



2017 - 2018 Adult Education Academic Catalog

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This catalog is not a contract. General information is applicable to all students, while the degree requirements included herein are effective beginning August 1, 2017, for students entering for the 2017-2018 academic year. Grace Bible College reserves the right to make revisions as it may deem necessary.

Information regarding any change is available from the Registrar's Office.

Table of Contents

General Information	7
Acknowledgement of Receipt	7
Message from the President	7
Non-Discrimination Policy	8
Privacy Policy	8
2017 Breaks	8
2018 Breaks	9
2016 Breaks	9
Mission of Grace Bible College	9
Purpose of Adult Education at Grace Bible College	9
Objectives	9
Educational Outcomes	10
Accreditation	12
National Council for State Authorization Reciprocity Agreement (NC-SARA)	12
Statement of Faith	13
Our History	14
Financial Information	16
Financial Aid	16
Financial Aid Defined	16
How to Apply for Financial Aid	16
Types of Financial Aid	16
Financial Rights and Responsibilities	18
Standards of Academic Progress (SAP)	18
SAP Appeal Process	20
Tuition and Fee Schedule	20
Resource Fee	21
Tree of Life Bookstores	21
Veterans & Military	22
Course Withdrawal	22
Address Change	22
Payment Options	22
Past Due Balances	23
Tuition Refunds and Balances	23
Academic Information	25
Education Policy	25
Availability of Classes and Programs	25
Course Cancellation Policy	25
Schedule Changes:	25
Attendance, Participation, and Campus Closing	27
Classification of Students	27

Grading Scale & Definitions	28
Grade Point Average (GPA)	29
Due Dates and Late Penalties	29
Auditing a Course	30
Academic Standing	30
Dean's & President's List	31
Graduation Honors	31
Graduation Requirements	31
Commencement Ceremony & Graduation Banquet	32
Incomplete Grades	32
Independent Study Policy	33
Directed Study Policy	33
Class Repeat Policy	33
Student Disability Services (SDS)	34
Transcripts	34
Program or Concentration Changes	35
Personal Information Changes	35
Personal and Professional Conduct & Code of Ethics	35
Academic Integrity	37
Harassment & AntiBullying Policy	39
Student Behavior Violation Policy	39
Academic & Student Concerns/Complaints Appeal Process	40
DUE DATES & LATE PENALTIES	43
Transcripts	43
Microsoft Office	44
Chapel Podcasts	44
Grace Online Writing Lab (OWL)	44
Library	44
Academic Advising	45
Registrar's Office	45
Library	45
Academic Advising	46
Registrar's Office	46
E-mail Correspondence	46
Student Computer Specifications	47
Acceptable Use Policy	47
Permission to Release Non-Public Information Form	49
Directory Information	49
Annual FERPA Notification	50
E-mail	51
Programs of Study	52
Associate of Arts	52
Bachelor of Science	53
Concentrations	54
PSY 499 Independent Study	55
SOC 365 Long-term Care System	55

PSY 467 Memory Loss and Aging	55
PSY 363 End-of-Life Matters	55
PSY 339 Health Psychology	56
PSY 461 Physiological Psychology	56
MKT 435 Marketing Research	56
MKT 315 Advertising and Promotions	56
MKT 310 Information Technology for Marketers	56
MKT 265 Social Media Marketing	56
PSY 383 Studies in Research Statistics	57
PSY 245 Life-Span Psychology	57
BIB 141 Old Testament Survey	57
BIB 143 New Testament Survey	57
BIB 342 Life of Christ	57
BIB 344 Redemption in the Old Testament	57
BIB 442 Letters of Paul	58
BUS 110 Fundamentals of Business	58
BUS 115 Introduction to Computers	58
BUS 230 Introduction to Finance	58
BUS 245 Introduction to Accounting	58
BUS 255 Fundamentals of Business Law	58
BUS 260 Global Issues in Business	59
BUS 275 Business Case Study	59
BUS 430 Management of Marketing	59
BUS 445 Accounting Methods	59
BUS 465 Finance and Budgeting for Managers	59
BUS 470 Personnel Development	59
BUS 475 Operations Management	60
BUS 480 International Issues in Business	60
BUS 485 Strategic Management	60
BUS 495 Business Portfolio	60
CHU 300 Church Planting Models and Methods	60
CHU 350 Church Resource Management	60
CHU 400 Understanding and Reaching the Community	61
CHU 450 Church Multiplication	61
CJS 251 Introduction to Criminal Justice	61
CJS 330 Law Enforcement and Corrections	61
CJS 350 Criminology and Social Deviance	61
CJS 370 Juvenile Law & Delinquency	61
ECO 305 Introduction to Economics	62
FIN 105 Personal Financial Management	62
GEN 121 Personal and Bible Study Skills	62
GEN 123 College Writing and Research I	62
GEN 221 Exploring God's World	62
GEN 322 Research and Concept Development Skills	62
HUM 131 Introduction to Psychology	63
HUM 133 Philosophy and Worldview	63

HUM 231 World Civilizations _____	63
HUM 233 Cultural Diversity _____	63
HUM 332 Personal and Social Ethics _____	63
LEA 171 Introduction to Leadership _____	64
LEA 273 Issues in Christian Leadership _____	64
LEA 279 Leadership and Ministry Capstone _____	64
LEA 372 Organizational Leadership _____	64
LEA 374 Working with Teams _____	64
LEA 472 Mobilization of Volunteers _____	65
LEA 478 Senior Portfolio _____	65
MIN 163 Sharing and Defending the Faith _____	65
MIN 261 Discipling and Mentoring _____	65
MIN 263 Teaching the Christian Faith _____	65
MIN 362 Marketplace Ministry _____	65
MIN 462 Teaching and Preaching _____	66
MIN 464 Pastoral Care _____	66
MIN 466 Biblical Counseling _____	66
PSY 205 Organizational & Industrial Psychology _____	66
PSY 236 Developmental Psychology _____	66
PSY 310 Abnormal Psychology _____	66
PSY 325 Social Psychology _____	67
PSY 349 Theories and Foundations in Counseling _____	67
PSY 383 Studies in Research Statistics _____	67
PSY 456 Survival Psychology _____	67
PSY 478 Human Services Capstone _____	67
SOC 123 Empowerment Coaching _____	68
SOC 251 Principles of Sociology _____	68
SOC 255 Introduction to Human Services _____	68
SOC 295 Human Services Case Study _____	68
SOC 356 Marriage and Family _____	68
SPE 200 Oral Communication _____	68
THE 253 Fundamentals of Theology _____	69
THE 255 Introduction to Dispensational Theology _____	69
THE 256 Christian Theology I _____	69
THE 352 Theology of Leadership _____	69
THE 452 Studies in Dispensationalism _____	69
THE 453 Christian Theology II _____	69
THE 454 Knowing God _____	69
WOM 300 The Role of Women in Church Administration and Leadership _____	70
WOM 350 Leadership Development & Strategies for Women _____	70
WOM 400 Women in Church History _____	70
WOM 450 Contemporary Women's Ministry _____	70
YTH 300 Philosophy and Theology of Youth Ministry _____	70
YTH 350 Current Issues in Youth Ministry _____	70
YTH 400 Strategies for Student Outreach _____	70
YTH 450 Leadership and Administration in Youth Ministry _____	71

