program goals. While at TBC, students are expected to obey federal, state, and local laws. TBC and its employees will cooperate with law enforcement agencies during any investigation. Each student is also expected to obey rules and

regulations established by TBC. In all cases of violation of TBC's rules and regulations, or of actions in violation of local, state, or federal laws, TBC reserves the right to proceed with its own disciplinary action independently of governmental charges or prosecution. There is no TBC policy to await the outcome of governmental prosecution.

All resident students are immediately responsible to the resident supervisor of their dormitory. All students are expected to maintain the highest standards of conduct in accordance with Christian teaching and biblical ethics. TBC reserves the right to request withdrawal of any student at any time for causes deemed by the administration to justify suspension or expulsion.

The following policies prohibiting specific types of conduct are not designed to be a comprehensive, inclusive code. Any conduct violation of local, state, or federal laws, or any indecent or disorderly conduct disruptive of the orderly process of TBC educational programs may be grounds for disciplinary action.

## Student Awareness Responsibility

It is the responsibility of the student to become familiar with these policies and rules. The administration will attempt to ensure that all students know the rules through orientation sessions. However, students are responsible to TBC for their conduct. If students should witness a violation of these policies on the part of other students, faculty, or administration, it is their responsibility to report it after taking the steps in the Peer Accountability section below. If a student violates the campus rules, the student will appear before the Dean of Students and/or the President. A student enrolling in TBC assumes an obligation to behave in a manner compatible with the TBC mission and purpose as an educational institution.

## Peer Accountability

When self-discipline is not effective, peer accountability becomes necessary. This type of accountability is explained as a biblical responsibility for individuals to demonstrate concern for others' growth and, when necessary, to confront another lovingly (Matthew 18:15). TBC community members should support and encourage one another to adhere to the TBC community standards. Those TBC members who violate or advise others to violate TBC's community standards may be subject to disciplinary action.

The principle of peer (student to student) accountability, based on Matthew 18:15, works out practically as follows. A student who observes (or has firsthand knowledge about) another student violating TBC's community standards is obligated to take one of the following two steps:

- Confront privately the offending student. If the student is repentant, makes restitution (as necessary) and does not repeat the offense, then the matter is considered resolved.

- Submit a Disciplinary Report to the Dean of Students.

If a student observes a violation that is (1) known to be illegal, (2) harmful to oneself or others, (3) a repeated offense by the offending student who was previously confronted privately on the matter, or (4) denied by the offending student upon confrontation; then the student must submit a Disciplinary Report, and the matter moves from peer accountability to community accountability.

## Personal Growth Initiative

To encourage and promote personal responsibility for one's behavior, the College will not seek formal institutional disciplinary action against a student who has violated community standards if he/she voluntarily seeks assistance. Voluntarily means, that the student makes his/her desire for help known to the Dean of Students prior to the beginning of formal proceedings, (exceptions: when behavior is repetitive, self-destructive, hazardous to others or is a significant civil or legal issue).

To initiate the Personal Growth Initiative, the student must approach the Dean of Students expressing a desire to repent and change. A collaborative plan shall be established which specifies one's intent to change including action steps and accountability procedures. Formal disciplinary procedures shall be suspended if the student adheres to the plan.

A Personal Growth Initiative Plan set up jointly by the student and the Dean of Students or staff member assigned by the Dean of Students, designed to restore desired behavior will be established. If, however, the student does not carry out the plan or no longer desires to change, the student shall be subject to formal disciplinary action through established institutional disciplinary procedures. The staff member, who agrees to work with the student, shall hold him/her accountable for adhering to the Personal Growth Initiative Plan.

## Jurisdiction

Jurisdiction of TBC generally shall be limited to conduct which occurs on the TBC premises (including apartment housing) or at TBC-sponsored or supervised functions. However, nothing herein limits the administration of TBC from taking appropriate action, including, but not limited to, the imposition of sanctions against students for conduct on or off TBC premises especially while a resident student at TBC.

## Violations of Student Conduct Code

- Sexual activity outside of the Biblical male-female marriage relationship.
- Academic dishonesty which includes, but is not limited to, cheating, plagiarism and sabotage.

- Forgery, alteration, or misuse of TBC documents, records or identification, or knowingly furnishing false or misleading information to TBC.
- Obstruction or disruptions of teaching, research, administration, conduct proceedings, or other TBC activities, including its public service functions on or off campus.
- Attempted or actual theft of, damage to, or possessions without permission of property of TBC or of a member of the TBC student body, faculty, staff or of a campus visitor.
- Unauthorized possession, duplication, or use of keys to any TBC facilities or unauthorized entry to, or use of, TBC facilities.
- Physical or verbal abuse, sexual harassment or assault, fighting, or any other conduct, which threatens or endangers the health or safety of any person.
- Violation of TBC policies, rules, or regulations, or off-campus regulations, including, but not limited to, those governing residence in TBC-provided dorm and apartment housing, or the use of TBD facilities.
- Manufacture, use, possession, sale, or distribution of alcoholic beverages, tobacco, drugs, or any controlled substance without proper prescription or required license.
- Disruptive or disorderly conduct, profanity in any form, or any other lewd, indecent, or obscene conduct or expression.
- Failure to comply with directions of TBC officials acting in the performance of their duties.
- Possession of firearms, explosives, fireworks, other weapons, or dangerous chemicals (except for academic purposes) at any time either on campus or off campus at TBC-sponsored or supervised functions.
- Failure to follow the published guidelines and procedures of TBC relating to the use of technology on campus, including, but not limited to, the use of social media to attack, slander, retaliate, or entrap a member of the TBC community. The use of any person's access code which includes, but is not limited to, copy codes, computer and passwords etc. is prohibited.

## Student Disciplinary Procedures

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### Jurisdiction

## Notice of Charges

Every student accused of violating TBC's student conduct policies, rules and regulations or other TBC policy shall receive a written notice of charges from the Dean of Students which shall include the sanctions to be imposed by the Dean of Students relative to those charges. Prior to enforcement of the proper sanctions, the student is required to meet with the Dean of Students or his designee who will advise the student orally of the general nature of the charges and allow the student to provide the student's explanation relating to the charges. Should the student refuse to attend his/her meeting with the Dean of Students or designee, the sanctions may be imposed immediately. The student will receive written indication of such immediate sanctions.

## General Sanctions

The following sanctions may be imposed upon any student found to have violated the Student Conduct Code; more than one of the sanctions may be imposed for any single violation. These sanctions will be imposed by the Dean of Students or jointly with the recommendation of the President.

