

The logo of Yellowstone Baptist College is a circular emblem. It is divided vertically by a central vertical line. The top half of the circle shows a landscape with a sun or moon rising over mountains. The bottom half shows a body of water with horizontal lines representing waves. The colors are soft and blended, with a greenish-yellow border around the circle.

YELLOWSTONE BAPTIST COLLEGE

STUDENT HANDBOOK

Revised March 8, 2010

The college reserves the right to change regulations at its discretion.
Therefore, this document is not intended as a contract and is not offered as such.

This page is blank

Welcome to Yellowstone Baptist College

Welcome to Yellowstone Baptist College! For over a quarter of a century YBC has been equipping men and women for lifelong Christian service. During this time a number of distinctives have become apparent:

- All studies are integrated around Christ as the Truth.
- In a small school, students, faculty, and administration really get to know each other, building friendships that can last a lifetime.
- Each student's participation in an accountability group provides nurture, encouragement, and accountability necessary for individual spiritual growth.
- The Ida Dockery Owen Library provides excellent resources for Christian education.
- YBC offers the lowest tuition possible so students can graduate without indebtedness.
- The nearness of many Indian reservations provides opportunities for cross-cultural experiences.
- The location of YBC in the heart of the Yellowstone River Valley, within sight of the Beartooth Mountains, lends itself to unique outdoor recreational activities.

Our original mission to educate and train those called by God is as strong today as when originally envisioned by YBC founders in 1974. Our future is bright. I am pleased that you have joined us. I promise you a rewarding personal and educational experience.



William S. Phillips
President

This page is blank

MISSION STATEMENT, GOALS, OUTCOMES

WHO WE ARE

MISSION

Yellowstone Baptist College, as an undergraduate theological institution, exists to teach and train our students to follow Christ's example in becoming servant leaders wherever He leads (John 13:1-17 & Matthew 28:19-20).

GOALS

- Teaching – to communicate to our students the knowledge and principles necessary for becoming servant leaders.
- Training – to show our students how to put into practice the knowledge and principles they have been taught about servant leadership.

OUTCOMES

An Associate or Bachelor of Arts in Christian Leadership graduate will be a maturing servant leader able to demonstrate:

- An appreciation for different cultures and an ability to build cross-cultural relationships.
- A comprehensive knowledge of the Bible and the skill to interpret and apply the scriptures to developing servant leaders.
- An understanding of the Christian worldview, in relation to others, in order to communicate the gospel in a pluralistic society.
- A personal mission applied in a specific ministry setting.

COLLEGE ANTHEM

Knowing You

by
Graham Kendrick

COLLEGE MOTTO

“Where the Great Commission can Become a Way of Life”

COLLEGE COLORS

Green and Cream

COLLEGE MASCOT

Eagle
(Specifically, the American Bald Eagle)

YELLOWSTONE BAPTIST COLLEGE

STUDENT HANDBOOK

TABLE OF CONTENTS

Campus Directory	11
Administrative Offices	
College Facilities	12
Warren Hall	
Chapel/Music Building	
The Ida Dockery Owen Library/Resource Center	
Steinkuehler Hall	
Holliday Hall	
Gymnasium	
Mobile Home Park	
Student Activities	13
Chapel Services	
Student Ministries Program	
Sports Program	
Social Events	
Baptist Student Union	
Academic Support	16
Bookstore	
Library	
Student Services	17
Bulletin Board	
Counseling Center	
Financial Aid	
Food Service	
Bookstore	
Health Services	
Laundry Service	
Lost and Found	
Parking	
Use of College Facilities	
Student Center	

Student Discipleship Association	20
Student Discipleship Association Information	
Student Discipleship Association Constitution and By-Laws	
College Code of Conduct	25
Academic Dishonesty/Complicity	
Alcohol, Drugs, Narcotics, and Tobacco	
Arson	
Assault and/or Battery	
Baby-Sitting	
Bad Checks	
Child Abuse	
College Keys	
Complicity	
Complying with Reasonable Requests	
Computers	
Contracting or Representation in the Name of the College	
Damage or Destruction of Property	
Dating	
Debts	
Defamation, Threats, and Extortion	
Disorderly Conduct	
Disruption	
Distribution or Sale of Literature or Goods	
Divorce Policy	
Dress Standards	
Emergency Equipment, Misuse of	
Examinations	
Facilities, Unauthorized Use of	
Gambling	
Garage/Yard/Porch Sales	
Harassment	
Housing Regulations	
Initiation or Hazing	
Laws, Violation of	
Peddling and/or soliciting	
Pets	
Probation, Violation of	
Records, Falsification of	

Sexual Misconduct
Student Groups, Recognition of
Theft, Unauthorized Possession and/or Sale of Property
Unauthorized Entry
Vehicles, Use of
Weapons, Firearms, Fireworks, Explosives

Disciplinary Procedures 37

Authority of the President
Disciplinary Cases
Academic & Administrative Grievance and Appeal Process
Disciplinary Actions

Emergency Procedures 39

Inclement Weather
On Campus Emergencies

Yellowstone Baptist College

wishes to thank Florida Baptist Theological College for their kind permission
to use ideas from its Student Handbook.

CAMPUS DIRECTORY

ADMINISTRATIVE OFFICES

Office of the President

President

William S. Phillips

Office of Administrative Services

Administrative Assistant/Assistant Registrar

Margaret Thomas

Office of Academic Affairs

Vice President of Academic Affairs

Bruce Cannon

Scholarship / Work Study

by Committee

Director of Admission and Recruiting

Alesia Fowler

Librarian

Andrea Todd, Elizabeth Moseley

Registrar

Bruce Cannon

Office of Business Affairs

Vice President of Business Affairs

Rob Workman

Bookkeeper

Harriet Snodgrass

Bookstore Manager

Harriet Snodgrass

Director of Food Services

Laura Jean Phillips

Director of Maintenance

Jim Moseley

Office of Student Affairs

Vice President of Student Affairs

Cherryl Hewett

Director of Student Ministries Program

Cherryl Hewett

Student Council

Cherryl Hewett

RA Women's Residents Hall

Carol Fowler

RA Men's Residents Hall

Murray Jarshaw

COLLEGE FACILITIES

WARREN HALL

Warren Hall is the administration and education building. Located in this building are the administrative offices, the bookstore, the Student Center, and classrooms.

CHAPEL/MUSIC BUILDING

Included in the chapel are the music offices, choir room, class room, practice room and a small kitchen.

THE IDA DOCKERY OWEN / LIBRARY/RESOURCE CENTER

Included in the library are the American Indian resource center/conference room and a distance learning classroom.

STEINKUEHLER HALL

Steinkuehler Hall is the single women's residence hall. The cafeteria is located on the ground floor.

HOLLIDAY HALL

Holliday Hall is the single men's residence hall.

GYMNASIUM

The gymnasium is the primary recreational facility. Basketball and volleyball are popular pastimes. Ping-pong tables are also available. An exercise/weight room is located upstairs of the building.