Personnel	72
BU 110 Fundamentals of Business	72
BU 201 Principles of Macroeconomics	72

General Information

Acknowledgement of Receipt

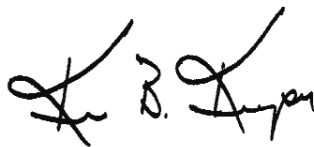
I acknowledge that I have read and understand the Grace Bible College Adult Education Catalog which is located on the college website (www.gbcol.edu). I understand that it reflects the current policies, regulations, guidelines, and services of Grace Bible College and I accept responsibility for compliance therewith. I understand that these policies, regulations, guidelines, and services are subject to change at the discretion of the College at any time with or without prior communication. I understand it is my responsibility to remain current with this information. I acknowledge that, if I do not understand any statements of this catalog, it is my responsibility to seek out clarification from either a dean or an administrator.

General Information

Message from the President

Welcome to Grace Bible College,

Grace is one of the most exciting places in the world! Yes, here at Grace (whether you physically attend or virtually attend) you will find God is at work changing lives. The incredible thing about our God is that He not only saves and redeems sinful unworthy individuals, but that He cleanses, transforms and makes them useful for His ministry. (Ephesians 2:1-6) When Jesus Christ takes over the heart and life that is fully surrendered to Him, He infuses new life and joy, and the history of this process is what He uses to impact others in the world in need of redemption and transformation! (Romans 12: 1,2) God the Holy Spirit uses the Word of God and His people of God to nurture and instruct the Child of God to be an instrument of God. This is God's greatest pleasure. This is, in fact what Grace Bible College exists to facilitate. Our Mission is to Graduate Godly Individuals who are prepared to serve Christ in Church and Society. When an adult takes seriously the calling of God and pursues that calling by enrolling in classes at Grace Bible College – impact is magnified, hearts are moved and God is



Ken B. Kemper President

General Information

Non-Discrimination Policy

Grace Bible College admits students of any race, color, national and ethnic origin, or handicap to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school- administered programs.

In conformity with the pertinent requirements of Title IX of the Education Amendment of 1972 enacted by the Congress of the United States, Grace Bible College does not within the context of its religious principles, heritage, mission, or goals discriminate on the basis of sex in the area of employment, admission, educational programs, or other activities.

Grace Bible College complies with all federal and state non-discrimination laws and is an equal opportunity institution. Grace Bible College reserves the right to, and does, maintain student educational and behavioral standards, and standards based upon religious considerations consistent with its role and mission.

General Information

Privacy Policy

Grace Bible College complies with federal and state laws governing the privacy of educational records. A copy of the Grace Bible College policy pertaining to the privacy of such records is available from the Office of the Registrar.

General Information

2017 Breaks

Courses will not be in session during the following week long periods. A break may fall during the middle of a term.
--

Spring Break 4/4/17- 4/10/17

Independence Day 7/4/17- 7/10/17

Labor Day 8/29/17 - 9/4/17

Thanksgiving 11/21/17 - 11/27/17

Christmas/New Year (3 weeks) 12/12/17 - 1/1/18

General Information

2018 Breaks

Courses will not be in session during the following week long periods. A break may fall during the middle of a term.
--

Spring Break 4/3/18-4/9/18

Independence Day 7/3/18-7/9/18

Labor Day 8/28/18-9/3/18

Thanksgiving 11/20/18-11/26/18

Christmas/New Year (3 weeks) 12/18/18-1/7/19

General Information

2016 Breaks

Spring Break: April 5 through April 11 **4th of July:** June 28 through July 4 **Thanksgiving :** November 22 through November 28

Christmas: December 13 through January 2

General Information

Mission of Grace Bible College

Graduating Godly Individuals Prepared To Serve Christ in Church and Society.

General Information

Purpose of Adult Education at Grace Bible College

The purpose of Grace Bible College's Adult Education program is to facilitate Christ-centered, biblically integrated learning in a format that is relevant and convenient for busy adults.

General Information

Objectives

Upon graduation from Grace Bible College the student should:

Articulate a Christian worldview predicated on a working knowledge of contrasting philosophies and religions.
 Confirm an understanding of a saving and sanctifying knowledge of God through Jesus Christ as Savior and Lord.

Seek to reconcile the world to Christ in harmony with the Christian vocational mandate and each person's individual calling and occupational training.

Demonstrate God's love for humanity through a life of Christ-like service that seeks to benefit the spiritual, physical, intellectual and social needs of others.

Demonstrate scholarship in university-level disciplines inculcating continued intellectual and professional development.

Affirm the Bible as the only infallible guide for Christian faith and practice.

General Information

Educational Outcomes

Grace Bible College is committed to biblical higher education. First and foremost, this means we seek to engage our entire campus intentionally and pervasively in the study and application of the text of God's eternal Word. As an institution of higher learning, we are also committed to the pursuit of knowledge, understanding, wisdom, and skills, not as an end entirely unto themselves, but as the means by which we can become better equipped to more effectively meet the needs of the church and society, both now and in the future.

The mission of Grace Bible College is Graduating Godly Individuals Prepared to Serve Christ in Church and Society. As students work toward this end, it is expected that they will be people with character in who they are, competence in what they do, compassion as they relate to others and commitment to the gaining of knowledge and wisdom. The following outcomes are expected of all Grace Bible College students. In addition to these institutional outcomes, each degree program has specific outcomes which build upon and enhance these outcomes.?

1. **KNOWING** – Students will increase their knowledge of God's word since this is foundational for all contained in Christian character. While God's word is given as special revelation, we also understand the need to grasp God's general revelation through creation which leads students to pursue a broad understanding of humanity. In a world of competing truth claims, students must be able to think critically and creatively as they acquire knowledge needed for life and work.
 - **Increasing Knowledge of God's Word:** ability to increasingly understanding the Bible as God's Word revealed to man throughout history
 - **Understanding of Humanity:** an expanding awareness and appreciation of humanity's social, emotional, historical, ethical, and physical development
 - **Critical and Creative Thinking:** ability to understand, apply, analyze, and evaluate concepts and beliefs as well as formulate clear expressions of one's own concepts and beliefs
 - **Knowledge Acquisition:** the ability to locate, evaluate and benefit from information needed to navigate life and work.
2. **BEING**
 - Students will be people of strong character who are able to apply God's Word to their lives from the foundation of a Christian worldview resulting in behavior which is ethically sound and relationships which honor God.
 - Applying the Word of God to life:
the ability to correctly understand God's Word and the principles from which we draw guidance and wisdom for the questions of life
 - **Christian Worldview:** an understanding of God's creation, the sinfulness of mankind, and the outworking of God's redemptive plan through human history
 - Ethical Sound Behavior:
the ability to recognize difficult life situations and make right and just choices based on ethical standards and the Word of God
 - God Honoring Relationships:
ability to engage people in relationships which admonish and edify all parties for the glory of God
3. **DOING**

– In their course of study students will develop the skills needed for living and working in the world. This will necessitate strong communication skills and an ability to work with others in a variety of situations. Students will also develop their own life skills.

