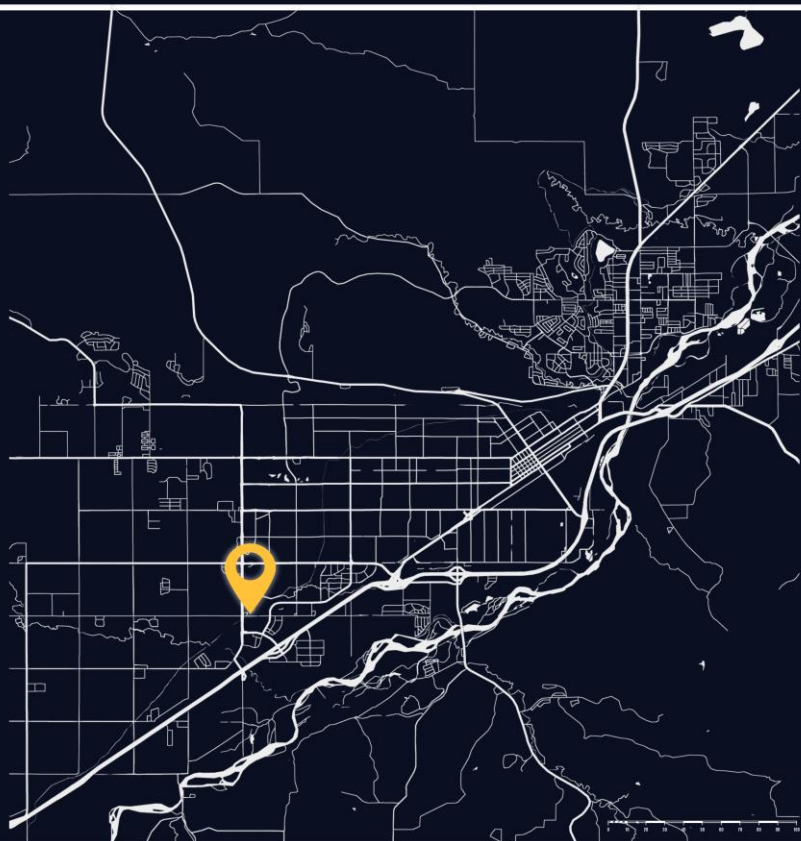


2025-2026
Montana Bible College
Student Handbook



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**FOR CHRIST,
CHURCH & CITY**



MONTANA BIBLE COLLEGE

School Contact Information and Physical Address	3
Key Financial Information	5
Student Requirements	10
Core Values	10
Community Covenant	11
Campus & College Life Expectations	14
Adherence.....	14
Chapel	16
Appearance and Dress Code	18
Church Attendance	18
Discipleship	19
Devotional Time.....	19
Class Attendance.....	19
Electronic Media and Social Media Networking	20
Housing Policies.....	22
Student Housing Plan.....	22
Occupancy of Student Housing.....	23
Student Housing Meetings.....	23
Summer Housing Arrangements.....	24
Above Reproach/Building Your Reputation	24
TV Viewing and Video Games.....	25
Dorm Quiet Hours	25
Overnight Visitors	25
Care of Dormitories	26
Room Policies.....	26
Wireless Network Policies	29
Legal Considerations	29
Student Concerns and Grievances	29
Statement of Submission	31
Discrimination Policies and Grievances	32
Americans with Disabilities Act.....	33
Compliance with Local, State, and Federal Laws	33
Counseling.....	34
Academic Integrity	34
Disciplinary System	35
Student Life.....	35

Academic Probation and Suspensions	35
Appeals	37
Academic Culture Training for Students (ACTS).....	37

School Contact Information and Physical Address

Office Phone: 406-586-3585
 Website: montanabiblecollege.edu
 Student LMS: https://montanabiblecollege.populiweb.com

Montana Bible College
 1519 S. Shiloh Rd.
 Billings, MT 59106

Faculty & Staff Email and Phone Extension:

When dialing the following staff members at the MBC office (406) 586-3585, enter extension # when prompted.

Cheryl Anderson	<i>Registrar</i>
– Ext. 15	canderson@montanabiblecollege.edu
Taylor Boyd	<i>Student Life Coordinator</i>
– Ext. 17	tboyd@montanabiblecollege.edu
Andre Gazal	<i>Vice President of Academic Affairs</i>
– Ext. 13	agazal@montanabiblecollege.edu
Joe King	<i>President</i>
– Ext. 12	jking@montanabiblecollege.edu
Carter Knight	<i>Dean of Students and Discipleship</i>
– Ext. 11	cknight@montanabiblecollege.edu
Elisa Murnion	<i>Financial Assistant</i>
– Ext. 23	finance@montanabiblecollege.edu
Melinda Rafanan	<i>Student Services Coordinator</i>
– Ext. 18	mrafanan@montanabiblecollege.edu
Justin Sheely	<i>Resident Director</i>
– Ext. 16	jsheely@montanabiblecollege.edu
Hannah Sheely	<i>Development Coordinator</i>
– Ext. 20.	hsheely@montanabiblecollege.edu
Kevin Smith	<i>Library Director</i>
(Library Desk) – Ext. 19	ksmith@montanabiblecollege.edu
Erika Ugalde	<i>Admissions Director</i>

– Ext. 14

eugalde@montanabiblecollege.edu

Connie Zimmerman *Administrative Assistant*

(Front Desk) – Ext. 10 czimmerman@montanabiblecollege.edu

Receiving Mail at the Dorms

If you will be living in MBC housing and wish to receive USPS mail, direct senders to address their envelopes & packages based on your building address and dorm room number. Large packages, Amazon deliveries, FedEx, and UPS packages are typically delivered to the front office.

- Men's Dorm Example:
(Student Name)
1521 S Shiloh Rd, room #
Billings, MT. 59106
- Women's Dorm Example:
(Student Name)
1517 S Shiloh Rd, room #
Billings, MT. 59106

Wi-Fi Connectivity

Wi-Fi access in all campus buildings and dorm rooms:

To access, refer to the “student wifi password” placards displayed in classrooms and dorm common areas.

Emergency Procedures

In case of an emergency, or if you deem that a person needs immediate medical attention (i.e., a person is not breathing or has been severely injured and is profusely bleeding), call 911. Immediately thereafter, call the Resident Director, the Dean of Students, or available staff. Please be sure to put the Resident Director's phone number (Justin Sheely: 406-500-1045), the Dean of Student's phone number (Carter Knight: 406-534-9687), and MBC's office number into your cell phone contact list (MBC Office: 406-586-3585). In the case of a non-emergency event which still requires staff attention (i.e. leaky faucet, broken classroom or kitchen equipment, etc.) please notify the appropriate MBC staff member as soon as possible.

Montana Bible College Student Learning Objectives

At Montana Bible College, we aim to produce graduates who are:

1. Spiritually characterized by the habits of spiritual maturity, a commitment to the authority of Scripture, and a consistent devotional life whose outflow is exhibited in the fruit of the Spirit;
2. Intellectually characterized by the ability to study, interpret, and apply the Scriptures as they encounter the challenges of daily living, cultivating a biblical worldview in which knowledge and practice are unified in the Christian's life, all while drawing from the deep and rich heritage of the Church.
3. Socially characterized by a commitment to God-honoring relationships and the ability to communicate accurately and demonstrate faithfully the truths of Scripture in culturally relevant ways;
4. Characterized in ministry by a consistent commitment to disciple-making, exhibited by a servant's heart, a love for the Church, and a steadfast faithfulness to the Great Commission.

