faith baptist bible college and theological seminary

STUDENT HANDBOOK

2023-2024

STUDENT HANDBOOK 2023-2024

IMPORTANT CONTACT INFORMATION

Police/Fire Department

Emergency 911
Non-Emergency ..... 515.286.3333, option 5

School Departments

Student Life 515.422.5651
Campus Security 515.210.6563
Health Services 515.422.5619
Main Office 515.964.0601
Campus Fax 515.964.1638
Admissions 1.888.324.8448

Faith Baptist Bible College & Theological Seminary
1900 NW 4th Street
Ankeny, Iowa 50023-2152
www.faith.edu

2023-2024 CALENDAR

Fall Semester*

8/28 – First Day of Classes
9/4 – Labor Day (No classes)
9/8 – End of Drop/Add Period
9/16 – Faithfest
10/9-10/13 – Spirit Week
10/13 -10/14 - Homecoming
10/16 -10/20 – Midterm Week
10/17-10/18 – ENLIST
10/19 -10/21 – Business Leadership Summit
10/24-10/27 – Global Reach Conference
10/31-11/3 – Spring Registration
11/9 -11/10 – Scholarship Weekend
11/10 -11/11 – Fall Drama
11/18 -11/26 – Thanksgiving Break
12/8 -12/9 – Festival of Carols
12/13 -12/15 – Finals Week
12/16 -1/14 – Christmas Break
12/23 -1/1 – Offices Closed
*Visit our website for a full calendar of events.

Spring Semester*

1/15 – First Day of Classes
1/26 – End of Drop/Add Period
1/30 - 2/2– Refresh Conference
2/29 – 3/1 – Educators ENLIST
3/4 - 3/8 – Midterm Week
3/9 - 3/17 – Spring Break
3/20 - 3/22 - MAACS
3/25 – 3/29 – Spring Spirit Week
3/25 – 3/29 – Fall Registration
4/1 – Easter Monday (no classes)
4/2 – Campus Cleanup Day
4/4 – 4/5 – Scholarship Weekend
4/5 – Spring Concert
4/9 – Assessment Day
4/26 - 4/27 – Spring Drama
5/3 – Spring Banquet
5/6 - 5/9 – Finals Week
5/9 – Commencement Concert
5/10 - Commencement

BUILDING HOURS AND DRESS CODE

- Benson Hall
  - M-F; 6:00 a.m. – 1:00 p.m. Business Casual
  - M-F; 1:00 p.m. – 8:00 p.m. Casual
  - Sa; 9:00 a.m. – 8:00 p.m. Casual
  - Su; 7:00 a.m. – 10:00 a.m. Business Casual
  - Su; 12:00 p.m. – 4:00 p.m. Casual
- Domokos Hall; Gray Hall; Nettleton Center
  - M-F; 7:00 a.m. – 1:00 p.m. Business Casual
  - M-F; 1:00 p.m. – 10:30 p.m. Casual
- Jordan Hall
  - M-F; 7:00 a.m. – 1:00 p.m. Business Casual
  - M-F; 1:00 p.m. – 4:30 p.m. Casual
- Patten Library
  - M-F; 7:00 a.m. – 1:00 p.m. Business Casual
  - M, T, Th; 1:00 p.m. – 10:00 p.m. Casual
  - W, F; 1:00 p.m. – 5:30 p.m. Casual
  - Sa; 10:00 a.m. – 5:00 p.m. Casual

TABLE OF CONTENTS

Student Handbook 2023-2024 1
Important Contact Information 1
2023-2024 Calendar 1
Building Hours and Dress Code 1
Table of Contents 1
Introduction to the Handbook 1
Mission Statement 2
Statement of Purpose 2
Student Life 3
Spiritual Life 3
Academics 4
Accountability and Disciplinary Procedures 8
Campus Life 12
Dress and Grooming 12
Interpersonal Relationships 14
Music Philosophy 15
Media and Entertainment 15
Student Center 17
Fitness Center 17
Campus Activities 17
Student Organizations 19
Dorm Life 20
Discipleship and Dorm Life 20
Campus Housing 20
Conduct 20
Rooms 21
Safety and Security 22
Facilities 23
Maintenance 24
Student Services 26

INTRODUCTION TO THE HANDBOOK

Dear Faith Student,

Welcome to Faith Baptist Bible College! Whether you are a new student, or a returning student, we are excited to partner with you this year as you prepare for how God is calling you to serve Him.

This Handbook is an essential aspect of how Faith Baptist Bible College fulfills our mission and vision statements. Our mission is to prepare vocational Christian workers and ministry leaders for local churches throughout the world. Our vision is to train our students to be God-focused, eternity-minded, servant-hearted leaders. We accomplish these goals through an emphasis on discipleship. As Jesus said, we are to "make disciples of all nations…teaching them to observe all things" that He has commanded. One of the greatest keys to succeeding on this campus is the ability to remember that discipleship is at the core of almost everything we do.

How does the Student Handbook assist Faith's emphasis on discipleship?

1. **The Handbook creates a campus environment that is conducive for spiritual growth.** Our goal is to have a campus where it is easy to grow in our love for God and our love for others. We strive to maintain a campus atmosphere that limits various distractions from spiritual growth and limits opportunities to serve the flesh. Limiting those distractions allows us to maintain a Godward focus and provides ample opportunities to display the fruit of the Spirit.

2. **The Handbook provides practical applications of Biblical principles.** This Handbook cannot create Christlikeness in your life, but the direction, discipline, and structure provided by the Handbook can help you grow in your Christlikeness. For example, one fruit of the Spirit is self-control. The Bible commands us to have self-control (Galatians 5:23). Some of the rules found in the Handbook will help you develop that fruit of the Spirit. Some of our rules will help emphasize selfless love for others, humility, and submission to authority. The Student Handbook provides opportunities to apply Biblical truth to life.

3. **The Handbook helps to fulfill our responsibilities as an institution.** This means that there will be a variety of standards that are purely institutional preferences or requirements. Having a Handbook helps the institution to operate responsibly towards local, state, and national governments.

The rules and expectations of the Student Handbook are here to help preserve, protect and promote Biblical values. You should know, before you read any further, that there will be some standards that you are not used to following. There will be some preferences that your parents did not have, nor teach to you. The fact that this Handbook has such things does not negate what your parents taught you, or the conclusions to which you have come in your own life. Instead, I would encourage you to use the Handbook as an opportunity to humbly submit to the preferences of an authority in your life as part of your discipleship while remembering the purpose of the Handbook. It is meant to create an environment that helps us grow in Christ.

It is our desire that you graduate from Faith a more God-focused, eternity-minded, servant-hearted leader than when you started as a student. We are excited to watch that process unfold as you prepare for how God is calling you to serve Him.

If you ever have any questions about anything in this Handbook, or more importantly, in your walk with the Lord, please feel free to see me, or any of us in the Student Life Department.

For His Glory,

Noah Kephart
Dean of Students

Mission Statement

To equip vocational Christian workers and other servant leaders while inspiring them to take the Word to the world.

Statement of Purpose

The Statement of Purpose is the central criterion of conduct for all who are a part of the FBBC community. It is assumed that a student who has chosen to attend the College already exemplifies these integral facets of Christian character. In accepting and following the Statement of Purpose, students accept responsibility and discipline which will enhance their moral and spiritual growth. Such qualities should be an inherent part of the ethical code held by an educated individual.

Each student should recognize that Faith is committed to training students for life and ministry, and that it offers a lifestyle of commitment to Jesus Christ as personal Savior and Lord. Each student should therefore personally commit to be a person of integrity in their attitude and respect for what Faith is attempting to accomplish as a Christian institution of higher learning.

Statement of Purpose

1. I will strive to grow in my love for Jesus Christ, to grow in my knowledge of Him, and to follow Him regardless of the cost.
2. I will strive to encourage others to follow Christ by my behavior, my speech, my attitudes, and my desires.
3. I will strive to study to the best of my ability, to be faithful in required class and chapel attendance, and to serve the Lord in my local church with joy.
4. I will strive to follow all applicable regulations of the student handbook and those that may from time to time be adopted by the College administration.
5. I will strive to be supportive of the school, to pray for it, to speak well of it, and to do what I can to make it more effective for the glory of God.

Students should understand that, because Faith is a private school, they have no vested rights in the governing of the school. The College reserves the right to require the withdrawal of a student at any time if, in the judgment of the College President or of the Student Life Department, such action is deemed necessary to safeguard Faith's ideals of scholarship or the spiritual and moral atmosphere of the school.

Each student's signed agreement with the Statement of Purpose is a contract between the student and Faith. Furthermore, this contract constitutes a prerequisite for matriculation or continued association with the College and becomes a part of the student's permanent file. Finally, a student's acceptance of the Statement of Purpose is a promise to God as to the way in which they purpose to live life here at Faith.

The statement of purpose, and the accompanying standards and preferences of this handbook, apply to all students, regardless of the number of credit hours, age, marital status, or housing. For breaks which occur during the school year (Thanksgiving Break, Christmas Break, and Spring Break), students are not under the institutional standards and preferences of the handbook, but are expected to continue to uphold the Statement of Purpose, and, most importantly, to live by the standards of Scripture. Violations of Biblical standards over breaks may result in disciplinary action. This includes any Major Violation (Level Two) and those Major Violations (Level One) which reflect Biblical principles.

STUDENT LIFE

SPIRITUAL LIFE

CHAPEL

Chapel is a vital part of spiritual development of students at FBBC. Sleeping, eating, studying, texting, misuse of cell phones, and reading unrelated materials are not permitted during chapel. Printed copies of God's Word are encouraged to be used during chapel.

CHAPEL CONTENT

All announcements and skits must be approved by the Student Life Department by 3 PM one day prior to their presentation. Gifts only for birthdays or wedding anniversaries can be presented in chapel and should be given with approval from Student Life prior to chapel.

Special music provides encouragement and edification in our chapel services. Students, faculty, staff, and guest artists are often asked to minister. Music selected for chapel should reflect the spirit of Faith's music philosophy.

CHAPEL ATTENDANCE REQUIREMENTS

Because the chapel hour is considered an essential component of the learning and discipleship process at the College, the following requirements have been established.

1. Off-campus students, taking more than six college credits, are required to attend chapel on days when they have scheduled classes.
2. All students living on campus are required to attend chapel every day.
3. Students may be excused from chapel upon the discretion of the Student Life Department. A Chapel Excuse Form, obtained in the Student Life Canvas course, must be submitted within one week of the absence. Excuse forms may be submitted for work, ministry commitments, doctor's appointments, funerals, family emergencies and other unplanned and unadjustable life events.
4. On days students are expected to be in chapel, they may only be excused for work purposes if they are scheduled to work during the chapel hour or commuting to work during the chapel hour.
5. Students may qualify for a semester-long chapel excuse if they have regular work hours during chapel or if they are an off-campus student taking six or fewer college credits. They can request a semester-long chapel excuse by filling out an excuse form each semester.
6. Semester-long excuses do not apply to conferences or Commencement Activities. Separate excuse forms will have to be filled out for those.
7. Students are given skips (i.e. for study, homework, rest, etc.) equal to the number of days a student is required to be in chapel each week. In most cases, students will have 5 skips per semester.
8. Absences due to illness will be handled in the same manner as class absences:
    a. Absences must be reported to the College nurse **each day** classes and chapel are missed.
    b. An Illness Excuse Form, obtained in the Student Life Canvas course, must be submitted each day of the illness or once the student is ready to return to classes and chapel.
    c. If a student does not contact the nurse and does not submit an Illness Excuse Form within **one week** of returning to class/chapel, the absences may not be excused.
9. Any unexcused absences over the allowed number of skips will result in fines beginning with $5 for the first absence and increasing by the same amount for each additional occurrence (i.e. second absence=$10; third absence=$15). The seventh unexcused absence beyond the allowed skips will result in a Major Violation (Level One). Any skips beyond that may result in suspension or probation.
10. All students are expected to be punctual in chapel attendance. Students will be counted tardy if they arrive after 9:00 a.m. Three tardies equal one skip.
11. Students will be marked absent if they arrive after 9:10 a.m., leave before the speaker is finished, or are disruptive or inattentive (studying, sleeping, talking, etc.).
12. Each student must record their own attendance.

