Welcome to Yellowstone Christian College

Welcome to a new chapter in your life – a life changing chapter if you will accept the challenge of a Christian education in the heart of the Northern Plains. Our strength comes from our convention (SBC) and our 40-year history. You are assured of the following at YCC:

• All studies are integrated around Christ as the Truth.

• Students, faculty, and administration really get to know each other, building friendships that can last a lifetime.

• Each student’s participation in a local church and personal ministry provides nurture, encouragement, and accountability necessary for individual spiritual growth.

• The 38,000 item library provides excellent resources for Christian education for both students and local churches, including the largest theological collection in the Northwest.

• YCC offers affordable tuition and multiple scholarships resulting in about 85% of our students graduating without college debt.

• The location of YCC in the heart of the Yellowstone River Valley, within sight of the Beartooth Mountains, lends itself to unique outdoor recreational activities.

At YCC, your future is bright. I am pleased that you have joined us. I promise you a rewarding personal and educational experience.

Dr. Bruce Cannon

Bruce Cannon, President
M.Div.; M.Ed.; Ed.D.
MISSION STATEMENT AND GOALS

MISSION
Yellowstone Christian College exists to instruct and mentor Christian men and women to shape the church and culture by reflecting Christ’s character.

GOALS
• Grounded in a solid biblical worldview
• Prepared with a foundation for lifetime learning
• Equipped with professional competence
• Equipped with practical ministry skills
• Confirmed understanding of the personal mission God has for you
• Committed to serve God as servant leaders to the churches and communities of the Northern Plains and the world

COLLEGE ANTHEM
Knowing You
By Graham Kendrick

COLLEGE MOTTO
Christian Leadership Excellence

COLLEGE COLORS
Green, Black, and Gray

COLLEGE MASCOT
Centurions
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1.0 CAMPUS DIRECTORY

President Dr. Bruce Cannon
Administrative Assistant Rabea Epps
Dean of Academics Ramy Ramos
Scholarship / Work Study by Committee
Director of Enrollment Max Soft
Librarian
Business Administrator Darwin Payton
Comptroller and Bookstore Manager Harriet Snodgrass
Dean of Students Ramy Ramos
Director of Student Life Christina Jewell

2.0 COLLEGE FACILITIES

2.1 WARREN HALL
Warren Hall is the administration and education building. Located in this building are the administrative offices, the bookstore, the Student Center, weight room, and classrooms.

2.2 DR. WILLIAM S. & LAURA JEAN PHILLIPS CHAPEL
Included in the Chapel are the music offices, choir room, classroom, practice room, and a college dining hall.

2.3 THE IDA DOCKERY OWEN / LIBRARY/RESOURCE CENTER
Included in the library are the American Indian resource center/conference room and a distance learning classroom.

2.4 STEINKUEHLER and HOLLIDAY HALL
Steinkuehler Hall is the women’s residence; Holliday Hall is the men’s residence.
3.0 STUDENT ACTIVITIES

3.1 CHAPEL SERVICES
Chapel offers a unique opportunity to bring the college community together for participation in the process of personal and corporate transformation through experiences with God. The program regularly involves students as both participants and leaders in worship of God. The desired results are spiritual formation on the YCC campus, an increased commitment to the Lord, a great sense of campus community, the integration of faith and learning as preparation for service, and openness to an understanding of various forms of worship. Chapel programs are presented on Wednesday morning at 11:00 p.m.

1. All students, faculty, and staff are encouraged to participate.

2. Participation is required for ALL students enrolled for nine (9) or more hours. Off campus work schedules must accommodate the chapel schedule.

3. It is the responsibility of each student to sign into chapel. Note: The expectation is that the student will be present for the entire worship time in order to receive credit for attendance. If a student arrives after the sign in time or leaves before the conclusion of chapel she/he is counted absent.

4. No more than three (3) absences are permitted for Chapel per semester.

5. A fourth (4) absence from Chapel will result in disciplinary probation. (See YCC Catalog for details regarding disciplinary probation).

6. Chapel Conduct: It is expected that students will give respect by refraining from talking and remaining until the program is dismissed. Headphones, newspapers, **food and drink are not allowed in the chapel.** Hats are not permitted to be worn by male students and must be removed before entering the building. **Cell phones must be in the off position during chapel.** Students who fail to comply with standards of good conduct will be asked to leave and no credit will be given for that chapel.

3.2 STUDENT MINISTRIES PROGRAM
Because of YCC’s strong commitment to the Christian faith, ALL students enrolled for (9) hours or more are required to become actively involved in a local evangelical church. The college desires to see each student become consistent in church attendance, serve in a ministry of a local church, live by faith, and mature as a Christian. This is tracked through the Student Ministries Program.

The purpose of this program is to provide opportunities to combine the student’s classroom learning experiences with practical ministry application in the local evangelical church setting. This program provides a supervised opportunity for the student:
1. to become a servant leader.
2. to develop skills in the practice of Christian ministry.
3. to use the student’s service in the local church to solidify what s/he has perceived as the call of God into professional Christian ministry.
4. to help clarify the area of ministry into which the student has been called.

Additional Objectives:
1. Allow participating churches to become a training ground for future leaders.
2. Offer ministry assistance to a local church.

