



Student

Code of Conduct

Division of Student Affairs

Belize Bible College

STUDENT HONOR CODE

I. MY SCHOOL

Welcome to Belize Bible College! Our mission as a College is to provide an educational experience with a solid Christian foundation to equip men and women with the values, knowledge, and skills essential for success in every aspect of life. With our unique heritage and expanding influence, BBC is dedicated to preparing you to succeed in your chosen profession and service to others as a disciple for Christ.

The goal of the Belize Bible College Honor Code is to encourage and instruct our students how to love God through a life of service to others. The way we treat others in our community is a direct reflection of our love for God. BBC's community guidelines come in various forms. Some are local, state or federal laws that must be obeyed by all. Some are based on Biblical mandates or principles that lead us to develop virtues characteristic of a disciple for Christ. Others are just preferences that promote deference to one another while living in community. However, all are important to creating the kind of college community we seek to provide.

To this end, the Honor Code sets forth the procedures that apply when misconduct by a student is alleged to have occurred. Students are charged with notice of and are bound by this Honor Code and all students agree to comply with its terms.

Attendance at Belize Bible College is a privilege and, as a private educational institution, BBC is free to control the admission and attendance of students. While this Honor Code has evolved over time, it has served our community well by articulating expectations of students and providing guidelines for life in a Christian educational community. This is our College, and this is our Honor Code.

II. MY ROLE

Students must comply with the terms of the Honor Code.

Students also are responsible to promptly report all circumstances, which they believe constitute a major violation of the Honor Code, to the Office of Student Conduct. Intentional breach of this responsibility will itself be considered a violation of the Honor Code. Every student should give testimony or evidence relevant to any alleged violation of the Honor Code if requested.

Every student is asked to respect BBC's Statement of Doctrine and Purpose and should avoid any activity on or off campus that would contradict the college's mission or purpose, compromise the testimony or reputation of the College, or disrupt BBC's Christian learning environment.

All members of the Belize Bible College community are asked to affirm the following:

"We, the students, faculty and staff of Belize Bible College, have a responsibility to uphold the moral and ethical standards of this institution and personally confront those who do not."

III.ACADEMIC MISCONDUCT

A. Academic Misconduct

Academic Misconduct is conduct that is prohibited because it undermines the academic integrity of Belize Bible College and it includes, but is not limited to, academic dishonesty, plagiarism, and falsification.

Academic Dishonesty during examinations, academic dishonesty includes, but is not limited to . . .

- Referring to information not specifically condoned by the instructor
- Receiving information from a fellow student
- Stealing, buying, receiving, selling or transmitting any portion of an examination

Outside of examinations, academic dishonesty includes, but is not limited to . . .

- Allowing another student to copy any portion of one's work
- Using unauthorized aid of any kind
- Stealing, buying, receiving, selling or transmitting coursework of any kind

Plagiarism on papers, projects or any assignment prepared for a class includes, but is not limited to . . .

- Omitting quotation marks or other conventional markings around material quoted from any printed source
- Paraphrasing or quoting a specific passage from a specific source without properly referencing the source
- Replicating another person's work, in whole or in part, and submitting it as an original work
- Submitting work previously used to fulfill academic requirements for any course at any institution at any level, including Belize Bible College, without written permission from both faculty members
- Purchasing material of any kind and representing it as one's work

Falsification

Falsification of a school document includes, but is not limited to . . .

- Unauthorized signing of another person's name to an official form or document
- Unauthorized modification, copying, or production of a College document or any document to mislead the reader
- Dishonestly answering or providing information in the application process
- Failure to fully and truthfully disclose criminal history when required to do so
- Citing a source that does not exist
- Falsely attributing ideas or information to a cited source that does not contain that material
- Including a source in a bibliography when the source was neither cited in the body of the paper nor consulted
- Inventing or intentionally distorting data or statistical results

Communicating false information to a faculty member in connection with an academic matter

Any student who knowingly assists in any form of academic misconduct will be considered as equally responsible as the student who accepts such assistance.

Reporting Process for Academic Misconduct

The reporting procedure is as follows:

- The instructor (or staff member, if applicable) will confront the student within one week of the discovery of the infraction
- The instructor will write a report outlining the violation, the inquiry conducted, the recommended sanction(s) and the overall rationale
- The report will be provided to the student
- The sanction must include the student receiving a grade of "F" for the course

NOTE: The student will be allowed to appeal (See Appeal Process Below).

- The report will be sent to the department chairperson.
- A copy of the report will be sent to the Division of Student Affairs at which time the appropriate Student Conduct Officer will work with the faculty member to determine the penalty for each infraction.