- Communication Skills:
the ability to communicate effectively in oral, written, and culturally relevant forms
- Work with Others:
the ability to accomplish tasks and assignments as part of a larger effort than one’s self
- Life Skills:
the ability to manage one’s personal life as a steward of God’s gift

4. SERVING

- Students will develop a heart of compassion and concern for others demonstrated through service to church and society.
- Concern for Others:
understanding that God has created all people in his image and values them.
- Service of Others:
giving of one’s time, talents and energy for the betterment of others in the church and in society

GRADUATING GODLY INDIVIDUALS PREPARED TO SERVE CHRIST IN CHURCH AND SOCIETY

Proficiencies & Capacities	KNOWING	BEING	DOING	SERVING
	Increasing Knowledge of God’s Word	Applying the Word of God to life	Communication Skills	Concern for Others
	Understanding of Humanity	Christian Worldview	Work with Others	Service of Others
	Critical and Creative Thinking	Ethical Behavior	Life Skills	
	Knowledge Acquisition	Proper Relationships		

General Information

Accreditation

Grace Bible College is accredited by the Higher Learning Commission (HLC) and by the Commission on Accreditation of the Association for Biblical Higher Education (ABHE). The accrediting agencies may be

Higher Learning Commission 230 S. LaSalle St., Ste. 7-500 Chicago, IL 60604 Ph.: (800) 621-7440 Fax: (312) 263-7462 www.ncahigherlearningcommission.org Commission on Accreditation Association for Biblical Higher Education 5850 T.G. Lee Blvd, Ste. 130 Orlando, FL 32822 Ph.: (407) 207-0808 Fax: (407) 207-0840 www.abhe.org GBC is authorized by Michigan State Department of Education to award Bachelor of Science, Bachelor of Religious Education, Bachelor of Music, and Associate of Arts degrees. Documents from all of these agencies are available for review upon request in the Administration Office.

General Information

National Council for State Authorization Reciprocity Agreement (NC-SARA)

Grace Bible College has been approved by the State of Michigan Department of Licensing and Regulatory Affairs to participate in the National Council for State Authorization Reciprocity Agreement (NC-SARA). NC-SARA is a voluntary, regional approach to state oversight of post secondary distance education. By participating in NC-SARA, Grace Bible College is able to offer online degree programs and courses to residents in NC-SARA participating states as well as states in which prior authorization for the recruitment or enrollment of students is not required. Currently, GBC is able to enroll students from all states except for those with the specifications listed below: **MASSACHUSETTES - GBC is not allowed to enroll or recruit from this state.** WISCONSIN - GBC has only been granted permission to enroll for the Associate of Arts in Leadership and Ministry, Bachelor of Science in Leadership and Ministry, and

Master of Arts in Ministry degree

PENNSYLVANIA - GBC has only been granted permission to enroll for the Master of Arts in Ministry degree.
More information on NC-SARA can be found at: <http://nc-sara.org/>

General Information

Statement of Faith

The following is a statement of the doctrinal position to which the Board, Administration, and Faculty of Grace Bible College are committed: The Bible

The verbal inspiration and plenary authority of the Bible in its original writings. (II Timothy 3:16-17; II Peter 1:21) The Godhead

The eternal Trinity of the Godhead. (Genesis 1:26; Deuteronomy 6:4; Matthew 28:19; Acts 5:3-4; Romans 11:33-36; 2 Corinthians 13:14 ; Ephesians 4:4-6; Colossians 1:16-17; Hebrews 1:8-10) The Person of Jesus Christ

The eternal deity and spotless humanity of the Lord Jesus Christ. (Luke 1:35; Romans 1:3-4; I Corinthians 15:1-8; Philippians 2:6-11) Sin and Depravity of Man

The total depravity of humanity by nature. (Romans 3:11-23; Isaiah 59:2; 64:6) Salvation

Salvation by grace, through faith in the crucified and risen Christ. (John 1:11-13; 3:16-17; Romans 3:24-28; 10:9-13; I Corinthians 15:1-4; II Corinthians 5:21; Ephesians 2:8-9) Eternal Security

The eternal security of the saved. (John 10:28-29; Romans 8:1; 8:28-39; Ephesians 1:13-14; 4:30; II Thessalonians 2; 13-14; Hebrews 9:11-12) The Holy Spirit

The personality and deity of the Holy Spirit. (John 16:7-8; Acts 5:3-4; I Corinthians 2:10-12; 6:19; 12:13; Galatians 5:16-26; Ephesians 4:4-6) The Church

The essential unity of all believers of this present dispensation as members of the one true church, the Body of Christ. (I Corinthians 12:13, 27; Ephesians 1:22-23; 3:1-11; Colossians 1:18, 24-25) The Believer's Walk

The privilege and duty of all the saved to walk as children of the light. (Psalm 119:9-11; Romans 6:6-14; II Corinthians 5:11-15; Galatians 5:16-25; Ephesians 4:27-32; Philippians 2:12-13) The Lord's Supper

The communion of the Lord's Supper "until He comes." (I Corinthians 10:14-22; 11:17-34) Baptism

The one divine and spiritual baptism by which believers are made members of the Body of Christ at conversion as the only baptism necessary in God's spiritual program in this dispensation of the Grace of God. (Romans 6:3-4; I Corinthians 1:17; 12:12-13; Galatians 3:26-27; Ephesians 4:3-6; Colossians 2:9-12) The Resurrection

The physical resurrection of the body. (Luke 24:39-43; John 5:28-29; I Corinthians 15:12-24; Philippians 3:21; II Thessalonians 1:7-9; Revelation 20:4-6, 11-15) The Return of Christ

--The pre-tribulation rapture of the members of the Body of Christ. (I Corinthians 15:51-53; Philippians 3:20-21; I Thessalonians 4:13-18; Titus 2:13-14) --After a seven-year tribulation period, the personal, premillennial return of Christ to reign on earth. (Jeremiah 30:7; Daniel 9:20-27; Zechariah 14:4, 9; Matthew 24:15-41; Revelation 19:11-16; 20:1-4) The Eternal State of the Dead

The eternal punishment of the unsaved dead. (Luke 16:23-28; John 3:36; II Corinthians 5:6-8; Philippians 1:23; II Thessalonians 1:7-9; Hebrews 9:27; Revelation 20:10-15) The Mission of the Church

The worldwide preaching of the gospel of the Grace of God. (Acts 20:24; Romans 12:9-21; 16:25-27; II

Corinthians 5:17-21; Ephesians 3:8-9)

General Information

Our History

Ken Kemper is the current President of Grace Bible College, and he has been serving in that capacity since January of 2003.