- **Warning:** A written notice to the student, which shall remain in the student's file.
- **Probation:** Probation is for a designated period and includes the probability of more sanctions if the student is found to be in violation of the Student Conduct Code.
- **Loss/Restriction of Privileges:** Denial of specified privileges for a period of time.
- **Fines:** Fines will be issued for violations of parking policy, curfew, room failures, fire hazards (candles, fireworks, etc.), pranks, and possibly other violations. Fines may be issued for all violations of College policy near the end of each semester.
- **Restitution:** Compensation for loss, damage, or injury to TBC or property.
- **Discretionary Sanctions:** Work assignments, service to TBC, and/or other related discretionary assignments, such as: referral to a counseling center, referral to a wellness program, work or research-related tasks, a research paper on a specific topic to be completed at a designated time.
- **Residence Hall Suspension:** Separation of the student from the residence halls for a period, after which the student is eligible for return to the residence hall. Conditions for readmission may be specified.
- **Residence Hall Expulsion:** Permanent separation of the student from the residence halls.

- **College Suspension:** Separation of the student from TBC for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified.
- **Expulsion from the College.**

## Disciplinary Probation

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Any student, who has problems following the rules while attending TBC, may be placed on disciplinary probation.

Students who are on disciplinary probation are not permitted to participate in any form of ministry for the duration of the probationary period. Ministry is defined as going out with any ministry-focused club or organization or participating in any College-sponsored outreach, singing out with Choir, Chorale, or other singing groups, platform participation in College services, and any other forms of public ministry done through your own means.

It is the student's responsibility to tell the pastor of the local church he/she is attending of his/her probationary status.

The probationary period will be a minimum of 30 days and a maximum of one semester. Probations that start during one semester may be carried over to the next semester or summer in the event of tours.

Students who are on disciplinary probation for two consecutive semesters will be subject to dismissal from TBC.

Immoral conduct or other violations of school policy while on disciplinary probation may result in immediate dismissal from TBC.

Disciplinary probation may be combined with other forms of disciplinary action.

## Social Due Process

Students unsatisfied with the resident assistant's actions or decisions will use the following process:

1. The student will attempt to settle differences in the dorms with their resident supervisor.
2. If the student is unsatisfied with the resident supervisor, conferences, or decisions of the Dean of Students, then he/she will file a written complaint with the Dean of Students. The written document should fully describe the issues in dispute and steps

taken to resolve the conflict. The Dean of Students will consult with the resident supervisor before any decision is made.

3. The Dean of Students will review the steps taken by the student and the resident supervisor prior to making a decision. The decision of the Dean of Students is final.

## Student Grievance Policy

Fair and prompt resolution of legitimate student grievances is a vital part of TBC's professional and ethical commitment to its students. The grievance procedure is as follows:

1. Informal discussions to resolve the perceived grievance should first be undertaken with the Dean of Students or with the Provost and/or faculty member or faculty advisor if it is an academic issue.

2. All parties in the grievance process shall be guided by Christian principles as specified in Matthew 18:15-18 and shall conduct themselves in both verbal and written expression in the highest tradition of Christian love and mutual respect.

3. Grade appeals should follow the policy stated in the Academic Due Process policy of the TBC Catalog.

4. Grievances not informally resolved should be placed in written form and directed to the Dean of Students or Provost if it is an academic issue.

5. Receipt of grievance will be acknowledged in writing in no less than 10 days.

6. Depending upon the nature and severity of the grievance the Dean of Students or his/her representative may affect any or all of the following procedures:

a) Investigate and arbitrate the grievance.

b) Establish an ad-hoc committee of uninvolved parties to investigate and recommend as to an appropriate action.

c) Refer the matter to the TBC Administrative Committee (Provost and Dean of Students) for final determination at any stage of the investigation.

7. Decisions of the TBC Administrative Committee will be final in those cases where reference is made to the board.

8. A final written response to the student grievance will be made within 30 days of the receipt of a written grievance (60 days during summer).

9. Final written responses may be appealed to the President who may choose any one of the following actions:

- a) Affirm or alter previous decisions.
- b) Resubmit to the Administrative Committee with a personal recommendation or new evidence.
- c) To submit to the Board of Directors in those cases with broad implications for the entire TBC community

10. Review of written grievances by uninvolved parties is guaranteed.

11. Retaliation by TBC personnel against students initiating grievance procedures will not be tolerated and will be subject to disciplinary action. If the student feels that retaliation has occurred, a written report should be filed with the Dean of Students or the Provost if it is an academic issue.

12. This grievance procedure is intended to accommodate issues of serious merit and may not be abused by frivolous claims.

## Notice to Student

Any notice to the student under this Social Due Process & Grievance policy is mailed by certified mail to the most recent address shown in the student file maintained by TBC, and is deemed received when deposited in the U.S. Mail with postage pre-paid. (This is only applicable when the student is no longer residing on the campus). If the student wants to pick up the notice in person prior to an appeal, the student can make an appointment between two (2) and seven (7) working days with the Dean of Students to receive and sign for the written result of the appeal. If at any time during the appeal process, the student desires to designate a different address for notice, the student shall so advise the Dean of Students, and such address, along with designated telephone number, shall be forwarded to vice president by the Dean of Students.

## Student's Rights and Privacy of Records

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The Family Educational Rights and Privacy Act (FERPA), 34 CFR Part 99 provides certain specific rights to students concerning the privacy of information obtained or generated by an educational institution. Although TBC is exempt from these regulations because it does not receive federal funds administered by the federal Department of Education, student right to privacy of information is an important moral issue that TBC takes seriously. As a result, TBC voluntarily complies with the intent and major regulatory provisions of FERPA.

As an institution of higher education, all TBC students are considered adults for privacy rights. College students are considered by law to be responsible adults who may determine who will receive information about them. Except for TBC directory information, no educational records may be disclosed without written permission of the student, except to:



- TBC administrators, faculty, and staff with a legitimate educational interest;
- Other schools to which a student is transferring;
- Any contractor, consultant, volunteer, or other party to whom TBC has outsourced services;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- Federal, state and local authorities, pursuant to specific law.

Educational information includes, but is not limited to student academic and disciplinary information such as grades, GPA, transcripts, warnings, probations, and suspensions. TBC administrators, faculty, and staff are prohibited from discussing such information with parents, pastors, or other interested parties without the written permission of the student. This makes the sharing of student information with parents or pastors a family or church issue rather than a TBC issue, providing important opportunities for meaningful dialogue with the student.

If a student signs a privacy waiver, it allows TBC to release academic information only if that information is requested. That is, parents or pastors must request specific information; it will not be automatically sent. Students may withdraw a privacy waiver at any time simply by filing a written request with the TBC office. However, TBC is not liable for disclosure of private information if it has acted in good faith under a previously filed privacy waiver.

