



# STUDENT HANDBOOK

2020-2021

## TABLE OF CONTENTS

|  |   |
|--|---|
| Letter from the president .....                            | 1 |
| About the Student Handbook .....                           | 1 |
| Purpose, Vision, Core Values, Mission, and Objectives..... | 1 |
| Purpose.....   | 1 |
| Vision .....   | 1 |
| Core Values .....  | 1 |
| Mission.....   | 1 |
| Objectives/Learning Outcomes.....                          | 2 |
| Articles of Faith .....                                    | 3 |
| Baptist Faith and Message 2000 .....                       | 3 |
| Mission of Student Services.....                           | 3 |
| The Student Services Office .....                          | 3 |
| NEBC Community .....                                       | 3 |
| Community Covenant .....                                   | 3 |
| Student Rights and Responsibilities .....                  | 4 |
| Student Standards of Conduct.....                          | 4 |
| Statement on Relationships.....                            | 5 |
| Campus.....  | 5 |
| Academic Affairs .....                                     | 5 |
| Accreditation .....  | 5 |
| Academic Programs .....                                    | 6 |
| Academic Integrity .....                                   | 7 |
| Attendance.....  | 7 |
| Populi .....   | 7 |
| Academic Catalog.....                                      | 7 |
| Spiritual Life .....                                       | 7 |
| Shepherd Groups .....                                      | 7 |
| Chapel.....  | 8 |
| Ministry Practicum .....                                   | 8 |
| Travel with a Purpose .....                                | 8 |
| Residence Life .....                                       | 8 |
| Room Assignment .....                                      | 8 |

|   |    |
|---|----|
| Resident Life Staff .....                         | 8  |
| Emergency Contacts .....                          | 9  |
| Medical Emergencies Policy .....                  | 9  |
| Room Standards and Checks .....                   | 9  |
| Nuisance Pest Policy .....                        | 12 |
| Room Guidelines .....                             | 13 |
| Community Guidelines .....                        | 15 |
| Student Life.....                                 | 17 |
| Campus Activities .....                           | 18 |
| Student Government .....                          | 18 |
| Student Organizations .....                       | 19 |
| Intramural Sports .....                           | 19 |
| Job and Practicum Placement.....                  | 19 |
| Work Study Program .....                          | 19 |
| Health & wellness .....                           | 19 |
| Personal Counseling .....                         | 19 |
| School Closings & Delays .....                    | 19 |
| Transportation .....                              | 20 |
| Dress Code.....                                   | 20 |
| Social Media .....                                | 21 |
| Food Service .....                                | 21 |
| Post Office Boxes .....                           | 21 |
| Mail Procedures.....                              | 21 |
| Policies and Procedures .....                     | 21 |
| Fundraising policy.....                           | 21 |
| Treatment Plan for Head Lice .....                | 22 |
| Drugs, Alcohol, and Tobacco .....                 | 22 |
| Amnesty Policy .....                              | 23 |
| Sexual misconduct policy .....                    | 23 |
| Sexual Harassment, Abuse, and Assault policy..... | 23 |
| Equal Opportunity .....                           | 28 |
| Students with Disabilities.....                   | 28 |
| Hazing.....                                       | 28 |
| Student Grievances .....                          | 29 |
| Sex Offender Registry .....                       | 29 |

|                                   |    |
|-----------------------------------|----|
| Safety and Security.....          | 29 |
| Emergency Action Plan (EAP) ..... | 30 |
| Discipline .....                  | 33 |
| Conflict Resolution Policy .....  | 33 |

|                           |    |
|---------------------------|----|
| Student Discipline.....   | 33 |
| Judicial Procedures ..... | 34 |
| Academic Calendar .....   | 36 |

## LETTER FROM THE PRESIDENT

Dear Student,

Welcome to NEBC! These are exciting days to be at NEBC. From its inception, through the opening years, to today one thing is clear at this college. God is at work in and through NEBC, its students, staff, and faculty. We want you to know that we are excited you have joined us, as we join God at work in the Northeast! You are important to us! We want to do everything we can to encourage, support, and help you succeed at NEBC!

There will be days you are full of joy and gladness. There will also be days you are overwhelmed with classes, work study assignment, ministry practicum, and all the possible activities of college life. Through it all we want to walk with you, encourage you, and help you. One of the great joys of being at NEBC is the support structure we have placed around you. Each student is assigned to a Shepherd Group where you will experience encouragement and support. Our Student Services Office will work hard to encourage and support you. The faculty and staff here make time to listen, pray with, and encourage you. When you rejoice, we want to rejoice with you. When you face challenges we want help.

This encouragement continues in student housing. Your RAs are here for you. They will support you through both formal meetings and informal opportunities. The Director of Student Services is also here for you. He can help you through your college journey. You can reach out to him anytime.

At Northeastern Baptist College our mission is to help you impact the Northeast by training you to have *The Mind of a Scholar, The Heart of a Shepherd, and the Perseverance of a Soldier*. Every aspect of life at NEBC serves to help you reach that goal. While the Academic Office focuses primarily on the mind and the Students Services Office focuses more on the heart and perseverance, we all work together to help you have a well-rounded educational experience. Please know that every faculty and staff member are here to encourage and support you.

Thank you for being a part of the NEBC Family!

Dr. Mark Ballard  
PRESIDENT, NORTHEASTERN BAPTIST COLLEGE

## ABOUT THE STUDENT HANDBOOK

This Student Handbook has been prepared to provide you with the information that you will need to become familiar with the college atmosphere and to assist you as you progress throughout the year. Please take some time to read it carefully as you will be responsible for all the content and instructions herein. The policies and procedures in this handbook are intended to ensure a secure, healthy college environment and to maximize your academic and spiritual growth.

**The Student Handbook sets forth our ongoing policies and procedures for students at NEBC. The student is responsible to follow all these policies. However, it should be noted that NEBC's Return to Campus Guidelines adds additional policies and procedures that take precedent until further notice.**

If you have any questions regarding this handbook or have any other inquiries, please stop by the Student Services Office for assistance (3<sup>rd</sup> floor, room 304).

## PURPOSE, VISION, CORE VALUES, MISSION, AND OBJECTIVES

### PURPOSE

---

Northeastern Baptist College exists to impact the United States and the world through providing an academically sound, biblically strong, and practically relevant, college education from our campus strategically located in the Northeast.

### VISION

---

We will be the premier Baptist college in the Northeast, training ministerial and non-ministerial students both academically and practically, while impacting the Northeast throughout the training process.

### CORE VALUES

---

1. We value the Bible as the only inerrant, infallible, plenary inspired Word of God, and therefore submit to its authority in all areas of life including the educational process.

2. We value a vibrant, growing relationship with Jesus and desire to live lives surrendered to His Lordship.
3. We value the Local Church as God's primary organization for carrying out the Great Commission and desire to support and encourage its work.
4. We value the importance of Biblical Excellence through the application of consistent hermeneutical principles and will be a college that maintains Biblical Excellence as our foundation.
5. We value the importance of Academic Excellence and will maintain high standards of academic work, exceeding the normal college expectations.
6. We value the strategic nature of New England to the United States and the World and will use this strategic uniqueness to impact the future for the cause of Christ.

### MISSION

---

Our mission is to impact the Northeast, the United States, and the world by training students to have *The Mind of a Scholar, The Heart of a*

*Shepherd, and The Perseverance of a Soldier* through the provision of a college education with a biblical foundation and a distinctive blend of academic excellence and practical mentoring.

## OBJECTIVES/LEARNING OUTCOMES

### MIND OF A SCHOLAR

#### **Development of a Biblical Worldview**

Demonstrate the ability to understand biblical truth and uphold the authority of Scripture in relationship to the diverse beliefs, values, and practices within modern culture.

#### **Biblical/Theological Application**

Demonstrate the ability to comprehend and apply Biblical truth to life and ministry.

#### **Critical Thinking and Communication**

Demonstrate the ability to synthesize content, think critically, and communicate persuasively and clearly.

#### **Written Communication**

Demonstrate the keen ability to relate to readers through the expression of academic and biblical/theological ideas in writing through proficient content development, utilization of appropriate supporting evidence, and proper grammar.

#### **Oral Communication**

Demonstrate the ability to organize researched content and deliver presentations with articulation to promote a change in the listener's beliefs, values, and behaviors.

#### **Problem-solving**

Demonstrate academic and skill-set competencies by defining ministry and culturally related problems, strategizing potential solutions, and evaluating likely outcomes from implemented solutions.

### HEART OF A SHEPHERD

#### **Passion and Preparation for Ministry**

Demonstrate the right motivation and readiness for disciple-making through necessary ministry skills and leadership in the church and culture.

#### **Spiritual Formation**

Demonstrate the knowledge and skills necessary to pursue a maturing and developing Christian life that reflects a trust, love, and obedience to Christ.

#### **Intercultural Knowledge and Competence**

Demonstrate an academic and Biblical understanding of the extant cultural diversity within the global community, exercising cognitive, affective, behavioral, and ministry skills to interact with others in a respectful and Christ like manner.

### PERSEVERANCE OF A SOLDIER

#### **Vocational Readiness**

Demonstrate academic competence and professional skills, as well as educational and marketplace readiness within a contemporary workforce integrating principles and ethics from a Christian worldview.

#### **Teamwork**

Demonstrate the value of individual contribution to a team effort while expressing appropriate interpersonal skills and leadership characteristics to facilitate the achievement of team goals.

#### **Integrative Learning**

Demonstrate the ability to connect academic and Biblical knowledge with life experiences in the community and ministry setting in order to analyze complex issues and solve challenging problems.

#### **Civic Engagement**

Demonstrate the value of community through the integration of Biblical and academic knowledge as well as ministry skills for purposeful civic action that positively impacts community.

## ARTICLES OF FAITH

Central to our educational process at NEBC is our commitment to the Baptist Faith and Message 2000, which clarifies important doctrinal stances that we intend to uphold. Every student has signed the Statement of Faith prior to their enrollment at NEBC. This signed document will be held in records along with all other pertinent student documentation. *Therefore, each student is expected to uphold their commitment to the BFM during their time at NEBC.*

### BAPTIST FAITH AND MESSAGE 2000

The Baptist Faith and Message can be found online at [sbc.net/bfm2000](http://sbc.net/bfm2000). It can also be found on the NEBC website. Additionally hard copies are available at the Office of Admissions and the Student Services Office.

## MISSION OF STUDENT SERVICES

The Student Services Office supports the mission of Northeastern Baptist College by promoting the wholistic care and development of students as they cultivate the *The Mind of a Scholar, The Heart of a Shepherd, and The Perseverance of a Soldier*.

## THE STUDENT SERVICES OFFICE

The Student Services Office houses a dedicated, Christ-centered group of leaders who endeavor to impact, assist, transform, and guide each student to influence physical, emotional, intellectual, social, and spiritual growth. Within an environment of Christian community, the leaders of the Student Services Office are challenged to help students integrate their faith into the world around them. Your student services staff includes:

**Tony Levesque**  
DIRECTOR OF STUDENT SERVICES

**Ashley Coombs**  
RESIDENCE ASSISTANT

**Alex Olson**  
RESIDENCE ASSISTANT

**Dean of Students\***  
CURRENTLY VACANT

*\*Until the Dean of Students position is filled, President Ballard will be a member of this team.*

## NEBC COMMUNITY

At Northeastern Baptist College, students and staff seek to develop a covenant community. This is accomplished through building a community that emulates Christ. Students and staff affirm the community covenant and the standards of conduct. For the purpose of personal growth and accountability, students are also placed into shepherd groups. For more information about shepherd groups, please see the section on spiritual life.

### COMMUNITY COVENANT

Northeastern Baptist College is comprised of diversely talented individuals who are committed to the mission of the institution which is to develop *The Mind of a Scholar, The Heart of a Shepherd, and The Perseverance of a Soldier*. We believe that this goal is best lived out and practiced within a community of committed Christ followers. As men and women of Christian integrity, we believe that to grow as true Disciples of Christ we must:

- Pursue godliness and holiness in our personal lives,
- Esteem others higher than self,
- Exercise restraint when our Christian liberty may be a stumbling block to other weaker believers,

- Yield to Biblical instruction and correction,
- Exercise confession and forgiveness,
- Accept responsibility for actions and speech,
- And be teachable.