Grace Bible College began in 1939. It was founded as Milwaukee Bible Institute, a training center for laymen and Sunday School teachers of Milwaukee. The Institute was organized by Reverend Charles F. Baker, then pastor of Fundamental Bible Church. The regular day school program began in 1945. This move was stimulated by a group of evangelical pastors especially concerned about advancing a dispensational theology approach to the Bible, the distinctive character of the revelation given to the apostle Paul, and the preparation of full-time Christian workers to fulfill this goal. In 1953, the curriculum was broadened and Milwaukee Bible Institute became Milwaukee Bible College. In 1961, the College relocated to suburban Grand Rapids, Michigan, and was renamed Grace Bible College. The State of Michigan granted the College the authority to grant Associate and Bachelor of Religious Education degrees, as well as a five-year degree for vocational ministers. In 1967, Dr. Jack T. Dean became President and led the College through a period of growth and expansion. The College early on (1964) received accreditation from the Association of American Biblical Colleges (now Association of Biblical Higher Education). In order to serve the growing needs of students and those of the broader Christian community and society, Grace Bible College has expanded its degree programs over the years. These degrees include an Associate of Arts as well as Bachelor's degrees in Worship Arts, Biblical Studies, Human Services, Early Childhood Education, Business, and Interdisciplinary Studies. Bachelor of Science degrees are granted in Pastoral Ministry, Youth Ministry, Intercultural Studies, and General Ministry Studies. Over the years, Grace has formed a consortium with two local colleges: Davenport and Cornerstone Universities, which allow students to graduate with dual degrees in business or education, as well as a few other degrees offered by Cornerstone. Dr. Samuel R. Vinton was the College's third President from 1985-1989. Under President Vinton, initial regional accreditation was granted to the College by the North Central Association (now the Higher Learning Commission) with the hard work of Dr. Marlin Olson and others. Along with academic expansion, the College has been blessed with numerous progressive steps in student development. Dr. Bruce Kemper came to Grace Bible College in 1990 from local church pastoral ministry and stressed a strong ministry emphasis. During his tenure, the Bultema Memorial Library was expanded. Throughout the years, Grace Bible College has continued to emphasize off-campus ministry -- in the local neighborhood as well as around the country and cross-cultural ministry teams overseas. These ministries often are led by faculty and staff or students in leadership. The Grace Singers is a long-standing music ministry team. These and other gospel teams which minister to students in churches, as well as evangelism and preaching teams have been a constant part of the College's commitment to ministry for every student as a normal way of life. Grace has a proud history of inter-collegiate athletics (soccer, volleyball, basketball, and cross-country) since moving to the Grand Rapids Campus and has many regional as well as National Championships against much larger opponents. Ken B. Kemper was called on to lead the College in early 2003 when his father retired and by God's strength, he brought vision and energy to the College. Several significant updates and additions have taken place on the campus. The Dean Academic Center was purchased and remodeled in 2005, more than tripling classroom space and faculty offices, as well as adding over

five more acres to the GBC Campus. In addition, the O'Hair Administration Building was remodeled to house Grace Ministries International, Grace Gospel Fellowship, and Grace Publications. In 2010, Grace Bible College began a non-traditional education program offering working adults an opportunity to study one night a week or exclusively online to earn an Associate or Bachelor Degree. The "Beyond the Bricks" Capital Campaign revitalized the campus, added a student commons, as well as upgraded exterior parking, walkways and landscaping. God has blessed the College's efforts in student enrollment as it grew from 160 students in 2008 to over 340 in 2015. At the same time, an additional 450 non-traditional students enrolled from 2010 to 2015. This enrollment increase helped the College grow its program in both size and quality of academic and student services. Praise God there are hundreds of GBC alumni serving the Lord with great impact in various vocational settings around the world today!

Financial Information

Financial Aid

The Financial Aid Office is available to advise and assist students with obtaining funds to attend Grace Bible College. The Financial Aid Office seeks to meet the financial needs of our students through grants, scholarships, and loans. Students who believe their resources are inadequate to meet their expenses at GBC should contact a Financial Aid Specialist.

Financial Information

Financial Aid Defined

Financial Aid is money that helps students and their families pay for college. This financial assistance covers educational expenses including tuition and fees, room and board, books and supplies, and transportation. There are several types of financial aid available, including grants, scholarships, and loans.

Financial Information

How to Apply for Financial Aid

All students who wish to apply for financial aid (grants, scholarships, or loans) should complete the Free Application for Federal Student Aid (FAFSA). Students can apply online at <http://www.fafsa.gov>. Students may contact the GBC Financial Aid Office for assistance with this application process. The FAFSA must have Grace Bible College's school code – 002265 – in order for the results to be received by the Financial Aid Office. The FAFSA must be renewed prior to each school year. Once the Financial Aid Office receives the results of the FAFSA, usually within 2-3 business days, these results will be reviewed. Some student's application will be selected for verification; these students will be requested to submit additional documentation before their financial aid process can be completed. Once all necessary documentation is received, the student will be sent a Financial Aid Award Package. The student is responsible for returning a signed copy of the award letter to the Financial Aid Office, indicating which awards they are accepting or denying. Students who are accepting any Stafford Loans are required to complete the Loan Entrance Counseling and the Loan Master Promissory Note by visiting www.studentloans.gov. Financial aid funds (including student loans) will arrive at the school during the 3rd week of the 2nd course of the semester. Students will be notified via GBC email when their financial aid funds (including loans) have arrived at the school, and (if applicable) when their credit balance will be sent to them. Financial Aid Qualifications: Eligibility for need-based aid programs is determined by the cost of attending a college of the student's choice, minus the amount the student and his/her family can reasonably afford. For more detailed information, including how Expected Family Contribution (EFC) is calculated, visit <https://studentaid.ed.gov/sa/fafsa/next-steps/how-calculated> . ?

Financial Information

Types of Financial Aid

Once eligibility for financial assistance has been determined, students may be offered one or more types of aid in what is called Financial Aid Award Package. The Financial Aid Award Package may include the following:

Scholarship Aid: Awards usually based on academic excellence and not necessarily on financial need.

Grant Aid: Awards based solely on financial need.

Loan Aid: Awards offered at a low interest rate, which must be repaid after the student leaves college or drops below half-time enrollment.

Federal Workstudy: An award of part-time job from which earnings are used toward college expenses.

GRANTS

Federal Pell Grants

A Federal Pell Grant is awarded to eligible students, based on their FAFSA results. It does not have to be repaid. This grant is awarded to undergraduate students who have not earned a bachelor's degree. The amount of Federal Pell Grant funds a student may receive over their lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding.

Federal Supplemental Educational Opportunity Grant (SEOG)

SEOG funds will be awarded to students with the lowest expected family contributions (EFC) who will also receive Pell Grants in that award year. SEOG funds do not have to be repaid. The Department of Education only provides schools with a limited amount of SEOG funds, so once the funds are depleted, awarding will stop. Valid FAFSA results must be received in the Financial Aid Office to receive consideration.