Key Financial Information

Communication of Student Fees

An itemized statement is available to each student through the student's Populi account. The statement clearly delineates for what the student is charged including, but not limited to, tuition, fees, and housing. In addition to an itemized list of charges, this statement will also show scholarship funds awarded for the semester, as well as any discounts that apply. It is of utmost importance that all students have a clear understanding of what they owe the College.

Promise to Pay

Each student is required to sign a Financial Responsibility Agreement acknowledging and accepting the following obligations:

- Full Responsibility: The student agrees to take full financial responsibility for all tuition, fees, housing charges, and any other costs

incurred as a result of course registration, enrollment, or receipt of college services.

- **Payment Obligation:** The student understands that these charges must be paid by the stated deadlines in accordance with the college's published payment policies.

- **Consequences of Non-Payment:** Failure to meet financial obligations may result in consequences such as late fees, registration holds, denial of participation in classes, withholding of transcripts and diplomas, and possible dismissal from the College.

- **Communication:** The student is responsible for maintaining accurate contact and billing information and for promptly communicating with the Financial Services Office regarding any payment difficulties.

- **Agreement to Policies:** By signing, the student affirms that they have read, understood, and agreed to abide by all related financial policies of Montana Bible College.

Payment Options for Students

The Financial Services Office divides the student body into two groups based on credit load:

1. Students Taking Less Than 6 Credits

- **Payment Option:** 2 option
- **Due Date:** Entire bill must be paid by the first Friday of the semester.
- **Payments:** student taking 6 credits or less may make 2 payments, the first payment being due by the First Friday of the semester, and the second payment being due by the First Day of the following month.
- **Failure to Pay:** If the bill is not paid by this date, the student may be dropped from enrollment.

2. Students Taking 6 Credits or More

These students have two payment options:

A. Pay in Full

- Entire bill due by the first Friday of the semester.
- Prepayment Discount: Full-time students (6 credits or more) who pay their entire semester tuition prior to the first day of classes will receive a \$100 prepayment discount.

B. Payment Plan

- Students may divide total tuition and room charges by four (4) payments.
- Payments are due as follows:
 - First Payment: By the first Friday of the semester
 - Subsequent Payments: On the first of each following month in the semester
- Upfront Costs: The first payment is larger because it includes:
 - One-fourth ($\frac{1}{4}$) of tuition and room charges
 - Plus: Class notes, outstanding housing deposits, and the student services fee (all due upfront).

Additional Requirements for Payment Plan:

- Must sign and return a Payment Plan Contract.
- First payment in full must be made by the first Friday of the semester.
- Failure to do so may result in removal from enrollment.

Payment Schedule:

- Fall Term:
 - 1st Payment: First Friday of the semester
 - 2nd Payment: October 1
 - 3rd Payment: November 1
 - 4th Payment: December 1
- Spring Term:
 - 1st Payment: First Friday of the semester
 - 2nd Payment: March 1
 - 3rd Payment: April 1
 - 4th Payment: May 1

Late Payments & Delinquency

- Payments received after the 10th of the month without prior arrangements may incur a \$50 late fee.
- If a student is more than one month delinquent, they may be dropped from enrollment.

- Any grace or leniency is at the discretion of the Financial Services Office.

Making Payments

Students may make online payments through their Populi account. Students may also make payments to the office via check or cash. Students paying in cash will receive the original cash receipt with a copy attached to the cash to track ownership of the payment.

Request for Refund

A refund schedule is as follows:

Up to 7 days into term	100%
Up to 14 days into term	75%
Up to 21 days into term	50%
Up to 28 days into term	25%
29 or more days into term	NO REFUND

*Info on refunds for intensives is available in the academic catalog.

- Refunds will be processed only after the Registrar verifies the course drop.
- Requests for refunds must be made in writing.
- Refunds outside the published schedule will only be granted for legitimate and unforeseen circumstances.
- No refunds will be issued if:
 - A student decides to withdraw for personal reasons
 - A student is dismissed from the college
 - A student is dissatisfied with their experience

Withdrawal – If a student withdraws from college during the semester, tuition fees will be refunded according to the above schedule. Room charges are refunded on a prorated basis. After the fourth week of classes, grades for withdrawn courses will be recorded on the student's transcript as either W/P (withdraw/pass) or W/F (withdraw/fail).

SCHOLARSHIPS:

The goal of the scholarship program at Montana Bible College is to provide funds to students whose heart for God, long-term commitment to ministry, commendable academic performance, and evident financial need warrant assistance from the College. Students who receive scholarship funds from MBC should compel the College to invest in their lives. We believe strongly in the personal responsibility of each student to plan for and be able to pay the cost of choosing to be a student. Further, we believe that graduates should not be hindered from fulfilling the ministry to which God has called them because of the burden of college debts; therefore, MBC is committed to providing quality education at an affordable cost. Since MBC's tuition only covers a portion of its operating expenses, this education is possible because God has placed generosity in the hearts of individuals, churches, and alumni who believe in the eternal value of Bible college education. These people are participating financially to assist our students through scholarships because they expect God to do great things through them.

*Eligibility requirements for scholarships are listed in the academic catalog, along with scholarships available to you as an MBC student.

SCHOLARSHIP DEADLINES

- The scholarship application deadline for returning students registered for the fall semester is **April 15**. Late scholarship applications will be accepted after this date until **August 1**. However, awards will only be made if funding is still available.
- The scholarship application deadline for new students registered for the fall semester is **August 1**. New students are encouraged to submit scholarship applications as soon as they are accepted and enrolled as financial awards are based on the availability of funds.
- The scholarship application deadline for new and returning students registered for the spring semester is December 1. Students who applied for scholarships for the fall semester are not required to submit another application. Please direct any questions to the finance office at finance@montanabiblecollege.edu.

SCHOLARSHIP AWARDS AND NOTIFICATIONS:

Montana Bible College uses a fair and objective method to distribute scholarship funds. Students may be awarded more than one scholarship, but up to no more than 50% of tuition costs unless otherwise stated. External scholarships will not be calculated into this maximum. Awards will be made promptly following the application deadline. All scholarship applicants will be notified in writing regarding the award amount.

Student Requirements

Philosophy of Student Requirements

Committed Christians have the unique and rare opportunity to join a community of like-minded believers at MBC. We practice a lifestyle that is pleasing to Christ, and we pledge our commitment to that ideal by signing the Community Covenant. This Covenant is grounded in Scripture and sets biblical expectations and guiding principles for how board members, staff, faculty, and students will live their daily lives as members of our community. We also have college policies designed by the MBC administration to facilitate an educational environment that best promotes learning and spiritual development.

As an academic and spiritual community, Montana Bible College asks students to always adhere to both the Community Covenant and the college policies while enrolled as a student at MBC.

Core Values

Things we hold so dear that they define us, motivate us, and guide us...

Centrality of Scripture

The Bible is the authoritative source (see our Statement of Faith) that shapes our entire worldview, including our identity, our purpose, our beliefs, our values, our loves, our character, and our actions. This Christian worldview shapes and directs everything about us and our organization, even including our policies, structures, and approach to education.

Dedication to Holiness

As Christians, we are united to Christ by the bond of the Holy Spirit through faith in his atoning work. This mutual indwelling (we in Christ and Christ in us), in

which the Holy Spirit is conforming us into the image of Christ, manifests itself in love for God and our neighbor. This love in turn displays itself through truthfulness, genuineness, humility, respect, peacemaking, gratitude, self-control, purity, justice, and all other characteristics of a godly life as defined by Scripture.