MOBILE HOME PARK

A six-lot licensed mobile home park is located on the east side of campus providing housing for some YBC staff and faculty.

STUDENT ACTIVITIES

CHAPEL SERVICES

Chapel offers a unique opportunity to bring the college community together for participation in the process of personal and corporate transformation through experiences with God. The program regularly involves students as both participants and leaders in worship of God. The desired results are spiritual formation on the YBC campus, an increased commitment to the Lord, a great sense of campus community, the integration of faith and learning as preparation for service, and openness to an understanding of various forms of worship. Chapel programs are presented Wednesday mornings at 11:15 am, preceded by accountability groups at 10:00 am.

Your assistance is necessary as we strive to promote a spirit of worship and unity. Therefore, we ask that students proceed to their seats in an orderly and timely fashion, that talking is kept to a minimum, and that dress is appropriate for a worship setting.

1. All students, faculty, and staff are encouraged to participate.
2. Participation is required for non-degree seeking students enrolled for nine (9) or more hours AND ALL degree seeking students. Off campus work schedules must accommodate the chapel and small group schedule.)
3. It is the responsibility of each student to sign into chapel. Note: The expectation is that the student will be present for the entire worship time, both large and small group, in order to receive credit for attendance. If a student arrives after the sign in time or leaves before the conclusion of chapel she/he is counted absent.
4. No more than four (4) absences are permitted per semester.
5. More than four (4) absences will result in the student being placed on disciplinary probation for the following semester.
6. Chapel Conduct: It is expected that students will give respect by refraining from talking and remaining until the program is dismissed. Headphones, newspapers, food and drink are not allowed in the chapel. Hats are not permitted to be worn by male students and must be removed before entering the building. Cell phones must be in the off position during chapel. Students who fail to comply with standards of good conduct will be asked to leave and no credit will be given for that chapel.
7. Students will be given the opportunity to participate in chapel in the following areas:
 - Operation of PowerPoint
 - Run Video
 - Run Sound
 - Greeter
 - Give Announcements
 - Close Service
 - Testimonies/Preaching

STUDENT MINISTRIES PROGRAM

Because of YBC's strong commitment to the Christian faith, each student is required to become actively involved in a local evangelical church. The college desires to see each student become consistent in church attendance, serve in a ministry of a local church, live by faith, and mature as a Christian. This is tracked through the Student Ministries Program.

The purpose of this program is to provide opportunities to combine the student's classroom learning experiences with practical ministry application in the local evangelical church setting and active involvement in a YBC accountability group. This program provides a supervised opportunity for the student:

1. to become a servant leader.
2. to develop skills in the practice of Christian ministry.
3. to use the student's service in the local church to solidify what s/he has perceived as the call of God into professional Christian ministry.
4. to help clarify the area of ministry into which the student has been called.

Additional Objectives:

1. allow participating churches to become training ground for future leaders.
2. offer ministry assistance to a local church.

Program Requirements:

1. Students must actively serve in a local evangelical church under the supervision of an approved church ministry coach.
2. Church ministry must be a minimum of one hour per week not including preparation time.
3. Student must report weekly through the system established by the College for accountability.
4. Evaluation of student's ministry will be completed once a semester with church ministry coach.
5. Students will participate weekly in a YBC accountability group for encouragement and to share ministry experience from their local church.
6. If a student changes churches s/he must be active in new church within (4) weeks of the change.
7. New students may take up to one semester to identify a local church and place of ministry. During this time the student will meet weekly with the Student Ministries Program Director to evaluate progress.

Students who are not committed to a church and a ministry within the required time frame will be placed under the supervision of the Student Ministries Program Director for a period of two weeks. During this time the director will assign a four page paper and work with the student to find a place to serve. Further failure to acquire a ministry by the end of the two weeks will result in suspension (see page 28 of the Student Handbook).

MISSIONS EMPHASIS

During fall semester, YBC sponsors Missions Emphasis Days. Students are expected to participate in the events related to this emphasis.

SPIRITUAL EMPHASIS

During spring semester, YBC sponsors Spiritual Emphasis Days. Students are expected to participate. In the events related to this emphasis.

SPORTS PROGRAM

Sports activities are offered when personnel as well as student interest and support are available.

SOCIAL EVENTS

YBC offers several ongoing social events that are campus wide in their scope. Annual events include the President's Reception, Christmas Party, and Graduation Dinner. Other special events are planned by the Activities Committee.

BAPTIST STUDENT UNION (BSU)

The Baptist Student Union is a Montana Baptist Convention organization which ministers to students and student families through off-campus ministries.

ACADEMIC SUPPORT

BOOKSTORE

The campus bookstore, located in Warren Hall, sells textbooks, school supplies, Bibles, books, and gifts. The hours of operation are posted outside the bookstore. However, admittance may be obtained anytime the office is open (8:00 a.m.–5:00 p.m.). Bookstore purchases can be made by cash, check, or credit card (Visa, MasterCard, Discover).

COMPUTER USE

General Information

Computers, related software, and resource materials designed to assist students in enhancing learning skills are located in the library.

Computer Privileges

Computers are available during library hours for student use. If you wish to use a computer the following guidelines apply:

- 1) Students pay a semester fee for use of computers.
- 2) Students must use the computers during regular hours as posted and accept supervision of a designated assistant.
- 3) Students using the computers must demonstrate computer proficiency or agree to take instruction from an instructor.
- 4) Paper is provided but students must supply other consumable items necessary for computer use at their own expense.
- 5) The bookstore will stock basic supplies for computer use.
- 6) Students are not to download anything from the internet and store it on the lab computers. Items of interest may be downloaded to removable media.
- 7) Violation of computer use rules will result in loss of lab privileges for the rest of the semester.

Computer Lab Fees

Refer to the school catalog or business office.

LIBRARY

The Ida Dockery Owen Library is the resource center which provides educational materials and services for faculty and students. The librarian and the library staff are available to offer assistance to students in locating materials and rendering other library services. Please ask for help if you experience difficulties.

Library Hours

Hours are determined each semester.

STUDENT SERVICES

Student Services are provided by various offices on campus. Many of these services are listed below. Should your needs not be met by those described, contact the Vice President of Student Affairs, who will be glad to assist you (656-9950).

BULLETIN BOARD

YBC provides four bulletin boards on campus where information can be disseminated. Two are just outside classroom 15 in Warren Hall, one is by the mail boxes and the other is in the cafeteria over the book table. Announcements that appear on these boards should be cleared through the office, be dated so they can be removed when no longer pertinent, and be relevant for members of the College community.

ACADEMIC AND PASTORAL COUNSELING

Academic and pastoral counseling is available to the student body on an as needed basis.

YBC does not offer emergency services. If an individual is having a health crisis s/he is instructed to go to St. Vincent Emergency Clinic, Deaconess Emergency Clinic, or call "911". These emergency care personnel will then notify YBC, and YBC staff will visit the student if permissible.