MILITARY BENEFITS

Grace Bible College accepts educational benefits through the military. These benefits may include GI Bill and Federal Tuition Assistance. To begin the process of determining any applicable benefits, the student should contact his or her respective educational liaison within the appropriate military organization. Once that action has been taken, the student may contact the Academic Advising Office to proceed with any other applicable processes. **LOANS**

Federal Stafford Loans

Direct Stafford Loans are low-interest federal loans available to students who are attending college at least half-time. The funds are borrowed from the Department of Education thru the Direct Loan Program. The amount a student may borrow is based on year in school, dependency status, and enrollment status. The FAFSA is the application for Direct Stafford Loans, but first time borrowers are also required to complete the Loan Entrance Counseling and a Master Promissory Note at <http://www.studentloans.gov>.

Federal Parent Plus Loan

A parent may borrow a Direct Parent PLUS Loan to help pay the expenses of a child who is a dependent undergraduate student enrolled at least half time. The parent must pass a credit check to be eligible to receive a PLUS Loan. In the event the parent is denied the PLUS Loan due to adverse credit, the student generally becomes eligible to borrow an additional amount in an Unsubsidized Federal Stafford Loan. Parents who wish to apply for a Direct Parent PLUS Loan may visit <http://www.studentloans.gov>.

Private Loans

A student may also obtain private loans from a Private Lender to cover education-related expenses. Students may need a creditworthy cosigner if they have not established credit yet. Usually loans are borrowed to cover the full year, divided between two semesters, but a student could get a loan for just one semester, if needed. Private loans have NO origination fee. For more details, go to: <http://www.elmselect.com> and choose "Undergraduate Loans" at Grace Bible College.

Financial Information

Financial Rights and Responsibilities

Students have the right to accept or refuse any part of their financial aid package. If the student rejects any part of his/her financial aid package, it may affect other aid offered. Students may not receive financial aid from more than one school while enrolled at two or more schools for the same time period. Classes the student takes outside of his/her declared program do not qualify for most forms of financial aid. Student must attend college at least half-time (6 credit hours) in order to be considered for most financial aid. Withdrawal from classes or failure to attend all classes may result in a loss or reduction of financial aid and a balance due to the College. It is the student's responsibility to inform the Financial Aid Office of any changes to information provided on the FAFSA application. Financial aid offered to the student is dependent upon the availability of funds. Any change in the availability of funds or a student's academic performance may change the award package. If a student's FAFSA is incomplete, or if their FAFSA verification paperwork is not turned in, no award letter will be provided and the student is responsible for paying out of pocket for all college costs and fees.

Requirements to receive federal financial aid:

Statement of educational purpose

A student must be enrolled as a degree-seeking student and must sign a statement indicating that all federal financial aid will be used for expenses related to study at Grace Bible College. This requirement will be fulfilled when the student signs and returns their Financial Aid Award Letter. Statement of refund and default

A student must not owe a refund on any previously awarded federal grant or loan. A student must not be in default on any Federal loan, or must have made satisfactory arrangements to repay any defaulted federal loan, and have not borrowed in excess of the loan limits under federal programs at any institution. Selective service registration

Male students born after Dec. 31, 1959 are required to comply with Selective Service registration regulations. For more information, visit www.sss.gov. High School diploma/GED

Students are required to have a High School Diploma or GED equivalent to be eligible for Federal Financial Aid.

Financial Information

Standards of Academic Progress (SAP)

In order for students to receive federal, state, or institutional aid, regulations require that students maintain satisfactory academic progress toward completion of their current academic programs. All students will have their progress reviewed, whether or not they are receiving financial aid, since these rules decide eligibility for future enrollments. Financial Aid Policy Satisfactory Academic Progress (SAP) at Grace Bible College relates to both your academic status, as well as your eligibility to receive financial aid. The guidelines outlined below relate to your eligibility to receive federal financial aid. Contact the Director of Financial Aid for information about maintaining your eligibility for state and institutional aid. Determination as to whether or not you are meeting SAP requirements is made at the end of each academic year based on three factors mandated by federal policy. These factors include cumulative grade point average (GPA), completion ratio, and maximum time frame as

Semester Hours Attempted	Cumulative GPA Required	Completion Ratio
3-27	1.50	The required completion ratio for all levels is 67%
28-55	1.75	
56 and up	2.00	

GPA Requirement GBC will evaluate the GPA Requirement after each semester. Students will be considered in violation if they do not maintain the minimum GPA requirement. You must have earned the required cumulative GPA based on the semester hours attempted to maintain financial aid eligibility. The Director of Financial Aid has the authority to grant limited exceptions to first-time freshmen who fail to meet this requirement but whose cumulative GPA is at or above 1.50. Maximum Time Frame Requirement The maximum time frame limits the number of credits you may earn when pursuing a degree. GBC will monitor the Maximum Time Frame Requirement at the end of each semester by comparing the required hours for program completion to the cumulative hours attempted. Students will be considered in violation when it becomes mathematically impossible for them to graduate within the 150% time frame. For example, in a program of study that requires 124 credits, you may not exceed 186 credits and remain eligible for financial aid. Completion Ratio Requirement The completion ratio is determined by using the following formula:

Completion Ratio =	Cumulative semester hours earned
	Cumulative semester hours attempted

When determining SAP, grades and credits are tallied according to the following guidelines:

Earned semester hours include all grades (A, B, C, D, S, and P) including all +/- variations.
 Attempted semester hours include the grades listed above, as well as E, F, U, W, WF, and XF.
 For repeated courses, credits from each time you are enrolled are applied to the attempted/ earned credits. However, only the most recent grade earned is used when calculating the cumulative GPA.
 Transfer credit accepted at the time of admission, if applicable, is not included when calculating cumulative GPA. Such credits are, however, included in the determination of a student’s cumulative GPA required.
 Transfer credit is also included when calculating the completion ratio and maximum time frame.
SATISFACTORY ACADEMIC PROGRESS STATUS The Financial Aid Office evaluates whether or not you are meeting SAP requirements at the end of each academic year. If it is determined that you failed to meet the SAP standards outlined above, you will be disqualified from receiving federal financial aid until such time you demonstrate that you are meeting SAP standards. **Drug Related Offenses** A student who has been convicted of any offense under federal or state law involving the possession or sale of a controlled substance, while receiving Title IV funds, is no longer eligible to receive any federal grant, loan or work assistance from the point of conviction and ending after

Possession Offenses

- First Offense- in eligible for 1 year
- Second Offense- ineligible for 2 years
- Third Offense - Ineligible indefinitely
- Sale of Controlled Substance Offenses

First Offense - ineligible for 2 years

Second Offense- Ineligible indefinitely

A student whose eligibility has been suspended may resume eligibility by completing an acceptable drug rehabilitation program, which must include at least two unannounced drug tests, and is qualified to receive funds from federal, state, or local governments; or from a federally or state-licensed insurance company; or be administered or recognized by a federal state or local government agency or court; or a federal or state licens

Financial Information

SAP Appeal Process

REINSTATEMENT OF FINANCIAL AID ELIGIBILITY If you lose your eligibility to receive federal financial aid because you are not meeting SAP standards, you may regain eligibility in one of the following ways: 1. By successfully appealing the loss of eligibility. To appeal, you must submit a Satisfactory Academic Progress Appeal Form, available from the Director of Financial Aid. The extenuating circumstances that may justify reinstating your eligibility for financial aid on a temporary basis are outlined on this form. If this appeal is successful, your eligibility for financial aid will be reinstated according to the following: a. When considering any extenuating circumstances, financial aid probation can only be granted if it is also determined that you should be able to meet SAP standards by the end of the next semester. Failure to meet SAP standards at that time would make you ineligible for federal aid without the right to further appeal. b. Under certain circumstances, the Financial Aid Appeal Committee has limited authority to approve an academic plan that would reinstate your eligibility to receive federal aid provided you are able to meet SAP standards by the end of the next academic year. This academic plan also includes a minimum threshold that must be achieved at the end of the first semester in order to maintain eligibility to receive federal aid. Failure to meet this threshold would make you ineligible for federal aid without the right to further appeal. 2. By using your own financial resources to complete one or more semesters at GBC with at least half-time enrollment. Reinstatement of your eligibility for financial aid will be determined at the end of each semester, dependent on whether or not you meet SAP standards at that time. Courses taken must be approved by the Registrar and must advance you toward earning your degree.