Church Attendance

Faithful attendance in a local church is very important for spiritual health. For this reason, all students are required to attend all weekly services of their local church. Church attendance must be recorded along with Christian Service every week. Irregular attendance will be met with appropriate consequences from the Student Life Department.

There are a number of local General Association of Regular Baptist Churches (GARBC), Iowa Association of Regular Baptist Churches (IARBC), as well as other unaffiliated, fundamental, separatist, Baptist churches that welcome Faith students and provide opportunities for fellowship and ministry. A directory of partnering churches for Faith students is available *on* the Student Life Canvas course.

Students entering Faith as active members of an area church not on the partnering list may continue attending that church. However, students from out of the area must attend one of the partnering churches, despite their denominational background.

Devotional Life

A student's relationship to God will be the one factor, above all else, that will determine success or failure in life. Only through God and His Word can Christians find full and complete satisfaction in the Lord Jesus Christ. A personal quiet time is vital for spiritual maturity and Christlikeness.

Students will need to develop a consistent, meaningful, and varied devotional life. Nothing in the regular routine of college life at Faith can replace this important time alone with God.

Group Devotions

Each Monday Dorm Devotions will occur during the chapel hour. "Dorm Devos" can include announcements, singing, prayer, a challenge from the Word of God, or other unifying activities. Students are required to be in attendance.

Deepen Group

In addition to Dorm Devotions, students are placed in a Deepen Group with their suite/apartment and an adjacent suite/apartment in the dorms. Deepen Groups help to foster accountability and discipleship on campus. Each Deepen Group is led by a Deepen Group Leader, who is appointed by the RAs and lead their groups in spiritual discussions and prayer for one another, as well as help to build community and accountability within the group.

Academics

Academic Status

Acceptable progress will be made by completing the necessary hours and by maintaining a 2.0 (C) grade point average (GPA) each semester. Failure to maintain the necessary GPA results in Academic Warning, Probation, or Suspension.

Academic Warning is issued to students whose record falls below the required academic level for any reason. This action is taken to help students assess their position and take whatever corrective measures are necessary to get back into good standing academically.

Academic Probation is issued to students whose work is being done below the academic standard. Normally, probation gives students one more semester to demonstrate their ability and purpose to do academic work.

Academic Suspension is issued to students whose work is consistently below the level required for continuing in College when the Academic Committee sees no likelihood that an additional probationary semester would correct this struggle.

ACADEMIC PROGRESS FOR FINANCIAL AID

The Higher Education Act (HEA)of 1965, as amended, requires that each student maintain satisfactory progress toward a degree in order to receive financial aid. For more detailed information about financial aid, please refer to the Financial Aid Handbook.

CHEATING AND PLAGIARISM

The practice of cheating and plagiarism is strictly prohibited and is considered a Major Violation (Level One). The use of artificial intelligence applications (i.e., ChatGPT, Bard, etc.) to assist in the writing of papers or other homework will be considered as cheating. If the students' submitted work is suspicious, the professor will inform the student of the infraction, and the penalties outlined in the course syllabus will be implemented. The professor will inform the Academic Dean of the infraction, and the student will then meet with the Academic Dean and the appropriate dean(s) to determine the willful intent of the suspected infraction. If deemed necessary, academic and spiritual disciplines will be required.

CLASS ATTENDANCE POLICIES

Class attendance is required. **Any student who misses more than three weeks of class for any reason (excused or unexcused) will receive a failing grade in that class.** Rare exceptions must be approved by the Academic Dean.

Class meeting times, as listed in the class schedule, are to be observed unless specific changes are authorized by the College or the class instructor. Three tardies will be considered an absence. Leaving a class before the scheduled period ends is not permitted unless the instructor has closed the class or given permission to leave.

If an instructor is not able to meet the class at the scheduled time and prior notice has not been given, the class may leave after ten minutes past the scheduled beginning time.

Non-excused absences may result in a lower course grade. Class absences *may* be approved, however, for the following reasons:

COLLEGE-SPONSORED ACTIVITY

Absences will be permitted for students participating in college-sponsored athletics, ministry groups, or other college-authorized activities. Requests for approval of such absences are to be made by college-authorized personnel. Generally, assignments due during the absence must be submitted before the absence.

ILLNESS

Absence due to illness or hospitalization must be reported to the College nurse on each day that class is missed. No absences for illness will be approved if the student does not report to the College nurse. This applies to all students. An Illness Excuse Form, obtained in the Student Life Canvas course, must be submitted each day of the illness or once the student is ready to return to class. Professors will excuse absences that have been confirmed by the nurse.

LATE RETURN

If a college-sponsored group (athletic team, music or ministry group, etc.) returns to campus after 12:30 a.m. on a night that precedes a class-day, students can be excused from their 7:00 a.m. (or 7:30 a.m.) class. If arriving after 1:30 a.m., the students can be excused from their 7:00, 7:30, and 8:00 a.m. classes. Coaches/group leaders have the authority to require students to attend regardless of the return time, if they so choose.

NO CUT DAYS

The days immediately before and after a break (e.g., Thanksgiving break, Christmas break, spring break, and summer break), a holiday observed by the school (e.g., Labor Day and Easter Monday), and on-campus conferences (e.g., missions conference, Refresh conference, MAACS, etc.) are "no cut days." This means that students may not use their "free absence" on these days. Exceptions (e.g., for weather reasons, family emergencies, etc.) may be granted on a class by class basis with the advanced permission of both the academic dean and the professor of the class.

Unexcused Absence

The student's final grade will be reduced by 2% for each absence after the first unexcused absence. This absence is intended to give students grace when they oversleep or when they must be absent due to an activity that is not excusable. This prerogative is framed and limited by syllabus policies.

Special Permission by the Instructor

At times a student will need to deal with a situation that may arise unexpectedly. This may require an absence from class. The following are examples of the types of activities that may be excused:

- Significant Family Events:
  - Wedding of an immediate relative
  - Participation in a wedding
  - Family emergency
  - Death of an immediate relative
- Special Work Situations:
  - Required job training
  - Work emergency

Because FBBC is an academic institution, student attendance is valued above other activities in the life of the student. While at Faith, a student is prioritizing the "renewing of the mind" (*Ephesians 4; Colossians 3; Romans 12; Galatians 5*) over other priorities in the student's life. As an academic institution, the class instruction is valued as central to the learning process. As such, the following list gives examples of the kind of activities that will **not** be excused:

- Wedding attendance (non-involvement, non-relative)
- Significant event of a friend
- Conferences (While some conferences present great value to students, during their time at college, students will focus on course content and instruction so that after graduating they may enjoy the full benefits of the many good conferences available.)

Because every course is different in nature and scope, the instructor in one course may not excuse an activity that has been excused by a professor in another course. This is natural and should be expected because the purpose and content of each course plays into these decisions. Students should investigate ahead of time whether absences fit the above statements by asking each instructor individually if an activity will be excused. All decisions are the prerogative of the faculty member teaching the course.

Classroom Conduct

- Students are expected to demonstrate respect for instructors and fellow students at all times.
- Students should be attentive.
- Laptops and other electronic devices may be brought to classes to be used only for functions pertinent to that particular class as qualified by the instructor.
- Cell phones should be turned off or set to silent mode.
- Cheating and plagiarism are considered Major Violations (Level One).

Course Expectations

In case of absences, students are responsible to make up assignments and exams. Each instructor will determine guidelines for make-up work. If a student fails to complete work for a given subject, faculty members may, at their discretion, report "Incomplete" on the student's grade report at the end of the semester. This will give the student an additional four weeks to complete the semester's assignments. Faculty will be responsible to turn in the final grade before 4:30 p.m. on Monday following the fourth week after completion of the semester. Unless a faculty member makes other arrangements with the student, work not completed by this time will be given a failing grade.

Co-curricular, Ministry Extension, and Representation Eligibility Standards

Through various co-curricular activities, classes, ministry teams, and student organizations, many students will have the opportunity to represent the College at different events. Such opportunities include (but are not

limited to) sports teams, drama, music ensembles, classes, student organizations, and ministry teams. In these cases, students should remember that their actions reflect not only on Faith Baptist Bible College, but also on the Lord Jesus Christ. Such opportunities are considered a privilege, and may be forfeited as a result of disciplinary action. Students who receive a Major Violation will be required to miss the next upcoming representation venue (game, concert, trip, etc.) up to three weeks away. Students receiving disciplinary action beyond a Major Violation may be temporarily or permanently suspended from participation in these activities.

To participate in athletics, all athletes must meet all applicable NCCAA eligibility standards. Please contact the athletic director for details. For all others. Academically, a 2.0 (C) cumulative GPA must be maintained. If a cumulative GPA falls below 2.0, the student will not be eligible to participate the following semester. Eligibility will be determined each semester. In special circumstances, a student may be declared eligible for certain activities with the approval of the sponsor of the activity, the deans of students, and the Academic Dean. All incoming freshmen and transfer students are eligible unless placed on academic probation, or disciplinary suspension.

Faculty Advisor

A faculty advisor is assigned to each student according to their major or emphasis. The faculty advisors help students plan class schedules and give counsel in the choice of a vocation. A student with academic difficulties will be counseled by their faculty advisor. Students are encouraged to meet with their Faculty Advisor as needed.

Graduation Requirements

In order to graduate, students must apply for graduation with the Registrar's Office. In order to participate in Commencement and receive a diploma, students must have completed all academic work with a minimum cumulative GPA of 2.0 (C) by Commencement. Students in the Office Administration Program must have a 2.7 (B-) cumulative GPA in those departmental courses and a 2.0 (C) overall average for the other courses. Students in the Teacher Education Program must have a 2.7 (B-) cumulative GPA in the Teacher Education courses and an overall average of 2.5 in the other courses. The graduate must have satisfactorily settled their financial account, signed the doctrinal statement, completed Christian Service requirements, and received faculty approval. Additional general graduation requirements are listed in the College catalog. Questions about graduation can be directed to the Registrar's Office.

For students who enter under the 2018-19 catalog or later, the Christian Service policy states that a student must fulfill all Christian Service requirements as stated in the Christian Service handbook in order to participate in the graduation ceremony. This includes finishing all Christian Service credits and having the Outreach Credit done in the four-year program. Any appeal for an extension must be made to the Christian Service committee by their fall meeting in October.

For students who enter under the 2021-22 catalog year or later it is also required that they have all their classwork and internships/senior projects satisfactorily completed in order to participate in the graduation ceremony.

Schedule Changes

The Drop/Add Period consists of the first two weeks of the semester for on-campus classes, the first week for 8-week classes, and the first day for one-week modules. After this period, students may not change the status of a class from audit to credit or credit to audit. To make schedule changes during the Drop/Add Period or any other time throughout the first 14 weeks of the semester, contact the Registrar's office. Drops are not allowed during the last two weeks of the semester.
Withdrawal from school or dropping a course during weeks three through six of the semester is recorded as a "W"; after six weeks it is recorded as "WP" if passing, or "WF" if failing. A "WF" will reduce the student's GPA. A student who withdraws/drops without permission will receive an "F."

Student Work Load

The average student should expect to study approximately two hours for every hour spent in the classroom. Therefore, it is recommended that students limit the number of hours they commit to employment. We suggest the following work schedule:

Class Hours	Work Hours
15–18	20 or fewer
11–14	30 or fewer
1–10	35 or fewer

Faith students are not permitted to work in a position where they must dispense or serve alcohol. On-campus students must arrange their work schedules to allow them to return to the dormitory before curfew unless approved each semester by the deans of students.

