



# Student Handbook

2024 – 2025

2951 Goodwater Ave.

Redding, CA 96002

(530) 221-4275; e-mail: [admissions@shasta.edu](mailto:admissions@shasta.edu)

[www.shasta.edu](http://www.shasta.edu)

This handbook is in effect for the Fall 2024 semester through the summer 2025 term, and was approved by the board of trustees on 07/31/2024.

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## **PRESIDENT'S WELCOME**

We are delighted that God has led you to become a part of the growing Shasta Bible College and Graduate School family. I continue to be amazed at the degree of dedication exhibited by our students and the consistent quality of their commitment to future Christian ministry.

I trust that the year of study and college experience ahead will not only equip you with a knowledge of God's Word, but also enhance your spiritual growth and development in preparation for a life of Christian witness and service.

All members of the SBC&GS faculty and administration join me in extending to you an enthusiastic word of welcome. We also stand ready to assist and encourage you with both your academic challenges and personal spiritual growth.

David R. Nicholas, Th.D.

President

## **SHASTA BIBLE COLLEGE AND GRADUATE SCHOOL DIRECTORY**

[www.shasta.edu](http://www.shasta.edu)

SBC&GS Main phone: 530.221.4275

Donna Nicholas, Dean of Women	Ext. 21
Helen Baugh, Receptionist	Ext. 21
Dr. Stephen Brown, Vice President of Academics	Ext. 23
Eric Brown, Chief Financial Officer	Ext. 24
Dr. George A. Gunn, Vice President of Student Services	Ext. 25
Faith McCarthy, Dean of Undergraduate Studies	Ext. 26
Virginia Williams, Library	Ext. 28
Liz Adams, Administrative Assistant to the President	Ext. 29
Tom Adams, Director of Financial Aid	Ext. 30
Dr. David Nicholas, President	Ext. 31

SBC&GS Fax: 530.221.6929

## **MISSION STATEMENT OF THE COLLEGE**

### **EDUCATIONAL INTENT**

The educational intent of Shasta Bible College & Graduate School is to equip students for life, witness and vocational Christian service by cultivating a compassion for the souls of men, a comprehension of truth based upon God's infallible Word, a capacity to maintain intellectual, moral, ethical and spiritual integrity and a passion to fulfill our Lord's final command (Matt. 28:19, 20) as Bible expositors, pastors, Biblical counselors, Christian educators, evangelists, missionaries, Christian school teachers and local church workers.

### **MISSION OF THE COLLEGE**

To educate and equip biblically committed Christian leaders who will impact the world for Jesus Christ.

## **PURPOSE STATEMENT OF THE COLLEGE**

The purpose of Shasta Bible College and Graduate School is to educate men and women for Christian ministries on the collegiate level through a program of Biblical and theological studies, general education in the arts and sciences, professional studies in Christian education, the pastoral ministry, world missions, and church vocational areas deemed desirable. Basic in the philosophy of education of Shasta Bible College and Graduate School is the conviction that Christian higher education should be oriented to the divine Scriptures, the Bible, finding in it its frame of reference and basis for the integration of all knowledge.

To fulfill this purpose the College endeavors to encourage student growth and development through its pursuit of the following objectives:

### **SPIRITUAL OBJECTIVES**

1. Students will cultivate a lifestyle that demonstrates Christ-like character in accordance with the priorities and precepts of God's Word.
2. Students will develop an informed Christian world and life-view through the integration of Biblical truth in all areas of the curriculum.
3. Students will acquire both a cognitive and affective knowledge of Biblical truth through classroom instruction, faculty-student interaction, personal Bible study, Scripture memorization, and discipleship experience.

### **ACADEMIC OBJECTIVES**

1. Students will learn to think critically from a Biblical perspective and maintain intellectual and spiritual integrity in all areas of study and research.
2. Students will be equipped with both a knowledge of Biblical content and the skill to expound it by interpreting and applying Scripture in accordance with sound historical/grammatical/exegetical principles.
3. Students will be prepared to communicate effectively, correctly, and clearly through the use of media.
4. Students will be provided with the intellectual tools to integrate all fields of study with Biblical truth, realizing that God is the source of all truth.

5. Students will master study and research methods and develop the motivation necessary for lifelong learning.
6. Students will be able to meet contemporary challenges to historic, Biblical Christianity with a working knowledge of Christian theology and apologetics.

#### PRACTICAL LIFE AND MINISTRY OBJECTIVES

1. Students will understand that their spiritual growth and development take place through the study and application of God's Holy Word.
2. Students will know that involvement in, and loyalty to, the local church is strategic to personal spiritual growth, Christian fellowship, and the fulfillment of the Great Commission.
3. Students will demonstrate a commitment to ministry in the local church and dedication to its maintenance and growth.
4. Students will be challenged with a variety of spiritual needs and ministry opportunities both at home and abroad.

## DOCTRINAL STATEMENT

### **The Scriptures**

We believe in the plenary and verbal inspiration of the Scriptures, both of the Old and New Testaments. By this we understand that the Holy Spirit not only inspired the thoughts of the writers, but also superintended the wording and composition structure of those thoughts with the result that the original documents were inerrant as to fact and truth (1 Cor. 2:13; 2 Tim. 3:16-17; 2 Peter 1:20-21). We further believe that the Scripture is to be interpreted normally according to the literal, historical, grammatical method, which requires the literal existence of Adam and Eve as the progenitors of all people, the worldwide cataclysmic flood, the creation of linguistic barriers and the origin of nations brought about by the diversification of languages at the tower of Babel.

### **The Godhead**

We believe in one Triune God: Father, Son and Holy Spirit; eternal in being; identical in nature; equal in power and glory and having precisely the same attributes and perfections (Deut. 6:4; 2 Cor. 13:14).

### **The Creation and Man's Fall**

We believe God created all things in the universe in the six days of creation described in Genesis 1:1-2:3. We further accept the Creation account as both factual and historical, and thus view it as foundational to the understanding of every fact and phenomenon in the created universe. In addition, we hold that all things that now exist are being sustained and ordered by God's providential care. Furthermore, we believe that God created man in His own image and likeness of God; but, through Adam's sin, man became alienated from God, acquired a sin nature, and came under the judicial sentence of death (Gen. 1:25-27; Rom. 3:22-23; Eph. 2:12).

**Life**

We believe God specially and directly created all life and that human beings are made in His image (Gen. 1:27). Human life is sacred, beginning at conception.

**Marriage**

God created humans male and female and has ordained marriage as a union between one man and one woman. Marriage is defined by Scripture and Shasta Bible College and Graduate School as the exclusive covenantal union of one man and one woman in a lifetime commitment to one another (Gen. 2:18-24; Matt. 19:5). A civil government's sanction of a union will be recognized as a legitimate marriage by Shasta Bible College and Graduate School only to the extent that it is consistent with the definition of "marriage" found in this Doctrinal Statement.

**Human Sexuality**

Legitimate sexual relations are exercised solely within marriage. Consequently, sexual activities outside of marriage (referred to in the New Testament as *porneia* – πορνεία) including but not limited to, adultery, premarital sex, homosexuality, and pedophilia are inconsistent with the teachings of the Bible, the church, and Shasta Bible College and Graduate School. Further, lascivious conduct, transgender behavior, and the creation and/or distribution and/or use of pornography, are incompatible with a Biblical Christian lifestyle (Lev. 18:22; Deut. 22:5; Rom. 1:24-32; 1 Thess. 4:3-8; 1 Cor. 6:9-11; Gal. 5:19-21; 1 Thess. 5:22; Rom. 13:14). We believe that in order to preserve the function and integrity of Shasta Bible College and Graduate School, to provide a Biblical role model for our students, and to maintain a consistent testimony for Jesus Christ in our community; members of our campus community should live in a manner consistent with our lifestyle commitment and the Scriptural guidelines for Christian behavior. The campus community functions as the Body of Christ. Consequently, what one member does—regardless of position—affects everyone else. All employees are to be members or attendees in good standing of churches in general agreement with the Doctrinal Statement of SBC&GS and they must be in agreement with the Biblical perspective on Marriage, Gender, and Sexuality (Matt. 5:16; Phil 2:14-16; 1 Thess. 5:22). We also believe that every person must be afforded compassion, love, kindness, respect and dignity (Mark 12:28-31; Luke 6:31).

**The Person and Work of Jesus Christ**

We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived of the Holy Spirit and born of the virgin Mary, in order that He might reveal God and redeem sinful man. We believe that the Lord Jesus Christ accomplished our redemption through His death on the cross as a propitiatory and substitutionary sacrifice, and that our redemption is made sure to us by His resurrection from the dead in the identical, though glorified, body in which He was crucified (John 1:1-2; Luke 1:35; Rom. 3:24-25; 1 Pet. 1:3-5).

We believe that the Lord Jesus Christ is now in heaven exalted at the right hand of God, where, as High Priest for His people, He fulfills the ministry of Representative, Intercessor and Advocate (Heb.9:25; 7:25; Rom. 8:34; John 2:1-2).

## **The Personal Return of Jesus Christ**

The personal return of Jesus Christ will be pretribulational and premillennial. While His return is imminent, the exact time of His coming is unrevealed (Acts 1:11; Rev. 1:7; Mark 13:33-37; Titus 2:11-13; Rev. 22:20). When He comes in the air He will remove His waiting church from the earth by means of resurrection and translation (I Thess. 4:16-18) after which He will pour out the righteous judgments of God upon the unbelieving world during the tribulation period (Rev. 6:1-18:24). Following this period of tribulation, He will descend with His church, resurrect the Old Testament and Tribulation Saints (Dan. 12:12-13; Isa. 26:19-21) and establish His literal Messianic Kingdom over all the nations for one thousand years (Rev. 19:1-20:6; Matt. 13:42-43). At the close of this thousand-year period, He will raise and judge the unsaved dead at the Great White Throne Judgment (Rev. 20:11-15). Finally, as the Son of David, He will deliver up His Messianic Kingdom to God the Father (1 Cor. 15:24-28); and, as the eternal Son, Christ shall reign forever with the Father in the New Heavens and the New Earth (Luke 1:32-33; Rev. 21:1-22:6).

## **The Holy Spirit**

We believe that the Holy Spirit, the third Person of the Godhead, in the present age regenerates and indwells all believers in the Lord Jesus Christ, baptizes them into the Body of Christ, and empowers for service. We also teach that every believer is commanded to be filled (controlled) with/by the Holy Spirit (Rom. 8:9; 1 Cor. 12:12-24; Eph. 1:13, 14; 5:18-20) and that the Spirit administers spiritual gifts to the church for the ultimate purpose of bringing glory to Christ through the implementation of the redemption of the lost and the building up of believers in the Faith (John 16:13-14; Acts 1:8; 1 Cor. 12:4-11; 2 Cor. 3:18). In this respect, we hold as well that God the Holy Spirit is sovereign in the bestowing of His gifts for the perfecting of the saints today, and that the sign gifts (speaking in tongues and sign miracles) in the initial days of the church were for the purpose of authenticating the ministry and message of the apostles as revealers of divine truth and were never intended to characterize the lives of believers (1 Cor. 12:4-11; 13:8-10; 14:22; 2 Cor. 12:12; Eph. 4:7-12; Heb. 2:1-4).

## **Salvation**

We believe that salvation is the gift of God offered to man by grace and received by personal faith in the Lord Jesus Christ, and that this faith is manifested in works pleasing to God (Eph. 2:18-20; Titus 2:11-14). We believe in the spiritual unity of all believers. We believe that all who are truly saved shall be kept by God forever (Rom. 8:1, 38, 39; John 10:27-30; 1 Cor. 1:4-8).

## **The Church**

We believe that the Church is a spiritual organism composed of all believers who have been born again in this age by the Spirit of God and thereby are baptized by Him into the body of Christ (John 3:5; 1 Cor. 12:13). It is both the mystical body and the bride of the Lord Jesus Christ (Eph. 4:4; 5:25-32) which He began to build on the day of Pentecost (Matt. 16:18; Acts 2:47). The members of this one spiritual body are to assemble themselves together in local churches for worship, instruction, mutual encouragement and the observance of baptism and communion (Heb. 10:25; Matt. 28:19-20; Rom. 6:1-5; 1 Cor. 11:23-24). The local church is an autonomous body of immersed believers united together, upon profession of faith, under the headship of

Christ and the leadership of pastors and deacons (Col. 1:18; Acts 10:47, 48; Phil. 1:1; 1 Tim. 3:1-13). It is to be free from interference by any ecclesiastical or political authority and is to endeavor to reach men and women for Christ at home and abroad.

The apostasy, the great falling away characteristic of the last days (2 Thess. 2:3, 2 Tim. 3:1; Matt. 24:12), is detrimental to the work of Christ and His church. Since the ecclesiastical movement toward one ecumenical world church contributes to the Apostasy by sacrificing historic Biblical doctrine on the altar of religious unity, the Christian should recognize the dangers of the ecumenical movement and avoid compromising alliances which often lead to the denial of Biblical inerrancy and the subsequent abandonment of historic Biblical doctrine as well as the essential deity of our Lord Jesus Christ (2 John 8-11; Rom. 16:17-20; 2 Cor. 6:14-7:1).

### **Satan**

We believe that Satan is a personal, evil being who was originally created perfect along with an innumerable company of sinless beings known as angels. According to Scripture, Satan through the sin of pride fell and was followed by a great number of angels, some of whom became demons who assist him as emissaries in subverting and supplanting the work of God. He is the tempter and accuser of mankind who persistently strives to counterfeit the works and truth of God. Satan and his emissaries were defeated and judged at the Cross of Christ and will be bound for a thousand years at the return of Christ to the earth. Following Christ's Millennial reign, they will be cast into the Lake of Fire where they will be punished eternally (Ezek. 28:11-19; I Tim. 3:6; 2 Cor. 2:10, 11; 11:13-15; Matt. 4:3; II Pet. 2:4; Jude 6; Rev. 12:9,10; 20:10).

### **The Final State**

We believe that the condition and retribution of the lost and the salvation and blessedness of the saved are conscious and everlasting (Mark 9:43-48; Rev. 20:15; 22:3-5, 11).

### **Conclusion**

We not only believe that this body of doctrine is a sacred trust to be preserved and taught in its purity, but we also believe that it teaches a life to be lived and a gospel to be preached.

## **INSTITUTIONAL PHILOSOPHY (ABBREVIATED)**

### **OUR EDUCATIONAL PREMISE**

The educational philosophy of SBC&GS is founded on Biblical truth as the basis for evaluating all knowledge (Proverbs 1:7; 2:6; 9:10; Col. 2:3). Thus, in the process of equipping students with a working knowledge of God's Word, we also seek to bring a Scriptural dimension to the study of the humanities, fine arts, social sciences and science, based upon the conviction that foundational principles for every area of learning are found in Holy Scripture.

### **OUR EDUCATIONAL PROCESS**

While SBC&GS is committed to the pursuit of academic excellence, an effort is made to identify and develop "hidden potential" in students and to cultivate their creative abilities to the limits set by God for each individual. Many, because of Christian conversion, have a fresh motivation to

succeed. The study of God's truth as revealed in Scripture and the search for academic truth is to be guided by experienced, spiritually and academically qualified faculty members who themselves are open to learning as they teach and interact with students. It is our conviction that the optimum learning experiences are those in which the student is encouraged to apply principles learned in the classroom to practical problem-solving situations.