Financial Information

Tuition and Fee Schedule

ADULT PROGRAM RATES

Associate of Arts, Lower Level Courses
..... **\$320/credit hour**

Bachelor of Science, Upper Level Courses.....**\$395/credit hour** View our [2017-18 Adult Tuition Costs](#)

Military Personnel*.....**\$250/credit hour** (active duty, veterans, spouses, dependents 23 or under)

View our [2017-18 Adult Military Tuition Costs](#) **Other Adult Program Fees:** Application Fee: \$0 (Waived for Adult students)

Resource Fee: \$150 (Per 3 Credit Course)

Graduation Fee: \$100 The cost to audit a course or enroll as a non-degree student follows the same tuition and fee schedule as the degree seeking tuition and fee schedule.

*The military discount is available to all military service members, veterans, military spouses, and dependents (under age 23). Required documentation may include a certificate of release or discharge from the military (DD214), certificate of eligibility (COE), and/or a tuition voucher. The required documentation and a honorable discharge status must be submitted to receive the military discount.

Financial Information

Resource Fee

The Resource Fee covers all text books, workbooks, technology and associated costs required for Adult Education students. If a student qualifies for financial aid, just like tuition, the resource (book/tech) fee will be paid with whatever financial aid has been awarded. This service prevents the inadvertent purchase of wrong text book editions, incorrect access codes, or late arrival, among other issues. Students are expected to return the rented text(s) upon completion of the class. Books not returned will incur charges for the additional cost of the text over the rental price. These charges will be added to the student's account.

Textbooks

Because courses run for five weeks back to back, the Adult Education program provides students with a rental of the required texts for each course, delivered to their specified address from Tree of Life Bookstores to ensure that students are prepared at the beginning of each new course. Books are generally shipped two weeks prior to the start date of a registered course.

Learning Management System

GBC uses Blackboard, a learning management system, as the virtual classroom for both online and onsite learners to communicate announcements, hold discussions, submit assignments, and track grades.

Microsoft Office

GBC provides each Adult Education student access to the Microsoft Office suite, allowing the student to download microsoft applications to assist with coursework. **Online Resources** Students have access to various online resources including, but not limited to online research databases, writing lab resources, research help, and a live librarian (during business hours).

Financial Information

Tree of Life Bookstores

Adult & Online Education uses a streamline book rental service that fits the accelerated program format. Books are shipped directly to the student before each five week class, and are returned by the student the week after each five week class.

Important items to make it work:

- * The student must provide an accurate shipping address (can be home, work, or other)

- * The student must immediately inform their Academic Advisor of an address change
- * The student is responsible to make sure books get returned in a timely manner, or pay buyout fees for the books.

Follow this link for Rental FAQ's: <http://www.treeoflifebooks.com/customerservice/rentalfaq/#content> Follow this link for Customer Service: <http://www.treeoflifebooks.com/customerservice/> **Tree of Life Student Portal** Students are encouraged to use the Tree of Life Student Portal to view outstanding rentals, text buyout prices, and request/print return shipping labels.

Follow this link for the Student Portal access: <https://gbcol.treeoflifebooks.com/#/landing> **Rental Extension** If a student is granted an incomplete, the student should contact Tree of Life to request an extension of their rental and discuss any additional charges. A student's decision to return a book in lieu of completing required coursework is advised.

Financial Information

Veterans & Military

Grace Bible College honors those who have served our country as a part of the armed forces. Students may be eligible to receive a discounted tuition rate. Students may also be eligible to receive education benefits through the Department of Veterans Affairs. Students who are currently serving on active duty, released from active duty, part of the Reserves or National Guard or a spouse or dependent of a veteran, may be eligible for these benefits. G.I. Jobs Magazine named Grace Bible College a Military Friendly School in 2013, 2014, 2015, and 2016.

Financial Information

Course Withdrawal

If a student needs or desires to withdraw from a course, the student should notify their GBC advisor as soon as possible, preferably fifteen (15) days before class is scheduled to begin. If the student is withdrawn after the books have already been shipped, the student will be required to request a return shipping label and mail the books back to Tree of Life in order to avoid being charged.

Financial Information

Address Change

If a student has an address change, the student should fill out the [Information Change Form](#) as soon as possible, preferably fifteen (15) days before class is scheduled to begin. If the student does not complete the address change prior to the books being shipped out, the student will be required to cover the cost of the reshipment and replacement of the previously sent text(s).

Financial Information

Payment Options

Option 1: Payment in Full by Start of First Week of Course Tuition payment should be completed two weeks prior to the first class to avoid delays or being withdrawn from class. First semester payment must be made in full by the first class session (before the first week starts in online courses). Payment must be made by check (made out to Grace Bible College), or by calling the Business Office at 616-261-8560 to pay by credit card. For online payment you will need to register for an account and follow the online instructions. **Option 2:** Online Payment Plans You must sign up for this plan before your second week of classes. Please visit <http://gbcol.edu/index.php/admissions/tuition-and-fees/paying-for-college/> and click on "e Cashier: Manage your tuition online" to set up this payment plan. You may use the Online Payment Plan in combination with another

payment option if you would prefer, however, everything will need to be completed before the second week of classes.

Option 3: Private Student Loans

A student may also obtain private loans from a Private Lender to cover education-related expenses. Students may need a creditworthy cosigner if they have not established credit yet. Usually loans are borrowed to cover the full year, divided between two semesters, but a student could get a loan for just one semester, if needed. Private loans have NO origination fee. For more details, go to: <http://www.elmselect.com> and choose “Undergraduate Loans” at Grace Bible College. **Option 4: Employer Reimbursement**

Students must send a copy of your employer’s reimbursement policy to the Grace Bible College Business Office to be considered for this option.

Financial Information

Past Due Balances

Students with outstanding balances may not be allowed to re-enroll for another term or class or to receive official transcripts or a diploma.

Financial Information

Tuition Refunds and Balances

The tuition refund policy is based upon the Last Day of Attendance (see official attendance and participation policy). Absenteeism or failure to begin a class does not reduce a student’s financial obligation. **Credit Balances**

Federal regulations prohibit the use of Title IV funds to be applied toward a past due balance greater than \$200.