Withdrawal and Departure Procedures

End-of-Year Departure

At the end of the academic year, all students must complete a Departure Form, obtained in the Student Life Canvas course. Failure to complete this form will result in a $25 fine, loss of refund, and/or withholding of official transcript. Dorm students must also turn in their keys and check out of their rooms with their RA. **Students may leave for the summer after Commencement.**

Mid-Year Withdrawal

If any student withdraws from school during a semester or after the first semester, whether voluntarily or involuntarily (termination initiated by the school), a Departure Form must be completed, obtained in the Student Life Canvas course. Failure to complete this form will result in a $25 fine, loss of refund, and/or withholding of official transcript. Dorm students must also turn in their keys and check out of their rooms with their RA. Students who voluntarily withdraw or move off campus during a semester will not be refunded room fees. Board fees will be refunded at 80 percent of the weekly prorated amount. Students whose withdrawal is required by the institution will not be refunded room or board fees. Courses in progress will be recorded as outlined in the *Schedule Changes* heading of the handbook.

Accountability and Disciplinary Procedures

Philosophy of Discipline

As an educational institution with rules it is necessary to have procedures in place for enforcing those rules consistently and fairly. We also recognize God's use of discipline in the life of the believer as a loving means to teach, correct, or chasten *(Hebrews 12:6)*. Since the rules vary in nature and importance, the resultant disciplinary actions are designed to match the nature and gravity of the infraction. Mistakes and accidents will be treated differently than willful disobedience to direct commands of God. For instance, disregard for an institutional preference might result in a simple fine, whereas transgression of a Biblical mandate may result in more severe discipline and spiritual counseling. The disciplinary procedures are designed to be remedial and restorative rather than merely punitive and retributive, and the goal is to help students to grow to be more like Jesus Christ. The Student Life Department reserves the right to exercise discretion when handling disciplinary issues.

Students are encouraged to speak with the Student Life Department about any questions, concerns, or problems they may be having in relationship to the rules and standards of the institution.

Campus Accountability

All staff, faculty, administration, and students are expected to hold each other accountable to our mutual goal of upholding the Statement of Purpose. If a member of the campus community fails to respond to the encouragements of others, then the following disciplinary procedure should be followed.

Disciplinary Procedure

In cases involving Sexual Misconduct or Relationship Violence, please see the *Sexual Misconduct and Relationship Violence Policy* for recommendations regarding the initial response to these scenarios. In cases involving any Major Violation (Level One or Two) and/or any kind of violence, or threat of harm, or if a member of the institution (staff, faculty, administration, and students) fails to respond to the encouragement of others and continues to act in disparity with the Statement of Purpose, Student Handbook, or Word of God, then the matter should be taken to the deans of students. Depending on the nature of the problem, the deans of students may select one or more avenues of action.

- They may do the counseling themselves or refer the student to another counselor.
- They may take disciplinary action up to but not including dismissal from school.
- The Dean of Students may call a meeting of the Student Administrative Committee.

Committee on Administration of Students

The Committee on Administration of students, known as the Student Administrative Committee (SAC) consists of the President, Executive Vice President, Deans of Students, faculty representative, and appropriate Resident Advisors or Student Association President. This committee will meet at the discretion of the Dean of Students. In case a situation arises which is not sufficiently covered in the handbook, the SAC will meet and deliberate before taking appropriate action. The SAC is responsible to do the following:

- Hear disciplinary cases that have not been solved by individual confrontation or by additional counsel from others, including the deans of students.
- Invoke one of the following:
    - Disciplinary Suspension,
    - Disciplinary Probation,
    - Dismissal, or
    - Dishonorable Dismissal.

Appeals concerning the decisions made by the SAC will be considered by the President and Dean of Students under the following criteria:

- If an appeal is made in writing to the Dean of Students **within 24 hours** of the original decision;
- If there is proof that proper procedure was not granted during the disciplinary process;
- If new evidence has been discovered which was not known at the time of the decision; or
- If there is substantial evidence that a member or members of the SAC were biased regarding the student.

Explanation of Terminology

Campusing

The disciplinary measure of campusing occurs when a student is confined to the campus except for employment, attendance at church, Christian Service assignments, or participation in school-sponsored activities in which the student is directly involved. In addition, campusing may include restrictions upon communication and contact with other specified individuals.

Disciplinary Suspension

Under disciplinary suspension, a student is denied attendance to class or other school-sponsored activities without opportunity to make up missed assignments. Suspension length is determined by the deans of students.

Disciplinary Probation

A student subjected to disciplinary probation will be required to forfeit privileges for a period of time. Violation of probation will result in dismissal from school.

Dismissal

A student will be dismissed from school when the offense merits such action. The duration of the dismissal (one or two semesters following the semester of the dismissal) will be determined by the SAC. Re-admission will be possible only after careful evaluation by the deans of students and after an application for re-admission is submitted by the dismissed student.

DISHONORABLE DISMISSAL

A student will be dishonorably dismissed from Faith when the offense is of such serious and permanent nature that the cause of Christ, the testimony of the student, and the reputation of the school are significantly impaired, and when no change in action or attitude is apparent. Readmission will not be permitted under any circumstances.

VIOLATIONS

A system of violations has been designed to help maintain Faith values. These standards are a combination of applications of Biblical principles and institutional preferences and requirements. They are applied in the context of an educational institution in a way that helps each student honor the Lord by their actions and in a way that protects other students.

- **Minor Violations** are given when a student fails to comply with general handbook standards.
- **Consequences for Minor Violations**
  - The consequences for Minor Violations vary based on a graded system of penalties and the accumulation of offenses. The chart below documents these penalties.
  - All students will begin each semester with no Minor Violations on their records.

Violations	On-Campus Student	Violations	Off-Campus Student
1-5	Warning	1-2	Warning
6	Meeting with Dean	3	Meeting with Dean
7-9	$10 fine	4-5	$10 fine
10	Major Violation (L1)	6	Major Violation (L1)
11-14	$15 fine	7-8	$15 fine
15	Major Violation (L2); Evaluation of continued enrollment and/or probation	9	Major Violation (L2); Evaluation of continued enrollment and/or probation
Rationale for difference in consequences: Off-campus students have fewer applicable guidelines because they are not under dorm regulations.			

- **Major Violations (Level One)** are defined as committing any of the following:
  - Deliberate destruction of, damage to, malicious misuse of, or abuse of College, private, or individually-owned property
  - Display of lewd, obscene, or indecent conduct
  - Disrespect for God-given authorities
  - Excessive chapel absences (Seven beyond the allowed five skips)
  - Excessive complaining and sowing discord
  - Excessive/repeated physical contact
  - Multiple or extreme Minor Violations
  - Misuse of computer/media
  - Participation in gambling, dancing, attending movie theaters, unapproved concerts, or other places of questionable entertainment
  - Practice of plagiarism, academic cheating, lying of any sort, or speaking profanely
  - Scanning in and not attending chapel or other required events
  - Unauthorized entry or exit of campus facilities
  - Use or possession of indecent, pornographic, occultic, or New Age material
- **Consequences for Major Violations (Level One)**
  - A combination of fines, assigned work, loss of privileges, meetings with the deans, suspension from co-curricular activities and College ministry extensions, campusing, suspension, and probation.
  - Consequences are subject to the severity of the Violation, circumstances, response, and the discretion of the deans.

- **Major Violations (Level Two)** are defined as committing any of the following:
    - Assault and battery upon another person
    - Breaking of campusing or suspension
    - On-campus possession, storage, or use of firearms, ammunition, or other dangerous weapons
    - On-campus possession or any use of fireworks and/or other explosives
    - Theft
    - Serious threat of harm to self or others
    - Extreme or multiple Major Violations (Level One)
    - *Breaking of probation*
    - *Involvement in sexual harassment, sexual abuse, sexual promiscuity, or sexual intercourse out of wedlock*
    - *Use, possession, or sale of tobacco, narcotics (including marijuana and all derivatives), non-prescribed drugs (including the misuse of prescribed drugs), or alcoholic beverages*
- **Consequences for Major Violations (Level Two)**
    - The consequences for Major Violations are suspension from co-curricular activities and College ministry extensions, class suspension, probation, or dismissal, combined with fines, loss of privileges, assigned work, and meetings with the deans.
    - Dismissal can be expected for the italicized Violations listed above, and two or more Major Violations.

Appeal Process

Students may choose to appeal disciplinary actions, but should follow the appeal process outlined in the *Student Services* section of this handbook. As part of that process, written appeals must be submitted to the Student Life Department **within one week** of the date of Minor Violations. For Major Violations, a written appeal must be submitted to the Student Life Department **within 24 hours** of notice of the decision.

Rights of College

The deans of students reserve the right to make final decisions concerning the application and the interpretation of the standards found in this handbook.

The College reserves the right to require the withdrawal of a student at any time if, in the judgment of the College President or of the Student Administrative Committee, such action is deemed necessary to safeguard Faith's ideals of scholarship or the spiritual and moral atmosphere of the school. The College reserves the right to confiscate anything that violates campus policies such as weapons, music, and indecent materials.

If a student has pending legal, civil, or criminal allegations or accusations against them, it is in the best interest of that student, according to legal counsel, to be suspended from school until there is resolution of those charges. Resolution means 1) charges will not be filed, 2) charges have been dropped, or 3) the person is innocent of the alleged charges.

In light of the mental and emotional strain that such allegations leave upon the accused, and due to the subsequent investigation and legal processes, it is advised that the student leave the campus until resolution of the charges has been realized. This action enhances the protection of the school and the student.

If the accused has been found guilty of any of the allegations, appropriate discipline will be administered by the Student Administrative Committee. If the accused is innocent, they will be allowed to make up all academic work and will not be penalized for late papers, missed assignments, and examinations. The student will also be allowed to move back on campus.

CAMPUS LIFE

DRESS AND GROOMING

Guidelines for dress and appearance seek to preserve principles such as modesty, deference, and appropriateness (gender and professionalism). Therefore, we believe appropriate apparel is necessary for every occasion, emphasizing neatness and cleanliness, as opposed to extremes (sloppiness or overly tight). As questions arise seek input from the deans of students to aid the interpretation and application of these standards.

MEN

GENERAL GUIDELINES

- Habits of cleanliness, including showers, shampooing, the use of deodorant, and good oral hygiene, should all be part of a regular routine.
- Extreme styles in outward appearance are not permitted and will be addressed by the deans.
- Hair is to be cut in a traditional and conservative style. It must be kept short, neat, and well-trimmed. No mullets or "man buns" are permitted.
- Men may have goatees or beards under the following stipulations: They must be able to grow sufficient facial hair to look full and good. The facial hair is to be neat and clean-cut, off the neck, and trimmed on a daily basis.
- Body piercings, gauges, spikes, and earrings are not allowed. Necklaces may be worn if covered by the shirt. Students are not permitted to get tattoos.
- Shoes must be worn in all buildings other than the dormitory.
- Any exception to the dress code due to a medical reason (e.g. illness, injury, etc.) must be cleared through the campus nurse.

Formal Dress – Required musical programs, Spring Banquet, Commencement Concert, Commencement, and other special events.

- Dress pants, dress shirt (collared and button down), and belt
- Suit/sport coat or tie (Student must have one or the other, but both is not required)
- Traditional dress shoes and coordinating socks

Business Casual Dress – Campus buildings through 1:00 p.m. on weekdays, all classes, chapel, morning and noon meals on weekdays, all conference sessions, Scholarship Chapel, Summer School, Sunday morning church services and Sunday breakfast.