Students may inspect and review their educational records maintained by TBC during regular office hours but may not copy the records or remove them from the TBC office. Students may request that TBC correct records which they believe to be inaccurate or misleading. If TBC decides not to amend the record, the student has the right to a formal hearing. After the hearing, if TBC still decides not to amend the record, the student may place a statement with the record setting forth his or her view about the contested information.

TBC may disclose, without consent, directory information including the student's name, spouse's name, address, telephone number, email, photo, denomination, home church, date and place of birth, TBC honors and awards, dates of attendance, program of enrollment and concentration, enrollment type (full time, part time, less than half time), degree earned, and date of graduation. This privacy policy does not apply to aggregate

data or anonymous data that reasonably protects personally identifiable information.

## **Student Right-to-Know Act**

TBC does not participate in federal Title IV programs and is therefore exempt from reporting requirements under Public Law 101-542, the federal Student Right-to-Know Act of 1990. However, current and prospective students who wish to know the completion or graduation date of degree-seeking, full-time students entering TBC may request this information from the office of the Provost.

## **Dress Code**

TBC exists to serve the Texas District, the UPCI at large and the greater Apostolic community. Our personal dress reflects our character and consecration. Also, our appearance has a great bearing on how we act. Students are to dress in a holy, godly manner, wearing modest apparel. Modest means “not drawing undue attention to oneself.” Extreme fashions and styles will be avoided. A conservative Christian appearance is the goal.

Both men and women are to wear clothing that is consistent with biblical teaching. All students are expected to refrain from wearing clothing that is tight or revealing. Bathrobes, undershirts, lounge or pajama pants, and house shoes or slippers are not to be worn outside the dormitories.

Women are not to wear pants, cut their hair, wear make-up, ornamental jewelry, shorts, or other immodest clothing. Skirt length should cover the knees when sitting or standing. Necklines and sleeve length should be un-revealing and remain consistent with a modest Apostolic identity.

Men taking classes on campus may not wear beards or mustaches, ornamental jewelry, shorts, or other immodest clothing. Men are not to dress effeminately and should cut their hair short. Necklines and sleeve length should be un-revealing and remain consistent with a modest Apostolic identity.

Students are to dress in business casual attire for all classes and chapel services. For men, this includes wearing collared shirts. Business casual attire does not include hats, t-shirts, or casual denim.

## **Technology Use Policy**

The use of technology on campus is intended to support the mission of TBC in providing an excellent Christian education in a distinctively Apostolic environment and requires responsible, ethical, and legal use of network resources by all students. This policy sets provision for any form of network use on the campus or equipment including wireless Internet access.

## **Personal Responsibilities**

All users are expected to abide by the guidelines set forth in this policy. Using TBC's computers and network is a privilege and may be revoked at any time for unacceptable conduct.

**Acceptable Behavior** includes, but may not be limited to, the following:

- Using resources for TBC courses, research, TBC functions, and correspondence.
- Respecting copyright and other intellectual property rights.
- Abiding by security restrictions on all systems and information to which you have access.

**Unacceptable Behavior** includes, but is not limited to, the following:

- Cheat, plagiarize, or steal information by using logins or passwords of others
- Wasting finite computer resources
- Access, examine, or attempt to examine files, mail, or data of others
- Send unsolicited, annoying, harassing, or obscene messages, including cyberbullying
- Distribute passwords or attempt to gain access to secure or prohibited areas
- Invade the privacy of others
- Damage TBC hardware or software
- Delete any TBC-provided software or delete any data of others
- Use multiple terminals or computers simultaneously
- Install unauthorized software, attempt to circumvent filtering or security software, download illegal or copyrighted material
- Knowingly introduce a computer virus; illegal file sharing, e.g. limewire; or bit torrent
- Violate any posted rules or regulations
- Access Internet materials (pornography or questionable materials) not consistent with TBC's mission and/or commitment to a distinctly Christian setting

- Illegally download or pirate digital content

### **Responsibilities**

Violation will result in disciplinary and/or legal action and may result in a loss of access, fines, probation, and/or expulsion. Anyone who has questions about policy guidelines, or alleges harassment or other irresponsible use of technology resources, should contact the Dean of Students. Federal law has established penalties for infringements upon copyrights, intellectual property rights, and privacy rights of individuals. The State of Texas has established penalties...??

### **Limits to Guidelines**

The above guidelines apply while students are enrolled in the College and are living on campus, including weekends, holidays and breaks. Students are expected to maintain the spirit of these guidelines and in good conscience comply to the best of their ability for the sake of the entire student body.

# **STUDENT LIFE**

## **Student Involvement**

Social, athletic, cultural, and religious activities are planned by TBC and by student organizations to encourage the growth of the total person. A variety of informative and entertaining programs are presented in scheduled convocations, lectures, concerts, recitals, drama productions, and exhibitions.

### **Eligibility for College Activities**

Any student may participate in activities of TBC except as restricted by regulations established for campus organizations. To serve as an officer in the Student Senate or any of the student clubs or organizations, a student must have a cumulative grade point average of at least 2.7 (on a 4.0 scale) at the time of his/her election. Additional requirements may be specified by the various organizations. For additional information, please see the Student Government Association Handbook.

### **College Calendar**

A master calendar of TBC events and activities is kept by administration. Students can access this calendar on the TBC website at any time. Any organization wishing to place an activity on the calendar may do so by making a request to the Office of the Dean of Students. Approval will be granted after the TBC Calendar has been checked and the organization advisor and/or officers are notified.

## **Student Leadership**

TBC operates with the philosophy that the future Apostolic leaders in the church, the business world, and in society, should be given an opportunity to develop their leadership abilities.

Each year the respective classes elect officers to guide their activities for that school year. A president or vice president may preside over class meetings and initiate and direct various programs of each class throughout the year with the assistance of a faculty advisor. These student officers serve as spokesmen for their classes.

### **Leadership Qualifications**

To qualify for and maintain a student leadership position at TBC, a student must currently be enrolled at TBC full-time and his/her beliefs, conduct, and lifestyle must conform in all respects to the beliefs and principles held by the TBC community. Students must carry a minimum of 12 credit hours (including one online course) to hold any elected or

appointed office, unless in their senior year. Because of our present co-op agreements, students must be enrolled in at least 9 hours on the TBC campus, but be considered a full-time student (at least 12 hours) when credits from a co-op institution are included.

Some leadership positions may have specific eligibility requirements. No student should hold more than one elected office. Any student who has been found guilty of an ethical conduct violation or is on academic/disciplinary probation is not eligible to hold any elected office. The qualification of a student to hold a specific leadership position shall be determined by the specific organization faculty/staff advisor and the Dean of Students.

