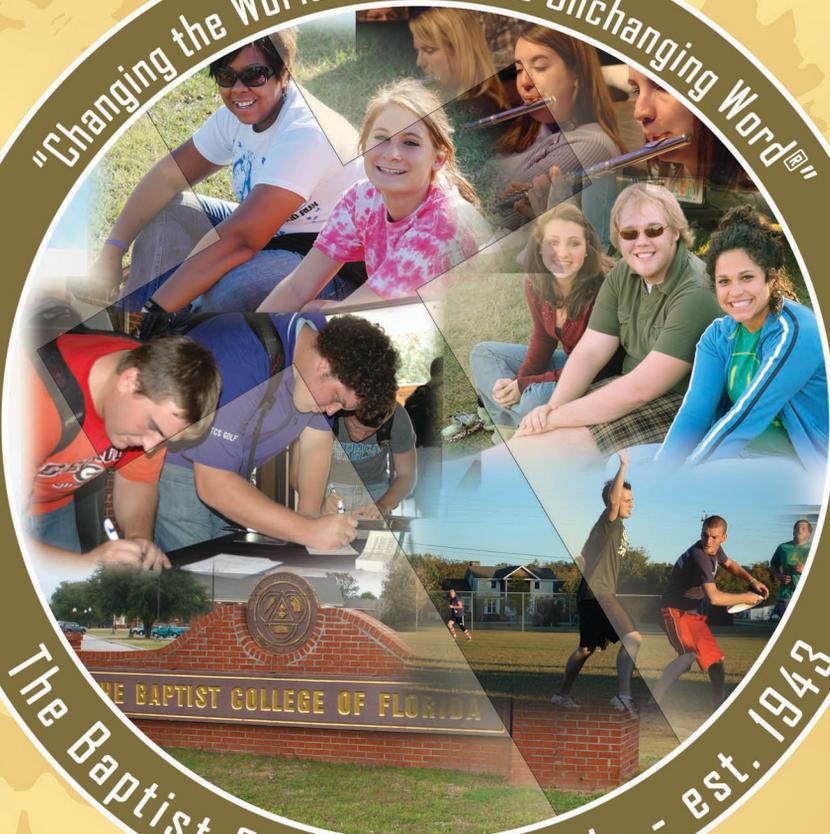


"Changing the World Through the Unchanging WordSM"



The Baptist College of Florida - est. 1943

2009-2010 BCF Student Handbook

www.baptistcollege.edu | 800.328.2660 x460

Dear Baptist College of Florida Student,

This handbook is designed to be a helpful resource for your success while attending BCF. As we begin the 09-10 Academic year I want you to take time to consider your goals. 1 Corinthians 2:9 says, “No eye has seen, no ear has heard, and no mind has imagined what God has prepared for those who love Him.” So what is your goal? Perhaps you will be intentional about your relationship with the Lord and your classmates. Others will choose to commit to involve themselves more in prayer and quiet-time. Still others will set a goal to reach out to the local community and to be more mission minded. Whatever God has planned for you, do it all for His glory and know that all the administration, faculty, and staff are here to support you. Remember we are all here for the purpose of “Changing The World Through the Unchanging Word.®”

Thomas A. Kinchen
President

Accreditation Declaration

The Baptist College of Florida is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate and Baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of The Baptist College of Florida

The Baptist College of Florida does not discriminate on the basis of race, color, national origin, sex, disability, veteran status or age in its programs and activities. The following person has been designated to handle inquires regarding the non-discrimination policies”:

Dr. R. C. Hammack, Senior Vice President
5400 College Drive
Graceville, FL 32440
850-263-3261 ext 431

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1.0 College Facilities

1.1 Administrative Offices

The main administration building, located on the southwest corner of the college, houses the offices of the senior administration of the school, including the President, Vice-Presidents and their support staffs, as well as the Business Office and Financial Aid Office. Graceville Hall houses the Registrar's Office, Marketing Office, Student Services, the Writing Center, as well as some faculty offices. Music faculty offices are in the Assembly Center. Education faculty offices are in the McRae-Morrow Hall. Theology offices are located in Ed Solomon Hall.

1.2 Coffee Shop

The King's Cup Café is located in the Student Center.

1.2.1 Coffee Shop Hours

M-F 7:30 a.m. to Midnight

Saturdays Noon to Midnight

Closed during the chapel hour and on Wednesday from 4:30 p.m. to 8:00 p.m.

1.3 Campus Housing

Single student, under 21 years of age, not commuting from home, must live in an on-campus residence hall for the first four semesters (not counting summers) of attendance at BCF.

Campus housing for students includes the Lakeview and Ezell apartments for couples and families; the Lakeside Hall and Smith Hall for single men; and the Brackin-Chandler Hall, Napier Hall and a new dorm for single women.

1.4 Chapel

The Robert G. Lee Chapel, built in 1958 and named for the former pastor of Bellevue Baptist Church in Memphis, Tennessee, is the worship center of the college where special programs and spiritual emphasis are held. (For more information about these programs, see section 2.1.)

1.5 Classrooms

The Ed Solomon Hall, Assembly Center, McRae-Morrow Hall and Heritage Village are all used as classrooms on campus.

1.6 Daniel Plaza

Daniel Plaza is a beautiful gazebo area in the center of the college campus. It provides a unique place for prayer, fellowship, meetings, and special gatherings and events such as musical concerts. Built in 1994, it is dedicated to the J. Nixon Daniel family who has served faithfully on the College Board of Trustees for many years.

1.7 Information Technology Lab

The Information Technology Lab, located in room 1 of the McRae-Morrow Hall, consists of 20 compatible computers loaded with Office XP. All computers

have high-speed internet connections and are connected to a network laser printer.

Students may not make any adjustments to the hardware, software, or the settings on the computers nor add software to the computers without permission from the instructor or supervisor.

1.7.1 IT Lab Privileges

Students may use the computers in the IT Lab for word processing provided the following guidelines are followed:

1. Students may use the Lab only during regular posted hours.
2. Students will accept and follow the guidance and supervision of IT Lab personnel.
3. Students will demonstrate computer proficiency or agree to take instruction as needed.
4. Students using computers for remedial, GED or CLAST preparation courses will have priority over other computer use.
5. Students will follow the proper log-in and log-out procedures when using the computer.
6. Students must supply their own USB drives as needed for saving work.
7. Students are to save all work to USB drives and may also save their assignments to the U:drive folder. Any information saved in a location other than the USB drive or the U:drive folder will be automatically removed.
8. The Information Technology Lab cannot be used for business purposes.

1.7.2 Information Technology Lab Fees

The fees for using the IT Lab are covered in the student registration fees.

1.7.3 Information Technology Lab Hours

The following hours are subject to change without notice. Please see posted hours.

Fall and Spring Schedule

Monday	11:00 a.m. to 10:00 p.m.
Tuesday	11:00 a.m. to 10:00 p.m.
Wednesday	11:00 a.m. to 4:30 p.m.
Thursday	10:00 a.m. to 10:00 p.m.
Friday	10:00 a.m. to 4:30 p.m.
Saturday	10:00 a.m. to 2:00 p.m.

Summer schedule (during scheduled summer sessions) varies: *see* schedule posted on the lab door

1.7.4 Computer and Information Systems Policy

1.7.4.1 Overview

The Baptist College of Florida's intentions for publishing a *Computer and Information Systems Policy* are not to impose restrictions that are contrary to the

spirit of The Baptist College of Florida (BCF), but to enhance the protection of its constituents against illegal or damaging actions by individuals, either knowingly or unknowingly, while promoting a culture of openness, trust, and integrity.

Information systems owned and operated by The Baptist College of Florida, are to be used for institutional purposes in serving the interests of BCF, and of our constituents in the course of normal operations.

Effective security is a team effort involving the participation and support of every BCF constituent who deals with information and/or information systems. It is the responsibility of every constituent to know these guidelines, and to conduct his or her activities accordingly.

BCF reserves the right to amend this *Computer and Information Systems Policy* at any time and from time to time.

1.7.4.2 Purpose

The Baptist College of Florida relies heavily upon information systems to meet operational, financial, educational, and informational needs. It is essential that these systems be protected from misuse and unauthorized access. It is also essential that BCF's computers, computer systems, and computer networks, as well as the data they store and process, be operated and maintained in a secure environment and in a responsible manner. Computing resources are valuable, and their abuse can have a far-reaching negative impact. Computer abuse affects everyone who uses computing facilities. The BCF community should exercise high moral and ethical behavior in the computing environment.

1.7.4.3 Scope

This policy applies to ALL information systems and refers to ALL hardware, data, software, and communications networks associated with these systems whether these systems are owned or leased by BCF or connected to BCF networks. This policy applies to all constituents of The Baptist College of Florida. In addition to this policy, all constituents are subject to applicable federal, state and local laws.

1.7.4.4 Computer Usage Guidelines

A. Authorization and Security

Each constituent: must have a valid, authorized account in areas where required; may only use his/her account in accordance with its authorized purpose; may not allow other persons to use his/her account unless authorized by BCF's Management Information Systems (MIS) for a specific purpose; is responsible for safeguarding his/her own computer accounts, specifically user names, passwords and/or personal identification numbers (PIN). *Users are cautioned against saving login and password information on their computer. Users who save this information will be responsible for any usage done under their account.*

Each constituent must have specific authorization from MIS to use information systems. Constituents may not connect unauthorized or unsupported devices to BCF information systems.

Postings by constituents from a BCF email address to public listings should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of The Baptist College of Florida, unless posting is in the course of business duties.

All hosts used by constituents and connected to The Baptist College of Florida computer systems and computer networks, whether owned by the constituent or The Baptist College of Florida must be continually executing virus-scanning software with a current virus database and definitions.

Constituents must exercise extreme caution when opening email attachments received from unknown senders, which may contain viruses, email bombs, or Trojan code.

B. Auditing and Monitoring Policy

While The Baptist College of Florida desires to respect the privacy of its constituents, constituents should be aware that the data created or stored on BCF information systems is the property of The Baptist College of Florida and is subject to access by BCF as provided below. Because of the need to protect BCF information systems, BCF cannot guarantee the confidentiality of information stored on any network device belonging to The Baptist College of Florida.