- Business Casual Dress is intended to look classy and professional without being formal. Consider the standard of professionalism when considering clothing style, color, cleanliness, and condition.
- Dress pants or khakis and belt (no cargo pants, denim is considered casual dress, regardless of color)
- Collared shirt (tucked in), no flannel
- Business casual shoes and socks. While leather shoes are preferred, canvas/fabric shoes may be allowed per Student Life discretion. Athletic shoes are not allowed for Business Casual dress.
- No hats are to be worn in class or chapel.
- In colder weather, students may wear a sweatshirt, or similar casual wear, over their Business Casual clothing in order to stay warm outside. These casual articles of clothing do not fit Business Casual Dress and should be removed for class and chapel.
- **Ministry Exception**
  For midweek and Sunday evening services, Students should wear attire appropriate for the ministry in which they are participating and according to the guidelines of the church they attend.

Casual Dress – Outdoors, off campus, dormitories, Saturdays, Sunday lunch, campus buildings after 1:00 p.m. on weekdays

- Nice-looking (no rips, holes, or tears), clean, loose-fitting pants, jeans, sweats, or cargo/carpenter pants (Denim is considered Casual Dress, regardless of color.)
- Shorts may be worn in the dormitories, the Nettleton Center, or Gray Hall but may not be worn in any other building on campus. They should be loose fitting and modest. Short length should be close to the knee.
- Athletes coming directly from in-season practice to supper may wear their athletic shorts in Benson Hall.
- Sweatshirts, T-shirts (no tanks; no cut-offs ripped down the side), fleece, caps, and clothing with slogans/logos (if in accordance with Faith standards).
- Shirts must be modest and worn at all times.
- Flannel pants and similar attire are not appropriate outside the dorm or residence hall.
- Athletic footwear, sneakers, and flip-flops are considered to be casual wear.
- On regularly scheduled Faith Gear Fridays/casual days students may wear jeans.

Women

General Guidelines

- Habits of cleanliness, including showers, shampooing, the use of deodorant, and good oral hygiene, should all be part of a regular routine.
- Extreme styles in outward appearance are not permitted and will be addressed by the deans.
- Hair is to be cut in a traditional and conservative style. Hairstyles should also be distinctly feminine. Any coloring should appear natural.
- Conservative discretion should be applied in the use of lipstick, nail polish, hair dyes or bleaches, eye makeup, and jewelry.
- Clothing must be distinctly feminine and modest in cut and tightness. Style of neckline, type of sleeve, and fit of garment should not draw inappropriate attention to the body.
- Necklines should be no lower than four fingers' width below the collarbone.
- Sleeveless shirts should come to the edge of the shoulder, including sleeveless shirts worn under a sheer top.
- Tank tops can only be worn under another article of clothing such as a sweater or jacket.
- Undergarments of any kind should not be visible.
- Students are not permitted to get tattoos. Body piercings are not allowed, including facial piercings. However, pierced ears are permitted. A maximum of three pair of earrings may be worn at a time. Gauges, spikes, and other extreme styles are not permitted.
- Shoes must be worn in all buildings other than the dormitory.
- Any exception to the dress code due to a medical reason (illness, injury, etc.) must be cleared through the campus nurse.

Formal Dress – Required musical programs, Spring Banquet, Commencement Concert, Commencement, and other special events.

- Dress or skirt and dressy top (no T-shirts).
- Dress and skirt length must reach the top of the knee when sitting or standing. Slits may not be open above the top of the knee.
- Appropriate dress shoes, dress sandals, or dress flip-flops.

Business Casual Dress – Campus buildings through 1:00 p.m. on weekdays, all classes, chapel, morning and noon meals on weekdays, all conference sessions, Scholarship Chapel, Summer School, Sunday morning church services and Sunday breakfast.

- Business Casual Dress is intended to look classy and professional without being formal. Consider the standard of professionalism when considering clothing style, color, cleanliness, and condition.
- Modest dress pants, khakis, or skirt worn with a nice shirt or sweater.

    - Close-fitting, calf-length pants are not appropriate for business casual.
    - Pants should not be tight or form fitting.
    - Denim pants are considered Casual Dress, regardless of color.
    - Dress and skirt length must reach the top of the knee when sitting or standing. Slits may not be open above the top of the knee.
- Appropriate casual dress shoes, nice canvas shoes, casual dress sandals, or casual dress flip-flops
- In colder weather, students may wear a sweatshirt, or similar casual wear, over their Business Casual clothing, in order to stay warm outside. These casual articles of clothing do not fit Business Casual Dress and should be removed for class and chapel.
- **Ministry Exception**
  For midweek and Sunday evening services, Students should wear attire appropriate for the ministry in which they are participating and according to the guidelines of the church they attend.

Casual Dress – Outdoors, off campus, dormitories, Saturdays, Sunday lunch, campus buildings after 1:00 p.m. on weekdays

- Nice-looking (no rips holes, or tears), clean, loose-fitting pants, jeans, sweats, or cargo/capri pants (Denim pants are considered Casual Dress, regardless of color.)
- Shorts may be worn in the dormitories, the Nettleton Center, or Gray Hall but may not be worn in any other building on campus. They should be loose fitting and modest. Short length should be close to the knee.
- Athletes coming directly from in-season practice to supper may wear their athletic shorts in Benson Hall.
- Sweatshirts, T-shirts, caps, and clothing with slogans/logos (if in accordance with Faith standards)
- Flannel pants, yoga pants, and similar attire are not appropriate outside the dorm or residence hall.
- Athletic footwear, sneakers, and flip-flops are considered to be casual wear
- On regularly scheduled Faith Gear Fridays/casual days students may wear jeans

Interpersonal Relationships

The following standards help to protect, preserve, and promote purity in relationships and apply to all students, regardless of the type of relationship.

- Students ought to demonstrate the love of Jesus Christ in all of their relationships.
- Students should strive to guard the purity of their brothers and sisters in Christ.
- Physical contact with the opposite sex is not permitted, even in a dating relationship. Exceptions may be made for situations where normal social contact is expected (i.e. group photos).
- While on campus, married students should limit their physical contact to holding hands.
- Escorting is allowed in inclement weather conditions (in order to provide assistance in walking) or for a formal banquet. "Escorting" is defined as a man offering his arm to a woman.
- Students must have a group of three people or more (or a responsible adult chaperone present) when visiting any residence off campus in a mixed group.
- Physical contact with the same sex ought to be above reproach in its appearance and should not make others feel uncomfortable.

Dating, Engagement, and Marriage

Relationships that originate and develop through the avenue of dating should mirror the high and holy standards clearly laid out in the Bible *(Romans 6:11-13; 1 Thessalonians 4:3-7, 5:22-23)* and should affirm God's design for Biblical marriage – the union of one man and one woman.

Dating standards and guidelines apply to all single students regardless of whom they are dating, and the status of the relationship.

- Students may not date unsaved individuals, or those who are married or divorced *(2 Corinthians 6:14-18; 1 Corinthians 7:39)*.
- Group dating is always encouraged and usually preferred.

- Couples are not to spend time alone in rooms or parked cars. After dark, couples should be in well-lit areas.
- An older student who is dating someone under the age of 18 is governed by the younger student's guidelines.
- Weddings may not occur during the semester without specific approval from the Dean of Students. As students begin to consider marriage, they are encouraged to take into account their personal academic responsibility, readiness for ministry, financial stability, and maturity to establish a Christian home. It is wise to seek counsel from godly leaders.

GUIDELINES FOR STUDENTS UNDER THE AGE OF 18:

- They may single date only on campus; otherwise, group dating is allowed.

MUSIC PHILOSOPHY

GENERAL GUIDELINES

We believe music is a gift created by our Heavenly Father for His glory, and music should be used for His glory. In light of these truths, any music (considering both the lyrical and musical expressions) which promotes ideas that are opposed to the character of God or His Word, is sinful. Careful thought should also be given to the influence the music has upon the listener, and whether the music expresses the believer's separation from the world that is in opposition to God.

We believe excellent music ought to be balanced, organized, and generally based on the standards of good music (appealing melody, supportive harmony, and appropriate rhythm) within cultural and historical contexts. Special attention should be given to the lyrics of a song in order to be sure that the lyrics are free of any corrupt communication and instead cause the listener to think about things that are pure, right, true, honorable, lovely, virtuous, and praise-worthy.

PRACTICAL APPLICATION FOR STUDENTS

- While enrolled at Faith, students should refrain from listening to or performing rock, rap, pop, country & western, new age, jazz, as well as Christian bands that borrow from these styles.
- Music that is acceptable may not be preferred by other students, so students should express deference to each other, carefully trying not to be a stumbling block.
- Any music the student listens to has bearing on their personal testimony and on the reputation of the school. Students should be mindful of how their music choices may reflect poorly on the character of their God and the school.
- Students who listen to music with earbuds or headphones must also abide by handbook expectations.
- Students may not attend concerts, secular or sacred, which violate the institutional Music Philosophy. Violation of this rule is considered a Major Violation (Level One).
- Students who disagree with the school's music philosophy are encouraged to remember that the essence of Christian liberty is not one's right to enjoy personal pleasures but to give up desires for the cause of the gospel and sanctification. During the student's time at Faith adherence to the music philosophy can be a great vehicle of spiritual growth.

MEDIA AND ENTERTAINMENT

MOVIES, TELEVISION, AND LIVE ENTERTAINMENT

The content and overall message of entertainment should be considered and carefully discerned. Upon encountering any inappropriate content, students should immediately remove themselves from the entertainment.

Students may utilize services such as ClearPlay® and VidAngel™ to help filter inappropriate content from movies. Any forms of entertainment with an "R" or "M" rating are not permitted, whether filter or unfiltered. This includes haunted houses or similar entertainment.

Students may not attend a movie theater during the semester while classes are in session. We recognize that many families and churches have differing preferences in this area. A yielded spirit to this standard helps demonstrate deference to other brothers and sisters in Christ. Movie theater attendance is allowed over semester breaks (Thanksgiving Break, Spring Break, and Christmas Break). However, students are encouraged to practice Biblical discernment in entertainment selection.

The principles guiding selection of movies should also guide the selection and use of video games, social media, the internet, and other forms of technology and entertainment. .

- Students may not watch any television shows or movies in the individual dormitory rooms, except in groups of 3 or more and not after midnight (except on Friday nights).
- All streaming services are subject to the media and entertainment guidelines.
- Videos and video/computer games with any swearing, immodesty, or extreme violence will not be tolerated.
- Students may not play video or computer games, or watch internet videos, in their rooms after midnight, except on Friday nights.
- Extended curfews will not be granted for watching videos or television.

SOCIAL MEDIA

The rise of social media has presented Christians with the unique opportunity to build relationships online, share how God is working, present the gospel, and build others up through positive interactions. Unfortunately, social media has also given Christians a platform to do just the opposite—by damaging relationships through hateful words and negativity, by hurting the spread of the gospel through the posting of thoughts and images that go directly against Scripture, and by blemishing our personal reputations and testimonies through what we say online. Content that is posted on social media, even when it is not intended to be harmful, can be misconstrued, which damages your reputation and possibly the reputation of Faith Baptist Bible College as well.

In conjunction with FBBC's core values, doctrinal and positional statements, Faith's social media policy urges students to use social media accounts (including, but not limited to, Facebook, Twitter, YouTube, TikTok, Instagram, and Snapchat) in a way that is honoring and pleasing to God and that aligns with Scripture.

Faith Baptist Bible College can take corrective action whenever something on social media is posted by a student that constitutes a prohibited activity. Prohibited activity on social media includes:

- Anything that violates Scripture
- Anything that violates the student handbook
- Anything that involves a threat of violence to the college or seminary
- Anything that involves a threat of violence to a current student or group
- Anything that violates Faith's Sexual Harassment and Misconduct Policy

In accordance with FBBC's emphasis on discipleship, we encourage students to hold each other accountable. If you see something on social media that may hurt someone's testimony, inhibit the gospel, or damage one's reputation, seek them out in a loving, Scriptural manner to discuss your concerns.