Program Requirements:

1. Students must actively serve in a local evangelical church under the supervision of an approved church ministry coach.
2. Church ministry must be a minimum of one hour per week not including preparation time.
3. Students must report weekly through the system established by the college for accountability.
4. Evaluation of student’s ministry will be completed once a year with church ministry coach.
5. If a student changes churches s/he must be active in new church within (4) weeks of the change.
6. New students may take up to one semester to identify a local church and place of ministry. During this time the student will meet weekly with the Dean of Students to evaluate progress.
   Students who are not committed to a church and a ministry within the required time frame will be placed under the supervision of the Dean of Students for two weeks to work together in finding a place of ministry. Further failure to acquire a ministry by the end of the two weeks will result in suspension.

3.3 SOCIAL EVENTS
YCC offers several ongoing social events that are campus wide in their scope. Annual events include the study-faculty-staff Christmas Party, Graduation Dinner, and Graduation Reception.

3.4 STUDENT RECOGNITION
Recognition for Excellence in Christian Leadership is awarded annually. Nominations can be made from church ministry coach, local pastor, staff, faculty, and students.

   Determination of award will be based on:
   1) Personal observation of the student in leadership
   2) Service in the Student Ministries Program
4.0 ACADEMIC SUPPORT

4.1 BOOKSTORE
The campus bookstore, located in Warren Hall, sells textbooks, school supplies, Bibles, books, and gifts. The hours of operation are posted outside the bookstore. Bookstore purchases can be made by cash, check, or credit card (Visa, MasterCard, and Discover).

4.2 COMPUTER USE

General Information
Computers, related software, and resource materials designed to assist students in enhancing learning skills are located in the library.

Computer Privileges
1). Computers are available during library hours for student use. If you wish to use a computer the following guidelines apply:
2). Included in the student fees for each semester is a technology fee for the use of library computers.
3). Students are not to download anything from the internet and store it on the lab computers. Items of interest may be downloaded to removable media.
4). Violation of computer use rules will result in loss of lab privileges for the rest of the semester.

4.3 LIBRARY
The Ida Dockery Owen Library is the resource center which provides educational materials and services for faculty and students. The librarian and the library staff are available to offer assistance to students in locating materials and rendering other library services. Please ask for help if you experience difficulties.

Library Hours
Hours are determined each semester.

5.0 STUDENT SERVICES

Student Services are provided by various offices on campus. Many of these services are listed below. Should your needs not be met by those described, contact the Dean of Students, who will be glad to assist you (656-9950).

5.1 BULLETIN BOARD
YCC provides two bulletin boards on campus where information can be disseminated. One is by the mail boxes and the other is in the Student Center. Announcements that appear on these boards should be cleared through the office, be dated so they can be removed when no longer pertinent, and be relevant for members of the college community.
5.2 COLLEGE FACILITIES, USE OF
All events taking place that require use of campus buildings must be reserved through the Administrative Assistant in the Administration Office.

5.3 COUNSELING, ACADEMIC AND PASTORAL
Academic and pastoral counseling is available to the student body on an as needed basis.

5.4 EMERGENCY SERVICES
YCC does not offer emergency services. If an individual is having a health crisis s/he is instructed to go to St. Vincent Emergency Clinic, Deaconess Emergency Clinic, or call “911”. These emergency care personnel will then notify YCC, and YCC staff will visit the student if permissible.

5.5 FINANCIAL AID
Although YCC does not participate in state and federal aid programs, a wide range of College and denominational scholarships are available. Scholarships and grants at YCC are granted primarily on the basis of financial need. YCC also offers a Work Study program involving a commitment of four hours a week that is available as the school has need. Monies earned through the Work Study program are applied directly to the student’s tuition and fees. The student and his/her family are responsible for paying all costs that are not covered by financial aid. Interested applicants are encouraged to write or call the office directly to secure application forms and to determine their eligibility for specific assistance.

5.6 FOOD SERVICE
The food service is offered when classes are in session. Meals are in the dining hall located in the Dr. William S. & Laura Jean Chapel building. For students not living on campus, meal tickets may be purchased in the Business Office.

5.7 HEALTH SERVICES
Since the college cannot assume responsibility for medical services, students are encouraged to enroll and maintain enrollment in a medical insurance plan. No on-campus medical care is available; Billings Clinic (238-2500) and Saint Vincent Hospital (237-7000) are located in downtown Billings.

Each resident assistant in the residence halls is responsible for calling an ambulance, hospital, or doctor when any residence hall student needs emergency medical care. When possible the Dean of Students should be consulted before calling. In case of student illness or emergencies requiring medical assistance in a classroom, the instructor will notify the Dean of Academics and/or the appropriate medical facility for assistance.
5.8 LAUNDRY SERVICE
Washers and dryers are available in the residence hall for only those students living on campus.

5.9 LOST AND FOUND
Items found should be turned in to the Administration Office. Lost items may be reported to the Administrative Assistant and the campus bulletin boards.

5.10 PARKING
Students are asked to park only in designated areas on campus. Please observe a 15 MPH speed limit when driving on campus. All vehicles must be registered with the Administration Office at the time of semester registration.

5.11 STUDENT CENTER
This Student Center is a place for students to relax and enjoy fellowship with others. Students are expected to take responsibility for their actions and behave in a Christ like manner. Failure to do so will not only remove the privilege for the student, but for the entire student body.

Student Center Guidelines

**Hours of Operation:**
- Sunday – Thursday: 8:00 am – 11:00 pm
- Friday – Saturday: 8:00 am – 12:00 am

If additional hours are needed for use of the student center, please contact the Director of Student Life or a Student Council member.

**Conduct:** Avoiding the appearance of evil (I Thessalonians 5:22)

1. Keep noise levels moderate so others can be engaged in different conversations without raising their voices. Keep in mind that classes may be in session nearby.