We recognize that God's call upon our lives means a daily, intentional abiding with Christ and the active pursuit of being living sacrifices before God, serving and reaching our world around us with the gospel of Christ.

### STUDENT RIGHTS AND RESPONSIBILITIES

Once a student signs the Student Standards of Conduct and the appropriate enrollment documents, the student is under contract with Northeastern Baptist College. Joining the NEBC student community entails certain rights as well as specific responsibilities with the goal of emulating Christ. The NEBC student has rights including, but not limited to:

- The right to have access to, and know, the policies to which they are accountable.
- The right to air student grievances, equal opportunity, due process, and appeal as detailed under the **Policies and Procedures** and the **Student Discipline** sections of the Student Rights and Responsibilities, the Student Handbook, and the Academic Catalog.
- The right to confidentiality of student records in accordance with the Family Educational Rights and Privacy Act of 1974, as well as the right of the student to access these records as detailed under the **Student Records** section of the Academic Catalog.

The NEBC student also has responsibilities including, but not limited to:

- The responsibility to act in a manner consistent with the Values of NEBC and the Christian faith, while also obeying all local, state, and federal laws.
- The responsibility to treat others and the property of others with respect.
- The responsibility to read and understand the Academic Catalog, the Student Handbook, and any other relevant official college document.

### STUDENT STANDARDS OF CONDUCT

1. I understand and embrace the commitment of NEBC to be a distinctively Christian institution, and I commit myself to seek to know and obey Christ and His Word.
2. I will prioritize my family over my studies; I will learn and follow the directions in God's Word concerning my conduct in my family.
3. I will maintain involvement in a local church, regularly worshiping and studying God's Word with a body of believers.
4. I will follow the policies of NEBC, and will treat the people and property of this community with respect and courtesy.
5. I will tell the truth, and my academic work will be my own.
6. Either on or off campus, I will not possess or use alcoholic beverages, marijuana, or illegal drugs, I will not misuse prescription drugs, and I will not use tobacco products.
7. I will be financially responsible, doing my best to pay my bills and working to support myself as necessary.
8. I will keep my mind and body pure, and free from any form of sexual sin, including



pornography.

9. I will do my best in my academic work to please the Lord, so that I may be “a workman who does not need to be ashamed” (2 Timothy 2:15).
10. I will conduct myself as a witness of Jesus, treating people with grace and kindness.

## STATEMENT ON RELATIONSHIPS

---

God wants the best for you. This is true in every aspect of your life, including your relationship with your boyfriend/girlfriend. Dating provides friendship and fun, but also presents challenges. Today's society makes remaining pure challenging.

NEBC has enjoyed many student marriages over the years, and realizes these years in a student's life is significant when it comes to courtship. However, the Bible strongly admonishes all to “abstain from all appearance of evil.” 1Th 5:22 KJV. We challenge each couple to discuss ways to support this truth and remain pure in the years leading to marriage. NEBC encourages its students as the Apostle Paul encourages young Timothy, “Flee also youthful lusts; but pursue righteousness, faith, love, peace with those who call on the Lord out of a pure heart.” 2Ti 2:22 NKJV

## CAMPUS

---

### MAIN CAMPUS

NEBC's Main Campus building is located at 104 Kocher Drive on site with Grace Christian School. The Main campus is open on Monday - Friday from 8 am-9 pm. These hours are subject to change.

### HOGUE LIBRARY

NEBC's library is located at 141 West Main Street. Hours are Monday – Friday, 8am-9pm. Please note the Library closes during Chapel hours, 10:45 – 12:15, on Tuesdays and Thursdays.

### HEBREWS CAFE

The Hebrews Café is located in the Hogue Library and is opened 5pm-10pm, Monday - Friday.

### JEHOVAH JIREH HALL

NEBC's student housing facility is located at 250 Main Street. JJ Hall provides housing during the normal school year, including fall semester, spring semester, January term, and during summer term classes.

### CHAPEL

NEBC's chapel is located on the 3<sup>rd</sup> floor of Main Campus.

### STUDENT LOUNGE

The Student Lounge is located on the 3<sup>rd</sup> floor of Main Campus. To host a student event in the student lounge space, please see the Administration office.

## ACADEMIC AFFAIRS

### ACCREDITATION

---

On September 16, 2014 The Vermont State Board of Education, upon the recommendation of The Vermont Higher Education Council and The Vermont Agency of Education, voted unanimously to Authorize NEBC as a Degree Granting Institution.

NEBC is taking steps necessary to build the program consistent with the standards of the New England Association of Schools and Colleges, so that we will be well positioned to seek regional accreditation in the early years of operation.

"Accreditation is voluntary. It represents an institution's willingness to abide by the Standards and to open itself regularly to examination by outside evaluators familiar with higher education. As such, accreditation is recognized as a symbol of accountability to the public." (NEASC, FAQs)

In compliance with federal law all credits earned at any institution of higher learning are transferable at the discretion of the receiving school.

## **ACADEMIC PROGRAMS**

---

Northeastern Baptist College offers Bachelor's Degrees in Biblical Studies, Christian Counseling, Christian Education, and Business Administration. Two-year Associate's Degrees are also available, as well as a one-year Diploma in Christian Ministry.

### **BACHELOR OF ARTS IN BIBLICAL STUDIES**

The Bachelor of Arts in Biblical Studies student will choose one of four concentrations: Church Planting/Entrepreneurial Leadership, Pastoral Ministry, Christian Education, or Interdisciplinary Studies.

#### **Pastoral Ministries**

Upon completion of this degree the student will be thoroughly prepared not only to serve, but to excel in the pastorate. The successful student will have been trained in general education, theology, and pastoral ministry in the classroom while being mentored within a local church setting by an experienced pastor.

#### **Church Planting/Entrepreneurial Leadership**

Upon completion of this degree the student will be thoroughly prepared not only to serve but to excel as a church planter. The successful student will have been trained in general education, theology, church planting, and entrepreneurial leadership in the classroom while being mentored by an experienced church planter and entrepreneurial leader. The student will be equipped to plant a church while providing for his material needs through entrepreneurial activities that enhance rather than detract from his ministry.

#### **Interdisciplinary Studies**

Upon completion of this degree the student will be thoroughly prepared not only to serve but to

excel in Christian ministry. The successful student will have been trained in general education, theology, and the multiple disciplines of Christian ministry in the classroom while being mentored within a local church setting by an experienced ministry leader.

### **BACHELOR OF SCIENCE IN CHRISTIAN COUNSELING**

Upon completion of this degree the student will be thoroughly prepared not only to serve but excel in social services, ministry, or public or private industry. The successful student will be trained in general education, Bible, psychology, and counseling from a Christian worldview in the classroom for preparation to serve in such fields as: administration, community relations, case management, human and social services, mental health services, ministry, or religious education. Students who complete a Bachelor's degree in Christian Counseling will complete a foundational goal before continuing their education at the Master's level in Human Services, Family and Marriage counseling, or Professional Counseling.

### **BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION**

Upon completion of this degree the student will be prepared to enter the field of business. The successful student will be trained in general education, Bible, accounting, business law, and courses in management and leadership theory and practice from a Christian worldview. Students can concentrate in fields such as Entrepreneurial Leadership, Nonprofit Business Management, and Project Management. These studies can lead them into fields such as: general management, finance, consulting, human resources, project management, social entrepreneurship, managing and developing a startup, or not-for-profit business.

### **BACHELOR OF SCIENCE IN CHRISTIAN EDUCATION**

Upon completion of this degree the student will be thoroughly prepared not only to serve but to

excel in the field of Christian education. The successful student will have been trained in general education, theology, and educational ministry in the classroom while being mentored within the local church setting by an experienced Christian education leader.

## **DIPLOMA IN CHRISTIAN MINISTRY**

The Diploma in Christian Ministry is a one-year program designed for men and women who desire more Biblical understanding and essential skills for ministry without seeking a degree. Those interested in earning a Diploma in Christian Ministry will take core Bible and Ministry courses that will lay the foundation for competent service within the local church. The Diploma in Christian Ministry will best serve those individuals who lead children and youth workers as well as Sunday school or small group teachers.

## **ACADEMIC INTEGRITY**

Cheating is a type of deception that takes many forms, such as copying from another person's quiz or exam; the use of unauthorized notes, previous exams, books, or other materials; the submission of another's work to fulfill a course requirement; the unauthorized use of work completed for one course in another; or the reporting of material as read that was not read.

Plagiarism is a serious offense that is illegal, unethical, and immoral. Plagiarism exists when one gives the impression another person's words or ideas (written or oral) are their own. This can occur intentionally or unintentionally. Examples include the use of quotations without identification by quotation marks and citation or paraphrasing the words or ideas of another without giving credit (unless describing common knowledge). Plagiarism is not only poor academic practice, but also demonstrates a disregard for the work of others.

A student who breaks the standard of academic integrity by cheating or plagiarism will be confronted by the faculty member involved and

will be reported to the Dean of Students and Dean of Academics. The result will be a "zero" grade for that particular assignment, which may result in an "F" for the course (i.e. depending on the normal weight of that particular assignment, as articulated on the syllabus, the student may fail the course). It may also lead to expulsion from the institution, or a revocation of a degree already granted by NEBC.

## **ATTENDANCE**

Regular class attendance is expected and students are responsible for completing all assignments. The individual instructor is responsible for his or her attendance policy. Instructors are at liberty to assign a failing grade to any student who is absent from 15% or more of the scheduled class meetings regardless of assignment and/or examination grades.

## **POPULI**

Northeastern Baptist College utilizes the online college management program Populi. Students are expected to actively use their Populi account. It will give access to ministry practicum requirements, student & staff communications, class registration, and more. During orientation, students will learn how to log in to their personal Populi account.

## **ACADEMIC CATALOG**

For more information related to academics, including how to add/drop a course, available courses, and course descriptions, please visit [www.nebcvt.org](http://www.nebcvt.org) for our current Academic Catalog.

## **SPIRITUAL LIFE**

### **SHEPHERD GROUPS**

Shepherd Groups provide students with both mentorship and peer support for the purpose of personal and spiritual development. NEBC faculty & staff members provide guidance to

small groups of no more than 12 students, mentoring them in spiritual growth, ministry experience, and personal development. Each student's Ministry Practicum is graded by the student's Shepherd Group leader. Shepherd Groups meet once a week on Wednesdays during the Chapel hour.

## CHAPEL

---

NEBC holds two Chapel services a week with a wide range of speakers, from international missionaries to local pastors and faculty. The student-led worship services provides students the opportunity to gain valuable experience. In addition, chapel services include our "251 Club" and is a vital part of each student's spiritual growth and development.

Students are expected to attend both Chapel services each week. If a student is unable to attend a Chapel service, the student is required to alert their RA, or if a commuter student, the Director of Student Services.

## MINISTRY PRACTICUM

---

Every student will be involved in some aspect of ministry throughout their degree program. Extensive partnerships with local churches and associations will afford hands-on experience in church planting, business, pastoral ministries, education, and music.

For more information on Ministry Practicum, please see the Academic Catalogue.

## TRAVEL WITH A PURPOSE

---

Missions, both at home and abroad, are at the heart of Northeastern Baptist College. Each year, the college provides students and faculty the opportunity to experience international and domestic missions first-hand. In addition, we seek to provide opportunities for educational trips.

Students are encouraged to participate in the travel program, gain valuable on-the-field

experience, and sometimes receive class credit for their study and service.

# RESIDENCE LIFE

## ROOM ASSIGNMENT

---

Student housing at Northeastern Baptist College is for single, full-time students aged 28 years or younger at the start of their first semester in residence. However, exceptions may be considered based on housing availability and individual circumstances through an appeal to the Student Services Office. NEBC reserves the sole right to assign rooms and roommates while taking into account student requests.

Any student wishing to request a specific roommate may fill out a *Roommate Request Form* (see Director of Student Services). *NEBC also reserves the right to terminate a housing request or contract when in the benefit of the housing community.* Jehovah Jireh Hall is a coed housing unit. Individual rooms are assigned by gender. In addition, students are not allowed to enter the room of another student of the opposite sex.