#### OUR EDUCATIONAL PERSONNEL

At SBC&GS we contend that what an individual is as a person directly impacts his or her effectiveness as a teacher or administrator. For this reason, a priority is placed on personnel who can serve as models as well as mentors. A priority is also placed on securing faculty who are growing and alive in knowledge and quality of being. Realizing that a significant portion of formal learning comes from vicarious experience and cannot always be immediately related to life, we encourage the use of creative illustrations which present subject matter in a fresh perspective, making it more relevant to the student. We also believe that certain personality characteristics are conducive to excellence in teaching including: authenticity, enthusiasm, freshness, balance, creative freedom, breadth of interest and an enduring concern for the individual student.

#### OUR EDUCATIONAL PRODUCT

Although it is impossible to dictate God's leading in a graduate's life, we at SBC&GS hope to see (1) a significant number (if not the majority) enter vocational Christian service, (2) the maintenance of a vital Christian testimony in the community and the work place, (3) involvement in a Bible-believing local church, (4) a lifelong practice of integrating sacred and secular truth by critically evaluating the issues and problems of life against the standard of God's inspired Word.

Measurable student learning outcomes which demonstrate achievement of SBC&GS's goals and objectives are determined through classroom tests and exams, written projects, senior theology oral examinations, field ministry feedback from local pastors and church staff supervision as well as personal observation by the faculty and administration committee evaluation prior to graduation.

## **ADMISSIONS AND RECORDS POLICIES**

### **Provisional Status**

Applicants may be granted provisional admission for any of the following reasons:

1. Incomplete Application

The application has been submitted late, and classes will begin before the application materials can be officially processed. In such cases the student may not register for a second semester until the application has been completed and approved.

2. Non-declaration of Program

The applicant has no desire to complete an official academic program of SBC&GS, but desires to pursue a limited number of units for college credit or audit.

Provisional admission status does not guarantee regular standing to applicants. A maximum of 16 units earned under provisional status may be applied to a certificate, diploma, or Bachelor of Arts degree program at Shasta Bible College and Graduate School.

Financial Aid cannot be disbursed until provisional status has been resolved.

### **Probationary Status**

Academic Probationary status may be granted to applicants with an insufficient academic background, and may be recommended to a tutoring program. Students admitted under probationary status will be reviewed by the Academic Committee at the close of each semester for a maximum of two semesters until probationary status is lifted. A minimum of 9 units must be completed before academic probationary status may be lifted.

Probationary status may be removed after one full semester in the following manner:

1. Upon review by the Vice President of Academics.
2. With satisfactory demonstration of acceptable academic proficiency.
3. With faculty approval.

### **Transfer Credit Evaluation, Undergraduate**

Credits earned at other colleges may be transferred and applied toward satisfaction of program requirements at Shasta Bible College and Graduate School under the following conditions:

1. An official transcript must be sent to the Vice President of Student Services from each school that the applicant has attended since high school.
2. Courses transferred must have a grade of C- or better.
3. Transfer credit will be granted for appropriate courses from accredited or recognized colleges and universities.
4. Appropriateness of content, level, and unit value are the guides used in transfer-credit evaluation.
5. Courses for which a corresponding course does not exist at Shasta Bible College and Graduate School may be granted elective credit.
6. A maximum of 32 units transferred from other colleges may be applied toward fulfillment of the requirements of an Associate of Arts degree at Shasta Bible College and Graduate School.
7. A maximum of 75 percent of the units or credit may be applied toward the award of a bachelor's degree at Shasta Bible College and Graduate School (5, CCR Section 71770(b)(1)).

Students wishing to transfer credit from Shasta Bible College and Graduate School to another institution should submit a signed transcript request to the registrar. Forms are available in the Student Services office and online.

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION” [Ed Code §94909 paragraph (15) of subdivision (a)] – The transferability of credits you earn at Shasta Bible College and Graduate School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, or certificate you earn



in one of our educational programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Shasta Bible College and Graduate School and Graduate School to determine if your credits will transfer.”

In addition to accepting transfer credit from accredited institutions, Shasta Bible College and Graduate School also maintains articulation agreements for transfer of credit from the following institutions:

- Jackson Hole Bible College, 3475 N Cheney Rd, Wilson, WY 83014
- Ethnos 360 Bible Institute, 915 North Hartwell Ave., Waukesha, WI 53186-5099
- Pacific Bible College, 28 S. Fir Street, Suite 212, Medford, OR 97501

### **Transfer Credit Evaluation, Graduate**

1. An official transcript must be sent to the Vice President of Student Services from each school that the applicant has attended since high school. Determination of transferability of credit will be made by the Vice President of Student Services in consultation with qualified faculty.
2. Courses transferred must have a grade of B or better.
3. Transfer credit will be granted for appropriate courses from accredited or recognized colleges and universities. Transfer credit may be granted based on an evaluation of official transcripts from approved graduate institutions. Any transfer credit granted will be on a course-by-course basis, contingent upon review and approval by the registrar’s office.
4. Appropriateness of content, level and unit value are the guides used in transfer credit evaluation.
5. Courses for which a corresponding course does not exist at Shasta Bible College and Graduate School may be granted elective credit.
6. No more than 20% of graduate semester units or the equivalent in other units awarded by another institution may be transferred for credit toward a Master's degree (5, CCR Section 71770(b)(2)).
7. No more than 50% credit from one M.A. program may be applied to another M.A. program, including programs from within Shasta Bible College and Graduate School.
8. Credit for Experiential Learning is not awarded at the graduate level.

### **Retention of Student Records**

It is the policy of Shasta Bible College and Graduate School to maintain all records required by the Education Reform Act of 1989 for a minimum period of three (3) years, and all student transcripts for a minimum of fifty (50) years. The current custodian of records is Mrs. Faith McCarthy. The phone number is (530) 221-4275. The records are maintained at 2951 Goodwater Ave., Redding, CA 96002.

## **Family Educational Rights and Privacy Act (FERPA)**

Shasta Bible College and Graduate School complies with the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment) which is designed to protect the privacy of educational records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. The College has adopted a policy which explains in detail the procedures followed for compliance with provisions of the Act. Copies of the policy are available in the Student Services Office. A student who chooses not to have directory information released must sign the Non-Release for Directory Information Form with the Financial Aid Office and the Financial Aid Director will lock the information on Populi.

## **Withdrawal from a Course**

Students desiring to withdraw from a course must contact the Office of the Registrar through an emailed request. Withdrawals will not be processed until a written request is received. Any refund is calculated from the day the written request is received pursuant to the Refund Policy under Financial Information. Students failing to follow this procedure will not be recognized as withdrawn or be entitled to a refund. Incomplete or failing grades will be recorded as an F if the student has not officially withdrawn. Verbal conversations about withdrawing or failure to attend are not recognized as official requests.

For standard 15-week courses, the first two weeks of a semester constitute the Add/Drop period. Courses dropped during this period will be removed from the student's record and will not appear on the transcript, nor will the student have any financial obligations for the dropped courses. From weeks 3-10, Students may withdraw from a course and receive a grade of W on their transcript. Withdrawing from a class after the 10th week will result in a grade of F or other earned grade. For courses offered on a non-standard (i.e., less than 15 week) schedule; dates for withdrawal will be figured on a rate corresponding to the length of the course. For non-standard classes, the add/drop period is proportional to the scheduled length of the course.

**Emergency Withdrawal:** In cases of medical or other administratively approved emergencies requiring withdrawal after the 10<sup>th</sup> week, a grade of W may be recorded on the transcript.

Withdrawal from a course may affect a student's financial aid awards and/or student visa status when the withdrawal results in a full-time student losing full-time status. Before making the decision to drop classes, students are encouraged to check their options with the Financial Aid Office. There are options to help them succeed.

## **Withdrawal from College**

Withdrawal from College can happen as either a Student Withdrawal or an Administrative Withdrawal. Student Withdrawals are initiated by the student during the course of the semester whereas Administrative Withdrawals occur when a student is unable or unwilling to carry out the Student Withdrawal procedure.

Any withdrawal from the College may affect a student's financial aid awards and/or student visa status when the withdrawal results in a full-time student losing full-time status. Before making

the decision to withdraw from school, students are encouraged to check their options with the Financial Aid Office. There are options to help them succeed.

### **Student Withdrawal from College**

Students withdraw for a variety of reasons such as family emergencies, illness, military service, and job relocation. It is the student's responsibility to initiate the official withdrawal process. To withdraw from the College prior to the end of the semester, a student must obtain, complete and return the Student Withdrawal Form, which may be obtained from the Office of the Registrar or found online under the Student Form section. The Student Withdrawal Form is only needed for a student withdrawing during a semester. If a student decides not to return for the subsequent semester, they will be automatically withdrawn after the Add/Drop period.

The Student Withdrawal and all applicable refunds will be granted on the date the form is returned to the Registrar. Failure to attend classes will not entitle a student to a refund unless the proper withdrawal procedures are followed. See Refund Policy under Financial Information.

From weeks 3-10, Students may withdraw from the College and receive a grade of W on their transcript. Withdrawing from the College after the 10th week will result in a grade of F or other earned grade. For non-standard (i.e., less than 15 week) semesters; dates for withdrawal will be figured on a rate corresponding to the length of the semester.

It is the student's responsibility to withdraw from the College. If a student fails to complete the required steps outlined above, they are subject to an Administrative Withdrawal.

### **Administrative Withdrawal for Academic Reasons**

Shasta Bible College and Graduate School expects students to actively engage in all enrolled for credit courses. This is defined on campus as attending every class meeting and diligently completing all learning activities (assignments, readings, quizzes, papers, etc.) for each enrolled course. This is defined online as engaging in the weekly discussion boards and diligently completing all learning activities (weekly assignments, readings, quizzes, papers, etc.). Failure to routinely complete assignments or attend class places students in jeopardy of being administratively withdrawn from the school at the end of a semester.

#### *The Policy*

The SBC&GS administration has the authority to withdraw a student from the College for failure to comply with academic requirements including, but not limited, to:

1. Failure to register in the subsequent semester. If the student does not register or respond to correspondence from the Office of the Registrar regarding registration in the upcoming semester, the student will be Administratively Withdrawn after the Add/Drop period. The last date of attendance will be the official withdrawal date.
2. Being absent from any course for the first two weeks of the semester without prior written approval. Written approval, generally via email, may be granted by individual faculty members or the Student Service's Office.
3. Demonstrating unsatisfactory academic and course engagement defined by one or more of the following as:

- a. For on campus courses: having missed an excessive amount of scheduled class time as defined by the SBC&GS Attendance Policy. This would exclude absences for college-related activities for which the student has communicated appropriately with each faculty member involved prior to the absence and arranged for the missed class time/assignments, etc.
- b. For online courses: failing to maintain routine login and academic engagement activity during each week for online courses as defined by the SBC&GS Online Attendance Policy.
- c. Violating learning contracts for students on academic probation.
- d. Not communicating with the professor and/or administrators explaining their lack of engagement. This includes lack of replies to outgoing communication from the professor and/or administrators.

If one or more of these requirements are deemed to be met by the Academic and/or Administrative Committee, an Administrative Withdrawal from the College will be administered. The student will receive the grade(s) for the class(es) they have earned. No grade of "W" will be given in the case of an Administrative Withdrawal. In order for a student to receive a "W" on their transcript, they must initiate and follow-through with the Student Withdrawal Policy.

Students who do not fulfill their obligations through appropriate academic and communication engagement risk being administratively withdrawn from the College. Withdrawals will not occur without sufficient warning and due notice to students. Students who are administratively withdrawn from the College:

1. Are responsible for all financial obligations related to the semester.
2. May experience changes in financial aid eligibility as a result of the withdrawal. Because financial aid eligibility is based on many factors, financial aid changes related to a withdrawal will vary. Students are responsible to know the effects poor choices related to their academic engagement may have on their financial aid eligibility and status.

*Procedures for Administrative Withdrawal for Academic Reasons:*

Faculty are responsible to provide clear information to students in writing, both in the syllabus and on Populi on the course page about their academic engagement expectations, including the SBC&GS Attendance Policy, which can also be found in the Catalog, the Student Handbook and on each Populi course page.

Students are responsible to know the expectations for course-work requirements and the Attendance Policy, including how attendance may affect their grade.

In the event that students have not fulfilled their obligation in appropriately completing coursework, engaging in online discussions and/or meeting attendance standards, the following steps may be taken:

1. Faculty contact the Office of the Registrar detailing the specific circumstances of the student's performance in a course(s). Generally, this should be done after two consecutive weeks of non-engagement or lack of communication from the student.
2. Faculty members should have written email documentation in Populi showing they have communicated their concern(s) directly to the student.

Because students have the option of appealing an Administrative Withdrawal, written record of notification directly to the student is essential. This written record to the student and to the Registrar must contain the last date of any recorded academic engagement for the student in question. This record may indicate the date of the last assignment received and/or the last date of student attendance in the course, as well as the last communication.

3. The Registrar shall review the notification and shall communicate a warning to the student as appropriate. This warning will be in writing via email detailing that the student must respond within 5 working days either that the situation has been rectified or that the student has begun Student Withdrawal. Lacking either of these student responses, the student will face Administrative Withdrawal at the end of the semester.
4. After a student receives a warning from the Registrar, “three options are available: (1) the situation is rectified between the student and the professor, (2) the student initiates Student Withdrawal, or (3) the student will face Administrative Withdrawal at the end of the semester.”
  - a. If the situation is rectified, the faculty member confirms with the Registrar that the situation is rectified. The Registrar places a note to the student’s permanent file detailing the communication.
  - b. If the situation has not been rectified within five working days, the student will be asked to initiate Student Withdrawal procedures. The student will be given in writing both the Student Withdrawal and the Academic Withdrawal Policies.
  - c. If the student does not respond to any of the communications from the Office of the Registrar by the end of the semester, the student will be Administratively Withdrawn at the conclusion of the semester.
  - d. The grade received will reflect the student’s efforts during the semester. No grade of “W” will be given in the case of an Administrative Withdrawal. Grades of “W” are only given when the student follows the Student Withdrawal from College Policy.
  - e. Copies of any notice of Administrative Withdrawal will become a part of the student’s permanent file in the Registrar’s Office.

Because SBC&GS affords students the right to appeal academic decisions, it is essential that professors and administrators maintain accurate and consistent records of academic engagement and communication from students throughout the semester.

Extenuating circumstances such as family emergencies and serious illness must be documented and may be taken into account.

*Student Appeals of Administrative Withdrawal:*

The student must initiate the process of appeal within ten business days of the end of the semester. The appeal must be made in writing to the Office of the Registrar, who will then send copies of the appeal to the professor, Vice President of Academics, Vice President of Student

Services, and the Academic Committee. The Academic Committee will base the appeal decision on some or all of the following:

1. Review of the student's overall participation and performance in the course.
2. Review of the instructor's adherence to stated policies and procedures.
3. Meeting(s) with both the student and the instructor.

The decision of the Academic Committee will be communicated to the student, the professor involved, the Office of Financial Aid, the Office of the Registrar, in writing via email within ten business days of the final meeting of the appeal.

The decision of the Academic Committee will be final.

During the appeal process the student has the right, and obligation, to continue attending the class(es) in question.

### **Administrative Withdrawal for Non-Academic Reasons**

Shasta Bible College and Graduate School may require a student to take an Administrative Withdrawal if there is sufficient evidence that the student is engaging in, or is likely to engage in, behavior that represents a real danger of harm to others, or behavior that substantially disrupts the learning environment and activities of the campus community. There are limits to the College's ability to care for students with serious physical or psychological conditions, and the College reserves the right to decide, in certain circumstances, when it cannot provide appropriate educational or other services to a student.

