

# STUDENT HANDBOOK



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REVISED – January 2026

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**STUDENT LIFE OFFICE**  
Clear Creek Baptist Bible College  
300 Clear Creek Road  
Pineville, Kentucky 40977  
PH: 606-337-3196, Ext. 101  
[www.ccbbc.edu](http://www.ccbbc.edu)

## MISSION STATEMENT

Clear Creek Baptist Bible College exists to provide educational preparation for adults called of God into Christian service.

## INSTITUTIONAL OBJECTIVES

1. Nurture God-called students as they prepare for the Lord's work.
2. Provide a quality Bible-based education with an emphasis on practical Christian service.
3. Initiate and maintain cooperative relationships with individual Christians, churches, associations, and conventions.
4. Manage human, physical, and financial resources guided by biblical principles.

## CORE VALUES

To fulfill our vision, we commit ourselves to these Bible-based core values that affect how we function. These values will guide us as we seek to fulfill God's vision for the ministry of Clear Creek.

**Centrality of Christ:** We are a community of Christians brought together by faith in Christ as savior and Lord and by surrender to His call to service. We are committed to seek His will; to communicate with Him through prayer; to deepen His lifestyle through the indwelling of the Holy Spirit; and patiently work for His unity among us.

**Trustworthiness of Scripture:** We are a community of learners who affirm the total trustworthiness of God's revealed word as the guide for our life and the foundation for our equipping ministry.

**Evangelism and Missions:** We are a community of individuals redeemed from sin by the death and resurrection of Jesus Christ, and transformed by the power of the Holy Spirit. We affirm He died for the whole world and commissions each believer to take the Gospel into the world. We commit ourselves to the priority of personal evangelism and world missions.

**Servant of the Churches:** We are a community that exists to train individuals sent to us by the churches. We commit ourselves to serve the needs of the churches.

## CLEAR CREEK ALMA MATER

We love you Clear Creek Baptist School, we love you one and all, for you have been our vestibule to sacred learning's hall. In you we've learned the Word of God that holds the key of life, the walk that Saints of old have trod, past victors in the strife.

In you we've learned to be more true, to God's beloved Son, whose mercy saved us first that thro' us others might be won. And so we love you Clear Creek School, and pledge to God our love, that we'll be faithful to His rule until we meet above.

Written by Dr. William E. Denham

**PRESIDENT'S WELCOME**

Greetings Students,

As a Clear Creek Baptist Bible College student, you are at the center of why this prestigious institution exists. At Clear Creek, we love students and are honored to walk alongside you in your journey of preparation for ministry. You will find many of our policies and procedures in this handbook that relate to students. Please know and trust that these guidelines are in place for your personal edification and spiritual maturation and to ensure that our beloved institution is within the regulations prescribed by the Department of Education and our accreditors. Here, you are not just a number; you are a valued member of our campus family, regardless of whether you are an online or resident student. As a result, rest assured that we are fervently praying for you and your family.

Please feel free to contact me anytime if you have questions about Clear Creek or our policies after reading through our catalog. I will continue to pray for you as you seek to complete educational preparation to fulfill God's call on your life.

Blessings,

Dr. Charlie R. Goodman  
President

*"For Ezra had prepared his heart to seek the Law of the Lord, and to do it, and to teach statutes and ordinances in Israel."* (Ezra 7:10, NKJV)

**FROM THE DIRECTOR OF STUDENT LIFE**

Hello Friend,

On behalf of Student Life: Welcome to Clear Creek! For one hundred years now, men and women have been called by God have come to Clear Creek to prepare for a lifetime of Christian ministry. God has blessed and used this great institution to train men and women to serve in Christian ministry all across the world. Now, you are a part of this great heritage and family, too!

God will use this time to mold and shape you into the servant He has called you to be. Clear Creek offers a wealth of resources to aid you in this growth and sanctification process. One of Clear Creek's greatest resources are the Faculty and Staff. They have many years of life and ministry experience, and many have stood where you are today as a student of CCBBC (Including myself). We are all here for you, so please take advantage, and reach out to us.

I am so glad you have answered God's call on your life and that God has led you here to prepare. I and the rest of the Faculty and Staff are praying for you and we look forward to getting to know you in the days to come. If I can be of any service to you, my door is always open. God bless!

Keep Him First,

Andrew Tucker  
Director of Student Life

**FROM STUDENT BODY PRESIDENT AND VICE PRESIDENT**

As Student Body President, I warmly welcome you to Clear Creek Baptist Bible College! It's an honor to have you join our wonderful campus community as you follow God's calling and seek His guidance in your theological studies. In the weeks, months, and years ahead, God will shape and mold you into the man or woman He desires you to become, aiming ultimately to form you into His Son, Jesus Christ, to whom "be glory, majesty, dominion, and authority..." (Jude 24-25 ESV). I won't sugarcoat it; you will face trials and temptations as you study God's Word and seek to serve Him, but through every challenge, He will be with you! For those of you joining us on campus, I encourage you to be involved in all aspects of campus life: consider joining a local church and serving, make lifelong friends, and serve wholeheartedly for the Lord, seeking to glorify Him in everything you do (1 Cor. 10:31). So, take courage, because the Lord has brought you here for a purpose, and He will surely equip you to fulfill His mission. I pray for God's blessings over you as you "grow in the grace and knowledge of our Lord and Savior Jesus Christ. To him be the glory both now and to the day of eternity. Amen" (2 Pet. 3:18).

In Christ, Joseph Cowan,  
2025-26 Student Body President

## PURPOSE

The Student Handbook is an official publication of the College, compiled and edited by students, faculty and staff members. The Handbook is a guide for the students to follow and each student, resident or commuter, is responsible for its contents. The word “*student*” in the Handbook and in any other official Clear Creek publication is defined to be all persons enrolled in any course or program.

## NON-DISCRIMINATION

No person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program or activity of the college on the grounds of race, color, national and ethnic origin, sex or handicap in accordance with federal government regulations. Clear Creek is an equal opportunity employer.

## LITERARY STYLE

The use of masculine pronouns throughout the Student Handbook is in the interest of simplicity, uniformity and expediency only.

## ACCESSING COURSE CATALOGS

Clear Creek Baptist Bible College provides students access to current and archived course catalogs to support their academic needs.

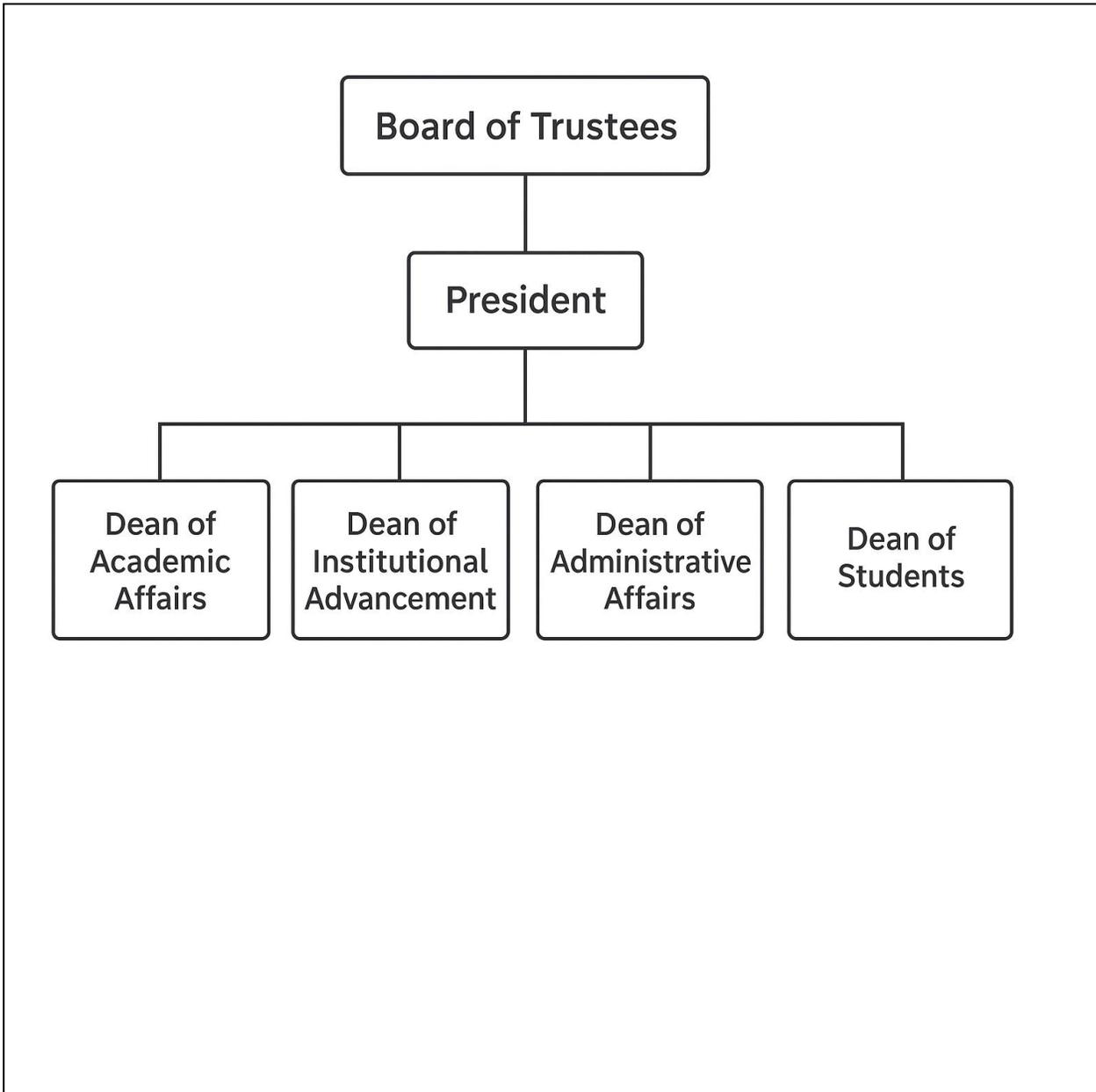
- **Digital Catalogs (2008–Present):** Digital versions of course catalogs from 2008 to the current academic year are available online at [www.cbbbc.edu/academics/course-catalogs](http://www.cbbbc.edu/academics/course-catalogs).
- **Print Catalogs (1961–2007):** A complete collection of print course catalogs from 1961 to 2007 is securely housed in the Academic Office. These physical copies are available for review upon request.

For assistance or additional information, please contact the Academic Office.

**OWNERSHIP, SUPPORT AND ADMINISTRATIVE STRUCTURE**

Clear Creek Baptist Bible College holds its charter under the ownership of the Kentucky Baptist Convention. The trustees, not to exceed 32 in number, are elected by the Convention and are responsible to the Convention for the conduct of the College.

The Kentucky Baptist Convention supports Clear Creek through allocations of funds, which are received through the Cooperative Program, both for operating purposes, and capital needs. Listed below are the three divisions of the college. Each division is charted in detail in their appropriate section of the handbook.



**STUDENT ADVISORY COUNCIL**

The Student Advisory Council serves as a liaison between students and the administration of the school. The function of the Student Advisory Council is purely advisory. As need arises, the Council will recommend to the faculty and administration and/or the student body the consideration of student suggestions, concerns or problems which may need attention.

The membership of the Council is composed of a president and vice president elected from the student body, president of each class and a representative from each of the principal campus areas: Bear Trail, Holly Hill, Harmony Heights, Melzoni-Alumni Hall, Kelly Hall Dormitory Rooms and Commuters. Representatives on the Student Advisory Council must have completed at least two semesters of class work at Clear Creek. The Director of Student Life is the ex-officio member of the Student Advisory Council.

The Student Advisory Council shall function through committee as needed.

Responsibilities of Student Body President and Student Body Vice President are:

**President:**

- Preside at all Student Advisory Council meetings.
- Represent students to administrative staff and student representative on the board of trustees.
- Preside at any called meetings of the student body.
- Give leadership to the welcoming of new students to campus.

**Vice President:**

- Assume the responsibilities of the Student Body President in case he should be unable to perform his duties.
- Represent the student body to the Student Advisory Council.
- Attend all Student Advisory Council meetings.
- Various duties as assigned by the Student Body President.

**STUDENT BODY OFFICERS**

Student Body President  
Student Body Vice President

**SENIOR CLASS OFFICERS**

President  
Vice President  
Secretary/Treasurer  
Faculty/Staff Sponsor

**SOPHOMORE CLASS OFFICERS**

President  
Vice President  
Secretary/Treasurer  
Faculty/Staff Sponsor

**JUNIOR CLASS OFFICERS**

President  
Vice President  
Secretary/Treasurer  
Faculty/Staff Sponsor

**FRESHMAN CLASS OFFICERS**

(Elected each fall semester)  
President  
Vice President  
Secretary/Treasurer  
Faculty/Staff Sponsor

## CCBBC STUDENT RIGHTS

As a student at CCBBC you have the right to a safe and supportive learning environment, access to quality Christian education, fair treatment by staff, and freedom of expression within reasonable boundaries. You have the right to learn through a challenging and appropriate Christian curriculum and student development activities, the right to due process in case of any disciplinary action, and the right to participate in college sponsored student or academic activities and services on an equal basis with other students.

Clear Creek Baptist Bible College is committed to standards of excellence in all courses and programs in order to create an environment that fosters the well-being of the campus community. We acknowledge that student success is a shared responsibility between the student and the College.

In support of the rights of its students, CCBBC is committed to the consistent and fair evaluation of student performance in the classroom, and should an issue arise when the student believes his or her work has been unfairly evaluated, the student can be assured that the appeals process will allow them to appeal an academic decision which they consider to be improper. Students can also be confident that if a disciplinary decision has been unjustly handed down that they can appeal that decision through the process of filing a formal complaint when they believe they were unfairly treated.

In any and all processes where the rights of students are being exercised and maintained, the College is committed to ensuring the privacy of the student will be properly maintained according to FERPA guidelines. To further validate the rights of students, the College is committed to providing the opportunity for a student-based advisory council. The Student Advisory Council serves as a liaison between students and the administration of the College. As the function of the council is an advisory one, it may recommend to the faculty and administration and/or the student body the consideration of suggestions, concerns or problems which may need attention.

CCBBC is committed to communicating to the students their rights and responsibilities by articulating both policy and protocol in the Student Handbook.

## STUDENT PRIVILEGES AND RESPONSIBILITIES

Students possess the privileges, responsibilities, and rights of several citizenships, including those of state, federal, and municipal governments. Enrollment in Clear Creek Baptist Bible College presents privileges beyond those available to all citizens at the partial expense of the Kentucky Baptist Convention. Commensurate with these additional privileges are additional responsibilities.

## ASSOCIATION AND COVENANT

Clear Creek may extend the privilege of admission to those persons who meet the admission requirements. Attending Clear Creek is a privilege, not a right. The college reserves the right to covenant with those students who desire the environment of a Bible college education within the rules and regulations of the institution.

When a student is officially admitted to Clear Creek there is a covenant between the student and the college. If the student complies with the terms, requirements, rules and regulations of the college, he or she will obtain the level of education being sought. Enrollment in Clear Creek is an agreement to abide by the college's rules of community governance.

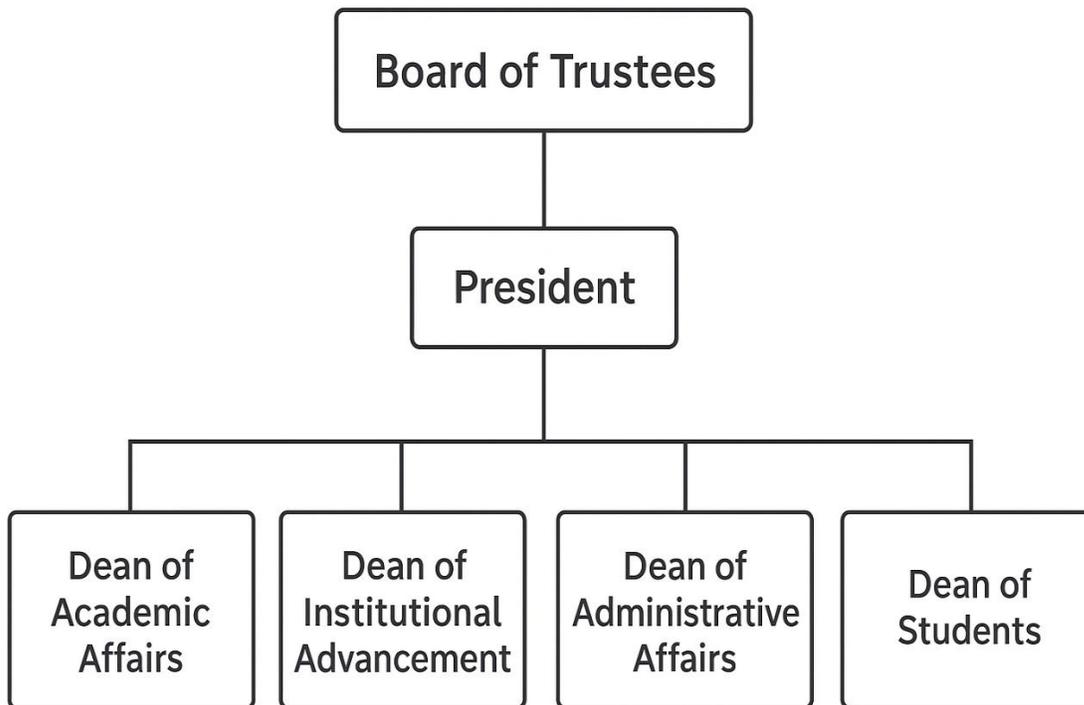
## CODE OF STUDENT RESPONSIBILITIES

Each student of Clear Creek Baptist Bible College is expected to maintain the highest standard of moral conduct and concern for the well-being and rights of fellow students. The student's standards of public and private behavior must not reflect unfavorably on him or the college, and they must be such that they will not disturb the student body or the community. Among the student's general and specific responsibilities are the following:

1. The responsibility of being fully acquainted with the Clear Creek Course Catalog, the Student Handbook, and other published policies for the guidance of students, and the further responsibility of complying with stated regulations in the interest of an orderly, socially responsible community.
2. The responsibility of assuming the consequences of one's own actions and of avoiding conduct detrimental in its effect upon fellow students and the college.
3. The responsibility at all times to recognize constituted authority, and to comply with directions given by college officials acting in their official capacity consistent with the policies, rules, and regulations of the college.
4. The responsibility to conform to ordinary rules of good conduct, to be truthful, to respect the rights of others, to protect private and public property, and to make the best use of the student's time toward an education.
5. The responsibility for supporting the essential order of the college is a fundamental requirement for freedom of expression for all students. There can be no assembly or gathering which interferes with the educational program of the college nor can there be action taken which will disrupt, hamper, or interfere with college activities such as classes, chapel, and other assemblies.
6. The responsibility of meeting college financial obligations and deadlines.
7. The responsibility of attending classes regularly. A student who consistently fails to attend classes, to prepare assignments, and/or to live responsibly in the college community may be considered to have forfeited his status as a student and may be suspended.
8. The responsibility for knowledge and observance of those policies not herein enumerated which have been established and promulgated by appropriate college officials and designated college committees, i.e., Residence Hall Rules, Traffic Regulations, and Social Rules.

***See Individual Responsibilities and Standards for additional information.***

PRESIDENT'S OFFICE



## President's Office

The president is responsible to the Board of Trustees as the chief executive officer of the college. The president represents the administration, faculty and staff to the trustees and in turn communicates board policy to the college community. The work of the president's office focuses on administration, resource development, and Kentucky Baptist Convention relations.

### ADMINISTRATION

The president delegates major areas of administration to four executive administrators. The executive administrative staff (dean of academic affairs, dean of administrative affairs, dean of institutional advancement, and dean of student engagement) meets as needed to provide leadership for the college as a whole. This team oversees the preparation of the College Strategic Plan.

### RESOURCE DEVELOPMENT

The president is also directed by the trustees to provide leadership in the development of financial resources. The office of institutional advancement coordinates this work.

### KENTUCKY BAPTIST CONVENTION

A covenant agreement defines the relationship and responsibilities between Clear Creek and the Kentucky Baptist Convention. The president of the college recommends trustees to the KBC Nominating Committee and the annual state convention elects the trustees. The college is responsible to submit an annual report and financial audit. The Mission Board of the KBC also has an Agencies and Institutions Committee that Clear Creek relates to and regularly submits a report.

## ACADEMIC AFFAIRS

### ACADEMICS

#### CATALOG INFORMATION

Information pertaining to grading scale, registration procedures, transcripts, and other Academic Affairs related topics not included below may be found in the CCBBC Course Catalog 2024-25.

#### CLASS ATTENDANCE

On-Campus students are responsible for all work from the first day of the semester, and on-campus students are expected to attend all classes. Absences beyond 3 for a 3-hour class, 2 for a 2-hour class or 1 for a 1-hour class will be penalized at the discretion of the professor. Tardiness to class is equal to 1/3 a class session per tardy. Tardiness to three class sessions equals one absence. A student who misses the equivalent of three weeks of class fails unless an appeal is made and a waiver granted. If that student then misses the equivalent of a fourth week, he or she fails without opportunity to appeal. When a waiver is granted, all absences continue to accumulate. Any student who misses 25% of the sessions of a class automatically fails.

#### ONLINE ATTENDANCE POLICY

Just as in a face-to-face course, attending an online course is important. Clear Creek Baptist Bible College expects all online students to participate in all instructional activities.

Online courses will, at a minimum have weekly activities for student participation, which can be documented by any or all of the following methods:

- (1) Submission of an academic assignment.
- (2) Completion of a quiz or an examination.
- (3) Participation in a posted online academic discussion.
- (4) Communication with the instructor of the course concerning any of the items listed above.

Please note: logging into an online class without active participation (as described above) does not constitute official weekly attendance. Students who do not log on to the course and complete the syllabus quiz or other activity within the first week of the course will be dropped from the course at the beginning of the second week. Students who fail to maintain active participation in an online course as defined in the course syllabus will be processed in accordance with the college's attendance policy. (No student can neglect participation in more than 25% of the course and complete the course with a passing grade.)

All attendance assignments will be completed on the weekday prior to the class meeting on campus. For example, a Tuesday class must have all assignments completed and submitted before 11:50 pm Monday. Wednesday classes have assignments due before 11:50 pm on Tuesday, and so forth. Undergraduates should review the Semester Schedule under the Canvas Course Shell.

All attendance records for on-campus and online students will be submitted by the Faculty into Sonis by Friday of each week. If a student reaches two weeks of no attendance, an email will be sent to the Faculty, Academics Office, Educational Technologies, and the student warning them of the dangers in missing three weeks or more. If a student misses three weeks of class, the Faculty, Academics Office, Educational Technologies, and student will receive an email detailing the student's loss of access to Canvas or ability to attend class and the means of appealing to the Academic Affairs Committee (AAC). The result of missing a fourth week of class will earn the student a grade of F for the course without appeal.