Called to Disciple-Making

We live on mission with Jesus to make disciples of all nations, baptizing them and teaching them to obey everything He commanded. This mandate, this directed relationship unto maturity in Jesus, calls us to be faithful witnesses of the good news of Jesus to everyone who doesn't yet follow Him, and it constantly guides our interaction with fellow believers to intentionally help one another grow in ever increasing maturity in Christ. The community of disciples (the church) is our place of belonging, the context of our growth, and the collective representation of our witness.

Gospel-Centered

The good news of God's saving and redeeming heart and actions toward humanity (which is collectively and individually estranged from Him by their disbelief and disobedience) motivates and guides our interactions with people so that we have a love for them as valued creations; compassion and hope for those still estranged from God; grace, mercy, and forgiveness for one another in our failings; and a heart to restore and mend and heal those things which have been marred and broken and ravaged by the effects of evil. We are ambassadors of the good news of Jesus, agents of reconciliation, ministers of grace, and a kingdom of priests. All these roles and ministries are motivated and empowered by the Spirit of God who lives within those who believe and whose power accomplishes all of God's redemptive works in and through people.

Community Covenant

How we live out our beliefs and values...

Montana Bible College is a community of living, learning, and serving that extends far beyond the classroom. Although we are not a church, we *are* a Christian organization in service to Christ's Church. Therefore, we seek to live according to the biblical standards that Jesus gave to his body, the church. Through this covenant, we all strive together toward the common goals of

Christian maturity and biblical wisdom in our conduct, behavior toward others, and exercise of Christian freedoms.

Affirming Biblical Standards

The foundation of our lives and our learning come from the word of God. Therefore, we are informed and shaped by the Scriptures.

- We affirm the Lordship of Christ over all of life. This involves our wholehearted obedience to Jesus and careful stewardship in all dimensions of life: our resources (time, money, possessions), our selves (bodies, minds, hearts, pasts, futures), and all our relationships.
- We affirm the importance of each Christian being in active fellowship with the local church, which forms the basic biblically mandated context for Christian living.
- We affirm God's call for his people to live in an attitude and posture of growth and change, humbly allowing his Spirit to regularly realign our values to align with the values of the Kingdom of God more accurately.

Pursuit of Godly Living & Relationships

We commit to growing in godliness in the following ways:

- We will pursue love for God that encompasses our whole being and includes loving our neighbor as ourselves. Christlike love should be the motive in all decisions, actions, and relationships.
- We will pursue the demonstration of compassion, kindness, humility, gentleness, patience, forgiveness, integrity, academic and personal honesty, and supremely, love in our interactions with others.
- We will pursue, as much as it depends on us, peace with all people.
- We will pursue growing holiness in every aspect of our thoughts, words, and behaviors. We will love and side with what is good in God's eyes and abhor and oppose what is evil in God's eyes.
- We will pursue honor in all relationships and even the treatment of our bodies as the very temple of the Holy Spirit. Since humans are the

unique image bearers of God, there is God-given worth in all human beings at all moments of their lives from conception to death.

- We will pursue the sanctity and purity of marriage as given by God between one man and one woman. All of us will work to maintain the integrity of each marriage relationship in our midst. All of us will pursue sexual purity – those married maintaining covenant faithfulness to their spouse alone, those unmarried living in abstinence.

Exercising Responsible Freedom

We recognize that within biblical parameters there is a limited latitude of conscience, belief, and practice. Responsible Christian freedom is exercised in our social and cultural context, as well as within the authority structures with which we interact (i.e., family, college, employment, etc.) and requires a wise stewardship of mind, body, time, and resources on the part of every member of the community. Responsible freedom also requires thoughtful, biblically guided choices in matters of behavior, entertainment, and interpersonal relationships.

- We commit to exercise our Christian freedom responsibly within the framework of God's word, in the context of the family of God, and the context of the MBC community, seeking what is best for personal holiness and the strengthening of others in Christ.
- We commit to demonstrating civility and respect for those with whom we disagree while exercising wisdom in evaluating the ideas and activities of others. Christians living in harmony share a deep concern for the Body of Christ, defer to one another, reason together, and express genuine Christian love, as outlined in Romans 14.
- We commit to uphold all legal mandates regarding the possession and use of alcohol, tobacco, and any other legal or illegal substance. We also commit to upholding the college policy of no alcohol, tobacco, or any other non-prescribed recreational substances on any MBC-owned or leased property or at any college-sponsored event.
- We commit to allowing our entertainment choices to be guided by the godly wisdom of Philippians 4:8, "Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure,

whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.”

- We commit, as those under MBC’s authority as students, employees, or board members, to follow MBC policies put in place for the safety, harmony, and well-being of the campus community.

Conclusion

We, the Montana Bible College community, desire to be a covenant community of Christians who faithfully live out our beliefs and values so that our Lord Jesus, is honored in all we do. This requires that each of us keeps his or her word by taking our commitment to this covenant seriously as covenant keepers, whatever pressures we may face doing otherwise.

Christian integrity means that when we place ourselves under MBC’s community covenant, we must make every effort to fulfill our commitment by living accordingly.

In recognition that we sometimes fail to live up to our aspirations, we agree that keeping our covenant may also on occasion require that we take steps to hold one another accountable, confronting one another in love as we work together to live in faithfulness both to God’s word and to our word (see MBC grievance and disciplinary policies for more detail). Such loving acts of confrontation are at times difficult, but when performed in the right spirit, they serve to build godly character for both the individuals involved and the MBC community. Only in this way, as we are willing to speak the truth in love, will we “grow up into him who is the Head, that is, Christ.” Therefore, by signing our agreement to this community covenant, we embrace this accountability.

Your signature in acknowledgement of reading this student handbook means you agree to keep and abide by this community covenant.

Campus & College Life Expectations

Adherence

As an academic and spiritual community, Montana Bible College expects students to adhere in full to these community covenant expectations while a

student of MBC or reside on MBC's campus, since you represent the College in an official capacity.

If a student has difficulty living according to the expectations of MBC in these areas, he or she is encouraged to bring any concerns or questions to the Office of the Dean of Students and Discipleship. If a student knowingly fails to live in a Christ-honoring way as outlined above, they can be expected to be contacted by the Dean who will encourage him/her in following a path more conducive to personal health, and conformity to Christ.

Shared Campus Policies

Montana Bible College shares a campus with the Billings Christian High School through a legal partnership. The high school and college student populations are under the authority of their respective school leaders and policies. The MBC leadership asks its students to respect the BCS leaders and submit to them, bringing any questions to MBC leadership.

It is the policy of both MBC and BCS that the respective student populations remain distinct and separate (physically and socially) except during officially sanctioned times (i.e. a service project, college students visiting a high school classroom, high school students taking a college class, college students attending a high school sports event, etc.). MBC sole- use facilities are identified as the MBC Administration, Classroom, and Library buildings as well as the MBC Student Lounge, Women's Dorm and Men's Dorm. Shared-use facilities are the Phillips' Chapel and the Gym.

- College students wishing to visit portions of campus designated for high school use must do so as any other visitors to the high school campus, checking in at the office and following instructions. Likewise, high school students who visit portions of campus designated for college use (i.e. to attend a class) also do so as visitors, checking in at the MBC office and following instructions.
- Students of both populations using mixed use portions of campus (chapel, gym) are to do so at scheduled times. These facilities are not open to students of either population at all hours.
- MBC and BCS have jointly agreed to a zero-tolerance policy prohibiting romantic relationships between high school and college students. Period.

This is critical to maintain the integrity of our relationships between the high school and college populations. Violation of this policy will result in disciplinary action, including potential probation or suspension.