These policies and procedures do not take the place of disciplinary action associated with a student's behavior that is in violation of the student Lifestyle Commitment and/or Lifestyle Policy. This policy is only invoked in extraordinary circumstances, at the discretion of the Academic Committee along with the Student Life Committee, when the standard disciplinary system cannot be applied or is not appropriate. This policy may also be invoked when a student is unable, or unwilling, to request a Student Withdrawal.

Examples of extraordinary circumstances that are applicable to this policy include, but are not limited to:

1. Extreme illness or medical emergencies that physically prevent a student from continuing or requesting a student withdrawal
2. Suicidal threat or attempt that disrupts the living or learning environment on campus
3. Ongoing substance abuse or addiction
4. Serious threats of harm to others
5. Medical condition that endangers other members of the campus community
6. Behavior that is so odd or destructive that it disrupts the learning environment.

If possible, the College's first approach will be to discuss with the student, and his/her family, the possibility of a voluntary withdrawal and a plan for a successful return to Shasta Bible College and Graduate School. If voluntary withdrawal is not pursued, the Academic Committee along with the Student Life Committee will then consider Administrative Withdrawal without the student's consent.

In emergency situations, Shasta Bible College and Graduate School reserves the right to do any or all of the following:

1. Consult with and refer the student to a mental and/or health care facility or provider (an area hospital, or licensed mental health or health care professional) for a mental health or other medical evaluation. The cost for any off-campus referral will be at the expense of the student
2. Remove the student from campus (including on-campus housing) until such time that a full mental health and/or medical evaluation is completed and the Academic Committee along with the Student Life Committee approves the student's return to campus.
3. Require the student to sign appropriate release forms allowing designated staff at Shasta Bible College and Graduate School to consult clinician(s) serving the student.
4. Refer the student to the Shasta Bible College and Graduate School judicial process if the student's behavior has violated any College policies or codes of conduct.

If along with the demonstrated disruptive behavior, the student experiences serious psychological difficulties that have become chronic, dangerous, or excessively disruptive, the Academic Committee along with the Student Life Committee may require the student to be assessed off campus by an appropriate mental health professional. The purpose of this assessment is to assure:

1. The student is safe to return to campus and does not pose a threat to others and is able to adequately care for him/herself.
2. The student is able to function both socially and academically and will not cause any disruption to the community or normal functioning of the College.

After receiving a written assessment, the Academic Committee along with the Student Life Committee will decide about the student's status, which may include the following options:

1. Immediate return to the campus, providing the student follows a plan for care with on or off-campus providers. Failure to follow the plan will result in immediate withdrawal from the College.
2. Student's return to campus deferred until additional assessment or treatment can be obtained.
3. Student's return to campus deferred indefinitely due to significant and specific concerns about continued danger to others and/or disruption to the community.

Written appeals must be submitted for review by both the Academic Committee along with the Student Life Committee, within ten days of being informed of this policy being implemented. A response will be issued by both committees within ten days of receiving the appeal. All decisions by the Academic Committee and Student Life Committee in these matters are final.

### **State Approval**

Shasta Bible College and Graduate School is licensed to operate under the provisions of the State of California Education Code, Bureau for Private Postsecondary Education.

Any questions a student may have regarding the catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education

at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

No degree or certificate offered at Shasta Bible College and Graduate School leads to any state licensure, certification or credential.

For transferability of credit to other educational institutions, see Admissions/Records Policies.

### **Accreditation**

Shasta Bible College and Graduate School is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; email: [info@tracs.org](mailto:info@tracs.org)], having been awarded Reaffirmation III of its Accredited Status as a Category III institution by the TRACS Accreditation Commission on April 25, 2022. This status is effective for a period of ten years. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

### **Approval for Veterans**

The VA has approved "all standard degree programs for approval effective 8/01/2011" to train students who are using VA education benefits.

One-year Certificate programs and three-year Diploma programs are not included and are not approved by the VA.

Early Childhood Education courses are approved when applicable to the Associate of Arts in Early Childhood Education only. They do not apply to the Certificate in Early Childhood Education.

### **Career Guidance**

Career guidance is provided to all students throughout their time at SBC&GS. A "Career Strategies Handbook" is provided to students to guide them through the process of career selection. It is the sincere desire of the College to assist students in maximizing their talents and gifts for the Lord. Students in their final year are provided special assistance to help them locate either an appropriate graduate program or a suitable place of ministry. The president's office maintains ongoing contacts with churches and church organizations in order to ascertain pastoral placement opportunities. Students seeking pastoral placement assistance should contact the president's office. The Chair of the Education Department maintains ongoing contacts with the Association of Christian Schools International in order to ascertain teacher placement opportunities. Students seeking teacher placement opportunities should contact the Chair of the Education Department.



## **ACADEMIC LIFE**

As a student at SBC&GS you have entered a program of study that is both academically and spiritually demanding. Because of the importance of this commitment, you are expected to take your studies seriously and pursue excellence both in the classroom and in the application of Biblical truth to your life and ministry. The following policies and regulations are designed to maintain an appropriate college atmosphere in which students can profit most from their studies.

### **Counseling and Registration**

All new and returning students are advised by the Registrar or an appointed faculty member immediately before the beginning of a new term. The students will be guided in the selection and sequencing of required and elective courses appropriate to each student's career and life direction. Students are responsible to secure an appointment for advisement before registration. Students will receive credit only for those courses for which they are officially registered. Registration will be complete upon full payment of tuition or upon securing approval of an extended payment program along with a signed contract.

### **Adding a Course**

Students who desire to add a course to their program may do so prior to the end of the first week of classes, provided they consult first with the Registrar and Director of Financial Aid.

### **Audit to Credit**

To change a course registration from audit to credit, a student must make a written request through email to the Registrar's Office prior to the tenth week of the semester. The student must make arrangements to pay in full the cost of the course. In such cases, the student must have been attending the class each week and not have more absences than allowed. The student must also have submitted to be ready to submit all required course work to the professor of the class according to the syllabus by the twelfth week of the semester.

### **Withdrawal from a Course**

Students desiring to withdraw from a course must contact the Office of the Registrar. Withdrawals will not be processed until a written request is received. Any refund is calculated from the day the written request is received. It is recommended that requests be made through email as there is a date stamp. Students failing to follow this procedure will not be recognized as withdrawn nor be entitled to a refund. Incomplete or failing grades will be recorded as an F if the student has not officially withdrawn. Verbal conversations about withdrawing or failure to attend are not recognized as official requests.

For standard 15-week courses, the first two weeks of a semester constitute the Add/Drop period. Courses dropped during this period will be removed from the student's record and will not appear on the transcript. After the Add/Drop period, a student may withdraw from a class. Courses from which a student withdraws will appear on the student's transcript with a grade of

W. For courses offered on a non-standard (i.e., less than 15 week) schedule; dates for withdrawal will be figured on a rate corresponding to the length of the course.

For non-standard classes, the add/drop period is proportional to the scheduled length of the course.

### **Administrative Withdrawal**

If during the first two weeks of the semester, a student fails to engage in the class whether by missing classes, not turning in assignments, or not responding to communication from the professor, they will automatically be withdrawn the last Friday of the add/drop period. The student will be contacted 24 hours before withdrawal.

### **Work Experience**

No more than 3 units of credit may be granted for work experience. An administrative fee of \$30.00 will be required to process any credit given for work experience. Application for Credit for Work Experience must be accompanied by adequate references that will be evaluated by the Vice President of Student Services.

### **Attendance**

To stay in compliance with state and federal regulations, we are required to maintain accurate attendance records in all courses. Shasta Bible College and Graduate School expects students to actively engage in all enrolled for credit courses. Each student is allowed as many unexcused hours as credit hours for the course. A student is expected to attend all classes and not absent themselves without adequate cause. It is the responsibility of the student to make up scheduled work missed because of officially excused class absences. Unexcused absences from unannounced tests and other assignments may be made up at the discretion of the instructor.

It is the policy of Shasta Bible College and Graduate School to take attendance, both on campus and online.

#### ***On Campus Attendance Policy***

Attendance is defined on campus as attending in full every class meeting for each enrolled course. Unexcused absences will negatively impact a student's grade as follows:

#### **Classes that meet three times a week (50-minute sessions each):**

- Students are allowed three unexcused absences for the semester.
- Classes that meet twice a week (75-minute sessions each):
- Students are allowed two unexcused absences for the semester.

#### **Classes that meet once a week (150-minute sessions each):**

- Students are allowed one unexcused absence for the semester.

Additional unexcused absences will result in the reduction of the student's grade at the rate of .33 grade points per additional hour of unexcused absences (e.g., reduction of an A to an A-, or an A- to a B+). Three tardies are treated as the equivalent of one unexcused absence.

Example: Student has earned a grade of B-, but has accumulated 4 unexcused hours of absences and 3 tardies (equivalent of 5 unexcused absences). Resultant grade for the class will be a D.

If a student misses two weeks of attendance, a Student Withdrawal or Administrative Withdrawal may be necessary.

Modular or intensive courses:

- Students are expected to attend every session. Absences require special permission from the teacher and are left to their discretion.

A valid excuse for an “excused absence” is up to the discretion of the teacher; however, valid excuses normally encompass such unavoidable and/or emergency situations as severe illness, accident, or car breakdown on way to school. Excused absences are not granted for vacations, weddings, recreation, oversleeping, malfunctioning alarm clocks, work conflicts, etc.

If during the first two weeks of the semester, a student fails to engage in the class whether by missing classes, not turning in assignments, or not responding to communication from the professor, they will automatically be withdrawn the last Friday of the add/drop period. The student will be contacted 24 hours before withdrawal.

***Online Attendance Policy***

Due to the nature of online learning, attendance must be defined in a different manner than courses that meet on campus.

Attendance in online courses is documented mainly through the use of weekly online discussions due to the necessity for regular and substantive interaction. On occasion, they can also be documented by any or all of the following methods:

- Submission of weekly assignments
- Watching a lecture or listening to an audio file
- Completion of weekly assigned tests/quizzes
- Communication with the instructor regarding course-related issues. Communication can include visit, phone, email, or contact through Populi. Logging into Populi is not sufficient, by itself, to demonstrate academic attendance.

Students who fail to maintain active participation in an online course as defined will be contacted regarding possible Student Withdrawal or Administrative Withdrawal from the College and processed in accordance with the College’s current attendance policy.

Online students are allowed one unexcused absence equal to one week. Absences more than one week without prior written approval from the professor will negatively impact a student’s grade as follows:

- No credit will be given for the weekly online discussion. As this is a time sensitive assignment, no make-ups will be allowed.
- If in rare circumstances a different assignment is being used as attendance that week, there will be no credit received.

- Any additional assignments during the week missed may also receive no credit. This is done at the discretion of the professor.
- If a student misses two weeks of attendance, a Student Withdrawal or Administrative Withdrawal may be necessary.

If during the first two weeks of the semester, a student fails to engage in the class whether by missing classes, not turning in assignments, or not responding to communication from the professor, they will automatically be withdrawn the last Friday of the add/drop period. The student will be contacted 24 hours before withdrawal.

### Grading System

Grade	Explanation	Grade points per semester hour
A+ (98-100)		4.3
A (94-97)	Superior work, subject mastery	4.0
A- (90-93)		3.7
B+ (87-89)		3.3
B (83-86)	Good work, subject competence	3.0
B- (80-82)		2.7
C+ (77-79)		2.3
C (73-76)	Average work, subject familiarity	2.0
C- (70-72)		1.7
D+ (67-69)		1.3
D (63-66)	Poor work, subject awareness	1.0
D- (62)		0.7
F (61 and below)	Unacceptable work, subject failure	0.0
W	Withdraw	0.0
AUDIT	Course taken for noncredit	0.0
PASS/FAIL	Given for Challenge Examinations only	0.0

### *Grading Profile for Essays*

Grades assigned to essays indicate certain strengths and weaknesses in student writing.

The profiles below give the weaknesses of the typical "C" paper, and the strengths of the typical "B" and A" papers.

#### The "C" paper

A partially successful piece of writing, but contains one or more of these weaknesses:

- too general a subject or inappropriate for the assignment
- ineffective beginning and/or ending (too long, too short, vague, irrelevant, nonexistent)
- weak in creation of a dominant idea; no clear thesis or statement of controlling idea
- faulty organization
- lack of imagination in development of ideas
- short, choppy, undeveloped paragraphs
- muddy, unclear sentences; problems in logic
- wordiness, deadwood, redundancy
- careless diction (wrong word, utility words like “great,” vague words)
- several (5) major mechanical or grammatical errors (unintentional fragment, run-on sentence, comma splice, misspellings, faulty agreement, faulty pronoun reference, dangling or misplaced modifier, faulty parallelism)

### The “B” paper

An essay free of the weaknesses of the “C” paper, with the addition of:

- Complexity of idea
- The writer uses negative as well as positive evidence in drawing a conclusion, sees relationships among related facts, and avoids common fallacies.
- Clarity of explanation
- The writer employs such techniques as definition, comparison, contrast, analysis, and exemplification.
- Precision in the use of language
- The writer is accurate in his choice of words; his tone is appropriate to the subject; he makes very few, if any, errors, in mechanics.
- Careful work throughout; evidence of commitment.

### The “A” paper

A superior piece of writing, with these additional criteria:

- Superior to a “B” paper (subjective analysis of excellence enters here)
- Maturity of insight. The essay reflects the superior intellectual capacity of the writer to perceive the significance of his materials. His discussion illuminates the more subtle relationships among facts and the less obvious truths implicit in his subject.
- Consistency of tone. The writer allows no discords or false notes; his arrangement of details is controlled by his purpose.
- Suggestiveness of language. The writer is sensitive to the connotative value of words; he employs language with imaginative force.

### *Incompletes*

The request for an incomplete must be initiated by the student and is given only with the instructor's permission. The Incomplete Request Form is available in the Registrar's office and must be used. Request must be turned in no later than the last day of class, completely filled out

by both student and professor. On the form, the student indicates the nature of the incomplete and reasons for the request. If approved, the student has four weeks from the last day of class in which to complete and turn in the missing assignments. In extraordinary circumstances, such as extreme family or medical emergency, the VP of Academics, in consultation with the faculty member, may extend the deadline. Failure to complete whatever is necessary within the time limit will result in the student receiving O's on remaining assignments.

### ***Grade Appeal***

Students who question the appropriateness of the grade received for a course should contact the professor first. If, after contacting the professor, a student still is not satisfied with the result, they should contact the Vice President of Academics. After the meeting with the student and the professor, the Vice President of Academics will make a recommendation to the Academic Committee whose decision will be final.

### ***Repeating Courses to Raise Grades***

A course may be repeated to raise a low grade but credit for the course does not accumulate. The last letter grade earned by repeating a course is used to compute the Grade-Point Average. Students must repeat any required course they fail.

### **Learning Assistance**

Any student having difficulty with a course is encouraged to see the instructor of that course for outside help. Students needing help with basic learning skills or study strategies are encouraged to seek help by contacting the Student Life Committee.

### **Computer Literacy**

Computer literacy is expected of students for term papers and other assignments. Computer Literacy materials are available in the library for students who need the basic skills to do acceptable work. Please contact the librarian for more information and assistance.

### **Extended Payment Plan**

If you have made arrangements with the Office of Financial Aid to be on the extended payment plan, you are expected to follow that plan throughout the semester. No grades or transcripts will be issued unless your account is paid in full. Failure to meet tuition obligations to the College will result in suspension or dismissal from classes.

### **Lateness of an Instructor**

1. If an instructor is late for a class, an appointed student should take charge after 5 minutes have passed. It is suggested that he start a song and/or lead in prayer.
2. Five minutes after the beginning of the class hour, the student in charge should send someone to the office to inquire concerning the instructor.
3. If instructions have not been received by the class ten minutes after the beginning of the hour, class may be considered dismissed.