## ONLINE SUPPORT TEAM

It is the goal of the Office of Technology to offer online students the same quality support as on-campus students. All students in need of technical assistance may contact HelpDesk@cbbbc.edu and support will be given in a timely manner.

## ATTENDANCE APPEAL TO THE ACADEMIC AFFAIRS COMMITTEE:

When a student receives notification of absences, the appeal process to the Academic Affairs Committee will proceed as follows:

- a) The student will be responsible for contacting the Chair of the Academic Affairs Committee through the campus e-mail and provide the following: a written statement that includes details of explanation/justification for course absences along with a statement of intention to continue in the course in question.
- b) Once received, this communication from the student will be distributed to the members of the AAC, and a decision for continuance will be determined by committee agreement.
- c) The ACC may elect at this time, to request a formal meeting (by person or by phone) to clarify any questions or concerns, but with good evidence given above may grant continuance without a personal meeting.
- d) When the AAC grants continuance based on the provided statement, no further meeting will be required and the Chair of the AAC will notify the student, Registrar's Office and the course professor(s) of the appeal decision on behalf of the AAC.
- e) Should the student acquire a further absence before making this written request and statement of appeal, it shall be determined that they have forfeited the right of appeal and are thereby held to the consequences of course forfeiture.

## SPECIAL LECTURE, CONFERENCE, AND REVIVAL ATTENDANCE

The Lacy-Lykins and Barry Lecture series, special conferences, and revival services are placed on the academic calendar and attendance is expected for the entire series. These lectures and services are counted as required chapel services, and the same attendance requirements apply as regular chapels. The student can check missed chapels and lectures by going to the Chapel card in Canvas. The Academic Office will attempt to keep the chapel attendance up-to-date for the student. Night classes that meet during revival services are expected to attend revival services.

## CHURCH INVOLVEMENT

Students are required to be active in a local church. This activity will be tracked by the Christian Service Office by means of the Report of Church Involvement (RCI) and will be a consideration in determining eligibility to continue studies and/or graduate from Clear Creek Baptist Bible College. (Also see *Student Life/Spiritual Growth*)

## COURSE LOAD

Any student enrolled in 12 or more hours during a semester is considered to be a full-time student. Students who enroll in fewer than 12 hours are considered part-time students. College policies apply to all students regardless of course load. Graduate students are considered to be full-time students, if the student is enrolled in three or more graduate courses during the semester.

Campus residents are required to maintain full time status in order to remain in campus housing. Appeals for exceptions to this policy must be made in writing to the Academic Dean. The form may be obtained from the Academic Office.

Students seeking approval to enroll in more than 18 hours in a semester must submit an Academic Request Form to the Academic Dean outlining the reason for the request.

#### ACCEPTANCE OF ACADEMIC CREDIT POLICY

To avoid duplication of academic credit and ensure the integrity of the degree programs at Clear Creek Baptist Bible College, the acceptability of academic credit for transfer from other institutions will be restricted to the following circumstances.

- 1) For credit earned at an institution that is accredited by a CHEA-recognized body, the credit must be of like nature and parallel in content and quality and graded as "C" or better.
- 2) No credit will be awarded for life experience or professional certificates. In the graduate program, a direct assessment structure allows an advantage for students with life experience in a given area of study, but credit is not awarded apart from a student proving competency through the prescribed means.
- 3) No credit for English Composition courses will be accepted without satisfactory completion of the English entrance examination.
- 4) No credit for courses in doctrine will be accepted from non-Baptist institutions.
- 5) Credit earned at an institution that is not accredited by a CHEA-recognized body may still be accepted if the above criteria are met and if at least three accredited institutions have accepted transfer credit from the unaccredited institution in question.
- 6) Credit may be awarded for the satisfactory completion of Advanced Placement (AP) examinations. Satisfactory completion is considered a score of "3" or better. For all Natural Science AP examinations scored "3" or above three (3) semester hours of lecture credit and one (1) semester hour of laboratory credit will be awarded. For all History AP examinations scored "3" or above six (6) semester hours of credit will be awarded. For all other discipline AP examinations, three (3) semester hours of credit will be awarded in the respective discipline.
- 7) Credit may be awarded up to a total of 30 hours for an associate degree and 60 hours for a baccalaureate degree. The responsibility for the enforcement of this policy is assigned to the Registrar. Upon receiving an official transcript of an applicant or student the Registrar will use the criteria outlined above to prepare a transcript evaluation. In the case of transcripts from unaccredited institutions, the individual seeking to transfer the credit must submit course syllabi (including booklists) and course catalog (including the credentials of the course instructor) for review to determine "like nature" and "parallel content and quality". The Registrar will present the evaluation for review to the Dean of Academic Affairs. Upon approval, the Registrar will inform the applicant or student and his or her advisor of the approved transfer and enter it upon his or her transcript with a grade of "S", excluding it from GPA calculation.
- 8) No credit may be transferred into the graduate program due to the unique nature of the program.

#### SPOUSES OF STUDENTS

Spouses of students are encouraged to enroll in classes but must go through standard admission procedures.

## WITHDRAWAL PROCEDURES FOR ON-CAMPUS STUDENTS

If for any reason it becomes necessary for a student to leave school, a withdrawal form must be completed. This form is obtained from the Academic Office and must be signed by:

1. Program Advisor
2. Academic Dean
3. Director of Student Life
4. Director of Library Services
5. Business Office Supervisor

Withdrawal is not complete until student housing is vacated, the Physical Plant/Kelly Hall is notified, all appropriate financial arrangements have been made in the business office, and the student receives a copy of the completed withdrawal form. If the student drops out of the institution without notifying the institution (i.e. does not officially withdraw), the last recorded date of class attendance by the student, as documented by the institution, will be considered the withdrawal date. See student fee sheet for refund information.

- **You** are responsible for turning in **all keys** to the Physical Plant/Kelly Hall **before** vacating the premises.
- The Physical Plant will notify the Business Office if there are any charges or refunds to be assessed to your student account.
- The Business Office will send you a current statement within seven business day **after** you have completed the withdrawal process and vacated the premises.

## WITHDRAWAL PROCEDURES FOR ONLINE STUDENTS:

Online Students will be required to fill out an electronic withdrawal form, which will be made available upon request from the Registrar's office. Though the form will provide the proper information for a student's withdrawal, the student will need to obtain permission and clearance from the following individuals from the institution in order for their withdrawal to be complete:

1. Program Advisor
2. Registrar
3. Director of Student Life
4. Director of Library Services
5. Business Office Supervisor

## REFUND POLICIES

Please see the current fee sheet.

## CONFERENCES WITH STUDENT SUCCESS COORDINATOR AND/OR ACADEMIC ADVISOR

All incoming and returning from a withdrawn status, on-campus students will be assigned a Student Success Coordinator for their first, full school year. Throughout the student's first year, the student will have three mandatory meetings with their coordinator. These meetings will take place within the first two weeks after the student has moved on-campus, before Fall/Spring break, and during final's week. As soon as a new student has moved on-campus, he/she should arrange a conference with the Student Success Coordinator to whom he/she has been assigned. The student and the Success Coordinator will work to set a time for their first meeting which is mutually satisfactory for the both of them. After their first year, each student will be assigned to an advisor for the remainder of their degree program.

Online students and all students who are no longer in the Student Success Initiative will be paired with an academic advisor throughout the entirety of their program.

It is expected that the student will maintain contact with their academic advisor throughout their stay in school, since situations may arise when the advice or help of the advisor is needed.

All academic procedures, i.e. program planning, registration, tutoring, drop/add, begin with the advisor.

## TUTORING

Help is available for students who need tutoring in academic areas. Clear Creek has a long and proud history of providing educational opportunities for anyone. That is the basis for the "open admission" policy of the college. Along with that is a long history of helping people who came to the college weak in academic skills. Many have come to the college in that condition and gone out to be very useful in the service of the Lord. Clear Creek is now blessed with a more structured and intentional tutoring center. The procedure to receive tutoring is as follows:

1. Meet with the course instructor for guidance and advice concerning a particular course. The instructor can guide the student in improving study habits and offer some tutoring on a limited basis.
2. If the need is more substantial, the student may make an appointment with their program advisor to arrange more in-depth tutoring. The instructor may recommend this step if it is determined that more tutoring is needed. The program advisor will recommend an appointment with the Director of Developmental Studies who will facilitate additional tutoring for the student.
3. Any student who is on Academic Probation is required to enlist in and complete a plan at the tutoring center.
4. Tutoring is provided by student workers or campus staff who have academic skills sufficient to tutor. Tutoring is available to both on-campus and on-line students.

## PLAGIARISM

Webster defines plagiarism as, "the act of stealing the words, ideas, etc. of another and using them as one's own." All students and faculty are expected to maintain intellectual honesty in their academic pursuits. Consequently, the college does not tolerate plagiarism. Anyone found guilty of plagiarism is subject to strict disciplinary measures. A student may be placed on probation or dismissed from school.

To avoid suspicion of plagiarism, one should always give credit to any known source of borrowed information. Correct citation form can be found in the latest edition of *A Manual for Writers* by Kate Turabian. Students are reminded that care must be maintained in all areas of academic life including written works, class work and music.

Papers and other material (both written and other media) produced by students for classes remain the intellectual property of the student and cannot be used without the permission of the student.

## STATEMENT ON STUDENT USE OF AI TECHNOLOGY

The emergence of AI technology, and its foreseeable impact on education necessitates that the college make clear to all students the following position statement: The use of AI technology for assignment completion and achievement of academic credit is neither consistent theologically nor ethically with the calling of Gospel ministry which brings students to Clear Creek Baptist Bible College. Therefore, the use of AI technology for any purposes in contribution to an assignment, will in all cases be viewed by the college as analogous to consultation with another person or external source for assistance. As such, the use of AI technology for generative purposes in assignment completion is **expressly prohibited** under the purview

of plagiarism, and will be subject to the same disciplinary policies which attend and describe instances of plagiarism.

#### CLASSROOM DISCIPLINE

Clear Creek recognizes the rights of students to ask legitimate questions. However, the needs of the majority of the students in a class to receive instruction outweigh the rights of an individual to ask questions. It is the responsibility of the instructor to maintain control of the classroom and to determine when and what kind of student interaction is appropriate.

Students who infringe on the rights of other students and the instructor by disrupting the class will be disciplined by the instructor. Such discipline may include but is not limited to: prohibition of speech, change of seating or removal from class. Severe discipline problems involving violence (actual or threatened) or angry exchanges should be brought to the attention of the Academic Dean and Director of Student Life for discipline.

Drinks in covered cups and/or bottles are permitted in the classrooms at the discretion of the professor. Drinks in cans and uncovered cups are not permitted. Eating in classrooms is prohibited. Eating and drinking in chapel is prohibited except water for chapel speakers or singers.

#### GRADUATION

Students must file the Application to Graduate form (found on the website under Academic Resources) in the Academics Office a year prior to their expected graduation date. Commencement exercises are held at the end of the spring semester only.

In order to graduate, the student must meet the following requirements:

1. Fulfill academic requirements for program as specified by the catalog (GPA of 2.0+).
2. Be approved by the faculty for graduation.
3. Show significant improvement on the Bible Knowledge Exit Test.
4. Settle all financial accounts in the Business Office and return all items to the Library.
5. Fulfill all requirements for the Report of Church Involvement (RCI) and Christian Service Assignment (CSA) requirements as specified by the catalog.
6. Follow the steps in the procedures for graduation outlined in the catalog.
7. Leave forwarding address with Business Office.

Completion of academic requirements does not guarantee graduation. In the case of graduands in the Master of Arts in Ministry Program, for example, the student portfolio will be examined in consultation with the Panel of Professors, the student's Mentor, and the program director.

#### INVITATION TO RETURN

The faculty will meet once a year to review each student to determine if the student may be invited to return to study for the next academic year.

#### LIBRARY SERVICES

Library Website: [www.youseemore.com/clearcreek](http://www.youseemore.com/clearcreek)

#### LIBRARY HOURS

Semester hours:

Monday = 8:00am - 6:00pm

Tuesday = 8:00am - 7:00pm  
Wednesday = 8:00am - 4:00pm  
Thursday = 8:00am - 7:00pm  
Friday = 8:00am - 12:00pm  
Saturday & Sunday = Closed  
*\*Closed Daily 12-1pm for Lunch*  
*\*Closed on Tuesday/Thursday 11am-12pm for Chapel*

#### Summer hours:

Monday - Friday = 8:00am - 4:30pm  
Friday = 8:00am - 12:00pm  
*\*Closed for lunch each day 12:00 - 1:00pm*

The Library will be closed during chapel, holidays, and fall and spring breaks. The library will close for campus wide events.

The Library is a place for research and study, but also a place to relax with a cup of coffee and friends. The staff asks that your behavior correspond with the area of the library in which you are working or visiting with fellow students.

#### RENEWAL

Materials may be renewed before the due date, if no one else has requested them, by calling the library front desk, emailing the library, or by visiting the library.

#### OVERDUE MATERIALS AND FINES

It is the duty of the borrower to carefully observe due dates and return borrowed materials on time. Courtesy notices are sent as reminders that items are soon due. Fines will be charged after due dates have passed if there is no communication from the patron to the Director. Please be considerate of fellow students and return books on time.

**\*\*There will be a .25 cent charge per item each business day if item(s) is/are not renewed or returned.**

Fines are counted only for days that the library is open. If a book is lost, report it to the library staff. The fine will stop the day the book is reported as lost, but if it is not found, the student is responsible for the fine and price of the book. The student is responsible for all materials checked out in his/her name, no matter to whom the material has been loaned.

#### SHELVING BOOKS

When materials are used within the library, the user should leave them on the table or place them in the book return slot for the library assistant to shelve. This helps the library track usage of books. PLEASE DO NOT RESHELVE BOOKS.

#### COFFEE & LOUNGE

Coffee is available in the library for the campus family free of charge. Please use the cups provided with lids or bring a mug with a lid. We ask there not be any cups without lids brought into the library.

#### PERIODICALS /CURRICULUM MATERIALS

The periodical area of the library provides current materials for information and leisure reading, as well as magazines, journals, and newspapers which support the curriculum of the college. Thousands are available through online databases via the library website. The current periodicals are arranged on the display

shelves with preceding issues under the display shelf. Periodicals are for use in the library only. They may be copied, but they may not be taken out of the library.

The Curriculum Materials section contains current items from Lifeway, WMU, Brotherhood and other agencies. Its purpose is to familiarize students and visitors with materials available for use in the church setting. These materials are supplied for display purposes only. Students and faculty may use these for classroom demonstrations or research projects.

#### AUDIO-VISUAL SELECTIONS

There is a selection of DVDs available for checkout in the library. There is also a projector, projector screens, and a DVD player that can be checked out as well, subject to availability.

#### COMPUTERS

There are computer workstations set up in the library for student and/or guest use. Students may print from these computers as well. There are also laptops available for in-house use. See library staff for checkout of laptops.

#### RESERVE BOOKS

Reserve books are shelved behind the circulation desk. Reserve books may **not** be checked out of the Library. They are for in-house use only. Please return the Reserve book(s) to the circulation desk staff when finished using it.

#### CHILDREN'S ROOM

Children are welcome in our library. There is a special room for them on the second floor equipped with TV, and a DVD player, along with a multitude of children's books that can be checked out. However, parents are not to leave children unattended in the library.

#### COPYING/PRINTING

A copier is located in the library if a student needs copies of material. The copier is also equipped to scan material and email it. Students are expected to adhere to copyright laws when using the copier.

#### CHRISTIAN SERVICE

##### REPORT OF CHURCH INVOLVEMENT (RCI)

Each semester at CCBBC degree seeking students must enroll in "RCI" otherwise known as the "Report of Church Involvement." Please note this is a "Pass/Fail" course that does not affect the student's overall GPA. However, students will not be able to graduate until they have successfully passed all required semesters of "RCI" reporting (See the Christian Service Handbook for further information). The assignment for this course consists of a weekly report that details the student's church involvement for the corresponding week. Note: even if the student did not attend church in a given week the student must still submit that week's report by simply indicating that they were not in attendance within the time frame of that respective report. In order to submit the weekly report students will access the "RCI" course site through CANVAS. Specific instructions regarding how to complete and submit this report will be provided during orientation and can be found in the Christian Service Handbook. Furthermore, the weekly reports will be graded by the following criteria:

- Three late reports equal one missed report.
- Three missed reports equal a failed semester of "RCI."
- A failed semester will require the student to enroll in an additional semester and will prevent the student from graduating by their anticipated graduation date.

## CHRISTIAN SERVICE ASSIGNMENT I AND II (CSA I and CSA II)

At CCBBC every degree seeking student must log thirty (30) hours of community-based ministry in two separate semesters for a total of sixty (60) hours combined. In order to meet this requirement degree seeking students must enroll in and pass both “CSA I” and “CSA II.” These abbreviated course titles stand for Christian Service Assignment I and II. Please note this is a “Pass/Fail” course that does not affect the student’s overall GPA. However, students will not be able to graduate until they have successfully passed two semesters of the Christian Service Assignment. The Christian Service Assignment course will be accessed using CANVAS. Within CANVAS specific instructions will be provided by the Christian Service Director as to where and how the required hours can be served. It should be noted that these hours must be served in conjunction with but beyond the walls of the local church. In addition, the place and purpose of service must involve engaging the unchurched and unreached community. Past examples of student involvement have included nursing homes, food pantries, senior adult centers, jail/prisons, homeless shelters, and local schools, etc. With that said, students are encouraged to complete their two semesters of CSA during their first or second years of enrollment at CCBBC. For more information students should consult the Christian Service Handbook or contact the Christian Service Office.

## CHAPEL ATTENDANCE

For Bible College students who are preparing for ministry, Chapel attendance is especially important. All degree seeking students (on-campus and online, full-time and part-time) are required to attend all Chapel sessions including revivals and lecture series. Chapel generally meets twice weekly on campus. Campus students will report chapel attendance using the “tap-in/tap-out” system. To record attendance, the student will scan his or her Student ID Card on one of the scan pads located just inside the main Chapel doors. Students who tap in 10 minutes after the start of Chapel will be counted “late.” Three tardies will equal one absence. If and when the “tap-in/tap-out” method is not operational, students will be advised on a procedure during that Chapel. Absence from four or more chapels will be considered failing.

Distance Education students (commuters and campus students with a “physical attendance” exemption) must view chapel sessions on the Canvas Chapel Course Site. By viewing the embedded video on the Canvas Chapel Course Site, the student’s attendance is automatically recorded. To view a Chapel session, please login to your Canvas Chapel Course Site.

Substituting online attendance for the required on-campus attendance is only allowed in special and rare cases and then only by written permission from the Dean of Academic Affairs. This policy brings Chapel attendance in line with the Class Attendance policy.

The reporting of online attendance for Chapel is made automatically when the student visits the “Chapel” Canvas site and views the appropriate recording. Each Chapel service will be available for the student to view as soon as possible after the actual event. Students must view the recording by midnight Sunday night of the week following the actual event.

For example, a hypothetical Chapel service on Tuesday, January 1 must be viewed by midnight Sunday, January 11. A Chapel service on the following Thursday, January 3 would have the same deadline (midnight Sunday, January 11).

If a student has not viewed a session by the deadline, that session will be counted as an absence. Once a student has exceeded the maximum number of absences allowed by the policy, a failing grade will result. If a student exceeds the limit on absences, he or she should continue to attend. Continued attendance will impact the decision on how the failed semester of Chapel will be made up. Students should realize that in order to graduate, the student must have a passing grade for each semester attended. This means a failed semester of Chapel may delay the possibility of graduation by at least one semester. Failure to meet the Chapel attendance requirement will result in failure of Chapel as a class for that semester. A student cannot graduate without one passing grade in Chapel for each

semester attended. Each failed Chapel grade must be replaced by a special course or assignment as specified by the Dean of Academic Affairs.

#### RATIONALE FOR CHAPEL SERVICES

Clear Creek Baptist Bible College desires to nurture God-called men and women as they prepare for the Lord's work. Chapel services undergird the college's biblical worldview. Chapel services allow students, faculty, staff, and guests opportunities to assemble twice a week to worship Jesus through song and the Word as a unified body.

## STUDENT AFFAIRS

### STUDENT LIFE

The office of Student Life is responsible for all student affairs outside the classroom. Student Life exist to support the overall objectives of Clear Creek Baptist Bible College. In support of the CCBBC program of higher learning, Student Life seeks to enhance the spiritual, emotional, social, and physical well-being of the students and their families. Student Life strives to enhance the community between Students, Faculty, and Staff. Student Life provides accountability for student Code of Conduct and Responsibilities outlined in the following pages and administers discipline where needed. Student Life also provides guest services for those seeking short term accommodations in Kelly Hall.

Student Life accomplishes this through a variety of ways such as providing and managing campus housing for single students, weekly and monthly dorm student meetings, RA (Resident Assistant) training and employment, monthly SAC (Student Advisory Council) meetings, Teladoc medical service, Professional on campus counseling, Agape Fund for emergency needs, Student Sponsorship Program, Clear Creek Mall thrift store, Organizing dinners for students in faculty/Staff homes, as well as monthly campus social events such as the Talent show in September, Campus Picnic in October and April, Chili Cook-off fellowship and the Clear Creek Christmas event in November, Christmas Party and Turkey Day and Shopping Spree Gifts in December, Welcome lunches and dinners for new students in Spring and Fall, Valentine Dinner event in February, Hiking Trip in March, and Graduate activities the last week of school in May.

### SPIRITUAL GROWTH

The cultivation of the personal devotional life through daily Bible reading, meditation and prayer is strongly urged for each member of the campus community. In the case of married students, the practice of the family altar for the growth and development of the Christian home is especially commended. Single students are encouraged to form and participate in student led prayer and devotional groups.

Students are encouraged to become actively associated with one of the nearby Southern Baptist churches and to move their membership soon after coming to campus. Students and members of their families are expected to regularly attend Sunday services and other scheduled activities of the church of their choice. (Also see Church Involvement)

### STANDARDS OF CONDUCT

Clear Creek is a Baptist institution and as such represents Christian ideals to all.

A respect for Christian morality, personal honor and dignity, and the rights of others is considered essential in the life of the student body. The conduct of the students, both on and off campus, must be in keeping with the Christian principles and ideals of the school.

Upon enrolling as a student, the student and family members agree to abide by the rules and regulations of Clear Creek now in effect, or those, which may become necessary in the future. It is the responsibility of the student and family members to know these rules and regulations: upon violation of these rules and regulations the student becomes subject to disciplinary action.

Clear Creek reserves the right to dismiss or exclude at any time any student whose conduct, academic standing, or general influence is considered to be undesirable or to be of such a nature as to prevent the college from fulfilling its purpose. In some cases, fees may or may not be refunded, in whole or in part, and neither the college nor any of its personnel or officials shall be under any liability whatsoever for such exclusion.