FINANCIAL AID

Although YBC does not participate in state and federal aid programs, a wide range of College and denominational scholarships are available. Scholarships and grants at YBC are granted primarily on the basis of financial need. Only full time students (12 or more credits per semester) who maintain a 2.5 grade point average are eligible.

YBC also offers a Work Study program involving a commitment of four hours a week that is available as the school has need. Monies earned through the Work Study program are applied directly to the student's tuition and fees.

The student and his/her family are responsible for paying all costs that are not covered by financial aid. Interested applicants are encouraged to write or call the office directly to secure application forms and to determine their eligibility for specific assistance.

FOOD SERVICE

The food service is offered Monday through Friday when classes are in session (three meals a day) in the cafeteria located in the basement of Steinkuehler Hall. For those not living on campus, meal tickets may be purchased in the business office.

HEALTH SERVICES

Since the College cannot assume responsibility for medical services to students, the President encourages every student to enroll and maintain enrollment in a medical insurance plan. Though no on-campus medical care is available, Billings Clinic (238-2500) and Saint Vincent Hospital (657-7000) are located in downtown Billings.

Each resident assistant in the residence halls is responsible for calling an ambulance, hospital, or doctor when any residence hall student needs emergency medical care. When possible the Vice President of Student Affairs should be consulted before calling. In case of student illness or emergencies requiring medical assistance in a classroom, the teacher will notify the Vice President of Academic Affairs and/or the appropriate medical facility for assistance.

LAUNDRY SERVICE

Washers and dryers are available in the residence halls for those students living on campus.

LOST AND FOUND

Items found should be turned in to the receptionist desk in Warren Hall. Lost items may be reported through the receptionist and the campus bulletin boards.

PARKING

Students are not required to purchase a decal for cars they wish to park on campus, but they are asked to park only in designated areas on campus.

USE OF COLLEGE FACILITIES

All events taking place that require use of campus buildings must be reserved through the Administrative Assistant in the administrative office in Warren Hall and recorded on the official school calendar.

STUDENT CENTER

This Student Center is a place for students to relax and enjoy fellowship with others. Students are expected to take responsibility for their actions and behave in a Christ like manner. Failure to do so will not only remove the privilege for the student, but for the entire student body.

Student Center Guidelines

Hours of Operation: Sunday – Thursday 8:00 am – 11:00 pm
Friday – Saturday 8:00 am – 12:00 am

Conduct: Avoiding the appearance of evil (I Thessalonians 5:22)

1. Keep noise levels moderate so others can be engaged in different conversations without raising their voices. Keep in mind that classes may be in session nearby.
2. Enjoy the furniture as each piece was designed. Sit on chairs, not on the tables. Stand on the floor, not on the furniture.
3. Accidents will happen. However, if you spill it, clean it up immediately.
4. Movies and games are for your enjoyment; put them away when you are finished so others may use them. Please leave movies and games marked Student Center in the Student Center.

5. Lights must be on whenever the Student Center is open.
6. The center is a place for rest and relaxation, not gossip and griping.
7. The guidelines for public display of affection apply to the Student Center as well as any other place on campus. Failure to behave in this manner will result in the removal of Student Center privileges for those involved.
8. After office hours (5:00 pm) and on weekends two members of the opposite sex may not be alone in the Student Center without another person present. Non-compliance will result in immediate disciplinary action by the president.

Misconduct in the Student Center may result in reducing the hours of operation or closing the center completely. Report abuses of the Student Center guidelines to a member of the Student Council, but only after you have attempted to handle the offending individual. (Matt.18:15-17)

Submitted by Student Council

STUDENT DISCIPLESHIP ASSOCIATION

STUDENT DISCIPLESHIP ASSOCIATION INFORMATION

The Student Discipleship Association (SDA) is the primary student organization on campus.

SDA CONSTITUTION AND BY-LAWS

ARTICLE I

Name

The name of the organization shall be Student Discipleship Association (SDA) of Yellowstone Baptist College (YBC).

ARTICLE II

Purpose

1. To encourage all students to develop maturity in Christian living.
2. To promote a spirit of fellowship and cooperation within the student body.
3. To promote among students a sense of individual and collective responsibility for their conduct in all matters, not just their studies.
4. To promote an open relationship among the student body, administration, and the faculty in matters of policy formation and change. Such changes are facilitated through the Student Council.
5. To lead the students into a life-style of Christian discipleship.

ARTICLE III

Membership

All degree seeking students enrolled at YBC are members of the SDA.

ARTICLE IV

Accountability Groups

1. Definition:
An accountability group is a small group of students meeting before chapel for accountability, prayer, and encouragement.
2. Purpose:
To experience Christian community through the development of trusting relationships where one can find biblical answers to real life issues and mature as a servant leader.
3. Standard:
As a member of an accountability group, students strive to exemplify "Christian Leadership Excellence" by adhering to the YBC Covenant, see page 8.
4. Make-up of groups:
 - 1) Groups are maintained throughout a student's academic career.

- 2) New students are introduced into existing groups.
- 3) Size of each group is limited to ten, including the faculty/staff leader.

5. Leadership:

Each accountability group has these leaders:

- 1) Group leader (faculty member)
- 2) Each student will be encouraged to facilitate group at least once during the semester.

The group leader is appointed by the Student Ministries Director in coordination with the President.

6. Group Objectives:

We desire that our small group ministry will prepare every YBC graduate to show excellence in Christian leadership through:

- 1) being held accountable for the ministry they have been entrusted with
- 2) effectively sharing their faith
- 3) possessing skills needed to lead a small group

7. Recognition:

Recognition for Excellence in Christian Leadership will be awarded once a year. Nominations can be made from church ministry coach, local pastor, staff, faculty and students.

Determination of award will be based on:

- 1) personal observation of the student in leadership
- 2) service in the Student Ministries Program

ARTICLE V Student Council

The Student Council is to be a voice to faculty and staff to ensure we are working together to improve campus life, and a voice to the administration to tell them the needs and desires of the student body. The Student Council may prepare, review, and recommend revision of school policies relative to the morale and morals of the student body. They will oversee the operation and the conduct of those using the Student Center. Any student may bring new business or policy proposals to Student Council for consideration. The Student Council may at times serve as an advisory body to the President and Vice President of Student Affairs when deemed appropriate by the administration.

In addition, the Student Council will work to keep the student body excited and up to date on activities planned by the committees in a timely manner, through the use of chapel announcements, posters and flyers and encouraging other members of the student body get involved in the activities and spirit of YBC. During the school year student council may organize and execute a service project.

Election of the Student Council

1. Membership

The Student Council shall be composed of a representative from each accountability group, the chairperson **or** representative from each committee and the Resident Assistants. The **Vice President of Student Affairs** shall sit as a non-voting, ex-officio member of this committee.

2. Selection

Each faculty/staff leader of an accountability group shall appoint a student from his/her group to an annual term on the Student Council. Freshman students will be appointed from six weeks to the end of the first semester.