## Assignment Standards

Students must have a basic grasp of English grammar. Any examination, report or term paper evidencing poor paragraph structure, incomplete sentences or spelling errors may result in a reduction of the student's grade, regardless of content.

All papers must be researched and written by the individual student and should conform to the standards set forth as determined by the professor. Standards are available from the English professor or the Book Store.

## Plagiarism and Cheating

Plagiarism and cheating are serious offenses of academic life and violate the Biblical principles of speaking the truth which is the opposite of lying or being deceitful. Plagiarism is using someone else's words or even their ideas in writing, without giving that person credit, as if the ideas or words were one's own. You plagiarize if you:

1. Do not acknowledge a quotation
2. Fail to put another's words inside of quotation marks
3. Paraphrase or summarize facts or opinions from sources without stating exactly where they come from.
4. Use in your paper long sections that have been written by a friend or tutor
5. Buy, find, or receive a paper that you turn in as your own work. (Raimes, Ann. *Keys for Writers: a Brief Handbook*. Boston: Houghton Mifflin Company, 1996, 62-63).

Blatant or intentional plagiarism occurs when a person copies a passage almost word for word without identifying the source of the words or ideas. Unintentional plagiarism occurs when a person attempts to paraphrase the words of another, but the sentence structure, sequence of ideas, and key phrases noticeably resemble the original without giving due credit to the author. (Rose, Leonard J. And Laurence Behrens. *The Allyn and Bacon Handbook*, 2nd edition. Boston: Allyn and Bacon, 1994, 588-599)

Cheating is looking at or copying unauthorized sources during an in-class quiz, test, or exam or during a take-home exam or assignment. It may also include unauthorized submission of a paper or assignment used for another class.

### *Consequences of Plagiarism:*

1. On the first offense, the teacher should privately instruct the student as to the nature and seriousness of the problem and require that the paper be rewritten.
2. The second offense will result in failing the assignment, discipline by the teacher, and a letter by the student under the scrutiny of the teacher or the department head detailing the offense to be kept on file with the Vice President of Student Life/Student Life Committee.
3. The third offense will result in failing the course, discipline by the Vice President of Student Life/Student Life Committee and a letter relative to the discipline kept on file with the Vice President of Academics.
4. The fourth offense will result in dismissal.

**Makeup Work**

1. Makeup work may be allowed at the instructor's discretion for absences and is the student's responsibility.
2. A student may not enter a class, take an unannounced or announced quiz at the beginning of the hour and then miss the remainder of the class. No credit will be given for quizzes taken under such circumstances. Permission to take a scheduled quiz, test or exam early must be secured from the instructor.
3. The student is responsible for all class material even when absent. All assignments must be turned in on the due date. Assigned papers turned in late, for whatever reason, will be penalized at the discretion of the instructor.
4. Students may make up assignments and exams for illness, medical appointments and emergencies recognized by the instructor.

**Change of Academic Program**

Although students are encouraged to select an academic program as early as possible, and to continue with it to graduation, it is possible to change from one academic program to another with the approval of the student's advisor. The student must make this request in writing using the Change of Academic Program Request Form and submit it to the Registrar. The date the request is received by the Registrar will be the official date of transfer.

**Academic Load**

Although minimum full-time student status is 12 units in a semester, normal progress is considered to be 15-18 units a semester. Students who want to register for more than 18 units in a semester must obtain special permission from the Vice President for Academics. Students that are on academic probation may be limited in the number of units for which they may register.

**SPIRITUAL LIFE****Chapel**

Hebrews 10:24 says, "Let us consider how to provoke one another unto love and good works." Colossians 3:16 says, "Let the Word of Christ richly dwell within you, with all wisdom teaching and admonishing one another with psalms and hymns and spiritual songs, singing with thankfulness in your hearts to God." 1 Timothy 4:13 says to "give attention to the public reading of Scripture, to exhortation, and teaching."

Chapel is an important event that our college family enjoys together. We gather to worship the Lord through praises of music, testifying of His work in our lives, prayer and to be challenged from His Word. Our goal in chapel is to bring students the best biblical teaching possible on subjects that are relevant to all who attend and to teach applicable life skills necessary to maintain a positive Christian testimony in all aspects of their lives.

Chapel offers opportunities to be challenged by local pastors, Christian community leaders, missionaries from around the world, and representatives of various Christian organizations; and



to learn vital Christian Life Skills such as financial responsibility, health and wellness, professional attire and behavior, and other relevant life skills. Chapel provides inspiration and worship for the entire college family. Therefore, chapel is considered a vital part of the SBC&GS curriculum, complementing a student's academic and spiritual experience.

Attendance at all chapels is required of all commuter and residential students. Chapel exemption applications are available from the office for special situations. Exemptions are granted on a semester-by-semester basis, are not retroactive, and are considered on a case-by-case basis.

School-sponsored events that require a member of a ministry team or a music group to miss chapel will be excused. Any requests for consideration of excuse for additional emergency absences must be submitted in writing by the student to any member of the Student Life Committee within one week after the emergency.

Students taking classes by distance education are encouraged to attend chapel by watching chapel sessions live streamed via the internet. This may be accomplished on one of the following ways:

1. Most chapel sessions are livestreamed over the SBC&GS Facebook site (<https://www.facebook.com/shastabiblecollege/>).
2. If a student is unable to watch the livestream, the videos are saved on the Facebook site for viewing at a more convenient time.

### **Alpha-Omega Conference**

Each year SBC&GS hosts the Alpha Omega Conference. This conference is a unique four-day conference emphasizing creation and end time prophecy. SBC&GS invites alumni, friends and family to join our student body for this conference. Classes are suspended so that students can attend these sessions. Attendance is required of all students (during one's normal class schedule) and strongly encouraged for all students.

### **Church Involvement**

All students at SBC&GS are expected to attend church regularly. Several area churches offer service opportunities and enthusiastically welcome SBC&GS students. You are encouraged to seek God's will in selecting a church where you can effectively worship and minister. This will be an important element in your training. In addition, your field ministry involvement will ensure that you receive valuable practical experience where classroom precepts and principles may be tested in actual ministry situations.

### **Spring Break and Missions**

Mission's opportunities will be made available to the student body during the spring break. SBC&GS desires to provide students an opportunity to travel and minister cross-culturally. Trips are scheduled to facilitate students to work alongside seasoned missionaries, getting a first-hand view of how their interests and skills can be used in an international setting. Students will be provided opportunity to use skills acquired in their field of study on the mission field through these specialized trips. Additionally, other trips will focus on evangelism and church planting.

Each student who joins a team is required to attend training sessions prior to going in order to become more equipped for the mission they will be involved with. The Missions preparation class trains students in issues such as how to communicate cross-culturally, how to involve oneself positively with missionaries, how to work well as a team, how to prepare logistical details (e.g. passports, immunizations, tickets) for overseas travel, and many other important details. Academic credit is available for all training provided for these trips.

### **Bible-Lands Tour**

Every other year a tour of the Bible lands is offered to enhance student's knowledge of the Holy land. Class credit is available for this trip. Students seeking class credit must attend training classes prior to the trip. They will be given additional projects by the professor leading the trip.

### **Additional Ministry and Outreach Opportunities**

Numerous requests reach the College for students to be involved in a variety of church ministries and spiritual formation groups. In addition, the College provides opportunities for outreach, musical teams, field ministry, and ministry placement assistance, etc.

### **Student Government**

The Associated Students of SBC&GS is the official student body organization of SBC&GS. The Student Council is the representative voice of the student body. It is composed of the elected student officers with a representative of the Student Life Committee as the administrative representative.

#### *Purpose Statement of Student Government*

Purpose: Student government is to provide leadership to the student body primarily by providing various opportunities for the student's growth spiritually, socially, academically and physically. The student government should represent the student body in the following areas:

1. Spiritual growth which includes all student activities, including student chapels and regular college chapels, ministry opportunities and all social activities.
2. To develop a ministry theme and purpose for that year's student body.
3. To promote the development of student clubs (drama, gospel outreach and missions.)
4. To welcome and encourage new students both in the Fall and Spring semesters.
5. To be an example in spiritual leadership and growth and to encourage the same in the student body.
6. To develop a budget and allocate funds for various activities and projects for the student body.

#### *Offices, Terms, and Duties*

When on-campus student enrollment is sufficient, a President, Vice-president, Secretary/Treasurer and Social Chairman are elected in the spring of each year and serve for one year. One week (minimum) before elections, the existing council shall receive nominations from current, enrolled students. With approval of the administrative committee, these will then be voted upon. In case of a tie vote for any office a runoff election will be held. If the runoff results

in a tie the other three elected officers will decide between them. If there is an unfilled position, the remaining council members may cover the unelected position or have another election in the fall, if there are eligible students.

### ***Qualifications***

To run for Student Council, and to maintain a position on the council, students must exemplify godly character (which includes but is not limited to the Student Life Commitment), capable leadership abilities, be enrolled for at least 6 units, and have a minimum cumulative GPA of 2.5. Council members who fail to meet these requirements at the end of the Fall semester will not be eligible to serve in the Spring. Upon decision of the Student Life Committee, officers may be asked to step down during the semester, should they not meet these qualifications.

### ***Regulations and Officers***

#### **PRESIDENT**

Requirements: Must be at least a junior (third year) and approved by the administration for academic eligibility, Christian character and conformity to SBC&GS's lifestyle commitment. Duties include chairing the Student Council, representing the student body, providing guidance and direction for all student government activities, overseeing one weekly student chapel, and overseeing all Associated Student Body fundraising. The President shall work closely with the representative from the Student Life Committee.

#### **VICE PRESIDENT**

Duties include working closely with the President to plan and execute all events, coordinate any student missionary projects and other student-sponsored missions work. The Vice President will automatically become President if the presidency is vacated during the term of office and preside over the selection of a new vice president.

#### **SECRETARY/TREASURER**

Duties include planning and executing all events, together with other council members, recording of Student Council minutes, and the management of Student Council funds in accordance with Student Council directives.

#### **SOCIAL CHAIRPERSON**

Duties include planning and executing all events, together with other council members, and the planning and organizing of social activities in cooperation with other members of the Student Council.

#### **STUDENT LIFE REPRESENTATIVE**

A student life representative shall be appointed at the first fall semester meeting of the Student Council to represent student concerns to the Student Life Committee. This allows students to address matters of student grievance, conduct code, and related concerns.

## **CAMPUS LIFE**

### **Student Decorum**

Student conduct at SBC&GS is to reflect the Scripturally based moral and spiritual values which should characterize the lives of Christian believers. Although student maturity levels may vary according to age and Christian experience, basic Biblical principles dealing with interpersonal relationships should always set the standard for student decorum in all phases of campus life. Since visitors, prospective students and supporters of the College often make judgments based on the observation of students, it is important that campus standards be enforced and maintained.

### **General Conduct**

At SBC&GS we desire to develop a warm, family atmosphere among the students, staff and faculty which exemplifies Christian love and consideration. In order to encourage the development of standards based upon Biblical principles, the SBC&GS Lifestyle Commitment is signed annually by all students.

### **The Lifestyle Commitment**

As a Christian, I believe the Bible to be the verbally inspired and inerrant Word of God. I accept its teachings as the final authority in all matters of faith and conduct; and as faculty, staff or student at SBC&GS, I will maintain the moral and spiritual ideals of the College, render respect to members of its faculty, conform to its social, academic and spiritual requirements, and recognize my responsibility to live an exemplary Christian life in keeping with the admonitions of Scripture (see 1 Cor. 6:19, 20; 2 Cor. 6:14-7:1; Rom. 12:1-2; 1 Thess. 4:1-8, 5:22; Gal. 5:16-26; Eph. 5:18; Col. 3:17; Rom. 13:14).

The "Lifestyle Commitment" is an agreement between a student and the institution. This agreement is in effect as long as the student is enrolled, including breaks and summers.

To ensure the maintenance of such standards and to produce an atmosphere conducive to spiritual and academic excellence and based on the College's religious convictions, we ask that all students abstain from possession or consumption of tobacco, vaping products, alcoholic beverages and illegal drugs. SBC&GS prohibits sexual immorality, including such things as homosexuality, transgenderism and lesbianism. SBC&GS prohibits students from possessing or viewing any pornographic material (video, internet, video games, or printed). SBC&GS prohibits students from bringing on campus any kind of weapons, explosives, firearms (including "bb" and pellet guns, airsoft guns, paintball guns), and other objects or materials that may be determined by the Student Life Committee as harmful to students' safety. We ask all students to abstain from gambling. Other worldly activities or forms of entertainment, including music, which are inconsistent with Biblical principles are to be avoided.

Students who evidence through conduct or attitude that they are unwilling to abide by the Lifestyle Commitment will be subject to disciplinary action and may be summoned to meet with the Administrative Committee and may be subject to dismissal depending on their

responsiveness to the counsel of the Committee. Illegal activities will be reported to the appropriate law enforcement agency.

## **Resident Leadership**

### *Resident Directors*

At the discretion and determination of the college, Resident Directors (RD) may live on campus in the dorms and serve as liaisons between resident students and the Student Life Committee. They supervise and provide support for the Resident Assistants, administer discipline for policy violations and are available for lay counseling and referral. Resident Directors seek to create harmonious community life for resident students (in the absence of a RD the RA will serve directly under the supervision of the Student Life Committee). Resident Directors will work under the supervision of a representative of the Student Life Committee.

### *Resident Assistants*

Resident Assistants (RA) are mature students assisting SBC&GS and the Student Life Committee by supervising campus residents. They provide leadership for the dorms and assist in the spiritual, social and academic development of resident students. They also provide referrals in the area of discipline and counseling to the Student Life Committee. In the absence of the Resident Directors they assume the responsibilities and authority of the RD under the supervision of the Student Life Committee.

### *Assistant Resident Assistants*

When deemed necessary, SBC&GS may employ mature students in the roll of an assistant to the Resident Assistants. They will assist the RA's in their duties and provide supervision and leadership under the direction of the RA and Student Life Committee.

### *Disruption to the Resident Community*

Any student who is disruptive to the resident community may, with the approval from the Student Life Committee or its acting designate, be removed from campus. Campus guests who are suspicious or deemed dangerous will be escorted from the property.

### *Proper Respect*

Respect is an attitude and behavior that should be afforded to all members of the College community through proper acknowledgment of their personal and professional position. Students are required to observe academic courtesy with regard to all titles (Dr., Professor, Mr., Mrs. or Miss). Students should not use first names when speaking to or about faculty or staff members. Students are expected to exercise proper decorum in the classroom. Gentlemen must remove headwear in classrooms and chapel.

Students are required to respect SBC&GS's Statement of Doctrine and Purpose. They are not to engage in any activity on or off campus that would compromise the testimony or reputation of the college or cause disruption to SBC&GS's Christian learning environment. Proper respect should be shown from one student to another at all times. No hazing or student initiations will be permitted. Derogatory comments of a sexual, religious, threatening, or racial nature will not

be tolerated. Students are expected to treat SBC&GS faculty and students in a spirit of Christian love, mutual respect for individual viewpoints and cultural perspectives and individual dignity at all times.

### **Dress Code**

In the interest of promoting a sharp campus image modesty and cleanliness in dress and appearance is expected at all times (I Cor. 8:9-13; 1 Thess. 5:21-22). SBC&GS trains men and women from all walks of life and from various cultures. The guidelines for dress are intended to reflect a Christ honoring outward appearance. The standard for dress helps to create a professional atmosphere conducive to the goals of the college. While taste and opinion may vary in this area, during one's season at SBC&GS, all students are asked to willingly place themselves within these guidelines.