Return of Title IV Funds for Withdrawals

Students are encouraged to contact the Financial Aid Office before withdrawing from classes to understand the complete financial impact of a withdrawal. Many times a withdrawal can result in a student owing the College and/or federal government for financial aid that has already been refunded to the student. Withdrawing from classes may also impact Satisfactory Academic Progress. Federal laws set forth regulations that govern the treatment and calculation of refunds for recipients of Federal Financial Aid (Title IV aid) when students withdraw from classes. For students who begin attendance in classes and then withdraw before they have completed 60% of the payment period, GBC is required, by regulations, to calculate the amount of earned and unearned Title IV aid for the students. The regulations state that a student is entitled to keep only the portion of the aid earned, and the College/student must return the funds that were not earned to the appropriate program. The college reserves the right to amend this procedure to comply with federal regulations. **Financial Aid Credit Balances**

Students who are receiving Financial Aid will be asked to complete a form called “Authorization to Retain Funds”, and must return this form to the Financial Aid Office. The form will ask the student to choose one of the following options:

Keep the credit balance at the school

Keep \$200 at the school to cover additional book fees, and mail the remaining credit balance to the student.

Mail the entire credit balance to the student

The student’s Federal aid will arrive at the school during the the 3rd week of the 2nd course, as long as the following criteria has been met during the semester:

Student has earned a grade in course #1.

Student has participated into the 2nd week of the 2nd course.

After the student's financial aid has arrived at the school, the Financial Aid Office will send a "Loan Notification" email loan recipients. If the student has a credit balance remaining after the Financial Aid is posted for the semester, and if the student chose to have their credit balance mailed to them, then Financial Aid Office will enter a request to the Business Office to mail a check to the student. It is GBC's policy to mail the excess funds checks one week after the financial aid has arrived at the school.

Tuition Refunds & Charges

The statement below is in summary of the Schedule Changes Policy. Please review the Schedule Changes section in its entirety. **DROPPING A COURSE** 1. Attendance is defined by completing any assignment in Blackboard, such as a paper or answering a Discussion Question. 2. Any refund for a dropped course will be determined by your Last Date of Attendance (LDA) (See Last Date of Attendance Policy). 3. If you contact your academic advisor before the class starts and post nothing, you will be charged nothing. 4. If you contact your academic advisor after the class starts and post nothing, you will be charged 50% of the Book and Technology Fee and a processing fee of \$100. 5. If your LDA is during the first week of the course, you will be charged 20% of tuition, 50% of the Book and Technology Fee and a drop fee of \$100. Your grade will appear as a W on your transcript. 6. If your LDA is during the second week of the course, you will be charged 50% of tuition, 50% of the Book and Technology Fee and a processing fee of \$100. Your grade will appear as a W on your transcript. 7. If you participate into the third, fourth or fifth week, there is no (0%) refund and you will be charged 100% of tuition, 100% of the Book and Technology Fee, and the processing fee.

Academic Information

Education Policy

While all students must follow academic programs and policy as listed in the catalog in effect at the time of entrance or re-admission to the College, any changes instituted by the College becomes effective immediately unless otherwise stated and may differ from the entering catalog.

Academic Information

Availability of Classes and Programs

The course offering schedule for Adult Education courses is created based on program capacity with specific student needs considered. There may be situations where a course is not offered during the specific term a student needs it. Effort will be taken to avoid time off for the student; however, in certain instances, the student may be required to take a break due to course availability. It is the student's responsibility to review her or her education plan on a regular basis to be aware of any changes to his/her schedule due to course offering.

In an effort to meet current church and job demands, the programs of Grace Bible College are in a constant process of assessment and revision. A high demand for classes and limited resources may require some students to take more than the estimated minimum time to complete a program. Student may also be required to present special qualifications such as prerequisite courses, work experience, knowledge, or a particular grade point average in order to be authorized to take certain courses. For these reasons, students are urged to discuss such matters periodically with an Academic Advisor. Programs are subject to change without notice.

Academic Information

Course Cancellation Policy

The college reserves the right to cancel any course at any time. If the College cancels a course, students will be notified promptly and be given an opportunity to enroll in another course, if possible.

Academic Information

Schedule Changes:

A drop or withdrawal from a course or program may require adjustments to a student's financial aid and/or account balance as required by the U.S. Department of Education, the State of Michigan, or other grant/scholarship awarders. The Financial Aid office makes determinations and necessary adjustments based upon the documentation of the course or program withdrawal. The student is responsible for any outstanding balance incurred as a result of this process. Students should also be aware that drops and withdrawals can affect the student's completion rate. The College will retain a withdrawal fee of \$100 for processing withdrawals or drops of any kind.

Students who wish to drop from a course should always make official contact via phone or email with an Academic Advisor.

Administratively-Initiated Cohort/Individual Schedule Changes:

The college reserves the right to change a cohort's schedule and/or an individual's schedule including, but not limited to moving cohorts/individuals from an onsite location to online, or combining cohorts and thereby terminating one schedule and creating a new schedule. Cohort schedule changes should be rare, but are done to maintain academic integrity, eliminate disruptions, or to maintain financial viability for the institution.

Leave of Absence: Students may need to leave school for a period of time. If a student wishes to take a leave of absence, they may begin the process by contacting their assigned academic advisor.

Program Withdrawal: Students may need to withdraw from a program. If a student wishes to leave the program

or institution permanently, they may begin the process by contacting their assigned academic advisor.

Course Drops: Students who wish to drop from a course should always make official contact via phone or email with their GBC Academic Advisor.

- * Students who **do not attend or participate** in any sessions of a course within the first week can be administratively dropped from their course as initiated by the instructor, advisor, or other administrator. The course will not be transcript on the student's record.
 - Account Charges will include:
 - o Credited for 100% of the tuition
 - o \$100 processing fee
 - o Book fees will be refunded at 50%.
- * If a student has already received textbooks for the courses it is recommended that they return books for credit. Many courses change books or update editions without notice. Books that are not returned are subject to additional fees.

Withdrawing from courses: Students who have attended or participated in a course and wish to withdraw from the course should contact a GBC Academic Advisor to be withdrawn from the course. Attendance or participation is based on date of activity, not workshop number. Last date of attendance will be reported as the last date an assignment or discussion board post was made. The effective date will be the end of the online week in which the activity occurred, or the last date of attendance of an onsite class. If a student **attends** :

- * During week 1 of a class, and notifies their GBC Academic Advisor of withdrawal before the second week begins, the student will be:
 - Refunded 80% percent of tuition
 - Charged the withdrawal processing fee
 - Refunded 50% of book fees
 - Issued a W on his/her transcript
- * During week 2
 - Refunded 50%
 - Charged the withdrawal processing fee
 - Refunded 50% of book fees
 - Issued a W on his/her transcript
- * During or after week 3
 - Refunded 0% of tuition
 - Charged the withdrawal processing fee
 - Refunded 0% of book fees
 - Issued an E on his/her transcript unless otherwise previously arranged with the instructor or dean.