Any student whose attitude is judged to be destructive to the morale of the campus may be suspended or asked to withdraw. Students who intentionally embarrass, humiliate, or threaten other students, faculty or staff members, by any means whatsoever, are considered undesirable and may be suspended or asked to withdraw from the College.

The life of a Christian is one directed by the Holy Spirit through the Word. His life is consecrated unto God and separated from the world. Clear Creek Baptist Bible College desires that an atmosphere conducive to spiritual growth prevail on its campus. Our standards of conduct are based on the teachings of the Bible.

Clear Creek Baptist Bible College (CCBBC) has deeply held religious beliefs that are solely based upon biblical principles which do not allow for any sexuality other than heterosexuality. Furthermore, CCBBC believes that any and all acts that are sexual in nature must only be expressed within the confines of biblical marriage. Moreover, CCBBC believes that based upon the teaching of the Bible, a person cannot change their birth gender. Therefore, CCBBC will not allow or support any conspicuous examples of cross-dressing or any other actions that are deliberately discordant with the individual's birth gender. Lastly, CCBBC firmly believes that according to the Bible, marriage is between a natural man and a natural woman. And as a result, CCBBC will only recognize marriages that are biblical in nature. Any actions or propagation that are adverse in nature to the college's beliefs regarding these subjects will result in disciplinary action.

Christians are to be examples to the world. The spirit of a Christian community and family living will be promoted and preserved as each person actively seeks the good of others. In order to promote family living as well as maintain a proper Christian standard men and women are asked to use proper discretion in visiting the housing areas of other students. (For example: single students are not to visit the rooms of opposite sex singles. Likewise, married students are not to visit the rooms of opposite sex singles and married students are not to visit the residences of married students without their spouse being present.)

An attitude of friendliness, courtesy, kindness, consideration and cooperation should prevail at all times. Students and members of their families are to respect others' property, time and reputation. In the place of gossip, slander, or loose talk, there should be good report, praise and efforts to help sustain and uplift other members of the campus family. Harmony, congeniality and a spirit of holy fellowship should prevail. Boisterousness, unprofitable debates, arguments and any conduct inconsistent with our Christian profession are to be avoided. Genuine Christ-likeness is our pattern and goal. The old saying, "It's easier to ask forgiveness than for permission" is probably a quote from the devil. Do not go there.

## INDIVIDUAL RESPONSIBILITIES AND STANDARDS OF CONDUCT

Each student has the responsibility to avoid the following specific offenses to the Clear Creek community. Offenses in these areas of concern are considered extremely serious by the college, and a student who commits one of these offenses may expect severe disciplinary action to be taken. See the Director of Student Life for clarification if needed.

1. **BREACH OF PEACE.** A student may take no action, which disrupts or tends to disrupt the peace or which endangers or tends to endanger the safety, health or life of any person. Disruption of the functional processes of the college by individuals and/or organizations cannot be permitted. Such activity will require immediate administrative action.
2. **ALCOHOL, TOBACCO, NARCOTICS OR ILLEGAL DRUGS.** We are Christ's slaves (Romans 6:13-23) and should not allow ourselves to become enslaved to anything or anyone else. In addition, our bodies are the temples of the Holy Spirit and must be treated as such (1 Cor. 6:19; 8:9-13). **No student is permitted to use tobacco, E-Cigs, vapor, alcohol, alcoholic or non-alcoholic beer, marijuana, intoxicants, narcotics, or habit-forming drugs in any form.** In the case of married students, this policy extends to include all members of the family who reside on campus. **Clear Creek is a tobacco and vaping free campus.** If a student or member of his immediate resident family has a substance abuse problem, the college has certified qualified counselors who can be of help. Other help is available through the local Comprehensive Care Unit.

As clearly stated in the application for college admission, students and their family members pledge not to engage in the use of tobacco, vaping, nor the use or distribution of alcohol, marijuana or any of its derivative compounds, illicit drugs, drug paraphernalia, or any other substance of abuse while enrolled. Substance of abuse is any form of alcohol, marijuana, narcotic, hallucinogenic, sports enhancement, "street drug", or other controlled substance as defined by law will be an obvious breach of Christian commitment and will result in immediate expulsion. (*see Drug Prevention Program*)

3. **SEXUAL ASSAULT/ HARRASSMENT/ PERSONAL ABUSE.** Any behavior that results in harassment, coercion, threat, disrespect and intimidation of another person, or any unwanted sexual attention towards another person will not be tolerated. Any action or statements that cause damage or threaten the personal and/or psychological well-being of a person are unacceptable. (*See Domestic Violence, Dating Violence, Stalking, and Sexual Assault/ Harassment Policy*)
4. **SEXUAL MISCONDUCT/ MORAL IMPROPRIETY.** In order to maintain the highest standards of public and private moral conduct, Sexuality should only be expressed in an appropriate relationship and manner within the confines of biblical marriage, in keeping with the teachings of the Holy Bible. A student may not participate in premarital sex, extramarital sex, homosexuality or any form of deviate sexual behavior. (Genesis 1: 27-31; Romans 1: 21-27; Galatians 5:19) Those who practice or advocate such actions as acceptable Christian conduct will not be allowed to enroll. Should such conduct become manifest while enrolled, that student will be subject to suspension, dismissal and/or eviction.
5. **VIEWING INAPPROPRIATE MATERIAL**  
Inappropriate material is defined as questionable, pornographic, immoral and offensive in nature. Per the "Acceptable Use Policy", for the school's equipment and internet network, on p. 69-72 and in compliance with the discipline procedure and consequence on p. 35-37 & 72, the following steps will be taken to work with a student who is viewing inappropriate material on the school's equipment and/or internet network. Restoration is the goal not condemnation.

CCBBC offers "SAFE" counseling for students to go to for help. The SAFE Counselor will provide confidential Support, friendly Accountability, a plan for Freedom, and Equipping through discipleship and resources. This option is only being offered if the student comes forward before they are flagged on the internet or caught in the act. The meeting between the student and the SAFE Counselor will be confidential and will not be reported. If the student continues to engage in viewing inappropriate material after self-reporting, they will be removed from "SAFE" status and moved to the disciplinary action below.

If a student does not seek out help and is flagged or caught in the act of viewing inappropriate material on the school's equipment and/or internet network, any or all of the following will be their immediate consequences:

- The Dean over Student Affairs and Student Life Director will be notified
- Contract of Counseling and Accountability (No less than four sessions of counseling)
- Disciplinary (Social) Probation Period (see Guidance and Discipline S.H. p.33) Any breach of this probation will result in further disciplinary action.
- Step down from any positions representing the college and will not publicly represent CCBBC in any capacity during the probation period.
- Loss of access to school's computer equipment and/or internet network during the probation period.
- Loss of internet on all personal devices used during the probation period.
- A content filter will be required on personal devices, at own expense, to once again use the school's internet network.
- Book report – Assigned text

If inappropriate behavior continues, further disciplinary action will take place at the discretion of the Student Life Director and/or the Dean over Student Affairs (i.e.: eviction, suspension or expulsion).

6. FRATERNIZING/ LOITERING

We encourage social connection and interaction. However, social contact must be conducted within the parameters of 1Thessolians 5:22, "Abstain from all appearance of evil," as well as all other procedures found within the handbooks of CCBBC. Moreover, these guidelines must be followed regardless of the age or marital status of the student. Furthermore, any display of fraternizing or loitering that does not exude the biblical precepts of this institution will not be permitted.

7. VIOLATION IN STUDENT ROOMS, APARTMENTS, AND OTHER HOUSING UNITS. Members of the opposite sex are not permitted to visit in the living quarters of single students. Married students are urged to use discretion in visiting the home of other students. Married students should not visit in homes or rooms when only a person of the opposite sex is present. Campus resident and commuter students, who stay overnight, are expected to live/stay in assigned student housing for personal privacy, protection, and integrity. Extenuating circumstances must be addressed with the Director of Student Life.

8. DATING

We encourage our single students to develop relationships with the opposite sex. Often, however, relationships begin quickly and are based on external, physical factors leading to self-gratification rather than the building up of the other person. Therefore, we suggest that relationships begin slowly, placing priority on spiritual and social maturity, thus building a lasting friendship.

As romantic relationships develop, the following two guidelines are suggested in I Thess. 4:3-6, that should be evident in your dating practice:

1. "That you should be sanctified: that is you should avoid sexual immorality" (I Thess. 4:3)
2. "That each of you should learn to control his own body in a way that is holy and honorable" (I Thess. 4:4)

In application of these principles, public displays of affection are to be limited to hand holding or taking an escort's arm. This guideline also applies to married students and student's children who are dating. Private displays of affection should follow the biblical principles of chastity and purity, which do not allow for activities known as "petting." In addition, single students are not permitted to visit in the room, apartment or home of a single person of the opposite sex.

9. DIVORCE

We at Clear Creek acknowledge the devastation that divorce can bring to a family. If a student experiences divorce during his or her study at the College, school administration, in collaboration with the student, will determine a course of action that best serves his or her scholastic and family interests. For example, should the student continue pursuing coursework or is it best to forego classes for a semester? To determine a course of action, the Dean of Students will:

- 1) Assess the spiritual and emotional well-being of the student.
- 2) Refer the student to a counselor who can offer a biblical approach to divorce care.
- 3) Consult with the counselor, Student Affairs Committee, and the Executive Staff to make a determination for the student's best course of action.
- 4) Notify the student in writing with the final decision regarding whether he or she needs to sit out a semester.

10. **CHEATING.** Cheating in any form is strictly prohibited. This includes, but is not limited to the giving or receiving of unauthorized help on examinations or quizzes, use of other student work, and plagiarism.
11. **FALSIFICATION OF RECORDS.** Willfully and knowingly giving false information is strictly prohibited. This includes statements (oral or written) to college offices, faculty, or staff, written records such as residence records; and other official records of the college.
12. **FORGERY** The forgery of a legal or financial document, alteration, or misuse of college documents, records, or identification cards is prohibited.
13. **INSUBORDINATION.** Failure to comply with a proper request or directive, either written or oral, of an authorized college staff member may be considered an act of insubordination. Insubordination in the workplace or classroom will not be tolerated.
14. **FIREARMS-FIREWORKS & WEAPONRY.** The State of Kentucky has legalized the carrying of concealed weapons within the state. Institutions and businesses may elect to not allow the carrying of concealed weapons on their property. Students or visitors in any building or on any property belonging to Clear Creek may not carry concealed weapons of any type.

The use of any type of gun or weaponry on the campus is **STRICTLY PROHIBITED**. This includes, but is not limited to, BB or pellet guns, handguns, rifles, shotguns, bows & arrows, stun gun (taser), etc. The use of exploding devices or fireworks by students or their families/guests on college property is forbidden. Absolutely no manufacturing of any type of explosive, ammunition, etc., will be allowed on college property.

Firearms for students are allowed on college property only under the following conditions and any violation of such conditions will lead to the confiscation of firearms by the college for their disposal:

- ◆ Permission from the Director of Student Life should be obtained prior to moving onto campus.
- ◆ Reasonable purpose (hunting) must be stated for housing a firearm in campus housing.
- ◆ A listing of all firearms will be kept on record in the Student Life Office.
- ◆ Firearms must be kept in the owner's house/apartment locked, unloaded and stored in a secure place at all times. No firearms will be allowed in dormitory/residence halls.
- ◆ All firearms must remain locked, unloaded and in a case when transferring to or from a vehicle. No firearm is to be carried on college property in any other manner or for any other purpose.

15. **ENTERTAINMENT**  
Members of the Clear Creek community are expected to practice restraint and discretion in their participation in all types of entertainment. Nothing should be viewed, listened to, or played which is in conflict with biblical standards. This standard applies to all entertainment including internet, computer, electronic device, television, movies, movie theaters, live theater, DVD's, music, video games, and occultic role play card games. Students are expected to use Christian discretion in their selection of entertainment.
16. **CURFEW**

Students are not under a curfew. Student are expected to be responsible with their time or may face disciplinary action for irresponsible dorm life. All dorm students who leave for the weekend or an overnight stay off campus must inform their RA. (See *Kelly Hall Handbook p.3*)

17. PETS

Students or member of a student's family residing or visiting on campus are not allowed to have any pets with the exception of fish, birds, gerbils, or hamsters (this means no dogs and/ or cats). Birds, gerbils, and hamsters must be confined to their cages. Fish aquariums should be of moderate size. All pet areas must be kept clean and odor free. No pet will be permitted that is judged to be causing odor or health hazards, that is damaging to property, or that is otherwise a nuisance. (See *Guest Accommodations for related information*) Single student housing areas do not allow pets of any kind.

Penalties for having pets other than the exceptions listed above.

- ◆ First offence - Loss of security deposit, a second security deposit must be paid to remain in student housing.
- ◆ Second offence - Eviction from campus housing.

Frequently stray animals wander onto our campus. Often these are hunting dogs or pets of neighbors to our campus. Occasionally they are strays, which have been dropped off along the nearby road. Under no circumstances are these animals to be fed or otherwise encouraged to stay. No table scraps or other items of food are to be left where these animals may find them. All garbage, etc. should be properly secured and disposed. All garbage bins should be closed properly so that animals may not gain access. If a stray animal is hanging around your housing area please contact the Physical Plant. Do not attempt to catch or otherwise harm these animals. Physical Plant is responsible for their safe removal.

18. PROPERTY DESTRUCTION. A student may take no action, which damages or tends to damage public property or private property, which is not his/her own.
19. THEFT. A student may not appropriate for his/her own use any property without the consent of the owner or the person legally responsible for it. The unauthorized taking and/or possessing of the property of another are unacceptable.
20. UNAUTHORIZED ENTRY. A student may not enter, without specific authorization, a college building, office, student room or mailbox which is locked, or which is known to be closed.
21. VIOLATIONS OF LAW COMMITTED ON OR OFF CAMPUS. When a student breaks a law while off-campus, he should be aware that any acts which are in direct violation of the college's policies and regulation will also be subject to disciplinary action by the college.

## DRUG PREVENTION PROGRAM

### INTRODUCTION

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher learning must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and/or alcohol by students and employees. Clear Creek Baptist Bible College has adopted the drug prevention program, which is described herein in compliance with federal requirements.

## DRUG ABUSE POLICY

No employee or student of Clear Creek shall possess, use, consume, produce, sell or distribute alcohol or illegal or illicit drugs on Clear Creek property or as a part of any school sponsored function or activity.

## CRIMINAL SANCTIONS FOR ALCOHOL OR DRUG ABUSE

Illegal use of alcohol or drugs can result in criminal penalties for guilty violators, local, state, and federal ordinances and statutes apply to illegal use of drugs and alcohol. The following information is a summary of the criminal statutes applicable along with the range of possible sanctions for violation of these statutes:

### COUNTY AND STATE SANCTIONS

The legal sanctions under applicable county and state statutes for the unlawful possession or distribution of illicit drugs and alcohol range from a minimum of a \$25.00 fine for alcohol intoxication, to a maximum of 20 years to life in the penitentiary for certain offenses involving illegal use and transfer of controlled substance, as enhanced by various factors. The penalty under Kentucky Revised Statute 218A.1422 for possession of marijuana is up to 12 months in the county jail and/or a fine of \$500.00. The penalty for possession of cocaine under KRS 218A.1415 is for the first offense a class D felony, with penalties ranging from one year to five years in the state penitentiary and/or a fine of up to \$10,000.00. For subsequent offenses five to ten years in the state penitentiary and/or a fine of \$10,000.00 or both. All penalties for illegal and illicit drug activity as governed by the Kentucky Revised Statutes, Chapter 218A. KRS chapter 222 governs the illegal use of alcoholic beverages.

### FEDERAL STATUTES

21 U.S.C. - Drug Abuse Prevention Act.

The act lists numerous controlled substances and makes it a federal crime to sell, transport, dispense, manufacture, or possess such controlled substances. Penalties range from fines of \$1,000.00 to \$750,000.00 and/or imprisonment for not more than one year to not more than 90 years.

### FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE:

21 U.S.C. 844 (a)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.  
After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- (a) 1st conviction and the amount of crack possessed exceeds 5 grams.
- (b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
- (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881 (a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1-year imprisonment. (See special sentencing provisions re: crack)

21 U.S.C. 881 (a)(4)

Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

#### MISCELLANEOUS

Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc. are vested within the authorities of individual Federal agencies. NOTE: These are only Federal penalties and sanction. Additional State penalties and sanctions may apply.

Students who desire assistance with counseling as treatment for drug and/or alcohol abuse or dependency should contact the Director of Student Life, the Tree of Life Counseling Center, or CompCare of Middlesboro or Pineville. The Director of Student Life can determine the need for in depth assessment and assist with referral to appropriate agencies or competent faculty/staff members if necessary. Confidentiality protects anyone seeking treatment at the Tree of Life Counseling Center or Comp Care. Confidentiality protects the client from unauthorized disclosures to Clear Creek or any disclosures of any sort by the therapist without informed consent of the client.

#### HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND THE ABUSE OF ALCOHOL

Aside from school policy considerations and risks of disciplinary action or criminal prosecution, use of illicit drugs and/or abuse of alcohol can be harmful to your health. Some of the health risks associated with alcohol abuse include: liver damage such as cirrhosis or alcohol hepatitis; heart disease including enlarged heart and congestive heart failure; stomach problems such as ulcers and gastritis; malnutrition; cancer of the mouth; esophagus, stomach or liver; brain damage resulting in memory loss, hallucinations, or psychosis; fetal damage if a pregnant woman drinks alcohol; and death. In addition to diseases brought on by alcohol abuse, 50% of fatal auto accidents involve alcohol and 31% of suicides are alcohol-related. Health risks associated with drug abuse vary somewhat depending on the drug(s) abused, but the following are some common problems: overdoses, psychosis, convulsions, coma, organ damage, mental illness, malnutrition, or even death from long-term use; heart attack, stroke, brain damage, or death even from casual use; infections, hepatitis, AIDS, or death from intravenous drug abuse (sharing needles); and severe fetal injury, stillbirth, or an addicted infant if a pregnant woman uses drugs.

#### EFFECTS OF ALCOHOL

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

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

**DISCIPLINARY SANCTIONS FOR VIOLATION OF DRUG PREVENTION POLICY****A. Faculty/Staff**

If it is found that a faculty or staff member's behavior is not consistent with the Clear Creek standard of conduct regarding drug or alcohol use, penalties as delineated in the Faculty/Staff Handbook will be imposed. The specific penalty imposed will be determined by the nature and severity of the violation and will take into account any past disciplinary record. The right of appeal is outlined in the Faculty/Staff Handbook.

**B. Students**

1. A student allegedly violating the standard of conduct regarding drug or alcohol abuse will receive complete and full instruction by the college regarding Student Disciplinary Procedures including the right of appeal as listed under Guidance and Discipline and Appeal Process of this publication.
2. A student found guilty of a violation of the standard of conduct regarding drug and/or alcohol use and/or abuse will be subject to one or more of the penalties listed under Guidance and Discipline and Disciplinary Probation of this publication.
3. The penalty imposed will be determined by the nature and severity of the violation and will take into account any past disciplinary record. The college is not limited to the listed penalties.

**REVIEW OF DRUG-FREE PROGRAM**

This drug prevention program will be reviewed biennially by the Student Life Committee to determine its effectiveness and implement changes to the program where needed.

**SUBSTANCE ABUSE INFORMATION**

Clear Creek considers illegal drug use and the use of beverage alcohol to be in violation of the college's standards of conduct for its faculty, staff, and students. The college's standards require that each member of the college be in compliance with all local, state, and federal laws regarding drugs and alcoholic beverages as set forth in the Faculty/Staff Handbook, and the Student Handbook. Enforcement and discipline shall be in accordance with established policies and procedures set forth in the respective publications.

**CHILD ABUSE POLICY**

Most often abuse and neglect are recognized in physical, emotional and sexual abuse. By definition these abuses are:

- Physical abuse: the physical injury of a child.
- Emotional abuse: A psychological condition caused by the parent or caretaker. Specifically, the refusal or neglect to offer consistent love, attention, or protection.
- Sexual abuse: Contact or interaction between a child and an adult when the child is being used for the purpose of sexual stimulation of that or another person. (Sexual abuse can be committed by a person under the age of eighteen.)

Clear Creek Baptist Bible College will respond expeditiously to any allegations of child abuse.

### Initial Tasks in Dealing with Reported Child Abuse

1. *The Kentucky Revised Statutes (KRS 620.030) require that any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Department of Kentucky State Police; the cabinet or its designated representative; the Commonwealth's attorney or the county attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation. If the cabinet receives a report of abuse or neglect allegedly committed by a person other than a parent, guardian, or person exercising custodial control or supervision, the cabinet shall refer the matter to the Commonwealth's attorney or the county attorney and the local law enforcement agency or the Department of Kentucky State Police. Nothing in this section shall relieve individuals of their obligations to report. Agents of CCBBC are obligated to report to the civil authorities and will do so without delay. Kentucky Revised Statutes 620.050 provides that anyone participating in good faith in making such a report shall be immune from civil or criminal liability. On the other hand, failure to report, when someone is required to do so, can result in a misdemeanor charge. The person making the report and other appropriate personnel in CCBBC will cooperate with civil authorities, while retaining the right to seek guidance and legal counsel from officials of CCBBC and/or its agents.*

2. Reporting to CCBBC Authorities

Any employee or volunteer who witnesses an act of child abuse perpetrated by another employee or volunteer, or by any other individual working with or connected with CCBBC, or who suspects that such an act has occurred or receives a report of such an act, must make the Director of Campus Security aware of the matter **immediately**, and will do so without delay. If the employee or volunteer is unable to contact the Director of Campus Security, the employee or volunteer should contact the Director of Student Life or Dean of Administrative Affairs.

Once the employee or volunteer reports a matter to the Director of Campus Security, the Director will immediately inform the Dean of Administrative Affairs. The Dean of Administrative Affairs will then contact the President.

In the event the Director of Campus Security or Dean of Administrative Affairs is the subject of an allegation of sexual abuse, the employee should report to their appropriate Director. The Director will then immediately inform the President.

3. Investigative Procedure Regarding an Allegation of Abuse

Once an allegation of abuse is reported to the Director of Campus Security, the Dean of Administrative Affairs or the President, the following procedure is enacted. An immediate report by an agent employee or volunteer of CCBBC will be made to the proper civil authority that will be assured of full cooperation.

When an allegation of abuse is received concerning any employee, volunteer or student in performance of an assignment, said person would be immediately removed from the position, which has permitted contact with the victim.