NOTE: RA's, RD's, and the Student Life Committee will enforce the dress code and educate all students regarding what is acceptable and what is not. Questions concerning the standard of dress should be addressed to any member of the Student Life Committee who will be the final authority on dress code.

#### ***MEN - Standard of Dress***

##### Classroom Dress

- Attire: Collared or polo shirts, sweaters, sweatshirts (no inappropriate logos), pants (includes neat jeans, properly worn, with no holes, patches, or tears), footwear must be worn, (sandals or flip-flops acceptable), no hats, beanies, caps, or hoods may be worn in class or Chapel. SBC&GS t-shirts are permitted.
- When & Where: Academic and administrative buildings before 2:30 pm on weekdays and in all classes and chapels, regardless of time.

##### Casual Dress

- Attire: Shirts, neat pants, jeans, loose-fitting modest shorts (mid-thigh or longer), shoes (sandals or flip-flops acceptable).
- When & Where: Academic and administrative buildings after 2:30 pm on weekdays and in-residence Dormitory.
- Hair and clothing styles that promotes or endorses a spirit of rebellion is not acceptable. Facial hair should be neatly trimmed.

#### ***WOMEN - Standard of Dress***

Dresses and skirts should be modest, with slips under thin material. Shoulder straps should be one inch wide or more. Clothing that is tight, scant, backless or razorback, see-through, low in the neckline or revealing the midriff (in any position) is immodest and not acceptable. Jeans should fit properly, without being too tight. Leggings may be worn with a top that extends to mid-thigh. Hair and clothing styles should not reflect a spirit of rebellion.

### Class Dress

- Attire: Sweaters, loose-fitting tops, sweatshirts (inappropriate logos are not allowed), modest skirts, dresses and pants (includes neat jeans, properly worn, with no holes, patches, or tears). Footwear must be worn (sandals or flip-flops acceptable). SBC&GS t-shirts are permitted.
- When & Where: Academic and administrative buildings before 2:30 pm on weekdays and in all classes and chapels, regardless of time.

### Casual Dress

- Attire: Shirts, neat pants, jeans, loose-fitting modest shorts (no shorter than mid-thigh), shoes (sandals or flip-flops acceptable). Leggings may be worn with a top that extends to mid-thigh.
- When & Where: Academic and administrative buildings after 2:30 pm on weekdays and in-residence Dormitory.

### Motor Vehicles

Operating a vehicle on the campus of SBC&GS is a privilege. Students should familiarize themselves with and adhere to all traffic and parking regulations. Any serious or repeated traffic safety violations will result in the loss of driving privileges as determined by the Student Life Committee. Automobiles parked on campus must display a campus permit. Permits are available from the office.

1. The speed limit in the parking lot is 10 mph. Please watch out for children and bicycles! Violators will be dealt with in the following manner:
  - a. 1st offense: Verbal warning from an RD, RA or representative of the Student Life Committee.
  - b. 2nd offense: Written warning and \$20.00 fine.
  - c. 3rd offense: Loss of driving/parking privileges in the SBC&GS parking lot.
2. "No Parking Areas" are for loading and unloading only. Unload within 15 minutes.
3. Wash car at the south end of the parking lot. Conserve water; clean up.
4. Minor repairs and maintenance should be done near the dumpster.
5. Due to hazardous waste restrictions changing vehicle oil is not allowed.
6. Major repairs are not to be done on campus due to safety factors.
7. Inoperable or non-functioning vehicles may not be left on campus for more than two weeks without permission from the Student Life Committee. Violators will be notified and charged a \$10.00 a day storage fee accumulating from date of notification.
8. Abandoned vehicles will be removed from the campus at the owner's expense.
9. Insurance proof must be provided at the beginning of residency to the office for on-campus motor vehicles. The insurance must meet the requirements of the no-fault-law. A copy of the registration should accompany the proof of insurance.

## **Dating, Engagement, and Marriage**

In a residential, co-educational college, students should recall that the primary purpose for attendance is educational rather than social. Students should strive to be good stewards of their time. An overemphasis upon the physical in a dating relationship will have detrimental effects, especially for those training for vocational Christian Ministry. Physical displays of personal affection are limited to the holding of hands in all college areas and at all college activities, and discretion and wisdom should be used regardless of location. Violations will be dealt with by the Student Life Committee. Students are expected to observe the following guidelines in regard to dating.

1. Couples should avoid spending time together in unsupervised areas of the campus.
2. Couples should avoid unlighted areas of the campus after dark.
3. Women are not to entertain boyfriends while baby-sitting in the community, nor are unsupervised couples to use the homes of married students or faculty in their absence.
4. Resident students may not entertain dates in their residence dormitory facilities.
5. A third party is to be present when students visit friends of the opposite sex in off-campus housing.
6. Students leaving campus by automobile for dating purposes must have a planned agenda, avoid isolated locations and exercise Christian discretion in all physical contact.

While there is probably no better place to meet one's life partner than on a Bible College campus, experience has proven that student marriages during the school year can be a hindrance to academic excellence. Students wishing to marry during the school year should use wisdom in selecting a date, and are encouraged to meet with a member of the Student Life Committee to discuss their relationship and the wisdom of pre-marital counseling.

## **Relationships and Sexual Behavior**

The development of wholesome friendships, good dating habits, and acceptable social manners are a vital part of your personal growth. It is important that you conduct yourself, both publicly and privately, in such a way that avoids excessive physical contact so that you do not offend your fellow believers, nullify your testimony, or become involved in inappropriate activity. You are expected to refrain from moral impurity. All sexual relationships should be within the context of a faithful heterosexual marriage (1 Thessalonians 4:3-8, 1 Corinthians 6:9-11, Galatians 5:19-21).

## **Suicide Prevention Procedure**

### **Student / Staff Course of Action**

If students find themselves or other students in crisis and/or experiencing suicidal thoughts and desire immediate counseling, they should contact the Resident Assistant (RA), Resident Director (RD), Dean (Dean of Women/Men) or another member of the Student Life Committee personally or by phone.



Based on the point of contact, the following steps will occur:

1. The RA or RD will contact the Student Life Committee.
2. The Dean will contact a licensed professional (at SBC&GS) and will also arrange for transport to the Hospital, if necessary.
3. Note: This expense will be covered by the student's insurance or by the student.

## **School Facilities**

### *Library*

The Fay Messler Library currently holds over 40,000 volumes, as well as a growing collection of eBooks (over 5,000). It is a user-friendly place with provision for group study as well as individual study.

1. To use the library, one must be a registered student or faculty member.
2. Books are checked out for a three-week period and may be renewed by telephone.
3. The Reserve section is at the library circulation desk. These are the high demand books that are required reading for particular classes. They generally fall into two categories:
  - a. LIBRARY USE ONLY. May not be checked out of the library, but signed for at the circulation desk and used in the library.
  - b. ONE DAY. May be checked out, but are due the following day.
4. Fines for overdue books are .10 per school day.
5. When a book is lost, the person is charged the replacement cost of the book plus a \$5.00 reprocessing fee.
6. Children using the library must be supervised.
7. Books may be used in the library without checking them out. Please return them to the circulation desk and don't reshelv them.
8. With a student ID card, the student may also use the libraries of Simpson University and Shasta College.
9. Ask the librarian if you can't find what you need. Her job is to help you!

### *Student Computer Lab*

Computers and internet services are available in the library. Papers may be printed on the library printer for a charge.

### *Technology Policy*

Shasta Bible College and Graduate School supplies internet services for the students' use. Any illegal or pornographic use of the internet is grounds for dismissal and may be reported to authorities. Any personal information on the SBC&GS Populi system is for the private use of the students and staff only. It may not be shared with anyone. Any abuses of the Populi system are grounds for dismissal.

### *Classrooms and Chapel*

Our classroom facilities are a great asset to school life and we desire to maintain them in the best condition. The following guidelines are given to that end.

1. Use furniture the way it was intended to be used. Chair backs, tables, etc. are not designed to function as seats.
2. No small children may remain in the student lounge unsupervised.
3. Lights, heat, and air conditioning should be turned off if you are the last to leave.
4. Students should report the presence of any individual(s) not connected with the College that enter school facilities.

### ***Offices***

The lobby and offices of SBC&GS are located in Oran Smith Hall and above the library. The offices are open Monday through Friday from 9:00 a.m. to 4:00 p.m. Hours of individual faculty and staff members vary. Library hours are posted.

### ***Student Lounge***

1. The student lounge is primarily for the use of students and their guests. It may be used whenever the college is open.
2. Students using the lounge must clean up after themselves and leave the area in an orderly condition (this includes dishes, counters, tables, floors, furniture, etc.).
3. Young children must be supervised by an adult.
4. Student lounge appliances are to be treated with care and respect at all times.
5. Student lounge lights and thermostat should be turned off by the last person leaving the area after the last class of the day.
6. The student refrigerator in the lounge is for daily use of students. Food stored for an extended period of time will be discarded.
7. Microwave ovens and the stove are for the students' convenience and use, as long as they are left clean.

### ***Mail***

Mailboxes are located in the Chapel of SBC&GS. Each student will be assigned to a box and their mail, notes and returned papers will be delivered to that box. Students are expected to empty their mailbox regularly. There is a \$5.00 deposit required for your mail box key to be refunded at the end of the school year. Outgoing mail may be mailed from the Welcome Center. Students who live on campus will receive their postal mail at their box and should give the following address as their own: 2951 Goodwater Ave., Apt. # Redding, CA 96002

### ***Grounds and Buildings***

Students are expected to treat the school grounds and buildings with a high degree of respect as if the property were their own.

#### **Repairs and Equipment Needs**

For repairs or equipment needs, please complete a Request Form which is available in the Welcome Center and return completed form to the Maintenance Director's box in the Welcome Center. A decision and follow-up will be expedited as quickly as possible.

## **Policy for Watching Movies on Campus**

We are all here at Shasta Bible College and Graduate School for the same purpose. Our desire is to honor Christ in all that we do and be above reproach (2 Corinthians 7:1). In keeping with the Life Style Commitment students sign, their lives must emphasize the moral character of the college in that all “forms of entertainment which are inconsistent with Biblical principles” need to be avoided. G and PG rated movies are allowed; X rated are not. PG13 and R rated movies must be cleared by a member of the Student Life Committee. This is not a policy that imposes upon individual’s beliefs or standards concerning movies but concerns the use of movies while students are enrolled at SBC&GS.

Note: Students who fail to comply with the student life standards of Shasta Bible College and Graduate School will be required to attend a meeting of the Student Life Committee and submit to the committee's decisions (see Disciplinary Policies).

## **Textbooks**

With the advent of the internet and the ease of obtaining books, SBC&GS no longer offers a full college bookstore. Students are responsible for the purchase of all textbooks. Students would be wise to shop around (online or at Christian bookstores) prior to purchasing their books.

## **Disciplinary Policies**

### *Student Life Committee*

A Student Life Committee is formed each year in keeping with the desire of SBC&GS to develop leadership abilities in students, and in view of the need to encourage a good process of communication between students and faculty in regard to the enforcement of school standards. Its purpose is to encourage student understanding and compliance with the standards of the college. It will also promote the maintenance of student life and residence life standards.

Members of this Committee are the following:

- Dr. David Nicholas, SBC&GS President
- Donna Nicholas, Dean of Women
- Liz Adams, Executive Assistant
- Faith McCarthy, Dean of Undergraduate Studies
- Dr. Dan Iles, Chair of Christian Ministry Department
- Student Life Representative (appointed by the Student Council).

### *Academic Discipline*

Academic Probation: Students whose cumulative grade point average falls below 2.0 or whose semester grade point average falls below 1.0 will be placed on academic probation. It is imperative that students who find themselves in this position work diligently under the direction of an assigned faculty member to improve their areas of deficiency and raise their GPA to an acceptable level.

***Financial Suspension***

Students who fail to meet their financial obligations may be placed on suspension until their obligations have been met or acceptable arrangements have been made through the Financial Aid Office. Failure to meet tuition obligations to the College will result in suspension or dismissal from classes. Students must have a financial balance of less than \$1,000 before they may register for the next semester. To qualify for the early registration discount, the balance must be fully met by the early registration deadline.

***Academic Dismissal***

Students who show insufficient ability or lack of desire to rectify their academic deficiency will be subject to dismissal from SBC&GS.

***Student Life Discipline***

Students who fail to comply with the student life standards of SBC&GS will be required to attend a meeting of the Student Life Committee and submit to the committee's decision. Students in violation or suspected violation may come directly to the any member of the Student Life Committee or be confronted by any member of the Student Life Committee. At any time during this process the student may request a hearing with the Student Life Committee.

***Dormitory Resident Discipline***

Dormitory residents are expected to maintain the On-Campus Housing Standards specified elsewhere in the Student Handbook. On Campus Housing Standards will be enforced by the RAs and Deans. Students who consistently violate or fail to comply with these standards will be cited and referred to the Student Life Committee.

***Disciplinary Probation***

Students who consistently violate the policies of SBC&GS or display disregard for a Biblical Christian lifestyle will be placed on disciplinary probation and be required to meet regularly with an assigned faculty member.

***Disciplinary Dismissal***

Students who refuse to live according to the Student Life Policies and The Student Commitment of SBC&GS may be recommended for dismissal by the Student Life Committee to the Administrative Committee who will take necessary measures. In the case of open rebellion, the Student Life Committee may bring disciplinary action directly to the administrative committee.

***Disciplinary System*****Suspension**

Students must leave campus for a period of time determined by the Student Life Committee. A student is not allowed to attend class, or participate in any co-curricular programs, including music and after school events. Homework which is due on the days a student is suspended must be submitted to the professor in advance of the class session in order to receive credit. The student will receive a zero for any test, quiz, or work done in class that day.

## Dismissal

When expelled from the college, all current educational activities are terminated immediately and may not be resumed.

When a student is dismissed or asked to withdraw from the college, the following process will be followed:

1. The student will not be allowed on campus for any activity or event without prior permission from the Student Life Committee or the President.
2. The student is responsible to move out of their room by 5:00 pm of the day they are informed of the Student Life Committee's decision.
3. The student remains financially responsible for the balance of their student account. If the student's account is paid in full, then the schedule for refunds listed in the catalog will be followed, using the date of dismissal as the determining date.
4. The student will receive the notation of "W" (Withdrawn) for all courses the student is enrolled in that semester.
5. The student will be allowed to re-apply to the college at the discretion of the Student Life Committee after one full year if the following process is pursued by the student:
  - a. The student is placed on disciplinary/discipleship probation.
  - b. The student submits himself to an accountability relationship with a staff member at their local church or other appropriate person agreed to by the Student Life Committee.
  - c. The student abides faithfully by all the conditions of probation as expressed in their Discipleship Relationship Covenant.
  - d. The student demonstrates a consistent pattern of Christian living evidencing a sincere repentance.
  - e. The Administration finds the student has successfully met the letter and the spirit of their probation and evidences a mature, consistent walk with the Lord.
  - f. The Administration reserves the right to re-admit or recommend further areas of growth for the student as they see fit.

Note: Disciplinary probation is a gracious period of examination and discipleship and is NOT a guarantee of re-admittance by "jumping through some hoops." Failure to abide faithfully by any conditions of probation, as set forth by the Student Life Committee, is grounds for termination of Disciplinary Probation.

### ***Disciplinary Procedure***

The normal disciplinary process will follow these guidelines:

1. The Student Life Committee will determine if there is any validity to a charge(s) or violation(s). If so, they will proceed.
2. A representative of the Student Life Committee, together with one other member of the Administration, will meet with the student and give him/her an opportunity to express his/her view of the situation. This will not be an interrogative meeting, but a student's opportunity for confession, clarification and sharing from their perspective.