2. Enjoy the furniture as each piece was designed. Sit on chairs, not on the tables. Stand on the floor, not on the furniture.

3. Accidents will happen. However, if you spill it, clean it up immediately.

4. Trash is to be put in the trash can, not left out on tables. Glasses and plates should also be removed and not left on tables.

5. Movies and games are for your enjoyment; put them away when you are finished so others may use them. Please leave movies and games marked Student Center in the Student Center.

6. Lights must be on whenever the Student Center is open.
7. The Student Center is a place for rest and relaxation, not gossip and griping.

8. The guidelines for public display of affection apply to the Student Center as well as any other place on campus. Failure to behave in this manner will result in the removal of Student Center privileges for those involved.

9. After office hours (4:00 pm) and on weekends two members of the opposite sex may not be alone in the Student Center without another person present. Non-compliance will result in immediate disciplinary action by the president.

Misconduct in the Student Center may result in a warning. Two warnings may result in reducing the hours of operation or closing the center completely. Report abuses of the Student Center guidelines to a member of the Student Council, but only after you have attempted to address the individual. (Matt.18:15-17)

**6.0 STUDENT COUNCIL**

The Student Council is to be a voice to the administration to ensure we are working together to improve campus life. The Student Council may prepare, review, and recommend revision of school policies relative to the morale and morals of the student body. They will oversee the operation and the conduct of those using the Student Center. Any student may bring new business or policy proposals to Student Council for consideration. The Student Council may at times serve as an advisory body to the President and Dean of Students when deemed appropriate by the Administration.

In addition, the Student Council will work to keep the student body excited and up to date on activities planned by the committees in a timely manner, through the use of chapel announcements, posters and flyers, and encouraging other members of the student body get involved in the activities and spirit of YCC. During the school year student council may organize and execute a service project.

**6.1 ELECTION OF STUDENT COUNCIL MEMBERS**

1. **Membership**
The Student Council shall be composed of representatives from each class and the Resident Assistants. The Director of Student Life shall sit as a non-voting, ex-officio member of this committee.

2. **Selection**
Students will recommend students to the Director of Student Life and Student Council to serve an annual term on the Student Council.

3. **Meetings**
The Student Council shall meet at least once a month during each semester. Special meetings may be called when deemed necessary by the Director of Student Life.
4. **Conduct**  
Student Council members will lead by example.

5. **General Responsibilities**  
Beyond the responsibilities explained above, Student Council will set up an information booth during orientation in the Fall and the first chapel of each semester. The goal of this activity is to familiarize the student body with Student Council and its role at YCC.

6. **Student Recommendations/Concerns**  
Any student may bring recommendations/concerns to Student Council by filling out a Student Council Discussion form. These are located in the box outside of the Director of Student Life’s office.

6.2 **STUDENT COUNCIL OFFICERS**

**President** will serve for a period of at least one year. The Vice President will be elected from the Student Council body. This position cannot be held by a freshman or sophomore. The President is responsible for representing the YCC student body and their interests in student council, and act as a liaison between the student body and staff. The president is to model a positive attitude and endeavor to keep unity among the student body.

**Vice President** will serve for a period of at least one year. The Vice President will be elected from the Student Council body. This will lend to continuity in the Student Council from year to year. The Vice President assists the President with his/her responsibilities. He/she will coordinate with the chair person for each committee ensuring progress is being made toward meeting their purpose. **Prerequisite for Vice President:** - Nominee cannot be a freshman and must have served two consecutive semesters on Student Council.

**Secretary** will serve for a period of at least one year and will be elected from the Student Council body. The secretary is responsible for keeping a book of meeting minutes that can be passed on to future leaders.

**Committees**  
Committees will be created on an as needed basis. Student Council will enlist students for the needed committee(s) and monitor activities accordingly.

**7.0 CODE OF CONDUCT**

In the application process, each student at Yellowstone Christian College has given evidence of dedication to the Christian ethic presented in the New Testament. The practice of going beyond what is expected, in spirit as well as in service, should characterize every student’s activity in and outside the classroom, on and off the campus. Anything less than personal honesty, integrity, industry, morality, and
sensitivity is out of character for anyone preparing for Christian ministry and will be a factor in evaluating a student's continuance in study as a part of the YCC family.

The college community is expected to uphold the laws of the United States, the State of Montana, Yellowstone County, and the City of Billings.

No initiation or hazing of any kind is permitted.

Bullying of any kind, anywhere, and in any form will not be tolerated from students attending Yellowstone Christian College. This includes the digital realm, i.e. Facebook, Twitter, etc. Students found to be bullying will face disciplinary action up to and including expulsion.

Students are expected to refrain from profanity, drunkenness, dishonesty, theft, sexual promiscuity, homosexuality, adultery, and occult practices.

Students are to accept individual responsibility for appropriate dress. Dress should be in good taste and reflect the atmosphere of the college whether in or out of class. Modesty, cleanliness, and appropriateness are expected at all times. Shoes are to be worn in all public facilities.

Yellowstone Christian College reserves the right to the use of its name. Students should take careful consideration as to how they use YCC’s name in the digital realms of Facebook, Twitter, Instagram, etc. Abuse of YCC’s name, faculty, staff, and students may lead to disciplinary action up to and including expulsion.

Hacking into YCC’s servers or computers by students is grounds for immediate dismissal from the college.

Yellowstone Christian College reserves the right to sanction behaviors that are not in line with the YCC code of conduct. At the time of registration, each matriculating student is asked to sign a Statement of Commitment that expresses his/her knowledge of and intent to comply with the requirements of the Student Handbook.