The President will form an Investigative Team. The team will be comprised of the Director(s) of Student Life, Dean of Administrative Affairs, the Director of Campus Security, any appropriate Director, where appropriate, an employee, volunteer or agent of CCBBC, and any other appropriate Faculty or Staff members. In the event the Director of Campus Security or Dean of Administrative Affairs is the subject of such an allegation, the investigative team will be formed by the President and the individual who is the subject of the allegation will not participate on the investigative team or in any part of the investigation. The team will act, to the extent possible, in a confidential manner

and will distribute information only on a need to know basis. This team will organize any internal investigation as the particular circumstances demand and will speak directly with the accuser and the accused. Persons other than the accuser and the accused may be consulted as advisable. The team will prepare a written record of the investigation and its findings. The Investigative Team will cooperate fully with the civil authorities and will keep the President of CCBBC fully informed as to its investigation and the investigation of the civil authorities.

4. Outcome of Investigation and Effect on Employment/Association

Violation of this policy may result in disciplinary action up to and including termination of employment or termination of volunteer service with Clear Creek Baptist Bible College.

Any abuse by an employee, volunteer or student may result in termination of employment, volunteer service, or student status with Clear Creek.

### DOMESTIC VIOLENCE, DATING VIOLENCE, STALKING, AND SEXUAL ASSAULT/ HARASSMENT POLICY

Clear Creek Baptist Bible College will respond expeditiously to any allegations of sexual abuse.

The Higher Education Act defines the crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

"Domestic violence" means a "felony or misdemeanor crime of violence committed by-

- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA],
- or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction."

"Dating violence" means "violence committed by a person-

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - the length of the relationship;
  - the type of relationship; and
  - the frequency of interaction between the persons involved in the relationship."

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- fear for his or her safety or the safety of others; or suffer substantial emotional distress."

### PROCEDURES FOLLOWING AN INCIDENT OF DOMESTIC VIOLENCE, DATING VIOLENCE, STALKING, AND SEXUAL ASSAULT/HARRASSMENT

Although Clear Creek is a Bible College with a primarily family orientation the administration recognizes the potential for crimes or abuse. Clear Creek is committed to providing an environment free from explicit and implicit coercive behavior used to control, influence or affect the well-being of any member of the college community especially in regards to domestic violence, dating violence, stalking, and sexual assault/ harassment.

**Any incident of domestic violence, dating violence, stalking, and sexual assault/harassment will not be tolerated and is expressly prohibited.** Violations by faculty members are grounds for disciplinary action, which may include reprimand, demotion, discharge, or other appropriate action dependent upon the nature of the offence. Faculty are asked to be especially sensitive to the fact that they are in a position of

authority over students and that authority carries with it responsibility to be mindful of situations in which they are dealing with students in private, one-on-one associations both on and off-campus.

Violation of VAWA is prohibited as stated in the section of this publication entitled *Individual Responsibilities and Standards of Conduct*.

- **Sexual Assault/ Harassment/ Personal Abuse** – any behavior that results in harassment, coercion, threat, disrespect and intimidation of another person, or any unwanted sexual attention towards another person will not be tolerated. Any action or statements that cause damage or threaten the personal and/or psychological well-being of a person are unacceptable.

**Students violating this standard may expect action to be taken corresponding to the guidance and discipline section of this handbook. Severe violations may be cause for immediate expulsion. Severe cases are not eligible for the appeal process. These offenses include but are not limited to: (abuse, physical or verbal aggression, harassment, sexual harassment, drug abuse). In these matters the Director of Student Life, Dean of Administrative Affairs, and the President will be consulted to determine whether the appeals process is necessary.**

Campus women are encouraged to be alert for situations where they might be at risk. The potential for sexual crimes/abuse is discussed in orientation for new students. At least once a semester a handout is disseminated to all women on campus describing safety measures, procedures to follow after an incident and reporting measures.

**Any person in violation of school, state, or federal regulations will be subject to the discipline process as outlined under guidance and discipline in this handbook. Violations of a serious nature may result in immediate expulsion.** Any sexual crime should immediately be reported to the state police and then to campus security. See CAMPUS SECURITY for emergency numbers. If a rape or attempted rape has occurred the victim should proceed immediately to the hospital.

Any person who has been abused and/or perpetrated by another employee, student, volunteer, or by any other individual working with or connected with CCBBC, or who suspects that such an act has occurred or receives a report of such an act, must make his or her appropriate supervisor aware of the matter.

If the employee or volunteer is unable to contact the Director of Campus Security, the employee or volunteer should contact the Director of Student Life or Dean of Administrative Affairs. Once the employee or volunteer reports a matter to the Director of Campus Security, the appropriate supervisor will immediately inform the Dean of Administrative Affairs. The Dean of Administrative Affairs will then contact the President. In the event the Director of Campus Security or Dean of Administrative Affairs is the subject of an allegation of sexual abuse, the appropriate supervisor will immediately inform the Dean of Institutional Advancement for the Director of Campus Security or the President for the Dean of Administrative Affairs.

Once an allegation of abuse is reported to the Director of Campus Security, Dean of Administrative Affairs or the President, the following procedure is enacted. An immediate report by an agent employee or volunteer of CCBBC will be made to the proper civil authority that will be assured of full cooperation.

When an allegation of abuse is received concerning any employee, volunteer or student in performance of an assignment, said person would be immediately removed from the position, which has permitted contact with the victim.

The victim will be offered assistance in, changing academic, living, transportation, and working situations if requested and reasonably available.

The President will form an Investigative Team. The team will be comprised of the Director of Student Life, Dean of Administrative Affairs, the appropriate Director, and, where appropriate, an employee, volunteer or agent of CCBBC. In the event the Director of Student Life or Dean of Administrative Affairs or any other

members of the Faculty and Staff is the subject or such an allegation, the investigative team will be formed by the President and the individual who is the subject of the allegation will not participate on the investigative team or in any part of the investigation. The team will act, to the extent possible, in a confidential manner and will distribute information only on a need to know basis. This team will organize any internal investigation as the particular circumstances demand and will speak directly with the accuser and the accused. Persons other than the accuser and the accused may be consulted as advisable. The team will prepare a written record of the investigation and its findings. The Investigative Team will cooperate fully with the civil authorities and will keep the President of CCBBC fully informed as to its investigation and the investigation of the civil authorities.

Violation of this policy may result in disciplinary action up to and including termination of employment or termination of volunteer service with Clear Creek Baptist Bible College.

**Any abuse by an employee, volunteer or student may result in termination of employment, volunteer service, or student status with Clear Creek.**

#### OPTIONS AND ACCOMMODATIONS FOR VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING

Clear Creek employees a professional counselor on the faculty and would offer the services of the staff counselor to the victim at no charge. In addition, there are several faculty/staff persons qualified for “nonprofessional” counseling. In Pineville and Middlesboro counseling services are available to students through Comprehensive Care. The victim will be offered assistance in, changing academic, living, transportation, and working situations if requested and reasonably available.

#### SCREENING FOR CCBBC EMPLOYMENT

##### Paid Positions

1. All individuals applying for paid positions will provide verification of identification (e.g., driver’s license).
2. All individuals applying for paid positions involving the supervision of children and youth will agree to allow Clear Creek Baptist Bible College (CCBBC) to conduct a criminal background check. “Supervision of children and youth” means a position wherein the applicant will be directly or indirectly involved with minors (individuals under the age of 18).
3. Applicants for staff positions involving the supervision of children and youth must complete a General Employment Application and an Applicant’s Certification. CCBBC will automatically disqualify an individual with criminal convictions for incest, molesting a child, rape, sodomy, pornography, murder, kidnapping, physical abuse of a minor or a spouse, or battery. Other criminal convictions shall be considered in determining applicant’s qualifications but do not automatically disqualify a person from further consideration. It shall be the applicant’s responsibility, if employed, to notify Clear Creek of any change in the representations made by the applicant on the certification.

##### Volunteer Positions

1. All individuals applying for volunteer positions will provide verification of identification (e.g., driver’s license).
2. All individuals volunteering to serve in a position involving the supervision of children and youth will agree to allow CCBBC to conduct a criminal background check. “Supervision of children and youth” means a position wherein the applicant will be directly or indirectly involved with minors.
3. Volunteers for positions involving the supervision of children and youth must complete an Applicant’s Certification. Clear Creek will automatically disqualify an individual with criminal

convictions for incest, molesting a child, rape, sodomy, pornography, murder, kidnapping, physical abuse of a minor or a spouse, or battery. Other criminal convictions shall be considered in determining applicants' qualifications but do not automatically disqualify a person from further consideration. It shall be the volunteer's responsibility, if selected or requested to volunteer by CCBBC, to notify Clear Creek of any change in the representations made by the volunteer.

## STUDENT CONCERNS AND COMPLAINTS POLICY

Students may register complaints/concerns in the area of academic and/or student life. Complaints/concerns should be written and presented according to the following procedure.

### STUDENT CONCERNS/COMPLAINTS REGARDING ACCREDITATION PROCEDURE

Formal complaints by students in reference to issues that relate to accreditation standards are the concern of the Academic office. The Academic office maintains records relating to issues raised by students as well as action taken by the college to resolve those issues. The proper procedure for formal academic complaints is as follows:

1. Student's academic advisor
2. Academic Dean
3. President
4. Board of Trustees (at the President's initiative)
5. Accrediting Association (contact information in College Course Catalogue)

### STUDENT CONCERNS/COMPLAINTS REGARDING CAMPUS LIFE PROCEDURE

Formal complaints by students in reference to issues that relate to campus life are the concern of the Student Life office. The Student Life office maintains records relating to issues raised by students as well as action taken by the college to resolve those issues. The proper procedure for a formal campus life concern, suggestion, criticism, complaint or conflict is as follows:

1. If at all possible, the student should talk with the person involved to see if the matter can be resolved.
2. If the matter is not resolved satisfactorily, the student should go to their Program Advisor for assistance, if the problem is academic. If outside the academic area, the student should see their housing representative of the Student Advisory Council.
3. If the student is still not satisfied and the matter deals with an academic issue such as a major, course, curriculum, grade(s) or professor, a written statement should be given to the Academic Office (with a copy to the President). If the matter involves issues outside the academic area, a written statement should be given to the Director of Student Life. All written statements need to be addressed in a fair and professional manner. The appropriate office will issue a written response in a timely manner.
4. If the student feels the need to further pursue this matter, a written statement should be given to the Dean over Student Affairs. All written statements need to be addressed in a fair and professional manner. The Dean over Student Affairs will issue a written response in a timely manner.
5. If the student feels the need to further pursue this matter, a written statement should be given to the Student Life Committee (with a copy to the President). All written statements need to be addressed in a fair and professional manner. The Student Life Committee will issue a written response in a timely manner.

6. If the student feels the need to further pursue this matter, they may confer personally and at length with the President.

## **GUIDANCE, DISCIPLINE, AND APPEALS PROCESS**

Discipline is required because CCBBC believes that the concerns of the community encourage individuals to function with the good of others in mind. Each student should consider carefully how his/her actions and attitudes affect the safety of others as well as one's own witness to the resurrected Christ.

The guidance and discipline process at Clear Creek College is based on developmental principles. In dealing with behavior contrary to the guidelines and purposes of Clear Creek Baptist Bible College, every effort is made to maintain a redemptive concern for the student and a commitment to the preservation of the quality of community life.

**Note: In cases of flagrant infractions of the Standards of Conduct of Clear Creek, the college reserves the right to immediately suspend, dismiss or evict any student without this appeal process.**

The following Guidance and Discipline Process is designed to provide the student with opportunities for behavioral change, as well as assuring due process. This process is only a guide and may be abandoned in cases of flagrant infractions of the Standards of Conduct. Below is a diagram of the Guidance and Discipline Process:

1. Identify the Problem
2. Confirming and Reporting Problem
3. Confrontation and Encouragement
4. Behavior Modification and Counseling
  - Contractual Agreement
5. Disciplinary Action
  - Fine
  - Disciplinary Probation
  - Suspension/Dismissal/Eviction
    - Suspension – to remove from enrollment for a specific time frame.
    - Dismissal – to permanently remove from enrollment and eviction from campus housing.
    - Eviction – to expel a tenant from a property.
6. Appeals Process

### Step One: Identify the Problem

The identification of a behavior problem is done by any of the following: Faculty, Staff, Administration or fellow student. This identification process occurs when a behavior or act is observed that is not within the parameters established for members of this college community.

### Step Two: Confirming and Reporting the Problem

When confirmation of unacceptable behavior has taken place, the behavior or activity in question is reported to the Student Life Committee or Director of Student Life. This reporting of the problem initiates the discipline process.

### Step Three: Confrontation and Encouragement

The Director of Student Life will confront the student and administer a warning or any needed disciplinary measures. The Director of Student Life will provide encouragement and guidance toward appropriate behavior. If this step fails, further action will be taken.

#### Step Four: Behavior Modification and Counseling

This step comes after a repeat offense or at the point in which the Student Life Committee or Director of Student Life feels progress is no longer evident. The student will meet with the Student Life Committee or the Director of Student Life, and a contractual agreement will be created for the student in which the problem behavior will be monitored. The contract is written for a specific period of time and is signed by the student, the Student Life Committee (if applicable), and the Director of Student Life. It is understood that the student will be supported and kept accountable by an "accountability partner" during the contract period. The responsibility of the "accountability partner" is to assist the student in developing effective behavior patterns.

#### Step Five: Disciplinary Action

If the student's behavior remains inappropriate after the contract is instituted, or is of such nature as to warrant immediate suspension, the Student Life Committee or the Director of Student Life may issue a notice of eviction or other appropriate disciplinary action. The student will personally receive a copy of this notice and also a copy of the appeals process.

#### Step Six: Appeal

The student has two days (48 hours) from the time of notification to file an appeal to be made with the Director of Student Life. The following information outlines the appeal process.

#### APPEAL PROCESS

The following is the process for an appeal concerning disciplinary action/probation served to a student.

1. The student must submit a written notice of appeal, stating the reason(s) for the appeal. The student must present additional evidence and/or extenuating circumstances. The appeal must be submitted to the Student Life office within two (2) working days after receiving the written summary of disciplinary action.
2. The Director of Student Life then provides the Student Life Committee with the necessary background information (including an incident report(s), discipline letter, the appeal notice, etc.) for review. Within two (2) working days, the Committee will schedule a hearing to review the appeal. This hearing must be held within five (5) working days.
3. The Student Life Committee reviewing the appeal will be comprised of the Dean over Student Affairs, Directors of Student Life, at least three Faculty/Staff members, and at least one student member.
4. The student will meet with the Committee to present his appeal. In the case of an incident involving more than one student, the other student(s) shall be given opportunity to testify at the hearing whether he/she has chosen to appeal or not. Those staff or faculty members involved in making the original decision shall also be given opportunity to testify.
5. The Committee will present the student with written notice of their assessment of the disciplinary action within two (2) working days.
6. Should the student feel that further appeal is necessary, they may submit a written notice of appeal to the president, only after following the above stated guidelines. This must be done within two (2) working days of receiving the written decision of the Student Life Committee. The President will respond within five (5) working days.

Please Note: The appeal process must be followed exactly; any breach of appeal process could result in further disciplinary action. This process is also applicable to other student concerns.

## DISCIPLINARY (SOCIAL) PROBATION

A student may be placed on disciplinary probation by either the Director of Student Life, the Student Life Committee, or the Dean over Student Affairs.

Those students having recurrent difficulty with rules will be placed on disciplinary (Social) probation and may have the following elements included in a contractual agreement:

- A \$50.00 disciplinary probation fee.
- Periodic consultation to assess student progress in problem areas.
- Removal from or ineligibility for campus leadership positions.

Students who are not helped through disciplinary probation will be asked to leave. The probation period may last from one month to one year and is under the discretion of the Director of Student Life.

## NOTIFICATION OF DISCIPLINARY ACTION

The following are notified in writing of any disciplinary action:

1. The student
2. Student Life Committee (only those involved in the discipline process)
3. The student's Academic Advisor (only in the case of dismissal)
4. The Registrar (in case of suspension, eviction, and probation)
5. The Business Office (only in regard to financial matters, not the disciplinary action).

## READMISSION FOR SUSPENDED STUDENT

Any student who has been suspended for disciplinary reasons will not be considered for readmission until the suspension has been served. The college reserves the right to deny readmission to any suspended student and forego the following process. The process of readmission for a student who has been suspended and desires to matriculate following the determined period of absence from the college is:

Step 1: File a request with the Admissions Committee in the form of a personal letter of explanation.

Step 2: The Admissions Committee will notify the appropriate personnel who initiated the disciplinary action.

Step 3: The student will have an interview with the personnel who initiated the disciplinary action, who will make both a verbal and written report to the Admissions Committee.

Step 4: The Admissions Committee will meet with both the student and the personnel who initiated the discipline at first, and then hear the student without the company of such personnel. The Admissions Committee will make a final decision regarding matriculation based upon the reports and verbal interviews and notify the student in writing of the results of that decision.

## CONFIDENTIALITY

Clear Creek Baptist Bible College, in compliance with the Family Education Rights and Privacy Act of 1974 (with amendments effective January 1, 1976), provides that information contained in the student's permanent educational record be made available to the student while not released to others, including his/her parents and/or spouse without the written consent of the student unless the student is claimed as income tax dependent. The only exceptions are staff members, administrative officers and faculty who have a legitimate professional right to the material.

A student's academic records and credential file will be kept confidential to responsible campus personnel except: 1) for purposes authorized by the student; 2) in case of legal compulsion; 3) in a situation where the safety of persons or property is involved; or 4) when the Academic Dean, Dean over Student Affairs and the Director of Student Life deem it necessary to make appropriate referrals to personnel on and/or off-campus. The student is simultaneously informed of such action.

Clear Creek Baptist Bible College reserves the right to contact a student's parent(s) or family when a situation, i.e. discipline, health, etc. is deemed extreme, endangering the student or the CCBBC community as a whole.

Student's records are kept in the following locations:

<u>TYPE</u>	<u>LOCATION</u>	<u>PERSON RESPONSIBLE</u>
Academic	Registrar's Office	Registrar
Financial	Business Office	Director of Business Services
Financial Aid	Financial Aid Office	Director of Financial Aid
Housing	Physical Plant	Director of Maintenance Engineering
Housing	Kelly Hall Office	Director of Student Life
Christian Service	Christian Service Office	Director of Christian Service
Career Testing	Christian Service Office	Director of Christian Service
Disciplinary	Kelly Hall Office	Director of Student Life

All requests for access to records shall be presented in writing to the administrator of the office, which maintains the records. That office shall respond to any such request within ten days and shall specify the time and manner which records may be inspected. The administrator shall provide any necessary explanation and interpretation of the records. Copies of any records, except academic records and test scores, may be obtained at the current copying rate.

Clear Creek Baptist Bible College maintains a "Student Body Directory" each semester. The following information from student records is considered to be "directory information" unless the student indicates that he/she does not wish certain information released: Name, Address, Phone Number, Classification, Dates of Enrollment, Major, Date of Birth, Degrees Awarded and Received, Parent's Names, and Home Church. Students have until the end of the matriculation period to notify the Registrar's Office and Student Life office of any or all items they do not want released as "Directory Information".

The student has the right of appeal to challenge records, which he/she feels are inaccurate or misleading. Such appeal is to be submitted in writing to the Director of Student Life who represents the Student Life Committee from which the Appeals Committee shall be selected. The Committee shall notify the student of the time and place for the hearing, which shall be held within fourteen days of the request. The Committee shall render a decision in writing within ten days after the hearing.

**DRESS CODE**

Although not a measure of spirituality, manner of dress and grooming may reflect an individual's maturity, sensitivity, or understanding of appropriateness. Manner of dress also has an effect on their testimony in the local community as well as to those they meet while traveling. An appropriate standard of dress, neatness, and careful grooming is recognized as an essential element in the ministry of which we are a part. We recognize that adhering to these guidelines may involve temporarily setting aside personal preference. This will be a normal part of the ministry which God has called us to.

As a Christian and a member of the Clear Creek family each person is accountable for the image or appearance he or she portrays while enrolled as a student. Students are to be careful at all times of their personal cleanliness, modesty, grooming and neatness. For both men and women, clothing should never be too tight or revealing. Body piercing for males and females in class or chapel is not allowed (with an exception for female earlobes). Please do not hesitate to discuss this with the Director of Student Life.

With all this being said, please refrain from wearing jeans with rips, shorts, T-shirts, athletic sports attire, sweat pants, or flip flops to class or chapel. Ladies leggings are permissible in class/chapel only if covered by a mid-thigh to knee-length appropriate top.

## PUBLIC SCHOOLS

The Clear Creek school calendar is developed through the Academics office. There are several possibilities for education of school children in nearby schools. Pineville City Schools (about four miles from campus), Bell County Public Schools (approximately five miles from campus) and Gateway Christian School are available. Campus children can be transported by school bus to schools in the Bell County School system. Students in grades K-8 may attend Bell Central School and students in grades 9-12 may attend Bell County High School. Students in grades K-12 may attend Pineville City Schools, however, transportation is not provided. (Pineville City Schools is limited on the number of students that can enroll if the student lives outside the city.) Gateway Christian School, 3K-12, is in Middlesboro, Kentucky (approximately twelve miles from campus). Those who attend Gateway must pay tuition and provide their own transportation.

The relationship between Clear Creek and the public schools serving our needs is both harmonious and mutually helpful. Parents are to exercise Christian maturity in relation to the educational process of their children. They should not allow unnecessary absences or repeated leaving of school early. This does not promote a proper attitude about school in our children or in the faculty of their school.

## CHAPEL ANNOUNCEMENT/OFFERINGS

Chapel time is not usually devoted to announcements. During the semester, announcements will be made through the Student Life Facebook group. Chapel monitors, managed by Information Technology, also will be scrolling announcements before services. Campus organizations and activity announcements must have prior approval from the Director of Student Life. *Also see Office of Technologies section.*

There are three mission offerings taken in Chapel each year: The Annie Armstrong (March) Easter offering, the Lottie Moon Christmas offering and the Eliza Broadus (September) State offering.

On occasion, a love offering will be taken to help with critical special needs.

## SCHEDULING EVENTS ON SCHOOL CALENDAR

To schedule an event on the school calendar, a written request must be given to the Director of Student Life two weeks in advance. The Student Life Office will notify individuals when events are approved.

## TELEPHONE USAGE

Local calls can be made from the phone located in the Foxes' Den. The office telephones are business phones reserved for the use of the school personnel.

## COURTESY TO VISITORS

A large number of people visit Clear Creek throughout the course of a typical school year. With greater accessibility to the College and the greater mobility of people, even more visitors can be expected in the days to come.

Whether these people come from local areas, nearby towns or distant parts of Kentucky or beyond, it is important that they be shown a spirit of Christian courtesy and friendliness. It is wise to remember that visitors and guests will take the impressions of Clear Creek and Christian ministry they receive from us back to their homes and churches. The old days should be remembered, "You don't get a second chance to make a first impression."