- MBC student housing (whether off campus or on campus) is always off-limits to BCS students. The only exceptions are events specifically sanctioned by both the high school and college bringing a group of students with an adult chaperone from either the high school or college or guided tours of campus where MBC staff are continuously present with the student(s). Similarly, MBC students are not permitted in BCS student homes unless specifically invited by parents who remain present the entire time.
- MBC and BCS students are not permitted to be in or ride in vehicles together.

It is expected that we all care for the facilities God has graciously provided. In any case of damage caused, it is the responsibility of the individual(s) involved to report the damage and see it restored.

Keep in mind that the campus (except student residences) is an academic atmosphere, so students should conduct themselves appropriately (i.e. not napping or hanging out in unreserved spaces, not disrupting classroom, study, or admin with excessive noise, etc.)

Your signature in acknowledgement of reading this student handbook means you agree to keep and abide by these rules of college and campus life expectations.

Chapel

Chapels are considered a vital component of Montana Bible College's overall strategy, complementing a student's academic and discipleship experiences. Our primary intention is to address issues pertinent to students' lives and ministry preparation. Further, some students can take part in Chapel gatherings by serving on the music or technology team.

All students registered for 9 (nine) or more credits are expected to attend chapel. Attendance will be taken by the Dean of Students and Discipleship or representatives. Distance students are exempt from mandatory attendance but strongly encouraged to participate. Students who live off campus but in Billings or within 15 miles of city limits, and are registered for nine or more credits must

adhere to the same chapel requirements as on campus students. If the off campus or on campus student can demonstrate active involvement in Christian ministry for 10+ hours per week, they may be exempt from mandatory service opportunities. This must be approved by Dean of Students and Discipleship. Other exceptions will be considered on a case by case basis.

For chapel, there will be a pass/fail grade given on official transcripts for chapel attendance. No more than 2 (two) unexcused absences per semester are allowed. Additional absences must receive approval from Dean of Students and Discipleship. More than 2 unexcused absences from chapel will result in a meeting with the Dean of Students and Discipleship.

Students must prioritize their work schedules or other commitments around chapel times. Those students who have attempted, but cannot arrange work or ministry commitments around Chapel, may apply for an exemption through the Office of the Dean of Students. This exemption will be granted on a case-by-case basis.

General Conduct

Montana Bible College strongly discourages students from possessing or viewing pornography, or explicit material in any form. We would invite you to speak with a staff/faculty member if you are struggling in this or any similar area. We want to walk with you toward victory rather than force you into secrecy. We prioritize your relationship to the local church in matters of growth and accountability. Therefore, we encourage you to be open with your pastor or church leaders on matters of moral struggles.

MBC prohibits students from bringing to the classroom weapons, explosives, firearms, BB or pellet guns, paintball guns, and other objects or materials that the Office of Dean of Students deem harmful to students' safety.

All students are expected to abide by Montana state law regarding the possession or use of tobacco products (at least 21 years of age) and alcoholic beverages (at least 21 years of age). In submission to MBC policy, alcohol and tobacco products (including vapes/e-cigarettes) are not to be present or consumed anywhere on college property, including inside vehicles.

Finally, in submission to God’s command, students who are of legal age, are not to consume alcohol off-campus in a manner that could be deemed excessive or a stumbling block to others (1Cor. 10:23-24). Should any student consume alcohol in excess, to the point of impairment, he or she may face disciplinary action up to and including expulsion or other serious consequences. MBC strongly encourages abstinence from alcohol consumption but also recognizes freedom of conscience for those of legal age. At all times, the issue of alcohol and tobacco use, as with all other issues under the category of “questionable practices” or “gray areas,” should be governed by the principles outlined in Romans 14:1-15:13 and 1 Corinthians 8-10. Please make alcohol use part of a conversation with a staff/faculty member.

MBC prohibits the possession and use of any illegal drugs or controlled medication without a prescription. The use of medically prescribed and recreational marijuana or THC-infused products is prohibited anywhere on our campus, in classrooms, or offices. (See MCA 50-46-320). If any student is a registered cardholder, he/she must contact the Office of Student Affairs for our institution’s full policy.

Abuse and/or misuse of alcohol in any form or any controlled substance will be dealt with through the Office of Dean of Students.

Your signature in acknowledgement of reading this student handbook means you agree to keep and abide by these rules of general conduct.

Appearance and Dress Code

We recognize that a believer’s relationship with Christ is secure and independent of external standards. We also recognize that our testimony before others is tied in some measure to how our appearance and actions are perceived by them. Therefore, we urge each student to give attention to strengthening his or her testimony and that of the College by wearing clothing that is clean, neat, and modest.

Church Attendance

Since we are training students to love and serve the church, all students are expected to attend a local church worship service each week (with exceptions for illness and travel). We strongly encourage involvement in the ministries of that body if possible but also recognize limitations based on a student’s schedule and

responsibilities. A list of suggested evangelical churches is available at the office if desired. MBC does not endorse one church over another but encourages new students to explore several before making a final decision. The MBC administration may request for a student to identify the church they have chosen to attend regularly during their time with us as a way of tracking which churches have shepherding oversight of our students.

Discipleship

MBC's mission is to raise up disciple makers for Christ. In order for that to take place, a student must be disciplined themselves. First, students are expected to attempt forming a discipleship connection with a leader at their local church. A normal discipling relationship meets at least once every other week. If this first attempt is unsuccessful, the Office of the Dean of Students and Discipleship will be happy to assist any student to form a relationship with a discipler.

Devotional Time

Critical to a college student's spiritual growth and health is an active personal relationship with their Creator. Because God has chosen to reveal himself most specifically through his word, personal regular meditation on the Bible is essential. Montana Bible College desires to assist and encourage students in developing habits of maturity in Christ through reading, studying, and meditating on his word in personal devotional times. All students are asked to cultivate daily devotional habits. MBC desires that you look at devotional times not as simply another classroom assignment or legalistic routine; but to intimately and personally engage with the Father, Son, and Holy Spirit daily so that your lives, relationships, and ministry might bear lasting spiritual fruit (John 15:1-8).

Class Attendance

1. Courses offered on campus or in a hybrid format:
The faculty and administration are very concerned about attendance and punctuality. Missed class time for courses offered on campus or in a hybrid format can never be fully reclaimed; missed instruction and discussion are simply lost opportunities to learn. Absenteeism also requires extra time on the part of professors and instructors. However, since absences will occur from time to time, the following policy will apply:

- Students are expected to attend 80% of the course meeting times to avoid any academic penalty imposed by the instructor.
 - Students are responsible for reviewing any missed content available in the course shell in Populi, including recordings.
 - Students are responsible to submit assignments by the due date regardless of attendance. Assignment deadlines are not extended due to absences.
 - Students attending via Zoom must have their cameras on during class time.
 - Any other method of attendance must be approved by the Vice President of Academic Affairs. Students must submit a written request.
 - If a student expects to be absent during the semester, he or she should budget absences accordingly or submit a written request for an alternate method of attendance to the Vice President of Academic Affairs.
2. Course offered online: If a course is being delivered in an online format, the student is required to make consistent progress through the course material so the course will be completed in the time allotted. The course deadlines will be structured with this pace in mind.

Please note that faculty may also count a student absent who is late to a class or is late repeatedly.

Electronic Media and Social Media Networking

We recognize that social networking (Facebook, X, Instagram, Snapchat, etc.) can be a great way to keep in touch and communicate with friends and family. We also recognize the potential for abuse and inappropriate use. MBC expects its employees and students to be above reproach in all their personal and professional interactions on social media platforms. A few specifics include:

- (1) Not viewing or posting content that is unwholesome and inappropriate for one claiming to be a Christ-follower (Eph. 5:3-4).
- (2) Not posting inflammatory subject matter that would draw the school or its constituents into unprofitable debates or arguments (2 Timothy 2:23-26; Titus 3:9).
- (3) Not engaging in online discussions specific to complaints or grievances about the College.