Appeal Process for Academic Misconduct

When a student has been reported for academic dishonesty involving sanctions and the student feels he/she is being unjustly accused or is being treated unfairly, he/she may choose to appeal the decision and recommendation of the faculty member. That appeal process is as follows:

- The student must submit a written appeal to the department chairperson within ten business days of receiving the instructor's report. The appeal should clearly state the reason(s) why the student believes that he/she did not violate the Honor Code, as well as the reason(s) why the sanction(s) imposed were inappropriate. Additionally, the student should state what sanctions he/she concludes would be appropriate.
- The chairperson will review the instructor's report and the student's written appeal, may consult with the instructor and/or student, then notify the instructor and the student of his/her decision. In determining whether a violation has occurred, decision makers will apply a "clear and convincing" evidence standard. For determining all other matters, all decision makers will apply a "greater weight" of the evidence standard.
- If the student is not satisfied with the department chairperson's decision and desires to appeal it, he/she must submit a written appeal to the dean of the school or college within one calendar week of receiving the chairperson's decision. The Dean will review the student's second appeal, as well as the faculty member's report and the initial appeal. When a decision has been reached, the Dean will notify the department chairperson, the faculty member and the student.
- If the student is not satisfied with the Dean's decision and desires to appeal it, he/she has one calendar week from receiving the Dean's decision to request a hearing before the Senate Committee on Academic and Admissions Standards. The Dean will contact the Registrar who will arrange the hearing. The committee will meet with the student, review all reports, appeals and facts, and make a recommendation to the Vice President for Academic Affairs (VPAA). The VPAA will make a final decision after considering the committee's recommendation and will notify the student of that decision.
- The VPAA's decision is the final step in the appeal process. Should any appeal result in a ruling of "no violation", a report indicating such will be forwarded to all appropriate parties to expunge the student's permanent academic record, as well as remove any academic holds or academic restrictions. A decision of "no violation" will be considered final and cannot be appealed by an instructor or staff member.

IV.GENERAL CONDUCT

Life outside the classroom comprises a significant portion of time a student spends at BBC and the

College expects students to take responsibility for their behavior and choices. When those choices violate the Honor Code, the College has a responsibility to administer discipline with love and mercy.

A. Substance Use

BBC College prohibits the possession, use, manufacture or distribution of alcoholic beverages, tobacco and illegal drugs or controlled substances by its students. This includes the abuse of prescription medications or possession of prescription medications not prescribed to the student.

Violations of this prohibition may result in disciplinary action, including administrative withdrawal. In addition, possession, use, manufacture and/or distribution of illegal substances is a crime and BBC will cooperate with law enforcement authorities who are charged with enforcing the law.

B. Harassment & Discrimination

BBC is committed to providing students and employees with an environment free of harassment. Any person or group who commits acts of harassment or discrimination based upon race, ethnicity, gender or disability, on or off campus, will be subject to disciplinary action, which could result in dismissal from the College. Any act of harassment (i.e., physical, psychological, verbal or sexual) that is threatening is considered a serious offense and will not be tolerated.

C. Dress Guidelines

While we recognize opinions vary considerably about appropriate dress, we have established some simple guidelines, which we require students to respect on campus. Cleanliness, neatness, appropriateness and modesty are the general guiding factors with regard to dress.

Dress for All Students

Hairstyles and fashion should avoid extremes. Students must dress modestly and appropriately at all times. Facial jewelry is prohibited.

D. Personal & Community Respect

Respect is an attitude and behavior that should be afforded to all members of the BBC community through proper acknowledgment of their personal and professional position. Students are asked to observe academic courtesy with regard to all titles (Dr., Dean, Mr., Mrs. or Miss). Students should not use first names when speaking to or about faculty or staff members.

Students are expected to exercise proper decorum in the classroom. Men must remove headwear in classrooms and academic buildings. At BBC we believe in the inherent value and dignity of all men and women as God has created them. Proper respect should be shown from one student to another at all times. Derogatory comments of a sexual, religious or racial nature will not be tolerated.

Students are expected to treat BBC faculty and students in a spirit of Christian love, mutual respect, and individual dignity.

E. Discipline Process

The discipline process for students in place at Belize Bible College is designed to help maintain an environment that supports the spiritual development and academic success of our students. It is intended to be redemptive and restorative and carried out with love and grace.

F. Retention/Non-Return

Enrollment at BBC does not guarantee continuous enrollment until graduation. Any student who commits continual or severe disciplinary actions will be placed on academic probation and will at the discretion of the Dean of Student Affairs. Retention/non-return decisions must be appealed in writing to the Office of Student Affairs within 24 hours from

receiving the notification. A decision will be rendered in writing regarding the appeal and the decision will be final which could result in administrative withdrawal. The student's cumulative discipline record is reviewed as part of this process.

G. Reapplication/Readmission

A student who is administratively withdrawn or not allowed to return may submit a written request for readmission to the Dean. Before a return will be considered, the student should provide a thorough account of the actions that led to his/her dismissal or non-return and his/her strategy for successful continuance at the college. Additionally, a letter of recommendation from a pastor, counselor or civic leader, along with a letter of recommendation from the student's parent(s) or guardian should be submitted. This process does not guarantee readmission. If readmission is granted, the appropriate Officer will notify the student and the Office of Admissions.