For security and network maintenance purposes, MIS may monitor equipment, systems, network traffic and logs at any time. BCF designates certain personnel to investigate suspected information systems abuse or violations of other BCF policies. The College reserves the right to examine any and all files, including email, and logs in such cases.

Audits may be conducted to: Ensure integrity, confidentiality and availability of information and resources; ensure conformance to BCF *Computer and Information Systems Policy*; monitor user or system activity where appropriate; and investigate possible security incidents or violations of BCF policies.

When requested, or for the purpose of performing an audit, any access needed will be provided to authorized members of the BCF staff. This access may include: user level and/or system level access to any computing or communications device; access to information (electronic, hardcopy, etc.) that may be produced, transmitted or stored on BCF equipment or premises.

C. Access to BCF Information Systems

Constituents may not: change, copy, delete, read, or otherwise access files or software without permission of the custodian of the files or MIS; bypass accounting or security mechanisms to circumvent data protection schemes;

attempt to modify software except when intended to be user customized; prevent others from accessing the system by software modification.

Constituents must exercise caution to prevent the unauthorized or inadvertent disclosure or transmission of sensitive information.

D. Software Acquisition and/or Distribution

Constituents may not distribute copyrighted proprietary material without the written consent of the copyright holder; violate copyright, information property or patent laws concerning computer software, documentation, or other tangible assets; load any copyrighted software onto any device (except software lawfully loaded onto personally-owned devices) without specific prior permission from MIS.

BCF does not require, request, or condone unauthorized copying or use of unlicensed software; such action is not considered to be taken in the course of employment. As a result, BCF will not provide legal defense for individuals who may be accused of making unauthorized copies of software even if these individuals maintain that such action was taken in the course of their employment. If BCF is sued or fined because of unauthorized copying or use by constituents, it may seek payment from the individuals as well as subject them to appropriate disciplinary or legal action.

E. Decency/Community Values

Constituents must not use BCF computer systems or BCF computer networks to violate any rules in the BCF Faculty/Staff/Student handbooks or policy manuals or any local, state, or federal laws.

A constituent shall disclose to the appropriate BCF authorities misuses of computing resources or potential loopholes in computer systems security and cooperate with appropriate BCF or other authorities in the investigation of abuses.

BCF provides access to various resources, such as the Internet, through its network. BCF does not tolerate the use of information systems for pornographic or other uses that are inappropriate in an academic or Christian setting and violate the values set forth in the BCF Faculty Staff and Student handbooks. Values violations include *computer misconduct, harassment, disorderly conduct, disrespect for others, insubordination, lewd and indecent conduct, misrepresentation or forgery, slander, and other conduct that is not consistent with BCF's moral and Christian values*. Employees or students found guilty of values violations are subject to disciplinary action that may include dismissal.

F. Email Usage

Constituents must exercise utmost caution when sending any email from inside BCF to an outside network.

G. BCF Wireless Net Policy

BCF Wireless Net operates on the 2.4 GHz band. Usage of low cost wireless 2.4 GHz devices has grown rapidly and this has created obstacles to the proper operation and performance of this wireless technology. We all must be aware of the potential interference of 2.4GHz wireless devices within our wireless network coverage area.

Devices that interfere or conflict with the operation of BCF Wireless Net should not be operated on the BCF campus. Devices that can interfere with BCF Wireless Net include, but are not limited to:

- 2.4 GHz spectrum cordless phones
- 2.4 GHz consumer short distance wireless video links
- wireless Ethernet access points/routers
- A computer operating in IEEE 802.11b/g Ad-Hoc (peer-to-peer) mode.
- Apple Airport Base Station and the Macintosh computer operating as a software base station

Please note that Xbox 360 and Media Center PCs have been reported to cause problems with 2.4GHz wireless networks.

1.7.4.5 Unacceptable Use of Information Systems

The following activities are prohibited. However, under appropriate circumstances employees may be exempted from these restrictions during the course of executing their job responsibilities. Such authorization will come from the Senior Vice President and will be in writing. (For example, MIS staff may disable the network access of a host if that host is disrupting production services).

The lists below are not intended to be an exhaustive list of unacceptable conduct, but rather provide examples of types of activities which violate BCF's rules. BCF reserves the right to take appropriate disciplinary action against any constituent who violates the letter or spirit of these rules and policies. Sanctions imposed by BCF in response to academic or disciplinary violations shall be in addition to fines or penalties that may be imposed by law enforcement authorities for illegal acts.

A. Privacy Violations

- Attempting to access another user's computer files or data without permission
- Supplying or attempting to supply false or misleading identification information to access another user's account
- The unauthorized "borrowing" or examination of another user's data or output
- Deliberate, unauthorized attempts to access or use BCF's resources, computer facilities, networks, programs, data, or any system files other than those designated for public access

- Unauthorized capturing of data from computer systems or computer networks
- Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.

B. Theft

- Using any method to avoid normal charges for the use of computer resources
- Abuse of specific computer resources, such as the Internet or BCF computer networks
- Attempting unauthorized or illegal access to computers outside the Institution using BCF's computers or computer networks
- Removing or moving BCF owned computer equipment or audio/visual equipment without proper authorization
- Executing any form of network monitoring which may intercept data not intended for the constituent's host
- Providing information about or a list of BCF employees, students, alumni or former students to parties outside The Baptist College of Florida
- Unauthorized use or forging of email header information

C. Vandalism

- Alteration, or attempted alteration, of user system software, data, or other files, as well as resource or equipment destruction or disruption
- Intentional introduction or spreading of computer viruses, Trojans, email bombs or other software which causes harm to information systems or to another users account
- Tampering with or obstructing BCF's information systems
- Inspecting, modifying, or distributing data or software without proper authorization, or attempting to do so
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the constituent is not an intended recipient or logging into a server or account that the constituent is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, ping floods, packet spoofing, denial of service, and forged routing information for malicious purposes
- Damaging computer network related hardware, computer hardware or software

D. Copyright Issues

BCF owns licenses to a number of proprietary programs. Constituents who redistribute software from the computing systems break agreements with BCF software suppliers, as well as applicable copyright, patent, and trade secret laws. Therefore, the redistribution of any software from computing systems is strictly prohibited except in the case of software that is clearly marked as being in the public domain. Violations include, but are not limited to:

- Copying, transmitting, disclosing data, software or documentation without proper authorization, or attempting to do so.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws

E. Harassment

- Repeated sending of unwanted messages or files
- Interfering with the legitimate use of computer resources of another user
- Sending of abusive or obscene messages via information systems
- Use of information systems to engage in abuse of constituents

F. Unethical or Illegal Use, Games, Chain Letters, Miscellaneous

- Sending chain letters, unauthorized mass mailings, "Ponzi" or other "pyramid" schemes of any type.
- Using BCF computer systems for non-professional, nonacademic, unethical, or illegal purposes
- Excessive use of BCF computer networks for personal entertainment (e.g.; radio, television broadcasts, music, games, competitions, file downloads, etc.) that hinders the legitimate work of other constituents
- Using BCF owned computers for recreational purposes
- Personal advertisements or commercial activity
- Port scanning or security scanning
- Posting the same or similar non-business-related messages to large numbers of public listings including newsgroups

1.7.4.6 Penalties and Enforcement

Misuse or abuse of BCF's computers, computer systems, computer networks, and data is forbidden. Misuse or abuse of information systems is not simply unethical; it can be a violation of user responsibility and federal laws. Therefore, BCF will take appropriate action in response to user misuse, unethical use, or abuse of information systems. Action may include, but is not limited to the following:

- Referral to the appropriate office for disciplinary action
- Referral to appropriate law enforcement authorities outside of BCF
- Access to all computing facilities and system may be suspended temporarily or removed permanently.
- Legal action may be taken to recover damages.

Alleged computer abuse or misuse of Information Systems by students will be referred to the Director of Student Services. If evidence of a violation is found, it will be treated as an academic violation or a disciplinary rule violation as appropriate. Violations may result in the suspension or loss of computer and/or network privileges. Violations that could result in misdemeanor or felony charges may be referred to the appropriate authorities for prosecution to the fullest extent of the law.

Alleged computer abuse or misuse of computing services by faculty or staff will be referred to the appropriate supervisor. If evidence of a violation is found, appropriate disciplinary action will be taken. Violations which could result in misdemeanor or felony charges may be referred to the appropriate authorities for prosecution to the fullest extent of the law.

1.7.4.7 Distribution of this Policy

The Baptist College of Florida will ensure that all constituents are aware of the policy by publishing and distributing it in appropriate media designed to reach all constituents. Each user (constituent) will be required to agree to abide by this *BCF Computer and Information Systems Policy*.

1.7.4.8 Definition of Terms used in this Document

Computer Systems: Computer systems include but are not limited to stand-alone or networked microprocessor devices, workstations or mainframe resources including the peripheral devices that connect to these resources.

Computer Networks: Computer networks are a collection of connected communicating computers, local or wide area, wired or wireless, and the hardware and software that connects the networks and individual terminals, microcomputers, or workstations to other devices.

Constituents: Constituents are users; constituents include employees, students, alumni, contractors, consultants, temporary workers, visitors, volunteers and all personnel affiliated with third parties who use or access Information Systems.

Email: The electronic transmission of information through a mail protocol.

Host: Individual computer system . This may include, but is not limited to servers, desktop computers, notebook computers, tablet computers, or PDA type devices

Information Systems: Information Systems include Internet/intranet/Extranet-related systems, including but not limited to computer equipment, computer networks (wired and wireless), software, databases, file services, operating systems, storage media, network accounts providing electronic mail or network access, WWW browsing, and FTP (File Transfer Protocol).

Public Listings: Sites that are accessible by the public using computer resources. This may include, but is not limited to newsgroups, blogs, or chat rooms.

Sensitive Information: Information is considered sensitive if it can be damaging to BCF or its customers' dollar value, reputation, or market standing.

Spam: Unauthorized and/or unsolicited electronic mass mailings.

Unauthorized Disclosure: The intentional or unintentional revealing of restricted information to people who do not have a need to know that information.

Users: Users are constituents; users include employees, students, alumni, contractors, consultants, temporary workers, visitors, volunteers and all personnel affiliated with third parties who use or access Information Systems.

1.8 Library

The Ida J. McMillan Library, located, in the Carlton Center, on the northwest section of the campus, is the resource center which provides educational materials and services for faculty and students. The Director of Library Services and the library staff are available to offer assistance to students in locating materials and providing other library services.