- (4) Using social media to build up people and ministries, rather than tear them down (Ephesians 4:29).
- (5) Guarding the time on social media so that it does not hinder face-to-face relationships, work commitments, or student responsibilities.

Personal Interaction: Though MBC expects all persons connected with the College to handle social media according to the biblical principles just listed, MBC does not make it a practice to control the content or actively monitor personal interaction on social media. Please remember to protect the reputation of Christ first, and the College second, understanding that each person associated with MBC is a representative, whether acting in a personal or professional capacity. Also, please consider that once posted, content becomes permanently public which should cause you to think twice before posting. If you have concerns about the personal social media interaction of another MBC student, please share that concern in private, as per biblical principle (Matthew 18:15-17), and use the normal MBC grievance/disciplinary procedure, as it becomes appropriate.

Your signature in acknowledgement of reading this student handbook means you agree to keep and abide by these rules on electronic media, social media and networking.

Photo Release: The marketing and media departments of MBC regularly capture and utilize photos and videos of students in various settings on and off campus. By signing the Student Handbook agreement form, each student expressly authorizes MBC and any of its affiliates to use their name, statements, and likeness, without prior notification or payment, for promotional purposes in college publications (print, digital or online). This authorization shall remain in effect until rescinded in writing by a student (or parent of a minor) and delivered to the Student Affairs Office. If this authorization is rescinded in writing, the college will make all reasonable efforts to not use his/her likeness publicly from that point forward but cannot be responsible for changing all past posts or publications.

Resident Assistant Application Process

The role of Resident Assistants (RA) is held by an upper-division student living on campus who will be available to answer questions and assist in the day-to-day function of the residence halls as well as help with Student Life activities on

campus. These student roles hold their position with the approval of the Dean of Student's Office and therefore carry authority as representatives of the Dean. They should be respected as such. All questions regarding the role of the RA should be addressed to the Dean of Students' office. Please contact an RA for any specific questions you have about MBC policies or procedures. They are also willing to assist with any relational or spiritual issues you may be facing but may refer you to someone else depending on the nature of the issue.

Students interested in serving as an RA must complete an application and submit recommendations. These positions are reserved for students who demonstrate mature Christian character, leadership abilities, and a heart for discipleship. In the spring semester, the Office of the Dean of Students will have application packets available. It is required for all Resident Assistant applicants to have a cumulative GPA of 3.0 or above. Student leader positions will be chosen from the applicants and awarded room discounts commensurate with the time spent serving in this role. Exceptions to these requirements can be made if a particular situation warrants it.

Housing Policies

Rules, guidelines, and procedures in student housing are to encourage an atmosphere that is conducive to study, fellowship, rest, mutual respect of all residents, and proper stewardship of facilities.

Student Housing Plan

One important dimension of your Bible college experience will be that of living with fellow Christian students. Such communal living arrangements will be a sharpening tool in your spiritual life, as well as help you grow in wisdom and build life-long friendships. We consider this component of college life an integral part of your overall experience.

All first-year single students are expected to reside in MBC-provided housing. Exceptions to this can be made if a student plans to live with family members in the Billings vicinity. Upper-division students are encouraged to live on campus if space is available, or with other MBC students in off-campus housing. Married student housing has limited capacity and thus is offered on a first-come, first-served basis. **Students must be enrolled in a minimum of 9 (nine) credit hours per semester to qualify for MBC-owned housing.**

Occupancy of Student Housing

Campus housing for single students is available from August 15 until May 15. After this period, all personal items must be removed from the apartments, the living spaces thoroughly cleaned, a check-out appointment completed, and room keys/mailbox keys returned to the staff member conducting the check-out. If a student wishes to arrive earlier or leave later, pre-approval must be granted by the Student Life Office and additional rent may be charged. Additional rent will also be charged if personal items are not removed by the stated move-out date. Students will incur additional costs if the apartment is not thoroughly cleaned before moving out.

Part-time (less than 9 credit hours per semester) and married students not residing in student housing are responsible for finding their housing, but the school will work with them to assist in locating housing. Housing is in great demand in the Billings area, so we urge all students who will not be living in the residence halls to secure housing early.

Student Housing Meetings

All students living in Student Housing are required to attend RA-led dorm meetings. The time and date of the meetings will be announced as needed by the Resident Assistant (RA).

Delinquent Rent Payment and Housing Disciplinary Action

Any student who accrues more than one month's rent owing to the College will need to make other housing arrangements. If extenuating circumstances apply, it is the responsibility of that student to communicate with the business office regarding these circumstances.

A student who does not address requests made by staff members regarding disciplinary issues related to residential living may be placed on housing probation. This consists of focused oversight and accountability.

Safety and Security

All exterior doors on the Dorms are Access Controlled electronically. Unlocking or propping open doors for convenience or for guests is prohibited. Exceptions for unlocking or propping open the exterior doors:

- During check-in/checkout times.

- During a maintenance call from staff or vendor.
- During a remodel or building project.
- Moving furniture in or out of the building by staff and RAs.
- Campus tours led by MBC staff.

Further, ground-level windows must remain locked overnight. This includes windows over low-access rooflines on the Women's Dorm.

Summer Housing Arrangements

Students living on campus are required to write a *Letter of Intent* if they wish to live on campus throughout the summer, or any time after May 15. This letter must be delivered to the Office of Student Life no later than Spring Break of the current year. If approved, the student must sign a summer lease agreement and commit to serving in a volunteer role up to 5 hours/week for the college. In addition, students must stay current on their housing payments with the Office of Finance.

Abandoned Property

Any personal property left behind in student housing, common areas, in the parking lot, or on the campus grounds after a student departs (without prior notification), will be considered abandoned property, and treated accordingly by MBC. Any expenses incurred from moving and disposing of this property will be billed to the student's account.

Above Reproach/Building Your Reputation

God has intentionally brought you to Montana Bible College for this season of your life, we ask that you proactively seek to guard yourselves against sexual temptation and/or unjust accusations. This means having wisdom in your interactions with those of the opposite sex. Your dorm is your home for this season. While this is true, and for issues of safety for the entire student body, the following are policies governing gender-specific dorm spaces:

- No ladies are allowed in the men's dorm ***unless previously cleared with the Dean of Students or Resident Director.***
- No men are allowed onto the residential floors of the ladies' dorm ***unless previously cleared with the Dean of Students or Resident Director.***

- Though the Student Lounge (formerly, SUB) is open and available to all students for study and activities, the Lounge will be generally closed for use from 11pm to 7am and must be vacated.
- ***ANY BREACH OF THE ABOVE POLICIES WILL RESULT IN IMMEDIATE DISCIPLINARY ACTION UP TO AND INCLUDING POTENTIAL SUSPENSION OR EXPULSION FROM MBC.***

Your signature in acknowledgement of reading this student handbook means you agree to keep and abide by these rules for dorm and campus life.

TV Viewing and Video Games

Students are expected to live above reproach and maintain high ethical standards regarding their entertainment choices according to the Community Covenant. For additional resources, please refer to www.pluggedin.com

Dorm Quiet Hours

Out of respect and courtesy for others living in the dorm buildings, quiet hours should be observed. From 11pm until 7am, please keep electronics and any interactions at quiet levels.