## FINANCIAL CRISIS

### AGAPE FUND

*“But if anyone has this world's goods (resources for sustaining life), and sees his brother and fellow believer in need, yet closes his heart of compassion against him, how can the love of God live and remain in him?”*  
I John 3:17 (amplified).

One objective of Clear Creek is to nurture God-called students as they prepare for the Lord's work. Almost every student family has continuing financial needs, which at times may become critical. The Agape Fund, an account established by the student body and maintained through donations received periodically from members of the campus family and others, is for emergency financial need that may arise in the life of a student during his stay at Clear Creek. Normal financial responsibilities must be met through other means.

The Director of Student Life oversees the Agape Fund. Students may contribute to the Agape Fund at any time. Love offerings may be taken during designated chapel services to help keep money in the fund at all times. Announcements will be given prior to the chapel service when the Agape Fund offering will be taken. See the following for procedure for obtaining funds from this account.

When a special offering is taken up for a specific person or need, this money will be put in the Agape Fund and either a check or cash will be given from this fund. This, too, is to be recorded as to the amount and to whom or what it is given. Thus, no special class or area offerings are to be given except through the Agape Fund.

#### Procedures for Obtaining Funds from the Agape Fund Account

The student in need will fill out an Agape Request form and present it to the Student Life office. The Director of Student Life or an appointee of the Director of Student Life will act upon the request.

After talking with the student in need, the Director of Student Life will send a check request to the Business Office or explain to the student why his or her need does not qualify. If a student has a financial emergency, which requires immediate attention, he or she may go directly to the Director of Student Life. If the Director deems the request justified, he may give the student the needed funds. The student will sign a receipt for the amount of cash given.

There are circumstances in which a student may have a financial need, which does not justify a gift from the Agape account. The student may approach the Director of Student Life for a loan from this account. The Director of Student Life will determine the amount to be loaned based on need and the student's financial condition. **The loan must be repaid during the semester in which it was taken out. The deadline for the fall semester is November 15 and April 15 for the spring semester.** If not repaid the amount of the loan will be added to the student's account and must be paid before the student will be allowed to register for the next semester.

#### GUIDELINES FOR THE AGAPE FUND

1. Agape funds are limited to students and student families. No funds will be given or loaned to an individual or the family of an individual not currently enrolled in Clear Creek Baptist Bible College.
2. Requests for financial help from the Agape Fund are to be of an emergency nature. Routine and regular bills such as rent, utilities (electric/gas/water) cellphone, internet telephone, cable, insurance, or car payments are **NOT** to be paid from the Agape Fund. If a financial crisis has made such a bill impossible to pay, Agape Fund assistance may be considered.
3. The amount of assistance given a student or student spouse will be determined by the Director of Student Life. Factors taken into consideration will be: the nature of the need; the overall financial

condition of the student; the amount of assistance which may be sought from other sources: i.e. parents, friends, a church and the total amount needed to get the student through the emergency.

4. Students or student spouses seeking assistance from the Agape Fund should be prepared to answer questions as to why the need has arisen.
5. If a pattern of dependence on the Agape Fund develops the student and his or her spouse may be required to enter some form of financial counseling as determined by the Director of Student Life before further assistance is rendered.
6. All information concerning Agape Fund applications will be considered confidential and will be limited to those persons necessary to make application and actually issue a check or cash.
7. When unexpected campus emergencies or a situation beneficial to aide students arises, the Agape Fund may be administered as a gift or loan at the discretion of the Director of Student Life.

#### STUDENT SPONSORSHIP PROGRAM

Students enroll through the Student Life Office. Churches and individuals sometimes desire to help students. The Student Life Office matches up the students' needs with incoming help.

#### CAMPUS ORGANIZATIONS AND EVENTS

##### MEN'S MINISTRY/WOMEN IN MINISTRY

Clear Creek is home to an active Men's Ministry and Women in Ministry in which the participation of all students is encouraged.

##### CHOIRS

Clear Creek Singers is an ensemble that performs each semester. Interested parties should contact the music department. When qualified people are available age graded choirs will be offered. Choirs generally meet once a week.

#### PURPOSE STATEMENTS

##### Women in Ministry:

Our goal is to minister to the women of Clear Creek Baptist Bible College by offering opportunities that would aid them in spiritual growth and development, to provide moments to build relationships with other campus ladies, and to help equip them for ministry.

Men's Ministry: The purpose of the Men's Ministry is to help men develop Christ centered friendships with other men and be an encouragement to them as they try to live the lives that God has called them to. It is a time to study, fellowship, pray and work side by side as men of God.

Children's Choir: To teach, encourage, and engage children in the performance and enjoyment of music.

##### CAMPUS REVIVAL

Every spring and fall a "CAMPUS-WIDE REVIVAL" is held for all students, students' families, and faculty/staff. It is a great time of inspirational preaching (a special guest speaker brings the messages), sharing testimonies, and tremendous singing.

##### OTHER ACTIVITIES

During the school year many different activities are provided for students and their families. Provision is made for varied activities which will appeal to all ages including a Valentines Dinner, Talent Show, Potluck Picnics, Concerts, Chili Cookoff, etc. All such activities are scheduled through the Student Life office where students may inquire about any upcoming events.

Christmas Season Events: As the fall semester winds down to a close, and the holiday season is in full swing, there is a special atmosphere throughout the campus. The festivities begin the week before Thanksgiving and continue through first week of December, is a time to reflect upon our Savior's birth and share in the blessings from many who love and support CCBBC. Three events help foster such an atmosphere.

1. Clear Creek Christmas

The Christmas season begins the Friday before Thanksgiving with a special night of Scripture reading and devotion concerning Christ's birth orated by the President followed by the lighting of the Nativity and Christmas tree by the gazebo. Special Christmas songs are sung in worship to the King as we make our way back to Kelly Hall for a time of fellowship and activities as we celebrate the birth of Christ during this special time of year. During the Christmas season and many times throughout the year friends and Alumni of Clear Creek donate food and monetary gifts to students which are disseminated to students through the Student Life Office.

2. Turkey Day

Alumni donate funds, turkeys and potatoes so that each degree-seeking student receives a cash gift, a turkey and sack of potatoes. Faculty/Staff also receive a turkey and potatoes.

3. Shopping Spree

Many individuals, groups and churches donate funds to the college. The College prepares and distributes a Christmas monetary gift for each degree-seeking student. This wonderful gift helps students and their families during the Christmas season.

## THE CLEAR CREEK MALL

The Clear Creek Mall is a thrift store designed to assist members of our Clear Creek family (current faculty, staff, enrolled students and their immediate families) by providing clothing at a nominal fee as such items are available. Students should remember that all items in the Mall are donated and, therefore, cannot be controlled as to quantity, styles or sizes.

The following Mall guidelines must be followed in order to be good stewards of what God provides:

1. You may shop only for members of your family who currently reside with you.
2. Shop for immediate needs and not future needs so as not to deprive others of current needs.
3. Certain items will be limited according to supply and demand.
4. All persons shopping at the Thrift Store must pay cash. Due to limited space we cannot hold items for you. Please do not ask our volunteers to allow you to charge or to hold items for you.
5. Because all prices are kept at a minimum (the majority of items are priced at 25 cents per item) there are no refunds or exchanges.

## STUDENT SERVICE FEE

A student service fee is assessed for all full or part time students. The service fee helps defray the expense incurred by the school for the extension of a wide array of student services. Some of these services are: medical and dental clinics; operation of the mailroom; mailbox rental; all fellowships; campus activities where food or drink is provided; Women in Ministry; Men's Ministry; and the Senior Tea. The Student

Service Fee is not for any one area of campus life but covers the entirety of student life and therefore cannot be waived.

### SCHOOL CLOSING (CCBBC)

Clear Creek Baptist Bible College uses the “One Call Now” notification system to send closing alerts to faculty, staff and students via email, text and phone voice message.

To find out if CCBBC is closed due to inclement weather tune into the following medias:

TV = Channel 27 Mountain News - (Channel 7) / Channel 10 WBIR – Knoxville, TN

INTERNET = [www.wbir.com](http://www.wbir.com) and select the school closing link.

One may also check our Facebook page for updates.

If commuting from an area outside the above listings call 1-866-340-3196 ext. 324 (Information). This message will be recorded by 5:45 a.m. if CCBBC is closed. It is rare for Clear Creek to close. Arrangements may be made for overnight stays by contacting the Director of Student Life at ext. 185.

Students are advised to use their own judgment in traveling to CCBBC during inclement weather.

## SINGLE STUDENT, COMMUTER, AND GRADUATE HOUSING

### KELLY HALL AND MELZONI-ALUMNI APARTMENTS

Kelly Hall is the residential dorm for male single students, male commuters and some faculty and staff. Melzoni-Alumni Apartments is the residential dorm for female single students and some faculty and staff. The Director of Student Life distributes regulations governing Kelly Hall and Melzoni-Alumni Apartments to each resident in a Kelly Hall/ Melzoni-Alumni Apartments Handbook. The Kelly Hall dining room serves as cafeteria and meeting place for both on and off campus groups. Reservations for the use of Kelly Hall dining room should be made through the Food Services Coordinator. Non-residents visiting in Kelly Hall are reminded to be thoughtful and courteous of those individuals who reside there.

The Director of Student Life reserves the right to consolidate empty spaces within the buildings or make reassignments when vacancies occur during the semester, summer or winter breaks, and summer school.

### SEMESTER HOUSING – KELLY HALL AND MELZONI-ALUMNI APARTMENTS

Semester housing for full-time new single students begins the Saturday before orientation week and ends the weekend of finals week (17 weeks). New students moving into campus housing must pay the required housing application fee of \$50 and a refundable housing security deposit of \$100 (\$50 for commuters) as well as one-fourth of the estimated semester charges before keys are issued. Semester housing is charged to student's account.

Semester housing for full-time returning single students begins the Saturday, before classes begin and ends the weekend of finals week (16 weeks). Returning students may move in only if their student account balance is zero. A refundable housing security deposit of \$100 (\$50 for commuters) as well as one-fourth of the estimated semester charges must be paid before keys are issued. Semester housing is charged to student's account.

Fall Reservations must be made with the Director of Student Life and a \$25.00 reservation deposit paid by the end of spring semester in order to reserve a room for the following fall semester. The deposit will be applied to the student's account for college expenses upon enrollment for the fall semester. The Student Life Director must be notified in writing by July 1 if student plans not to return or deposit will be forfeited. Students who make a fall reservation but fail to pay this deposit by the end of spring semester will be charged a non-refundable \$25.00 reservation fee due prior to receiving housing for the fall semester.

Students who stay in campus housing for the summer are not required to pay the \$25 reservation deposit for the fall semester. Failure to complete this fall reservation process, as stated above, will result in re-application for student housing and payment of a \$50 non-refundable fee.

Spring Reservations must be made with the Director of Student Life by November 15 (prior to the end of the fall semester) in order to reserve a room for the following spring semester. There is no fee for spring reservation.

Students do not have to vacate their rooms for holidays, fall and spring breaks, or winter break.

#### SUMMER/WINTER HOUSING – KELLY HALL AND MELZONI-ALUMNI APARTMENTS

Summer Reservations must be made with the Director of Student Life by April 15. Summer rent (May, June, July, August) is \$75 a week and residents are responsible for paying their rent online or in the Business Office at the beginning of each month. Summer rent cannot be charged to student account. It is an out of pocket expense. Summer dorm residents will be required to participate in cleaning the common areas each week as needed. Winter rent for three weeks (\$75 a week) will be charged to students account at the beginning of the Fall semester.

#### GRADUATE PROGRAM HOUSING

1. Undergraduate students desiring to remain on campus in student housing for the graduate program, must notify either the Student Life office or the Physical Plant office and be enrolled, accepted, and registered for classes no later than May 1<sup>st</sup> for the Summer semester. Undergraduate students planning to begin the graduate program in the Fall semester will be responsible for summer rent and must be enrolled, accepted, and registered for classes by May 30<sup>th</sup>.
2. To remain active in the graduate program and live in campus housing, students must be full time, taking at least three or more competencies each semester. In special circumstances, students may apply for a housing waiver for part-time status through the Academic office. Students must remain enrolled on a continuous basis in order to remain in student housing. If a student ceases to maintain continuous enrollment, they will have 30 days to vacate student housing.
3. Graduate students must apply for housing by completing an online housing application form as follows: Single graduate students will apply for dorm housing through the Student Life Office. Single graduate students may also apply for a single dwelling apartment at Hemlock Heights through the Physical Plant office. Graduate students seeking family housing will apply for housing through the Physical Plant office.
4. Graduate students may apply for a housing rent scholarship through the Financial Aid office.
5. Graduate students are responsible to adhere to all Clear Creek handbook policies and procedures.
6. Graduate students living in single student dorm housing are not required to attend weekly floor meetings and monthly joint hall meetings.
7. Graduate students living in single student dorm housing are required to undergo a room inspection once a semester conducted by Directors of Student Life. The Directors of Student Life may enter the room, with appropriate notice given.
8. Graduate students living in single female student dorm housing will be required to help clean common areas.
9. Graduate students in single student dorm housing will report directly to Student Life Directors and are not under the Resident Assistants. However, all Graduate students are expected to uphold an attitude of Christian love.

10. Graduate students living in a single student apartment at Hemlock Heights apartments must follow all policies for non-dorm housing per the Student Handbook. See Student Handbook sections on *Standards of Conduct* and *Physical Plant*.

#### VACATING STUDENT HOUSING – KELLY HALL AND MELZONI-ALUMNI HALL APARTMENTS

If a single student is vacating campus housing before they graduate, they must give a 30-day written notice to Student Life and follow the check-out policy as follows: student must first clear business office during business hours, empty their room of all personal belongings, clean their room thoroughly, have a check-out inspection completed by Student Life during business hours unless previous arrangements are made, and turn in room key (replacement key is \$15). If their room is left in satisfactory condition and they follow check-out policy, they will receive their security deposit refund.

Graduates are not required to give a written notice but must follow the same check-out policy and vacate housing by the Monday following graduation. A written request must be submitted to Student Life to stay beyond the deadline. Students who fulfill their academic requirements in December are expected to vacate campus housing by the Monday following December finals. A written request must be submitted to Student Life to stay beyond the deadline. Check-out policy must be followed in order to receive a refund of the security deposit. Failure to follow check-out policy will result in forfeiture of security deposit.

Student who are not staying for the Summer must follow check-out policy and remove all personal belongings from student housing (or rent charges will be incurred). Personal items will not be stored over the summer.

Students do not have to vacate housing or remove their belongings over winter break if returning for the following spring semester but are required to make spring reservations (see above). Lost or stolen items are not the responsibility of the college or it's personnel.

#### STUDENT FAMILY HOUSING

*Students with families see the Physical Plant section of this handbook for campus housing.*

#### GUEST ACCOMMODATIONS

Those desiring guest accommodations must make arrangements with the Director of Student Life. Due to limited availability of rooms, this must be done as much in advance as possible. A very moderate scale of charges has been established to meet the cost of providing guestrooms. Because of limited guest accommodations, reservations during graduation week are limited to one unit per graduate family. Non-resident guest in Kelly Hall are reminded to be thoughtful and courteous of those individuals who reside there.

RV parking is available for guests. This is located in the Harmony Heights housing area and includes electric and water/sewage hook-up. The cost to hook-up is \$15/day. Please check availability of these limited spaces with Administrative Assistant to the Physical Plant.

Extended stay of guests in campus housing is discouraged. Housing units are assigned for student and immediate family use only. Issues of privacy, security, and perceptions necessitate a student living in assigned student housing. Campus resident and commuter students, who stay overnight, are expected to live/stay in assigned student housing for personal privacy, protection, and integrity. Extenuating circumstances must be addressed with the Director of Student Life or the Dean of Administrative Affairs. Guests are not permitted to have pets in student housing. Pet boarding is available at the Bell Co. Animal Clinic, (606) 248-4243. Clear Creek is an alcohol/drug/tobacco/vaping free campus. Violations could mean forfeiture of use of campus housing.

Here at Clear Creek, it is very important that we display high moral standards. The Bible says in 1Thessolians 5:22, "Abstain from all appearance of evil." Therefore, we must all strive to be above reproach in all of our actions.

## HEALTH SERVICE OPTIONS

CCBBC offers health services through Teladoc to provide students with access to healthcare, when needed, anytime, anywhere. Through Teladoc, via the internet or a phone line, instant consultation with a doctor can be done without a copay. Teladoc can contact local pharmacies if a non-narcotic prescription is needed and give medical care for a broad range of basic medical needs.

## COUNSELING SERVICES

All members of Clear Creek's faculty/staff are available to help students by giving short-term counseling concerning problems of a personal, domestic, spiritual, financial or emotional nature. Long-term professional counseling is offered to Clear Creek student/families by appointment. Contact the Director of Counseling Services, Dr. Donavon Burton to make an appointment. Students may seek counsel without it being reflected on their record unless needed due to personal or campus safety/security.

## FOOD SERVICES

CCBBC Dining Services provides breakfast and lunch to all on campus students within a 17-week semester meal plan. The meal plan is paid via scholarships. A single student meal plan cost is \$1530 and a married student meal plan cost is \$2295. Married students may purchase meals for their children at a rate of \$5 per meal and commuter students pay \$10 per meal. These meals can be paid utilizing Square payment services provided by CCBBC Dining Services at Kelly Hall.

## FAMILY LIFE, CONFERENCE CENTER, AND CAMPS (FLCC)

### PURPOSE

The purpose of the Clear Creek Baptist Bible College Family Life and Conference Center (FLCC) is to provide a wholesome environment for recreation and allow the College a means to minister to the total person, body, soul and spirit. "A family that plays together grows together". This center is a vital part in equipping our students to become the most effective ministers possible for our Lord. It provides a comfortable surrounding for education, instruction, recreation, conference, and physical fitness for students, faculty, staff, alumnus and visitors.

### CALENDAR

The FLCC publishes a monthly calendar listing events and related information. The calendars are distributed through email. Calendars are also posted on bulletin boards throughout Campus. Extra calendars may be picked up at the FLCC Control Counter.

### REGULAR OPERATING HOURS

Please refer to the FLCC Monthly Calendar or contact Director or Assistant of the FLCC for regular operating hours.

### CLOSING TIME

All equipment should be returned to the control counter, locker rooms emptied and the building vacated by closing time. We will do our best to open on time, and with your assistance, close on time. There are specific times for opening and closing of the swimming pool, ceramic room and nursery.

NOTE: In being good stewards of God's resources the FLCC reserves the right to close down for the night within half hour to an hour of the scheduled closing time, if there are no participants in the building.

#### QUALIFICATIONS FOR PARTICIPATION

1. All currently enrolled full or part-time students, alumnus, faculty/staff members of Clear Creek Baptist Bible College and their families, along with Veterans or active military service members, are eligible to participate in the recreation of the FLCC without a fee.
2. Eligibility to participate will depend on an individual's willingness to abide by the policies and procedures approved by the college staff governing the use of the facilities. Any unwillingness or disruptive behavior or unsportsmanlike-conduct could result in the loss of privileges at the FLCC. Such decisions will be at the discretion of the Director of the FLCC.
3. A parent or guardian must accompany children under the age of 10. Parents/guardians are responsible for their children in all areas of the facility. Only Exception: Special functions for this age group where adult supervision is provided by the FLCC staff.
4. Thirteen (13) is the minimum age to be responsible for a child under the age of 10 at the FLCC. This includes an older brother, sister or babysitter. This person must stay with the child under their care. Parents or guardians must send a note giving permission for their child to be at the FLCC under someone else's care.
5. All non-expendable equipment destroyed must be replaced by the individual; if a child under age 18 destroys equipment the parents of individual causing the damage will be held responsible.
6. The FLCC or Clear Creek Baptist Bible College or employees or volunteers of Clear Creek Baptist Bible College will not be responsible for lost or stolen articles. However, a lost and found section will be kept at the Control Counter. After proper identification is made of the item, it will be returned. Items will be discarded if not claimed within 30 days.
7. All persons should strive to keep the FLCC as organized and clean as possible. Always leave the facility the way you found it or better than you found it.
8. Any persons indicating heart, respiratory or extreme high blood pressure problems will be required to submit a written permission statement from a doctor before privileges can be extended.
9. All personal equipment should be placed in lockers in the pool restrooms and not left on the gym floor, in hallways or areas where someone may trip and fall.
10. Running is not permitted in any part of the FLCC except in the gym.

#### GUESTS, VISITORS, AND PROSPECTIVE STUDENTS

1. Campus members can welcome guests. More than (8) guests will require prior approval from Director of FLCC and Camps. Campus members must accompany their guests at all times and will be held responsible for their conduct.
2. There is no charge for visitors of campus members or for prospective students and their immediate family.
3. Other visitors, not invited or a guest of a campus member, must fill out a registration form and pay a fee of \$5.00 per person, Veterans and children under 5 free.

4. For first time visitors a FLCC staff person will familiarize them with the facility, equipment, and rules/regulations, if necessary.

#### RESERVATIONS

1. All reservations for organizations, groups and/or individuals must be made through the Director of FLCC and Camps. If activities are not scheduled at least (1-2) weeks in advance, reservations will depend on availability of FLCC staff.
2. Organizations or individuals reserving facility for their event must check with the Director of FLCC and Camps for dates, times and cost.
3. There must be a FLCC staff member in the building when it is in use. Except when faculty and/or staff are using the facility or with special permission given by the Director of FLCC and Camps.
4. All groups must have adequate adult supervision. One adult to 5 youth or children. Co-ed groups must have both male and female chaperons.
5. All groups utilizing the FLCC will be responsible for policies and procedures established in this manual and for following instructions of FLCC staff personnel on duty.
6. Reservation, confirmation, hold harmless and agreement forms along with Rules and Guidelines will be sent to the person making the reservations. Person making reservations will be responsible for informing their guest of the Rules and Guidelines. Groups are required to vacate the facility at the time indicated on the reservation sheet.
7. Organizations, groups and individuals reserving the FLCC must sign hold harmless agreement or bring a copy of proof of insurance.
8. Damages incurred by members of a group during reservations will be considered the financial responsibility of the person/s or the organization in charge.
9. Questions concerning the use or enforcement of these policies should be directed to the Director of FLCC and Camps.
10. Non-campus visitors may reserve the facility, as well as campus members, contacting the Director of FLCC and Camps for dates, times, availability and cost.

#### EQUIPMENT CHECK-OUT COUNTER

1. Only authorized FLCC staff and personnel are allowed in the control counter room.
2. Any equipment checked out is the responsibility of the individual or group who checked the equipment out. The individual who checked out the equipment must return equipment. Equipment is to be used for its intended purpose only.
3. No equipment will be checked out 5 minutes before closing.
4. All equipment is to be returned 5 minutes before closing.
5. Check out procedure is as follows:
  - a. Person must be 10 years old to check out equipment.
  - b. Continuous failure to return equipment will jeopardize individual and family use of facility.