3. Meetings

The Student Council shall meet at least once a month during each semester. Special meetings may be called when deemed necessary by the Vice President of Student Affairs.

4. Conduct

Student Council members will lead by example.

5. General Responsibilities

Beyond the responsibilities explained above, Student Council will set up an information booth during orientation in the Fall and the first chapel of each semester. The goal of this activity is to familiarize the student body with Student Council and its role at YBC.

6. Student Recommendations/Concerns

Any student may bring recommendations/concerns to Student Council by filling out a Student Council Discussion form. These are located in the box outside of the Vice President of Student Affairs office.

Job Descriptions

President will serve for a period of at least one year. This position cannot be held by a freshman or sophomore. The President is responsible for representing the YBC student body and their interests in student council, and act as a liaison between the student body and staff. The president is to model a positive attitude and endeavor to keep unity among the student body.

Vice President will serve for a period of at least one year. At the end of the President's term the Vice President shall become President. The new Vice President will be elected from the Student Council body. This will lend to continuity in the Student Council from year to year. The Vice President assists the President with his/her responsibilities. He/she will coordinate with the chair person for each committee ensuring progress is being made toward meeting their purpose. Prerequisite for Vice President: - Nominee cannot be a freshman and must have served two consecutive semesters on Student Council.

Secretary will serve for a period of at least one year and will be elected from the Student Council body. The secretary is responsible for keeping a book of meeting minutes that can be passed on to future leaders.

Promotions Director will serve for a period of at least one year and will be elected from the Student Council body. This person will be the point person to promote YBC events and committee plans. They will enlist other Council members and general YBC students

Committees

Each committee shall be made up of students from the accountability groups and will be assisted by a faculty or staff advisor. A student will be the chairperson (appointed by the advisor) for each committee. The following job descriptions for each committee outline the basic responsibilities of each committee, but committees are not limited to those responsibilities. However, if additional functions and/or activities are planned, they should be scheduled on the campus calendar.

1. Banquets/Party Committee:

Purpose: To provide an opportunity for students, faculty and staff to come together for a time of fun, food and fellowship during the Christmas season. To provide an opportunity for students, faculty, staff, friends and family to come together for a time of celebration, fellowship and food centered on the graduates.

Responsibilities: This committee shall plan and carry out the two primary social functions that are scheduled during the school year: the Christmas Party in December, and the Graduation Banquet at the end of the spring semester (or alternative events). No senior may serve on this committee due to the added responsibilities of graduates.

2. Activities Committee:

Purpose: To provide opportunities for students to come together outside of the classroom setting. Seeking to encourage one another and grow closer as a student body.

Responsibilities: This committee shall organize and promote one recreation/social event per month; the event may be on or off school campus (e.g., a hike in the Beartooths, a flag football game, a theme party, bonfire, board game night, and movie night . . .).

3. Missions Committee:

Purpose: To provide opportunities for students to experience missions locally and internationally.

Responsibilities: This committee shall have an active part in implementing mission trips and projects throughout the year including fund raisers for specific mission trips.

4. Student Emphasis Committee:

Purpose: To provide the activities that will enhance and support the theme associated with the Mission and Spiritual Emphasis Days

Responsibilities: This committee will plan activities that will enhance the theme of Mission and Spiritual Emphasis (e.g., special individual devotions, prayer times, testimonies, social time, games, meals ...).

COLLEGE CODE OF CONDUCT

In the application process, each student at Yellowstone Baptist College has given evidence of above-average dedication to the Christian ethic presented in the New Testament. The practice of going beyond what is expected, in spirit as well as in service, should characterize every student's activity in and outside the classroom, on and off the campus. Anything less than personal honesty, integrity, industry, morality, and sensitivity is out of character for anyone preparing for Christian ministry and will be a factor in evaluating a student's continuance in study as a part of the YBC family.

The College community is expected to uphold the laws of the United States, the State of Montana, Yellowstone County, and the City of Billings. Guns, ammunition, fireworks, and other explosives or weapons are prohibited on campus. No initiation or hazing of any kind is permitted.

Students are expected to refrain from profanity, drunkenness, dishonesty, theft, sexual promiscuity, homosexuality, adultery, and occult practices. The College discourages the use of tobacco products and alcoholic beverages as a danger to one's health and prohibits their use on campus. The possession and use of illegal narcotics, hallucinogenic drugs, and controlled medications without a doctor's prescription are strictly forbidden, on or off campus.

Students are to accept individual responsibility for appropriate dress. Dress should be in good taste and reflect the atmosphere of the College whether in or out of class. Modesty, cleanliness, and appropriateness are expected at all times. Shoes are to be worn in all public facilities. Walking shorts are permitted for casual wear.

Yellowstone Baptist College reserves the right to deal with behavior. At the time of registration, each matriculating student is asked to sign a Statement of Commitment that expresses his/her knowledge of and intent to comply with the requirements of the Student Handbook.

ACADEMIC DISHONESTY

Cheating, plagiarism, and any other misrepresentation of work are prohibited. During examinations, academic dishonesty shall include referring to written information not specifically condoned by the instructor. It shall further include receiving written or oral information from a fellow student. In the instance of papers written outside of class, academic dishonesty shall include plagiarism. Plagiarism may be specifically defined for the purposes of any course by the instructor involved. Unless it shall otherwise be defined, plagiarism shall include failure to use quotation marks or other conventional marking around material quoted from any printed source. Plagiarism shall also include paraphrasing a specific passage from a specific source without indicating accurately what the source is. Plagiarism shall further include letting another person compose or rewrite a student's written assignment. Academic dishonesty shall include stealing, buying, selling, or referring to a copy of an examination, (notes, etc.) before it has been administered. A student who shall have assisted in the forms of dishonesty mentioned above shall be considered equally as guilty as the student who accepts such assistance. When a faculty member learns of an instance of dishonesty in one of his/her classes, s/he may impose such academic penalty as s/he may deem appropriate within the context of the course.

In place of (or in addition to) such penalty, the instructor may report the student to the Vice President for Academic Affairs for action. Any student who observes another student's academic dishonesty should feel a moral obligation to report this violation to the instructor in whose class it has taken place. Academic dishonesty may result in dismissal.

ALCOHOL, DRUGS, NARCOTICS, AND TOBACCO

The College discourages the use of tobacco products and alcoholic beverages as a danger to one's health and prohibits their use on campus. The possession and use of illegal narcotics, hallucinogenic drugs, and controlled medications without a doctor's prescription are strictly forbidden, on or off campus.

Any student of YBC found guilty of violating the College's policy regarding alcohol or illegal drugs shall be subject to sanctions including suspension or expulsion. In addition, the College will cooperate fully with law enforcement agencies who enforce narcotic and drug laws. If a student is convicted under local, state, or federal law, penalties may range from a small fine to life imprisonment.

ARSON

No student shall commit or aid in the intentional commission of an act which results in a fire being ignited which causes damage or is intended to cause damage to the property of the College or to the property of any other person.