In order to change rooms or roommates, students should see the Director of Student Services. As general policy, Student Life views the changing of rooms or roommates during the middle of a semester as a disruption to the housing community. Therefore, every effort will be made by the Student Services Office to resolve any issue existing before a request for change is granted. The final approval for room or roommate change rests with the Dean of Students.

## RESIDENT LIFE STAFF

---

The Residence Assistants are responsible to oversee the well-being of campus housing. Residence Assistants oversee up to 15 students and are the first point of contact with any questions or concerns about housing. When appropriate, Residents Assistants will contact

the Director of Student Services to resolve any questions or concerns.

## EMERGENCY CONTACTS

For the safety of students living on campus, NEBC has staff available 24/7. In case of an emergency, students should first contact an RA.

This is **not** a replacement for calling 911. However, in any instance that 911 has been contacted, and school officials are not already on the scene, students should inform their RA.

In the event that the RAs are not available, contact the Director of Student Services. If he is unavailable, you will then be directed to contact the Safety Officer/Facilities Director, Ed Lucas. If he is unavailable, you are directed to call President Ballard. Phone numbers for the 2019-2020 fall term are:

|  |              |
|--|--------------|
| TONY LEVESQUE<br>DIRECTOR OF<br>STUDENT SERVICES   | 603-306-5305 |
| ASHLEY COOMBS<br>RESIDENCE ASSISTANT               | 603-320-1125 |
| ALEX OLSON<br>RESIDENCE ASSISTANT                  | 716-262-6333 |
| ED LUCAS<br>SAFETY OFFICER/<br>FACILITIES DIRECTOR | 603-504-4955 |
| DR. MARK BALLARD<br>PRESIDENT                      | 802-379-7204 |

If the RA will be unavailable he/she will inform their students during their weekly meeting, and ensure each student is aware of who to call.

Appropriate times to contact could include (but are not necessarily limited to) being locked out of one's room, an interpersonal housing situation that needs to be dealt with quickly, reporting an accident or incident, or a pressing maintenance issue.

## MEDICAL EMERGENCIES POLICY

Students who have serious and repeated emergency medical or psychiatric conditions will be asked to provide written medical support that they are under care and are supported to live in residence life by their medical treatment team. Such documentation should ensure that treatments or conditions will not require significant monitoring by the residence life team or roommates and is required before continued occupancy.

## ROOM STANDARDS AND CHECKS

NEBC housing residences must maintain a standard of cleanliness—especially in common areas. Common areas are defined as areas shared by all residence members (i.e. the kitchen, dining room, bathroom, etc.). It is the responsibility of students living in housing to keep the common areas clean and to respect the property of the school and their roommates.

Therefore, upon move-in, each student is responsible to sign a *Residence Condition and Inventory Report*. These documents ensure your agreement to leave the room and all its furnishings in the same condition at move-out as it was at move-in. Furthermore, it signifies that you agree with all housing guidelines. **Upon leaving residences for semester breaks, students are required to check-out with the Residence Assistant** or with the Director of Student Services to ensure rooms meet cleanliness standards and to document any damages that have occurred. Failure to check out may result in disciplinary actions or fees.

NEBC does not assume responsibility nor does it provide insurance or any other financial protection for the personal property of students in housing. *It is recommended that students secure their own personal insurance to protect against the loss, damage, or theft of their personal property.*

Non-compliance with room standards may result in fines or disciplinary action. Please note that



dorm rooms with hardwood floors cannot be traditionally mopped. A system that uses minimal water, like a Swiffer brand mop, must be used.

## RESIDENCE CHECKS

At least once a month students will be responsible to pass a room cleanliness inspection. Students will be informed of the date and time of residence check at least 48 hours in advance. If the room is not up to residence check standard, student(s) will have 24 hours to make the room in compliance with standard. If the room remains out of compliance, student(s) will receive a written warning and have an additional 24 hours to comply with standards. If room still remains out of compliance, a \$50 fine will be issued to each student, and a final 24 hours given to comply with standards. If room continues to be out of compliance, student will meet with the Dean of Students. *Please note that any student with three written warnings for failed room checks in one semester will not be eligible for student housing the following semester.* For more information about standards for cleanliness, please contact your Residence Assistant.

Outside of mandatory periodic residence checks, NEBC also reserves the right to have authorized personnel enter student housing for the purposes of inspections, repairs, or in cases where there may be reason to believe that either the health or safety of students might be compromised. A staff member of NEBC may also search housing, while accompanied by a staff member from Student Services, whenever there is reasonable cause to believe that any NEBC regulations are being violated. The Student Services Team will also perform one surprise room check per semester.

## HOUSING OVER BREAKS

NEBC is happy to provide Student Housing to our students during the normal school year including Fall Semesters, January Terms, Spring Semesters,

and the two Summer Terms. The following sets forth the Policy for School Breaks.

### Thanksgiving Break

Students may choose to stay on campus during the Thanksgiving Break, but must notify The Student Life/Housing Office in accordance with Student Handbook Guidelines, and must abide by the School Break rules including all lock-up and cleaning rules.

### Christmas Break

Students may choose to stay on campus during the Christmas Break, but must notify The Student Life/Housing Office in accordance with Student Handbook Guidelines and must abide by the School Break rules including all lock-up and cleaning rules.

### Spring Break

Students may choose to stay on campus during Spring Break, but must notify The Student Life/Housing Office in accordance with Student Handbook Guidelines and must abide by the School Break rules including all lock-up and cleaning rules.

### Summer Break

Student Housing is **not** normally available during the summer months. Students should plan for their own summer housing whether that means going home or finding temporary summer housing on their own. In cases where the loss of summer housing would present a hardship (loss of job, ministry assignment, homelessness, etc.) the student may make an appeal by completing the Summer Housing Appeal Form available in the Student Services Office.

## SUMMER HOUSING APPEAL

In the case of summer housing hardship, students may make an appeal for summer housing at JJ Hall.

Students must complete a Summer Housing Appeal form, found in the Student Services office. The student must **describe the hardship on**

*the form, detail their unsuccessful efforts to find alternate housing*, and agree to Summer Housing Rules to be provided by the Student Services Office.

The form should be completed, signed by the Student Services Director, the Dean of Students, and must be approved by the Vice President of Administration. If the appeal is granted, the student must agree to pay the \$600 Summer Housing Fee, with 1/3 being paid on or before June 1st and the balance paid prior to the beginning of the Fall Semester.

If an appeal is granted, the student should recognize summer housing as a privilege that carries with it extra responsibility. All normal housing rules and all summer housing rules and responsibilities must be followed. Failure to follow all housing rules and responsibilities may result in an immediate loss of summer housing privileges and/or other disciplinary action.

The deadline to submit a Summer Housing Appeal is April 30<sup>th</sup>. Appeals will not be considered if submitted after the deadline. Forms can be found in the Office of Student Services.

## **HOUSING CHECKOUT PROCEDURE- BREAKS**

Before Thanksgiving Break, Winter Break, and Spring break you will receive a room inspection by your RA. These will be scheduled with your RA. During these times rooms will receive a Room Check, with particular attention given to perishable food, trash cans, etc. *Vehicles left on campus over Thanksgiving and Winter break must be parked at the library, and keys must be left in the student's dorm room on their dresser.* Please note that food stored in the Common Area refrigerators should be removed for the break.

## **HOUSING CHECKOUT PROCEDURE- SUMMER**

In order to prevent further charges from accruing on your account after you vacate a unit, you personally must check out with a Residence Assistant. All students leaving for Summer Break ***must complete a full check out procedure*** and are required to move out during scheduled spring move out days.

To check out for summer break, rooms must be vacated and emptied before inspection. The following procedures **MUST** be followed:

**1. Students must sign up for a check out time with their RA.** RAs will post their check out availability two weeks prior to the end of the semester.

**2. Rooms must be empty and clean to check out.** This includes:

- Removal of all decorations from walls, furnishings, bathroom items, etc.
- Empty, dust, and clean drawers.
- Clean room and bathroom as required for room checks.
- Removal off all personal property from the rooms, including putting trash in designated cans.

**3. Student must be ready at designated check out time.** Student will be expected to:

- Have room in same condition as move-in, per inventory report form.
- Have room key to turn in to RA
- Please note that RAs will not accept post office box keys. ***These must be turned into the Administration Office or a fee will be assessed*** (see "Post Office Boxes" for more information).

Failure to follow these steps and complete a move out inspection with your RA *during your scheduled move out time* may result in a **\$50 fine**, in addition to any other housing fines

(damage, room key replacement, etc.) Please note NEBC does not provide summer storage.

Residents changing status to Leave of Absence in the next Academic Semester or students who withdraw from classes (at any time) must vacate the Residence Hall by the following Sunday at 6 pm. *Please note that this Checkout Procedure only covers housing. Students intending to withdraw from enrollment or change status must complete the procedures outlined in the Academic Catalogue.*

## DAMAGES

Students are liable for any damage to NEBC property. All students involved in the damage (or students that share space with the damaged item, i.e. roommates) will incur liability for the damage unless a particular student or students assume responsibility. Any damages that may occur must be immediately reported (on a Maintenance Request form) and placed in the outgoing box in the common area. These forms can be found in the common areas.

Please note that the smoke alarms should never be tampered with. If they require maintenance, please notify your RA as soon as possible. It is against Fire Marshall law for untrained individuals to tamper with fire and EMS equipment. Tampering with this equipment can result in disciplinary action and repair charges.

## KEYS

Due to the safety of students and their property, NEBC student housing is to remain locked at all times. Outside doors are never to be propped open. Therefore, students are required to keep track of their keys at all times and are **not** allowed to let anyone borrow or copy their keys. If a student becomes locked out of their housing, they must contact their Residence Assistant. If a student loses their key, they must request a new one via forms located in the common areas. This must be given to the VP of Administration, Dave King. The cost for replacement keys is \$30 for the first key needing to be replaced and \$50 for each subsequent key. Key codes for the

laundry room, hallways, and Common areas, as well as the combination to the Yard, are not to be shared.

## NUISANCE PEST POLICY

### GENERAL

If you suspect the presence of nuisance pests in your dorm room, alert a member of Student Services immediately. Nuisance Pests may include mice, cockroaches, bed bugs, wildlife, or excessive numbers of ants, bees, wasps, or other insects.

Maintenance will inspect your room and may also inspect rooms surrounding yours. Depending on the nature of the pest, an outside pest control management professional may be called in. Maintenance will determine whether pests are present and prescribe a course of action. *Do not attempt to treat the problem yourself.* Do not relocate items to a different room. Food items may be properly bagged and disposed into exterior trash barrels. Students are required to fully comply with all pretreatments and posttreatments.

### BED BUG PROCEDURE

Best Practices to Prevent Bed Bugs

1. Students may not bring their own mattress to the dorms. It is also recommended to not bring other upholstered furniture from outside of NEBC.
2. Students **must** keep their mattress covered by the provided bed bug liner. It is recommended that students regularly inspect the liner for holes and rips and report any to Student Services.
3. Students should launder their clothing and bedding regularly.
4. Students should keep rooms picked up and orderly and remove trash weekly.

If you think you have bed bugs...



1. Contact Residence Life Staff Immediately.
2. Maintenance and Residence Life Staff will contact local pest control professionals to inspect the situation. *Only pest control professionals can determine whether bed bugs are present.*
  - a. Students are encouraged, but not required, to be at the inspection
  - b. Pest control will be accompanied by a member of Student Services and/or Maintenance and will have complete access to your room and belongings for the inspection to determine how extensive the problem is.
  - c. Adjacent rooms may be inspected as well to determine how extensive the problem is.
3. **Do not:**
  - a. Do not treat your room with chemicals, sprays or any other type of product to control or kill bed bugs; this will hinder the efforts of our professional exterminators.
  - b. Do not relocate any room belongings to another room unless specifically instructed to with a written notice by Residence Life—this is *essential* to prevent the spreading of bed bugs.

*If bed bugs are not confirmed...*

The room will not be treated for bed bugs, but pest control may continue monitoring the room with glue boards or other monitoring device. If a student again suspects bed bugs, contact Residence Life Staff immediately.

*If bed bugs are confirmed...*

1. Pest control professionals will provide detailed instructions for getting rid of

bed bugs to all affected residences and treat with the treatment they determine is necessary.