1.8.1 Library Hours

Fall and Spring Schedule

Monday	7:30 a.m. to 10:30 p.m.
Tuesday	7:30 a.m. to 10:30 p.m.
Wednesday	7:30 a.m. to 4:00 p.m.
Thursday	7:30 a.m. to 10:30 p.m.
Friday	7:30 a.m. to 4:00 p.m.
Saturday	11:00 a.m. to 4:00 p.m.
Closed Monday – Wednesday during the chapel hour.	

Summer and J-Term Schedule

Tuesday /Thursday	8:00 a.m. to 8:30p.m.
Monday	8:00 a.m. to 4:30 p.m.
Wednesday/Friday	8:00 p.m. to 4:00 p.m.
Closed Saturday	

The circulation desk closes thirty minutes before the library closing time. Please refer to library publications for additional information.

1.8.2 Rules for the use of the Library

Students must leave their ID at the front desk to use the computer, remove books from the Reserve shelves, take material to the Listening/Viewing room, or use of headphones.

Students with overdue books or fines may not check out other materials, use books from the Reserve shelves or use the computer.

No food or drinks are permitted in the Library.

Overdue and fine notices will be e-mailed to your student account.

No cell phone use while in Library.

1.9 Recreation Facilities

The Assembly Center houses a full-sized basketball court, weight room, game room and locker rooms. Lake Albert is open for fishing within the guidelines of state regulations, but swimming and boating are prohibited. In addition to these facilities, there are city recreational facilities which are open to all Graceville residents.

1.9.1 Rules for Use of the Assembly Center

All currently enrolled students, staff, faculty, administrators, and alumni of The Baptist College of Florida, and their dependants may use the facilities.

Children 12 and under cannot use the facility without a parent accompanying them.

All students must use their official college ID card. Others must use a dependent ID to check out any equipment or use the facility.

Authorized personnel are permitted to bring one guest. There is no charge for bringing a guest, but each person is responsible for their guest, and the guest must obey all the rules of the Assembly Center. The intent of this is that out-of-town guests may use the facility with the authorized user. It is *not* for the purpose of allowing local persons who are not authorized users to have access to facilities.

There are NO snacks or beverages allowed on the Assembly Center floor; bottled water may be taken into the weight rooms.

The Dress Code for the Assembly Center is as follows:

1. ONLY athletic footwear is allowed in the recreation areas of the Assembly Center.
2. ABSOLUTELY NO bare feet, socks, flip flops, dress shoes or casual shoes allowed in the recreation areas.
3. NO tank tops, midriffs, or tight fitting clothing unless loose fitting attire is worn over them.

The basketball court, weight rooms, recreation room, and downstairs restrooms are accessible during the evening hours the Assembly Center is open. Classrooms and offices are off limits after 4:30 p.m.

The weight rooms are available to those who are properly registered through the Recreation Office and have been through the weight training orientation. NO GUEST OR ANYONE UNDER 16 YEARS OF AGE MAY USE THE WEIGHT ROOM. Those using free weights MUST have a partner with them in the weight room.

No throwing footballs in the Assembly Center

Only the Director of Activities or approved staff is to set up or move the basketball goals and volleyball net.

1.9.2 Assembly Center Hours

Fall and Spring Schedule

Monday	6:00 a.m. to 11:00 p.m.
Tuesday	6:00 a.m. to 11:00 p.m.

Wednesday 6:00 a.m. to 4:30 p.m.
8:00 p.m. to 11:00 p.m.
Thursday 6:00 a.m. to 11:00 p.m.
Friday 6:00 a.m. to 11:00 p.m.
Closed on weekends
Closed Monday -Wednesday during Chapel hour.

Summer Schedule

Monday – Friday 8:00 a.m. to 8:00 p.m.
Weekend Closed

1.10 Student Center

The Student Center houses The Kings Cup Café, the student mail boxes, and the Lake Vista Dining.

1.11 Use of College Facilities

All events that require the use of campus facilities must be reserved and recorded on the official school calendar in the Business Office. Those who are planning special events (club meetings, recitals, banquets, etc.) should come to the Business Office to verify the date, time and person in charge. Arrangements for chairs and tables are coordinated by the Office of the Senior Vice-President and requests should be put in writing and submitted to the Office of the Senior Vice-President at least two (2) weeks prior to the meeting. Arrangements for chairs, tables and setup cannot be guaranteed if this is not done at least two (2) weeks in advance.

1.12 Use of 2.4 GHz Electronic Devices on Campus

Wi-Fi and 802.11b/g devices may be used to access the campus Wireless Internet Service. Use of other 2.4 GHz electronic devices is prohibited on campus. Prohibited devices include 2.4 GHz cordless phones, unauthorized access points, 2.4 GHz radios and other devices operating on 2.4 GHz.

1.13 Intellectual Property Policy

1.13.1 Definitions

Certain terms are used in this policy with specific meanings, as defined in this section. These definitions do not necessarily conform to customary usage. **1) Intellectual property** includes any patentable invention, any copyrightable subject matter or trade secret. It also includes works of art and inventions or creations that might normally be developed on a proprietary basis. **2) Creator** means any person who creates an item of intellectual property. **3) Substantial use of college facilities** means the use of facilities, equipment, personnel and other resources, to a greater extent than that which occurs in the regular course of one's undertaking to perform the task for which one has been employed, or which is greater than the use afforded to students in the course of their duties. The use of these facilities must be important to the creation of the intellectual property; merely incidental use of a facility does not constitute substantial use,

nor does the use of a facility commonly available to all faculty or professional staff and students (such as libraries and offices). (This provision is not intended to override any other department or college policy concerning reimbursement for or facilities useage.)

1.13.2 Policy Provisions

This section states the policies concerning ownership of intellectual property created at the college.

1) Externally Sponsored Work: Intellectual property created as a result of work conducted under an agreement between an external sponsor and the college that specifies the ownership of such intellectual property shall be owned as specified in said agreement.

2) Internally Sponsored Work: When the college provides funds or facilities for a particular project to the extent of substantial use, it may also choose to declare itself the owner of intellectual property resulting from said work. In such cases the college must specify in advance the disposition of any intellectual property rights arising from the project. Such notice is to be in writing, and the college may require written acknowledgement of such provisions by any person working on internally sponsored projects. If the college fails to notify a creator, effectively and in advance, of limitations imposed on his intellectual property rights by internal college sponsorship, the creator is entitled to receive from the college 50% (fifty percent) of the net proceeds to the college resulting from intellectual property.

3) Individual agreements: Intellectual property which is the subject of a specific agreement between the college and the creator(s) thereof shall be owned as provided in said agreement. Such agreements by the college and the faculty are especially encouraged.

4) Intellectual Property Created Within the Cope of Employment: Intellectual property created by college employees who were employed specifically to produce a particular intellectual property shall be owned by the college if said intellectual property was created within the normal scope of their employment. Faculty are presumed not to be hired to produce a particular intellectual property. On the other hand, computer programs written on the job by staff computer programmers fall under this provision.

5) Other Intellectual Property: Intellectual property created by college employees and students not within the scope of employment, not be agreement, and not externally or internally sponsored, shall be owned by the college if the creation involved substantial use of college facilities; if the creator did not involve substantial use of college facilities the creation shall be owned by the creator. This provision is designed to prevent unauthorized use of college facilities and to promote agreements as described above.

6) Consulting Agreements: Work done by individuals as constultants to outside firms is not to involve substantial use of college facilities, and the rights to

intellectual property created under consulting agreements are retained by the outside firms or the individual as specified by the terms of the consulting agreement. Any member of the college community who is engaged in consulting work or in business is responsible for ensuring that the work and the provisions in this agreements are not in conflict with the college's policies regarding other employment and college facility usage, are not in conflict with the college's values and mission, and do not prevent the employee of the college from fulfilling his employment duties to the college. Each creator of intellectual property should make his obligation to the college clear to those with whom he makes such agreements and should ensure that they are provided with a current statement of the college's intellectual propety policy.

1.13.3 General Procedures. The creator of any intellectual property that is or might be owned by the college under this policy is required to make reasonably prompt written disclosure of the work to the college's President, and to execute any document deemed necessary to perfect legal rights in the college and enable the college to file patent applications and applications for copyright registration when appropriate. This disclosure to the President should be made at the time when legal protection for the creation is contemplated, and it must be made before the intellectual property is sold, used for profit, or disclosed to the public. Whenever legal protection for intellectual property is anticipated all persons engaged in such creative activity are encouraged to keep regular notebooks and records. The college's share of any proceeds under this policy will be used to reimburse the college for its expenses for commercial development of intellectual property. Any additional returns to the college will be used to further develop the academic purposes of all the disciplines of the entire college.

2.0 Student Activities

2.1 Chapel Services and Spiritual Life

Chapel services are held every Monday through Wednesday at 10:00 a.m. in the R. G. Lee Chapel. These worship services are led by faculty members, local pastors or other invited guests. All students are expected to attend these times of spiritual inspiration and fellowship. Other special weeks of spiritual emphasis each year include Preaching Week, Missions Conference, Prayer Conference, Heritage Homecoming, Christmas Concert, Evangelism Conference, Powell Lecture Series, Spring Concert, and the Summer School of Ministry. These are always times of great spiritual challenge and inspiration for the entire college family.

Students and their families are also encouraged to join one of the local Baptist churches for worship, spiritual growth and service. A list of these churches may be obtained in the Office of Student Services.

2.2 Recreational Events

Recreational events and activities are for the entire college family and are planned and publicized through the Office of Student Services. Basketball, flag

football, golf, softball, table tennis and volleyball are among the most popular games. Students desiring to participate in intramural sports activities are required to complete a Medical History questionnaire prior to participating. Students who have a recent history of illness or injury may be required to secure a physician's release prior to participation.

2.3 Social Events

BCF offers several regular campus-wide social events such as the Fall Picnic and the Spring Cookout.

2.4 Student Organizations

There are several student organizations. Baptist Collegiate Ministries (BCM) is the parent organization for all student groups.

2.4.1 Baptist Collegiate Ministries (BCM)

BCM exists to minister to the student body and promote spiritual growth on the campus. It sponsors a student led weekly time of contemporary worship called "Fusion" and supports a number of Bible studies and prayer groups, a progressive dinner in faculty and staff homes, as well as a variety of other social events. Contact the BCM Coordinator for more information.