The college reserves the right to review content shared on social media accounts to identify information that violates this policy. Review and corrective action may be taken by the Dean of Students and the Student Life Department.

STUDENT CENTER

The Student Center is located in the Nettleton Center and is a place designated for the use of current students, faculty, staff, and administration. The Student Center is designed for food, fun, studying, and fellowship. All forms of entertainment are subject to the Media and Entertainment guidelines. Students should respectfully use all furnishings and equipment and will be held responsible for any damages.

Meetings / Activities

- All reservations of the Student Center must be approved by the Student Life Department.
- The Student Center is primarily for the use of current students, faculty, staff, and administration during the school year.
- Children under the age of 12 must be accompanied by an adult and supervised at all times.
- During the school year, the Student Center will open at 7:00 a.m. and close at curfew (11:00 p.m. Sat. – Thurs.; 12:00 p.m. Fri.)
- The Student Center will be closed during the breaks except when arrangements have been made through the Student Life Department.

FITNESS CENTER

All on-campus students have access to the Fitness Center. Hours and terms of usage are listed on the entrance door to the center. When utilizing this facility, please make sure to return weights and other equipment to their proper storage area when you are finished with them. Any damaged or broken equipment should be reported to the Athletic Department immediately upon discover. All institutional guidelines apply to the use of the Fitness Center, including those related to dress and music. The Fitness Center us is restricted to employees, their families, and on-campus Faith students. For everyone's safety, others are not permitted to use it without approval of the Business Office.

CAMPUS ACTIVITIES

REQUIRED EVENTS

See school calendar for specific dates and times. Follow the link to the calendar from faith.edu. All students taking more than six credits in the College, regardless of housing or marital status, are required to attend the following events:

Fall Semester	Spring Semester
October Homecoming Concert October 14 Global Reach Conference *October 24-27* *Guest Artist Concert - TBD*	***January/February*** Refresh Conference *January 30 – February 2*
December Festival of Carols December 8 & 9	***April*** Spring Concert *April 5* Assessment Day *April 9*
*The special requirements for these events are explained below under the heading *Commencement Activities*.	***May*** Commencement Concert* *May 9* Commencement (Required for Freshmen & Seniors)* *May 10*

For these required events (excluding Commencement Activities), excuses will be given only for regular work hours, regular ministry commitments, or other extreme circumstances which must be approved by the deans of students. Excuse forms must be turned in to the Student Life Department for consideration, **one day in advance**. Any excuse form submitted the day of an event will be denied. Semester-long chapel excuses do not apply to conferences.

For each event or session missed due to illness, the student must contact the College nurse as soon as possible to verify the illness. An Illness Excuse Form, obtained in the Student Life Canvas course, must be submitted each day of the illness or once the student is ready to return to class. This form must be submitted no later than **one week** following the absence.

UNEXCUSED ABSENCES

There are varying consequences for unexcused absences from required events.

Event	Unexcused Absence Consequences
Assessment Day	Material replacement fee
Commencement Activities	$25 fine per event
Conferences	A summary paper per session
Concerts	$25 fine

For summary papers, students should listen to a recording of the conference session that was missed and type a one-page, single-spaced summary paper due in the Student Life Department two weeks after the absence. Incomplete papers will result in a $25 fine.

COMMENCEMENT ACTIVITIES

All freshmen and seniors are required to attend Commencement. Excuses will be given only for the following: extreme family circumstances; participation in a wedding which would require the student's presence at the rehearsal; the wedding of a family member; or the graduation of a sibling, parent, spouse, or fiancé.

The **Commencement Concert** is a required event for all students. However, a student may fill out a required event excuse form if they have regularly-scheduled work hours or ministry commitments that would conflict. Excuse forms are due **one day** in advance. Any excuse form submitted the day of the event will be denied.

A student needing to be excused for one of the above reasons must contact the Student Life Department. If a student becomes ill, or has extenuating circumstances which arise suddenly, they must contact the Student Life Department immediately to report the absence. ***A $25 fine will be issued for each unexcused absence from a Commencement event!***

SOCIAL ACTIVITIES

ADMISSIONS EVENTS

The Admissions Department hosts a number of events throughout the school year to encourage prospective students to visit campus. Students enjoy helping with these events and taking part in all of the excitement on campus. FaithFest, Scholarship Weekend, MAACS, and Friday at Faith Weekends are some of the Admissions events to which our students look forward.

COLLEGIATE SPORTS

Faith's athletic teams are very competitive on the collegiate level and provide great opportunities for fun throughout the school year. Students receive free admission to all home games and are encouraged to attend as many as possible.

DORM ACTIVITIES

Throughout the year, the dorms have their own activities. Resident Advisors usually plan these activities. They are a great time of fellowship and fun. Sometimes dorms plan an activity with their "brother" or "sister" dormitory.

HOMECOMING

This annual event unites past and present students in a variety of activities, which may include a Game-show Night, Homecoming Parade, Spirit Week, athletic games, "S'mores under the Stars," and "Ya Gotta Regatta."

INTRAMURAL SPORTS

Throughout the year, students, staff, and faculty have the opportunity to be involved in intramural sports such as volleyball, basketball, dodgeball, flag football, ultimate frisbee, and soccer.

SPRING BANQUET
Each spring, the Junior class sponsors and plans a formal banquet for the entire student body in honor of the Senior class.

SPRING SPIRIT WEEK
To fight the winter blues, we celebrate the coming of spring with our Spring Spirit Week. Similar to homecoming week, it's packed with fun activities, themed dress-up days, and prizes!

STUDENT ASSOCIATION ACTIVITIES
The Student Association (SA) sponsors many activities throughout the school year. These SA activities provide opportunities for relaxation, service, and fellowship with other students.

STUDENT ORGANIZATION FELLOWSHIPS
Many student organizations meet regularly for times of fellowship and refreshment while devoting time and energy toward a common interest or passion.

STUDENT-LED CLUBS
A student may request to start a club by filling out a Club Request Form which can be obtained from the Student Life Office. A student-led club must be approved by Student Life and be overseen by a faculty sponsor.

STUDENT ORGANIZATIONS

FUTURE CHRISTIAN TEACHERS' ASSOCIATION (FCTA)
FCTA is an organization of the Christian School program. Its objectives are to provide opportunities for professional development, to promote Christian fellowship among the students in the Christian School program, and to generate enthusiasm for the ministry of Christian school teaching. All prospective teachers are encouraged to attend.

GLOBAL REACH CONNECT (GRC)
GRC is a student organization whose purpose is to promote missions. This group is under the direction of the Department of Missions Chairman. Officers for GRC are elected annually at the Monday night meetings. Prayer Band leaders are appointed by the GRC officers and oversee weekly prayer meetings. Prayer Band is held every Monday night at 9:00 p.m., and other activities are planned throughout the school year.

STUDENT ASSOCIATION (SA)
The Student Association is an organization of all students who are taking more than six credit hours. The executive committee of the SA is comprised of five elected officers, plus representatives elected from each of the classes. This committee serves as a liaison between the College administration and the students. The SA officers have the responsibility to promote a godly spiritual and social atmosphere on campus.

At the end of the school year, SA officers are elected for the upcoming school year. Class representatives are elected at the last class meeting of the year. The freshman class representatives are elected by the class in the fall.

Class Officers support the SA Executive Committee and they provide leadership for each individual class. Each class elects officers in April for the coming academic year. Class Officers are responsible for organizing Class Chapels, Spring Banquet, fundraising, and other campus activities throughout the school year.

Dorm Life

Discipleship and Dorm Life

These expectations should be followed by students living in the dorms:

- Live in harmony with fellow dorm students
- Maintain cleanliness of your dorm room, lobby, kitchen, and common areas
- Respect the leadership of your Resident Advisors and Deepen Group Leaders
- Attend regularly scheduled Dorm Devos and Deepen Groups

Campus Housing

Single students must live on campus. Students may submit a request to live off campus at least one week prior to the start of the semester. The Student Life Department will use the following criteria to grant or deny requests for off campus housing. The student is:

- 23 years of age or older.
- Taking 6 or fewer credit hours.
- Living with parents or grandparents or legal guardian.
- In their fifth year of college (after graduation from high school).

Students living on campus should be taking six or more college credits. Exceptions can be made on a case-by-case-basis with approval from the Student Life Department.

Conduct

Behavior

All students have a responsibility to conduct themselves in a God-honoring way as they live with fellow students. The following guidelines are to be followed in the dormitories:

- Men are allowed only in the men's dormitory (Taylor Hall & 320), and ladies are allowed only in the ladies' dormitory (Brong Hall & 422) except when given specific permission by the Student Life Department or the respective Resident Advisor.
- Activities that may cause damage to property are not to take place in the dorms.
- When in the hallway and commons areas, students should be decently clothed.
- Preference should be given to others in regard to music, lights, study time, phones, computer usage, and other common courtesies.
- Personal items should only be borrowed with consent of the owner (food, money, clothes, technology, etc).

Food Delivery

Food deliveries must arrive no later than one hour after curfew. When ordering food, students should tip well and conduct themselves well in an effort to be a good testimony.

Moving Out

Students are not to move out before Commencement. Any student desiring to move out of the dorm during the year must request permission with the Student Life Department. Students who move out during a semester will not be refunded room fees. Board fees will be refunded at 80 percent of the weekly prorated amount. **At the end of the academic year, each student must be moved out by noon on the Saturday following Commencement.** It is the student's responsibility to make an appointment with their RA to ensure that the room is cleaned according to the school's standards. Failure to checkout properly will result in a $50 fine.

Students may request to be assigned Summer School housing only if they are taking modular classes during the first three weeks of summer. They must complete a Summer School Dorm Contract in the Student Life Department one week before the last Friday of the semester. All Summer School Housing charges must be paid by the Friday of the summer module.

SCHEDULE

CURFEW

Saturday – Thursday	11:00 p.m. – 5:00 a.m.
Friday	12:00 a.m. – 5:00 a.m.

All students are responsible to be in the dorms by curfew and should make necessary arrangements with employers, ministry responsibilities, etc. Any exceptions should be cleared in advance with Student Life or Resident Advisors.

QUIET HOURS

Quiet Hours begin at curfew and extend until 5:00 a.m. to allow students to study and sleep with as few distractions as possible. All forms of loud activity should be avoided, especially at this time. All-nighters are strongly discouraged due to the resulting physical and mental fatigue. Internet access will not be available between the hours of 1:00 a.m. and 5:30 a.m.

TRAVEL

During the day, students are free to come and go from the campus as they please. Students desiring to visit any residence off campus in a mixed group must have a minimum of three people or a responsible adult chaperone present.

OVERNIGHT TRAVELING

Overnight travel is generally allowed only on Friday and Saturday nights. Students may request special permission for overnight travel on other weeknights from the Student Life Department.

- **Non-mixed Company:** Dorm students must submit a travel request 24 hours prior to departure and have it approved by an RA before departure.
- **Mixed Company**: When staying overnight in the same residence with the opposite sex (excluding family), parental permission for each student must be given to the Student Life Office **24 hours before departure.** A completed travel pass must be submitted 24 hours before departure and be approved by the RA before departure. Hotel or similar facilities may be used only with the permission of the Student Life Department.
- **Freshmen Travel:** Freshmen will be issued travel passes beginning the fourth weekend in September. The Student Life Department may grant exceptions. When allowed, freshmen must follow the procedures listed above for overnight travel.

VISITORS

Any visitor desiring to stay overnight must contact Guest Relations and Admissions. Students are not permitted to host any overnight guests in their room.

ROOMS

DECORATIONS

Decorations displayed in the rooms should be appropriate and fitting for believers. Student Life reserves the right to help students make decisions on what is appropriate.

Students should use small brad nails when hanging things on the walls. Scotch tape is allowed on the furniture and doors. Pull tabs and sticky tack are not allowed. Wall stickers and decals are not allowed.