- a. Treatment may include but is not limited to heat and/or chemicals.
  - b. NEBC is not liable for damage which occurs during the treatment process.
2. Every student with confirmed bed bugs in their living area is expected to comply fully with all pre-treatment and post-treatment instructions within 24 hours.
3. Depending on the severity of the case, follow up treatments may be necessary.
4. Students will not be reassigned rooms after a cleared treatment by pest control professionals.

## WILDLIFE PROCEDURE

In the event of wildlife inside your room, immediately alert your RA, Director of Student Services, Mr. Lucas, or President Ballard. Wildlife includes, but is not limited to, squirrels, bats, or chipmunks. If possible, isolate the creature in a contained area (shut bathroom door, bedroom door, etc.) and remove yourself from that area. Maintenance will arrive shortly to handle the problem. *Do not attempt to remove the animal on your own.*

## ROOM GUIDELINES

### Walls

Students are not allowed to make any holes in their walls larger than the hole created by a thumbtack. *"Command-style" hooks are no longer permitted-they have caused serious damages to the walls.* When in doubt of which materials are appropriate, please ask the Director of Student Services.

### Furnishings

Each room is provided with two beds (often bunk beds), one chest of drawers, two desks, and two chairs. Furniture and other furnishings must not be dismantled, removed from housing, nor moved from room to room within housing without

permission and oversight from the Director of Student Services. No oversized furniture (sofas, futons, love seats, etc.) may be brought into the residence without approval from the Director of Student Services. Small side tables, lounge chairs (bean bag chair, bungee chair, etc.), bookcases, and other small storage furniture may be brought in as space allows.

### **Decor**

Decorations which are not consistent with the spirit of NEBC guidelines or values may not be displayed. In accordance with the NEBC Code of Conduct, alcoholic beverages, tobacco, marijuana, or illegal drugs are never allowed in housing. Furthermore, housing cannot be decorated with any paraphernalia related to these items (i.e., smoking advertisements, alcoholic beverage containers, etc.). In addition, decorations made from dried plant matter may not be used (i.e. Christmas trees, evergreen wreaths, etc.) due to their flammable nature. The only type of candles allowed in housing are candles in their original glass containers.

### **Flammable and Hazardous Materials**

Use and storage of flammable materials/liquids in and around residential facilities is strictly prohibited. Fire hazards such as newspaper stacks, excessive trash, excessive amounts of books, etc. are not permitted. Disposal of any hazardous materials, including motor oil, is also prohibited.

Any furniture moved or rearranged in housing must not block any fire exit.

### **Hallways**

Rooms with hallways must remain free of personal belongings in case of fire (per fire codes). Failure to comply may result in a failed room inspection and fine. Hallway decorations are allowed, but must not obstruct free passage through the hallway.

### **Appliances**

The only kitchen appliances allowed in student rooms are a mini-fridge, microwave, and coffee maker/hot water kettle (including Keurig-type

units). Only one of each type of appliance is allowed per room. No other appliances may be used in dorm rooms, although items can be used in common area kitchen (such as crock pots, rice cookers, hot plates, toasters, etc.)

### **Item Removal**

NEBC reserves the right to remove any item that is deemed in poor taste or in non-compliance with NEBC community guidelines.

### **Grill use**

Personal gas and charcoal grills (of any size) are not permitted in student housing.

### **Firearms and Fireworks**

Students are not permitted to bring firearms of any kind in NEBC buildings. Fireworks and other explosives are included in this prohibition. Certain firearms *may* be permitted in vehicles on NEBC property with written approval from the NEBC administration. For more information, students should contact Dave King, VP of Administration.

### **Paper Goods**

Please note that toilet paper is provided to students: see your RA to replenish your supply.

## **TRASH/RECYCLING**

All waste is to be disposed of appropriately (keeping in mind recyclables for Vermont State) in designated containers. Trash containers are located near the Maintenance Office near the common areas. **Trash MUST be bagged before placing in container.** Dorm room trash is never to be disposed of in Common Area trash cans.

All food scraps must go into the compost bin using biodegradable bags. No food items must go into the trash. All compost items must be bagged before placing into compost can outside the Commons.

## **PETS**

Pets of any kind are not allowed in NEBC housing.

## **COMMUNITY GUIDELINES**

### **COMMON AREAS**

NEBC has designated common areas at student housing for student interaction. These areas include the community kitchen, lounge, and study room. Common areas are open from 7am-11pm. These areas are accessed by a keypad lock system and doors must be kept locked at all times.

### **QUIET HOURS**

NEBC housing is designed to be productive for all members of housing's needs: spiritual, physical, and academic. Therefore, all students living in housing are expected to maintain appropriate standards for noise control while living in housing. This includes in-room, common areas, the laundry room, and outdoor areas. Students will be asked to return to their rooms if noise is excessive in common and outdoor areas. Students may receive disciplinary action as well.

Students on NEBC property must be in their own dorm room at 12 am (midnight). Students returning to campus from work, movies, etc. after 11 pm must proceed to dorm rooms immediately after arriving on campus. There is to be no loitering on campus after 11 pm (including parking areas, the Laundry Room, or hallways).

### **KITCHEN FACILITIES GUIDELINES**

Kitchen use is a privilege and students must follow posted guidelines. All students must label their own dishes. No dishes may be left in the sink or drying rack. They must be washed, dried, and put away. This is the student's responsibility, and failure to comply will result in written warnings and confiscation of dishes. All kitchen items must be stored on your individual room storage shelf or in your dorm room.

Additional kitchen appliances, such as crockpots, rice cookers, etc., must be stored on your individual storage shelf, not on countertops. Prohibited kitchen appliances include any item with an open flame or deep-fry pots. Other items may be included at the discretion of the Director of Student Services.

Food stored in the communal refrigerator must be labeled with name and date of purchase. No item should be stored in this fridge longer than one week or freezer for longer than one month. Spoiled food left in the fridge will be disposed of in its container.

Refrigerators are for all housing students. Up to 32 students may be utilizing the refrigerators at one time; please limit the amount of items stored in the communal fridges. Overutilization may result in discipline action or fines.

While using the range or oven, please observe the following guidelines:

1. Turn on hood fan
2. Stay in sight of the stove/oven while cooking

Failure to adhere to these guidelines may result in loss of common area use.

### **LAUNDRY FACILITIES**

Residence students at Northeastern Baptist College have access to laundry facilities at the dorms. However, students are responsible to provide their own biodegradable laundry detergent, bleach, fabric softener, etc., which must be stored in the student's room. The provided washers & dryers are shared among all living at the dorms and are a privilege. Therefore, you must follow the laundry guidelines posted in the laundry room. Not following the guidelines may lead to revocation of laundry privileges. This service is provided only for housing residents.

Laundry facilities are accessed via a keypad lock system. Hours for the Laundry room are 7 am – 11 pm.

## THE YARD

Located in the rear of JJ Hall is a fenced-in greenspace for student usage. There are places for hanging hammocks (not provided), a picnic table, and room for recreation. This area is accessed through a locked gate. To reach this gate, travel along the church parking lot to the back of the building. When not in use, the gate is locked. While in the area, please hang lock on the provided spot. When leaving, relock gate unless other students are enjoying the area. An option is available to keep the gate locked for students enjoying the area alone.

On days when classes are held, the Yard is opened from 8 am until dusk. Weekends and breaks 11 am until dusk. *Note these hours are in effect only for warmer weather months and may be changed at any time.*

To use the yard outside of open hours or during winter months, please see your Residence Assistant. To host an event in this space, please see the Director of Student Services.

## RESIDENCE MEETINGS

Students living in housing will have once-a-week **mandatory** meetings with their Residence Assistant. These meetings will inform students about any necessary housing news and include a time of Bible devotion and encouragement.

## VISITATION HOURS

The purpose of visitation hours is to foster community. It is expected that during visitation hours students will continue to conduct themselves in a manner honoring to God and the NEBC community. NEBC students in housing are responsible for the actions of those they invite into NEBC housing.

Members of the opposite sex are only allowed in common areas of the residence, not in student rooms. Furthermore, any excessive or offensive displays of affection will not be acceptable. Any visitor may not enter housing outside of designated visiting hours, unless they are an

approved overnight guest. Any visitor may be asked to leave housing by NEBC staff whenever there is reasonable cause to believe that any NEBC regulations are being violated.

Visitation hours in common areas are allowed whenever common areas are open.

## OVERNIGHT GUEST POLICY

Only guests of the same sex may stay overnight in NEBC housing with approval by the Director of Student Services. The student requesting the overnight guest must fill out an *Overnight Guest Form*. This form must be given to the Director of Student Services at least 24 hours in advance of the visitor's arrival.

Guests may stay overnight for 3 nights a month. A \$10 fee is charged per night, per guest, for any night after the 3<sup>rd</sup> night, not to exceed 6 nights. Any overnight guest must be in compliance with all NEBC student guidelines. The guest's host is responsible for the guest's actions. Any guest may be asked to leave by NEBC staff whenever there is reasonable cause to believe that any NEBC regulations are being violated or it is in the interest of the NEBC community.

## PARKING AT JJ HALL

It is the goal to provide all housing students with parking at Jehovah Jireh Hall, however there are limited spaces available. NEBC will assign preferred parking at JJ Hall in this manner:

- First assignments are to upperclassman females
- Second assignments are to lowerclassman females
- Third assignments are to upperclassman males
- Fourth assignments are to lowerclassman males

Parking assignments begin in August. Failure to return appropriate forms by date indicated on Parking Contract will move students to the end of the assignment list. Additional parking spots

will be assigned at Hogue Library. Please note that only one parking spot will be available per student and only one vehicle per student.

Be aware that during the winter snow season, cars may need to be moved to allow for snow removal. During the winter months, if you will be leaving your car parked on campus during the break, it must be parked at the library and you must leave keys on your dresser in a visible location. *Maintenance staff **will** access your room to retrieve them.* You will also need to leave keys if you will not be available to move your car during a snowstorm. Failure to comply with these guidelines may result in a fine.

## STUDENT LIFE

### PARKING

At the main campus, student parking is located on the far side of the tennis courts and grassy area (closest to Kocher Drive).

### MAIN CAMPUS ENTRANCE

Students access the building by crossing the bridge and following the walkway along the stream to the rear entrance. Each student will be provided a key fob for entrance.

If you lose your key fob, please fill out a Key Replacement Request Form and return it to Dave King, VP of Business Administration.

### CAR REPAIRS

No oil changes, other car maintenance or repairs are permitted on NEBC grounds without permission from the Facilities Manager. Any vehicle fluid leaks should be cleaned up and, until leak is fixed, a mat or sheet of cardboard should be put under the vehicle to absorb the spill. Students will be billed for any cleanup expenses incurred.

### STUDENT GUESTS

All guests of NEBC students at the Main Campus must enter via the Grace Christian

School main entrance, where they must (1) sign in at the lobby desk, (2) Obtain a guest pass, and (3) wear the guest pass visibly for the duration of their visit. Guests must also check out at the Grace Christian School main entrance. Guests include spouses, friends, family, guests, etc.

Children and siblings of NEBC students are not allowed on campus unless under direct supervision of the NEBC parent/sibling: the child/sibling must be in the same room as the NEBC parent/sibling at all times.

## PAYMENTS

Bill payments are due the first of each month. For fall semester, those months are August, September, October and November for New Students and September, October, November, and December for returning students. For the spring semester, those months are January, February, March and April for New Students and February, March, April and May for returning students. If you would like to change the date of the month payments are due, schedule an appointment with the Administration Office to personalize your due date. These changes need to be made by September 1 for the fall semester and February 1 for the spring semester.

## NEBC REFUND POLICY/WITHDRAWAL

Failure to attend class does not automatically generate a withdrawal and does not entitle the student to a refund of tuition. Students must contact the Registrar to begin the withdrawal process before a refund will be considered. Students who are administratively withdrawn for poor attendance will not receive any refunds. Students who are dismissed by NEBC due to academic or disciplinary reasons are not eligible for a refund.

When the Registrar notifies the Administration Office of a student withdrawal, the Administration Office will complete a Financial Withdrawal Statement for the student. This statement will calculate the student's financial situation and determine the amount of refund or

the amount the student owes NEBC. Refunds are determined by the official date of withdrawal. Tuition and Room are prorated based on the designated Drop date for the semester. The refund schedule is provided below.