Overnight Visitors

Designated guest rooms are not available on campus, but guests of a student may stay in student housing with advance permission (male guests in the men's dorm and females in the women's dorm), space permitting. Guests must be at least 18 years of age unless a special exception is granted by the Office of Dean of Students. Each student must act as they take full responsibility for the conduct and behavior of his/her guest(s) and any damage incurred by the guest(s) during their stay. An online form for visitor requests is available on the MBC website. These requests must be submitted to the office (electronically) and approved before your guest's requested arrival date. A lodging fee will need to be paid at the Office of Finance prior to the Guest's stay.

Also, it is required that students wishing to host a guest secure the consent of all the students residing in the dorm room where the guest(s) will be staying when applicable. Extended visits (longer than three nights) need approval. MBC Staff reserves the right to ask guests to leave the campus at any time during their stay. We expect guests to comply with the same rules, health regulations, and quiet hours as those they are visiting. We also expect guests to clean up after

themselves before departure. MBC reserves the right to deny visitor requests based on what is deemed best for the student and the college.

Care of Dormitories

Any “common areas” of the dorms are for relaxation and enjoyment. Special care should be taken in keeping them neat and presentable in consideration of fellow students and other guests. Taking responsibility for cleaning up after yourself in these areas is a simple way to demonstrate stewardship as well as concern for the next person to use them.

Insurance

Montana Bible College does not provide insurance coverage for the personal property of MBC student housing residents. Therefore, tenants are advised to obtain their own comprehensive renter’s insurance policy for theft and damage of personal property. Such coverage is available through most underwriters.

Maintenance

If you have a maintenance/repair issue related to any item in your dorm room or the MBC facility, please notify your RA immediately.

Room Policies

Overnight Absence

Residents must use the Overnight Board—located inside each dorm—to indicate when they will be leaving and when they expect to return. Students should also notify their RA of their absence either verbally, by email, or text. If a student is away and anticipates arriving at a date later than previously indicated on the board, they must contact their RA promptly. Students who do not return on the date indicated on the Overnight Board will trigger a welfare check process. If the student isn’t contacted by phone, the Resident Director or Dean of Students and Discipleship will contact the student’s parents/emergency contact. Students who repeatedly fail to utilize the Overnight Board or arrive back on campus on time will be subject to disciplinary action.

Dorm Cleanliness for Student Housing

Dorm checks will be random but regular. We expect all students to be considerate of fellow roommates and the quality of housing we are blessed to use while students. Therefore, cleanliness of rooms must be a priority. Students should talk

to their roommate if there is a developing problem so that it can be addressed. If the problem is not solved among roommates, please contact the Resident Director.

Mandatory dorm-cleaning days or deadlines will be held on a bi-weekly basis and mandatory dorm meetings will be held monthly. RA's will notify dorm residents of the respective days.

Fire Prevention

Candles, fragrance burners, and other open-flame accessories are prohibited in any part of the dorm buildings.

Fire-protection equipment is for the protection of life and property. Using fire-fighting suppressants or alarms for any other purpose is not only unlawful, but it also endangers the lives of others in the community. Therefore, please do not detach smoke detectors at any time. If any are beeping, please inform an RA or the Resident Director. If a student removes or disables a smoke detector, the college will issue a \$100.00 fine. Anyone discharging any safety equipment (such as fire extinguishers) apart from a clear emergency will be charged for restoration and any damage incurred.

First Aid Kits are installed near the main entrance of each dorm and in the Student Lounge. These are provided by MBC for emergency use only.

Utility Use

The cost of campus housing includes all utilities (heat, electricity, water, sewer, internet, and garbage). Please be conservation-minded!

Wall Fasteners

Limit wall hangings to smaller items with few holes needed. Any excessive holes in walls will require fines upon checking out of the apartment.

Pets

There is always a “no pets” policy in effect in the student dorms. This includes the pet of any visiting family member or friend. Live fish are considered pets and are not allowed in any rooms.

Firearms/Archery Equipment

Because Montana Bible College places the safety and security of its students as a top priority, this policy has been adopted to ensure proper handling of all firearms on all property owned by Montana Bible College. MBC recognizes that some of its students will wish to participate in Montana recreational activities of hunting or other shooting sports. Residential students who wish to store firearms on property owned by Montana Bible College may only do so in compliance with this policy. Any instance of non-compliance may result in such privileges being removed. No firearms are allowed on property owned by Montana Bible College except those which are in compliance with this policy.

Declaration of Possession: All students living on campus or residing in property leased by Montana Bible College must declare possession of firearms (long gun, handgun, or AOW), ammunition, and archery equipment and must read, sign, and maintain compliance with both the Montana Bible College Firearm Policy as well as our Community Covenant. The firearm registration form must be completed.

Storage - Single Students: All students living on campus must store firearms (long gun, handgun, and AOWs) in an MBC firearms storage unit. Ammunition and loaded mags must be secured at minimum inside the resident’s locked dorm room. Gun powder and reloading supplies are not allowed. Firearms without exception are to be locked up when not engaged in lawful activities. Failure to properly secure firearms may result in revocation of privileges in the future. Archery bows, after proper declaration and registration, may be kept in individual rooms, however, broadheads and all arrows must be stored in the MBC firearms storage unit.

Storage: Married Students: Married students living in off-campus housing may choose to store firearms (long gun, handgun, and AOWs) in an MBC firearms storage unit if desired. If they choose to keep their firearms in their apartment, they should be secured properly in some type of locking device. For further guidance, contact the Dean of Students. ***Note MBC is not liable for the damage or loss of firearms stored anywhere off campus.**

Sign-Out / Sign-In: Firearms stored with Montana Bible College must be signed out on the official check-out form when engaging in lawful activities. Immediately upon returning to MBC residential property, firearms stored with MBC must be signed back in on the official check-out form and the aforementioned items be secured with the assistance of staff or those responsible for firearm storage and compliance. Any instances of non-compliance with this policy may result in the removal of firearm storage privileges by those residing on property owned or leased by MBC. **Should the College believe any student is a potential threat to themselves or others, a firearm will not be checked out to the student. The execution of this policy may be subject to change by the administration should the maintaining of residential property and student safety be deemed at risk.**

Removal / Abandonment: All firearms will be taken with the student when not residing on property owned or leased by Montana Bible College (i.e., over summer break or when moving off MBC property.) Firearms not removed from property owned or leased by MBC will be considered MBC property after a period of two weeks following departure.

Wireless Network Policies

MBC students can use either library computers or personal computers to connect to the internet. Internet connectivity or speed issues should be directed to the administrative office.

Access

Students should not be internet surfing, emailing, texting, on social media, etc. during class or chapel. Such misuse of technology demonstrates inconsideration towards the instructor, speaker, and others who are present, and deprives oneself of the opportunity to learn.

Legal Considerations

Student Concerns and Grievances

Concerns are issues that may be resolved through an informal process of discussion and listening, comforting, encouraging, and instructing in biblical principles such as stewardship of resources, conflict resolution, diligence, perseverance, etc. If you have a concern relating to the words or actions of another individual, please share that concern with that individual in private, as stated in Matthew 18:15-17, and use the normal MBC grievance/disciplinary procedure, as it becomes appropriate. If assistance is needed for off-campus and married students, concerns may be handled by faculty and/or staff. Resident Assistants (RAs) can help with concerns for any residential student. No formal documentation is needed in the expression of concerns. Examples of concerns would include many kinds of roommate or relationship struggles, a feeling that an instructor was unfair in an assignment, wondering if a policy reflects biblical truth, not agreeing with MBC policies, etc.

Grievances are issues needing more formal attention or intervention. These issues are serious enough that the appropriate MBC office needs to be alerted to the situation to act and the issue must be documented using a student grievance form and filed in a student's permanent file. Indicators that an issue is a grievance, not just a concern, are when clear MBC policy is being violated, someone is being harmed, laws are being broken, disciplinary action likely or certainly needs to be taken, or an issue has been raised without any appropriate action resulting.