Neither candles nor wax products may be burned or melted in the dorms. This includes the use of candle

and wax warmers. Incense and other open flames are not allowed.

During the Christmas season, from November 1 until the end of the semester, students may display Christmas decorations with the following guidelines. Only artificial Christmas trees are allowed. Lights may be hung on the trees, furniture, and doors only. All Christmas decorations must be put away before leaving for the semester break.

FURNISHINGS

Each room is furnished with a bed, desk, chair, bookcase, and dresser for each student. These items may not be removed from the room. No additional furniture may be brought in to the dorms, with the exception of one small bookshelf or similar-sized item per person. Additional large furniture must be approved by Student Life before being brought into the dorms. Exceptions may be granted by the deans of students. Care should be given when moving furniture within the room so as not to damage the carpet or walls. Stacking furniture is permissible as long as it is properly held in place by pegs and meets the fire code. **Furniture may not be disassembled without permission from Maintenance.**

Students must supply their own sheets, towels, wastebasket, lamp (not halogen), and laundry container. A shower liner will be provided for each suite or apartment, but students are encouraged to bring their own shower curtain to brighten up their bathroom. All students must provide their own waterproof mattress pad. Small appliances such as irons, hair dryers, toasters, coffee pots, crock pots, etc. are allowed.

Students are allowed to bring their own refrigerators. One compact refrigerator is allowed per person in the dormitories.

The following guidelines must be observed in accordance with fire safety and city code.

- All furniture must be below sprinkler heads.
- Furniture may not be stacked to create "wall" type dividers.
- Nothing may be taped to or hung from sprinkler heads.
- All items must be at least 18" away from and below the level of the sprinkler head.
- Beds must be located at least 36" from the front and sides of the heating unit.
- Desks and dressers should be 6" from the front and sides of the heating unit.
- Air circulation vents on the top of the heating unit must be open and clear at all times.
- Microwaves and toaster ovens are not permitted in individual rooms.

PERSONAL PROPERTY

Faith does not maintain insurance for personal property. Students are encouraged to take out private insurance for their property in case of loss or damage.

PETS

Pets are not allowed in the dorms.

SAFETY AND SECURITY

DOORS AND WINDOWS

Students are to promote safety and security for their own sake and for the sake of the others in the dormitory. The following guidelines are intended for safety and crime prevention. Window screens are to be kept secure at all times. A $25 fine will be assessed if a screen is removed. Ground floor windows should be locked when the room is unoccupied. At dusk, blinds should be closed for the sake of privacy and modesty.

Weapons
Firearms, ammunition, hunting knives, or any other potentially dangerous weapons are prohibited in any room or car on campus. Students wanting to hunt must store their weapons in an off-campus storage location. No weapons of any kind may be stored in any facility on the campus due to liability reasons.

Facilities
The upkeep of the campus facilities is the responsibility of each member of the Faith community.

Cleaning
Students must provide their own paper towels, sponges, cleaning rags, and cleaning products to maintain clean rooms, restrooms, and common areas. Students must also provide their own toilet bowl brush and cleaner, window/glass cleaner, and after-shower spray. The following guidelines must be followed.

DO NOT USE: Products with *abrasive agents or wax-applying agents*

- Scouring powder (Comet®, Ajax®, etc.)
- Green or blue scrub pads
- Mop & Glo® or any other wax
- Drano®
- Bleach

Common Areas
Students are responsible to keep the lobby neat, clean, and orderly. Hallways and stairways must be free of all storage, clutter, and trash. Students must take others into consideration, especially in these areas. Furniture must remain in the lobby. Arrangements must be orderly and must not block access to fire exits. Common areas are closed one hour after curfew.

Keys
Each student is issued the necessary room key and proximity ID card for their dorm and is responsible for both until they are returned to the Student Life Department. Students may not transfer or lend out keys or cards to other individuals without specific permission from the Student Life Department. Duplicates of dorm keys may not be made. A $25 fee will be charged for each key not returned. A $25 fee will also be charged for lost proximity cards. It is important that students report missing ID cards and keys immediately in order to maintain campus security and process a replacement key/card.

Kitchen
Students may not use food or utensils owned by other individuals without their permission. Each student is responsible for cleaning up when using any part of the kitchen, including appliances and utensils. This includes returning all clean utensils and dishes to their proper places. Items left in the kitchen unwashed and/or unattended will be confiscated by the RA.

After using the kitchen appliances, students should wipe away all spills and splatters. Counter space and table tops should be wiped clean, and trash emptied. Open food should not be left out Refrigerator space is limited; students should be considerate of others. Items placed in the refrigerator should be labeled with the owner's name. Refrigerators will be cleaned out periodically throughout the year. All items should be removed during finals week.

Laundry Room
The laundry room must be kept neat and clean. Clothing should not be left in the laundry room beyond the normal wash cycle. Washers and dryers are for personal use only, not for compensation. Laundry facilities are for residence hall students only.

Maintenance Closet
The Maintenance Department will keep the maintenance closet supplied with toilet paper, brooms, plungers, trash bags, vacuums, and mops. Requests to have these items replaced or repaired should be submitted on the Student Life Canvas Course or maintenance@faith.edu. Students must provide any other cleaning supplies to maintain a clean room, restroom, and common areas.

Parking
Parking spaces are available to students living in campus housing. Overflow parking is available in the Nettleton Center and Library parking lots. Parking must be limited to marked parking spaces. Unauthorized parking, including parking on the grass, may result in a fine.

Students may park in their dorm's parking lot or in the overflow parking. The only assigned parking spaces in the dormitory parking lots are for visitors, and handicap parking. All other parking will be on a "first come, first served" basis. Arrangements can be made if an assigned parking space is needed close to the dorm due to a medical or other reason. Contact the Director of Security for assistance in this matter.

Smoke Detector
Smoke detectors should not be removed by students. Batteries may only be removed and changed by Resident Advisors or a member of the Maintenance staff. If an RA removes or changes a battery, they should notify the Maintenance Department immediately.

Storage
No vehicle parts are to be stored on campus, except in the vehicle itself. Bicycles are not allowed in the dorms and should be kept only in the racks provided.

Vacation and Summer School Housing
Students may stay in their rooms at no extra charge during break times within the semester. Housing charges over Christmas Break may be waived for students staying for school-related employment or events.

Students may apply for summer school housing only if they are enrolled in summer school. For Christmas Break and Summer School housing, students must fill out a Dorm Contract in the Student Life Department, due one week before the last Friday of the semester.

Maintenance

Damage and Repair
All building and room repair requests should be submitted as a maintenance request through the Student Life Canvas Course or maintenance@faith.edu. Students must reimburse the school for any property damage for which they are responsible.

Room Checks
Students are expected to maintain a clean and orderly room. Rooms will be checked on a daily basis. Periodic inspections may be made by security and maintenance personnel, as well as the deans of students. Students should anticipate inspections and visitors at any time. Cleaning expectations will be posted. Cleaning duties for common areas will be assigned and checked by the RA.

Room Check Expectations
The following items need to be completed for room checks by 9:00 a.m. Tuesdays and Thursdays:

- Bed made neatly,
- Personal possessions such as clothes and school work should be orderly put away (books and papers on desk and shelves, clothes hanging, in the dresser, or in the laundry basket, food items sealed and put away, etc.),
- **All** dishes washed and put away or placed in drying rack,
- Bathroom kept neat and tidy (toiletries put away, shower curtain closed, toilet flushed, countertops

cleared or organized, floor generally cleared of trash and personal belongings, etc.),
- Trash not overflowing (or taken to the dumpster if needed),
- No piles of trash, clothes, or food containers on floor.

Deep Clean Checks

Mondays, Wednesdays, and Fridays each week (as scheduled by the Resident Advisor), each room will be checked more thoroughly. Along with the spot check expectations, the following items need to be completed for deep clean checks:

- Floors vacuumed,
- Room dusted,
- Closet organized,
- Bathroom cleaned (mirrors, sinks and countertops, and toilet surfaces sprayed and cleaned, toilet bowl scrubbed and flushed, shower scrubbed to remove any mold or mildew, rug vacuumed or shaken out, trash removed, dirty dishes cleaned, floors mopped as needed).

Trash Disposal

All trash must be bagged and tied before being put into dumpsters. Individual trash should not be placed in the lobby trash or other common receptacles. Pizza boxes or other trash should not be left in hallways.

STUDENT SERVICES

ACADEMIC RESOURCES

Faith strives to make provisions to accommodate any student who has documented physical or academic needs. If the accommodations are physical or medical in nature, the student should contact the Director of Health Services. If the accommodations are academic in nature, the student should contact the Director of Accommodations Services. The Study Skills Instructor provides study skills workshops at the beginning of each semester to assist students in time management, content reading, note taking, test taking, memory retention, and composition. Specific dates and times for workshops are listed in the calendar. The Study Skills Instructor is available to provide students with individual tutoring or assistance in coordinating peer tutoring. The Writing Center ("Write Spot") is available to assist students in achieving excellence in their written communication. It is located on the upper level of the Library and hours of operation are posted each semester.

ACTIVITY CALENDAR

The Activity Calendar online at faith.edu lists student functions. Planned activities or events not already included on the calendar must be approved by the Student Life Department to confirm the use of facilities and to prevent calendar conflicts.

ADDITIONAL DEPARTMENTAL INFORMATION

The following departments will provide each student with additional information in separate documents: **Athletics**, **Christian Service**, and **Library**. All questions and comments concerning these services should be directed to the personnel in each of these respective departments.

BOOKSTORE

Faith Bookstore not only serves FBBC&TS, but local churches, our community, and customer's around the world. You can contact the Faith Bookstore at fbbcbooks.com, emailing books@faith.edu, or calling 515-964-7946. Students may purchase textbooks and class notes in the Bookstore.

CAMPUS BUILDINGS

Many of the buildings on campus are available for student use after regular work hours. Jordan Hall and Domokos Hall close at 4:30 p.m., Patten Library closes at 10:00 p.m. during the week, Benson Hall closes at 8:00 p.m., while Gray Hall and the Nettleton Center both close at curfew (11:00 p.m. Mon.-Thurs.; 12:00 a.m. Fri.) during the week. Though the buildings are open after normal work hours, students should keep in mind that they are still places of business and it is not appropriate to treat them otherwise. Therefore, students should dress appropriately, wear shoes, be considerate of others using the building, respect the equipment and furnishings, and refrain from using rollerblades, longboards, bicycles, and other sports equipment.

CAMPUS COMMUNICATION

Announcements are distributed daily through e-mail, chapel power point, internet, and in Student Life. **All students are encouraged to check their campus e-mail on a daily basis** and are responsible for all information it contains. Posters relating to school activities may be placed around campus if they are approved by the Student Life Department before posting. All other advertisements must also be approved by the Student Life Department.

COMPUTER LAB

The Computer Lab is open to all students. Students in the Office Administration program receive priority in using the lab. Computers are also available for student use in the John L. Patten Library. If students need to use the Computer Lab outside of the hours, permission may be granted by the Student Life Department.

Counseling

Resident Advisors are available in the dormitories to provide counsel to students regarding residence life, spiritual life, and to direct students to the deans of students or others on the staff and faculty who are available to provide counsel and discipleship for the students.

Dining Services

For the 2023-2024 academic year, two meal plans will be available to students—the Full Plan and the Block Plan. Both plans will cost $2,095.00 per semester. **Freshmen are required to use the Full Plan during their first semester on campus** and can choose either plan from their second semester forward.

The Full Plan

The Full Plan includes all meals when our Benson Hall facilities are open (up to 19 meals per week) and a $100 cash equivalent that can be used in Twigs. The meals are only for the owner of the plan and cannot be used by or for anyone else.