7.1 ACADEMIC DISHONESTY / COMPPLICITY
Cheating, plagiarism, and any other misrepresentation of work are prohibited. During examinations, academic dishonesty shall include referring to written information not specifically condoned by the instructor. It shall further include receiving written or oral information from a fellow student. In the instance of papers written outside of class, academic dishonesty shall include plagiarism. Plagiarism may be specifically defined for the purposes of any course by the instructor involved. Unless it shall otherwise be defined, plagiarism shall include failure to use quotation marks or other conventional marking around material quoted from any printed source. Plagiarism shall also include paraphrasing a specific passage from a specific source without indicating accurately what the source is. Plagiarism shall further include letting another person compose or rewrite a student’s written assignment. Academic dishonesty shall include stealing,
buying, selling, or referring to a copy of an examination, (notes, etc.) before it has been administered. A student who shall have assisted in the forms of dishonesty mentioned above shall be considered equally as guilty as the student who accepts such assistance. When a faculty member learns of an instance of dishonesty in one of his/her classes, s/he may impose such academic penalty as s/he may deem appropriate within the context of the course.

In place of (or in addition to) such penalty, the instructor may report the student to the Dean of Academics, or his designee, for action. Any student who observes another student’s academic dishonesty should feel a moral obligation to report this violation to the instructor in whose class it has taken place. Academic dishonesty may result in dismissal.

7.2 ALCOHOL, DRUGS, NARCOTICS, PORNOGRAPHY, AND TOBACCO
The college discourages the use of tobacco products and alcoholic beverages as a danger to one’s health and prohibits their use, or storage, on campus. The possession and use of illegal narcotics, hallucinogenic drugs, and controlled medications without a doctor’s prescription are strictly forbidden, on or off campus.

Pornography, in any form, and its use is not permitted on or off campus.

Any student of YCC found in violation of the college’s policy regarding alcohol, drugs, narcotics, or tobacco shall be subject to sanctions including suspension or expulsion. In addition, the college will cooperate fully with law enforcement agencies that enforce narcotic and drug laws. If a student is convicted under local, state, or federal law, penalties may range from a small fine to life imprisonment.

7.3 BABY-SITTING
Liability factors make it necessary that the college forbid baby-sitting on campus for off-campus children at any time. Any student or student’s spouse accepting the responsibility of baby-sitting off-campus children must go to that child’s house or to a neutral location off-campus.

7.4 CHILD ABUSE
Child abuse is not only illegal and punishable by law but can be cause for expulsion from YCC. The college defines abuse as any willful act that results in any physical, mental, or sexual injury that causes or is likely to cause the physical, mental, or emotional health of a child to be significantly impaired. Abuse also encompasses neglect--the willful disregard of emotional or physical needs such as food, clothing, shelter, and medical attention when that disregard is likely to cause physical, mental, or emotional health to be significantly impaired. In such a case, when the college becomes aware of an occurrence of child abuse, the college will report the incident to the proper authorities.
7.5 CLASSROOMS
Classrooms are for instruction, or a place to study when not in session. These rooms are not for hanging out, playing games, etc.

7.6 KEYS
Possession of or making use of YCC keys for an unauthorized purpose is prohibited. Duplication of YCC keys requires approval by the Administrative Office.

7.7 COMPLICITY
A student present during the commission of an act by another student which constitutes a violation of YCC policy may also be charged if his/her subsequent behavior constitutes permission or approval of the violation. Students witnessing any act(s) which constitute(s) a violation of YCC policy are required to report such incidents to the proper authorities. Confidentiality of the identity of students reporting violations will be maintained as it is not the intent of the college to burden innocent witnesses. Academic issues are to be reported to the Dean of Academics and any non-academic issue should be reported to the Dean of Students.

7.8 COMPLYING WITH REASONABLE REQUESTS
Students are required to comply with reasonable requests or orders by authorized YCC officials acting in behalf of the college. This requirement includes reasonable requests for students to meet appointments in Administrative Offices, expectations for students to participate in Student Life (e.g., residence hall meetings and orientation), and the completion of set hours for Work-Study programs.

7.9 COMPUTERS
YCC provides computer stations for the use of its students for academic purposes only. These are the only computers accessible for student use. The following guidelines should be observed:

1. A library atmosphere should be maintained in the library.
2. The computers are available first to students and faculty for class-related research and homework. Non-students may use the computers on a use by use basis. Please inquire in the Library office.
3. Please use headphones to listen to audio files, CDs, or DVDs.
4. Computer users may use the computers to receive and send e-mails and instant messaging, remembering that students needing the computers for class work have priority.
5. The computers and the internet are never to be used to access any kind of unacceptable web site, i.e. sites containing pornography in any form, sites that access unacceptable music or literature of any kind, and so forth. “Whatsoever is pure . . . think on these things.” Anyone found to be accessing inappropriate websites or using the school’s computers inappropriately will be subject to disciplinary action.
6. Computer users are not to create any files that are stored on the computer’s hard drive. All created files must be on a removable disc.
7. Computer users are not to download anything to the computer’s hard drive. Any downloaded software, shareware, freeware, information, programs, music, games, etc. must be saved to a removable disc.

8. Computer users are not to install any programs on the computers in the library. No matter how desirable the program may be there are licensing issues that must be addressed. Please request installation of new software in the Administration Office.

9. Computer users are not to customize any part (change the defaults) of the computer to their own tastes. This includes the desk top, backgrounds, screen savers, sounds, colors, fonts, preferences, program customizations or options and so forth. Computer users are certainly free to create personal files (stored on a removable disc) using their own preferences, but do not change the defaults.