Students who are enrolled in the Work Study Scholarship program must be aware that they will be charged for tuition costs that are not covered by hours worked. If a work study student withdraws after the Drop date, the Administration Office will calculate the amount of hours worked, subtract them from the tuition cost and bill the students for the remaining amount. This will be documented in the Financial Withdrawal Statement. A withdrawal after the Drop date may result in a balance owed to NEBC.

If the student is eligible for a refund based on the Financial Withdrawal Statement, the student must fill out a Refund Request Form. Refund Request Forms are available in the Administration Office. Refunds will only be issued to the student. Refunds will be processed within 30 business days of the request. When the refund is processed, the check will be mailed to the permanent home address we have on file unless instructed to do otherwise on the Refund Request Form. NEBC retains the right to use any credit balance from tuition and room to pay any other bills the student may have with NEBC. This means that your refund money will be used to pay any fees, book charges, etc. before processing the refund.

If the student owes the school money after withdrawal, the student must contact the Administration Office and work out a payment plan. The Administration Office will have a Payment Plan Agreement Form for the student to sign. Students with an outstanding balance will not be able to re-enroll until the balance is paid off. If you are looking to transfer schools, transcripts will not be released until the balance is paid in full.

The Enrollment Fee is non-refundable. All other fees will be refunded 100% before classes

begin, 75% after classes begin but before the Drop date. After the Drop date, fees are not refundable.

#### **Tuition Refund Schedule for 16 Week Semester**

|                 |             |
|-----------------|-------------|
| FIRST WEEK      | 100% REFUND |
| SECOND WEEK     | 75% REFUND  |
| THIRD WEEK      | 50% REFUND  |
| AFTER DROP DATE | 0% REFUND   |

#### **Tuition Refund Schedule for 1 Week Intensive**

|                     |             |
|---------------------|-------------|
| BEFORE CLASS STARTS | 100% REFUND |
| DAY 1               | 75% REFUND  |
| DAY 2-5             | 0% REFUND   |

#### **Room Refund Schedule for Fall Semester**

|                            |             |
|----------------------------|-------------|
| BEFORE MOVE-IN DAY         | 100% REFUND |
| BEFORE SEP 1 <sup>ST</sup> | 80% REFUND  |
| BEFORE OCT 1 <sup>ST</sup> | 60% REFUND  |
| BEFORE NOV 1 <sup>ST</sup> | 40% REFUND  |
| BEFORE DEC 1 <sup>ST</sup> | 20% REFUND  |
| THEREAFTER                 | 0% REFUND   |

#### **Room Refund Schedule for Spring Semester**

|                            |             |
|----------------------------|-------------|
| BEFORE MOVE-IN DAY         | 100% REFUND |
| BEFORE FEB 1 <sup>ST</sup> | 80% REFUND  |
| BEFORE MAR 1 <sup>ST</sup> | 60% REFUND  |
| BEFORE APR 1 <sup>ST</sup> | 40% REFUND  |
| BEFORE MAY 1 <sup>ST</sup> | 20% REFUND  |
| THEREAFTER                 | 0% REFUND   |

### **CAMPUS ACTIVITIES**

Students will have the opportunity to take advantage of various Northeastern Baptist College sponsored campus activities. Furthermore, if students want to host a campus activity or event, they may apply to Student Government for approval and assistance. Any organizations or events chartered by student government must still seek approval for room and building usage through the Administration Office.

### **STUDENT GOVERNMENT**

Student Government serves multiple purposes: The Student Body President acts both as an official student ambassador for the college, as well as a representative of the students to the administration. The Student Body President also presides over student government for the purpose of overseeing student organizations,



planning special events, and other duties as necessary.

Presidential elections will be held in the spring. To be eligible to run for Student Body President, the student must hold sophomore class status or higher (i.e. must be in the process of completing at least 30 credits), have a cumulative GPA of 3.0, and receive a faculty recommendation. The Student Body President will then appoint a cabinet consisting of a Director of Finance, Director of Student Events, and a Director of Student Clubs/Orgs.

## **STUDENT ORGANIZATIONS**

---

Student organizations are at the heart of student life at Northeastern Baptist College. Students may gather to form a school sponsored student organization in accordance with the guidelines located in the Student Services Office.

## **INTRAMURAL SPORTS**

---

Various opportunities for students to participate in intramural sports competitions and activities are planned throughout the year.

## **JOB AND PRACTICUM PLACEMENT**

---

In addition to the guidance of Shepherd Group leaders, students can receive information on job preparation from the Student Services Office. The Student Services Office maintains a bulletin board with updated job and ministry practicum openings in the community, as well as holds various seminars and workshops for vocational readiness (i.e. resume writing, interviewing skills, etc.).

## **WORK STUDY PROGRAM**

---

Students participating in the NEBC Work study Program will receive supervision from their Work Study supervisor and mentorship from the Director of Student Services. As part of the program, students will receive orientation and job specific training. The Director of Student Services will work with students in job

placement, balancing studies and work, and will ensure each student is given the opportunity to succeed in meeting both their work and educational goals. See the Academic Catalogue for more information.

## **HEALTH & WELLNESS**

---

Northeastern Baptist College does not have a wellness center on campus. However, located 1 mile from Jehovah Jireh Hall is Bennington Express Care. Located on the grounds of Southern Vermont Medical Center, Express Care is open 7 days a week, from 8 am to 6 pm (no appointment necessary). Express Care is located at 140 Hospital Drive.

Northeastern Baptist College does not have a Fitness Center. Located nearby is Anytime Fitness and the Bennington Recreation Center, where student can purchase memberships. Willow Park is located behind the Main Campus and provides walking paths, a skateboard park, volleyball courts, and more for your enjoyment.

## **PERSONAL COUNSELING**

---

Shepherd Groups provide students with both mentorship and peer support with the purpose of personal and spiritual development. The Student Services Office are also available to provide students with encouragement and support.

The Student Services Office has the resources to refer a student to professional counseling services in the local community.

## **SCHOOL CLOSINGS & DELAYS**

---

Vermont is known for its snowy winters. Northeastern Baptist College may delay or cancel classes during inclement weather. Students should be aware of potential delays/closings. Northeastern Baptist College will send out an emergency notification via Populi to alert of closings and delays. You must sign up for this feature and can choose alerts via text or email. Albany area television stations will also be alerted of closings & delays: you can

also visit them online ([www.news10.com](http://www.news10.com), [www.wnty.com](http://www.wnty.com), or [www.cbs6albany.com](http://www.cbs6albany.com)). There are times when day classes will be open, and evening classes cancelled, or vice versa. Please be aware of this.

Also, in the event classes are delayed, students will refer to the Delayed Class Schedule available on Populi and posted on campus.

## TRANSPORTATION

---

Northeastern Baptist College does not provide student transportation. Our campus is located in three separate locations: Main Campus, Hogue Library, and Jehovah Jireh student housing. Students are encouraged to carpool with those who have cars, walk, bike, or utilize the Green Mountain Express bus transportation system (free for students). Bus schedules are available in the Student Services Office.

## DRESS CODE

---

At Northeastern Baptist College, we seek to maintain our Christian witness within our community for the purpose of making an impact in the Northeast and the world. While we have liberty in Christ, our community should be one which promotes the growth of our brothers and sisters in all areas of life. As a result of a commitment to the community of believers at this college, and since student attire while on campus is a direct reflection of the institution, students should exhibit neatness, cleanliness, and modesty in dress.

Generally, students at NEBC dress neatly and appropriately, however, students occasionally need external guidelines as they make decisions regarding personal appearance. The following guidelines are standards in areas where questions are usually raised.

1. Clothes should fit properly to cover the body adequately when sitting, standing, and walking. Some extremes are not acceptable, including (but not limited to) shirts that leave one's chest, torso, or midriff uncovered; shorts that end above mid-thigh; pants worn below underwear; and/or revealing skirts or leggings.

2. Clothing with offensive, vulgar, or inappropriate advertising, pictures, and/or slogans, or that promote drugs or alcohol, are contrary to NEBC's Standards of Conduct and should not be worn.
3. Pajama pants and sleepwear are to be worn in Residence Halls only.
4. Shoes are to be worn at all times at main campus and the library. Bare feet are only acceptable outside, in residence halls, and during Open Gym. Shirts should be worn in public at all times, including outdoor exercise.
5. Sun bathing is not permitted on campus.
6. Specific dress guidelines may be instituted for special campus events, guests, speakers, etc. In addition, work-study supervisors may have specific guidelines of dress for serving in their area. Students are expected to comply with any individual work-study attire standards.

### Business Casual may consist of:

Men: khakis or slacks, collared shirt or polo-style shirt, sweater, coat or blazer.

Women: khakis or slacks, skirts (touching knee or below), blouse or collared shirt, sweater, or blazer

Note: No jeans (except on casual Friday), ripped clothing, t-shirts, shorts, or athletic clothing.

### Semi-formal attire may consist of:

Men: slacks, collared shirts, ties, blazer or suitcoat, dress shoes.

Women: dress or slacks/skirt and blouse with dress shoes.

NEBC seeks to be a loving and Christ-like community that is upheld and maintained by Scripture. We respect the uniqueness of God's children and their creativity of expression. NEBC expects faculty, staff, and students within our community to dress in such a way that brings glory to God.



## SOCIAL MEDIA

---

Northeastern Baptist College encourages our students to promote and recommend our institution through various social media outlets. However, please be advised that your conduct on your personal social media page is a reflection of NEBC as an institution. Therefore, you are responsible for anything you post on social media.

## FOOD SERVICE

---

Northeastern Baptist College does not offer a meal plan program. However, students living on campus do have access to kitchens to prepare their own meals. Bennington has a number of grocery stores and restaurants—some restaurants even give a student discount. This enables the student to budget their own food expenses.

The Hebrews Café at the Hogue Library provides snacks, coffee and other light fare at a reasonable cost during evening hours

## POST OFFICE BOXES

---

Each degree-seeking student will be assigned a post office box in the mailroom on the 4<sup>th</sup> floor of the Main Campus. Each student is responsible to check their mail regularly. Students will pick up their assigned key from the Administration Office and will be responsible to **return it to the Administration Office** at the completion of the Academic year or other term agreed upon by the Administration Office. If a PO Box key is lost, the student is responsible to report it immediately to the Administration Office and will be charged a fee of \$30 for key replacement. *Please note that RAs will not accept any mailbox keys.*

## MAIL PROCEDURES

---

To receive your mail, including books and packages, please observe the following rules.

All student mail should be addressed as follows:

Joe or Judy Imaginary  
c/o Northeastern Baptist College  
PO Box 4600  
Bennington, VT 05201

If you (or your parents) are ordering textbooks and they will be delivered through the post office, be sure to **include your name**.

If you are receiving a package that will be delivered via UPS or FED EX (as from Amazon or from home), you must include **the physical address** of the main campus. Do not use the street address of the dorms; no one will be able to accept & sign for your package. For example, the package should read:

Joe or Judy Imaginary  
c/o Northeastern Baptist College  
104 Kocher Drive  
PO Box 4600  
Bennington, VT 05201

If you still have questions on how to properly label your packages and mail, please see the Director of Student Services.

## POLICIES AND PROCEDURES

### FUNDRAISING POLICY

---

Any student-led on-campus fundraiser must fit into one of the following two purposes:

**Fundraising for an official NEBC sponsored event or group.** This would be a school-sponsored trip (i.e. Travel with a Purpose), a school-sponsored academic event, or for an official NEBC approved student organization (i.e. Student Government or an officially chartered student organization). In order for any donation to be recognized as tax-deductible, donations must be made directly through the Administration Office.

**Fundraising for registered charitable organization.** This organization must be a charitable organization recognized by the IRS as

a church or registered as a 501(c)(3). In addition, the charitable organization cannot conflict with the core values of NEBC and/or the Baptist Faith and Message 2000. All funds must go directly to the organization and will not be handled by the Administration Office. Any checks should be made directly to the charitable organization.

In order to hold a fundraising event on campus, the student must submit a request for a fundraiser in writing to the Office of Student Services for approval at least 2 weeks in advance of desired fundraising activities. A request form can be found in the Student Services Office.

## **TREATMENT PLAN FOR HEAD LICE**

### Plan of Action:

Students must treat themselves for head lice based on the CDC's recommendation for treatment (please see print out).