ASSAULT AND/OR BATTERY

No student shall threaten or cause bodily harm or discomfort to another such as would constitute assault. Nor shall any student commit or aid in the intentional commission of an act which causes bodily harm or discomfort to another person such as would constitute battery.

BABY-SITTING

Liability factors make it necessary that the College forbid baby-sitting on campus for off-campus children at any time. Any student or student's spouse accepting the responsibility of baby-sitting off-campus children must go to that child's house or to a neutral location off-campus.

BAD CHECKS

Students shall not make and/or deliver any check to the College or elsewhere which is not supported by sufficient funds on deposit or is in any way worthless. Such a practice may lead to dismissal from the College.

CHILD ABUSE

Child abuse is not only illegal and punishable by law but can be cause for expulsion from YBC. The College defines abuse as any willful act that results in any physical, mental, or sexual injury that causes or is likely to cause the physical, mental, or emotional health of a child to be significantly impaired. Abuse also encompasses neglect--the willful disregard of emotional or physical needs such as food, clothing, shelter, and medical attention when that disregard is likely to cause physical, mental, or emotional health to be significantly impaired. In such a case, when the College becomes aware of an occurrence of child abuse, the College will report the incident to the proper authorities.

COLLEGE KEYS

Possession of or making use of College keys for an unauthorized purpose is prohibited. Duplication of College keys requires approval by the administrative office.

COMPLICITY

A student present during the commission of an act by another student which constitutes a violation of College policy may also be charged if his/her subsequent behavior constitutes permission or approval of the violation. Students witnessing any act(s) which constitute(s) a violation of College policy are required to report such incidents to the proper authorities. Confidentiality of the identity of students reporting violations will be maintained as it is not the intent of the College to burden innocent witnesses. Academic issues are to be reported to the Vice President of Academic Affairs as soon as possible, and any non academic issue should be reported to the Vice President of Student Affairs.

COMPLYING WITH REASONABLE REQUESTS

Students are required to comply with reasonable requests or orders by authorized College officials acting in behalf of the College. This requirement includes reasonable requests for students to meet appointments in administrative offices and expectations for students to participate in Student Life (e.g., residence hall meetings and orientation).

COMPUTERS

YBC provides computer labs for the use of its students, staff and faculty for academic purposes. The following guidelines should be observed:

1. A library atmosphere should be maintained in the library.
2. The computers are available first to students and faculty for class-related research and homework. Non-students may use the computers on a use by use basis. Please inquire in the office.
3. Please use headphones to listen to audio files, CDs, or DVDs.
4. Computer users may use the computers to receive and send e-mails and instant messaging, remembering that students needing the computers for class work have priority.
5. The computers and the internet are never to be used to access any kind of unacceptable web site, i.e. sites containing pornography in any form, sites that access unacceptable music or literature of any kind, and so forth. "Whatsoever is pure . . . think on these things." Anyone found to be accessing inappropriate websites or using the school's computers inappropriately will be subject to disciplinary action.
6. Computer users are not to create any files that are stored on the computer's hard drive. All created files must be on a removable disc.
7. Computer users are not to download anything to the computer's hard drive. Any downloaded software, shareware, freeware, information, programs, music, games, etc. must be saved to a removable disc.
8. Computer users are not to install any programs on the computers in the library. No matter how desirable the program may be there are licensing issues that must be addressed. Please request installation of new software in the Administration Office.

9. Computer users are not to customize any part (change the defaults) of the computer to their own tastes. This includes the desk top, backgrounds, screen savers, sounds, colors, fonts, preferences, program customizations or options and so forth. Computer users are certainly free to create personal files (stored on a removable disc) using their own preferences, but do not change the defaults.

CONTRACTING OR REPRESENTATION IN THE NAME OF THE COLLEGE

Students are prohibited from contracting in the name of the College and may not claim to be official representatives of the College for any commercial purposes.

DAMAGE OR DESTRUCTION OF PROPERTY

Accidental damage, vandalism, or malicious damage to property belonging to YBC or others may require restitution from the person responsible for such damage and/or disciplinary action.

DATING

Dating practices are to be kept on a high level of Christian conduct and refinement. Students are expected to refrain from public displays of affection, i.e., kissing, petting and other unacceptable physical contact.

DEBTS

No one is permitted to contract a debt for YBC unless authorized to do so, in writing, by the Business Office. To preserve the good reputation of the institution and her entire family (faculty, staff, and students), **all personal debts** on and off campus should be satisfied completely, on or before the dates due. Failure to attend to one's financial obligations is not in keeping with the Christian principles of YBC and is grounds for dismissal.

DEFAMATION, THREATS, AND EXTORTION

Verbal or written communication which unlawfully exposes any individual or group to hatred, contempt, or ridicule, and thereby injures the person, property, or reputation of another, is prohibited.

Verbal or written communication which threatens another of a crime or offense, or threatens injury to the person, property, or reputation of another, or maliciously threatens to expose another to disgrace with the intent to extort money or other advantage whatsoever is prohibited.

DISORDERLY CONDUCT

Disorderly conduct or lewd, indecent, or obscene conduct or expression on College owned or controlled property or at College sponsored or supervised functions is prohibited.

DISRUPTION

Disruption of the normal activities of the institution is prohibited. Disruption shall include, but not be limited to, the following:

- 1) Physical violence or abuse of any person or College owned or controlled property, or at College sponsored or supervised functions or conduct which threatens or endangers the health or safety of any person.

- 2) Deliberate interference with academic freedom and freedom of speech, including not only disruption of a class, but also interference with the freedom of any speaker invited by a section of the College community to express his/her views. (Faculty members are authorized to remove students from class if warranted.)
- 3) Forcible interference with the freedom of movement of any member or guest of the College.
- 4) Blocking of entryways to buildings, rooms or sections of buildings, or of hallways or stairways in such fashion that people find it difficult or impossible to pass.
- 5) Noisemaking or other physical behavior which is so distracting that it is difficult or impossible to conduct a class, a meeting, or any other authorized event.
- 6) Congregating in such a fashion as to create a situation which could endanger life or property.
- 7) Incitement to any of the above mentioned actions or to other violations of College policy which could result in such actions, whether orally or through written materials or pictures.
- 8) Any disruption of teaching, research, administration, disciplinary proceedings, or other College activities.

DISTRIBUTION OR SALE OF LITERATURE OR GOODS

The distribution or sale of literature or goods without the express written approval of the President or his designee is prohibited.

DIVORCE POLICY

Students having marital difficulties during college days are encouraged to seek help through the free service provided by the YBC counselors. Should serious marital difficulties arise during one's academic career, the student should inform the Vice President of Academic Affairs who will attempt to provide assistance. Should separation and/or divorce occur, all available services will be offered. However, if the circumstances of the relationship become disruptive to the student's progress or the life of the College, the student may be required to withdraw from his/her degree program. Application for re-entrance may be made after reconciliation is accomplished or one semester after the effective date of the divorce. Following divorce, regular application procedures will be required.