## **Student Senate**

Student Senate membership includes a president and vice president elected by the Student Body toward the end of each school year, and all class and club presidents and secretaries. Each member is elected for a one-year term. It is organized to serve as a voice for the student body to TBC administration and trustees, to cooperate with the faculty and administration in the daily function of TBC, to advance the welfare of TBC, and to promote an awareness and interest in the vital issues affecting the TBC community.

The Student Senate is the governing organization for the whole community of campus-wide organizations. It is responsible for the planning and administration of the Organization Fair during the first month of the fall term, to introduce all students to opportunities for involvement at TBC. In addition, each organization is accountable to the Student Senate for its progress, projections, and growth.

## **Clubs and Organizations**

The following are classified into departmental and professional clubs, honorary, special interest, and ministry organizations. Each organization maintains its own officers and faculty advisor(s) and schedules its programs through the office of the Dean of Students. Officers are usually limited to a president and vice president for each class or club. Exceptions may be made with the permission of the advisor and Dean of Students.

Organizations are designed to appeal to a broad scope of interests and to encourage participation by every student. Students are encouraged to find organizations that will be particularly interesting or helpful to them. Please note that clubs and organizations change from year to year. Each club is to schedule its events in coordination with the TBC calendar. All special events planned by TBC clubs or organizations must be overseen by club officials and carried out under their supervision. Upon Student Senate approval, all club or organization event plans and promotions must be submitted to the Dean of Students for final approval.

TBC Clubs and Organizations include but are not limited to the following:

## **TBC Ministerial Alliance**

The TBC Ministerial Alliance offers opportunities for students to gain experience in active church ministry. Preaching and teaching opportunities include chapel and weekend ministry trips abroad and in local churches.

## **TBC Missions Club**

The TBC Missions club exists to provide opportunities for students planning to pursue Global missions.

## **TBC Outreach Division**

This organization affords an outlet for the spiritual life of students. It is designed to impart to students a vision of the need for evangelism, community service involvement, and to equip them with the necessary training and experience to implement that vision. We encourage all students to be actively involved with the outreach organization each semester they attend TBC. This organization is run by student officers who, under the guidance of faculty advisors, direct the outreach programs. Some of the activities include:

- Participating in street meetings
- Teaching home Bible studies
- Distributing tracts and witnessing from house to house
- Visiting and ministering in local nursing homes
- Serving in soup kitchens, homeless shelters, etc.
- Mentoring in local public schools

## ***Total Focus***

*Total Focus* exists primarily as the main men's ministry of TBC.

## **The Student Organization Calendar**

The Student Senate monitors all organizational events taking place on or off campus with a student organization calendar. The Student Senate should be provided a schedule of all programs and activities of each organization.

If an organization is considering any activity, whether on a large or small scale, the Student Senate should be notified as early as possible for approval and inclusion in the

student organization calendar. Failure to obtain proper approval for an event could mean cancellation of the event.

If requested dates are open and appropriate facilities are available, the activity can be scheduled on the student organization calendar and submitted to the Dean of Students for inclusion in the TBC master calendar. Off-campus activities, including those requiring special requests for after-curfew hours or other considerations, must be approved at least two weeks in advance.

If an organizational function involves missing classes, the following guidelines for approval by the Dean of Students and Provost must be followed if students intend to be excused from class. All requests for off-campus excursions, including ministry groups and field trips, should be submitted to the office of the Provost by the beginning of each semester. Requests must be made in writing and may be submitted via e-mail or campus mail.

### **Custody of Organization Funds**

All student organizations are required to deposit their funds with the TBC Business Office. TBC disburses funds when requested by the organization advisor and the president or secretary of the organization. It is suggested that all student organizations review the Bylaws of the Student Government for guidelines in handling of organizational monies.

### **Student Organization Purchases**

All purchases for any event must be approved prior to purchase by the Dean of Students for submission to the Business Office. If the purchase is approved, then the Business Office will issue a check to the appropriate location. The process should proceed as follows:

1. Student organization makes decisions about what to buy and gets estimates on how much each item will cost and where to purchase them.
2. They will approach the Dean of Students with a budget that outlines what they need for the given event including the estimated costs of the items.
3. The Dean of Students will fill out a Purchase Request Form and submit it to the Business Office.
4. If the request is returned, the student organization may review the request and address whatever concerns noted by the Business Office.
5. Once the budget is approved, they should go to the Business Office and get Purchase Request Forms for each of the stores from which they wish to make purchases. In filling out these forms, they will indicate the event, each item to be purchased, and their estimated cost.



6. A Purchase Order Request must be submitted at least 5 business days prior to purchasing the necessary items.

## **Reimbursements for TBC Trip Expenses**

Any student who is using his or her own vehicle to travel for a TBC-sponsored trip (as approved by the Dean of Students) may receive a refund of the gas expenses incurred for the trip. Only gas that is used for the trip itself will be refunded. The reimbursement process is outlined as follows:

1. Students will meet with the Dean of Students to get approval on which students can go on the trip and on what vehicles are to be used. Refunds will not be issued if both vehicles and drivers are not pre-approved.
2. A Purchase Order Request must be submitted at least 5 business days prior to departure and given to the Business Office outlining the estimated expenses.
3. Any student driving his or her own vehicle must first fill up the tank prior to going on the trip at his or her own expense to ensure that TBC is paying only for gas used on the present trip.
4. Keep all receipts for any fill-up made during the trip including a final fill-up upon returning to TBC.
5. All receipts must be turned in to the Business Office within two days of returning from the trip.
6. Checks will be issued as soon as possible upon approval.

## **Debts**

Students are not allowed to contract any debt for any student organization without approval in the form of an official purchase request signed by the organization advisor, one of the organization's officers, the Business Manager, and, when necessary, the President.

## **Fundraising**

All fundraising by students must be approved by the Dean of Students and overseen by the Student Senate. Failure to receive approval for fundraising will result in a fine to the organization. On-campus fund-raising activities must not conflict with either standards of TBC, TBC fundraisers, or the fundraising of another organization. To receive approval for an on-campus fund-raising activity, an organization shall request a vote for approval of the fundraising activity by the Student Senate. The Student Senate will then present the approved proposal to the Dean of Students.

All solicitations that involve mailings and/or appeals to parents, churches, and/or area businesses must be presented to the office of the Dean of Students for initial approval and consequent submission to communication coordinator for document review process.

# **SPIRITUAL LIFE**

## **Personal Devotion**

TBC provides an academic setting for training individuals for discipleship and ministry both in the church and in the world. This educational process takes place in the classroom and in practical applications on and off campus. Students are expected to maintain a daily walk with God through: prayer, bible study, personal evangelism, fasting, and giving.