2.4.2 Official Student Groups

BCM is the parent organization for all other student groups. Official student groups meet regularly to address needs and interests that are within the purpose of the BCM and the college. Each student group has a faculty advisor.

2.4.3 New Student Groups

New student groups may be established when there is sufficient interest on the part of the students. The name and purpose of the group must be prepared in writing, address a relevant need and be consistent with the purposes of the college. It must include a proposed faculty advisor and be presented to the Director of Student Services. If it is approved by the Director of Student Services and the Senior Vice President, it will then be presented to the President for final approval.

3.0 Student Services and Information

There are many services to students that are provided by various offices of the college. For needs which may not be addressed in this handbook, please contact the Office of Student Services for assistance.

3.1 Bicycles/ Skateboarding/ Rollerskating

Bicycle racks are located in several areas around campus and are to be used to park bicycles. Bicycles are not allowed in the residence halls or in other college buildings. Bicycle riding, skateboarding and roller skating are not permitted on the sidewalks, the parking lot behind the library or in front of Solomon and Graceville Halls.

3.2 Bulletin Boards

A bulletin board is provided in the Assembly Center foyer where announcements may be posted. Announcements on these boards should be of a reasonable size. They should also be neat, dated and relevant for the college community (students, faculty and staff). Matters of a personal nature, such as promoting a student's personal ministry, do not belong on these bulletin boards. Announcements may not be placed in other places on campus. All posted announcements must be approved by the Office of Student Services.

Information about housing opportunities should be brought to the Assembly Center office, where it will be processed and added to the appropriate list. Information about ministry opportunities and jobs should be brought to the Office of the College President.

3.3 Counseling

The college offers counseling assistance through the Office of Student Services. Personal counseling is available on campus by appointment with a Licensed Mental Health Counselor during office hours.

3.4 Students with Disabilities

I. Introduction

Section 504 of the Rehabilitation Act of 1973 states that: "No otherwise qualified person with a disability in the United States ... shall, solely by reason of ... disability, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Baptist College of Florida supports the integration of all qualified individuals into the programs of the College and is committed to full compliance with all laws regarding equal opportunity for all students with a disability. Students, Disability Support Services (DSS), faculty, academic deans and department chairs, and the Senior Vice President all play a joint role in ensuring equal access to campus facilities and programs.

II. Definitions

A. An "individual with a disability" is someone with a physical or mental impairment that substantially limits one or more "major life activities." Physical or mental impairments include, for example, specific learning disabilities, emotional or mental illness, blindness and visual impairments, deafness and hearing impairments, mobility impairments and some chronic illnesses.

B. "Major life activity" means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, working and learning. A person is considered to be an individual with a disability and protected by the law if he/she has the disability, has a record of having the disability or is regarded as having the disability.

C. A “qualified person with a disability” means an individual who, with reasonable modifications or “accommodations” (if necessary) to rules, policies or practices, the removal of barriers or the provision of auxiliary aids and services, meets the eligibility requirements for the receipt of services and the participation in programs or activities.

D. “Accommodation” refers to a change in the status quo. A “reasonable accommodation” in the student setting is a modification or adjustment to a course, program, activity or building that allows the person with a disability to participate as fully as possible in the programs and activities offered by the College.

III. Overview

Disability Support Services evaluates and maintains all disability records for students with disabilities. DSS determines eligibility for services, provides verification of the disability, and specifies needed accommodations to the instructor. Staff at DSS serve as mentors and advisers to students with disabilities and are available to faculty and staff for consultation.

Students identify themselves to DSS to request services or accommodations. Documentation of a disability is required. All information regarding a disability is considered confidential. A student is responsible for making arrangements for accommodations by providing his or her instructors with a letter from DSS requesting the approved accommodations.

Faculty members are responsible for implementing accommodations requested by DSS. The teacher for a given class receives a letter from DSS, by way of the student, requesting the approved accommodation.

Academic deans and department chairs ensure that faculty and students are informed about the university’s Americans with Disabilities Act (ADA) policies and procedures and that faculty fulfill their roles in assisting with approved accommodations. Only the Senior Vice President has the right to waive, substitute or adjust course or degree requirements. The Senior Vice President resolves conflicts in the provision or denial of reasonable accommodations.

IV. Accommodation Requests

Students with disabilities are required to meet the same academic standards as other students at the university. It is only through a student’s voluntary disclosure of disability and request for accommodation that the College can support disability needs.

Students with disabilities who wish to receive accommodations or services must officially register with DSS. To register, the student meets with a DSS adviser, submits the required disability documentation and formally requests services, including accommodations. A disclosure of disability or request for an accommodation made to a faculty or staff member, other than the staff of DSS, will not be treated as a request for an accommodation.

Requests for services or accommodation should be made as early as possible to allow time to review requests and documentation and make proper arrangements. Newly accepted students with needs for disability services should report information regarding that need directly to DSS. Students are encouraged to begin the registration process for services any time after May 30 and prior to enrollment in classes to assure optimal time to provide for appropriate services. Accommodation arrangements may be compromised or denied if a request is not made in a timely manner. Requests for accommodation must be renewed each semester.

V. Documentation Requirements

Students requesting accommodations are required to submit documentation to verify eligibility under ADA and Section 504.

Disability documentation must include a written evaluation from a physician, psychologist or other qualified specialist that establishes the nature and extent of the disability and includes the basis for the diagnosis and the dates of testing. The documentation must establish the current need for an accommodation.

The type of documentation will vary according to the disability; for example, a psycho-educational or neuropsychological assessment that includes cognitive and achievement testing for learning or other cognitive disabilities and attention deficit disorder; a psychiatrist's report for psychological disabilities; a letter from a doctor or other specialist for physical and most other disabilities etc. More specific information on documentation requirements can be obtained by contacting DSS.

Documentation may need to be updated or augmented in order to be reviewed more fully. Students who submit documentation that does not meet the guidelines will be required to send an updated evaluation before being considered for services.

DSS reserves the right to determine eligibility for services based on the quality of the submitted documentation. All documentation is confidential.

VI. Determining Accommodations

Appropriate documentation of the disability must be provided so that DSS can: 1) determine the student's eligibility for accommodation; and 2) if the student is eligible, determine appropriate academic accommodations.

Accommodations are determined on a case-by-case basis, taking into account the learning needs of the student, the requirements of the learning task, the course standards and essential requirements, and the educational environment.

VII. Confidentiality

The College recognizes that student disability records contain confidential information and are to be treated as such. Therefore, documentation of a student's disability is maintained in a confidential file in DSS and is considered

part of the student's education record. Information related to a disability may be disclosed only with the permission of the student or as permitted by the College's student records policy and federal law. At the same time, however, a student's right to privacy must still be balanced against the College's need to know the information in order to provide requested and recommended services and accommodations. Therefore, in the interest of serving the needs of the student, the provision of services may involve DSS staff disclosing disability information provided by the student to appropriate College personnel participating in the accommodation process.

VIII. Implementing Accommodations

A. Student Guidelines

A student who wishes an accommodation is responsible for obtaining a letter from DSS stating that he or she is a qualified individual with a disability. The letter also advises the faculty or staff member of the action required to provide an accommodation for the student.

Students are not required to divulge the nature of their disabilities or provide copies of their disability documentation to faculty or staff.

Students are responsible for working directly with the faculty or staff member involved in the provision of an accommodation. Contact should be maintained throughout the semester.

Students need to provide feedback to DSS on the effectiveness of accommodations. DSS should be notified if an accommodation is not provided.

Questions about the provision of reasonable accommodations should be directed to DSS.

B. Faculty and Staff Guidelines

A faculty or staff member is responsible for the implementation of the accommodation identified in a request letter from DSS. Faculty and staff must support approved accommodations.

Individually, faculty members have a legal responsibility to make sure that each course, when viewed in its entirety, is accessible. Accessibility, the primary consideration of disability law, should be in the forefront of course and technological planning. Further information on this legal obligation may be obtained from the Senior Vice President.

Faculty members are encouraged to include a notice on the course syllabus referring students to contact DSS if they need accommodation related to a disability.

Questions regarding the provision or appropriateness of an accommodation or related to offering a course in such a manner that disabilities are accommodated should be addressed to DSS.

Faculty questions regarding alterations to a course or program should be addressed to the cognizant dean.

IX. Denial of Accommodation

The College reserves the right to deny services or accommodations in the event that documentation does not comply with its published guidelines for service eligibility or documentation is out-of-date or incomplete. If the documentation provided by a student does not support the existence of a disability or the need for an accommodation, the student will be so advised. Students will be given the opportunity to supplement the initial documentation with further information from a physician, psychologist or other specialist.

The College is not required to provide an accommodation that compromises the essential requirements of a course or program, imposes an undue financial burden based on the College's overall institutional budget or poses a threat to the health or safety of the student or others.

X. Student Appeal

A student who disagrees with a DSS determination of eligibility or accommodation is encouraged to meet with the director of DSS to resolve the matter informally.

A student who disputes the determination by DSS regarding the existence of a disability or denial of an accommodation may file a written complaint with the Senior Vice President within 30 days of the date of the DSS determination. The decision of the Senior Vice President shall be final.

Students who believe that the College has discriminated against them on the basis of their disability may contact the Senior Vice President to discuss filing a formal complaint of discrimination.

XI. Information Requests

For additional information or questions regarding policies, procedures and services for students with disabilities, contact the Administrative Assistant in the Senior Vice President Office.

3.5 Employment Referrals

The President's Office provides Ministerial job referrals. Students looking for ministerial employment are encouraged to submit a resume'. A non-ministerial job opportunities list is also kept in the Offices of Student Services in the Assembly Center.

3.6 Family Educational Rights and Privacy Act

FERPA Annual Notification

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is:

1. A person employed by the College in an administrative, supervisory, academic or research, or support staff position, including health or medical staff.
2. A person elected to the Board of Trustees.
3. A person employed by or under contract to the university to perform a special task, such as an attorney or auditor.
4. A person who is employed by the College security (law enforcement) unit.
5. A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official is:

1. Performing a task that is specified in his or her position description or contract agreement.
2. Performing a task related to a student's education.
3. Performing a task related to the discipline of a student.
4. Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
5. Maintaining the safety and security of the campus

Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The following data is considered to be directory information and may be given to an inquirer, either in person, by mail or by telephone, and may be otherwise made public: name of student, address (both local, including e-mail address and permanent), telephone number (both local and permanent), date and place of birth, date of registered attendance, school or division of enrollment, major field of study, nature and dates of degrees and awards received, participation in officially recognized activities and sports, and weight and height of members of athletic teams. If the inquiry is made in person or by mail, a student's date and place of birth and signature may be confirmed.