This includes the following:

- treating with lice treatment and possibly treating with more than one bottle (due to length of hair) and *attach a copy of the receipt for the lice treatment to the attached form*
- having a **second person** check your head daily (twice a day when possible) for nits for the following **2-3 weeks** to ensure no new nits are found (*have the checker sign & date the attached form*)
- visit the Student Services Office once a week for an official recheck and to *turn in the daily check form and treatment receipt*.
- retreatment after 7-9 days (depending on the medication's directions)
- washing of all clothing/bedding/towels/and other cloth on high temperature after use (or sealed in a bag for 2-3 weeks)
- treatment combs must be washed thoroughly and boiled or placed in the freezer between brushings

- vacuuming of all rugs, plush chairs, and anything else that cannot be washed and/or bagged
- in the case of long hair, please wear your hair up around others to prevent spreading
- cannot sit on campus couches & cloth upholstered chairs (this includes main campus, the library, and the dorms) to prevent the risk of spreading

For housing students, to reduce the risk of spreading, the room must be brought up to room check standards and, in addition, any excess clothing/bedding/towels not currently in use should be stored in sealed bags to reduce the risk of spreading of lice (your RA will schedule your first room check **within 24 hours** and perform additional checks 2x a week—please see the Student Handbook for room check standards).

This treatment plan will continue until the student has received **2 clear weekly head checks from the Student Services Office**. After the first clear check, the student can cut back to once a day head checks. Failure to abide by this treatment plan may result in the inability to use shared common areas and/or spending time in other student rooms due to risk of the spreading.

## **DRUGS, ALCOHOL, AND TOBACCO**

According to the Student's Standards of Conduct, students will not be permitted to use or possess drugs, marijuana, alcohol, or tobacco, while enrolled at Northeastern Baptist College. Please note that this includes e-cigarettes, "vapors", and any other products emulating drugs, marijuana, alcohol, or tobacco. Any student found in violation of this standard may be subject to discipline according to NEBC's discipline guidelines. Furthermore, if a student is found in violation of Vermont State law, they may be subject to legal action as well.

The Student Services Office contains information concerning drug, marijuana, alcohol,

and tobacco abuse effects: social, spiritual, and physical. Furthermore, both student life and shepherd leaders have access to resources for substance abuse support and rehabilitation groups.

To encourage students struggling with these issues, NEBC has enacted an amnesty policy.

### AMNESTY POLICY

---

Northeastern Baptist College understands that students struggling with certain issues which violate the Student Handbook or Student Code of Conduct may be fearful to seek help due to the fear of consequences. Therefore, NEBC has an amnesty policy which allows students who desire support and help to work through these issues which may include the abuse of drugs (including marijuana), alcohol, and tobacco, the use of pornography or other sexual sin, and more. For a student to receive amnesty, requests must precede any confrontation or student discipline. Students who seek help should contact the Office of Student Services for more information and to work out a mutually agreeable support plan.

### SEXUAL MISCONDUCT POLICY

---

In keeping with the Standards of Conduct and its commitment to Christian purity, NEBC prohibits sexual relations outside of the confines of biblical marriage (on or off campus) in all members of the NEBC community. Furthermore, NEBC prohibits any behavior which promotes such relations including (but not limited to) nudity, cohabitation, laying in bed together, and other intimate forms of touching. Any reported or observed physical expressions of, written descriptions about, and/or images suggesting sexual misconduct, even when consensual, is subject to discipline under the NEBC discipline guidelines. Discipline in this area will seek to be redemptive and consequences will depend on the facts and circumstances of each case.

### SEXUAL HARASSMENT, ABUSE, AND ASSAULT POLICY

---

The college shall not tolerate any form of sexual harassment, abuse, or assault among faculty, staff, or students. In other words, NEBC has a zero-tolerance policy in regard to sexual harassment, abuse, and assault. This document sets forth the college's policy as well as procedures for reporting and action that will be taken in case of suspected violation of this policy. This document also sets forth the responsibilities and rights of both students and employees. It is the intention of this policy to ensure that NEBC is a workplace and an educational entity free of sexual harassment, abuse, and assault. Both students and employees are strongly encouraged to report suspected violations of this policy.

#### Employee Policy

Sexual Harassment, Abuse, and Assault in the workplace are unlawful in the State of Vermont. Further, it is unlawful to retaliate against an employee for filing a complaint of sexual harassment or cooperating in an investigation into charges of sexual harassment.

In the State of Vermont sexual harassment in the workplace is defined as follows:

**Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to that conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or (3) the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.**

In addition to the above definitions Vermont Law recognizes, but is not limited to the following examples of sexual harassment:

**Examples of sexual harassment include, but are not limited to the following, when such acts or behavior come within one of the above definitions: either explicitly or implicitly conditioning any term of employment (e.g. continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors; touching or grabbing a sexual part of an employee's body; touching or grabbing any part of an employee's body after that person has indicated, or it is known, that such physical contact was unwelcome; continuing to ask an employee to socialize on or off-duty when that person has indicated s/he is not interested; displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is known or should be known that the behavior is unwelcome; continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior; referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior; regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior; retaliation of any kind for having filed or supported a complaint of sexual harassment (e.g. ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's duties or work environment, etc.); derogatory or provoking remarks about or relating to an employee's sex; harassing acts or behavior directed against a person on the basis of his or her sex; off-duty conduct which falls within the above definition and affects the work environment.**

An employee should recognize that any and/or all of the following consequences may be

expected for violating NEBC's zero tolerance policy: reprimand, probation, required counseling, suspension, failure to offer future contracts, and/or termination. In addition, an employee may not receive an offer of future contracts, or be terminated if there is cause to believe that an employee may retaliate against others for making complaints of sexual harassment and/or cooperating with an investigation of sexual harassment. Further, it should be understood NEBC will report any findings of sexual harassment, abuse, or assault to the proper authorities immediately.

### ***Student Policy***

While the above policy is required by Vermont Law in regard to employees within a workplace environment, NEBC adopts the same policy for students to student relationships. We are a Christian institution and will maintain a zero-tolerance policy for sexual harassment, abuse, and assault among our student body.

### ***Faculty & Staff-Student Policy***

The student-professor and student-college staff relationships in a Christian institution must be maintained with professionalism, integrity, and holiness. Considering the Biblical instructions concerning teacher and mentor responsibilities and accountability to our Lord Jesus Christ, NEBC expects all faculty and staff to be extra careful in relating to students. The Apostle Paul's Admonition to Timothy sets a high standard of expectation. ***"Do not rebuke an older man, but exhort him as a father, younger men as brothers, older women as mothers, younger women as sisters, with all purity."*** (1 Timothy 5:1-2) Therefore, the entirety of the above policy applies to these relationships, and should be guarded carefully.

### ***Employee Procedures***

Considering our Christian witness, NEBC's zero-tolerance policy, and the fact that sexual assault, abuse, and harassment are unlawful in the state of Vermont; all violations of the above policy

should be reported immediately. The suspected violation should be reported in writing. Copies of the report should be given to the employee's immediate supervisor, the Vice President of Administration, and the President. The report may be hand delivered or mailed via US Mail to the following:

1. Employee's Immediate Supervisor  
co/ NEBC  
PO BOX 4600  
Bennington, VT 05201
2. Vice President Dave King  
co/ NEBC  
PO BOX 4600  
Bennington, VT 05201
3. President Mark H. Ballard  
co/ NEBC  
PO BOX 4600  
Bennington, VT 05201

Each person may also be reached by telephone at 802-753-7233. If the suspected violation involves one of the above persons, the report should be made only to the other two.

Upon receipt of a suspected violation of the above policy, the President, Vice President of Academics, and one other person, appointed by the President will conduct a preliminary investigation into the report. The results of the preliminary investigation will be placed in written form and include: the scope of the preliminary investigation, the findings, and any action taken. The preliminary report will be placed in the employee's file, and shared with the officers of the Board of Trustees.

Possible findings and potential action of the preliminary investigation include:

1. If no indication of the suspected violation is found, the employee under investigation will be notified and encouraged to be careful to avoid even the appearance of violation in the future.
2. If clear evidence of violation is discovered the employee may be reprimanded, placed on probation, required to seek counseling, suspended, receive notice of intent to not offer future contracts, and/or be terminated immediately. If there

is clear evidence that state or federal law has been violated, it will be reported to the proper authorities immediately. NEBC will cooperate with law enforcement in any investigation process they deem necessary.

3. If there is indication of possible violation but it is determined a full internal investigation is needed, the President, in consultation with the Board Officers, will appoint an Investigation Team to conduct the Full Investigation. If a Full Investigation is called for, the President may suspend the employee in question, pending the completion of the Full Investigation. If at any time during the Full Investigation the Investigation Team finds evidence of a violation of state or federal law, it will be reported immediately to the appropriate authorities, and then reported in writing to the Vice President of Administration, the President, and the Board Officers. The final report of the Investigation Team will be reported in writing. A copy of the final report with findings and recommended action may include:
  - a. A finding of no evidence of the suspected violation of the policy and no indication that the employee may retaliate against complainants, and/or those who cooperated with the investigation. The Investigation Team may recommend full reinstatement of service, reinstatement of service with probation, and/or reinstatement of service with counseling.
  - b. A finding of no evidence of suspected violation, but an assessment indicating the likelihood the employee will retaliate against one or more of the complainants, and/or those who cooperated with the investigation. In this case the Investigation Team may

recommend further counseling, probation, that future contracts not be offered, or that the employee be terminated. The final decision on this recommendation rests with the President in consultation with the Board Officers.

- c. A finding of evidence that the above policy was indeed violated. If federal or state law was violated the report should indicate the discovery of the violation of law, the date, time, law enforcement agency, as well as the name and contact information for the law enforcement officer who was notified of the breach of law. The report should also include one of the following recommendations:

- i. Probation and/or Suspension with Counseling
- ii. Terminal Leave until the end of current contract term, with no future contract offer.
- iii. Immediate Termination

A copy of the final report will be given to the employee under investigation, the Vice President of Administration, the President, the Board Officers, and a copy will be placed in the employee's file.

Upon receipt of the final report, the President, in consultation with the Board Officers, will act on the recommendation.

The decision of the President, in consultation with the Board Officers, will be considered the final action of the college on the matter.

### ***Student Procedures***

Considering our Christian witness, NEBC's zero-tolerance policy, and the fact that sexual assault, abuse, and harassment are unlawful in the state of Vermont; all violations of the above policy should be reported immediately. The suspected violation should be reported in writing. Copies of

the report should be given to the Director of Student Services, the Vice President/ Dean of Students, and the President. The report may be hand delivered or mailed via US Mail to the following:

1. Mr. Tony Levesque  
co/ NEBC  
PO BOX 4600  
Bennington, VT 05201
2. Dean of Student's Office  
co/ NEBC  
PO BOX 4600  
Bennington, VT 05201
3. President Mark H. Ballard  
co/ NEBC  
PO BOX 4600  
Bennington, VT 05201

Each person may also be reached by telephone at 802-753-7233. If the suspected violation involves one of the above persons, the report should be made only to the other two.

Upon receipt of a suspected violation of the above policy, the President, Dean of Students, and one other person, appointed by the President will conduct a preliminary investigation into the report. The results of the preliminary investigation will be placed in written form and include: the scope of the preliminary investigation, the findings, and any action taken. The preliminary report will be placed in the student and/or employee file of the person(s) involved. The report will also be shared with the officers of the Board of Trustees.

Possible findings and potential action of the preliminary investigation include:

1. If no indication of the suspected violation is found, the student and/or employee under investigation will be notified and encouraged to be careful to avoid even the appearance of violation in the future.
2. If clear evidence of violation is discovered the student and/or employee may be reprimanded, placed on probation, required to seek counseling, suspended, or expelled. If the person found in violation is an employee, he/she may also receive notice of intent to not offer future contracts, and/or be

terminated immediately. If there is clear evidence state or federal law has been violated, it will be reported to the proper authorities immediately. NEBC will cooperate with law enforcement in any investigation process they deem necessary.