Official actions may include but are not limited to, mediating conflict situations and initiating the disciplinary process. This disciplinary process could include probationary evaluation of performance, suspension, removal from employment, or matriculation. Grievances must be funneled to and handled under the direction of the Office of Academic Affairs or the Office of Dean of Students and Discipleship.

All grievances regarding academics should be reported to the Office of Academic Affairs. All other grievances should be reported to the Office of the Dean of Students. Grievances should be handled at the lowest possible level of leadership. Ideally, the grieved party should attempt to settle the issue with the conflicting party. If unable to reach agreement, the grievance should be taken to the next department. The office of President should be reserved as the final level of appeal in matters unresolvable at lower levels. If the President is unable to resolve the

grievance, the matter can be elevated to MBC's Board of Directors at the President's discretion.

The goal of mediation is a resolution of the grievance to the satisfaction of both the student and the individual who is the object of the grievance. All grievances will be taken seriously and pursued until biblical resolution is accomplished.

Any grievance brought by a student will in no way impact that student's progress or success at Montana Bible College. Likewise, any grievance brought against an employee of MBC, or another student will not adversely affect that employee or student outside of possible action toward remedy of the grievance. Should any decision be made that requires action on the part of an accused party, full documentation will be included in that employee's or student's file. All decisions are open for appeal to the appropriate supervisor of the mediator or the MBC board of directors. An advocate for the student in such cases will be asked to assist the student in appealing and is available for an earlier discussion of the grievance as it progresses through mediation if requested.

Information for filing a complaint or grievance to state or accreditation authorities concerning MBC as an academic institution is available in the academic catalog.

There is a submission form for both student concern and grievance on MBC's website. This may be found at MBC.edu underneath the "Resources" tab, labeled Student Concern and Grievance.

Statement of Submission

God calls all believers to submit to the governing authorities of the land. Romans 13 says, *"Let every person be in subjection to the governing authorities. For there is no authority except from God, and those which exist are established by God...render to all what is due them; tax to whom tax is due; custom to whom custom; fear to whom fear; honor to whom honor"* (vv. 1, 7). 1 Peter 2:17 says, *"Honor all men; love the brotherhood, fear God, honor the King."* Montana Bible College considers all violations of state and federal law to be a sin and will call students to submit to all constitutional governing authorities.

The following are legal notices that apply to admissions and student conduct:

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

The appropriate catalog, along with bulletins and student handbooks, determines student rights and duties concerning the College. Matriculation constitutes an agreement by the student to abide by the rules, regulations, and policies of Montana Bible College.

Discrimination Policies and Grievances

Because God's word commands us to live out God's character, Montana Bible College views discrimination as a violation of God's law (Romans 12:18). The following are policies regarding admission and student conduct in this area. Any matters of discrimination will be addressed promptly.

General Statement

Title VI of The Civil Rights Act of 1964 together with the Title IX of the Educational Amendments of 1972, requires colleges "to adopt and publish grievance procedures providing for prompt and equitable resolution of student complaints" alleging discrimination based upon age, gender, race, color, ethnic or national origin, qualified mental or physical disability, veteran status, or medical condition. Inquiries regarding compliance may be directed to the office of the president, Montana Bible College, 1519 S. Shiloh Rd, Billings, Montana 59106, or by phone at (406) 586-3585. In compliance with those Acts and in keeping with God's law, Montana Bible College offers the following policy for the nurture and protection of our students:

Non-Discriminatory Policy

Montana Bible College does not discriminate based on race, color, nationality, age, handicap, or ethnic origin in educational policies, admissions policies, scholarship programs, and other school-administered programs. The College makes every reasonable effort to meet the needs of those students with physical or mental disabilities which would hinder living or learning at this institution.

Montana Bible College allows any enrolled student, regardless of gender, to register for and complete any class offered at MBC. We affirm and will only recognize the unique gender identities assigned by God to each person at birth.

Montana Bible College calls on all its faculty, staff, and students to pursue sexual purity. The College will be consistent in dealing with sexual sin (including all immoral or extra-marital relations) in the enforcement of its policies for faculty, staff, and students. We affirm the dignity of all human beings as created in the image of God regardless of the behavioral choices they make. We rejoice in the truth that God embraces, forgives, and heals all people who respond to His grace in repentance and humility. MBC also recognizes the ongoing consequences of a person's sexual past, and will, as in other areas of morality, make decisions about the application of the policy on a case-by-case basis according to the nature of the sin, the person's heart attitude, and future commitments of the individual involved. We will demonstrate civility and compassion as we engage in dialogue with others on these issues.

Americans with Disabilities Act

Montana Bible College seeks to make all reasonable accommodations to comply with the Americans with Disabilities Act. Beginning with the disclosure of a disability to the Vice President of Academic Affairs or the Office of Student Affairs and upon acceptance to Montana Bible College of a student with a disability, all reasonable efforts will be made to accommodate the needs of the student in housing, academics, and the social arena.

Questions regarding discrimination or disabled student services should be addressed to Montana Bible College, 1519 S. Shiloh Rd, Billings, Montana 59106.

Compliance with Local, State, and Federal Laws

Every student is required to comply with all local, state, and federal laws.

Sexual Harassment

Montana Bible College does not condone any form of sexual harassment, whether verbal or physical, and any misconduct in this area is a violation of the policy of the College. In the event of any possible harassment, school officials will first talk with the parties involved (and other parties that might be witnesses) and determine the truthfulness of the situation. If harassment has indeed occurred, appropriate disciplinary action (including removal from campus,

suspension, or dismissal) will be taken against the person found to have violated the policy.

Media Policy

Any “unwholesome” [i.e., actions inconsistent with a profession as a Christ-follower committed to purity, truth, and proper stewardship] use of electronic media which may include, but not be limited to e-mail text, chat, messaging, e-mail attachments, video files, audio files, electronic/online gaming, web page viewing, social networking sites or file transfers is expressly forbidden.

Counseling

Counseling of students by Montana Bible College faculty and staff members is limited to vocational and academic matters. Personal issues and other concerns related to the student’s progress in spiritual growth may be addressed in the context of discipleship. However, extended counseling or therapy for matters of ingrained sin or mental and physical health issues may be referred to the student’s pastor, a qualified counselor, or a physician.

Epidemic Awareness Policy

In the event of a serious illness or threat of communicable disease on campus, MBC will exercise every possible precaution to prevent the spread of disease to protect our student population. While in most circumstances, we will attempt to protect privacy, when a possible contagious threat becomes known, the MBC administration will inform students of the threat. Students are asked to waive their right to privacy at registration when signing permission and health pledge forms. Should a residential student become ill with a communicable disease, the College will take all necessary precautions to protect the rest of its student population and staff from possible exposure and infection- including the implementation of new policies which include health checks, social distancing requirements, restricting visitors, face masking, and quarantining students who are ill or have had exposure to such illness.

Academic Integrity

It is the responsibility of MBC faculty to pursue suspected incidents of academic dishonesty occurring within their classroom(s). If a student is found to be guilty of cheating, plagiarism, or another form of academic dishonesty, the faculty member is required to document the incident in writing and submit the report to the vice president of academic affairs. The first documented incident of

academic dishonesty will result in the student failing the assignment or the course at the instructor's discretion, depending on the severity of the incident. Any subsequent documented offense of this nature by the student (regardless of whether it occurs in the same or any other course taken by the student at the College) will result in automatic failure of the course and expulsion of the student from the College for a minimum of one academic year.