7.10 CONTRACTING OR REPRESENTATION IN THE NAME OF THE COLLEGE
Students are prohibited from contracting in the name of the college and may not claim to be official representatives of the college for any commercial purposes.

7.11 DAMAGE OR DESTRUCTION OF PROPERTY
Accidental damage, vandalism, or malicious damage to property belonging to YCC or others may require restitution from the person responsible for such damage and/or disciplinary action. Moreover, the body of students will be held financially responsible for the destruction, by students, of YCC property in the general areas of the student center, kitchen, etc. This would also include financial reimbursement for stolen property.

7.12 DATING
Dating practices are to be kept on a high level of Christian conduct and refinement. Students are expected to refrain from public displays of affection.

7.13 DISORDERLY CONDUCT
Disorderly conduct or lewd, indecent, or obscene conduct or expression on YCC owned or controlled property or at YCC sponsored or supervised functions is prohibited. This includes physical altercations (i.e. fighting) for which immediate expulsion is likely.

7.14 DISRUPTION
Disruption of the normal activities of the institution is prohibited. Disruption shall include, but not be limited to, the following:

1) Physical violence or abuse of any person or YCC owned or controlled property, or at YCC sponsored or supervised functions or conduct which threatens or endangers the health or safety of any person.
2) Deliberate interference with academic freedom and freedom of speech, including not only disruption of a class, but also interference with the freedom of any
speaker invited by a section of the college community to express his/her views. (Faculty members are authorized to remove students from class if warranted.)

3) Forcible interference with the freedom of movement of any member or guest of the college.

4) Blocking of entryways to buildings, rooms or sections of buildings, or of hallways or stairways in such fashion that people find it difficult or impossible to pass.

5) Noisemaking or other physical behavior which is so distracting that it is difficult or impossible to conduct a class, a meeting, or any other authorized event.

6) Congregating in such a fashion as to create a situation which could endanger life or property.

7) Incitement to any of the above mentioned actions or to other violations of YCC policy which could result in such actions, whether orally or through written materials or pictures.

8) Any disruption of teaching, research, administration, disciplinary proceedings, or other YCC activities.

7.15 DISTRIBUTION OR SALE OF LITERATURE OR GOODS
The distribution or sale of literature or goods without the express written approval of the President or his designee is prohibited.

7.16 DIVORCE POLICY
Students having marital difficulties during college days are encouraged to seek help through the free service provided by the YCC counselors. Should serious marital difficulties arise during one’s academic career, the student should inform the Dean of Students who will attempt to provide assistance. Should separation and/or divorce occur, all available services will be offered. However, if the circumstances of the relationship become disruptive to the student’s progress or the life of the college, the student may be required to withdraw from his/her degree program. Application for re-entrance may be made after reconciliation is accomplished or one semester after the effective date of the divorce. Following divorce, regular application procedures ensue.

7.17 DRESS STANDARDS
Personal appearance and dress are a vital part of a Christian student’s example. Students are to accept individual responsibility for appropriate dress. They must demonstrate a mature attitude in their dress and appearance while attending classes or engaging in other academic and extra-curricular pursuits about the campus. Dress should be in good taste and reflect the atmosphere of the college. Modesty, cleanliness, and appropriateness are expected at all times. Shoes are to be worn in all public facilities. Please, no shorts in chapel, but walking shorts are acceptable in other venues. However, no spaghetti strap tops, bare midriffs, halter tops, tube tops, or miniskirts are permitted on campus. A faculty member may determine whether a given mode of dress disrupts the academic process in his/her classroom. The Dean of Students may determine the appropriate dress for chapel and/or other extra-curricular activities. Obvious violations of these standards may subject the student to corrective action.
7.18 EMERGENCY EQUIPMENT, MISUSE OF
Fire escapes, ground level fire doors, fire hoses, extinguishers, and alarm equipment are to be used only in emergencies. Tampering with or misuses of these emergency devices or blocking fire exits or other means of impeding traffic is prohibited.

7.19 FACILITIES, UNAUTHORIZED USE OF
The unauthorized use of or entry into any YCC facility (i.e. chapel building, classrooms, offices, and/or campus equipment whether by force or not, is prohibited.

7.20 GARAGE/YARD/PORCH SALES
Garage, yard, or porch sales are not permitted on campus or at the mobile home park. Students having items for sale may post notices on the bulletin boards in Warren Hall.

7.21 HARASSMENT
The college prohibits any harassment related to a person’s race, gender, religion, national origin, age, or physical condition.

7.22 INITIATION OR HAZING
No initiation or hazing of any kind is permitted.

7.23 LAWS, VIOLATION OF
Any act by a student which constitutes a charge of violation of a public law occurring on or off campus may establish cause for legal and/or disciplinary action by the college.

7.24 PEDDLING AND/OR SOLICITING
No peddling, soliciting, or commercial enterprise is allowed on campus. Violations should be reported to campus administration.

7.25 PETS
Animal pets of any kind are allowed on campus only with special permission.

7.26 PROBATION, VIOLATION OF
A student who is alleged to have violated the code of conduct while on disciplinary probation may be charged with the separate offense of violating disciplinary probation.

7.27 RECORDS, FALSIFICATION OF
Falsification of personal or YCC records, including, but not limited to, admission, registration, student disciplinary, and health records by forgery or other means of deception, is prohibited.