Students can use their cash equivalent to purchase additional meals, coffees, and other items for themselves or their guests at the posted rates in either Benson or Twigs. If students on the Full Plan deplete their cash equivalent prior to the end of the semester, they can add to their account through the Dining Service Office in Benson Hall or the Student Accounts Office in Jordan Hall, during regular business hours.

The Block Plan

The Block Plan consists of 160 meals per semester and a $350 cash equivalent that can be used in Benson or Twigs. The 160 meals per semester can be used at any of the up to 19 meals served per week in Benson Hall. The 160 meals are only for the owner of the plan and cannot be used by or for anyone else.

Students can use their cash equivalent to purchase additional meals, coffees, and other items for themselves or their guests at the posted rates in Benson Hall or Twigs. If students deplete the Block Plan meals prior to the end of the semester, they can purchase additional meals, coffees, or other items at the posted rates by using the cash equivalent or other financial options.

If students on the Block Plan deplete their cash equivalent monies prior to the end of the semester, they can add to their account through the Dining Service Office in Benson Hall or the Student Accounts Office in Jordan Hall, during regular business hours.

General Information

Neither plan's meals carry over from semester to semester, but the cash equivalent carries over from fall semester to spring semester. Students who use their cash equivalent prior to the end of the semester can add additional monies into their account at any time by contacting the Dining Service Office. Additional meals can only be purchased at the current posted rates during the semester. To-Go Meals are available for students who miss meals due to work, class, or ministry responsibilities. For more information see the Dining Services Department.

The buffet line in Benson Hall is open for all daily meals. A variety of entrees, fresh cooked vegetables, salad bar, soups (in season), and various other items will be available on the buffet line. A variety of breads, bagels, cereals, fruit, desserts, yogurts, and soft serve are also included for your dining pleasure. The menus for Benson Hall are available online through faith.edu. Benson Hall is not an allergen-free operation, but is allergen-aware and will do their best to meet student needs. If a student's individual dietary needs require accommodation, the Director of Health Services should be contacted.

Twigs is meant to help students who have busy schedules and also serves as a student gathering area. It will be stocked with "grab and go" items including sandwiches, chips, fruits, and assorted packaged goods. It also serves a number of coffee beverages. Off-campus students may either open an account to use in Benson Hall and Twigs Coffee Shop or pay cash or use credit/debit at the checkout lines.

Meal plans can only be changed during the first week of classes for each semester. Changes submitted after 4 p.m. on the first Friday following the start of classes will not be honored. All changes must be submitted via email to food@faith.edu. Reminders will be given as to when the period for changes will end. Meals are served at the following times:

	Breakfast	Lunch	Dinner
Monday – Friday	6:30 a.m. – 8:00 a.m.	11:30 a.m. – 1:00 p.m.	5:30 p.m. – 6:45 p.m.
Saturday	Brunch 10:00 a.m. – 11:00 a.m.		5:30 p.m. – 6:45 p.m.
Sunday	7:30 a.m. – 9:00 a.m.	2:00 p.m. – 3:00 p.m.	--

The hours of operation for Twigs vary depending on campus events and are posted on the doors to the Eagle's Nest Student Center.

Donations

In order to maintain a good testimony in the community, all requests for donations (for student organizations, departments, or activities) must be submitted to the Vice President for Advancement. The donation request, if approved, will be handled through the Advancement Department.

Emergency Notification System (ENS)

The Emergency Notification System functions on various levels. Most importantly, it provides a system of rapid notification in campus emergency situations via phone (voice and/or text), e-mail, and RSS feeds. Such a system fulfills government regulations and is essential for campus safety and security.

The system also provides a rapid, organized means to communicate non-emergency information to various campus groups. Such communications include class cancelations, weather warnings, and other non-emergencies. Students will be automatically added to the notification system.

Family Educational Rights and Privacy Act of 1974 (FERPA)

In Compliance with Public Law 93-380, FBBC&TS follows this policy thereby establishing the responsibility of guaranteeing to students the following:

- The right of access to official records directly related to them;
- The right to challenge such records on the grounds they are inappropriate;
- That a student's written consent will be obtained prior to releasing personally identifiable data from the records, other than basic directory data.

Directory information is not required by law to be restricted; however, the College does not release this information except for evidently valid reasons. It contains the following:

A student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, e-mail addresses, grade level, photograph, height and weight of athletes, dates of attendance, degrees and awards received, and the most recent previous school attended.

To restrict any of the above information, a written request must be turned in to the Registrar's Office during the first two weeks of the semester.

Students desiring to challenge the accuracy or appropriateness of information included in any of their official records may do so by request to the Registrar. College regulations and procedures provide a hearing process. Additional information may be obtained from the Registrar.

Health Services

Emergencies

Students having emergency medical situations are taken to Mercy North Urgent Care in Ankeny, or Iowa Lutheran Hospital or Mercy Hospital in Des Moines.

Insurance
Health Insurance is required of all students taking 6 or more credit hours. Students (taking 6 or more credit hours) will be enrolled in the FBBC&TS Student Health Plan and will be charged for the school year premium. Students who have an existing health plan that will provide adequate coverage while attending FBBC&TS, may waive the school health insurance by submitting a copy of the front and back of the health insurance card to Health Services. Premiums will be charged to students' accounts within 2 weeks of classes starting.

School Nurse
A registered nurse is available on campus from 8:00 a.m. to 2:30 p.m., Monday through Friday, at her office in the Nettleton Center. For emergencies, she may be reached via her cell phone. If the nurse is not available, the student should contact the RA or Student Life. Situations requiring a doctor's attention will be directed to a clinic of local doctors.

Procedures
Absences due to illness or other medical reasons must be reported to the College nurse on **each** day that class or chapel is missed. No absences for illness will be approved if a student does not report to the College nurse. This applies to all students. An Illness Excuse Form, obtained in the Student Life Canvas course, must be submitted no later than **one week** following the student's return to class and chapel. Excuse forms will not be issued later than one week after returning to class/chapel. Students requesting physical, dietary, or medical accommodations should contact the College nurse.

Information Technology
Technology can provide many great tools for communication, research, and other areas of our lives. However, technology can also pose many dangers for the student, including accessibility to inappropriate material, poor time management, and carelessness in research. All students will receive a "faith.edu" e-mail address. Each student is responsible to check their Faith e-mail on a regular basis to obtain important announcements and information.

Computer Equipment
All students are given the privilege of connecting their computers to Faith's network from their rooms; most can and should use wired Ethernet connections, while some locations will require a wireless connection. The Internet is also available through school-owned public-access machines found in common areas on campus. The on-campus use of network equipment or software to access or share the Internet covertly is prohibited.

Computers connecting to the network must have patched/up-to-date operating systems and be running security software which prevents viruses and spyware.

Pictures and other materials not suitable for Christians must be immediately deleted from student-owned computers. This applies to every student's computer, whether or not the student uses the Faith network.

Internet Usage
Inappropriate Internet activity is defined by the deans of students, and may include, but is not limited to, visiting web sites that promote sexually suggestive material, inappropriate language, cultic material, and violent material. Students misusing electronic equipment will be penalized. All web activity is filtered, recorded, and subject to review by Computer Services and the Student Life Department. Students needing research access to sites inaccessible due to filtering must receive authorization from a faculty member and the Student Life Department. Use of software or hardware to avoid or circumvent the content filtering system is not permitted.

Copyright and Licenses
Each student bringing a computer on campus must possess valid legal licenses for all software installed on their computer. Faith takes a firm position that the copyright, licensing, and intellectual property laws must be followed. This applies to printed, physical, and digital property. File-sharing software (peer-to-peer) is not allowed on computers using the campus network, and any unauthorized distribution of copyrighted material, or file sharing may be subject to civil and criminal liabilities. Students should be aware that the legal penalties for violation of federal copyright laws could include: payment of the actual dollar amount of damages

and/or profits ranging from $200 to $150,000 each work infringed, impounding of illegal works, and even jail time.

Use of Computers on Campus

Anything that Computer Services or the Student Life Department finds to be inappropriate, a security risk, or dominating our network bandwidth, may be subject to restrictions.

Students may use another's computer only with permission, and everyone should "logout" of the Internet when leaving the room. If there is any question concerning an inappropriate use of computers, the designated authorities reserve the right to search for and confiscate and/or delete any such computer material. Computer Services also reserves the right to work on any computer that is connected to the network, if the computer requires network-related service, or the Student Life Department requests such service.

Mail Service

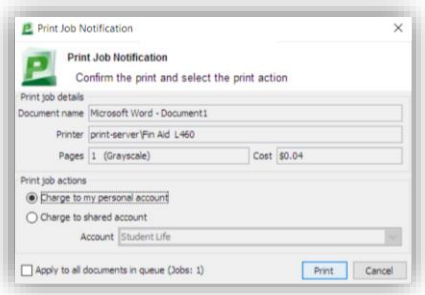
Student mailboxes are located in the Nettleton Center. All incoming and campus mail is distributed through the mailboxes. Each student will be assigned a mailbox and a mailbox key for his entire time at Faith. If a key is lost the student will be charged $25. Every student is responsible to check his mailbox on a regular basis. Stamps are available through the Bookstore.

Campus and outgoing mail drops are located in Jordan Hall and the Nettleton Center beside the mail rooms. Mailboxes may be used for student-to-student communications. A bundle of ten or more pieces of mail (i.e., holiday cards, invitations) should include the students' box numbers.

For flyers intended for large groups, a copy must be submitted to and initialed by the Student Life Department before taking to the mail room. Two days should be allowed for distribution.

Printing and Copying

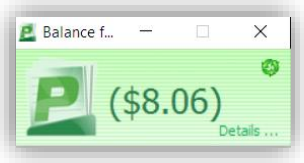
Students are responsible for their copying and printing on College-owned machines, regardless of whether the items being printed are for classroom use or not. Each student has a printing and copying account that can be used for printing and copying. When students log on to any computer in the Library or the Computer Lab, they will automatically be logged into their printing account. When they print a document, there should be a confirmation popup, which will show them the document being printed, the corresponding printer, the number of pages, and the total cost of the print job.



A student can view the details of their account, including the balance and printing history, by clicking the *PaperCut MF©* icon on the right side of the taskbar.

That should bring up a small window that will show the balance. For further information, they may click on

"details," to be taken to a web page that will give more information. Login will be necessary at this page.



The copier in the Library will also access student accounts for copying. Login is necessary using the network ID and password. Once logged in, a student can press the copier button to the left of the screen and make copies. When the job is finished, the student should press the Other Functions button to the left of the screen to return to the *PaperCut©* screen to log out. Logging out protects accounts from unauthorized use.

Each account will have an initial credit that will be added each semester. These initial credits are non-refundable, but do carry over to the spring semester. If the entire credit is spent, more funds can be added either in the Accounting Office, or at the front desk in the Library. Added monies cannot be refunded, so it is important to plan ahead when adding to the printing account.

Student Printing/Copying Costs (subject to change):
Black & White
8 ½" x 11" – one sided..... $0.04
8 ½" x 11" – duplexed..... $0.07
Color
8 ½" x 11" – one sided..... $0.10
8 ½" x 11" – duplexed..... $0.19
For legal sized paper (8 ½" x 14") add $0.01 and for tabloid sized paper (11" x 17") add $0.02.

Reserving Rooms and Equipment

Campus rooms and facilities may be reserved for special events. Requests must be made through the Business Office at least two business days in advance. Room request forms can be submitted under the Current Students tab on faith.edu by selecting "Reserve a Room." Any requests for classroom technology should be reserved by adding those needs to your room request. Requests for the Gym must be made in the same way. All student requests must be approved by the Dean of Students. Requests are considered unreserved until an affirmative response has been given.

All computer and audiovisual equipment in the classrooms is to be used exclusively for classroom instruction. Use of the equipment by students for a presentation during class is encouraged when under the supervision of the course professor. A student desiring to use the equipment in order to prepare and practice for a class presentation must obtain approval to do so through the Business Office. The student should complete a room request at least two business days in advance of the time requested for preparation. Students should be prepared to meet with the Chief Technology Officer during normal office hours to receive instruction on the proper use of equipment before the request will be approved.