## GYMNASIUM

1. Each individual must sign in at the entranceway of FLCC.
2. Shoes will be checked for sole cleanliness by FLCC staff prior to entrance onto the gym floor, when deemed necessary.
3. All activities must be scheduled in advance through the Director of FLCC and Camps.
4. All children under the age of 10 will be under direct adult supervision, or person given permission by parent to care for children, at all times. Children will not be permitted to go unsupervised while adult is participating in other FLCC activities.
5. Personal equipment will not be used without FLCC staff approval. No basketballs, skates, etc. that have been used outdoors will be permitted.
6. Skating in the Gym, see #1 under Skating.
7. Appropriate clothing such as shoes, shirts, etc. are to be worn at all times. Modest attire is expected of all participants. For FEMALE GUESTS-the showing of underwear, bra straps or cleavage is prohibited. Spaghetti Strapped Tops are prohibited. Skirts and shorts must be at least knee length. Leggings and Leotard/Yoga type pants that are form fitting are prohibited. (Ladies please be aware of tops that hang down when you bend over.) MALE GUESTS-pants that are baggy and hanging off the hips and the showing of underwear is prohibited. Shirts that are cut too low in front and on the sides are prohibited. Proper clothing and shoes must be worn at all times throughout entire facility.
8. Only approved kick-balls will be used for special supervised games. No kicking basketballs, footballs or volleyballs in the gym.
9. A member of the staff will set up any equipment needed for activities in the gym, with assistance from persons requesting special set up.
10. No participant is to hang from or climb on the basketball goals, or any equipment in the gym. Any assistance needed for retrieving balls, using equipment, etc. will be coordinated with the FLCC staff on duty.
11. Participants or guests should avoid hitting the ceiling, lighting, heating and air condition units with a ball or any other object.
12. No food, drink or chewing gum will be allowed in any part of the facility except the conference/recreational room upstairs.
13. Scoreboards, microphone jacks and electrical equipment, which has been installed for use during large events, must be operated only under the guidance of a member of the FLCC staff or trained personnel approved by the Director of FLCC and Camps.
14. No one is to run, play on or crawl under bleachers.
15. Only non-marking tennis (gym) shoes are to be worn on the gym floor. Street shoes or boots are not permitted.

## SKATING

1. Full court skating in the gym is available only when no one else is using the gym for other activities. Half court skating may be allowed while other activities are going on, if there are not many guests in the gym. The FLCC control counter worker will determine whether there are too many in the gym for half court skating. Orange safety cones will be at mid-court to divide skating from other activities. No one is allowed to play basketball or any other activity while wearing skates.
2. Skates will be checked out from the control counter and returned as soon as the session is over.
3. Socks must be worn with all skates.
4. Skates are not to be worn outside the gymnasium. An individual leaving the skating area must remove skates. This includes going to the restroom or water fountain in the hallway.
5. Any mechanical failure of skates should be reported as soon as observed to the FLCC staff.
6. Flow of traffic will always be the same.
7. All skaters are subject to obey the request of FLCC staff. Failure to comply may mean dismissal from the floor.
8. Personal skates are permitted with the approval of the FLCC staff personnel on duty only.

## SWIMMING POOL AREA

1. Each individual must sign in at the entranceway of FLCC.
2. All pool rules are to be followed.
  - a. No running.
  - b. No rough housing.
  - c. No diving.
  - d. **No chewing gum, food or drinks are allowed in the pool area.**
  - e. No glass containers are allowed in the pool area.
  - f. Only approved swimming apparel may be worn, no cut off clothing items will be allowed in the pool. (See number 6 below).
  - g. For everyone's safety, the lifeguard has final say in the safety of swimmers.
  - h. No Band-Aids - Persons with open cuts will not be allowed in the pool.
  - i. No child under the age of 10 will be permitted in the Pool unless the parent is in the Pool area with the child.
  - j. No hair pins or clasps allowed.
3. All Pool activities programmed or otherwise, will be scheduled through the Director's Office.
4. Participants who cannot swim will not be allowed in the deep end of the pool or where water is over their head.
5. All children must be checked for swimming ability. Individuals will be required to swim the width of the pool and back without stopping to be permitted in the pool where water is over their heads with their feet flat on the bottom of the pool.
6. Modest swimming apparel is expected (no French cuts, or thongs will be accepted.) For Female Participants-Two-piece swimsuits are prohibited, however, a dark colored tank top or t-shirt may be worn over the two-piece swimsuit. Swimming apparel that does not meet the standards of the lifeguard will be directed to the Director of FLCC before entering water.

7. All swimmers must dry off completely before leaving pool area.
8. Swimming apparel will not be worn as an outer garment anywhere in the FLCC except the pool area.
9. Flip flops, sandals or other shoes are a must, to be worn to and from pool area and in restrooms for sanitary reasons. This will keep dirt out of the pool and help prevent people from slipping on slippery surfaces.
10. Swim supports are encouraged such as water wings, life vest, kickboards, noodles, etc.

#### POOL DRESSING ROOM

1. Dressing rooms are to be used by those participants using the pool.
2. Participants must provide their own locks when using lockers. Locks are encouraged, but they must be removed nightly.
3. No lockers will be assigned to participants on a permanent basis, except FLCC employees, and college faculty and staff.

#### NURSERY

Hours: The nursery is open during FLCC hours.

#### Guidelines:

1. Each individual must sign in at the entranceway of FLCC. Parents must fill out a registration form for each child.
2. Parents leaving their children in the care of the FLCC nursery must stay on the premises, unless prior agreement is made with the Director of FLCC and Camps.
3. Diapers, wipes, drinks and snacks for the children must be supplied by the parents.
4. If a child is brought to the FLCC nursery by another person other than the child's parents, the responsible person must remain on the premises and a note from the parents/guardians must be sent to the FLCC giving permission for that child to be left in the care of the FLCC nursery staff.
5. No more than five children are permitted in the nursery per one worker in order to administer proper care. No more than ten children will be permitted in the nursery at any time.
6. If a child is sick or has had symptoms of an illness during the day (running a fever, vomiting, has diarrhea, head or chest congestion, conjunctivitis or any other contagious diseases), we will not accept the child in the nursery. If the child experiences any of these illnesses while in our care, the parent will be paged in order for them to take the child home.

The FLCC nursery is provided by the college as a courtesy to the students, faculty, staff and alumnus of Clear Creek Baptist Bible College.

## CONFERENCE ROOM

1. Each individual must sign in at the entranceway of FLCC.
2. All eating and drinking is to be confined to the designated area.
3. Participants should clean tables and the general area after use.
4. Tables and chairs in the Event Room area are not to be moved to other areas of the FLCC without permission by FLCC staff.
5. All spills should be reported to a member of the FLCC staff immediately.
6. Do not abuse vending machines. If the vending equipment malfunctions, please bring it to the attention of a member of the FLCC staff. DO NOT HIT OR ROCK THE MACHINES.

## GAME ROOM

1. Each individual must sign in at the entranceway of FLCC.
2. A FLCC staff member will assist participants in correct usage of all games and equipment.
3. Equipment must be checked out at the control counter and should not be loaned to other individuals. The person checking out the equipment will be responsible for care of equipment.
4. Game tables are not to be sat on or moved from their positions.
5. No food, drink or chewing gum allowed in the game room.

## WEIGHT ROOM

1. Each individual must sign in at the entranceway of FLCC.
2. This is a room for developing personal physical fitness and should be used with this in mind. No certified staff will be on duty. All persons using the weight room equipment will use at their own risk.
3. Children under 18 years of age must have a parent present or may be with an adult with written permission from parents to use weight room equipment.
4. Anyone using this room must have basic instructions on the proper use of equipment. If first time visiting, please ask for help for proper instructions on how to use equipment. Again, no certified staff will be on duty.
5. Participants will be held financially responsible for any and all damages to weight room equipment due to abuse of equipment.
6. No horseplay or loitering in weight room.
7. Modest shirts, and shorts or pants are required to be worn. Some examples are: For Men: Shorts should reach to the top of the knee, the showing of underwear and shirts that are cut too low in front and on the sides are prohibited. For Women: Spaghetti strapped tops, the showing of underwear, bra straps, cleavage or back are prohibited. Shorts should reach the top of the knee, leggings and leotard/Yoga type pants that conform to the body are prohibited.

8. When an individual is heavy lifting they must have at least one person with them at all times. If you do not have someone, please ask an employee if available to sit in room with or spot you if needed.

#### CRAFT/CERAMIC ROOM

1. Each individual must sign in at the entranceway of FLCC.
2. Children younger than 10 are permitted if they sit quietly beside their parent. Only participants working in arts and crafts will be permitted in this area because of space limitation.
3. All tools and equipment are to be cleaned and returned to original storage places immediately after use.
4. Participants should handle only their own green ware or ceramic piece.
5. Only a FLCC staff member or designated person will load or unload the kilns.
6. Prior to cleaning green ware or painting items, always cover counter and tabletops with newspaper or other material. Do not open paints or other supplies on uncovered counter or tabletops.
7. Projects not made at the FLCC may be fired in the FLCC kilns for a fee, on a space available basis. Ceramic room worker can provide fee estimate.
8. Permanent supplies and materials belonging to the FLCC ceramic room are not to be loaned or removed from the FLCC.
9. Entire balance for ceramics must be paid at time of order.
  - a. Persons must pick-up ceramic piece within 7 days from date fired.
  - b. Any item left for more than 30 days at any stage of its development will be discarded.
  - c. No refunds will be given.
10. Ceramics are for Clear Creek faculty, staff, students, alumnus and their families. Orders for churches, birthday parties, 4-H groups, etc. are permitted but may have to be ordered two months prior to event unless items are available and paid for immediately.
11. Please clean all areas prior to departing. This will help us to keep the facility clean for your use.
12. No children are permitted in the paint or kiln room.
13. Please ask the staff member on duty for assistance and any questions you may have.
14. No paints and/or tools will be issued out 30 minutes before closing.
15. All paints and tools are to be returned 15 minutes before closing. All painting should be stopped 30 minutes before closing to allow drying of paint, so item may be carried home.
16. The cost of ceramic pieces for visitors is written on pieces. Campus members will receive a 40% discount on items \$10.00 and up. There is a price list for items \$3.00 - \$9.00. Anything under \$3.00 is the same as visitor prices.

**TENNIS COURT**

Currently under construction

**ATHLETIC FIELD**

1. The athletic field is provided primarily for the use of Clear Creek families and campus organizations.
2. Any persons or visiting groups wishing to use the field or tennis court must reserve it through the Director of Student Life.
3. Student pastors may use the field for their church athletic events, but must first reserve it to avoid conflicts.
4. The athletic field and tennis court is not to be used when a scheduled meeting for all the campus community is in progress.
5. Appropriate clothing (shirts, etc.) will be worn at all times. Modest attire is expected of all participants.
6. Pavilion usage for events needs to be scheduled with the FLCC Director.



## ADMINISTRATIVE AFFAIRS

The Dean of Administrative Affairs administers business affairs for the college. The Administrative Affairs team consists of the Executive Assistant to the Administrative Dean, Director of Information Technologies, Director of Educational Technologies, Director of Financial Aid, Director of Business Services, Director of Maintenance Engineering, Director of HVAC/ELEC Maintenance Engineering, Maintenance Engineer/ Groundskeeper, Physical Plant Administrative Coordinator and dedicated student workers. This team of dedicated professionals is committed to serving the student body.

### BUSINESS SERVICES

#### BUSINESS OFFICE

The Business Services Office is open Monday thru Thursday 8AM – 4PM (closed the noon hour for lunch break) and Friday 8AM – Noon. The following services are available: check cashing, making change, selling stamps, payments on accounts, questions regarding student accounts, accounts payable, payroll, employee records, UPS Services, USPS, and FED EX, etc.

#### WORKER'S COMPENSATION

Worker's compensation insurance is provided for all employees. If an employee is injured, notify your Director IMMEDIATELY. When possible, notice should be in writing. Failure to notify your Director could result in denial of benefits. Director is responsible for completing Worker's compensation report and submitting to American Church Group of Tennessee as soon as possible.

If medical care is needed to treat a workplace injury, an employee may select the physician or medical facility to render care. For work-related injuries, treatment must be sought from an American Church Group Insurance Company provider, except for emergencies. For an emergency, the injured worker should seek treatment from the closest emergency room.

#### INSURANCE

Students are not required to maintain medical insurance as a requirement for Clear Creek Baptist Bible College. Although the institution does not require students to carry medical insurance the federal government Affordable Care Act requires most everyone to obtain health insurance for themselves and their dependents or pay a penalty when filing their tax returns. Students are able to purchase medical insurance through an individual broker or the ACA Marketplace by going to [www.HealthCare.gov](http://www.HealthCare.gov).

#### POSTAL SERVICES

Each student family is assigned a mailbox (located in the Foxes' Den) when moving onto campus. Each student's mailing address is:

Student's Name (Please use first and last name; no nickname)  
300 Clear Creek Road  
Pineville, KY 40977-9752

If someone is living in a student's home with a different last name than the one on student's mailbox, please notify the Business office so mail can be properly distributed.

Mailbox keys are issued by the Business office upon arrival (two keys for married students and one key for single students). Lost keys can be replaced for a fee by contacting the Business office. Any trouble with a mailbox should be reported to the Business office.

The Post Office delivers mail to campus Monday through Friday. (This schedule is subject to change. Contact the Business Office for more information.) The Business Office is responsible for the disbursement of all mail. Notices will be emailed to individuals to report receipt of packages or other mail that will not fit in the mailbox. Such mail will be kept at the Business Office until it is claimed.

Stamps may be purchased at the Business Office for mail going off campus. There is a slot marked "outgoing mail" on the mailroom door for mail going off campus. Mail is picked up by the mail carrier on the next scheduled delivery day.

Mail for residents on campus does not require postage and should be placed in the slot marked "in-house mail." To insure same day service for "in-house" mail, please have it in the mailroom by 9:00 a.m. All mail notices must have a person's full name on each notice and the senders name before it is placed in mailboxes. Because the mail clerk puts mail in boxes according to individual names, please do not use nicknames, and do not put notices in the mailroom and ask the clerk to put in "all third year student boxes" or "all people living at Holly Hill." Special notices for specific purposes such as class year parties, baby showers, etc. must have prior approval by the Director of Student Life.

For students leaving campus (including temporary summer moves) a CHANGE OF ADDRESS FORM must be completed in the Business Office. Remember only first class mail is forwarded (this includes temporary summer moves). If mail key is not turned in, this should be noted on change of address form. Mail may be picked up by another individual only if the person has possession of the mailbox key. All mailbox keys are to be returned to the Business Office upon leaving (graduating, withdrawal, etc.) campus. No mail, including refund checks, will be forwarded until all mailbox keys have been returned and a forwarding address form is on file in the Business Office.

Under no circumstance is any person permitted to tamper or force open any campus mailbox. In order to insure confidentiality and privacy, only authorized personnel are allowed in the mailroom.

#### INFORMATION DISSEMINATION POLICY

All articles for dissemination, whether by distribution through the mail, or posting on a bulletin board must be approved by the appropriate director before being released. This is true for each department.

#### UNITED PARCEL SERVICE

The United Parcel Service (UPS) delivers to the Business Office on an as-needed basis. Students receiving UPS packages will receive a notice via email and may pick up the package in the Business Office. Packages may be sent by UPS through the Business Office. The charge for this service is determined by UPS and must be paid on the day of service and cannot be charged to student accounts. No C. O. D. packages are accepted.

#### FED EX

Fed Ex delivers to the Business Office on an as-needed basis. Students receiving Fed Ex packages will receive a notice via email and may pick up the package in the Business Office. Overnight/Express packages may be sent by Fed Ex through the Business Office and will be picked up the same day if the package is in the Business Office before 2:00 PM. FedEx Ground packages will be scheduled for pickup on the next business day. Charges for these services are determined by Fed Ex and must be paid on the day of service and cannot be charged to student accounts. No C.O.D. packages are accepted.

## STUDENT ACCOUNTS

Each student is required to maintain an account with CCBBC in the Business Office. Students may access their personal account information via the student portal located at <https://sonis.cbbbc.edu> by using a student email address and personal identification number (PIN). Account information can be viewed on the portal by clicking 'Financial History' once a student has successfully logged on. Students should review their accounts carefully for accuracy and notify the Business Office if questions arise.

**Students must have a zero account balance prior to entering class each semester.** Students must take financial obligations seriously or face suspension from classes or termination of enrollment. No grades, degrees, diplomas or transcripts are issued until all financial obligations are met.

The costs per semester for tuition, fees, and housing can be found on the fee sheet. Any expected financial aid will be subtracted from the total semester charges and the student will be expected to remit the balance due before the first day of classes. Students are expected to provide documentation for any financial aid that will be received from sources other than financial aid provided by Clear Creek.

A payment plan is available to help students. The deferred payment policy allows students who are not able to pay the semester charges in full before the first day of class to make equal payments during the semester. After consideration of financial aid, one-fourth (1/4) of the balance is due before the first day of class (this is the first payment). Final payment is due by the last day of classes each semester. Any account with an outstanding balance will be charged a 6% carrying charge which will be assessed once at the end of the fall, spring, and summer semesters. **Students will not be allowed to enter class for the next semester with an outstanding account balance.**

The above payment policy is also in effect for the summer term.

Students who maintain a credit balance may pay certain bills from their account. Personal bills that may be paid in this manner are health insurance and utility bills. The entire bill should be brought to the Business Office by the student whose name appears on the account (a wife cannot sign for a bill to be paid from a husband's account or vice versa). The student should indicate on the bill the desire to have it paid through student accounts and sign the bill. Checks are issued once a week so the due date for the bill should be considered. If the bill is to be mailed, a stamped, addressed envelope will need to be provided.

Students and spouses who are employed on campus may designate a certain amount each pay period to be withheld and applied directly to individual accounts. All money placed on a student's account needs to remain on the account until the student graduates and/or vacates student housing. If an emergency arises and the student has a credit balance, a request for the balance may be given to the Director of Financial Aid for consideration.

## TUITION REFUND POLICIES

Clear Creek maintains a policy for refund in such situations as:

1. The student fails to enter the course.
2. The student withdraws from the course

Refunds will be made in accordance with U.S. Regulations 34 CFR 668.22, and the Federal Student Financial Aid Handbook as follows:

1. 100% - withdrawal on 1st day of class (less permitted fee of \$100.00 or 5% of charges whichever is less).
2. After the first day of class, refunds will be calculated by dividing the number of days attended (first day of class through to withdrawal date including weekends) by the total number of days in the semester (including weekends but minus spring and fall breaks of more than five consecutive days). This percentage will be used to determine the amount of tuition the student will be

responsible for while the remainder will be refunded to the students' account. This process is the same used by the Department of Education to determine the amount of Pell the student has earned and what portion has to be returned by the university, and is provided by the Departments' R2 T4 website.

- a. If a student withdraws before the first day of class, no SFA funds may be used to pay any portion of costs, no matter what refund policy a school uses.
  - b. A school may exclude from the Institutional charges a reasonable administrative fee, not to exceed \$100.00 or 5% of total charges, whichever is less. Also, a school may exclude documented costs to the school of any non-returnable equipment, or returnable equipment that was not returned in good condition within twenty days of withdrawal.
3. Day after 60% of enrollment period – NO REFUND.

#### SECURITY DEPOSIT REFUND

Please refer to *Vacating Student Housing*.

#### PURCHASING

Clear Creek is a non-profit organization and, therefore, is exempt from paying sales tax. No person is permitted to purchase personal items and use the College's tax-exempt number.

#### TEXTBOOKS

Students have access to an online library system called Perlego where the majority of their textbooks are catalogued. Perlego contains a large volume of books not required for course work that students may also access. Students have the option to purchase textbooks through the CCBBC campus store if a particular book is unavailable on Perlego

#### CAMPUS STORE

The Clear Creek Baptist Bible College Campus Store is owned and operated by the College. A small selection of books, gifts, college merchandise, snacks and drinks are available. The Campus Store is located in the Welcome Center of the Aldridge Building with the hours of operation being the College's business hours. The Campus Store is under the supervision of the department of Institutional Advancement.

**PURCHASES:** Purchases can be made on cash, check, or debit/credit card basis.

**SPECIAL ORDERS:** The Bookstore will place special orders only if an item is not available from our regular stock.

**RETURNS:** Receipts must be presented with all returns within five (5) business days of date of purchase. Refunds will be made via check through Accounts Payable.

## FINANCIAL AID

### PURPOSE STATEMENT

The role of the Financial Aid Office of Clear Creek Baptist Bible College is to help eligible students pursue their educational goals to facilitate fulfilling God's call on their lives. We recognize that it is the responsibility of the student and his resources to meet educational costs through employment, earnings and other available resources. It is the goal of the Financial Aid Office that no student be denied an opportunity for education due to lack of funds.

To the extent that funds are available, Clear Creek is committed to meeting the full documented need of all students. This will be done through federal, state and institutional resources. Clear Creek provides award packages, which contain both gift and self-help forms of assistance. Priority consideration for funding is given to students who meet established guidelines and early submission of aid forms.

Clear Creek is further committed to providing scholarship funds to our KBC and other SBC students through application to KBC and SBC affiliated foundations through direct application to these organizations as well as funds provided directly to the institution. Non KBC or SBC students will be assisted in applying for resources outside of the KBC or SBC organizations as they become available.

Financial need is defined as the difference between the total cost of attending Clear Creek Baptist Bible College and the amount of the resources available to the student. Financial aid consists of grants, scholarships, gifts, vocational rehabilitation, and employment. A need analysis system is consistently applied for determining financial aid and used as the basis for allocation aid. The estimate of a student's expenses includes tuition and fees, room and board, books and supplies, transportation and nominal personal expenses. A student's financial resources will include consideration of all support (i.e. parents, church, denomination, etc.), earnings of student and spouse, savings, veterans' benefits, and /or outside gifts. The total amount of financial aid offered shall not exceed the cost of attendance. The college's aid will augment the student's efforts.

### FINANCIAL AID APPLICATION PROCEDURES

A limited amount of awards, grants, and scholarships are available to those who apply for them or who, in certain cases, merit them. Over the years, CCBBC has had donors fund scholarships in which a principal amount is invested and the interest is used each fall and spring semester for student aid. Students should check with the director of financial aid to be aware of current policies and procedures regarding the awarding of financial aid. Scholarships are awarded on a "first come, first serve" basis and are applied to student accounts to meet educational expenses. Clear Creek scholarship funds that create a credit balance on the students account may be removed in order to avoid an over award.

It is recommended that students accepted to Clear Creek should have funds to cover expenses for the first semester. Assistance sent directly to the student family rather than to their account can be used for needs other than those charged to the student account.

In order for a student to be eligible to receive federal financial aid, they must be enrolled as a degree-seeking student and file a current year FAFSA. To be considered for institutional scholarships please complete the other required financial aid forms. This information and more can be found on clear creek's website at [www.cbbbc.edu](http://www.cbbbc.edu) under admissions/ financial aid/ financial aid resources.