Disciplinary System

Student Life

Disciplinary matters beyond the issue of grades will be handled in a manner as close as possible to the prescription of the Lord Jesus in Matthew 18:15-17 and Galatians 6:1-2. While some exceptions may exist to this procedure which would be subject to the discretion of MBC administration, disciplinary issues will be addressed directly, redemptively, and privately.

Any students known to be engaged in illegal activities will be referred to the appropriate local, state, or federal authorities.

Academic Probation and Suspensions

Whenever a student's semester GPA falls below 2.00, the record of the student's performance is reviewed by the academic committee. The committee meets between semesters to consider action on students who are struggling academically. This committee has the authority 1) to suspend a student from the College for scholastic reasons; 2) to place a student on probation for scholastic reasons; and 3) to reinstate a student who has been suspended for scholastic reasons. A member of the academic committee will notify students in writing of the action agreed upon by the committee. The designation of **Academic Probation** or **Academic suspension** will be entered on the student's permanent record. The guidelines are as follows:

1. **Academic Probation** - Students will be placed on academic probation when their semester GPA falls below 2.00. The following apply to students on probation:
 - a. Required participation in the Academic Coaching and Training for Students (ACTS). Participation is defined as attending all

ACTS meetings required by the ACTS director or Vice President of Academic Affairs. **Failure to fully participate in the ACTS program will result in immediate academic suspension.**

- b. Limitation of credit load to 13 credits – The Vice President of Academic Affairs reserves the option of approving individual classes.
 - c. No independent study classes.
 - d. No internships for the probationary semester or the following semester.
 - e. No involvement in extracurricular activities including (but not limited to) worship team or resident assistant without approval of the Vice President of Academic Affairs.
2. **Academic Suspension** – Students who are on academic probation for two consecutive or three total semesters will automatically be suspended for the next semester, meaning they will not be able to attend the college and take any courses, whether for credit or audit, for that semester. Students who do not comply with the requirements of the ACTS program may also be automatically suspended. The following apply to students on academic suspension:
- a. All scholarship monies terminate – All supporting bodies will be notified of the student's withdrawal from MBC.
 - b. Returning to MBC requires a revised re-application process with new references indicating a renewed commitment to academic success.
 - c. Upon return to MBC, all the mandates of probation listed above would apply.
 - d. Any additional probation is an automatic suspension for one year.

- e. Residence in MBC housing would terminate upon being placed on suspension.
3. **Student Leadership Participation** – Any student receiving a grade of “F” in any individual class will, in the subsequent semester, be precluded from participating in any of MBC’s student leadership roles, including worship teams and resident assistant without approval of the Vice President of Academics.

Appeals

Should the student wish to appeal a decision made by the Academic Committee, he or she may do so through the Vice President of Academic Affairs within forty-eight hours.

Academic Culture Training for Students (ACTS)

Occasionally some students may need additional support to achieve academic success. These needs may be evidenced through a review of a new student’s transcript, a mid-term progress report, referral by a professor, alert/probationary status, or by self-declaration. The mission of ACTS is to provide additional help to students, so they achieve academic success. The primary avenue for assistance is a one-on-one meeting with an academic coach who will work individually with the student to determine a plan of action. Students selected for participation in the program will be notified by the Vice President of Academic Affairs.

ACTS MISSION

The mission of the Academic Culture Training for Students (ACTS) is to provide additional help to students so they may achieve academic success. In keeping with our purpose to glorify God through biblical higher education by training men and women for a lifetime of dynamic Christian living and service, Montana Bible College is committed to helping all students succeed in their classes. One of our primary objectives for MBC students is to train them to study and interpret the Scriptures. Some of our students may demonstrate difficulty in their study skills and ability to comprehend the required reading assignments.

*See page 42-45 for complete details on ACTS program.

Library Rooms & Use

Please be respectful of all students and patrons using the library.

You are welcome to eat and drink in the library if you clean up after yourself and your beverages have a tight spill-proof lid.

Copy/Printing services are available for \$.05 per page / \$.10 for double-sided pages b&w. You will pay for all pages printed; mistakes included. Double-check what it is set to before you print.

Please DO NOT re-shelve books even if you remove them just to look at them. The librarians collect data for books that are removed from the shelf. Leave books on tables, desks, or in re-shelving locations.

Hours

The library is open to the public during the hours posted on the doors.

Circulation Policies

- Books/pamphlets may be checked out for 4 weeks and renewed for an additional 4 weeks if necessary; Audiovisual materials may be checked out for 2 weeks and will renew for 2 weeks.
- You may check out as many books as you need; you will be notified by library staff if you have more than 10 out at a time.
- Reference books may be checked out overnight and they must be returned the following day.
- Reserve books must be manually checked out using the sheets provided in the Reserve shelf. They cannot be taken out of the library.
- Return books in the exterior drop box (located outside the east entrance) or the interior book drop (at the Circulation Desk).

Services

- Online catalog is available as a link at montanabiblecollege.edu/library. Once you have your student ID/ Library Card you have an account through the catalog page to manage your checkouts. It will allow a single renewal of all materials (Excluding Reference and Reserve books).

- E-books are available as a link on the library page. You will need your library card number to access this. It can access all e-books available through the state as well as a reference collection, and a pastoral collection.
- The Theological Journal Database is easy to access and has academic, full-text, theological journal articles. Our Library staff would be happy to help you find articles. Look for the link on the library's webpage. If prompted, the password is *discovery*.
- Inter-Library Loan, we can request to borrow any book you need for no charge. If we do not have the book, you want or need, we can obtain it for you from another library via Inter-Library Loan (ILL). Contact one of the library staff if you would like to use this service. Materials will take one to two weeks to arrive, so plan accordingly.
- One-on-one writing and research help is available to you through Student Services.

Release of Student Records

All records of students, including application materials, financial records, and grades, are regarded as private by Montana Bible College. Release of these records to anyone other than the student is only made after the student has signed the student information release authorization form available in the registrar's office. Records may be released to parents of students who are minors still under the guardianship of their parents.

FERPA

Montana Bible College operates under the regulations set forth by FERPA (Family Educational Rights and Privacy Act). All students, faculty, and staff are expected to comply with this Act. Information protected by this Act includes medical and personal information provided by the student in the application process, grades achieved at MBC and other institutions, financial information regarding a student's bill at MBC, and spiritual and behavioral problems while at MBC. Each of these areas is treated separately and accessible only by those with a pertinent reason for knowing such information.

The general intent of limiting the accessibility of student information is to provide an environment in which student privacy is protected. Therefore, sharing such information must be weighed carefully when discussing students or praying for them corporately. Where appropriate, permission for sharing information

may be sought from the student (e.g., sharing grades or financial information with parents). However, without permission from the student in writing, MBC officials must be vigilant in protecting the information entrusted to them by a student. Exceptions to student permission would include when the student may be considered in danger or could cause a threat to others or be a disruption to student life or the academic success of other students.

For further information please contact the Office of Student Affairs or the Office of Academic Affairs.

Summary Statement

This handbook is designed to be a tool for your growth and a guide to our policies and procedures. Thank you for taking the time to review all this information. If there is any part of this document that you desire further clarification on, please see the Office of Student Affairs. All students are required to sign a statement of agreement affirming their full understanding of and commitment to the content of what is contained herein before being considered an official student at the College.

Montana Bible College reserves the right to update and/or edit the Student Handbook as needed to keep all relevant information available to the student body.

Your signature in acknowledgement of reading this student handbook means you agree to keep and abide by all rules and policies listed above.

Please provide your signature below in acknowledgement of carefully reading this student handbook. Doing so means that you agree to keep and abide by its rules and policies.

Name: _____

Date: _____