3. Following this meeting a decision will be made about the situation (with any collaborative exploration, follow up meetings with the student or students taking place at this time), its level of severity and appropriate discipline and action.
4. In some cases, the situation may go before the Administrative committee for review and a final decision of discipline.
5. A representative of the Student Life Committee, together with one other member of the Administration, will meet with the student and deliver an appropriate letter of discipline. At this time the representative of Student Life Committee will explain the letter, and discuss any consequences, mentorship, etc. The representative of Student Life Committee will also provide a letter of immediate general guidelines for the Student, and when necessary schedule an appropriate follow-up meeting to draft personal goals towards restoration and reconciliation.
6. All interaction will be documented and kept in a locked file.
7. All disciplinary procedures and outcomes will be confidential, and may not be discussed with anyone besides the student, supporting witnesses, and the Administrative committee.

### ***Appeals***

Students may appeal in writing to the Administrative Committee any disciplinary action taken. The committee will review the incident and make a final ruling.

### **Campus Housing**

#### ***Resident Dormitory Policies***

All single students under 21, except those commuting from the home of their parents or legal guardian, are required to live in the College Dormitory or in approved housing. Unapproved, off-campus, housing is allowed only by special arrangement and with parental consent. On campus housing is a privilege, not a right. Full time unmarried students have priority for placement in on campus housing. Dorms are reserved for students under the age of 26. For single students 26 and older and married students, special permission may be given by the Administrative Committee to reside on campus. For the safety of our dorm residents, we require a background check for all new residents (\$35.00 fee).

#### ***Guidelines for married students and graduate students living on campus:***

1. Married students and graduate students may have the privilege of renting an on-campus dorm (details to follow).
2. Married students and graduate students who are renting an entire apartment are expected to ensure that their apartment is consistently clean and properly cared for. Dorm checks will be suspended unless the above expectation is not fulfilled. They will have a security deposit (amount and arrangement covered by the CFO), and will have a final inspection when they move out. All damages and repairs to the apartment will come out of the security deposit when students move away. The Administration reserves the right to enter a student's apartment, but notice will be provided in writing a minimum of twenty-four hours prior to entrance.

3. Married students and graduate students do not have a curfew, nor are they required to sign out when leaving campus.
4. Spouses of married students are not required to attend chapel, or other special conferences, though they are welcome.
5. Married students are welcome to have a television in their home.
6. Married students and graduate students may watch any movie that is in agreement with the Lifestyle Commitment. Please respect the student movie policy, if other students are your guests to watch a movie.
7. Married students and graduate students are encouraged to develop good relationships with campus RA's and RD's, but will be directly responsible to the Student Life Committee, or Dean of Graduate Studies.
8. Married students and graduate students should respect the campus quiet hours of 10 pm to 7 am.
9. Married students and graduate students renting their own apartment may have visitors at their discretion and design. If visitors need to stay for an extended period of time, please talk to Mrs. Liz Adams.

### ***Academic Atmosphere***

The atmosphere in the residence Dormitory should be conducive to individual study at all times. Residents are expected to show respect and consideration towards residence Dormitory mates by keeping noise levels to a minimum. Residents responsible for creating noise from a room (including music) which can be heard in the living space or outside the Dormitory will be considered too loud and may be subject to discipline.

### ***Resident Dormitory Meetings***

From time to time, meetings will be scheduled by the RD's or RA's. It is a privilege to live on campus and in order to insure a harmonious and safe dormitory life attendance is mandatory. Students are required to attend all meetings scheduled by the RD or RA unless an excuse is secured. Students absent from a dormitory meeting without prior excuse will be asked to report to the Student Life Committee. Second offences will result in the assessment of a fine in the amount of \$20.00. This fine will be doubled upon the third offence. Students who incur further infractions will be summoned to meet with the Student Life Committee.

### ***Curfew***

Resident single students must be in their Dormitory by 12:00 midnight Sunday through Thursday evenings and by 1:00 a.m. Friday and Saturday evenings. Exceptions may be made in the case of those with employment responsibilities or special circumstances by prior arrangement with the Resident Assistant. This includes notification of leaving campus overnight. No one is allowed to do laundry after curfew.

### ***Signing Out***

Students must obtain permission from the RD or RA to spend the night off campus. When a student stays elsewhere overnight, they must sign out on the sign-out sheet (located in each

RA's dorm), leaving their destination, phone number and anticipated return time. Failure to sign out properly will result in a \$20.00 fine.

If emergencies arise, forcing a student to be out past curfew, that student must notify his/her Resident Assistant immediately. If a student is not located within 30 minutes after curfew, the Dean may be notified.

### ***Dormitory Sharing***

Students are required to spend the night in their assigned Dormitory. Exceptions can be made for special circumstances or weekends with pre-approval from the RA. The RA may deny this request without explanation.

### ***Quiet Hours***

For the consideration of different schedules, general quietness should be maintained in the Dormitory from 10:00 p.m. - 7:00 a.m.

1. Do not make noise that bothers a roommate or neighbor.
2. Upstairs students should be especially considerate of Dormitory below.
3. Be courteous and discreet about using plumbing or electricity during quiet hours.
4. Be wise and inoffensive about the use and noise level of a radio/stereo, video, computer/printer. Use headphones if necessary.

### ***Commuters Staying in the Dorms***

As a matter of safety there may be times that a commuter student may stay on campus. (Road conditions or driver fatigue). Commuter students must have permission from a member of the Student Life Committee and RA. There will be no charge for SBC&GS commuters staying overnight in a dorm for safety purposes.

### ***Overnight Visitors***

The overnight visitor provision is intended for prospective students, and family members of students.

SBC&GS welcomes overnight visitors within the following guidelines:

1. All overnight visitors must have advance permission from Mrs. Liz Adams.
2. Prospective students are welcome to stay in the dormitories free of charge.
3. Guests staying in a student's dorm are requested to contribute a donation of \$15 per night.
4. Guests staying in an uninhabited dorm are asked to contribute a \$40 per night donation.
5. Emergency exceptions may be made by a member of the Student Life Committee and RA.
6. All visitors are expected to adhere to SBC&GS guidelines and policies. Any visitor not willing to abide by these guidelines will forfeit the privilege to stay on campus.
7. Visitors are asked to comply with the dress code of SBC&GS, therefore all clothing should be modest and in good taste.



8. Visitors are prohibited from using alcoholic beverages, drugs or tobacco.
9. Visitors are asked not to use profanity.
10. Visitors are not allowed in the residence dormitory of the opposite sex.
11. Visitors should not leave valuables unattended in the room.
12. Visitors should not lend or borrow personal belongings.

In the case of another pandemic similar to COVID-19, the policy on visitors may be changed. Be sure you check with the office before entertaining visitors in the dorms.

### ***Solicitation***

Soliciting by non-students is not permitted in college residence dormitory since it interferes with study and sleep, can be used for purposes of theft, and may compromise general security on campus. Any student wishing to sell merchandise in the dormitory should obtain permission from his or her Resident Assistant.

### ***Pets and Animals***

Indoor pets are limited to fresh water fish only.

### ***Room Care and Room Checks***

Rooms can be checked Monday through Friday. The Dean, RD or RA will announce room checks. The following list can help in proper room care:

1. General: Beds need to be made, floors clean, belongings in orderly fashion, and wastebaskets emptied. To avoid insects, empty food containers should be removed. Garbage should not be stacked on the balcony or in front of dormitory.
2. Walls: Walls must not be marred.
3. Items Displayed: Items displayed (i.e., posters, pictures) should be in keeping with the policies and spirit of the college. Students will be asked to remove any item considered sensual, coarse, or ethnically disparaging.
4. Kitchen: Counter should be clean; dishes should not be allowed to stack up. Refrigerator and freezer should not be packed and should not contain moldy or old food items.
5. Bathroom/shower: Sweep, mop, clean windows, clean and disinfect bath/toilet/sinks.

Room checks will be done once a week by the Dean's office. All dorm residents will sign the Dorm Cleaning Agreement. It is the responsibility of each resident to clean their living area and share in cleaning the dormitory each week.

Living on campus is a privilege. The SBC&GS Dormitories house multiple students and serve as both living space and food preparation space. This unique apartment like setting requires students to clean and maintain a safe and healthy food preparation and living space. The dormitories are an asset to the school that should be well cared for as stewards of God's provision. Therefore, it is required of all students who live in the on-campus housing to clean their dorms weekly. When one or more residents fail to do their part in the weekly cleaning it places their fellow dorm mates in an unhealthy or unsanitary living environment. Poor maintenance is also poor stewardship as failure to clean weekly leads to larger and costlier maintenance for the school.

To ensure a clean and healthy living experience for all students we are requiring all dormitory residents to enter into a cleaning agreement. Failure of any student to fulfill his or her cleaning duty as assigned will have their school account billed at the rate of \$15.00 that week for cleaning services arranged by the school office.

Students will have a posted cleaning schedule (see attached) in their dormitory. Cleaning instruction and clarification is available from the office and those assigned to conduct dorm

I (student's name) \_\_\_\_\_ agree to fulfill my cleaning duties as assigned with my best effort. In the case that I fail to clean my weekly area to the satisfaction of the dorm check I agree to have my school bill assessed the cleaning fee of \$15.00.

checks. Each student will be held accountable for their area of responsibility (as assigned to clean). The dorm check will be announced and conducted with warning on regular intervals. Opportunity to correct any missed cleaning will be given to any student as long as there has been a good faith effort to perform the work and they are present to correct the shortfall. Students who fail consistently to meet the cleaning requirements may lose their on-campus privileges.

#### ***Furniture***

Students should not tamper with furniture or facilities in any way. If furniture is broken or needed, contact Liz Adams to arrange to remove or replace the item.

#### ***Fire Code Regulations***

California Fire Code mandates the following regulations:

1. No decorations on the ceilings.
2. There must be twelve (12) inches of space between the ceiling and any combustible material placed on the walls.
3. For every five (5) feet of continuous combustible decorations, a twelve (12) inch separation needs to be made to help prevent the spread of fire.
4. No combustible decorations are to be placed on exit doors.
5. Christmas trees are not allowed unless they are flame retardant.
6. Curtains, blinds, or drapes must be flame retardant material.
7. Residence hall room doors are not to be propped open.
8. Halls and stair wells must be clear of obstructions.
9. Extension cords are to be used sparingly. Surge protectors may be used but not plugged one into another.
10. Floor heaters must be UL rated and kept away from flammable items.
11. Absolutely no burning candles/incense, or open flame are to be used in the residence halls.

***Maintenance***

Special permission is required to do repairs, remodeling and painting. Use small nails to hang pictures. For needed repairs obtain and fill out a repair form from the office and turn it. Contact your RA or the office for emergency repairs.

***Room Keys***

Room keys are issued by the office after dormitory assignments are made. A deposit of \$20 is required to be paid to the office of Student Services. Every resident is required to have a key for his/her dormitory. If a student should lose their key, they should report the loss to their Resident Assistant. The cost for replacing a key is \$20 and will be billed to their student account.

***Room and Car Security***

Students should keep rooms and cars locked. The college is not responsible for lost, stolen, or damaged articles.

***White Glove and Check Out***

White glove dormitory inspections will be done by the Student Life Committee at the conclusion of each year. Security deposits may be held until the student passes these final dormitory inspections at each year's conclusion.

***Room Assignments***

Room assignments are made by members of the Student Life Committee's staff. Roommate requests for returning students are carefully noted and complied with whenever possible. Freshman placement is determined by the Student Life Committee, and will be available the student's first day on campus. SBC&GS reserves the right to assign housing.

***Entering Students' Rooms***

When there is reason to believe that the standards of the College are being violated, members of the College administration may enter and search a room, preferably in the presence of its occupant(s). Individual students and their cars may be searched under similar circumstances. Students may not enter another student's room without an invitation, nor remain in the room when asked to leave. The personal property rights of others must be respected.

***Patio***

The patio is a common area for students to fellowship. It is the responsibility of the Dormitory community to keep the patio clean and free of clutter. It will be cleaned in conjunction with the Laundry Room cleaning schedule.

***Members of the Opposite Sex***

Male students are not allowed in women's dorm rooms and female students are not allowed in men's dorm rooms. In cases of routine maintenance and cleaning, permission must first be obtained through the office, and maintenance and cleaning personnel must either be accompanied by an approved chaperone or the dorm residents should vacate the dorm until the maintenance or cleaning is complete. Neither are they to hang out or congregate in front of each other's dormitory. Members of the opposite sex are asked not to put themselves in a position

where they might violate another's privacy. Specific areas of concern include the, dormitory room windows, and balconies immediately in front of rooms. Privacy is to be respected and it is the policy of SBC&GS to be above reproach in this area. The RD or RA may host a coed meeting in a dormitory of their choosing as an exception to the rule. Parents of students are allowed to visit the dormitory room of their son/daughter but care should be taken by the student to make sure the visit is not an inconvenience to their roommates. Violation of this policy will result in a disciplinary hearing with the Student Life Committee.

### ***Technology Policy for Dormitory Residents***

Students should set their own standards and practice for use in the dormitories corresponding to the Lifestyle Commitment.

### ***Laundry Room***

1. Laundry Room Hours: Sunday-Thursday:
  - a. 7:00 a. m. - 10:00 p. m. Friday-Saturday:
  - b. 7:00 a. m. - 12:00 a. m. (midnight)
  - c. For security purposes, the laundry room is to remain locked after hours, with keys available in the dorm rooms.
2. Laundry Room Cleaning Hours and Duties:
  - a. The Laundry Room is to be cleaned weekly, no later than 6 PM Sunday on a rotating basis between Dormitory as assigned by the RA. All Dorms will receive a cleaning schedule to post as a reminder.
  - b. The cleaning responsibilities are assigned by the RA.
  - c. A fine of \$10.00 per person will be paid to the Deans Office if the Laundry room is not cleaned on time. This money will be used to pay to have the room cleaned.
  - d. Steps involved in cleaning the laundry room:
    - i. Sweep down walls and behind machines.
    - ii. Wash the table with soap and water.
    - iii. Wash all machines (inside and out) including under the rim.
    - iv. Empty the trash and replace the wastebasket liner.
    - v. Sweep the floor.
    - vi. Mop the floor.
    - vii. Sign the date and time sheet indicating any problems or repairs.
    - viii. Notify the RA of any problems or repairs. If two or more residents switch cleaning dates, both residents should notify the RA in person so that proper accountability can be assessed.
3. Common Sense Rules:
  - a. Do not leave clothes or other items in the Laundry Room.
  - b. Once a load of clothes is started, please finish (1 1/2 hrs); don't go to class or shopping with a load in the washer or dryer. (Washers run 30 minutes and dryers run 45 minutes.)
  - c. Please be considerate in the use of the facility since others need to use it also.

- d. Discarded items should be left in a box under the table and marked "Free". Please remove the box and items left after a week will be discarded.
- e. If a water heater, washer or dryer breaks down please notify Mrs. Liz Adams ASAP so repairs can be made.

Always keep in mind why we are here: To further our education for the ministry. Please be considerate of those around you. "Love thy neighbor as thyself" (Matt. 22:39).

## **STUDENT HEALTH AND SAFETY**

### **Health Insurance**

Health insurance is not required by SBC&GS. SBC&GS does not provide any health services. Students not covered by their parent's health insurance should inquire about affordable individual coverage.

### **Accident Insurance**

Accident Insurance is required for all full-time undergraduate students. Proof of accident insurance is required at registration. If students are not insured under their parents' policy, then a policy must be secured before final registration can be completed.