An individual student currently enrolled may request that such directory information not be disclosed by completing a nondisclosure form which may be obtained from the Registrar's office and giving the completed form to the registrar in the Student Center prior to the last day to register or add courses for credit.

Students with complaints about violations to student record privacy or access to records may contact the Senior Vice President at 850-263-3261 ext 431. Students also have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

3.7 Financial Aid

The Baptist College of Florida seeks to provide students quality education at a reasonable cost. The following is a typical nine-month budget for a single student, living in a residence hall, with 12 semester hours per semester for the Fall and Spring semesters. (These figures do not include personal expenses, class fees and transportation. Cost for other individuals and married students may vary. Check the college *Catalog*.)

Tuition and Fees	\$ 6,480.00
Books and Supplies	600.00
<u>Room and Meals</u>	<u>3,650.00</u>
TOTAL	\$ 10,730.00

The student and his/her family are expected to pay as much as possible of the cost. Financial aid is designed to pay the difference between what the student

and his/her family can pay and the actual educational costs. Available to BCF students are the full range of state and federal aid programs, denominational scholarships and college assistance programs. The applicant's financial need, academic achievement, community and school service, and potential achievement may be considered in determining eligibility for different programs. An extensive description of financial aid programs and resources is provided in the college *Catalog*. Interested applicants should write or call the Financial Aid office directly to secure application forms and to determine their eligibility for specific assistance.

3.8 Filing a Complaint Against BCF

While BCF expects individuals to attempt to resolve problems in a Biblical manner, any student may make a complaint against BCF. The College will neither entertain complaints that are not in writing or which are anonymous, nor will it consider complaints sent through facsimile transmission. In addition, the college will not act on complaints submitted on behalf of another individual or complaints forwarded to the institution.

A formal complaint is one that is:

1. Submitted in writing describing the complaint in the clearest possible terms.
2. Signed and dated
3. Sent to the attention of the Director of Student Services

Once the formal written complaint is submitted, the Director of Student Services will have 10 working days to acknowledge receipt of the complaint and 30 working days to address the complaint with complainant.

If the complainant is not satisfied with the Director of Student Services response he/she will have 5 working days to submit in writing an appeal to the Senior Vice President. The Senior Vice President's decision is final unless the President chooses to review the matter.

3.9 Food Service

The Lake Vista Dining Hall is located in the Student Center. It is open daily during the Fall and Spring semesters. Meal plans are available for purchase during registration. Vending machines are also available at different locations on campus. Food and beverages are not allowed in classrooms or administrative areas.

3.10 Health Services

The Campbellton-Graceville Hospital (263-4431) is located across the street from the college. The hospital's emergency room services are available to all students twenty-four hours a day. Graceville also has a 911 emergency service.

In case of student illness or emergencies requiring medical assistance in a classroom, the professor will notify the Office of Academic Affairs and/or the appropriate medical facility or call 911 for assistance. When a residence hall

student needs emergency medical care, the Resident Director of the hall will contact the appropriate medical personnel or call 911.

The Board of Trustees encourages every student to enroll in and maintain enrollment in a health insurance plan.

3.11 Laundry Service

A self-serve laundromat is located next to the Southwest Apartments, across from Lakeside Hall.

3.12 Lost and Found

Items found should be turned in at the Assembly Center office, room 107 in the Assembly Center. Lost items may also be reported in *The Messenger*.

3.13 Maintenance

Physical plant maintenance needs, except those in the residence halls, should be reported by e-mail to jwfullington@baptistcollege.edu. Residence hall maintenance and repair needs should be reported to the Resident Director of that hall.

3.14 Ministry Opportunities

The college assists students and alumni in their pursuit of ministry opportunities. There are several avenues for such opportunities: Ministry Referral and BCM ministries.

Ministry Referral is a service that provides resumes of students and alumni in this registry to churches and other ministries that are seeking staff persons. Students are encouraged to file a resume' with the Development Office during their first semester and to keep it current so accurate information may be sent. The college can only refer those in this registry; it cannot guarantee placement.

BCM (Baptist Collegiate Ministries) also offers ministry opportunities for students. See section 2.4.1 for more information.

3.15 Off-Campus Housing

The Office of Student Services helps to provide information about available off-campus housing.

3.16 Parking

Parking is permitted only in designated areas on campus. All students are required to display an official college decal for any vehicle they wish to park on campus. Decals are obtained from the Office of Student Services during regular office hours. Red zone parking is for faculty and staff only.

3.16.1 Tickets and Fines

Tickets will be issued for improper parking, parking in red zones, not having a BCF parking decal properly displayed, parking in a handicap zone without the proper handicap decal displayed, driving or parking on grass, driving in the wrong direction on campus, and any other traffic violation that is observed.

These are the fines for observed violations:

First offense—Warning

Second offense—\$10.00 fine

Third offense—\$20.00 Fine

Any offense after the third—\$50.00

On the third offense the student would have to report to the Director of Student Services to also receive a written reprimand that would be placed in their file.

All Tickets will stay in a students file for one year.

3.16.2 Appeal process

Any person, who believes his /her vehicle has been ticketed in error without cause may appeal. All appeals must be made to the Director of Student Services within five (5) business days of the date appearing on the citation or the right to appeal is forfeited. All appeals must be in writing.

3.16.3 Parking Recreational Vehicles

The college provides parking spaces for recreational vehicles. These spaces are limited in number and availability. They are intended for use by friends and family of the college community. Use of the spaces is limited to a maximum time of two weeks except for volunteer work groups on the campus.

No recreational vehicles are to be parked in the housing areas or at any place other than that designated by the school. All use of the spaces is to be scheduled through the maintenance office.

3.17 Socializing

BCF encourages Christian fellowship in the college family. When socializing during evening hours, students are asked to take appropriate precautions for everyone's safety and well-being. Although there is no curfew, BCF discourages socializing after midnight.

3.18 Student Mail Boxes

The student boxes are for students living in residence halls only. They are located in the Student Center just outside the King's Cup Café . The boxes are used to deliver U. S. mail and students need to check their boxes several times each week.

3.19 Student Photo ID Cards

During registration, each new student has his/her photo ID card made. This card is used for identification purposes on and off campus and is essential for checking out books from the McMillan library and recreational equipment for use in the Assembly Center. All students are required to have their student ID cards on them at all times and must present them to college officials and security personnel when requested. Students on the college meal plan are required to show ID cards when entering the cafeteria.

3.20 Testing at BCF

Students at BCF will encounter several kinds of tests that are used for a number of different purposes. One such test is the classroom variety which includes daily quizzes, sectionals, mid-terms, and finals which must be passed to gain college credit in the courses taken. Other tests fall into three major categories: placement, CAAP, and program evaluation assessments.

It may be observed that testing at BCF is varied, but each test serves a specific purpose. Behind the testing is an attempt to offer students the best possible opportunity to succeed in the shortest possible time. Placement testing makes possible arrangements for special help. Testing also opens sources of financial aid to our student body that would be otherwise unavailable.

3.20.1 Tests for Placements

English and math instructors of remedial courses administer an in-house, remedial course exemption test at the beginning of the semester. Should a student's placement appear to be in error, based on exemption test results, he/she may transfer to an appropriate English and math courses as advised by the general education division.

3.20.2 Teacher Education Tests

To enroll in professional and elementary education courses of the Teacher Education Program (TEP) of Baptist College of Florida, a student must have earned 50 hours with a cumulative GPA of 2.50 or better and must have passed the General Knowledge section of the Florida Teacher Certification Examination (FTCE), Praxis I, or College Level Academic Skills Test (CLAST).

As a graduation requirement, students enrolled in teacher education certification programs must pass the Florida Teacher Certification Examination (FTCE) or Praxis I and II.

3.20.3 Program Evaluations

In an attempt to evaluate institutional effectiveness, program coordinators, together with the Office of Institutional Research and Strategic Planning, have designed a series of evaluations based on a collective list of competencies drawn from the General Education Foundation, the Biblical/Theological Foundation, and each of the academic programs. The evaluations were designed to assess student learning during and after completion of the chosen program of studies.

Ultimately, evaluations are intended to reveal strengths and weaknesses in curriculum and instruction and facilitate learning. Evaluation results will be used to assist the faculty and administration in strengthening academic programs and in seeking ways to better prepare students for their chosen fields of ministry. Graduating seniors are required to participate in the exit interviews.

3.21 Welcome Ministry for New Students

The Encourager Ministry is a welcome ministry for new students and their families. A current student or student family helps the new student and his/her family to be welcomed to BCF and the Graceville area. For more information about this ministry, contact the Office of Student Services.

4.0 General Matters

4.1 Emergency Procedures

4.1.1 Inclement Weather

Decisions affecting classes and college operations will be made by the Senior Vice President in consultation with the President no later than 6 a.m. on the day in question and will be announced through area radio and television stations.

4.1.2 On Campus Emergencies

Major emergencies encompass such disasters as fire, hurricanes, floods, tornadoes, earthquakes, 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 Director of the Physical Plant, Director of Student Services, and campus security.

In the event of injury to a student, employee, or campus visitor, first call 911 and then contact the Director of Student Services.

In the event of a national disaster or explosion, seek shelter in an interior doorway or under a desk or table. After debris ceases to fall, evacuate the building and contact the Senior Vice President (office 263-3261, ext. 431) or the Director of the Physical Plant (cell 415-0604 or office 263-3261, ext. 442). Assist the disabled and wounded during evacuation and follow the directions of college or civil authorities.

In the event of a fire, sound the fire alarm and evacuate the building. Call 911 and then contact the Director of Student Services and the Graceville Fire Department (263-3214). Do not re-enter the building.

In the event of a man-made hazard (e. g., chemical spill, radiation leakage), evacuate the building or area immediately. Then call 911, Director of Student Services, and the Director of the Physical Plant.