3. If there is indication of possible violation but it is determined a full internal investigation is needed, the President, in consultation with the Board Officers, will appoint an Investigation Team to conduct the Full Investigation. If a Full Investigation is called for, the President may suspend the student and/or employee in question, pending the completion of the Full Investigation. If at any time during the Full Investigation the Investigation Team finds evidence of a violation of state or federal law, it will be reported immediately to the appropriate authorities, and then reported in writing to the Dean of Students, Vice President of Administration, the President, and the Board Officers. The final report of the Investigation Team will be reported in writing. A copy of the final report with findings and recommended action may include:

- a. A finding of no evidence of the suspected violation of the policy and no indication that the student and/or employee may retaliate against complainants, and/or those who cooperated with the investigation. The Investigation Team may recommend full reinstatement, reinstatement with probation, and/or reinstatement with counseling.
- b. A finding of no evidence of suspected violation, but an assessment indicating the likelihood the student and/or employee will retaliate against one or more of the complainants, and/or those who cooperated with the investigation. In this case the Investigation Team may recommend further counseling, probation, suspension, expulsion, that future contracts not be offered, or that the student and/or employee be

terminated. The final decision on this recommendation rests with the President in consultation with the Board Officers.

- c. A finding of evidence that the above policy was indeed violated. If federal or state law was violated the report should indicate the discovery of the violation of law, the date, time, law enforcement agency, as well as the name and contact information of the law enforcement officer who was notified of the breach of law. The report should also include one of the following recommendations:
  - i. Probation, Suspension with Counseling, and/or Expulsion of a student,
  - ii. Probation and/or Suspension with Counseling
  - iii. Terminal Leave until the end of current contract term, with no future contract offer of an employee.
  - iv. Immediate Termination of an employee

A copy of the final report will be given to the student and/or employee under investigation, the Dean of Students, the Vice President of Administration, the President, the Board Officers, and a copy will be placed in the student and/or employee file.

Upon receipt of the final report, the President, in consultation with the Board Officers, will act on the recommendation.

The decision of the President, in consultation with the Board Officers, will be considered the final action of the college on the matter.

#### ***Legal Contact Information***

1. **Bennington Police Department, 118 South St. Bennington, VT 05201, tel. 802-442-1030.**
2. **Vermont Attorney General's Office, Civil Rights Unit, 109 State Street,**



**Montpelier, VT 05609, tel: (802) 828-3171 (voice/TDD).**

- 3. Equal Employment Opportunity Commission, New York District Office 33 Whitehall Street, 5th Floor, New York, NY 10004 ,tel: 1-800-669-4000 Fax: 212-336-3790 ,TTY: 1-800-669-6820, ASL Video Phone: 844-234-5122, [www.EEOC.gov](http://www.EEOC.gov).**

### **EQUAL OPPORTUNITY**

---

Northeastern Baptist College admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the College. The institution does not discriminate on the basis of race, color, national and ethnic origin, physical handicap, or sex, beyond our Statement of Faith, in the administration of its educational policies, admission policies, employment policies, student activities, or scholarship programs.

### **STUDENTS WITH DISABILITIES**

---

Northeastern Baptist College complies with the Americans with Disabilities Act (1990) and Section 504 of the Rehabilitation Act (1973) and therefore seeks to provide access to students with physical, intellectual, and/or learning disabilities. It is the student's responsibility to voluntarily identify himself/herself as disabled to the Director of Student Services in order to receive accommodations. Upon presentation of acceptable documentation, the Director will then address the needs of each student on an individual basis. In some cases, Northeastern Baptist College may request additional medical or disability information to fully assess the circumstances. Documentation of disability is kept confidential and the Director of Student Services will maintain records related to student disability. Faculty should refer students with any

accommodation requests to the Director of Student Services.

In post-secondary settings, the student is responsible to request special accommodation if desired, but a faculty member can make a student comfortable by having a statement on each syllabus that tells students that if they have a disability and may need accommodations they will need to meet with the Director of Student Services before accommodations may be implemented. The Director of Student Services will work directly with the student and the student's faculty (via memorandum or email) to coordinate classroom and coursework accommodations. Instructors shall accommodate all students with a disability as specified by the Director of Student Support Services unless such accommodation compromises the essential elements of the course, program, service, job, activity, or facility or creates an undue hardship as legally defined. Instructors should present any concerns to the Director of Student Services.

### **HAZING**

---

Hazing will not be tolerated at NEBC. In addition, Vermont State Law prohibits hazing:

*“Hazing” means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with an educational institution; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of a student. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing may occur on or off the campus of an educational institution.*



Any student found guilty of hazing will be subject to disciplinary action up to, or possibly including, college suspension or criminal action.

## STUDENT GRIEVANCES

---

In the event a student has a concern or grievance that he/she feels warrants authoritative action, he/she is to speak to his/her Shepherd Group Leader. If the concern or grievance is in breach of Northeastern Baptist College's core values, articles of faith, code of conduct, or a violation of the law, the Shepherd Group leader is responsible to take said grievance to the Dean of Students, who shall formally document the event and bring it to the President of the college. If the Shepherd Group Leader is involved in said grievance or the student is not comfortable bringing the grievance before the Shepherd Group Leader, then the student is to go directly to the VP/Dean of Students. If the documented grievance or concern is believed to be a violation of the law, the President, or his representative, must take immediate action by contacting local authorities.

## SEX OFFENDER REGISTRY

---

The Campus Sex Crimes Prevention Act (CSPCA) requires all US higher education institutions to provide students with links to the Vermont State Sex Offender Registry. The current Vermont State Sex Offender Registry can be found at this link:  
[http://www.communitynotification.com/cap\\_main.php?office=55275](http://www.communitynotification.com/cap_main.php?office=55275).

## SAFETY AND SECURITY

---

At NEBC we take the safety and security of our students, staff, faculty, and guests seriously. In order to enable communication of our present realities and future plans this section includes basic information on our facilities, our personnel, our general policies & procedures, and a brief outline of our Emergency Action Plan (**EAP**). Please review this section carefully and direct any questions you may have to our Student

Services Office. For the 2019-2020 Academic year the Safety Officer is Ed Lucas.

Please note that In the event of emergencies, the Populi messaging system will be utilized to provide warnings and updates. It is very important to keep your phone number up-to-date and verified in your Populi account to ensure you receive emergency notifications.

## GENERAL POLICIES

1. Students, staff, faculty, and administration are all part of the NEBC family and, more importantly, part of God's family. Therefore, it is expected that we will all watch out for the safety and security of one another.
2. Any student found to be intentionally endangering the safety and security of any member of the community and/or the community as a whole, will be subject to disciplinary procedures outlined in this handbook.
3. The Administration Staff will regularly review the security policies, procedures, the facility needs, and the Emergency Action Plan for revisions and updates to meet the ever-changing challenges of life in the 21<sup>st</sup> Century.
4. Students should be ready to cooperate with the Safety Officer, RA, and Administration Staff in resolving and/or reporting of any issues.
5. Students will be notified of all policy additions, and/or changes.

## GENERAL PROCEDURES

1. If a student observes a *potential* threat to the security of the community and/or its members, the student should call 911 and notify the Safety Officer, his/her RA, the Director of Student Services, or a member of

the Administration Staff.

2. If a student observes *an immediate* threat the student should not try to deal with it unilaterally, but should act to get to safety immediately, call 911, and notify the Safety Officer, their RA, the Director of Student Services, or a member of the Administration Staff as soon as safely possible.
3. Fire drills at the main campus will be conducted once a month during the school year in coordination with Grace Christian School. Fire drills at the Hogue Library and Student Housing will also occur monthly.
4. Natural Disaster and Terrorist threat drills will be conducted on a regular basis in coordination with Grace Christian School at the main campus. Natural Disaster and Terrorist threat drills will also be conducted on a regular basis at the Hogue Library and Student Housing.
5. Students will be notified of all procedural changes.

### EMERGENCY ACTION PLAN (EAP)

The purpose of this section is to provide you, the student, with a clear understanding the proper action to take in the event that you are involved and/or witness to an emergency situation. Below you will find a several specific types of emergency situations and the steps you should take in regard to each situation. *For any situation, a student must report the incident within 24 hours to their RA (if housing related), to the Director of Student Services, to the Safety Officer, or to Administration Staff.*

### LOCKDOWN

During a lockdown you should immediately take these steps:

1. Proceed to the nearest safe room.
  - At the main campus: on the 3<sup>rd</sup> floor, designated rooms are the Student Services

Office and Music Room. On the 4<sup>th</sup> floor, designated rooms are the President's Office and the Conference room.

- At the Main Campus during Chapel, follow the directions of the staff member leading the Chapel service.
- At the Library, the safe room is the processing room.
- At Jehovah Jireh Hall, stay in your dorm room. If you are in the common areas, proceed to the dining room and sit against the interior wall. The entry door should have the slide bolt secured and the blinds closed. If you are in the laundry room, stay there.

2. Once in your safe room, follow these guidelines:

- Move away from windows and sit on the floor.
- If there is a staff member in the room, he/she will lock the door and close the blinds.
- Doors should NOT be barricaded in case the need arises for a quick exit.
- Everyone is to remain quiet with no talking.
- You should stay where you are and quiet until the Safety Officer, Administration Staff, and/or law enforcement tells you to move. Alerts will be also be sent via Populi to your cell phone.
- If fire alarm goes off while in lockdown, do not leave the room unless directed to do so by a staff member or law enforcement.

### FIRE/EXPLOSION

1. Get to safety.
2. Call 911
3. Notify the Safety Officer, RA or Director of Student Services (if at Student Housing) and/or a member of the Administration Staff.
4. General fire safety rules are:
  - Use stairwells to exit, avoid elevators.

- If there is no alarm sounding, pull the fire alarm as you exit the building.
- Before exiting feel door to be certain it is not heated. If heated, move to the next nearest exit.
- Remember if your clothing catches fire, stop, drop, and roll!
- If the hallways and/or stairways are filled with smoke, stay as low to the floor as possible while you are exiting.

5. As soon as you are out of the building, go to the nearest designated safe area and check in with Administration Staff.

- Main Campus: exit either via the back entrance and meet at fence near road, or exit via the Bridge exit and meet at tennis courts.
- Hogue Library: meet at the Loose Cannon Café.
- Jehovah Jireh Hall: meet at Catholic Church at the entrance closest to the dorms.

## **NATURAL DISASTER**

In the event of a natural disaster students will be notified of proper emergency procedures at the time of the event. This may include moving to a safe area of the campus and/or moving to a designated emergency shelter.

Our main campus is designated as one of the possible emergency shelters in Bennington. Therefore, in the event of a natural disaster it is likely that students will be secured on the main campus.

Students are to cooperate with the Safety Officer, Administration Staff, RA, Director of Student Services, and Emergency Personnel at all times.

## **MISSING STUDENT**

If you notice a fellow student is unexplainably missing from classes, dorm, etc. notify the Student Services Office, Administration Staff, and/or one of the Deans.

If you are a residence student and your roommate does not return on the overnight, please alert your RA or Director of Student Services.

## **STUDENT THREAT**

If there is a verbal, written, or physical threat to students, faculty, or staff do not engage the one making the threat.

Call 911, if appropriate.

Notify the Safety Officer, RA (if at Student Housing), Director of Student Services, and/or a member of the Administration Staff.

## **SUICIDE THREAT**

If you hear a student, staff, or faculty member threaten suicide, it should be taken seriously.

If your own life is endangered, move to safety immediately and notify the Safety Officer, your RA, Director of Student Services, and/or Administration Staff.

If it is safe for you to stay with the person, talk to them and seek to obtain assurance that he/she will not harm themselves or anyone else.

If possible send someone to notify the Safety Officer, RA, Director of Student Services, and/or Administration Staff.

If you cannot send someone else for help, try to get the person to agree to allow you to call a staff member for support. Use cell phone, text, and/or phone in room to call for help.

If you find a suicide note, it should be taken seriously and given to the Safety Officer, RA, Director of Student Services, and/or Administration Staff immediately.

## **MEDICAL EMERGENCY**

Awareness: Many people suffer with severe allergic reactions to a variety of elements including: foods, bees/hornets, etc. You should be alert to the potential health threat among your friends.

If you see an individual having a medical emergency:

- Call 911
- Ask them how you can help.
- Notify the Safety Officer, RA (if at Student Housing), Director of Student Services, and/or a member of the Administration Staff.