SBC&GS, due to our size, does not provide any student health services. If needed, the SBC&GS office will refer students to local medical facilities. Student safety is addressed in a number of ways: School building security and fire alarm system, the availability of the Dormitory Supervisor or Resident Assistant, adequate lighting, secure locks on all buildings, and smoke alarms in the dormitory.

Pamphlets, videos, and other information including SBC&GS's policies concerning transmittable diseases, AIDS, sexual harassment, and campus safety are available from the office.

Several local Christian doctors and other health care professionals offer low cost health care upon recommendation from the administration. If the office is closed during an emergency or illness, you may call 911 or Dr. Nicholas: (h.) 244-3321 or (c.) 227-4275).

### **Campus and Medical Emergencies**

In case of any medical emergency, call 911 immediately. Please contact the Office immediately for assistance in contacting medical professionals. Victims with possible back injuries are not to be moved. In event of a major earthquake, the student should remember several things:

1. Electricity and telephones will probably not be working.
2. The College may not receive immediate professional medical or fire assistance.
3. You should protect yourself under desks, doorways, etc.
4. Evacuation should occur after the earthquake stops.

### **Emergency Contacts**

If the office is closed during an emergency or illness, call 911 or or Dr. Nicholas: (h.) 244-3321 or (c.) 227-4275.

Mercy Medical Center --- 2175 Rosaline Ave. Redding, CA, 96001 --- 530-225-6000

Shasta Regional Medical Center -- 1100 Butte Street, Redding, CA, 96001 -- 530-244-5400

### **Sexual Assault and Rape Procedure**

Shasta Bible College & Graduate School prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment that emphasizes the dignity and worth of all members of the college community.

**Reporting Procedure** If a faculty member has been the victim of domestic violence, dating violence, sexual assault, or stalking, whether they file a report with the Shasta County Sheriff's Department via 911 or not, they should report all incidents promptly to the President. The President, along with the Executive Committee shall conduct a prompt investigation and shall work with any other applicable person or law enforcement agencies to resolve the situation. (See the Complain Form to Report Sexual Assault and Domestic Violence in the Appendix)

If a student has been the victim of domestic violence, dating violence, sexual assault, or stalking, whether they file a report with the Shasta County Sheriff's Department via 911 or not, they should report all incidents promptly to the Vice President of Student Life. The Dean of Students, Dean of Women or Student Life Committee shall conduct a prompt investigation and shall work with any other applicable person or law enforcement agencies to resolve the situation. (See the Complain Form to Report Sexual Assault and Domestic Violence in the Appendix)

The Save Act law was passed into law on March 7, 2014. Among other requirements, the Save Act mandates universities and colleges to provide training and educational guide to students addressing crimes and misconduct associated with domestic violence, dating violence, sexual assault, and stalking on college campus. For a full listing of resources, see the Sexual Assault Response and Prevention Form at <https://www.shasta.edu/student-life.html>. 82

In the event of sexual assault or rape on campus, SBC&GS encourages the full prosecution of all local, state and federal laws. Victims are advised to report the incident to initiate any criminal and or disciplinary action as well as support counseling. The Redding Police Department should be contacted at 225-4200 or through 911.

Policy and Report Form of Harassment and Sexual Harassment<sup>1</sup>

Faculty and Staff

It is our policy to practice equal opportunity without regard to an individual's race, color, national origin, sex, or age in application of any policy, practice, rule, or regulation. Functioning as a nonprofit religious entity, we can and do discriminate on the basis of religion as permitted under Title VII of the federal Civil Rights Act of 1964.

This school is committed to maintaining a work environment in which all individuals treat each other with dignity and respect, which is free from all forms of intimidation, exploitation and

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<sup>1</sup> Selected from a document originally prepared for (and then modified by) The Association of Christian Schools International by Dennis R. Kasper, Esq. LEWIS, D'AMATO, BRISBOIS & BISGAARD, 221 N.Figueroa Street, Suite 1200, Los Angeles CA 90012, Telephone: (213) 250-1800. The full ACSI test is available for perusal from the school office.

harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations 19 Selected from a document originally prepared for (and then modified by) The Association of Christian Schools International by Dennis R. Kasper, Esq. LEWIS, D'AMATO, BRISBOIS & BISGAARD, 221 N.Figueroa Street, Suite 1200, Los Angeles CA 90012, Telephone: (213) 250-1800. The full ACSI test is available for perusal from the school office. 83 of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination.

#### Definition of Harassment

“Harassment,” including “sexual harassment,” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a nature that denigrates or shows hostility or aversion toward an individual because of his/her race, color, national origin, gender, disability or age, made by someone from or in the work setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s employment.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual’s work performance, or of creating an intimidating, hostile, or offensive work environment.
- The conduct has the purpose or effect of unreasonably interfering with an individual’s work performance, or otherwise adversely affects an individual’s employment opportunities.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

#### Examples of Harassment

Unwelcome conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual or otherwise harassing nature. Among the types of conduct that would violate this policy are the following:

- Unwanted sexual advances or proposition.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct such as leering, making sexual gestures, or other gestures which denigrate a person’s race, color, national origin, gender, disability or age.
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, gender, national origin, age or disability and that is placed on walls, bulletin boards, or elsewhere on the school premises, or circulated in the workplace.
- Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, that relate to race, color, gender, national origin, age or disability,

graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitation.

- Physical conduct such as touching, assaulting, impeding or blocking movements.

#### What to Do if You Experience or Observe Harassment

Employees who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below.

Employees who observe conduct of a harassing nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated. (See Sexual Harassment Report Form in Appendix)

#### Confidentiality

Every effort will be made to reasonably protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

#### Protection Against Retaliation

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

#### Procedure for Investigation of the Complaint and Taking Corrective Action

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the administrator. The administrator will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

#### Student Sexual Harassment Policy

This school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. Definition of Sexual Harassment "Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, or progress.



- Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

#### Examples of Sexual Harassment

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct that would violate this policy are the following:

- Unwanted sexual advances or propositions.
- Offering academic benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
- Physical conduct such as touching, assaulting, impeding or blocking movements.

#### Employee-Student and Student-Student Sexual Harassment

Employee-student: sexual harassment is prohibited. Student-student sexual harassment is likewise prohibited. See examples above.

#### **Missing Student Notification**

Resident students who do not report in at curfew will be considered "missing" after a 24-hour period of time. Students, faculty or staff, that suspect a resident student has gone missing should report this to the Resident Assistant, Resident Director or any member of the Student Life Committee immediately. Resident students may register with any member of the Student Life Committee a confidential contact person to be notified in the case that the student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person's investigation will have access to the confidential contact person's information.

When any Resident Student is considered missing local law enforcement will be contacted. Local law enforcement will be contacted even if the Resident student has not registered a confidential contact person. Resident Students less than 18 years of age and not emancipated will have their parent or guardian notified when they become considered or suspected missing. RA, RD and

Student Life Committee are required to refer the missing student report to law enforcement immediately.

***Procedure for missing student reporting:***

1. RA, RD or a member of the Student Life Committee receives a report of missing student noting the last time the student was observed. A missing student report must be filled out.
2. RA, RD or a member of the Student Life Committee will investigate the matter checking dorm, roommates, cell and other contact information available to contact the individual. All efforts to locate the missing student will be exhausted.
3. If the student still cannot be found local law enforcement will be contacted 24 hours after last time of contact as reported on the missing student report. If there is any reason to suspect the missing student is in any harm local law enforcement may be contacted immediately.

**Emergency and Safety Policies: On-Campus**

SBC&GS is committed to ensuring that all facilities of this institution are safe for use by all authorized faculty, staff, students, and visitors. In striving to reach School objectives, the safety of the individual must be paramount.

Goal: It is the goal of SBC&GS to minimize accidents and injuries. With personal awareness and a conscientious effort by all faculty, department heads and employees, this goal can be reached; at least, accidents will be held to a minimum.

Safety Responsibilities: Supervisors (anyone who has direct responsibility over one or more employees or student workers) are directly responsible to see that each employee in their areas use only safe procedures and equipment. Supervisors are responsible for developing proper attitudes and a healthy awareness toward safety both in themselves and those in their area of responsibility.

In order to comply with personal as well as physical property insurance coverage regulations, supervisors are also responsible for proper and thorough documentation of all accidents, injuries or incidents related to safety. Such documentation must be made to the College Business Office. Accidents involving non-school personnel must be reported to the Business Office.

In case of a campus emergency, the campus management system (Populi) will send an SMS message to all active users with one or more of the following roles: Student, Faculty, Staff, Advisor.

***Responsibilities: All Employees***

President/or Designee

The President or designee is responsible for establishing and maintaining a Scene Commander (Dr. George Gunn) for the purpose of coordinating communications and support efforts. Depending on the type of emergency, the Scene Center may be established in the President's Office or Student Service Office where communication is available.

The responsibility for the decision to evacuate and to reoccupy buildings and the campus rests with the President or designee. The President or designee is responsible to act as the College's spokesperson when addressing the various media regarding campus emergencies.

### ***Building Evacuation Procedure***

In the event of an emergency, it may be necessary to immediately evacuate a campus building or all buildings. It is important that you become familiar with the various responsibilities outlined in this procedure and the location for the evacuation zone nearest your building. Should such an emergency situation occur, the alarm bell will be sounded and you will need to do the following:

- **Faculty Responsibilities**

Faculty are responsible for ensuring that all students leave the classrooms immediately with their personal property. (e.g. briefcases, backpacks, etc.) and proceed to the nearest evacuation zone. Faculty should lock classroom doors and proceed to the nearest evacuation zone and wait for further direction from the designated Evacuation Coordinator. Note any suspicious objects and report this information to the Evacuation Coordinator.

- **Staff Responsibilities**

Staff are responsible to lock office, proceed to the nearest evacuation zone and wait for further direction from their designated Evacuation Coordinator. Note any suspicious objects and report this information to the orange vested Evacuation Coordinator.

The President or designee will provide further direction via the Incident Command Center or initiate the following procedures: If it is safe to return to the buildings, students will be notified via sms message. If it is not safe to return to the buildings, the Evacuation Coordinators will be contacted to coordinate the procedures outlines in the section CAMPUS EVACUATION PROCEDURES.

### ***Evening Class Emergency Procedure***

In the event of an emergency at night when classes are still in session, it may be necessary to evacuate the building. If this should occur, the faculty should immediately contact the President or designee for direction. Should the decision be made to evacuate all campus buildings, the President or designee will notify those individuals who make up the Incident Command center to assist in the evacuation effort.

### ***Injury Requiring Medical Treatment***

Policy for an Injured Student

If this is an emergency call 911 then Dr. Nicholas 530-227-4275.

Non-emergency, the RA's or notify the school office.

Medical Facilities

- Pulse Urgent Care Center, 100 E Cypress Ave, Redding, CA 96002, (530) 722-1111, <http://www.pulseurgentcare.com/>

- Prestige Urgent Care, 3689 Eureka Way, Redding, CA 96001, (530) 244-4577, <http://www.prestigeuc.com/>
- Prestige Urgent Care (second location), 85 Hartnell Ave. Suite 100, Redding (530) 262-6001

### ***On-Campus Fire***

If a fire or smoke is observed, faculty shall evacuate their classrooms and pull a fire alarm. Remain calm, the fire alarm will automatically notify the fire department. During working hours, someone familiar with the Simplex alarm system will silence the alarm and notify you as soon as possible of the location of fire.

College personnel will sound an internal fire alarm, notify all employees of situation and instruct to proceed with evacuation from the building. Close all doors and windows in the fire area, **ONLY** if this can be done safely. Notify the fire department (place a verifying call to 911).

*Dormitories.* In cases of fire emergency in the dorms, call 911, then immediately report to the RA. If the RA is not available, make sure that all dorm residents are notified of the fire. All dorm residents should immediately evacuate.

The person reporting the fire will provide the fire department the following information:

1. Company Name and address:  
Shasta Bible College and Graduate School, 2951 Goodwater Avenue, Redding CA 96002
2. What is burning: machines, paper, walls, etc.
3. Location of the fire: roof, office, apartment complex-Shasta View (west building) or Lassen View (east building).
4. Are there people trapped in the building?

### **Evacuation and Exits**

*Education Building.* The building is divided into two segments by a fire-resistant door. The door is to be closed by 4 pm each day. Should evacuation of all personnel and students within the building be necessary, evacuation maps are posted throughout the building showing exits. Employees and students should exit to the nearest and most accessible exit from where they are working at the time of evacuation. As each department is searched, the department head will leave the building and join the group in the assigned parking lot.

*Dormitories.* Exit to the south end of the parking lot. If the parking lot is not safe, move across the street to the church parking lot.

### ***Designated Meeting Areas***

The East school parking lot from the main building or the CrossPointe Community Church ball field across the street to the west.

Faculty shall contain their students away from the building and ensure that no one re-enters the building until someone with executive authority or by the local fire/law enforcement officials.

All personnel will remain in the designated 'safe' areas until the ALL CLEAR is given to return to work (follow wall map).

### ***Command Personnel***

1. Clear all hallways and other areas of students and visitors
2. Close all doors and windows if possible
3. Check driveways to see that they are clear for firefighting equipment
4. Wait at front entrance for arrival of firefighting equipment and direct the firemen to the fire, if necessary.

### ***False Alarm***

In the case of a false alarm (i.e. The fire alarm going off when there is no fire), the person verifying that there is no emergency will direct college personnel to contact the Fire Department 225-4141 and Alarm Company Number posted on doors ADT 1.800.369.0996

### ***Earthquake and Other Natural Disasters***

In the event of an earthquake, the following procedures shall be followed:

1. Assess damage and injuries
2. Give first aid as needed. Remember, after a natural disaster, utilities, police and fire agencies may not be readily available.
3. Notify executive management
4. Call the fire department only in the case of fire

The nearest hospitals for treatment are:

- Shasta Regional Medical Center, 1100 Butte St, 244-5400
- Mercy Medical Center, 2175 Rosaline Ave, 225-6000

Have damaged or potentially damaged utilities shut off at main controls.

Personnel are to be instructed that they are to take shelter under a study table, equipment, or door way during an earthquake and remain there until all shaking has ceased.

Evacuate as necessary. Supervisors shall be responsible for seeing that employees are evacuated to a safe area outside the building and clear of overhead electrical lines, utility posts, blocks walls, etc. which might fall during after-shocks. Supervisors are cautioned to be alert for fallen high tension lines which may be touching metal objects on the ground.

Have all areas of the building inspected for damage before allowing personnel to return to the building(s).

Have gas, electrical, water and fuel systems checked to determine that they are not contaminated. Water contained in toilet tanks can be boiled and used if absolutely necessary for drinking or treating injuries.

### ***Bomb Threat Procedure***

In case of bomb threat, evacuate the building immediately. Proceed at once to the school parking lot or the CrossPointe Community Church ball field across the street to the west.

Faculty shall contain their students away from the building and ensure that no one re-enters the building until someone with executive authority or by the local fire/law enforcement officials.

All personnel will remain in the designated 'safe' areas until the ALL CLEAR is given to return to work (follow wall map).

### ***Emergency Procedures Intruder/Shooter on Campus***

Emergencies may come in two ways: Office personnel receive telephone calls or other reports of an emergency OR intruder/shooter is observed by you.