## 1. FAFSA: Free Application for Federal Student Aid

- a. For eligibility to receive Title IV funds (Pell Grant) and financial aid from CCBBC. *Even if you think you won't qualify, it is suggested that you complete a FAFSA just to be sure.* The Pell Grant is prorated and in some cases students are eligible for smaller amounts.

BEFORE beginning the FAFSA application online at <https://studentaid.gov/h/apply-for-aid/fafsa> and you will need to set up a FSA ID on the FAFSA website.

- b. *THE FSA ID — (a username and password) — must be used to log in to file or make corrections to your FAFSA. Your FSA ID confirms your identity when you access your financial aid information and electronically sign Federal Student Aid documents.*

Please remember that when filing your FAFSA, it is very important that you use the exact same name and address on your FAFSA that is on your IRS Tax Return!

To speed up the filing process of your FAFSA, you should select and use the IRS Data Retrieval Tool on the FAFSA financial page. This allows students and parents to access the IRS tax return information needed to complete the FAFSA. By using the IRS Data Retrieval Tool, the data can be downloaded directly into the FAFSA.

Clear Creek Baptist Bible College school code...017044. If you have already filed a FAFSA with a different school code, you can do a *correction* to add Clear Creek.

The student aid report you receive from submitting a FAFSA will be used to determine your eligibility to receive a Pell Grant and possible in-house scholarships. Therefore, it is very important that you apply early and accurately.

❖ *Please note that the FAFSA is to be renewed each year, after you have completed your Federal Tax Return, in order for you to keep receiving financial aid.*

- c. If a student's FAFSA is selected for verification by the Department of Education, the Financial Aid Office will send notification by email to the student that a verification worksheet needs to be completed, signed/dated and returned to the Financial Aid Office.
- d. If verification is not completed by the beginning of the fall semester, Pell Grant will not be factored into calculating the quarter down.
- e. If verification is not completed by the end of the fall semester, the student will be responsible for the entire semester charges and enrollment in the spring semester will not be allowed without a zero balance plus the new 1/4 down.

### Title IV Refunds:

Clear Creek maintains a policy for refund in such situations as:

1. The student fails to enter the course.
2. The student withdraws from the course

Refunds will be made in accordance with U.S. Regulations 34 CFR 668.22, and the Federal Student Financial Aid Handbook as follows:

- A. 100% - withdrawal on 1st day of class (less permitted fee of \$100.00 or 5% of charges whichever is less).
- B. After the first day of class, refunds will be calculated by dividing the number of days attended (first day of class through to withdrawal date including weekends) divided by the total number of days in the semester (including weekends but minus spring and fall breaks of more than five consecutive days). This percentage will be used to determine the amount of tuition the student will be responsible for while the remainder will be refunded to the students' account. This process is the same used by the Department to determine the amount of Pell the student has earned and what portion has to be returned by the university, and is provided by the Departments' R2 T4 software.
  - a. If a student withdraws before the first day of class, no SFA funds may be used to pay any portion of costs, no matter what refund policy a school uses.

- b. A school may exclude from the Institutional charges a reasonable administrative fee, not to exceed \$100.00 or 5% of total charges, whichever is less. Also, a school may exclude documented costs to the school of any non-returnable equipment, or returnable equipment that was not returned in good condition within twenty days of withdrawal.
- C. Day after 60% of enrollment period – student has earned 100% of aid at this point.

When a student withdraws from classes, he/she may be entitled to receive money back, which had been paid to the College. The College may be able to refund all or a portion of the tuition, fees, housing costs, etc. the student paid. If the tuition, fees, housing costs, etc. were paid with financial aid dollars, then all or a portion of the student's refund must be returned to the student aid programs from which the money was awarded. A student who receives a cash disbursement to assist with living expenses and then withdraws, drops out, or is expelled, may be required to repay money to the aid programs from which the money was awarded. The date used to calculate the refund is determined as follows:

1. In the case of a student who officially withdraws, the date of the withdrawal. Withdrawal date is determined, after matriculation, by the last day of activity within the course.
2. In the case of a student who unofficially withdraws, the drop out date which is the last recorded date of class attendance as documented by the institution.
3. The Registrar's Office is responsible for determining and documenting the last day of attendance.
4. In the case of a student who is expelled, the date of the expulsion.

#### Refund/Repayment Policy

Federal regulations require each educational University to have a written policy for the refund and repayment of federal aid received by students who withdraw during a term for which payment has been received. These policies are effective only if the student completely terminates enrollment (i.e., cancels his/her registration, withdraws, or is dismissed) or stops attending classes before completing more than 60 percent of the enrollment period.

#### Refund Policy:

The amount of a refund of fees for students who withdraw will be calculated as outlined in the University Tuition and Fees Sheet under "Tuition Refund."

#### Repayment Policy:

The amount of Title IV aid that a student must repay is determined via the Federal Formula for Return of Title IV funds as specified in Section 484B of the Higher Education Act. This law also specified the order of return of the Title IV funds to the programs from which they were awarded. A repayment may be required when cash has been disbursed to a student from financial aid funds in excess of the amount of aid the student earned during the term. The amount of Title IV aid earned is determined by multiplying the total Title IV aid (other than FWS) for which the student qualified by the percentage of time during the term that the student was enrolled.

If less aid was disbursed than was earned, the student may receive a late disbursement for the difference. If more aid was disbursed than was earned, the amount of Title IV aid that must be returned (i.e., that was unearned) is determined by subtracting the earned amount from the amount actually disbursed.

The responsibility for returning unearned aid is allocated between the University and the student according to the portion of disbursed aid that could have been used to cover University charges and the portion that could have been disbursed directly to the student once University charges were covered. Clear Creek will distribute the unearned aid back to the Title IV programs as specified by law. The student will be billed for the amount the student owes to the Title IV programs and any amount due to the University resulting from the return of Title IV funds used to cover University charges. The University must credit the student's account with a Post-withdrawal disbursement for current charges within 180 days of the date of determination. The process of Title IV return must be completed with 45 days of the date that the University determines that the student withdrew. If the student receives a Title IV cash disbursement that is determined to be "unearned" and does not repay this amount, he/she becomes ineligible for additional Federal aid. In

the event that the student does not pay his outstanding bill with the University no future transcripts will be provided.

Title IV Aid repayment will be distributed in the order as follows: 1. Pell Grant 2. FSEOG

Withdrawal is not complete until the student has vacated campus housing and received a copy of his/her completed withdrawal form. The student will be notified in writing the amount of Title IV aid he/she has earned and if it is not enough to cover all unpaid institutional charges.

An example of a return calculation is as follows:

*Classes start on August 13 and end on December 11. The student withdraws on September 30. Factoring in fall break makes the semester 114 days of enrollment. His attendance was 49 days or 43% completed. With a full Pell grant of \$2,887.50, the student has earned \$1241.63 and the school must return \$1645.87 to the Pell grant program.*

In the event that the student has withdrawn before funds are applied, a Post-Withdrawal tracking sheet is generated in the R2T14 program. Funds listed on line J of step 4 are entered onto the Post-withdrawal tracking sheet. If there are unpaid institutional charges these funds are credited to the students account. If there are no unpaid charges credit is sent to the student within 14 days.

If funds are given to the student as cash and later found to be in excess of earned creating an Over-award, the student will retain Title IV eligibility for 45 days from the date the school sends the notice of over-award. The student has 30 days from the date of determination of the requirement to repay the over-award to repay or make satisfactory arrangements. The student's eligibility will end if the student fails to repay by the 45<sup>th</sup> day. After the 45<sup>th</sup> day notification will be made to NSLDS and the student referred to Debt Resolution Services

2. Clear Creek Scholarship Application: Complete this form for consideration for financial aid scholarships administered by the College. In addition; two letters of scholarship reference stating the students' financial need are required to receive some scholarships from Clear Creek, one from your pastor and one from someone of your choice. Letters must be addressed to "*Dear Scholarship Committee*" and they must have a signature from the person writing the letter. Also, the pastor's letter must include a statement of whether or not the church is a cooperating KBC or SBC church. This information is subject to review each semester to update any changes.
3. Drug Free Declaration Statement: The Department of Education requires any student who receives financial aid to sign a statement of obligation to remain drug free. Clear Creek Baptist Bible College has adopted a policy concerning "Tobacco, Alcohol, Narcotics, or Illegal Drugs," in accordance with the Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226), that was implemented by 20 U.S.C. 1145g. *Clear Creek Baptist Bible College is an alcohol/drug/smoke free campus.*
4. Permission to Release Information Form. The purpose of this form is to give the Financial Aid office the student's permission to release financial information to outside sources (example: Scholarship Foundation) for the purpose of acquiring additional financial aid. *(This form is optional, but we highly recommend that you sign it).*
5. Asher Matching Scholarship Agreement Form: students are also eligible to receive the "Asher Matching Scholarship" for your first four (4) years or 8 semesters of classes if your church wishes to participate. The funds do not have to be sent at the same time as the agreement but are due by December 15th for fall semester and April 15th for spring semester. Please have them complete this form and return it to my office as soon as possible.
  - full-time (12 or more hours) = Church Contribution \$400.00 / Scholarship amount \$400.00
  - 3/4-time (9-11 hours) = Church Contribution \$300.00 / Scholarship amount \$300.00
  - 1/2-time (6 – 8 hours) = Church Contribution \$200.00 / Scholarship amount \$200.00
  - less than 1/2-time (3-5 hours) = Church Contribution \$100.00 / Scholarship amount \$100.00

6. Provide updated financial information as needed.
7. Students shall be made aware of additional scholarships as advertised by the Financial Aid Office.

### Satisfactory Academic Progress (SAP)

The Financial Aid office is required by federal regulation to monitor student progress toward completion of a degree. Being eligible to enroll in classes does not mean the student has an eligible Satisfactory Academic Progress (SAP) status for financial aid. Academic records are reviewed for all students whether the student is currently receiving financial aid or not. SAP eligibility standards apply to the following financial aid programs:

- Federal Pell Grant
- Federal Work Study Program
- Federal Supplemental Educational Opportunity Grant
- Other programs as determined by the Office of Financial Aid

The review of a student's SAP status is based on the entire academic record. This includes withdrawals and repetitions. Transfer credit hours accepted by the college will be brought into the SAP calculation as completed credits.

The Financial Aid Office evaluates student academic progress at the beginning of each academic award year. Students will be considered to have an eligible SAP status if they have:

- a cumulative grade point average of 2.0 or higher.
- a cumulative completion rate (pace) of at least 66.7% of total credit hours attempted (see chart A), and
- have not exceeded 150% of attempted credits required for program completion.

### Reinstatement of Financial Aid / student does not file an Appeal or Appeal is denied

Students who are ineligible can become eligible for financial aid by eliminating all academic deficiencies in their Satisfactory Academic Progress. These requirements are:

- Achieve the required cumulative grade point average (CGPA) of 2.0 or better, and
- Satisfactorily complete enough credit hours to have a pace of completion of 66.7% or higher.

Students will be monitored at the end of each enrollment period for minimum SAP requirements and will have their SAP set to satisfactory status once these requirements have been met. Students will be notified via their CCBBC email account and are encouraged to apply for federal aid.

### Financial Aid Appeal

Currently, CCBBC policy allows students to appeal financial aid suspension more than once. The subsequent appeal must be based on extenuating circumstances preventing the student from being successful and the extenuating circumstances must be different from prior appeals. Please contact the Financial Aid office to begin the appeals process.

### OTHER FACTORS THAT MAY AFFECT SATISFACTORY ACADEMIC PROGRESS (SAP)

#### Repeated Courses

Students may receive financial aid for repeating courses. However, if retaking a previously passed course, financial aid can only be used for one repetition of the course even if the second attempt results in a lower grade. Any courses that are repeated will be used in the calculation of a student's Satisfactory Academic Progress status. Each repetition will count towards the attempted hours; however, only the course being counted in the CGPA calculation will be counted in completed hours for SAP.

### Consortium Agreement

Credits earned at another institution under a Consortium Agreement will be used to determine enrollment status for the awarding of federal financial aid. Such courses will be treated in the determination of academic progress as if they were transfer credits. In the case of a Consortium Agreement, the SAP evaluations are performed based on SCC's schedule instead of the schedule of the host school.

### Transfer Credits

When a student transfers credit from another school to a SCC program, all credits transferred in will be considered for SAP

*All information is subject to change based on changes to federal law, regulation, or college policy and procedure. If changes are made, students must abide by the new policy.*

### AWARDS, GRANTS, AND SCHOLARSHIPS

A limited amount of awards, grants, and scholarships are available to those who apply for them or who, in certain cases, merit them. Students should check with the Financial Aid Office to be aware of current policies and procedures regarding the awarding of financial aid. Scholarships are awarded on a "first come, first serve" basis and are applied to student accounts to meet educational expenses. Clear Creek scholarship funds that create a credit balance on the students account may be removed in order to avoid an over award.

It is recommended that students accepted to Clear Creek should have funds to cover expenses for the first semester. Assistance sent directly to the student family rather than to their account can be used for needs other than those charged to the student account.

### STUDENT WORK-STUDY/WORK-SHIP PROGRAM

Clear Creek tries to employ as many students or student spouses as possible. All such employees are issued an identification number to use in clocking-in or clocking-out. Employment Applications may be obtained from Clear Creek's web site or the Financial Aid Office. The average hours of employment are up to 20 per week during each semester of classes; however, some offices employ workers for up to 29 hours per week (during the summer) due to the responsibility of that particular office/department.

*Before new employment begins*, the Supervisor will send a notification of employment with the new employee to the Financial Aid Office and the new employee will be asked to complete withholding forms for federal and state tax purposes. The new employee will need to include their CCBBC mail box number, e-mail address along with a blank voided check for direct deposit and a copy of their driver's license.

Any person working towards a degree at Clear Creek and an employee of the Work-Study/Work-Ship program is exempt from having social security withheld. Employees not pursuing a degree must have social security withheld. Any semester (including summer terms) that a student is not enrolled for classes, social security will be withheld. It is the responsibility of any employee to notify the Business Office in the case of a change in status. Employees are paid on the 15<sup>th</sup> and 30<sup>th</sup> of each month and paystubs are sent to the employee's email. Copies of pay roll reports may be obtained from Business Services with 24 hours' notice.

Off campus employment is available for those willing and able to work. Many establishments are located in Pineville and Middlesboro pertaining to Food Services and retail as well as other employment opportunities. The Office of Employment phone number is (606)248-2792. *CCBBC encourages students to work and trust in God.*

## STUDENT EMPLOYMENT PROGRAM

A small number of campus jobs may receive Title IV funding. However, the vast majority of funding of student employment is provided by Clear Creek. While employees of Work-Study must be students exhibiting financial need, many spouses and children are also employed. Applications are available from the financial aid office.

In order to ensure consistency in hiring for the work-ship/work-study positions at Clear Creek Baptist Bible College, the following procedure must be followed. All job openings must go to the financial Aid Secretary to be properly posted. Supervisors provide the Financial Aid Secretary with all pertinent information concerning the available position; including the skills and hours needed of the posted position. The Financial Aid Secretary will post the available position in the Clear Creek Current, by e-mail to all students, and on the "Employment Opportunities" board outside of the Financial Aid Office and in the Foxes' Den. Those interested in a posted position must first complete a job application located on the website under Admissions Tab/ Financial Aid/ Work-Study Program/ Apply online. Then request for the Financial Aid Office that their application be forwarded to be considered for a particular open position. The employment application can be forwarded to the appropriate Supervisor of the open position. It is the Supervisor's choice of posting the job opening and hiring of employees.

The following are considerations that need to be made in the hiring process:

- Skills needed for the particular position
- Availability of the needed hours
- Are they currently employed by CCBBC
- Attempt to have at least one member from every household employed by CCBBC before hiring two members from the same household.

If the worker wishes to be considered for another position on campus, he/she must file an updated application in the Financial Aid Office.

Supervisors are to complete a "Notification of Employment" form and have the hired employee bring it to the Financial Aid office to complete the hiring process.

DOCUMENTS REQUIRED FOR NEW EMPLOYEE'S BEFORE BEGINNING WORK:

- W-4 TAX WITHHOLDING FORM Completed and Signed (provided by the Financial Aid Office)
- A BLANK VOIDED CHECK or banking information: for Direct Deposit
- A DRIVER'S LICENSE or Federal ID with picture.
- AN E-MAIL ADDRESS: paystubs are e-mailed.

The Financial Aid Office then forwards required documents to the Administrative Affairs Office and to the Business Services Office for completion.

- The hiring process has not been completed until all documents have been, completed/signed, received and processed. (per Worker's Comp regulations)
- The hiring supervisor will be notified by e-mail when this process is completed and that the new employee is able to start work. Then the supervisor will contact the new employee with the start date/time.

The Financial Aid Secretary will give the new employee a copy of the Work-Study/Work-Ship Employee Handbook and the CCBBC WC Worker Safety Guidelines Handbook upon completion of their paperwork. It is the responsibility of the supervisor to go through both of these Handbooks with their new employee and have him/her sign the signature page of both handbooks. Then the supervisor will place that form in their employee file. All employees are expected to abide by the Policies and Procedures in the Employee Handbook.

All Work-Study/Work-Ship employees will be subject to a six weeks' probationary period. During this period the new employee will be monitored for satisfactory performance. If, during this time, the employee is not able to meet minimum job requirements or progress satisfactorily, he/she may be terminated from that position and would be free to look for new employment.

CCBBC values faithfulness, longevity and loyalty to each worker position. However, if a Work-Study/Work-Ship employee desires to seek a new position at Clear Creek Baptist Bible College through a transfer, they must complete a "Job Transfer Notification Request" form with their current supervisor and submit it to the Financial Aid office indicating the new position they wish to apply for. These forms can be acquired from their current supervisor or from the Financial Aid Office.

## OFFICE OF TECHNOLOGIES

### CHAPEL ANNOUNCEMENTS

Chapel time is not usually devoted to announcements. Chapel monitors, managed by Office of Technologies, will have scrolling announcements before services. Announcements intended to be posted on the chapel monitors from students or student ran groups must have prior approval from the one of the Directors of Student Life.

### POLICY ON APPROPRIATE USE OF CAMPUS TECHNOLOGY RESOURCES INTENDED USERS

The CCBBC network and technology resources are provided primarily for the use of college students, faculty and staff. These resources are intended to be used for educational purposes and to carry out the legitimate business of the College. Appropriate use of campus resources includes classroom instruction, study assignments, research, communication, and official work of campus organizations and agencies of the college. In each area of our campus community, users are expected to operate CCBBC's technology resources first and foremost for tasks related to their respective roles, as good Christian stewards. Access to the network may also be provided to alumni, members of the local community, and guests of the college for access to the Internet.

This policy applies specifically to students, employees and guests of CCBBC who use any of the technology resources provided by the college.

### EXPECTED BEHAVIOR

Students and employees of CCBBC that use the technology resources provided by the college must comply with the guidelines set forth in this policy and with federal, state and local laws. This includes the use of personal computers and terminals, departmental computing facilities, general-use computers, printers, and network resources. Some activities are restricted during regular business hours and considered improper use of college network and technology resources. These include, but are not limited to games, instant messenger services, social networking (Twitter, Facebook, Instagram), and streaming media services (Internet-based Radio, YouTube). Some activities are not permitted at all such as Peer-to-Peer (P2P) file sharing programs (BitTorrent, KaZaa, Limewire, etc.) and programs or websites that attempt to circumvent the college's web filtering service (C-Tunnel, Anonymizer, CGIProxy, etc.). Included with these fully restricted activities is the unauthorized modification or maintenance to any CCBBC computer or networking equipment.

### ACCESS PRIVILEGE

The privilege of using technology resources provided by the college is not transferable or extendable by members of the college community to any persons or groups outside the college without the written approval of the Director of Technology.

### ACCOUNT SECURITY

For any user account, each person assigned an account is responsible for how their account is used. All accounts are required to be protected from unauthorized access by the use of a password. Each person is responsible for guarding against unauthorized use of their account. Do not share account information or allow access to the account with anyone, including family members. If it is discovered that an account has been used in an unauthorized manner, immediately notify the Director of Technology.

In order to maintain a secure environment, all users will receive their own logon credentials. Faculty, staff, and students may request a logon name and password for their family members to access the mobile lab computers with the understanding that the faculty, staff, or student requesting the logons will

be responsible for the activity of any minors receiving a logon. In order to request an account, the user must email the request to the Help Desk using the following email: [helpdesk@cbbbc.edu](mailto:helpdesk@cbbbc.edu).

Again, do not give your username and password to your spouse or your dependents. You are responsible for any activity involving your user account. We employ many defenses to protect you from undesirable internet threats and destinations. However, sometimes those measures are subverted by individuals and such attempts are logged. Should your account be flagged in this activity, you alone will bear the responsibility.

#### INFORMATION PRIVACY

Information stored on CBBBC's computers and network equipment is private property. Some of it is personal property (email messages, class assignments, term papers, etc.) and some of it is the property of CBBBC (information produced by or for CBBBC employees while performing the legitimate business of the college.) Along with the privilege of using equipment provided by the college comes the responsibility to honor the privacy of others. Students must not attempt to browse, copy, or modify files or passwords or to discover passwords belonging to other people or organizations, whether on CBBBC equipment or elsewhere. Students are encouraged to store personal data on cloud-based storage (Dropbox, Google Drive), USB flash drives, or other forms of storage. Any data or programs placed on CBBBC's computer systems that are not considered vital to the daily operation of the college are subject to removal at the discretion of the Director of Technology.

#### SYSTEM SECURITY

Access to information stored on CBBBC's computers and network equipment is controlled by the assignment of accounts and passwords. All assigned accounts and passwords are the property of CBBBC and maintained by the Director of Technology. If you become aware of any breach in system security, you have an obligation to report this information to the Director of Technology. You must not attempt to access, copy or modify this security information or to obtain system privileges to which you are not entitled, or perform any action which interferes with the Directory or accounting functions of any systems or is likely to cause any such effect. Information Technologies personnel may routinely monitor campus computers for appropriate usage, retaining the right to examine personal files and email in the event of deliberate abuse or misuse of such resources. Please use your account responsibly and wisely.

#### ACCESS TO THE CBBBC NETWORK

CBBBC provides to employees, students, and guests personal access to the college's wireless networks. This is a privilege whereby each person having access is expected to avoid frivolous, excessive, or inappropriate use of this resource. This helps prevent degraded network speed and enables the college to maintain an acceptable level of performance to carry out daily business operations. CBBBC reserves the right to limit an individual's use of this resource through quotas, time limits, and/or other mechanisms to ensure that these resources are always available to anyone having need of them. Any person connected to CBBBC's networks via their own personal computer is expected to abide by all other policies listed in this document.