4.1.3 Emergency Contact numbers

In case of emergency please contact these individuals:

Campus Security	(850) 415-0801 (cell)
Dr. R. C. Richards, Director of Student Services	
(850) 263-2800 (home)	(850) 415-0257 (cell)
Dr. R.C. Hammack, Senior Vice President	
(850) 263-4391(home)	(850) 415-0270 (cell)

4.2 Campus Safety and Security

The Baptist College of Florida shall make an annual report to all enrolled students and current employees by October 1 of each school year. Distribution of the annual security report shall be accomplished by direct mailing through the United States Mail, campus mail or e-mail; by directly handing the report to the student or employee; or by posting the report on a web site and by giving notice by direct mailing or handing the notice to students and employees that the report is available on a specified web address and by advising that a paper copy is available on request.

Prospective students and employees shall also be advised of the availability of the report. Prospective students shall be advised by the Office of Student Services; prospective employees, by the Senior Vice President.

4.3 Policies for reporting criminal actions

4.3.1 Distribution of Annual Crime Report

The annual crime report will be prepared and distributed by the Office of Student Services. A copy will be available in the office and on the web site. All students will be e-mailed a copy of the crime report to their college e-mail address.

4.3.2 Crime Reporting

All crimes on campus are to be reported to the Director of Student Services and Campus Security. If necessary call, 911, and then contact the Director of Student Services.

4.3.3 Access to Campus Facilities

See section 1.11 in the Student Handbook

4.3.4 Law Enforcement

Security personnel will secure buildings and ensure the safety of the campus. Because Security are not law enforcement agency, in the event of a crime security will contact local and state law enforcement agencies.

4.3.5 Counseling

See Section 3.3 of the Student Handbook

4.3.6 Keeping the College Community Informed

At least once per calendar year, the Office of Student Services will inform all students, faculty, and staff of security procedures and practices and to encourage students and employees to take responsibility for their own security and the security of others.

The Office of Student Services will also provide information to the college community about the prevention of crimes.

The Baptist College of Florida has no official off-campus student organizations.

The possession, use, and sale of alcoholic beverages, illegal drugs, and drug or alcohol abuse education programs are addressed in section 5.4 of the Student Handbook.

Sexual misconduct and sexual crimes are addressed in section 5.39 of the Student Handbook.

4.4 College Hymn, Motto, Colors and Mission Statement

4.4.1 College Hymn

"Tell Me The Story of Jesus"

Words by Fannie Crosby Tune by John Sweney.

4.4.2 College Motto

"Changing the World Through the Unchanging Word[®]"

4.4.3 College Colors

Crimson and gold.

4.4.4 BCF Mission Statement

The Baptist College of Florida shall operate within the context of a Christian worldview to promote, provide for, operate and control a program of education and training for ministers and other religious workers through awarding certificates and associate and baccalaureate degrees in a co-educational post secondary setting.

To fulfill its mission, the college seeks to develop those qualities in students that contribute effective ministry. In the area of personal growth, we seek to foster a desire for knowledge; develop cultural awareness by introducing students to a wide range of knowledge; nurture the ability to acquire, evaluate, assimilate, and use information; and promote personal and social maturity. For spiritual growth, we provide the resources for gaining biblical and religious data; we also assist students in learning and living the Christian life. In terms of professional growth, students are enabled to gain the credentials that enhance the opportunities for ministry, and they learn to master a specialized body of knowledge. At the same time, we encourage positive attitudes toward ministry and foster both an awareness of and a loyalty to the Southern Baptist heritage.

5.0 College Code of Conduct

5.1 Introduction

Each student at The Baptist College of Florida has given evidence of above-average dedication to the Christian ethic presented in the Sermon on the Mount (Matthew 5-7). 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 BCF family.

The entire college family is encouraged to resolve any conflicts that may arise by following the Biblical teachings of Matthew 5 and Matthew 18. Conflicts are best resolved through humble confession of offenses and gracious forgiving of the same, all in the spirit of Christian love and fellowship. The Director of Student Services is available to help students as they seek to resolve conflicts in this way.

5.2 Abandoned Equipment or Vehicles

Any equipment or vehicles such as junk cars, motorcycles and bicycles that are abandoned on campus will be hauled away at owner's expense.

5.3 Academic Dishonesty/ Complicity

5.3.1 Dishonesty

Cheating, plagiarism, and any other misrepresentation of work are prohibited. In the instance of papers written outside of class, academic dishonesty includes plagiarism. For the purposes of any course, the professor may give additional definition to plagiarism. Plagiarism includes:

1. failure to use quotation marks or other conventional marking around material quoted from any printed source
2. paraphrasing a passage without accurately indicating the source
3. having another person compose or rewrite a student's written assignment.

Academic dishonesty also includes obtaining or referring to a copy of an examination before it has been distributed by the professor. During examinations, academic dishonesty includes referring to written information without the approval of the professor, or receiving written or oral information from a fellow student.

A student who assists another in the forms of dishonesty mentioned above is also guilty of dishonesty. A faculty member may impose academic penalty on the student who violates this section in his/her class, and/or may report the student to the Director of Student Services.

Academic dishonesty may result in dismissal.

5.3.2 Complicity

If a student gives permission, approval or assistance to another student to violate any section of the Code of Conduct, he/she may be charged with complicity. If a student witnesses any violation of the Code of Conduct, he/she must report the incident to the proper authority or to the Director of Student Services.

5.4 Alcohol, Drugs, Narcotics and Tobacco

5.4.1 Tobacco

The College maintains a tobacco free campus.

5.4.2 Alcohol and Drugs

The use, possession, or distribution of alcoholic beverages and/or illicit drugs is prohibited. Students attending establishments where alcohol is the primary service, such as bars and clubs, gives the appearance that the student is involved in such behaviors. Whether the student is actually involved in drinking or not, it is still inconsistent with the beliefs and practices of this institution. Since the scripture cautions Christians to abstain from the appearance of evil, students are warned that attendance at such establishments is grounds for dismissal from the college. In addition, violation of this standard of conduct may result in severe criminal penalties under local, state and federal law. These penalties are described in compliance with federal law.

5.4.3 Disciplinary Sanctions

Any student found to be in violation of this policy shall be subject to one or more of the disciplinary sanctions as described in section 6.4. The College reserves the right to exercise total discretion in the imposition of disciplinary sanctions.

The use or possession or distribution of alcoholic beverages or illicit drugs may result in required participation in a drug or alcohol treatment or rehabilitation program, and/or result in other disciplinary action including dismissal.

In addition, illegal activity involving drugs and alcohol may be referred to law enforcement officials for criminal prosecution.

5.4.4 Criminal Sanctions

Though the City of Graceville has not passed ordinances that govern sale, use, and distribution of controlled or illegal substances and alcohol, it does enforce the laws imposed by the State of Florida addressing these matters. According to the state, it is illegal to possess, distribute, sell, or use prohibited drugs and other controlled substances. Depending on the specific drug offense, the charge may range from a third to a first-degree felony. Punishment may range from a \$500 fine to confinement in a state prison facility. It is illegal for minors (under age 21) to possess, use, or sell alcohol. Further, it is unlawful for a person to sell, give, or serve alcoholic beverages to a person under age 21. It is illegal to misrepresent one's age or that of another to induce a licensee to serve alcoholic beverages to persons under 21. Charges may range from a second degree to a first-degree misdemeanor. In addition to other penalties, the courts may suspend the driving privileges of those convicted.

5.4.5 Health Risks Associated with Drug or Alcohol Use

Narcotics such as opium, morphine, and heroin can cause euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. The symptoms of an overdose of narcotics are slow and shallow breathing, clammy skin, convulsions, coma and possible death. Persons experiencing withdrawal from addiction to narcotics can experience watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic cramps, nausea, chills, and sweating.

Depressants such as barbiturates and Quaaludes can cause slurred speech, disorientation and drunken behavior. An overdose of a depressant results in shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma and possible death. Withdrawal symptoms include anxiety, tremors, delirium, convulsions and possible death.

Stimulants such as cocaine and crack can cause increased alertness or euphoria, an increased pulse rate and blood pressure, insomnia, and loss of appetite. An overdose of stimulants results in agitation, an increase in body temperature, hallucinations, convulsions, and possible death. Withdrawal symptoms include apathy, long periods of sleep, irritability, depression, and disorientation.

Hallucinogens such as LSD and amphetamines cause illusions and hallucinations, and poor perception of time and distance. The effects of an overdose include psychosis and possible death.

Marijuana and hashish can cause euphoria, increased appetite, relaxed inhibitions, and disoriented behavior. The effects of an overdose include fatigue, paranoia, and possible psychosis. Withdrawal symptoms include insomnia, hyperactivity, and decreased appetite.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other children of becoming alcoholics.

5.4.6 Treatment, Re-entry or Rehabilitation Programs

Though the college provides no counseling or rehabilitation programs for drug or alcohol abusers on campus, students or employees may contact the Director

of Student Services (263-3261, ext. 477) for information on referral. The following agencies offer counseling and help:

Alcoholics' Anonymous	(850) 526-3948
National Institute on Drug Abuse	(800) 662-4357
Southeast Alabama Medical Center	(334) 793-8194

The financial responsibility for any treatment or rehabilitation program remains solely the responsibility of the individual. The college in no way endorses or affirms the competency or effectiveness of the services offered by these agencies.

5.4.7 Reports by Pell Grant Recipients

In accordance with the Drug-Free Workplace Act of 1988, any student who receives a federal Pell grant and who is convicted of a criminal drug offense that occurred during the period of enrollment covered by the Pell grant must report the conviction in writing to the Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., Room 3124, GSA Regional Service Building No. 3, Washington, D.C. 20202-4571. This report must be made within ten calendar days of the conviction. Failure to report such a conviction may subject the student to suspension or termination of the Pell grant, and ineligibility for other types of federal financial assistance.

5.5 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.

5.6 Assault and/or Battery

No student shall threaten or cause bodily harm or discomfort to another which 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 which would constitute battery.

5.7 Bad Checks

Students shall not make and/or deliver any check 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.

5.8 Child Care

Providing regular child care for anyone in a college-owned apartment for more than two days in any week is not permitted. Any student or student's spouse accepting the responsibility of child care for off-campus children must go to that child's home or to another off-campus location.