### **Prayer**

Students are expected to maintain a personal prayer life as they seek to know God more both in the classroom and throughout their daily lives. Chapel and church services should never substitute for personal prayer time. All students are encouraged to attend weekly student body prayers meetings as they are scheduled by the TBC Prayer Coordinators.

### **Bible Study**

Students are expected to maintain a personal devotion time of Biblical study outside of their normal studies that leads them to know God personally. Chapel and church services should never substitute for personal Bible Study. All students are encouraged to attend weekly Bible studies in the dorms as they are scheduled by resident advisors.

### **Personal Evangelism**

Students are encouraged to minister to those around them throughout the St. Louis community, whether on the job or at the store as a witness of Jesus Christ. Students should always be mindful that they are a representation of God and TBC wherever they are.

### **Fasting**

Students are encouraged to fast as they feel led. Fasting should accompany a normal prayer life and Bible study. Any student planning to go on an extended fast of any nature should notify the Dean of Students.

### **Giving**

All students should give according to the blessings that God has given them through tithes and offerings at TBC. All monetary gifts and tithing can be done in the business office.

## Church Attendance

TBC students are blessed to have UPCI churches in the Lufkin area. Students must choose a local United Pentecostal church and faithfully attend all services their schedules will permit. To build personal faithfulness, visiting other Lufkin area churches is discouraged except for revivals or special services that do not conflict with students' regular church schedules. Any TBC-sponsored function takes precedence over the local church activities.

Church attendance is an important part of spiritual life. Students are encouraged to not schedule work during service times. Students will be given a period of three weeks from the beginning of the semester to visit the area churches, after which a church home will be selected. The only absences that will be excused will be work, sickness, or outreach related services. Students will not be allowed to change churches during the semester without permission of the Dean of Students.

## Chapel Attendance

Chapel services provide a time to sing, pray, and reflect upon one's relationship with God. These services involve both students and faculty and offer training in spiritual leadership. The chapel services are a vital element of the spiritual emphasis of TBC and afford students the opportunity to hear students, faculty members, and other speakers, such as missionaries, pastors, visiting ministers, and other church leaders.

Chapel services are held weekly. All full-time students must attend. Part-time students are urged to attend chapel services if they have a class immediately before or after. All students must adhere to TBC's daily dress code for all chapel services.

Chapel services provide both spiritual guidance and an option for students to participate as worship leaders, musicians, singers, and service leaders. This opportunity is maximized by the total participation of the college community. Chapel participants have the opportunity to receive individual mentoring from qualified faculty members.

## Student Body Prayer

Student body prayer takes place each week under the leadership of the TBC prayer coordinators. All students are encouraged to attend this time of unified prayer and devotion. Times, locations, and guest speakers are announced weekly.

## Vespers

Students have the option of attending a local mid-week service, as well as attend an on campus, student-led, service on Wednesday evenings known as Vespers. These services allow students the opportunity to minister in the audience of their peers as well as grow in confidence as they prepare for future ministry opportunities.

## Spiritual Emphasis Week

Spiritual Emphasis Weeks take place once a semester. They offer students a focused environment of worship, devotion, communion, and prayer. Each Spiritual Emphasis Week has a different theme that is planned around the current culture of the student body. The Dean of Students, with the help of the Student Senate, plans and organizes this event.

## TBC Honor Credit

The Honor Code is the highest obligation of the TBC Community. In keeping with this agreement, students will demonstrate accountability to the TBC Honor Code by attending chapel services, being faithful to a local church, and actively participating in servant leadership throughout the TBC Community. Students will earn Honor Credits for demonstrating their accountability to the Honor Code.

Each student will be responsible for reporting their weekly church and chapel attendance on Moodle by 11:59 PM on Monday evening for the previous week. Moodle will keep track of all student absences. Respecting the Honor Code, students will hold themselves to the highest level of personal integrity in recording their church and chapel attendance. This information will be monitored by the Dean of Students to ensure that the spiritual needs of each student are being met.

Additionally, students will maintain active participation in servant leadership as a fulfillment of the TBC mission. Each student will be responsible for serving 10 hours each semester in an area of servant leadership. Each area of servant leadership is divided by class as follows:

<b>Class</b>	<b>Servant Leadership Focus</b>
Freshmen	Campus – 10 hours of TBC service
Sophomores	Community – 10 hours of Lufkin service
Juniors	Church – 10 hours of local church service
Seniors	Commission – 10 hours of student mentoring service

## Credit Accountability

Students will earn a free ½ credit for each semester they maintain accountability in each of the three areas. All graduating students will have earned a ½ credit for each semester they attended TBC beginning in the fall of 2015.

Honor Credits will be recorded on transcripts as a Pass/ Fail course. Any student who fails to complete these service expectations will initially be given an “Incomplete” and will meet with the Dean of Students to determine a course of action to fulfill the service credit

requirements. If no reasonable solution is found, the “Incomplete” will be changed to “Fail” on the student’s transcript.

## **Grading**

Each component of the Honor Credit grade will account for  $\frac{1}{3}$  of the Pass/ Fail grade. Unexpected church and chapel absence allowance can be found in the Spiritual Life policy.

If a student fails to earn an Honor Credit for the semester, they will be placed on a Student Life Restriction the following semester. The student will not be allowed to participate in student leadership activities, TBC trips, chapel platform leadership, club participation, vespers, or any other activities deemed restricted by the Dean of Students until all Honor Credit expectations have been met.

# RESIDENTIAL LIFE

## Housing Accommodations

All unmarried students, except Lufkin area residents living at home or with immediate family, are required to live in TBC housing. An unmarried student, who is 21 years old and at Junior status, may live off campus with approval of the Dean of Students.

A student must be considered a full-time student, i.e. carrying an academic load of twelve hours or more, to live on campus without special permission. For housing concerns, students concurrently enrolled in another college must be enrolled in a minimum of twelve semester hours with at least six of those hours taken on campus at TBC. These students will be charged part-time tuition and full-time fees. Current TBC students continuing their education at an institution with which TBC has an articulation agreement, cooperative agreement, or a memorandum of understanding are exempt from this six-hour requirement. They may live in the TBC dormitories if they abide by the TBC Student Handbook guidelines. These students will be charged room and board and full-time fees. Students in the year of graduation, not requiring 12 hours to graduate, will be eligible for campus housing if they carry 9 on-campus credit hours.

### Room Availability

Dorm rooms vary in size between double and single occupancy. Rooms 13'x13' or smaller are designated as single occupancy only. Rooms 13'x15' or larger are designated as double occupancy. Each room is equipped with a bed, desk, and closet. Any additional furnishings needed are the occupants' responsibility.

Anyone living in resident housing must be a registered full-time TBC student taking classes during the time in which he/she resides in resident housing. Only a student who has entered a contract with TBC is permitted to occupy a room in resident housing.