DRESS STANDARDS

Personal appearance and dress are a vital part of a Christian student's example. Students are to accept individual responsibility for appropriate dress. They must demonstrate a mature attitude in their dress and appearance while attending classes or engaging in other academic and extra-curricular pursuits about the campus. Dress should be in good taste and reflect the atmosphere of the College. Modesty, cleanliness, and appropriateness are expected at all times. Shoes are to be worn in all public facilities. Please, no shorts in chapel, but walking shorts are acceptable in other venues. However, no spaghetti strap tops, bare midriffs, halter tops or miniskirts are permitted on campus. A faculty member may determine whether a given mode of dress disrupts the academic process in his/her classroom. The President's Office may determine the appropriate dress for chapel and/or other extra-curricular activities. Obvious violations of these standards may subject the student to corrective action.

EMERGENCY EQUIPMENT, MISUSE OF

Fire escapes, ground level fire doors, fire hoses, extinguishers, and alarm equipment are to be used only in emergencies. Tampering with or misuses of these emergency devices or blocking fire exits or other means of impeding traffic is prohibited.

FACILITIES, UNAUTHORIZED USE OF

The unauthorized use of or entry into any College facility (i.e. chapel building, classrooms, offices, and/or campus equipment whether by force or not, is prohibited.

GAMBLING

Gambling by YBC students in any form is prohibited.

GARAGE/YARD/PORCH SALES

Garage, yard, or porch sales are not permitted on campus or at the mobile home park. Students having items for sale may post notices on the bulletin boards in Warren Hall.

HARASSMENT

The College prohibits any harassment related to a person's race, gender, religion, national origin, age, or physical condition.

HOUSING REGULATIONS

The College maintains residence halls and a mobile home park. Each type of housing is affected by general and unique regulations.

RESIDENCE LIFE

Yellowstone Baptist College provides separate residence halls for single male and female students. YBC encourages single students to live on campus during their years of attendance. Living on the YBC campus, while financially beneficial to the student, also provides unique opportunities not available in other residence communities.

RESIDENCE HALLS

Laundry facilities are available in each residence hall. Single students from outside the greater Billings area and local students not living with family who are 24 years of age and younger are required to live in a YBC residence hall during their first year as a student on the YBC campus.

Since YBC is a residence college, certain responsibilities fall to each resident. When these responsibilities are not accepted and one infringes upon the rights of others within the community, the College administration will support the rights of all and will take appropriate action to ensure these rights.

If a student is expelled from a residence hall, no refund of fees will be granted. All students living on campus must observe housing and campus regulations and respect College property, in accordance with the signed housing contract and YBC student handbook. To successfully implement the College's principles of student life, the following guidelines have been established regarding life in the residence halls:

RESIDENT HALL REGULATIONS

- 1) Room assignments for men and women are made by the Vice President for Student Affairs or the Resident Assistants upon the student's arrival. Students who are not enrolled for at least 12 semester hours will be eligible for campus housing only on a space available basis. Full-time students will receive priority.
- 2) A non-refundable fee of \$50.00 is required to reserve a room. This fee helps YBC with general upkeep and maintenance of the residence halls. Any damage (not including normal wear and tear) to campus property will be the responsibility of the student.
- 3) No heating appliances, hot plates, coffee makers, or outside antenna wires are allowed in the rooms.
- 4) No cooking is allowed in rooms, and microwave cooking should be confined to the lounge areas.
- 5) Trash containers are provided for each room. No food trash is to be placed in these containers. Such containers should be regularly emptied in the outside dumpster.
- 6) Common area containers are for trash collected as students study, watch television, or socialize in the fellowship room and are **not for disposal of room trash**.
- 7) Residents are responsible for keeping (day by day as a way of life) their own rooms neat (habitually orderly in appearance) and clean (free from dirt; unsoiled and unstained). Inspection dates and times will be posted at the beginning of each month. Inspections will be done as frequently as necessary to maintain the residence hall buildings. Failure to pass inspection results in disciplinary action. Residents whose rooms are consistently slovenly and dirty between inspections are also subject to disciplinary action, including revocation of the privilege of living on campus.

Fine Schedule

Individuals:

First violation = Warning

Second violation = \$25.00 fine

Three fines in a semester = Disciplinary Probation

Dorm Teams: Working together to clean common areas

First violation = Warning

Second violation = \$25.00 each person on team

Discipleship means discipline and a resident's determination to become a disciplined person begins with the simple things: hanging up clothes, making a bed, and putting shoes in their place. These "trifles" are the very essence of a disciplined character and a disciplined character produces a disciplined mind and body.

- 8) The common areas of the residence halls are the joint responsibility of all the residents.

- 9) The residence halls are not only places of living but also studying. Sound levels from music, movies, discussions, games, etc. must be confined to your own room so as not to disturb other residents. Quiet hours are from 10:30 p.m. to 6:00 a.m. every night except for Friday and Saturday when quiet hours begin at 11:30 p.m. At this time, all lounge and room noises cease (i.e. radio, television, computer, movies, music devices, loud conversations, etc.) along with any activity that may disturb others.
- 10) Heating (in the men's residence hall) should not be adjusted by anyone except the Resident Assistant. Heating (in the women's residence hall) can be adjusted in each individual room; however, special attention needs to be given to turning heaters down when not in the room.
- 11) Occupants will furnish all personal supplies such as towels, washcloths, linens, bath soap, toilet paper, facial tissue, etc. Bathroom cleaning supplies will be furnished for the dorms.
- 12) Residents of the residence halls are not permitted to alter the physical structure or paint of the rooms in any way. College owned furnishings will not be moved into or out of a room without permission from the Vice President of Student Affairs. Beds must be used as designed. Small items of sports equipment may be kept in a room but not bicycles or similar large items. Bicycles may be kept in the storage shed. The walls and doors will not be defaced in any way.
- 13) No posters or pictures may be hung in the common rooms, hallways, or outside residence hall doors. Only a nameplate holder and a small message board may be affixed to the outside of the residence hall room door.
- 14) Common areas in the residence halls are for the benefit of all the residence hall residents. The furnishings may not be moved about the room nor the décor of the room altered without permission from the Vice President of Student Affairs. Changes in room décor or furnishings will be authorized by the College administration.
- 15) Television is provided in each resident hall, located in the lounge. Installation of room telephones must have written approval from the Business Office. The student is responsible for room installation fees and associated monthly billings.
- 16) Relatives and friends of students are always welcome to make visits to the campus and be a part of college life for a brief period. A student may have guests overnight in the residence hall. The first two nights per semester are free and subsequent nights will be charged at \$12 per night. **Guests must always be registered with the Resident Assistant and the Administration Office.** Students who abuse the overnight guest policy may lose the privilege. Fees must be paid at the Business Office. All guests are expected to abide by all college rules while on campus. Those hosting guest should assume responsibility for sharing these expectations with their guests. Yellowstone Baptist College desires to make visits of all guests pleasant and the entire staff desires to assist in every way possible. Empty rooms and apartments on

campus may be reserved for a small fee on a space available basis with the Administrative Assistant.