5.9 College Keys

Possession of or making use of college keys for unauthorized purposes are prohibited. Making copies of keys without authorization is prohibited.

5.10 Complying with Official Requests

Students are required to comply with reasonable requests or orders by authorized college officials acting in behalf of the college. This requirement includes requests for students to meet appointments in administrative offices and for disciplinary investigations and hearings. Because these requests are often relayed to the student by way of the student box, it is necessary for students to check their boxes several times each week. These request can be made verbally, written or by e-mail.

5.11 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.

5.12 Crime Awareness and Campus Security Statement

In compliance with its duties under federal law, the College makes annual disclosure of campus crime statistics. These disclosures are made to current students and employees and prospective students and employees.

5.13 Damage or Destruction of Property

Vandalism, including misusing, defacing, destroying or damaging property belonging to BCF or to others, is prohibited. Accidental damage may also require restitution from the person(s) responsible for such damage.

5.14 Dating

Dating practices must be kept on a high level of Christian conduct and refinement and in harmony with the calling to Christian ministry. BCF expects students to set an example for the Christian community by maintaining the highest standards of behavior between male and female. Therefore, all close physical contact is inappropriate and unacceptable. Daniel Plaza, the Assembly Center and the Student Center provide well-lit places for socializing during the evening hours.

5.15 Debts

No one is permitted to contract a debt for BCF unless authorized to do so by the Business Office. To preserve the good reputation of the institution and its 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 BCF and is grounds for dismissal.

5.16 Defamation, Threats and Extortion

Oral 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.

Oral 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.

5.17 Disorderly Conduct

Conduct that is annoying or offensive to others, or infringes on the rights of others, is prohibited. This also includes lewd, indecent or obscene conduct or expression, either on or off campus.

5.18 Disruption

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

1. physical violence or abuse of any person on 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 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 any entryway 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. noise making or other physical behavior which is so distracting that it is difficult or impossible to conduct a class, meeting, or any other authorized event
6. congregating in such a fashion as to endanger life or property. 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
7. any disruption of teaching, research, administration, disciplinary proceedings, or other college activities.

5.19 Distribution or Sale of Literature or Goods

The distribution or sale of literature or goods must receive the approval of the college. Permission must be requested through the Director of Student Services.

5.20 Domestic Violence

Domestic violence is defined as any physical or verbal expression that brings fear or threat of harm. An outburst of anger is an example of domestic violence. Such acts are a threat to peace and health in a home and are also disruptive to neighbors. Domestic violence may lead to dismissal from the college.

Child or spouse abuse is not only illegal and punishable by law, but can be cause for dismissal from BCF. 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 or spouse 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.

5.21 Dress Standards

Personal appearance and dress are a vital part of a Christian student's example and should reflect modesty, neatness and cleanliness. In academic and administrative areas, men must wear shirts with slacks or jeans; women must wear dresses, or blouses with skirts, jean, or slacks. Footwear is required at all times. Men may not wear hats or caps inside academic and administrative buildings. Shorts and sweat suits are unacceptable. Swim wear, tank tops, cutoffs, and halters are examples of immodest wear and are unacceptable anywhere on campus at any time.

5.22 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 misusing these emergency devices, or blocking fire exits or other means of impeding traffic, is prohibited.

5.23 Facilities, Unauthorized Use of or Access to

The unauthorized use of, or entry into, any college facility (i.e. classrooms, athletic fields), whether or not by force, is prohibited. (See section 1.11.)

5.24 Fraud

To willfully or knowingly provide false information, either written or oral, is prohibited. This includes false statements made to any member of the college faculty, staff, or administration. This also includes the falsification of any college records by forgery or other means of deception.

5.25 Gambling

Gambling by BCF students in any form is prohibited. This includes playing at any game of chance for material gain or wagering for material gain on games played by others.

5.26 Garage, Yard or Porch Sales

Garage, yard or porch sales are not permitted on campus or at any college-owned facility. Students having items for sale may post notices on the Student Board in the Assembly Center. (See section 3.2.)

5.27 Harassment

The college prohibits any harassment of any person, whether or not it is related to a person's race, sex, religion, national origin, age or physical condition.

5.28 Hazing

Infliction of physical violence or harm on any person including any activity calculated to embarrass, harass, or impose physical, emotional, or mental strain is prohibited. Any activity that would in any way jeopardize the physical, moral,

or scholastic well-being of any person is also considered hazing. To haze by way of initiation includes, but is not limited to, activities which involve forcible constraint or restraint (even if the person is willing to submit to the restraint) and kidnapping (even if conducted as a prank) and is prohibited.

5.29 Housing Regulations

The college maintains campus housing for single and married students. Specific regulations are found in the housing contracts. To obtain a copy of the residence hall contract or the married housing lease contact the Office of Student Services.

5.30 Insubordination

Insubordination is defined as the student's disobedience of any college faculty member, administrator or staff member, including any form or expression of disrespect. The professor or teacher of each class has full charge of that class and will convene, lead and dismiss the class. If a student fails to fully cooperate with the professor, he/she will be in violation of this section.

5.31 Laws, Public, Violation of

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

5.32 Mandatory Withdrawal

If a student encounters personal or emotional problems which are disruptive to the student's progress, to the student's family or to the life of the college, he/she will usually be required to withdraw from the college. He/she may also be required to receive professional Christian counseling. The college may require a written statement from the counselor that the student has resolved his/her problems and is able to return to college. Upon meeting these conditions, the student may apply for readmission.

5.33 Marital Conflict and Divorce Policy

Students having marital difficulties during college days should inform the Director of Student Services. He will provide assistance and referral to a professional Christian counselor in the area. Should separation and/or divorce occur, or if the circumstances of the relationship become disruptive to the student's progress or to the life of the college, the student will usually be required to withdraw from his/her degree program. If reconciliation takes place, the student may re-enroll after meeting the requirements of the order for mandatory withdrawal. If divorce occurs, application for re-entrance may be made one semester after the effective date of the divorce. Following divorce, regular application procedures will apply.

5.34 Peddling and/or Soliciting

Approved student organizations may conduct fundraising events after receiving approval from the Director of Student Services. Organizations wishing to conduct these events must submit a written request not later than ten days prior to the event, including the date the event is to be held, as well as the purpose of

the event. Students may be permitted to raise money for BCF related missions trips, but permission must be obtained from the Director of Student Services prior to commencement of fundraising. See the Director of Student Services for further information. Violations should be reported to the Director of Student Services.

5.35 Pets

Pets are not allowed on campus. The only exceptions are aquarium fish and seeing-eye dogs for the blind. Residents are not to feed or house stray animals. Stray animals on campus should be reported to the Office of Student Services so arrangements can be made to have them picked up. Violations may lead to eviction from housing and/or other discipline.

5.36 Pornography

Possession or use of any pornographic material in any form is contrary to preparation for Christian ministry and will lead to dismissal from the college. This includes any internet activities which involve viewing, downloading, or trading on-line pornography or engaging in adult fantasy role-play chat rooms.

5.37 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.

5.38 Search and Entry Policy

The college reserves the right to enter a student's apartment or room to check conditions, perform repairs and maintenance, conduct pest control operations, and respond to emergencies. In addition, when the college believes there is sufficient reason, it may search a student's room or apartment without notice for the purpose of (1) investigating suspected violations of the college code or conduct and/or city, state, or federal law, or (2) investigating circumstances which require immediate action. No search shall be carried out without prior approval of the President or Senior Vice President of the college. A witness shall accompany the official conducting the search.

5.39 Sexual Misconduct

5.39.1 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.

Cohabitation and/or keeping company in a private place that leads to suspicion of illicit sexual activity is grounds for dismissal. Avoiding the appearance of evil is necessary to positive Christian witness.

5.39.2 Sexual Harassment

The College is committed to providing its students, faculty and staff with an environment free from implicit and explicit coercive behavior used to control, influence or affect the well-being of any member of the College community. Sexual harassment of any person is inappropriate, unacceptable and contrary to the Christian standards of conduct expected of all members of the College community, students, staff and faculty.

Employees have the right to be free from sexual harassment. Employees are prohibited from engaging in sexually harassing conduct towards any other person. Sexual harassment can include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or of creating an intimidating, hostile or offensive working environment.

Students have the right to be free from sexual harassment. Students are prohibited from engaging in sexually

harassing conduct towards any other person. Sexual harassment directed towards students can include physical conduct or verbal innuendo of a sexual nature, imposed on the basis of sex by an employee or agent of the College, when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's status in a course, program or activity; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual, including, but not limited to, grades or academic progress; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile or offensive educational environment.

Any person who engages in sexual harassment will be subject to disciplinary action ranging from a warning to termination of employment or expulsion. Those who have a complaint regarding sexual harassment should contact the Director of Student Services.

5.39.3 Complaint Procedure for Harassment and Discrimination

If you suspect that your rights under any of the above-stated policies on discrimination have been violated, you may register your complaint with the Director of Student Services. Upon

receipt of a complaint which alleges a violation of these policies, the Director of Student Services shall begin an investigation of the charge(s). An investigation shall include an interview with the person filing the complaint, the person(s) accused of violating the nondiscrimination and anti-harassment policies and any person designated by either of the principal parties as witnesses to the incident

in question. The investigation shall be completed within 30 days of the receipt of the complaint. The matter shall then be presented to the Senior Vice President in the form of written recommendations. At discretion, he/she may accept the recommendations, interview the persons involved, direct further investigation by the College and/or hold formal hearings on the matter. If formal hearings are ordered, no party shall be allowed to be represented by legal counsel. This process shall be completed and shall make a final decision on the merits of the complaint within 60 days of receipt of the complaint by the College. The decision of the Senior Vice President shall be final. Throughout this process the identities of the complaining party and accused will be kept confidential and disclosed only on a need-to-know basis.

5.39.4 Sexual Assault

The Baptist College of Florida 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 BCF 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 Florida and may subject the perpetrator to criminal penalties. The college will make no attempt to shield members of the BCF community from the law, nor will it intervene in legal proceedings against a member of the BCF community. In addition to criminal prosecution, BCF 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 BCF 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.

5.39.5 Emergency Reporting

BCF 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 Director of Student Services or to the Senior Vice President. Once the Director of Student Services learns of a sexual assault on the campus, the office will assist with referral to a professional Christian counselor in the area.