It TBC policy that all incoming freshmen students must have a roommate for their first year. If a single occupancy room becomes available, upperclassmen will be given an opportunity to change rooms first. If the room remains open, freshmen may request a room change through the Housing Office.

### Guests

Residents may occasionally have visitors of the same sex in their rooms overnight. A resident may not have visitors staying in his/her room more than six nights per month. Visitors may not stay in the residence halls more than three nights per month. Permission to have overnight guests can be obtained by registering the guest at least 24 hours in advance with the Housing Director.

There is a fee of \$10 per night per guest payable in advance to the Business Office or the Housing Director. Failure to properly register a guest will result in a \$25 per night, per guest fine charged directly to the resident. Repeated violations of this expectation may result in the loss of visitation privileges, and, in extreme cases, cancel the students housing contract.

Friends and relatives are not allowed to enter a student's room without being personally escorted by the student or unless they have the student's written permission and are escorted by a resident assistant.

Off-campus students must have permission from the Dean of Students or the resident assistant to visit the dormitories. Off-campus students must leave the campus 30 minutes before curfew unless attending a vespers service or special College function.

### **Check-In/Check-Out Procedures**

Students may check in to the residence halls during official opening times of the halls. No student will be allowed to check in to the residence halls outside of normal business hours. The housing office will reserve a space for a student only after the student has completed the housing application and paid the dorm maintenance fee.

All students are expected to adhere to the following procedures when checking out of their dorm room:

1. Make some appointment twenty-four hours in advance for a room evaluation by the resident supervisor.
2. Remove all personal property. Unless special arrangements have been made with the housing director prior to checkout.
3. Remove all trash and dispose of it in the dumpsters.
4. Clean, sweep, and mop your room.
5. Have your resident assistant evaluate your room for cleanliness and damages.
6. Return you room key, mail keys, and car tag to the resident assistant.

All students must be off campus within 24 hours of graduation. Fines will be accessed and added to school bills per day for those who are not off campus.

Students are responsible for informing their employers of the date they are expected to move off campus. TBC will not accommodate students beyond the move out day.



## **Break & Summer Housing**

Students are permitted to remain on campus during breaks within the academic semester free of charge provided they inform the housing director of their intentions. Students who are returning in the spring, and must continue working over Christmas break, may apply to stay on campus during this break. A per night fee will be charged once proof of employment is verified.

Summer housing is limited to summer work-study students only.

## **Resident Rules and Regulations**

Campus housing is designed to provide an environment that complements the academic, spiritual, social, and recreational experience at TBC. The enjoyment of life in the community on campus will largely depend on the level of each student's personal involvement and on his/her thoughtful consideration for others. Basic Rights of each resident include:

### **Residential Student Bill of Rights**

All TBC residents are entitled to:

1. Safety and Security
2. Respect for personal belongings
3. Freedom from theft
4. Honest roommates and floor mates
5. A drug-free environment
6. A pornography-free environment
7. Freedom from vulgarity and immorality
8. Adequate sleep
9. Freedom from intimidation and harassment
10. Freedom from ridicule or persecution for living according to the TBC Code of Honor.

### **Curfew**

The curfew for resident students is 12:00 midnight. Resident students are expected to be

on campus and in their dorm hallway by that time. If an emergency should arise and a student is hindered from arriving at that time, the student should call his/her resident assistant or other emergency numbers provided no less than 30 minutes before curfew. Failure to do so will result in disciplinary action.

All outside doors are locked at curfew. No doors are to be opened for any reason other than an emergency after they have been locked for the night. This is for security reasons and for the student's protection. All late-night access should be through a key fob door.

## **Quiet Hours**

Campus quiet hours are in effect during the following times: Sunday - Thursday 11:00 p.m. – 9:00 a.m., Friday and Saturday midnight – 10:00 a.m. Quiet hours will be enforced inside and outside the residence halls. There are times when the Residence Life Staff suspends quiet hours; all official TBC activities held in the halls are exempt from quiet hours. The housing director or resident supervisor will monitor the volume of noise. During non-quiet hour periods, residents maintain an atmosphere conducive to study and rest. Quiet hours during finals week are 24-hours a day except for residence life activities.

## **Residence Life Staff Availability**

In the case of an emergency, contact the Housing Director or the resident supervisor on duty. In life-threatening situations, contact 911. In non-emergency situations, contact the resident supervisor in your hall. If he/she is not available, contact any resident staff. If no resident supervisor is available, contact the Housing Director. During the evenings and weekends, resident assistants are on duty to assist.

## **Floor Meetings**

Attendance at all floor meetings is mandatory unless special arrangements have been made at least 24 hours in advance. To avoid scheduling conflicts, floor meetings will be announced at least 72 hours in advance. Emergency floor meetings (mandatory attendance) may be arranged on shorter notice if there is essential campus information that must be communicated quickly. Students will be fined if they do not attend mandatory meetings.

## **Pranks and Hazing**

All pranks have the potential to damage TBC or personal property, harm our testimony, and hurt potential victims. To prevent damage to property, water fights or disturbances involving other damaging substances are not permitted in or around the residence halls or other campus buildings. Students who participate in pranks will be disciplined, could be placed on probation and/or receive fines, and will be financially responsible for any damages. Students will not interfere with, or alter in any way, another student's property.

Hazing is defined as subjecting a student to abusive or humiliating pranks. Hazing is not permitted at TBC. Any student participating in a hazing activity that potentially endangers or adversely affects the physical and emotional well-being of another student can expect immediate and serious disciplinary action, including probation or dismissal from the College.

## **Firearms and Fireworks**

Use or possession of any firearms, explosives, or fireworks is strictly prohibited on TBC property, including but not limited to air-soft guns, tasers, pellet guns, bb guns, etc.

Possession and use of these items is grounds for immediate removal and dismissal from TBC, as well as possible criminal prosecution.

## **Fire Alarms & Extinguishers**

Fire extinguishers are in the main hallways of each dorm. Any student found to have set off a false fire alarm within the dorms that causes this fire department to respond, will be fined a minimum of \$100, plus the cost to replace or clean any damaged property, and potentially be removed from the dorms or face criminal prosecution.

## **Restricted Areas**

Any student found to have accessed restricted areas, including, but not limited to the roofs, basements, underground tunnels, library bell tower, kitchen, and offices without permission or supervision will be fined a minimum of \$50 and be automatically placed on disciplinary probation.

## **Rights of Privacy, Room Inspections, Entry and Search**

TBC reserves the right to have duly authorized personnel enter a residence hall room under reasonable and restrained conditions for such purposes as to provide maintenance; to ensure the personal health, safety, and security of residents, staff and guests; or to enforce the student conduct policies, rules and regulations, and other established TBC policies when there is reason to believe that such rules are being violated, as determined by TBC in its sole judgment.