Sales

Any sales, product parties, or services must be approved by Student Life.

Sexual Misconduct and Relationship Violence Policy (Title IX)

In accordance with Title IX of the Education Amendments Act of 1972, Faith Baptist Bible College & Theological Seminary ("FBBC&TS") prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 C.F.R. § 106.30), against any individual participating in any education program or activity of the FBBC&TS. This prohibition on discrimination applies to students, employees, and applicants for employment.

FBBC&TS will adopt procedures for any individual to report sexual harassment to the FBBC&TS Title IX Coordinator, for the provision of supportive measures to anyone who has been subjected to sexual harassment whether or not they proceed with a formal complaint under those procedures, and for the investigation and resolution of such complaints, as required by Title IX. This Title IX grievance process shall be used to respond to all complaints of sexual harassment that fall within the scope of Title IX. For complaints of sexual harassment that do not fall within the scope of Title IX, FBBC&TS may still offer supportive measures to the target of such conduct and shall apply any other policy or procedure applicable to the alleged conduct.

Any individual with questions about FBBC&TS's Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact FBBC&TS's designated Title IX leadership: Coordinator: Mrs. Faith Taylor, Title IX Coordinator (Taylorf@faith.edu); Rachel Palma, Deputy Coordinator (palmar@faith.edu); Charlie Carter, Deputy Coordinator (carterc@faith.edu).

They can be reached: Faith Baptist Bible College & Theological Seminary 1900 NW 4th Street Ankeny, IA 50023 (515) 964-0601

Retaliation against a person who made a report or complaint of sexual harassment, assisted, or participated in any manner in an investigation or resolution of a sexual harassment report or complaint is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believed they have been retaliated against in violation of this Policy should immediately contact the FBBC&TS Title IX Coordinator.

Security

Faith provides security and maintenance personnel who are on call 24 hours a day. Security personnel are responsible for patrolling the campus, enforcing vehicle regulations, checking campus buildings and dormitories, letting students into dorms after hours, and watching for students' safety. Emergency procedures can be found posted in campus buildings. Campus personnel may be reached 24 hours a day by calling (515) 210-6563. **In case of serious emergency**, **call 911 first** and then contact Security at (515) 210-6563.

Crime Prevention

- Students should not keep large amounts of money in their dorm rooms.
- Dorm rooms should be kept locked.
- For those living in a ground floor room, windows should be locked when the room is vacant.
- It is recommended that vehicle doors are locked.
- Ladies should not walk alone across campus after dark.
- Mini-blinds need to be properly closed to insure privacy and safety.
- Phone numbers should only be given with discretion.
- Students need to let someone know where they are going and when they expect to return.

Search and Seizure

The College reserves the right to search students, their rooms, furnishings, personal property, and/or motor vehicles for forbidden items such as illegal drugs, alcoholic beverages, tobacco, firearms, fireworks, pornographic material, etc., if there is reason to believe that an offense has taken place or is taking place. If possible, the student involved should be present during the search. The search may be made even if the student is not present. The College reserves the right to confiscate any forbidden or misused items.

ID Cards

All students must obtain a campus ID card in the Security Office. These cards are necessary for library check-out, use of the dining facilities, and chapel check-in. Students will receive proximity ID cards which provide access to necessary buildings and fulfill the functions listed above. Students may not transfer or lend ID cards to other individuals without specific permission from the Student Life Department. It is important that students report missing ID cards immediately in order to maintain campus security and process a replacement ID card.

Student Appeal Process

Throughout the academic school year, many decisions are made by the faculty, staff, and administration that have a direct effect upon the lives of the student body. Such things as attendance and academic requirements, and responses from Faith employees are all subject to appeal by concerned students.

The following steps should be taken to complete the appeal process:

1. Every effort should be made to solve the problem by personally visiting with the appropriate professor, staff member, or administrator. This must be done with a genuine spirit of love and respect.
2. If the results are not satisfactory, a detailed written appeal should be given to the appropriate Vice President who will bring the concerned parties together with the goal of carrying the matter to an honorable conclusion.
3. The appeal may be brought before the Administrative Council for further action, only if deemed necessary by the appropriate Vice President.
4. The final result of the appeal should be accepted by all parties with gratitude and with a humble spirit, believing that the will of God has been accomplished.

Student Grievance Policy

The objective of the following policy is to resolve concerns as quickly and efficiently as possible at the level closest to the student. Every effort should be taken to solve the problem by the student communicating personally with the appropriate professor, staff member, or administrator.

The following process should be initiated when resolving a grievance with faculty, staff, or students:

1. In light of Matthew 18, the first approach students should take is to resolve the issue informally followed with steps of reconciliation up the chain of command (Deepen Group Leaders, RA's, Deans, etc.).
2. A detailed written and signed letter should be submitted to the Student Life Department, which will present the complaint to the appropriate Vice President to follow up with those involved in the departments that answer to him. That Vice President will be responsible to provide a written record of the complaint's resolution to the Dean of Students.
3. If the student is not satisfied with the department's resolution, then an appeal may be made to the President.
4. The final result of the complaint should be accepted by all parties with gratitude and with a humble spirit.

Student Grievances – Institutional Response

The College will record and act upon formal student complaints and grievances in the Student Life Department. Students may find instruction regarding due process in the Student Handbook. When a concern is not resolved at an informal level, the student may file a formal complaint in the Student Life Department.

The Dean of Students will take that complaint to the appropriate Vice President for further action. That Vice President will review the complaint and meet with the student to discuss the issue in an attempt to resolve the concern. If the student is not satisfied with the resolution, the student may appeal to the President. The President will review the complaint and work with the student and the appropriate Vice President to reach a resolution. Once a final decision has been reached, a written summary of the school's response will be given to the Student Life Department to be filed with the original complaint.

A log will be kept of all student complaints that have reached the formal stage. That log will be maintained by the Student Life Administrative Assistant.

Student Input

From time to time students may desire to give feedback, share an idea, provide constructive criticism, or simply give general input regarding campus operations, activities, and policies. Students are encouraged to do this with the Student Life Department. The staff are eager to hear and attend to any student input. If a student desires to submit input anonymously, they may do so by submitting input to the Student Life Department. The Student Input Form is available via the Student Life Canvas course and emailed out on a regular basis.

Substance Abuse Policy

The policy of our school is to maintain a drug-free campus in accordance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). If needed, the following rehabilitation programs are available to our students:

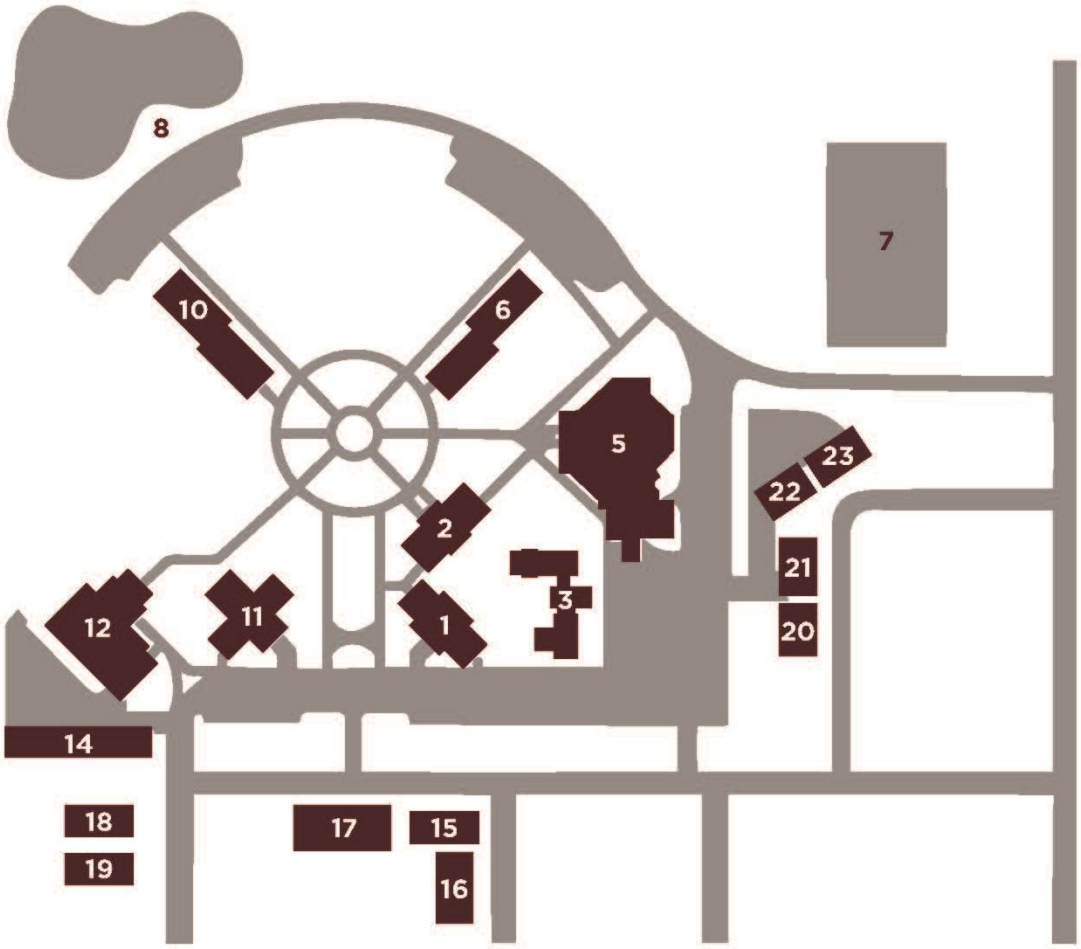
1. Biblical counseling by our deans of students, professors, or other qualified personnel;
2. Information and assistance from the College Nurse;
3. Qualified counselors in the area including the following:
    A. Pastors of local churches in the Des Moines area.
    B. All the major hospitals in Des Moines that have drug and alcohol treatment facilities.

As stated clearly in the *Violations* section of this handbook, the College prohibits the use, possession, or sale of tobacco, narcotics (including marijuana and all derivatives), non-prescribed drugs (including the misuse of prescribed drugs), or alcoholic beverages. Dismissal can be expected for violation of this policy. Students who are interested may contact the Student Life Department for information regarding substance abuse prevention programs or drug and alcohol counseling and rehabilitation programs. The full policy is available on our website.

Vehicles on Campus

- All vehicles must have property and liability insurance.
- Vehicle maintenance and repair should not be done on campus.
- All students must obey the posted traffic signs on campus.
- Driving of motor vehicles on campus sidewalks or campus grounds is prohibited.
- Every student who owns a motor vehicle on campus must register the vehicle with the Security Department within 48 hours of bringing the vehicle on campus.
- Vehicles must be parked only in designated parking spaces. They may not be parked in the grass or along Faith Drive. Fines can be issued by Security or Student Life starting at $10.
- Faith assumes no liability or responsibility for damage to any vehicle parked on campus.
- Faith reserves the right to temporarily close any parking area on campus for College purposes.
- The registered holder of the vehicle is responsible for any violation caused with their vehicle.

CAMPUS MAP



1 Jordan Hall
2 Gray Hall
3 Domokos Hall
5 Nettleton Center
6 Brong Hall (women's residence hall)
7 Pyche Soccer Field
8 Crown Park
10 Taylor Hall (men's residence hall)
11 Patten Library
12 Benson Hall
14 Security/Maintenance
15 Duplexes (east/west)
16 Duplexes (north/south)
17 Seminary Building
18 Apt Complex 320
19 Apt Complex 316
20 Apt Complex 414
21 Apt Complex 418
22 Apt Complex 422 (women's residence)
23 Apt Complex 426

faith baptist bible college
and theological seminary