7.28 RESIDENCY
Yellowstone Christian College provides residence halls for single male and female students. YCC encourages single students to live on campus during their years of attendance. Living on the YCC campus, while financially beneficial to the student, also provides unique opportunities not available in other residence communities.
7.29 RESIDENCE HALLS
Laundry facilities are available in residence hall. Single students from outside the greater Billings area and local students not living with family who are 21 years of age and younger are required to live in a YCC residence hall during their first year as a student on the YCC campus.

Since YCC is a residence college, certain responsibilities fall to each resident. When these responsibilities are not accepted and one infringes upon the rights of others within the community, the college administration will support the rights of all and will take appropriate action to ensure these rights.

If a student is expelled from a residence hall, no refund of fees will be granted. All students living on campus must observe housing and campus regulations and respect YCC property, in accordance with the signed housing contract and YCC student handbook. To successfully implement the college's principles of student life, the following guidelines have been established regarding life in the residence halls:

7.30 RESIDENT HALL REGULATIONS

1) Room assignments for men and women are made by the Dean of Students, Director of Student Life, or the Resident Assistants upon the student's arrival. Students who are not enrolled for at least 12 semester hours will be eligible for campus housing only on a space available basis. Full-time students will receive priority.

2) It is the policy of Yellowstone Christian College that no married student or separated student may live in a residence hall.

3) A non-refundable fee of $50.00 is required to reserve a room. This fee helps YCC with general upkeep and maintenance of the residence halls. Any damage (not including normal wear and tear) to campus property will be the responsibility of the student.

4) No heating appliances, hot plates, coffee makers, or outside antenna wires are allowed in the rooms.

5) No cooking is allowed in rooms, and microwave cooking should be confined to the lounge areas.

6) Trash containers are provided for each room. No food trash is to be placed in these containers. Such containers should be regularly emptied in the outside dumpster.

7) Common area containers are for trash collected as students study, watch television, or socialize in the fellowship room and are not for disposal of room trash.
Residents are responsible for keeping (day by day as a way of life) their own rooms neat (habitually orderly in appearance) and clean (free from dirt; unsoiled and unstained). Inspection dates and times will be assigned by the RAs. Inspections will be done as frequently as necessary to maintain the residence hall buildings. **Also, YCC reserves the right to perform on-the-spot room inspections with no notice if the Dean of Students deems it necessary.** Failure to pass inspection results in disciplinary action. Residents whose rooms are consistently slovenly and dirty between inspections are also subject to disciplinary action, including revocation of the privilege of living on campus.

**Fine Schedule (Fines may be issued by the Dean of Students, the Director of Student Life, or the RAs)**

*Individuals:*
- First violation = Warning
- Second violation = $25.00 fine
- Three fines in a semester = Disciplinary Probation

*Dorm Teams: Working together to clean common areas*
- First violation = Warning
- Second violation = $25.00 each person on team
- Three fines in a semester = Disciplinary Probation

*(Fines are “rolling fines,” meaning the original fine will compound every day the incident, for which it was issued, remains uncorrected.)*

Discipleship means discipline and a resident’s determination to become a disciplined person begins with the simple things: hanging up clothes, making a bed, and putting shoes in their place. These “trifles” are the very essence of a disciplined character and a disciplined character produces a disciplined mind and body. **If a student is fined, that student has until the following Friday to pay the fine or disciplinary action will ensue. If the student in question is an athlete, he/she will have no involvement in any game until the fine is paid.**

The common areas of the residence halls are the joint responsibility of ALL the residents. This area is a privilege and should be treated as such. The destruction, by students, of YCC property in the general areas of the dorms will be paid for by the body of students, or the group identified as liable for said destruction.

The residence halls are not only places of living but also studying. Sound levels from music, movies, discussions, games, etc. must be confined to your own room so as not to disturb other residents. Quiet hours are from 10:00 p.m. to 7:00 a.m. every night except for Friday and Saturday when quiet hours begin at 11:30 p.m. At this time, all lounge and room noises cease (i.e. radio, television, computer, movies, music devices, loud conversations, etc.) along with any activity that may disturb others.
11) Heating in the residence hall can be adjusted in each individual room; however, special attention needs to be given to turning heaters down when not in the room.

12) Occupants will furnish all personal supplies such as towels, washcloths, linens, bath soap, toilet paper, facial tissue, etc, and bathroom cleaning supplies.

13) Residents of the residence halls are not permitted to alter the physical structure or paint of the rooms in any way. College owned furnishings will not be moved into or out of a room without permission from the Director of Student Life. Beds must be used as designed. Small items of sports equipment may be kept in a room but not bicycles or similar large items. Bicycles may be kept in the storage shed. The walls and doors will not be defaced in any way.

14) No posters or pictures may be hung in the common rooms, hallways, or outside residence hall doors. Only a nameplate holder and a small message board may be affixed to the outside of the residence hall room door.

15) Common area furnishings may not be moved about the room nor the décor of the room altered without permission from the Dean of Students. Changes in room décor or furnishings will be authorized by the college administration.

16) Television is provided in the student centers.

17) Relatives and friends of students are always welcome to make visits to the campus and be a part of college life for a brief period. A student may have guests overnight in the residence hall. The first two nights per semester are free and subsequent nights will be charged at $12 per night. **Guests must always be registered with the Resident Assistant and the Administrative Assistant.** Students who abuse the overnight guest policy may loose the privilege. Fees must be paid at the Business Office. All guests are expected to abide by all college rules while on campus. Those hosting guests should assume responsibility for sharing these expectations with their guests. Yellowstone Christian College desires to make visits of all guests pleasant and the entire staff desires to assist in every way possible. Empty rooms and apartments on campus may be reserved for a small fee on a space available basis with the Administrative Assistant.