When appropriate, during room inspections or searches, TBC reserves the right to confiscate items found to be in violation of established policies and regulations (i.e. alcohol, drugs, and weapons). Items confiscated will not be returned to the student and disposal is left to the Dean of Student's discretion. Students are responsible for items confiscated from their room. In addition, a student's refusal or interference with such inspections or searches may subject the student to sanctions.

## **Individual Damage Billing**

Damage occurring within or to a student room is charged to the occupant(s) of that room. Occupants assume total responsibility for their rooms, and for behavior and activities, which occur within them.

On occupying or vacating an assigned room, the student is required to check the condition of the room and its furnishings with the resident assistant on forms provided. TBC holds each student responsible for loss or damage to property beyond normal wear and tear.

1. If two or more students occupy a room in which damage has been done, each individual is liable for a proportionate amount of the damage unless the responsibility is voluntarily assumed by one of the occupants.
2. If damage to the exterior surface of a room door or window occurs due to vandalism, the occupant(s) must contact their resident assistant, within 24 hours of the incident, documenting that he/she is not responsible for the damage, if he/she wishes to contest liability for the damage charges.
3. If a student fails to check out of his/her room upon vacating that room, he/she forfeits the privilege of contesting room damage charges.

All students are responsible for the care and cleaning of their assigned rooms. Additional cleaning and maintenance by college personnel for purposes of health and safety will result in cleaning charges.

Damage that is not associated with a specific student room and occurs in a common area is chargeable to the individual(s) determined directly responsible for the damage. Often, these common area individual charges are associated with other disciplinary action.

## **Community Damage Billing**

If the responsible individual(s) for any residence hall damage cannot be ascertained, the expenses are paid by each student in the hall. The College cannot assume complete fiscal responsibility for excessive levels of vandalism in residence halls. Groups of students residing in areas with high levels of unaccountable damages will share the payment responsibility for those damages.

College personnel inspect and inventory the condition of existing facilities on a routine basis to provide a benchmark against theft and damage are measured. Unaccountable common area damage charges will be assessed to all members of the resident community living closest to the damage at the time the damage is reported. A resident community is defined as a floor, building, or residential area.

When common area damages appear to be unaccountable in nature, resident groups are encouraged to determine specific responsible individuals to avoid community charges. Individuals thought to be responsible for damages should be reported immediately to a resident assistant or Dean of Students.

*Extreme cases of unaccountable common area damage may result in disciplinary action taken against the entire resident community.*

## Maintenance

Routine maintenance needs should be reported by visiting [www.maintenance.TBC.net](http://www.maintenance.TBC.net) and opening a “new ticket.” The status of the ticket can be viewed by revisiting the site. Emergency maintenance needs may be reported to the maintenance director during office hours and to the resident assistant on duty in the evenings and on weekends. Maintenance staff members may enter a room without prior notification for repairs.

## Lockouts

Any student locked out of their dorm room should first try to locate a roommate, if they have one. After such an attempt, the locked-out student should locate their resident assistant. If a resident assistant cannot be located, the office of the Housing Director may be contacted. The Assistant to the Housing Director or the Housing Director can then admit the student into his/her room. Excessive lock-outs (two or more) that are opened by resident assistants will result in a \$25 fine for each occurrence.

## Lost Key Policy

In the event a dorm key is lost there will be a \$10 lost key fee charged to the student. In addition, the door lock may have to be either be re-keyed or replaced for the safety and security of the next occupant. The re-key or replacement fee will be \$25.

# **SPECIAL REGULATIONS & POLICIES**

## **Title IX Policy**

TBC is committed to excellence in education that is based on Christian values and standards. UC believes this goal can only be achieved in an environment free of discriminatory behavior, sexual harassment, or retaliation. Discriminatory behavior, sexual harassment, and retaliation undermine the TBC mission. TBC's intent of is to provide an environment for students, employees, and faculty that is free from these practices.

Discrimination, harassment, and retaliation of any form are a violation of a person's rights, dignity, and integrity. Such acts debase the integrity of the educational process and are contrary to the TBC mission and core values. In response to any reported misconduct, administration will take appropriate steps to eliminate the misconduct, prevent its recurrence, and address its effects. TBC will review and investigate all reports, and provide for fair and impartial evaluation and resolution. Retaliation is prohibited against a person who makes a report of discrimination or harassment.

Several Federal, State and local laws prohibit discrimination and harassment in employment on legally protected characteristics. Title IX of the Federal Civil Rights Act and the Federal Clery Act both prohibit discrimination, including harassment and violence based on gender and sex in federally funded educational programs and activities.

### **Non-Discrimination Clause**

In employment, in access to educational opportunities, and in all other areas of life, TBC prohibits unlawful discrimination and harassment based on race, ethnicity, color, national origin, age, religion, disability, gender, marital status, and other characteristics protected by federal, state or local statute or ordinance. Because TBC is a Christian institution, the institution may, under the Free Exercise Clause of the First Amendment to the Constitution of the United States and various relevant statutes, lawfully discriminate based on religious and confessional criteria in its employment and educational practices. One example is TBC's use of Apostolic doctrine and faithful church attendance as conditions of employment for faculty and administrators with faculty status. Another example relates to sexual conduct. Although it is the institution's policy to assure equal opportunity in its hiring, personnel practices and admissions without regard to marital status, sexual relations outside of marriage are prohibited. Marriage, as understood by the UPCI is a sacred union between a man and a woman.

### **Definition of Discrimination**

Discrimination is defined as unequal, adverse treatment of an individual because of his or her protected legal status, such as race, age, or gender. For instance, different treatment of two similar individuals with respect to pay, opportunity for advancement, or educational

protected status of one of the individuals.

## **Definition of Harassment**

Harassment is defined as unwelcome verbal or physical conduct that is sufficiently severe, persistent or pervasive such that it unreasonably interferes with, denies, or limits someone's employment access, benefits or opportunities, and/or the ability to participate in or benefit from TBC's educational program and/or activities, or constitutes retaliation.

Examples of harassment based on actual or perceived membership of a protected characteristic, whether race, ethnicity, gender, age, or any other protected characteristic include, but are not limited to: epithets, slurs, denigrating jokes or negative stereotyping; threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers health or safety; written or graphic material that degrades or shows hostility or aversion; pranks or horseplay intended to embarrass or humiliate; imposing submission to unwelcome verbal or physical conduct; stalking, bullying, hazing; any other action that is motivated by the actual or perceived membership of the victim in a protected class.