## **WEAPON ON COLLEGE GROUNDS**

If you become aware of a weapon on campus (including firearms, illegal knife, explosives (including fireworks) or potentially hazardous gas, etc.), you should immediately notify the Safety Officer, your RA, Director of Student Services, and/or Administration Staff.

Please be aware that certain firearms may be allowed in student vehicles with written approval from the NEBC administration.

You should not confront the person yourself.

## **INTRUDER**

If an unauthorized and/or suspicious looking person is on school property, immediately contact the Safety Officer, RA, Director of Student Services, and/or Administration staff.

Cooperate with Safety Officer and/or Administration Staff.

## **SUSPICIOUS DEVICE**

Notify the Safety Officer, RA (if at Student Housing), Director of Student Services, and/or a member of the Administration Staff.

Cooperate with Safety Officer, police, and/or Administration Staff.

Do not notify other students unless/until instructed to do so by Safety Officer and/or Administration Staff.

## **CIVIL DISTURBANCE**

- Call 911
- Do not engage with people causing the disturbance.
- Get to a safe place.
- Notify the Safety Officer, RA (if at Student Housing), Director of Student Services, and/or a member of the Administration Staff.
- Do not notify other students unless/until instructed to do so by Safety Officer and/or Administration Staff.

## **ASSAULT/FIGHTING**

- Do not join the fight.
- Call 911
- Notify the Safety Officer, RA (if at Student Housing), Director of Student Services, and/or a member of the Administration Staff.

## **DEATH ON COLLEGE GROUNDS**

- Call 911
- Notify the Safety Officer, RA (if at Student Housing), Director of Student Services, and/or a member of the Administration Staff.
- Do not notify other students unless/until instructed to do so by Safety Officer and/or Administration Staff.

## **ACCIDENT**

Involving a vehicle on campus property

- Survey the scene making sure it is safe before approaching the vehicle(s).
- If scene is obviously unsafe:
  - Call 911 immediately
  - Notify the Safety Officer, RA (if at Student Housing), Director of Student Services, and/or a member of the Administration Staff.
- If the scene is safe:

- Check to see if there are people still in vehicle(s)
- If the people are unable to move, call 911, rather than trying to remove them from the vehicle yourself.
- Notify the Safety Officer, RA (if at Student Housing), Director of Student Services, and/or a member of the Administration Staff.
- Cooperate with police, fire, rescue, and security personnel on the scene.
- Do not make statements to bystanders and/or media.

#### A non-vehicle accident

- If there is an immediate threat to life:
  - Get to safety
  - Call 911
  - Notify Security and/or a member of the Administration Staff.
  - Help others get to safety (if possible without endangering your own life).
  - Cooperate with emergency personnel, Security and Administration Staff.
- If there is an injury without immediate threat to life:
  - Assess the situation.
  - Contact Safety Officer, RA (if at student housing), Director of Student Services, and/or a member of the Administration Staff.
  - Cooperate with emergency personnel, Safety Officer and Administration Staff.

## DISCIPLINE

### CONFLICT RESOLUTION POLICY

From time to time a student may encounter a problem in their relationship with Northeastern Baptist College. When such an event occurs, whether concerning finances, academic issues, or other matters, the student should follow the procedure outlined below. All such matters should be referred to the appropriate individual. The Dean of Students is the designated institutional person for giving direction and handling conflicts. The following guidelines should be followed for resolving disputes.

1. Each concern should be expressed verbally as well as in writing to the staff, faculty or administrative person who is directly responsible for managing the institutional area.
  - Academic Administration – Dr. Lee Williams
  - Accounts – David King
  - Registrar and Academic Records – Becky McDill
  - Student & Residence Life - Tony Levesque
2. If the student does not believe that the matter has been resolved appropriately, then the student may express the concern verbally and in writing to the Dean of Students.
3. If the student does not believe the matter has been appropriately resolved, an appeal may be made in writing and verbally to the President, Mark Ballard.

### STUDENT DISCIPLINE

Discipline is an essential part of the development of Christian character. It serves to

motivate self-control and determination, and it is also significant as a tool for shaping and molding us into the image of Christ.

Student discipline at Northeastern Baptist College is primarily preventive and serves first to encourage desirable choices, attitudes, and behaviors. Our disciplinary approach is redemptive in nature and ultimately seeks the restoration and reconciliation of students in violation of conduct standards. Punitive measures are secondary in purpose. Student discipline is therefore a derived practice embedded in the mission statement of the College as it seeks to “prepare” students for the high moral and spiritual character with *the Mind of a Scholar, the Heart of a Shepherd, and the Perseverance of a Soldier*. These qualities are required for those in ministry and assist in the maturation and long-term growth of an individual, and serves to insure a safe and healthy campus.

The community, as a whole, shares responsibility for disciplinary matters. In a very real sense, we are to be our “brother’s keeper.” Persons who are known to be involved in inappropriate behavior should first be approached, in a spirit of love and humility, by their peers and confronted and counseled concerning the offense (Matthew 18:15-17, James 5:20). Should such an approach prove unsatisfactory, then the matter must be brought before the proper College officials.

## JUDICIAL PROCEDURES

### INQUIRY

The Dean of Students is responsible for the supervision of student conduct and is charged with investigating, processing, and reviewing all alleged violations of College standards and complaints. The Student Development Committee (SDC) serves as the institutional assembly for student judicial matters. This committee will be chaired by the Dean of Students and will include the Director of Student Services, and the student’s Shepherd. The Dean

of Students receives all referrals concerning matters that may become disciplinary cases. A confidential investigation is then conducted to determine if an offense has actually occurred. This preliminary inquiry may include interviews with all parties involved, both on and off campus.

The Dean of Students may elect to handle the case personally through an informal hearing or may, at his discretion, refer the case to the Student Development Committee (SDC) for a formal hearing. A judicial hearing allows for the clarification of charges, evidence, witnesses and defense. A ruling is formed based on both the preliminary investigations and case evidence presented through the hearing. An official ruling may be postponed, following the hearing, if the case merits further investigation. All cases involving a potential disciplinary dismissal will be referred to the Committee. In both informal and formal hearings all students will be granted due process.

### DUE PROCESS

Student rights extend to due process in all disciplinary matters. Students have the right to be properly notified of the suspected offense(s) being investigated and to be properly informed of all judicial proceedings. Students charged with an offense have the right to a fair hearing and to present witnesses and evidence in their defense.

Due process also dictates that all students found to be in violation of College standards will receive written notification of disciplinary sanctions and rulings. The exception to this process is the suspicion of sexual abuse, assault, or harassment. In that case the above Sexual Harassment, Abuse, and Assault Policy takes precedence.

### APPEAL

Students have right of appeal to the President and his Cabinet.

Appeals must be submitted to the President’s Office within (10) days of notification from the



Dean of Students concerning the original decision.

The President and his Cabinet will prayerfully consider the appeal, and give the student the opportunity to make a personal appeal in person and/or in writing. Within 10 days of receiving the appeal, a decision will be rendered by the President's Cabinet. This decision is final.

## **RECORDS**

The Student Services Office maintains all student conduct/deportment records. Such records are property of the college and not open to public access. Notices of disciplinary sanctions are copied and filed within students' academic records.

## **SANCTIONS**

Conditions and terms of sanctions will be determined on a case-by-case basis. Some disciplinary conditions may include restitution, reconciliation, counseling, campus service, fines, withholding school records, and avoidance agreements.

Disciplinary sanctions are issued under the following guidelines:

- All sanctions issued will be in proportion to the nature and degree of the infraction.
- All sanctions issued will be administered impartially.
- All sanctions issued will be determined, decided, and administered in a spirit of Christian concern with compassion for the offender.
- All sanctions are redemptive toward the offender and designed to produce a positive campus environment.

All students on disciplinary status are held responsible to fulfill any financial obligations to the institution. Students who must withdraw from classes during the semester due to campus disciplinary actions are subject to standard school refund policies.

## **Conduct Warning**

A Conduct Warning is a written notice given to the student, and filed in his or her academic record, specifying the unacceptable conduct and indicating consequences related to further misconduct. Failure to comply with conditions may incur further disciplinary action.

## **Disciplinary Probation**

Disciplinary Probation is a specified time period during which the student's attitude and conduct will be evaluated. Special conditions will be established for successful completion of the probationary period. Formal notation of the probation is filed in the student's academic record. Students on probation may not hold any position of student leadership. In addition, students on probation may be prohibited from some College-sponsored co-curricular activities. Probation for more than two (2) semesters will normally be grounds for suspension from the College.

## **Disciplinary Suspension**

Disciplinary Suspension is a specific time period during which the student is suspended from active enrollment and participation in the College and its co-curricular events. Formal notice of suspension is filed in the student's academic record. Specific conditions are placed on readmission. Consideration for readmission is based on successful completion of all suspension conditions and upon approval from the Dean of Students. Disciplinary suspension may be imposed during or at the end of a semester and readmission may involve a period of disciplinary probation.

## **Dismissal**

Dismissal constitutes official termination of a student's relationship with NEBC. Readmission is normally not granted. Formal notice of dismissal is filed in the student's academic record.

## FALL

## SPRING

### AUGUST 2020

|       |                                 |
|-------|---------------------------------|
| 11    | Professional Development        |
| 13-14 | Resident Assistant Training     |
| 18    | New Student Move-in Day         |
| 20    | Returning Students' Move-in Day |
| 20-21 | New Student Orientation         |
| 25    | Fall Semester Begins            |
| 31    | Last Day to Add a Class         |

### SEPTEMBER 2020

|    |                          |                |
|----|--------------------------|----------------|
| 7  | Labor Day                | OFFICES CLOSED |
| 14 | Last Day to Drop a Class |                |

|       |                  |
|-------|------------------|
| 14-15 | Trustee Meetings |
|-------|------------------|

### OCTOBER 2020

|    |                   |                |
|----|-------------------|----------------|
| 12 | Columbus Day      | OFFICES CLOSED |
| 17 | Commencement 2020 |                |

### NOVEMBER 2020

|       |                               |            |
|-------|-------------------------------|------------|
| 20    | Last Day of on-campus classes |            |
| 23-27 | Thanksgiving Break            | NO CLASSES |

### DECEMBER 2020

|      |                      |                          |
|------|----------------------|--------------------------|
| 1-4  | Research Week        | (ON-LINE STUDY & REVIEW) |
| 8-11 | Finals Week          |                          |
| 12   | Winter Recess begins |                          |

### JANUARY 2021

|       |  |                |
|-------|--|----------------|
| 12    | Professional Development                   |                |
| 13-14 | Student Leadership Move-in and Orientation |                |
| 15    | New Student Orientation                    |                |
| 15    | Students arrive for Spring Semester        |                |
| 18    | Martin Luther King Jr. Day                 | OFFICES CLOSED |
| 19    | Spring Semester Begins                     |                |
| 25    | Last Day to Add a Class                    |                |

### FEBRUARY 2021

|    |                                  |                |
|----|----------------------------------|----------------|
| 8  | Last Day to drop a Class         |                |
| 15 | Presidents Day                   | OFFICES CLOSED |
| 19 | Deadline to apply for graduation |                |

### MARCH 2021

|       |                                 |            |
|-------|---------------------------------|------------|
| 2-5   | Research Week & Spring Lectures | NO CLASSES |
| 15-16 | Trustee Meetings                |            |

### APRIL 2021

|       |   |                |
|-------|---|----------------|
| 2     | Good Friday                                 | OFFICES CLOSED |
| 5-9   | Spring Break                                | NO CLASSES     |
| 14    | Student Government Elections & Public Forum |                |
| 15    | NEBC Preview Day                            |                |
| 21-23 | Senior Oral Exams                           |                |

### MAY 2021

|       |                        |                |
|-------|------------------------|----------------|
| 6     | National Day of Prayer |                |
| 7     | Last Day of Class      |                |
| 11-14 | Finals Week            |                |
| 15    | Commencement 2021      |                |
| 15-17 | Student Move-out Days  |                |
| 24-28 | Summer Term 1          |                |
| 31    | Memorial Day           | OFFICES CLOSED |

### JUNE 2021

|       |               |  |
|-------|---------------|--|
| 14-18 | Summer Term 2 |  |
|-------|---------------|--|



# NOTES

---