- 17) Unassigned residence hall rooms are off limits.
- 18) For security reasons, the women's and the men's residence halls are equipped with code locked doors. These entrance doors are to remain closed and locked at all times. It is important to make sure that the doors close behind you. **The entry codes are not to be shared with anyone.**
- 19) All residents are encouraged to lock their rooms when leaving even for a short time. The College does not assume responsibility for money, valuables, or other personal property left in apartments, rooms, or elsewhere on campus.
- 20) The College retains the right to enter and inspect rooms at any time, with reasonable cause, for purposes related to maintenance, security, and the upholding of College regulations.
- 21). A student who falls behind for two months in his/her financial obligations for room and board fees will be required to move out of the residence hall.
- 22) If a current residence hall student chooses not to enroll for classes the upcoming semester, that student may remain in the residence hall for one additional month, if his/her bill is paid and up-to-date, and if space is available. The student must pay in full for the additional month, and must pay no later than the 5th day of the month of the additional month requested.
- 23) Residence halls will close each semester on the first Monday following final exams. The last night of lodging will be Sunday with check out required on this first Monday. Final room inspections at check out must be completed by the Resident Assistant or the Vice President of Student Affairs.
- 24) A current student may reside in the residence halls over Christmas break, January Term or summer break whether or not they are enrolled in classes for these times. However, their bill must be paid and up-to-date, and space must be available. If the student is not enrolled in classes at these times, the fee for each month's room rent must be paid in full, and in advance on or before the 5th day of the month.
- 25) Any student, who chooses not to rent a room over Christmas break, must check out by the residence hall closing date for that semester. Personal items may remain in the room if the student has registered for Spring classes. However, check out must be completed with the Resident Assistant or the Vice President of Student Affairs and room keys must be returned. A student may rent the room for the complete break only.
- 26) By the Spring Semester closing date/check-out, all items must be removed from your room. Limited storage space is available for a fee to those students whose home residence is outside the state of Montana. See the Business Office for details on storage.

- 27) Students exhibiting inappropriate behavior in the residence halls or on the campus in general, will be addressed according to the disciplinary procedures in the student handbook.

INITIATION OR HAZING

No initiation or hazing of any kind is permitted.

LAWS, VIOLATION OF

Any act by a student which constitutes a charge of violation of a public law occurring on campus may establish cause for legal and/or disciplinary action by the College.

PEDDLING AND/OR SOLICITING

No peddling, soliciting, or commercial enterprise is allowed on campus. Violations should be reported to campus administration.

PETS

Animal pets of any kind are allowed on campus only with special permission.

PROBATION, VIOLATION OF

A student who is alleged to have violated the code of conduct while on disciplinary probation may be charged with the separate offense of violating disciplinary probation.

RECORDS, FALSIFICATION OF

Falsification of College records, including, but not limited to, admission, registration, student disciplinary, and health records by forgery or other means of deception, is prohibited.

SEXUAL MISCONDUCT

General

Engagement in any sexual act outside of a monogamous heterosexual marriage is not in keeping with the ideals of Christianity or this institution. Such an act is grounds for dismissal.

Sexual Harassment

Yellowstone Baptist College does not tolerate or condone any form of sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which: (1) Is aimed at coercing an unwilling person into a sexual relationship; or (2) Requires submission to (or rejection of) such conduct as the basis for employment or academic decisions affecting the individual; or (3) Unreasonably interferes with the individual's work or academic performance for work or learning by creating an intimidating, hostile, or offensive environment for work or learning.

Acts of sexual harassment may include, but are not limited to:

- 1) Sexual battery (nonconsensual touching of another in a manner which would be deemed offensive according to a reasonable community standard);

- 2) Requesting sexual favors accompanied by implied or overt threats concerning one's job, grade, letter of recommendation, etc.;
- 3) Verbal harassment or abuse of a sexual nature;
- 4) Physical contact such as patting, pinching, or unnecessary touching as defined under sexual battery;
- 5) Subtle pressure for sexual activity;
- 6) Sexist remarks or gestures regarding a person's body, clothing, or sexual activities.

If you feel that you are being sexually harassed, you are encouraged to seek help. As a first step, contact the Vice President of Student Affairs. Your discussion will be strictly confidential and does not commit you to further action. However, should you decide to pursue the matter, the above officer will assist you in filing charges through the student or staff disciplinary procedure (See Sec. 8.4.).

Sexual Assault

Yellowstone Baptist College will not tolerate sexual assault in any form, including acquaintance rape. Rape is generally defined as, but not limited to, forced sexual intercourse perpetrated against the will of the victim. This applies regardless of whether the assailant is a stranger or an acquaintance of the victim and applies to all members of the YBC community. The type of force may involve physical violence, the threat of harm to the victim, or sexual exploitation of a person who is physically unable to resist or who is unconscious. This policy also applies to any other sex-related assault or offense, including any form of sexual battery.

Many forms of sexual assault are a violation of the criminal statutes of the State of Montana and may subject the perpetrator to criminal penalties. The College will make no attempt to shield members of the YBC community from the law nor will it intervene in legal proceedings against a member of the YBC community. In addition to criminal prosecution, YBC will pursue strong disciplinary action through its own channels when there is reason to believe that the College's regulations against sexual assault have been violated. Thus, a member of the YBC community may be prosecuted by the state and disciplined by the College and, even if criminal authorities choose not to prosecute, the College may pursue disciplinary action.

Emergency Reporting

YBC encourages victims of sexual assault to report the incident in order to deter these assaults and to ensure that victims receive counseling, advice, and support. Reports of sexual assault should be made immediately to the Vice President of Student Affairs.

Once the Vice President of Student Affairs learns of a sexual assault on the campus, the office will cooperate to provide the victim with counseling and guidance.

In reported cases of rape including acquaintance rape and other cases of violent sexual assault, the College will: (1) Encourage the victim to receive rape crisis counseling and medical attention; (2) Encourage the victim to report the incident to local police; and (3) Assist the victim in receiving counseling and guidance by referral to a counseling center (counseling is at the expense of the student). The College must report the incident (without the name of the victim) to the appropriate law enforcement authorities. Unless specifically requested by the victim not to do so, the College will report the incident and the name of the victim to the proper law enforcement.

Disciplinary Action

Any person electing to initiate a disciplinary action against a student for allegedly violating the rules of the College must inform the Vice President of Student Affairs as soon as practicable and said action will proceed in accordance with the formal procedure adopted by the College and stated in this handbook. Once disciplinary proceedings have been concluded, the victim is entitled to knowledge of the results of the proceedings.

STUDENT GROUPS, RECOGNITION OF

In order to be classified as a student organization, established recognition procedures must be met and approved by the administration of the College.