Anyone wishing to gain access to the network with your own device will be required to provide your assigned network username and password to authenticate and may only do so wirelessly. Your computer name, hardware address, IP address, username, and student ID are recorded by the system at the time of access.

Each person will be held responsible for their privately-owned equipment and devices used in conjunction with CBBBC's network(s). CBBBC cannot be held liable for any loss or damage to personal equipment or device, accidental or otherwise. Personal equipment and devices must not be left unattended at any time for any reason. If a person must leave the area where they are using such equipment, they must take their personal items with them.

## IMPROPER E-MAIL USAGE

Access to email is provided by CCBBC for the purpose and convenience of communicating electronically. Use of such is a privilege afforded to employees and guests of the college. The following are improper use of email:

- Use of the email system for unlawful activities such as the distribution of copyrighted material. This and other illegal use will be reported to the proper authorities.
- Use of the email system for commercial activities with the intent of personal gain.
- Non-essential mass mailing to more than 25 persons (considered Spamming). This includes the forwarding of any emails unrelated to normal college business.
- Sending of email with a falsified source address with the intention of making it appear to originate from someone else (spoofing).
- Sending of email from another user's email account without that person's knowledge or consent.
- Sending of email considered abusive, harassing, obscene, or threatening.
- Sending or forwarding of an email considered to be a chain letter or other unsolicited email of widespread distribution where the content of an email may hold to a position other than the college's official stance. All users of CCBBC's email system must be aware that any email sent from an account may be perceived as an endorsement of the college as a whole. Always think twice before clicking the 'Send' button!

**Any violation of the above policies will result in disciplinary action ranging from suspension of a person's email account to lawful action by the proper legal authority.**

## RESPECT FOR COPYRIGHTS AND LICENSE AGREEMENTS

The college provides a variety of application software and data for use by the campus community. These have been obtained via contract or licenses that restrict usage to the computer on which it is installed and may not be copied, modified, reverse-compiled, or redistributed. In addition, other institutions and individuals on attached networks accessed by CCBBC's computers make software available under similar conditions and restrictions. You are responsible for determining that programs or data (including music or video files) are not subject to copyright protection or restricted in this manner before copying them in any form. If it is unclear whether you have permission to copy or reproduce in any form such data or files, assume that you have no right to do so since most material of this sort often requires written consent from the author, publishing company, or copyright holder before such action can be exercised.

## COMPUTER VIRUSES

Computer viruses are programs or program fragments that have the potential to inflict damage to computer-based information and resources. All users need to be sensitive to the facilitation of viruses and take all necessary steps to ensure that files and disks are virus free before using them with any equipment provided by the college. If you suspect that any file, disk or system that you are using is infected with a virus, immediately report it to the Director of Technology.

## POTENTIAL IMPACT TO CCBBC

There are many local, state, and federal laws that apply to the use and misuse of email and the Internet. The implications of illegal activity from within CCBBC's network in violation of these laws are far reaching and could even jeopardize the college's tax-exempt status as an institution, the results of which could impact the very existence of CCBBC.

## VIEWING OR ACCESSING INAPPROPRIATE MATERIAL

Use of any equipment provided by the college for the viewing or accessing of questionable, pornographic, or otherwise offensive material is strictly forbidden. This applies to the display or printing of images or to the playback of audio/video content that could reasonably be considered pornographic, harassing, threatening, or offensive. *(Also see Student Life/ Individual Responsibilities and Standards of Conduct/ VIEWING INAPPROPRIATE MATERIAL)*

### TRANSMITTING INAPPROPRIATE MATERIAL

Use of any equipment provided by the college to transmit illegal or otherwise offensive material is strictly forbidden. This applies to any material that could reasonably be considered pornographic, harassing, threatening, or copyrighted.

### CONSEQUENCES OF VIOLATING CCBBC APPROPRIATE USE POLICY

Any person using CCBBC computing or network resources that in any way violates this appropriate use policy is subject to but not limited to any or all of the following disciplinary actions:

1. Verbal or written warning to the offender.
2. Restriction of system access for a specified period of time or until an act of restitution has been satisfactorily performed.
3. Revocation of all system privileges for a specified period.
4. Filing of a statement of charges could lead to penalties in proportion to the seriousness of the offense.
5. Reporting to law enforcement personnel of illegal activities (hacking, child pornography, malicious virus delivery, etc.) along with log files verifying activity.

### APPEALS FOR DISCIPLINARY ACTION

Appeals concerning disciplinary action taken may be addressed through the standard appeals process of CCBBC.

### POLICY MAINTENANCE

All questions or concerns about policy should be submitted via the Director of Technology. The policies contained in this document will be updated and modified as needed.

### STUDENT IDENTIFICATION CARD

A Student Identification Card is required for all students taking classes on campus. The IT Services staff issues the card to incoming students during orientation. A student needing a replacement card must go to IT Services for a new card and pay a \$20.00 replacement fee. Cards are not transferable and should not be defaced in any way as this will invalidate the card requiring the student to purchase a new card. Besides purposes of official identification, a Student Identification Card allows students into buildings on campus and allows the student to receive discounts at retailers and restaurants that are favorable to students.

On-line degree-seeking students may request a Student Identification Card from IT Services. For the purpose of legal identification, the student must provide a photocopy of an official pictorial identification, such as a driver's license or passport photo, even if an alternative photo is sent for use on the student ID. If a replacement ID card is needed, student must contact IT Services and pay a \$20 replacement fee.

## PHYSICAL PLANT

### CHILDREN

Parents should not allow their children to play or make unnecessary noise in or around the administration and classroom buildings. Under no circumstances are children to be in or around the Maintenance buildings, the Quonset hut, vacant houses or buildings. No children are to ride in school vehicles unless authorized. Due to safety regulations, children are not allowed in work areas. No small children are to be in the administration or classroom buildings, Kelly Hall or the Foxes' Den unless accompanied by parents or adults. Bicycles, skateboards, roller blades etc. are not to be ridden on sidewalks around the administration and classroom buildings. Bicycle and skateboard racks are provided by the entrance to the Foxes Den.

### CAMPUS TRASH CANS

Liquids or sharp objects are not to be disposed of in office trashcans, or in the Foxes' Den trashcans. There are specific trashcans marked for soda cans on campus, please remove all liquids from the cans before throwing away. Students should use the small garbage dumpsters located at the Physical Plant for disposal of trash. Refer to Garbage Collection section for personal (household) trash disposal.

### BUILDINGS, GROUNDS AND STUDENT HOUSING

A principle function of the college is to provide quality housing with regard to standards of health, safety, sanitation and comfort. All residents are expected to respect other individuals' rights to privacy, safety, health and common courtesy. Each resident is responsible for the care and appearance of his house, apartment or room. Housing inspections will be done twice annually. Failure to keep your residence clean inside and outside will result in forfeiture of your security deposit (another security deposit must be paid to remain in student housing) and possible eviction from campus housing. Guidelines for discipline are listed under Guidance and Discipline in this publication. This also is extended to whatever yard area may be associated with the particular housing unit occupied (in the case of multiple-unit buildings, this should be shared jointly with the other occupants of the building). Students in the dormitory are responsible for the care of their own rooms and should keep them clean and orderly. Students who live in the apartments on campus are expected to take turns in keeping the halls and stairways clean.

The mountainous region of Eastern Kentucky is known for multiple types of allergens and molds. Constant attention to cleaning so called "problem areas" in your dwelling will enhance your living conditions tremendously. A simple monthly cleaning of moldy areas in your home with a mixture of 25% Clorox and 75% water is suitable for wiping mold away. Remember to always have proper ventilation and wear rubber gloves and eye protection for safety reasons. Never mix chemicals and be sure to contact the Physical Plant if you have any questions about the condition of your dwelling. Dehumidifiers may aid in reducing mold issues. The use of a dehumidifier is a choice and expense of the resident.

It takes the cooperation of every campus family member to help keep the campus area clean. Residents are expected to keep trash out of yards and toys, bikes, etc., put away when not being used. Physical Plant will mow yards; please assist by keeping items picked up.

No alterations, renovations or changes are to be made to campus housing without written permission from the Director of Maintenance Engineering.

**Campus resident and commuter students, who stay on campus overnight, are expected to live/stay in assigned student housing for personal privacy, protection, and integrity.** Extenuating circumstances must be addressed with the Director of Student Life.

GRADUATE PROGRAM HOUSING *See Student Affairs Section*

#### MOVING TO CAMPUS HOUSING

Students moving into campus housing must pay all required housing application fees, housing deposits as well as their portion of their anticipated first semester charges prior to moving into campus owned housing units. Students will be required to pay one-fourth of the actual semester bill or estimated semester charges.

#### HOUSING RE-APPLICATION POLICY

Clear Creek Baptist Bible College reserves the right to deny housing to students who have lived in campus housing and return for further education. Reasons for denying housing are, but not limited to, failure to go through the check-out process; damage to housing beyond normal wear and tear (painting and general cleaning), or documented incidents of disruption of campus unity by the students or family members.

#### HOUSING CHANGES

Housing assignments are made on the basis of immediate family need and availability of a suitable unit. Campus resident and commuter students, who stay overnight, are expected to live/stay in assigned student housing for personal privacy, protection, and integrity. Any student wishing to move to a different campus residence must submit a request in writing to the Physical Plant Office. Requests should be made based on valid reasons such as change in immediate family size or medical reasons and not because of personal preferences.

**Any request made for housing changes beyond what is stated above is considered an extenuating circumstance. You must submit this request in writing to the Physical Plant office as well as the Director of Student Life or Dean of Administrative Affairs.** When the student is given permission to move, the move must be completed in a timely manner and is the responsibility of the student. The Physical Plant office will try to accommodate the student's request, but cannot guarantee a specific unit. In all instances needs of the college prevail.

Permission to move from one campus house to another house may be denied if the present housing unit is damaged by the resident beyond normal wear and tear. If a request is made to move, an inspection will be made before permission is given to move. Damages will be assessed and charged to student's account.

The Physical Plant will strive to help students who are moving onto campus. However, it should be noted if a student is simply relocating or moving off campus, the student needs to make his own arrangements to move.

Flagrant abuse of a housing unit or documented incidents of disruption of campus unity may result in dismissal from campus housing.

#### STUDENTS MOVING FROM SINGLE HOUSING TO FAMILY HOUSING

Single students planning on marriage must apply for student family housing. If housing is available, the student may request housing assignment up to 2 weeks prior to the wedding date with the following stipulations:

- A. Check in procedure is scheduled with the Physical Plant.
- B. Rent and utilities become the responsibility of the resident on the check in date. Utilities must be transferred to student's name with the utility companies.
- C. Keys will be issued on a daily basis and must be turned into the Physical Plant by 4:30 pm each day.
- D. The house will be locked by resident when resident is not in possession of the keys.
- E. No person shall live in the house until the wedding.
- F. The couple will not be allowed in the house at anytime without providing a suitable chaperone.

Any variation from these stipulations will be at the discretion of the Director of Maintenance Engineering or the Dean of Administrative Affairs.

#### VACATING STUDENT HOUSING

Any student moving from family student housing is required to give a written notice to the Physical Plant Office as soon as possible so that checkout procedures can be initiated. Failure to give a written notice is cause forfeiture of the security deposit at the discretion of the Director of Maintenance Engineering.

Rent will be prorated for students leaving campus housing. Each full month left in the semester will be refunded fully. A partial month will be prorated according to the day you move off campus as follows:

<u>Move Date</u>	<u>Partial Month Rent Refund</u>
1 <sup>st</sup> – 7 <sup>th</sup>	75%
8 <sup>th</sup> – 14 <sup>th</sup>	50%
15 <sup>th</sup> – 21 <sup>st</sup>	25%
22 <sup>nd</sup> – 31 <sup>st</sup>	0%

All students must go through check out procedures before their security deposit will be refunded. Before checking out of student housing, the Physical plant must receive notice that the student is cleared with the business office. The housing unit must comply with the checkout form and all keys to the housing unit and mailbox must be turned in at departure. Failure to turn in keys will result in a fee of \$10 per key to be withheld from your security deposit.

It is necessary for students who graduate to vacate student housing by the end of the graduating month to allow time to get houses ready for new students. Graduates are required to give a written notice of departure. As soon as the graduating student knows their departure date, they must notify the Physical Plant Office.

\*\*A written request must be made to the Director of Maintenance Engineering to stay beyond the deadline.

Graduates are under the same rules as far as check out procedures. The move must be completed in a timely manner and is the responsibility of the student.

Security deposits are refunded within two (2) weeks after the student moves out if the following guidelines have been met:

- A. Premises are left in same condition as they were found; check-in slip will be compared to check-out slip for evaluation.
- B. The residence must be swept/vacuumed and all trash removed from the resident's property and properly disposed.
- C. Student moving from family housing must give a 2-week advance written notice of moving date.
- D. All keys to housing unit and mailbox are turned in before or upon departure.
- E. Student's account must be paid in full. If not, the refund will be applied to the student's outstanding balance. If this results in a credit balance then a refund check will be issued.
- F. If the residence houses two married students, **both** student accounts must be paid in full.

Once a moving date is known, an appointment must be made to check-out of housing and turn in keys. Appointments may be scheduled Monday – Friday between the hours of 8:30 a.m. and 3:30 p.m. If an appointment needs to be scheduled anytime outside of normal business hours, prior arrangements must be made at the discretion of the Director of Maintenance Engineering. If the above procedures are not followed, you may face forfeit of part or all of your security deposit.

#### MODIFICATIONS TO CLEAR CREEK PROPERTY

No alterations of any kind are to be made without written permission from the Director of Maintenance Engineering (including the planting of gardens). No student is permitted to erect or move onto campus any type of storage structure.

## CAR WASHING

The washing of vehicles is not permitted on campus.

## PETS

Dogs and cats are not allowed in student family housing. Caged pets (rabbits, hamsters, guinea pigs, snakes, etc.) are allowed but must be kept in cages indoors and result in no damage to the residence and notice given to the Physical Plant before acquiring animal. No venomous or dangerous animals will be allowed. Service animals and emotional support animals are subject to approval by the Dean of Administrative Affairs. Please refer to Individual Responsibilities and Standards of Conduct and Guest Accommodations in the Student Affairs section of this handbook.

## GARBAGE COLLECTION

Garbage collection is a service provided for all housing and building areas. There are smaller dumpsters at the Physical Plant for you to dispose of daily trash items. **ITEMS FOR DUMPSTERS MUST BE BAGGED - NO LOOSE ITEMS OR BOXES IN THE DUMPSTERS PLEASE.** If you have boxes or other loose items to dispose of you may dump them at the large Maintenance Building dumpster. If you have equipment or appliances or furniture to discard, you must notify Bell County Solid Waste for that item to be picked up. There is no fee for this service. The Physical Plant will not pick these items up and they should not be placed in the large dumpster. The Physical Plant does not have facilities to store any useable items. The number to call for solid waste pick-up is: 606-337-7035.

## TELEPHONE SERVICE / INTERNET / CABEL TELEVISION

Students are responsible for arranging their own telephone / internet / cable service through the provider of their choice. Any installation or extra phone jack charges, and monthly service charges are the student's responsibility. Installation charges vary per customer. Satellite Dishes are prohibited.

## UTILITIES

Students are responsible for their own electric and natural gas services through Kentucky Utilities and Delta Gas. Each student must obtain utility transfer forms and instructions from the Physical Plant for their utilities. The forms can be picked up at the Physical Plant office and will be included in your housing conformation correspondence.

The current deposits are:  
Kentucky Utilities is \$160.00  
Delta Gas deposit is \$95.00.

## KEYS

Keys are issued to students when the housing inspection checklist is signed the security deposit and a quarter down of the semester balance is paid to the Business Office. A security deposit is required of all fulltime residents both in family housing and single student housing. A key to each house or apartment is kept in the Physical Plant office. Failure to turn in keys will result in a fee of \$15 per key to be withheld from your security deposit.

## HOUSING MAINTENANCE

The college strives to maintain housing in the best possible condition. No alterations of any kind are to be made without written permission from the Director of Maintenance Engineering. If a student needs maintenance work for his residence, the following steps should be followed:

1. Student/faculty/staff are to fill out all maintenance requests via the maintenance request link on the CCBBC website.
2. Phone calls will not be taken for requests unless there is an emergency.
3. There may only be one request per form. If you have more than one request you will need to fill out more than one form.

#### Procedures

1. The requests form needs to be filled out completely.
2. The person filling out the request is to be specific about what work needs to be done.
3. Each Supervisor will receive a copy of the requests that go to their department. They will then assign each task to the appropriate technician.
4. Requests are assigned according to the urgency of the request and not necessarily by date the request was submitted. Physical Plant staff will complete tasks as quickly and efficiently as possible.
5. These requests are to be given to the proper personnel each day, if it is an emergency the proper personnel will need to be called to fix the problem immediately.
6. Each time there is a change to the maintenance request, an update will be sent to the requester via the email address they submitted on their initial request.
7. If the problem persists after the completion by Physical Plant technicians, another request needs to be submitted.

Our staff works diligently to meet all maintenance requests, please be patient as we work to complete each request. We appreciate your patience and understanding as we work to be great stewards of the campus facilities.

In case of emergency, please call the Physical Plant Office to request immediate assistance 606-337-1640.

#### After Office Hours please call:

- |                    |                                |              |
|--------------------|--------------------------------|--------------|
| - Allen Sanders    | Plumbing/ Maintenance          | 606-670-3733 |
| - Corey Smallwood  | HVAC/Electrical                | 606-337-1722 |
| - Mark Sonnenmeier | Roads/ Grounds                 | 606-337-3196 |
| - Jared Styles     | Dean of Administrative Affairs | 615-586-3224 |

The college will always try to notify a resident if we need to enter a residence; however, there are times emergencies arise and the college reserves the right to enter a residence at any time. The college reserves the right to inspect a residence for damages at any time without notice.

#### CAMPUS SAFETY

Locked Areas: After hours when campus buildings are locked and secured, the Campus Security crew will not unlock doors for anyone without express permission from the Director of Campus Security (Allen Sanders 606-670-3733), the Dean of Administrative Affairs, or the President.

#### CRIME REPORTING

All crimes or vandalism should be reported directly to the Physical Plant Office. If there is immediate danger, contact the Bell County Sheriff Department 911 and then the Director of Campus Security (Allen Sanders 606-670-3733). A written report of each incident will be documented and kept on file in the Physical Plant Office and the appropriate action will be taken.

## TRAFFIC REGULATIONS

**The campus speed limit is 15 mph.** Careless and reckless driving will not be tolerated. The operation of automobiles without a proper driver's license or permit will not be permitted. Campus Security can and will file reports with the local law enforcement agencies when appropriate. It is unlawful to operate an unsafe vehicle in Kentucky. The vehicle can be impounded. Unsafe characteristics include: cracked windshield, broken or non-working headlights, taillights, turn signals or brake lights, bald tires, lack of proper mirrors. The student use of four-wheelers, motorcycles, motorbikes or mopeds on campus is prohibited; any request for a waiver to this rule must be submitted in writing to Physical Plant. All vehicles are required to come to a complete stop before entering a highway or roadway from a private drive. This applies to automobiles and bicycles.

**Student are expected to observe carefully the posted speed limits on the grounds, to obey one-way and directional signs, and to respect the parking areas designated for the use of visitors and members of the faculty and staff.** All vehicles must be properly registered with the college and must display a numbered parking tag for identification. Parking tags may be purchased in the Business Office. Tickets are issued for illegal parking, parking in "no parking zones", no parking tag, and speeding or reckless driving. The cost of a ticket is \$10.00 if paid within the first 24 hours of receiving it and will increase to \$15.00 after 24 hours.

It is a violation of Kentucky law to park in a handicapped parking space unless the vehicle has an appropriate permit. This law will be enforced on private property.

Parking will be allowed in designated areas subject to the conditions of posted regulations. At no time may any private vehicle be parked on lawn areas or driven over landscaped areas. If a vehicle is disabled and must be left on campus overnight the owner should notify the Physical Plant Office.

Parents need to caution children about riding bikes and being extra careful on our bridges. Due to the fact that the highway through our campus is the main connection for the State Park, greater care should be exercised on the part of all our campus community for the safety of our children and for all members of the college.

Violators of the above regulations may be subject to fines issued by the college, or reported to the local authorities, or may lose the privilege of driving on campus.

## SAFETY PRECAUTIONS

All children less than forty inches (40") are to be in child safety restraint devices while riding in a vehicle.

Smith Hill is a very dangerous roadway. Many vehicles have been damaged and even totaled while traveling across "the hill". Use caution even if the roadway is dry.

When one is leaving campus towards Hwy 25E, the stop sign at the intersection of Hwy 190 and Clear Creek Rd./Hwy 1491, means stop.

## CAMPUS SECURITY

In compliance with the Federal Government's Student's Right to Know and Campus Security Act of 1990, we publish the following facts about campus security. The campus is patrolled by the campus security daily. Any act of vandalism or burglary is reported to the Bell County Sheriff. Clear Creek Baptist Bible College security personnel do not have the authority to make an arrest except citizen's arrest. The Director of Maintenance Engineering oversees the security personnel.

If a student is aware of a crime being committed, he or she should call campus security; see phone numbers listed in this publication under Housing Maintenance for additional information, or the Bell County Sheriff's



**WHOM TO CONTACT**

Academic Advising	Your Program Advisor	
Academics	Academic Dean	Ext. 110
Admissions	Director of Admissions	Ext. 150
Bookstore	Bookstore	Ext. 100
Business Office	Director of Business Services	Ext. 143
Christian Service	Director of Christian Service	Ext. 112
Class Schedules	Academic Office	Ext. 137
Distance Education	Director of Educational Technologies	Ext. 136
Resource Development	President's Office	Ext. 280
Family Life and Conference Center	Director of FLCC	Ext. 178
Food Services	Food Services Coordinator	Ext. 152
Financial Aid	Director of Financial Aid	Ext. 142
Housing (Married/Family)	Admin. Asst. to the Physical Plant	Ext. 155
Housing (Singles & Commuters)	Director of Student Life	Ext. 185
Health Services	Director of Student Life	Ext. 151
Maintenance/Building & Grounds	Admin. Asst. to the Physical Plant	Ext. 155
Kelly Hall Guest Reservations	Director of Student Life	Ext. 151
Library Services	Director of Library Services	Ext. 128
College Relations/News	Director of College Relations	Ext. 499
Placement Testing	Director of Christian Service	Ext. 112
Student Life	Director of Student Life	Ext. 151
Student Accounts	Director of Business Services	Ext. 143
Information Technology	Director of Information Technologies	Ext. 136
Transcripts	Registrar	Ext. 137
Vehicles	Admin. Asst. to the Physical Plant	Ext. 155
Veterans Benefits	Director of Financial Aid	Ext. 142
Vocational Rehab	Director of Financial Aid	Ext. 142
Workshop Program	Director of Financial Aid	Ext. 142

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