## **Definition of Retaliation**

Retaliation, also called retaliatory harassment, is any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or harassment of any kind. Retaliation against an individual for alleging harassment, for supporting a complainant, or for assisting in providing information relevant to a claim of harassment is a serious violation of TBC policy. Individuals who engage in such actions are subject to discipline up to and including suspension or dismissal from school, consistent with the institution's procedures. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator. TBC is prepared to take appropriate steps to protect individuals who fear they may be subjected to retaliation.

## **Reporting is Vital**

Violations of the Title IX Policy, including gender and sex-based harassment and discrimination, must be reported under Federal law. Whoever receives such reports or observes such behavior is required to report all violations. TBC's commitment to an environment free from discrimination and harassment calls on every member of the community to be vigilant in deterring and reporting all violations.

Reporting may pose concerns about confidentiality, the effect on the reporter or on other persons. Or a reporter may wonder whether the observed offense is serious enough to report. To assist and support the reporter, the following resources are available: Dean

of Student, Provost, President, off-campus local and state agencies, and other counselors recommended by the Dean of Students.

Confidentiality and privacy for the reporter are valued. In working with reporters, the institution will be guided by the goals of empowering the victim and allowing the victim to retain as much control over the process as the case allows, but no TBC employee (other than the campus pastor, under certain circumstances) can or may promise confidentiality over the entire course of the process. When the investigation and/or resolution process requires disclosure of certain information, TBC will keep the reporter informed and protected to the extent permitted by the circumstances.

## **Investigation**

The investigation will be conducted with no pre-disposition position towards any finding or result. The investigation will be a fair, objective, impartial and thorough inquiry into the allegations of the complaint, the responses and defenses raised by the respondent, and other relevant issues. Complainants and respondents, as well as other witnesses, will be respected and their suggestions and input concerning the scope and focus of the investigation will be given due regard. When appropriate, the Title IX Coordinator may use outside assistance in investigating. The Title IX Coordinator will notify the administrators (Provost, President) when an investigation begins and update them as needed throughout the process.

## **False Complaints**

TBC will seriously investigate all complaints. However, it also recognizes that false complaints are likely to cause significant damage to the person and reputation of an individual who is wrongfully accused. Individuals found to have knowingly made false complaints will be subject to disciplinary action. A complaint that is erroneous but made in good faith will not be subject to disciplinary action.

*Additional information about this policy is available upon request from the Office of the Dean of Students.*

## **Whistleblower Policy**

It is the responsibility of all member of the TBC community to report any suspected wrongdoing. No person who, in good faith, reports a suspected or actual wrongdoing shall suffer harassment, retaliation or adverse action because of their report. A person found to have committed retaliation will be subject to discipline deemed necessary.

Each complaint will be kept confidential to the extent possible to allow for a complete investigation or as required by law. If a complainant's identity must be disclosed, the investigating official will inform the complainant before their identity is released. Complaints can also be filed anonymously.



# Emergency Action Plan

## Emergency Alerts

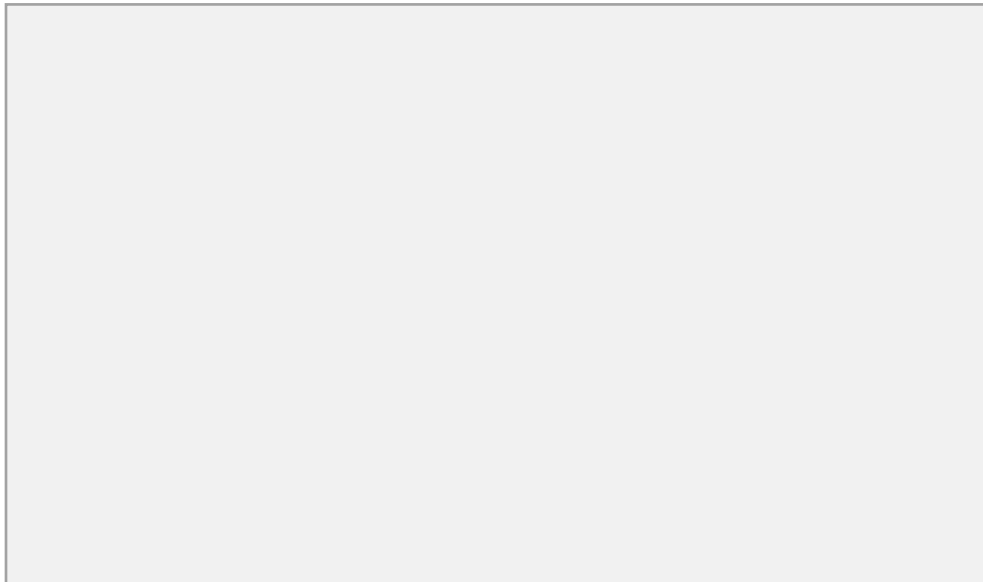
In the event of an emergency, faculty/staff/students are alerted by:

- The sounding of an alarm
- Verbal and/or TBC Alert announcement

The UC Alert announcement will sound for the following emergency situations:

- In case of an earthquake faculty members or resident assistants will alert the individuals on their floor to move only a few steps to a nearby safe place, take cover under and hold onto a piece of heavy furniture or stand against an inside wall.
- In case of a tornado faculty members or resident assistants will alert the individuals on their floor to move in a quick and orderly fashion away from all windows and to a safe place (either the middle of a resident hallway, away from windows, or to the basement of their respective buildings).
- In case of fire, faculty members or resident assistants will alert the individuals on their floor to evacuate in a quick and orderly fashion according to the emergency evacuation procedures.

## Emergency Evacuation Map



# Active Shooter Protocol

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to victim(s) selection.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

In the event of an active shooter is on campus, students should follow the following three options:

## **RUN**

- Have an escape route or plan in mind
- Visitors will follow the example of faculty, staff and students
- If possible, help others escape
- Leave your belongings behind
- Remain calm and follow officers' instructions
- Always keep your hands raised and visible
- Avoid making sudden moves or grabbing the police officers
- Do not stop the police officers; other emergency personnel following will assist you
- Provide the police with the location, number and description of shooter(s).

## **HIDE**

- If evacuation is not possible, find an unlikely place to hide and not be discovered
- Lock/barricade the doors with heavy objects: desks or cabinets in front of the door
- Move away from all windows and pull any blinds or shades
- Hide behind something substantial

- Remain quiet and calm
- Silence all cellphones, radios and televisions.
- Dial 911, if possible to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

## **FIGHT**

- As a last resort when your life is in imminent danger, and you cannot run away or hide
- Do not be afraid to fight
- Act aggressively as possible against the shooter
- Use common items as weapons: chairs, books, fire extinguishers or heavy items
- Use numbers to overwhelm the attacker, but only as a last resort