1. Immediately call 911
2. Immediately lock outside building doors or block doors with furniture.
3. If possible, alert Dr. Nicholas, Dr. Gunn, or Dr. Iles.
4. Identify location
5. Observe condition of the victim
6. Describe the suspect/vehicle/clothing/direction of travel
7. Describe weapon
8. Retrieve the Emergency Bag; Put on Vest, Set Radio to Channel 5
9. Do NOT pull fire alarm
10. Advise everyone in classrooms to stay inside, remain low, take cover. This is the safest option
11. Wait for instructions from Incident Command Center.

### ***Sexual Harassment and Assault Policy***

#### **I. Introduction:**

Shasta Bible College & Graduate School is committed to the Biblical truth that all persons are created in the image of God and should, therefore, be treated with dignity and respect. This policy applies to conduct by all college community members including faculty, administrators, staff, students and volunteers and prohibits the offenses of discrimination, harassment, domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment that emphasizes the dignity and worth of all members of the college community.

It is our policy to practice equal opportunity without regard to an individual's race, color, national origin, sex, or age in application of any policy, practice, rule, or regulation. Functioning as a nonprofit religious entity, we can and do discriminate on the basis of religion as permitted under Title VII of the federal Civil Rights Act of 1964.

This institution is committed to maintaining an environment in which all individuals treat each other with dignity and respect, which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations. Anyone who violates this policy will be subject to discipline, up to and including termination. (Selected from a document originally prepared for (and then modified by) The Association of Christian Schools International by Dennis R. Kasper, Esq. LEWIS, D'AMATO, BRISBOIS & BISGAARD, 221 N. Figueroa Street, Suite 1200, Los Angeles CA 90012, Telephone: (213) 250-1800.

## II. Definitions

“Harassment,” including “sexual harassment,” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a nature that denigrates or shows hostility or aversion toward an individual because of his/her race, color, national origin, sex, disability or age, made by someone from or in the work setting, under any of the following conditions:

- Submission to the institutional policy prohibiting harassment is explicitly or implicitly a term or condition of an individual’s employment.
- Submission to, or rejection of, the institutional policy prohibiting harassment is used as a basis of employment decisions affecting the individual for the following reasons:
  - Harassment, as defined above, has a negative impact upon the individual’s work performance, and creates an intimidating, hostile, or offensive work environment.
  - Harassment, as defined above, adversely affects an individual’s employment opportunities.
- Submission to, or rejection of, the institutional policy prohibiting harassment is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this institution.
- Submission to the institutional policy prohibiting harassment is explicitly or implicitly a term or condition of an individual’s academic status, or progress.
- Submission to, or rejection of, the institutional policy prohibiting harassment by the individual is used as the basis of academic decisions affecting the individual.
- Harassment, as defined above, has the purpose or effect of having a negative impact upon an individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.

### **Employee-Student and Student-Student Sexual Harassment:**

Employee-student: sexual harassment is prohibited. Student-student sexual harassment is likewise prohibited. See examples below.

Examples of Harassment:

Unwelcome conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual or otherwise harassing nature. Among the types of conduct that would violate this policy are the following:

- Unwanted sexual advances or proposition.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct such as leering, making sexual gestures, or other gestures which denigrate a person’s race, color, national origin, gender, disability or age.

- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, gender, national origin, age or disability and that is placed on walls, bulletin boards, or elsewhere on the school premises, or circulated in the workplace.
- Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, that relate to race, color, gender, national origin, age or disability, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitation.
- Physical conduct such as touching, assaulting, impeding or blocking movements.

### **III. Reporting Procedure**

#### What to Do if You Experience or Observe Harassment

College community members who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below. All complaints will be promptly investigated.

If a faculty member has been the victim of domestic violence, dating violence, sexual assault, or stalking, whether they file a report with the Shasta County Sheriff's Department via 911 or not, they should report all incidents promptly to the President. The President, along with the Executive Committee shall conduct a prompt investigation and shall work with any other applicable person or law enforcement agencies to resolve the situation.

If a student has been the victim of domestic violence, dating violence, sexual assault, or stalking, whether they file a report with the Shasta County Sheriff's Department via 911 or not, they should report all incidents promptly to an appropriate Student Life Committee member and they shall conduct a prompt investigation and shall work with any other applicable person or law enforcement agencies to resolve the situation.

The proper report form should be submitted promptly. The forms are found on the Student Life web page at <https://www.shasta.edu/student-life.html>.

The Save Act law was passed into law on March 7, 2014. Among other requirements, the Save Act mandates universities and colleges to provide training and educational guide to students addressing crimes and misconduct associated with domestic violence, dating violence, sexual assault, and stalking on college campus. For a full listing of resources, see the Sexual Assault Response and Prevention Form at <https://www.shasta.edu/student-life.html>.

In the event of sexual assault or rape on campus, SBC&GS encourages the full prosecution of all local, state and federal laws. Victims are advised to report the incident to initiate any criminal and or disciplinary action as well as support counseling. The Redding Police Department should be contacted at 530-225-4200 or through 911.

### **IV. Confidentiality**

Every effort will be made to reasonably protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.



## V. Protection Against Retaliation

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

## VI. Procedure for Investigation of the Complaint and Taking Corrective Action

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the administrator. The administrator will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

## DUE PROCESS

A valid grievance is an injustice and indicates a policy has been abused or violated. Before one files a grievance, one should first determine if a policy has actually been abused or violated. If a violation has occurred, the grievance should be resolved as follows:

1. The offended person should go to the person who has violated the policy and attempt to rectify the situation in the spirit of Matthew 18:15-17.
2. If there is no resolution of the grievance, the offended and the offender should go to a member of the Student Life Committee to find a resolution. The matter will be handled either confidentially or through the Student Life Committee. The meetings will be documented, and the record retained by the Student Life Committee.
3. If the matter requires further attention, a written grievance will be made to the President who convenes a grievance committee (including student representation) to determine a final resolution. If necessary, the parties of the grievance may request a formal hearing and have the right to peer counsel, to call or cross-examine witnesses. The results of the hearing will be kept on file in the Student Life Committee's Office.

All grievances not resolved by the Administrative Committee may be appealed in writing to TRACS, P.O. Box 328, Forest, VA 24551, (434) 525-9539, with a copy being filed with the Student Life Committee.

## TECHNOLOGY ACCEPTABLE USE POLICY

### Purpose

The policy is based on the principle that the electronic information environment is provided to support College business and its mission of education, research and service. Other uses are secondary. By using College electronic information systems, you assume personal responsibility for their appropriate use and agree to comply with this policy and other applicable Shasta Bible College and Graduate School policies, as well as City, State and Federal laws and regulations.

Users of Shasta Bible College and Graduate School computing resources are expected to review and understand the contents of this policy and its associated standards.

### **Scope**

This policy applies to all students (residential and online), faculty, staff, and guests who may utilize Shasta Bible College and Graduate School computing resources.

### **Background and Summary**

This standard defines the boundaries of "acceptable use" of Shasta Bible College and Graduate School's computing resources, including computers, networks, electronic mail services and electronic information sources.

This standard will be reviewed regularly and modified as new technologies emerge and/or are implemented within Shasta Bible College and Graduate School electronic information systems.

### **Policy**

1. Shasta Bible College and Graduate School will document and communicate its standards of acceptable use of school's computing resources.
2. The acceptable use standards will support Shasta Bible College and Graduate School's requirement to:
  - Protect confidentiality of sensitive information;
  - Provide information integrity;
  - Ensure IT resources remain available for College business.
3. Shasta Bible College and Graduate School will regularly review and modify these standards as new technologies emerge and/or are implemented within Shasta Bible College and Graduate School electronic information systems.

### **General Standards**

1. General Standards for the acceptable use of Computing Resources require responsible behavior with respect to the electronic information environment at all times.
2. Behavior of all users on the network will be consistent with the mission of the College, and in accordance with the Lifestyle commitment (for students) and/or the Staff/Faculty Handbook (for faculty and staff). All users will maintain compliance with all applicable local, state, federal and international laws and regulations.
3. All users will maintain truthfulness and honesty in personal and computer identification.
4. All users shall respect the rights and property of others, including intellectual property rights and Copyright laws.
5. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to a copyright owner under section 106 of the Copyright Information Act (Title 17 of the United States Code). Those rights include the right to reproduce or distribute a copyrighted work, as well as the right to make derivative works from the copyrighted work. In the file-sharing context,

downloading or uploading substantial parts of a copyrighted work without authority constitutes infringement. In the academic context, copying or paraphrasing parts of a copyrighted work as your own constitutes infringement. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, unauthorized downloading and unattributed copying, is expressly forbidden, and may subject violators to civil and criminal liabilities. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages of not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, see the Web site of the U.S. Copyright Office, especially its FAQ's.

6. All users shall exhibit behavior consistent with the privacy and integrity of:
  - Electronic networks;
  - Electronic data and information;
  - Electronic infrastructure and systems.
6. All users shall protect the value and intended use of human and electronic resources.
7. All users will maintain the computing resources provided to them by:
  - Keeping up to date with operating system patches;
  - Keeping up to date with College software patches (Office, Adobe, etc.);
  - Running anti-virus software;
  - Running personal firewall software.
10. All users shall utilize passwords to ensure privacy of records.
11. All users will report incidents such as stolen laptops or passwords, or severe virus outbreaks that are not automatically cleaned by Anti-Virus software. Malicious activity should be reported to the IT Department.
12. All users will protect College sensitive information, such as passwords, Social Security Numbers, Credit card numbers, etc.
13. Faculty/Staff are responsible for exercising good judgment regarding the reasonableness of personal use. Such use must not interfere with official duties or violate appropriate use guidelines elsewhere in this standard.
14. All users consent that their use of the College Network may be monitored for compliance to this policy and applicable laws and regulations.
15. All users that are physically on the Shasta Bible College and Graduate School campus shall initiate an automated screen lock after an inactivity period not to exceed 15 minutes to protect systems when the operator walks away.
  - The screen lock must require the password to regain system use.
  - Users shall activate a screen lock whenever the system is left unattended.
  - Users shall terminate active sessions when finished by logging off or shutting down the system as appropriate. In cases where active jobs are still running, the screen lock shall be activated. For example, do not just switch off the monitor when leaving a PC unattended.

- Users should physically secure systems from unauthorized use when left unattended, such as through use of a key lock, a locked drawer, or a secured facility.

### **Electronic Information Environment**

1. All SBC&GS Usernames and E-mail accounts are property of Shasta Bible College and Graduate School and as such Shasta Bible College and Graduate School retains exclusive rights to the creation, assignment, revocation, usage and content management of all Shasta Bible College and Graduate School Usernames and E-mail accounts.
2. The following activities and behaviors are prohibited:
  - Interference with or disruption of the computer or network accounts, services or equipment of others, including but not limited to, the creation, installation, transmission, or propagation of computer “worms” and “viruses”, or activities that would result in a denial of service.
  - Revealing passwords (either your own or someone else’s) or otherwise permitting the use by others of your accounts for computer and/or network access.
  - Altering or attempting to alter files or systems without authorization.
  - Unauthorized scanning of the College network for security vulnerabilities.
  - Unauthorized network monitoring of other users’ activities.
  - Attempting to alter any College computing or network components (including, but not limited to routers, switches, wireless access points, etc.) without authorization.
  - Unauthorized wiring, including attempts to create unauthorized network connections, or any unauthorized extension or re-transmission of any network service; For example, setting up your own wireless bridge is prohibited.
  - Intentionally damaging or destroying the integrity of electronic information.
  - Intentionally disrupting the use of electronic networks or information systems.
  - Intentionally wasting human or electronic resources.
3. In order to maintain the integrity of network performance; students are not to utilize ad-hoc, peer-to-peer applications which are specifically used for file-sharing (such as BitTorrent, Gnutella, DC++, etc.) while on the College network.
  - All applications operated on the College network shall be properly licensed.
  - All 3rd party software must be properly licensed. Each user accepts personal responsibility for the legality of all software NOT installed by SBC&GS IT Department.
4. Unlawful and inappropriate communications are prohibited, including, but not limited to:
  - Threats of violence
  - Any communication which violates the legal rights of others
  - Obscene and profane communications
  - Pornography

- Harassing communications (as defined by law)
- Defamatory communications
- Transmitting unsolicited bulk messages or 'spam' (see Section 3 below).
- Any communication which could be utilized for academic cheating
- Selling or purchasing access to College computing resources
- Marketing of personal services or merchandise or negotiating such services
- Any communication which introduces, installs, transmits or propagates a computer virus

## **Spam**

Spam is defined as unsolicited, bulk electronic mail which includes 'junk' e-mail, advertisements, chain letters, etc.

- California state law prohibits spamming.
- All users of Shasta Bible College and Graduate School computing resources are subject to federal and state spamming laws and the penalties that may be incurred if found in violation of those laws.
- Spam sent to Shasta Bible College and Graduate School accounts, or sent from Shasta Bible College and Graduate School accounts is unacceptable and violates the terms of acceptable use of Shasta Bible College and Graduate School computing resources.
- Shasta Bible College and Graduate School users are permitted to send a single e-mail to no more than fifteen (15) users per instance.
- Exceptions to this limit include official notifications sent by professors to their students, and relevant announcements sent by the school office. Other exceptions may be granted for special circumstances, and those exceptions must be approved by the Student Life Committee.
- Any user of the Shasta Bible College and Graduate School e-mail system who sends spam could have their Shasta Bible College and Graduate School account disabled.
- Reactivation of all accounts that have been disabled as a result of sending spam must be approved by the Student Life Committee.
- Faculty may send a mass e-mail or SMS message to all students on their course roster through Populi, GoogleApps, or other email client provided the content of the e-mail is course related.
- If you feel you are being spammed please forward the message in question to the IT department.

## **Non-Compliance**

### *Students*

- Non-compliance to these standards by any student will be subject to disciplinary actions outlined in the Student Handbook.

- For infractions not outlined in the Student Handbook, disciplinary actions will be at the discretion of the Student Life Committee.
- Depending upon the nature of the infraction, the student may also be subject to local, state, federal or international penalties.

#### Faculty/Staff

- Non-compliance to these standards by any faculty or Staff member will be subject to disciplinary actions outlined in the Faculty and Staff Handbook.
- For infractions not outlined in the Faculty and Staff Handbook, disciplinary actions will be at the discretion of the Board of Directors of Shasta Bible College and Graduate School and or the President of the SBC&GS.
- Depending upon the nature of the infraction, the faculty or Staff member may also be subject to local, state, federal or international penalties.

#### Guests

- Non-compliance to these standards by any guest may result in the revocation of all access to Shasta Bible College and Graduate School computing resources.
- Depending upon the nature of the infraction, the guest may also be subject to local, state, federal or international penalties.

#### Guidelines

Shasta Bible College and Graduate School Students, guests and dormitory residents will comply with the SBC&GS Acceptable Use Policy and Lifestyle commitment at all times. Students should ask themselves about any content, “Does this content honor and is it acceptable before the Lord?” The dormitories primarily exist to provide students with an appropriate environment for sleeping, eating, and study. With this in mind, students are allowed to use their computer or other internet capable device in dorms for both study and entertainment purposes with consideration to the following guidelines.

- Use headphones to keep noise from disturbing those around you.
- Announce use of any camera or live video and use caution not to violate the privacy of others.
- Consider what you watch and give weight to the Scriptures, the lifestyle commitment and the acceptable use policy when choosing your content.
- Be considerate of dorm mates and on campus guests.

#### Violation and abuse

Any student found in violation of the acceptable use policy or lifestyle commitment will be subject to student discipline as outlined in the Student Handbook.

## UPDATES

While every effort is made to provide accurate and up-to-date information, the college reserves the right to change, without notice, statements in the Student Handbook concerning policies, academic offerings, rules of conduct, and charges for tuition, room and board.

# CAMPUS MAP