THEFT, UNAUTHORIZED POSSESSION AND/OR SALE OF PROPERTY

Students involved in theft, unauthorized possession, and /or sale of property not belonging to them are subject to College disciplinary action as well as the arrest and prosecution by legal authorities. Students in unauthorized possession of property owned or controlled by the College (i.e. bookstore, library, etc.) are subject to College disciplinary action as well as arrest and prosecution by legal authorities.

UNAUTHORIZED ENTRY

Unauthorized entry into or use of College-controlled property is prohibited.

VEHICLES, USE OF

Riding of bicycles in hallways, in buildings, or on walkways is prohibited. Motorized vehicles are prohibited in areas other than designated roadways and parking lots. Mopeds are considered in the same category as bicycles. Roller skating or skateboarding is prohibited on the campus in locations or at times which, in the discretion of campus officials, constitute a pedestrian or motor traffic hazard or which imperil the health or safety of persons and property on the campus.

WEAPONS, FIREARMS, FIREWORKS, EXPLOSIVES

No students, except law enforcement officers, may have weapons in their possession at any time on College property. Weapons are defined as firearms, knives, explosives (including fireworks), inflammable materials, or any other item that may cause bodily injury or damage to property. Possession is defined as including possession within the student's car while parked on campus.

DISCIPLINARY PROCEDURES

All observed or perceived violations of the College Code of Conduct should be reported to the Vice President of Student Affairs, who will determine the appropriate response or procedure.

AUTHORITY OF THE PRESIDENT

The President of YBC, in consultation with appropriate administrative staff, may suspend (as defined in Section 8.4.6) a student summarily if the President believes the student in question has acted in a manner clearly inconsistent with the College Code of Conduct. If the President believes the student's presence represents a danger to life and property s/he may be required to immediately leave the campus.

DISCIPLINARY CASES

Without limiting the power of the President as stated above, in all other situations, every effort will be made by the administration and the Vice President of Student Affairs to solve student difficulties at their inception. (See Section 8.4 – Disciplinary Actions) Students who are charged with violations of the College Code of Conduct will receive formal written notice of the violation from the Vice President of Student Affairs, a copy of the code that is violated, and the consequences.

STUDENT GRIEVANCE AND APPEAL PROCEDURE

Policy

Students have the right, through this grievance procedure, to resolve conflicts related to staff, faculty, and students as well as disagreements they may have with YBC policy. Under no circumstances shall the act of filing a grievance negatively influence the treatment or continued stay of the student.

Purpose: To ensure that students have a process available to initiate a complaint and an appropriate means of requesting a hearing to review the complaint.

Appeal Procedure: A student who has a problem, complaint, or concern about any matter related to the College is encouraged to seek a satisfactory resolution of the matter through the following process:

- 1) The student shall prepare a concise written statement of the matter under dispute.
- 2). If the grievance is with another person, as a first step, the student should go to that person with their written grievance and seek to resolve the matter privately.
- 3) If the grievance is not settled there then the student should take the matter to the Vice President of Student Affairs. At this point a file is begun that contains a copy of the written statement of the grievance under dispute, a written record of this meeting which includes a written record of the Vice President of Student Affairs' recommendation for resolution.
- 4) If satisfactory resolution is not reached with the Vice President of Student Affairs the grievance will then be referred to the Administrative Affairs or the Academic Affairs Committee, depending on the area of responsibility. The appropriate committee will hear the matter, review written documentation and render a final decision, in writing, in the matter.

- 5). Appeal to the President. Should the student be dissatisfied with the disposition of the grievance s/he should appeal in writing to the President.

DISCIPLINARY ACTIONS

(Note: the following is not a progression only a listing of possible disciplinary recourses.)

Warning

A warning will be given to the student to refrain from violations of the College Code of Conduct, the College Covenant, or requirements concerning Student Life.

Fines

A fine of \$25 will be imposed upon a student if the student violates a specified requirement of the College (e.g., absences at required college meetings and dorm residence responsibilities). Three fines per semester automatically result in Disciplinary Probation. See page 22 for fine schedule.

Restriction or Revocation of Privileges

A temporary or permanent loss of campus privileges may include, but is not limited to, the use of a particular college facility (e.g., the gym or student lounge) or social activity or event such as intramural recreation.

Restitution

Students found guilty of damage to or misappropriation of property of the College, students, staff, or others on campus will be held responsible for restitution. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages as directed by the Vice President of Student Affairs.

Disciplinary Probation

A student who has violated any aspect of the Student Code of Conduct, the College Covenant, or expectations of involvement in Student Life may be placed on disciplinary probation (consequences delineated in the YBC Catalog). Continued enrollment depends on the maintenance of satisfactory citizenship during the time of probation. Depending on the severity of the violation(s) and any repeated violation(s) of the above-mentioned, suspension or expulsion of the student may be a necessary course of action.

Suspension

A student may be placed on mandatory separation from the College for a period of time as specified in a formal suspension statement. A student who has been suspended is barred from enrolling in any classes at YBC during the suspension. Students may re-enroll at the college when the suspension order has elapsed and when the student has met all requirements as outlined in the formal suspension statement.

Expulsion

Expulsion is defined as mandatory separation from the College with no promise of future readmission.

EMERGENCY PROCEDURES

INCLEMENT WEATHER

YBC has adopted this policy to ensure that the safety of the students and employees will not be jeopardized during inclement weather. The college operates and maintains National Weather Alert Radio that provides up to the minute weather advisory alerts of approaching local area dangerous weather conditions.

Decisions affecting classes and College operations will be made by the Director of Maintenance in consultation with the Vice President of Business Affairs and the President no later than 6:00 a.m. on the day in question. That decision will be announced through area radio stations and television stations.

Care will be taken to specify what areas of the College are affected, *i.e.* if classes and offices are closed, or if offices are open and personnel are to be on duty.

ON CAMPUS EMERGENCIES

Major emergencies encompass such disasters as fire, tornado, earthquake, chemical spills, and military action.

Should any of these events occur, the President of the College or his designee may declare a state of emergency and order evacuation of all or part of the campus. Evacuation shall be supervised by the President.

Yellowstone Baptist College has a reciprocal agreement with Yellowstone Boys and Girls Ranch to provide temporary housing in the event of an emergency. To arrange housing for YBC students on their campus, call the administrator on call at Yellowstone Boys and Girls Ranch, 670-2206.

In the event of a national disaster or explosion, students should seek shelter in an interior doorway or under a desk or table. After debris ceases to fall, evacuate the building and contact the President (home 656-8696 or work 656-9950). Also, assist the disabled and wounded in evacuation. Follow the directions of the College or civil authorities.

In the event of a fire, sound the fire alarm, evacuate the building and contact the President's Office and /or contact the Fire Department (911). Do not re-enter the building. Follow the directions of the College or civil authorities.

In the event of a man-made hazard (chemical spill, radiation threat, etc.) evacuate the building and/or area and contact the President.

Should serious injury occur, contact the President or another available administrator and call 911.