18) Unassigned residence hall rooms and apartments are off limits and are to remain locked.

19) No student may change rooms without prior permission from the R.A.

20) For security reasons, the residence halls are equipped with code locked doors. These entrance doors are to remain closed and locked at all times. It is important to make sure that the doors close behind you. **The entry codes are not to be shared with anyone.**
21) All residents are encouraged to lock their rooms when leaving even for a short time. The college does not assume responsibility for money, valuables, or other personal property left in apartments, rooms, or elsewhere on campus.

22) The college retains the right to enter and inspect rooms at any time, with reasonable cause, for purposes related to maintenance, security, and the upholding of YCC regulations.

23) A student who falls behind for two months in his/her financial obligations for room and board fees will be required to move out of the residence hall.

24) If a current residence hall student chooses not to enroll for classes the upcoming semester, that student may remain in the residence hall for one additional month, if his/her bill is paid and up-to-date, and if space is available. The student must pay in full for the additional month, and must pay no later than the 5th day of the month of the additional month requested.

25) Residence halls will close each semester on the first Monday following final exams. The last night of lodging will be Sunday with check out required on this first Monday. The Resident Assistant or the Director of Student Life must complete final room inspections at check out.

26) A current student may reside in the residence halls over Christmas break, January Term, or summer break whether or not they are enrolled in classes for these times. However, their bill must be paid and up-to-date, and space must be available. If the student is not enrolled in classes at these times, the fee for each month’s room rent must be paid in full, and in advance on or before the 5th day of the month.

27) Any student, who chooses not to rent a room over Christmas break, must check out by the residence hall closing date for that semester. Personal items may remain in the room if the student has registered for spring classes. However, check out must be completed with the Resident Assistant or the Director of Student Life and room keys must be returned. A student may rent the room for the complete break only.

28) By the Spring Semester closing date/checkout, all items must be removed from your room. Limited storage space is available for a fee to those students whose home residence is outside the state of Montana. See the Business Office for details on storage.

29) Students exhibiting inappropriate behavior in the residence halls or on the campus, in general, will be addressed according to the disciplinary procedures in the student handbook.
7.31 SEXUAL MISCONDUCT

**General**
Engagement in any sexual act outside of a monogamous heterosexual marriage is not in keeping with the ideals of Christianity or this institution. Such an act is grounds for dismissal.

**Sexual Harassment**
Yellowstone Christian College does not tolerate or condone any form of sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which: (1) Is aimed at coercing an unwilling person into a sexual relationship; or (2) Requires submission to (or rejection of) such conduct as the basis for employment or academic decisions affecting the individual; or (3) Unreasonably interferes with the individual's work or academic performance for work or learning by creating an intimidating, hostile, or offensive environment for work or learning. Acts of sexual harassment may include, but are not limited to:

1) Sexual battery (nonconsensual touching of another in a manner which would be deemed offensive according to a reasonable community standard);
2) Requesting sexual favors accompanied by implied or overt threats concerning one's job, grade, letter of recommendation, etc.;
3) Verbal harassment or abuse of a sexual nature;
4) Physical contact such as patting, pinching, or unnecessary touching as defined under sexual battery;
5) Subtle pressure for sexual activity;
6) Sexist remarks or gestures regarding a person's body, clothing, or sexual activities.

If you feel that you are being sexually harassed, you are encouraged to seek help. As a first step, contact the Director of Student Life. Your discussion will be strictly confidential and does not commit you to further action. However, should you decide to pursue the matter, the above officer will refer you to the Dean of Students. The Dean of Students will assist you in filing charges through the student or staff disciplinary procedure (See Sec. 8.4.).

**Emergency Reporting**
YCC encourages victims of sexual assault to report the incident in order to deter these assaults and to ensure that victims receive counseling, advice, and support. Reports of sexual assault should be made immediately to the Dean of Students. Once the Dean of Students learns of a sexual assault on the campus, he/she will immediately report the incident to the President. School Administration will cooperate to provide the victim with counseling and guidance.
Disciplinary Action
Any person electing to initiate a disciplinary action against a student for allegedly violating the rules of the college must inform the Director of Student Life as soon as practicable and said action will proceed in accordance with the formal procedure adopted by the college and stated in this handbook. Once disciplinary proceedings have been concluded, the victim is entitled to the knowledge of the results of the proceedings.

7.32 STUDENT GROUPS, RECOGNITION OF
In order to be classified as a student organization, established recognition procedures must be met and approved by the administration of the college.

7.33 THEFT, UNAUTHORIZED POSSESSION AND/OR SALE OF PROPERTY
Students involved in theft, unauthorized possession, and/or sale of property not belonging to them are subject to College disciplinary action as well as the arrest and prosecution by legal authorities. Students in unauthorized possession of property owned or controlled by the college (i.e. bookstore, library, etc.) are subject to YCC disciplinary action as well as arrest and prosecution by legal authorities.

7.34 UNAUTHORIZED ENTRY
Unauthorized entry into or use of YCC-controlled property is prohibited.

7.35 VEHICLES, USE OF
If you need to store a bicycle while living on campus, it must be tagged and locked to be stored in our shed. Riding of bicycles in hallways, in buildings, or on walkways is prohibited. Motorized vehicles are prohibited in areas other than designated roadways and parking lots. Mopeds are considered in the same category as bicycles. Roller skating or skateboarding is prohibited on the campus in locations or at times which, in the discretion of campus officials, constitute a pedestrian or motor traffic hazard or which imperil the health or safety of persons and property on the campus.