In reported cases of rape, acquaintance rape, or 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

3. assist the victim in receiving counseling and guidance by referral to a professional Christian counselor.

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 Rape Victim Advocate in the State Attorney's office.

5.39.6 Disciplinary Action

Any person electing to initiate a disciplinary action against a student for allegedly violating the rules of the college must inform the Director of Student Services as soon as practical, 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.

5.40 Stalking

Stalking, as defined by Florida Statute, is willfully, maliciously, or repeatedly following or harassing a person. Stalking may lead to dismissal from the college.

5.41 Student Groups, Recognition of

In order to be classified as an official student organization or group, established procedures must be met and approved by the administration of the college. (See section 2.4.4.)

5.42 Telecommunications Equipment, Unauthorized Use of or Access to

Any unauthorized use of or access to campus telecommunications equipment, such as computers, facsimile machines, telephone equipment or lines to such equipment, is prohibited. This includes any form of tampering with such equipment to gain such access.

5.43 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 to arrest and prosecution by legal authorities.

Students in unauthorized possession of property owned or controlled by the college or any of its departments (such as the library) are subject to college disciplinary action as well as arrest and prosecution by legal authorities.

5.44 Traffic Safety

All students are expected to drive with care, especially around children. The speed limit is 10 miles per hour on campus. The penalty for students who violate this section will be loss of driving and parking privileges on campus. Other discipline may also be imposed.

5.45 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, 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.

6.0 Disciplinary Procedures

6.1 Students Shall be Treated Fairly

A student charged with misconduct should be clearly advised of the specific alleged wrongdoing. If the student denies the charges, the student should be heard in his or her defense, and disciplinary action should be taken on the basis of all the circumstances deemed relevant to the decision, including but not limited to the regulations, evidence, precedents, and past conduct of the student. A student who is aggrieved by the disciplinary action should have the right to appeal.

6.2 Authority to Discipline

6.2.1 Academic Misconduct

Academic misconduct, including but not limited to plagiarism, cheating, other academic dishonesty, class disruption, disrespect of others, the violation of class rules of decorum, tardiness, and absences may be dealt with by the teacher's counseling and warning, and may be punished by the teacher by grade reduction and academic assignments consistent with the policy of the College and of the department. If a student's grade for the course is reduced because of dishonesty, this action should be reported to the Division Chair. An appeal of the teacher's disciplinary decision may be made to the Division Chair, and then to the Dean of Faculty, and then, if desired, to the Senior Vice President. Academic misconduct may also be the basis for further disciplinary action upon referral to the Director of Student Services by the Senior Vice President.

6.2.2 Residential Misconduct

Residential misconduct, including but not limited to misconduct in the residence halls, violations of rules of residential living, and disputes between and among students occurring in the residential setting, may be conciliated by and may result in counseling and warning by the Resident Hall Director or may be reported to the Director of Student Services. Continued violations may result in removal from campus housing.

6.2.3 Other Misconduct

Other misconduct, whether occurring on campus or in violation of the off-campus expectations, shall be reported to the Director of Student Services.

On all matters reported to the Director of Student Services, that officer may conciliate, counsel, warn, censure, assign community service, restrict or revoke privileges, order restitution, disciplinary probation, final disciplinary probation, suspension, and dismissal. An appeal of the disciplinary actions of the Director of Student Services may be made in writing by the student to the Senior Vice President.

6.3 Progressive Processes

If the Director of Student Services is considering a report of a matter, which, if proven, will not result in suspension or expulsion, the Director of Student Services shall follow a process, which should be followed by all of those in the College who have authority to discipline students.

The student will be clearly advised of the allegation of misconduct and will be asked if the student admits or denies the charge. If the student admits the charge, the College official will determine the disciplinary action to be taken. In the case of appeal, the Senior Vice President will evaluate the discipline taken.

If the student denies the charge, the College official will afford the student a hearing, consider the evidence, including the evidence and testimony produced by the student, determine from the preponderance of the evidence the student's guilt or innocence, and, if guilty, consider in the light of all relevant matters and appropriate penalty. When considering an appeal, the Senior Vice President may confirm, modify, or reverse the disciplinary penalty being appealed and may do so on the basis of the evidence already gathered, or may conduct a hearing before acting.

The decision of the Senior Vice President on appeals is final unless the President chooses to review the matter.

If the Director of Student Services is considering a report which, if confirmed, may result in suspension or dismissal, the Director of Student Services shall provide the student with a written and timely notice of charges against the student, and the possible consequences. The student shall be afforded an opportunity to admit or deny the charges, to present all relevant evidence at a hearing, to challenge adverse testimony and evidence, to speak in his or her own behalf, to call witnesses, and to be accompanied by and to receive counsel from a student, faculty, or staff advisor of his or her own choosing who is willing to participate and who has not had legal training. The Director of Student Services' decision to suspend or dismiss the student may be appealed in writing to the Senior Vice President.

The decision of the Senior Vice President on appeals is final unless the President chooses to review the matter.

6.3.1 Counseling, Evaluation, and Treatment Programs

In some cases of misconduct, such as those committed under the influence of alcohol, or acts of violence or harassment, participation in an evaluation and/or treatment program by an approved counseling service, at the student's expense, may be required as part of a sanction. Such treatment may also be a condition of readmission to the College or a condition for remaining in the College.

6.3.2 Extraordinary Circumstances

Normally, sanctions are not implemented until disciplinary processes and appeals have been completed. However, notwithstanding any provision to the contrary, the President or the Senior Vice President may impose an immediate

emergency suspension from residence or academic status when, in the judgment of the officer such action appears necessary for reasons relating to a student's physical or emotional safety and well-being or the safety and well-being of a member of the College community or of College property or the property of members of College community. Or the officer may impose an immediate interim suspension when it appears necessary to deal with a continuing disturbance, a forcible interference by students with any College activity or free movement of any members of the College community. A suspension may be lifted by the officer imposing it, at the officer's initiative or upon appeal for reconsideration by the student.

6.3.3 Presidential Hearing

Notwithstanding provisions of policy to the contrary, when the President, in the President's sole judgment, believes that a student may have committed an act of misconduct that is so grievous that the reputation of the College may be damaged as a result, the President may convene a hearing with the accused student and may, based upon the evidence elicited at the hearing, impose sanctions against the student, including suspension and dismissal. The President shall give the student notice of the alleged misconduct, the date, time and place of the hearing, and such other procedural information as deemed appropriate by the President. Based upon the evidence and testimony, the President shall decide if the student is guilty of misconduct and if so, the President shall impose a sanction, which is appropriate in the President's sole judgment. The student's absence at the hearing or refusal to cooperate may not frustrate the President's power.

The decision of the President in this and any other disciplinary action which reaches the President on appeal is final.

6.3.4 Violation Motivated by Hate or Prejudice

A Student will be more severely penalized for violations of student regulations and expectations when it is determined that the violation was motivated in part by prejudice toward the victim or hatred of the victim because of the perception that the victim is of different race, sex, religion, color, national or ethnic origin, age, disability, or veteran's status.

6.3.5 Privacy

Investigations, procedures, hearing and sanctions are not made public and officers and employees of the College shall hold these matters in confidence and reveal them to other College officers and employees only on a need-to-know basis and to others only when legally required to do so. An exception to this policy may occur only upon the decision of the President or Senior Vice President.

6.3.6 Criminal Prosecutions

The College may refer to law enforcement authorities' evidence or suspicion of a student's illegal conduct. The outcome of a criminal or civil proceeding is not

dispositive of the question of whether the student violated College rules, regulations and expectations.

6.4 Sanctions (Punishments)

With the exception of the warning (which, as indicated below, may be imposed without the establishment of student guilt), the following sanctions may be imposed upon students who have confessed guilt or who have been found guilty of violations of the Code of Conduct.

These sanctions may be imposed by the Director of Student Services, the Senior Vice President, or the President of the college. The Director of Student Services may administer discipline based on evidence that the student has violated any section of the *Student Handbook*. Students wishing to file an appeal may do so in writing to the Senior Vice President within 5 working days. The decision of the Senior Vice President is final unless the President of the college wishes to review the matter.

6.4.1 Warning

Notice, orally or in writing, warning the student to refrain from violations of the Code of Conduct. Clear establishment of student guilt or previous violation of the Code of Conduct is not necessary for a warning to be issued.

6.4.2 Censure

A written reprimand for violation of specified regulations, including the possibility of more severe disciplinary sanctions in the event of the finding of a violation of any institutional regulation within a stated period of time.

6.4.3 Community Service

Community services may be administered for a violation of any of the rules in the *Student Handbook*. The student will be responsible for finding a placement to complete their community service. Any student not completing their community service within a specified time will not be able to register for classes.

6.4.4 Restriction or Revocation of Privileges

Temporary or permanent loss of privileges, including, but not limited to, participation in college activities or ministries, the use of a particular college facility, campus housing privileges, or other privileges.

6.4.5 Restitution

Reimbursement for damage to or misappropriation of property of the college, students, staff, or others on campus. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages as directed by the Director of Student Services.

6.4.6 Disciplinary Probation

A disciplinary sanction serving notice to a student that his/her behavior is in serious violation of college standards and that continued enrollment depends upon the maintenance of satisfactory citizenship during the period of probation.

A time period is indicated for this probation. Students will be released from the Disciplinary Probation status after the specified time period has elapsed. This sanction includes restriction of some or all college privileges and services.

6.4.7 Final Disciplinary Probation

A disciplinary sanction serving notice to a student that his/her behavior is in flagrant violation of the college standards under which one of the following conditions exist:

- (1) The sanction is in effect during the remainder of the student's attendance at the college.
- (2) Another conviction of violation of the college Code of Conduct will result in the imposition of the minimum sanction of suspension.

This sanction includes restriction of some or all college privileges and services.

6.4.8 Suspension

Mandatory separation from the college for a period of time as specified in the order of suspension. A student who has been suspended is barred from enrolling in any classes at BFC during the suspension. Students may re-enroll at the college when the suspension order has elapsed with the approval of the college hearing officer. This sanction includes the revocation of all college privileges and services.

6.4.9 Dismissal

Mandatory separation from the college with no promise of future readmission. An application for readmission will not be considered until such time as specified in the order the dismissal has elapsed. Readmission is subject to the approval of the President of the college. This sanction includes the revocation of all college privileges and services.



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