7.36 WEAPONS, FIREARMS, FIREWORKS, EXPLOSIVES
No students may have weapons in their possession at any time on YCC property or at YCC sponsored events. Weapons are defined as firearms, knives, explosives (including fireworks), inflammable materials, or any other item that may cause bodily injury or damage to property. Possession is defined as including possession within the student's car while parked on campus.

8.0 DISCIPLINARY PROCEDURES
All observed or perceived violations of the college Code of Conduct should be reported to the Dean of Students, who will determine the appropriate response or procedure.
8.1 AUTHORITY OF THE DEAN OF STUDENTS
The Dean of Students, in consultation with the Dean of Academics, Director of Student Life, and/or his/her designee, may summarily suspend a student if the Dean of Students believes the student in question has acted in a manner clearly inconsistent with the college Code of Conduct. If the Dean of Students believes a student’s presence represents a danger to life and property, that student may be required to immediately leave the campus.

8.2 DISCIPLINARY ACTIONS

Warning
A warning is given to students regarding violations of the college Code of Conduct, or requirements concerning Student Life.

Fines
Listed below are dorm and orientation fines.

Individuals:
First violation = Warning
Second violation = $25.00 fine
Three fines in a semester = Disciplinary Probation

Restriction or Revocation of Privileges
A temporary or permanent loss of campus privileges may include, but is not limited to, the use of a particular college facility (e.g., the gym or Student Center) or social activity or event such as intramural recreation.

Restitution
Students found guilty of damage to or misappropriation of property of the college, students, staff, or others on campus will be held responsible for restitution. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages as directed by the Dean of Students.

Disciplinary Probation
A student who has violated any aspect of the Student Code of Conduct, or expectations of involvement in Student Life may be placed on disciplinary probation (consequences delineated in the YCC Catalog). Continued enrollment depends on the maintenance of satisfactory citizenship during the time of probation. Depending on the severity of the violation(s) and any repeated violation(s) of the above-mentioned, suspension or expulsion of the student may be a necessary course of action.

Suspension
A student may be placed on mandatory separation from the college for a period of time as specified in a formal suspension statement. A student who has been
suspended is barred from enrolling in any classes at YCC during the suspension. Students may re-enroll at the college when the suspension order has elapsed and when the student has met all requirements as outlined in the formal suspension statement.

**Expulsion**
Expulsion is defined as mandatory separation from the college with no promise of future readmission.

**8.3 DISCIPLINARY CASES**
Without limiting the power of the President, in all other situations, every effort will be made by the administration and the Dean of Students to solve student difficulties at their inception. Students who are charged with violations of the college Code of Conduct will receive formal written notice of the violation from the Dean of Students, a copy of the code that is violated, and the consequences.

**8.4 STUDENT GRIEVANCE AND APPEAL PROCEDURE**

**Policy**
Students have the right, through this grievance procedure, to resolve conflicts related to staff, faculty, and students as well as disagreements they may have with YCC policy. Under no circumstances shall the act of filing a grievance negatively influence the treatment or continued stay of the student.

**Purpose:** To ensure that students have a process available to initiate a complaint and an appropriate means of requesting a hearing to review the complaint.

**Appeal Procedure:** A student who has a problem, complaint, or concern about any matter related to the college is encouraged to seek a satisfactory resolution of the matter through the following process:

1) The student shall prepare a concise written statement of the matter under dispute.
2) If the grievance is with another person, as a first step, the student should go to that person with their written grievance and seek to resolve the matter privately.
3) If the grievance is not settled there then the student should take the matter to the Director of Student Life. At this point a file is begun that contains a copy of the written statement of the grievance under dispute, a written record of this meeting which includes a written record of the Director of Student Life’s recommendation for resolution.
4) If satisfactory resolution is not reached with the Director of Student Life, the grievance will then be referred to the Dean of Students, Administrative Affairs, or the Academic Affairs Committee, depending on the area of responsibility. The appropriate committee will hear the matter, review written documentation and render a final decision, in writing, in the matter.

5). Appeal to the President. Should the student be dissatisfied with the disposition of the grievance, s/he may appeal in writing to the President.

9.0 EMERGENCY PROCEDURES

9.1 INCLEMENT WEATHER
YCC has adopted this policy to ensure that the safety of the students and employees will not be jeopardized during inclement weather. The college operates and maintains a National Weather Alert Radio that provides up to the minute weather advisory alerts of approaching local area dangerous weather conditions. Decisions affecting classes and College operations will be made by the Director of Maintenance in consultation with the Business Administrator and the President no later than 6:00 a.m. on the day in question. Care will be taken to specify what areas of the college are affected, i.e. if classes and offices are closed, or if offices are open and personnel are to be on duty.

9.2 ON CAMPUS EMERGENCIES
Major emergencies encompass such disasters as fire, tornado, earthquake, chemical spills, and military action. Should any of these events occur, the President of the college or his designee may declare a state of emergency and order evacuation of all or part of the campus. Evacuation shall be supervised by the President. In the event of a national disaster or explosion, students should seek shelter in an interior doorway or under a desk or table. After debris ceases to fall, evacuate the building and contact the President (home 696-6294 or work 656-9950). Also, assist the disabled and wounded in evacuation. Follow the directions of the college or civil authorities. In the event of a fire, sound the fire alarm, evacuate the building and contact the President’s Office and/or contact the Fire Department (911). Do not re-enter the building. Follow the directions of the college or civil authorities. In the event of a man-made hazard (chemical spill, radiation threat, etc.) evacuate the building and/or area and contact the President. Should serious injury occur, contact the President or another available administrator and call 911.