Other fees - No other fees are refundable. Learners must drop or withdraw officially by contacting an academic advisor from Grace Bible College by the deadline indicated above.

Any student administratively withdrawn from a course due to plagiarism

or other disciplinary reasons will receive a grade of an E, 0% of tuition refunded, and will be responsible for the processing fee. Book fees will not be refunded.

Onsite Learners: Attendance is posted when a student attends class.

Online Learners: Attendance is posted when a learner posts a message or submits an assignment anywhere in the online classroom.

Academic Information

Attendance, Participation, and Campus Closing

Emergency Situations In the event of a personal emergency, the student should contact their instructor and academic advisor as soon as safely possible. Accommodations for such emergency situations will be dealt with on a case by case basis at the approval of the faculty and/or administration.

ATTENDANCE- ONSITE For onsite programs, attendance is required for each class night. In emergency situations, learners are permitted one absence for courses five (5) weeks or shorter and two absences for classes six (6) weeks or longer. A learner must be in class for at least 3 ½ hours to be counted present.

ATTENDANCE-ONLINE For online programs, learner attendance is similar to the onsite programs except that attendance is counted by posting minimally once per week in response to discussion questions or assignments. E-mailing other course participants (including the faculty) does not count towards attendance.

LAST DATE OF ATTENDANCE When a student drops or withdraws from a class, the last date of attendance (LDA) is to be reported as the last calendar date a student submitted academic work. This could be a discussion board post or an assignment. If no academic work is submitted, the student has a LDA prior to the start of the class. The LDA determines any refund of tuition as well as any required return of financial aid funds.

Participation Participation differs from attendance. While a learner may be in attendance for either online or onsite programs, the participation may not be exemplary. Participation in a class involves being interactive with fellow learners and the faculty member, whether in discussion, activities, or projects. Participation in each course will vary depending on the circumstances.

Campus Closures- Onsite Only If the Grace Bible College campus has been closed, onsite Adult Education classes are also closed on that same day. Onsite Adult Education classes may be cancelled even when Grace Bible College has been open. Whenever possible, school closing will be determined by 4:00 p.m. each afternoon for Adult Education classes scheduled. If Grace Bible College is open and classes are not canceled and the student determines that attendance is not possible due to safety reasons, he/she is encouraged to use his/her one absence per course for this reason (this means that the student should be cautious in using up these class absences for any other reasons during the winter months). If it is the second absence in one course (of a five week course), the student may petition in writing to the Dean of Adult Education to be allowed to continue in that course.

NOTE: In no case can a student miss three class sessions of a five week course and be allowed to complete the course. In cases of onsite class cancellation, Grace Bible College will make all efforts to reschedule the class at a later date.

Academic Information

Classification of Students

Official classifications are made by the Registrar's Office at the beginning of each academic semester (fall and spring). Transfer credit hours are included in the credits counted toward class standing once an official transcript has been received by the Registrar's Office and the credits have been applied to the student's transcript.

Students are classified on the basis of the following schedule:

Class Standing: FRESHMAN—students having earned less than 28 semester hours of credit

SOPHOMORES—students who have earned 28 semester hours of credit

JUNIORS—students who have earned 56 semester hours of credit

SENIORS—students who have earned 85 semester hours of credit

Classification: FULL-TIME—students taking 12 or more credit hours per semester PART-TIME—students

taking 11 or less credit hours per semester For Financial Aid reporting to the National Student Loan Database System, part-time students are classified as follows: $\frac{3}{4}$ Time: 9-11 credits $\frac{1}{2}$ Time: 6-8 credits

NON-DEGREE—students taking 6 or less credit hours per semester and who have not formally applied for admission

Academic Information

Grading Scale & Definitions

Grade Percentage and Corresponding Letter Grade

95-100	A	73-76	C
90-94	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	0-59	E

Grades It is the responsibility of each student to meet the specific outcomes of each course as defined by the curriculum and upheld by the faculty, as well as to meet the general overall requirements for graduation which include a minimum 2.0 cumulative GPA, total credit hours, and/or general education credits. IF the student feels at any time that his/her performance is not on track to meet these requirements, the student should make an appointment with his/her instructor regarding an individual course, or an Academic Advisor if regarding the overall program. Grades are computed at the end of each course. Final grades are typically posted between 7-10 days after the last day of a class. **GRADE DEFINITION**

Letter Grade*	Definition
A	Superior Work. Implies excellence in thinking and performance in a course. High- level work that is clear, precise, well-reasoned, and insightful.
B	Above Average. Implies sound thinking and performance in a course. B level work is clear, precise, and well-reasoned but does not have the depth of insight that A-level work has.
C	Average. Implies mixed thinking and performance in a course. C level work is inconsistently clear, precise, well-reasoned, and inconsistently demonstrates comprehension of basic concepts and principles
D	Inferior but Passing. Implies poor thinking and performance in a course. D level work is inconsistently clear, precise, and well-reasoned. It does not display a depth of insight or consistent competence.
E	Failure. Implies an attempt to get through a course by

rote recall and reflects a mistaken comprehension of basic concepts and principles.

I Incomplete. Courses for which an “I” grade has been recorded must be completed within a maximum of 5 weeks from the last day of class in which it was received. Failure to submit the incomplete work by the agreed upon deadline will result in earning zero points for incomplete work, and the final grade will be awarded accordingly. See the incomplete grade policy.

AU Audit. No credit is earned. This grade is not used in computing the student’s GPA.

*A plus (+) or minus (-) grade indicates performance is at the upper or lower range defined by the letter grade.

Academic Information

Grade Point Average (GPA)

The GPA is computed by dividing the total number of credits attempted into the total number of honor or quality points. Credits and honor points are not given for courses in which the grades “W” and “I” have been received.

Academic Information

Due Dates and Late Penalties

Due Dates: For **online** programs, all submitted assignments within an assigned week are **due the last day of that same school week** ; therefore, a Tuesday to Monday school week would require all submitted assignments to be due by midnight each Monday in your institution’s time zone.

For **online** programs, all initial posts within the Discussions are **due the fourth day** (see Discussions rubric for details), but students are encouraged to post sooner. This is in order to ensure quality interaction throughout the week. Please note also that subsequent responses required in the Discussion rubric must be posted on separate days in order to be counted for the grade.

Late Penalties

* **24 Hours Late**

Assignments submitted within 24 hours past the due date will have a **10% late penalty** of the final assignment grade.

* **48 Hours Late**

Assignments submitted within 48 hours past the due date will have a **20% late penalty** of the final assignment grade.

* **3-7 Days Late**

Assignments submitted between 3-7 days late will receive a **50% late penalty** of the final assignment grade.

* Assignments submitted beyond 7 days past the due date are not accepted, and will receive a zero.

* Facilitators are not required to accept assignments submitted after the last night of class.

Academic Information

Auditing a Course

Auditing a course means taking a course for no credit or grade. Students may audit courses. Students are permitted to attend an audited course but is not required to submit assignments or take examinations. Audited courses do not include honor points (GPA) or credits toward graduation. Audit status does not count towards full-time enrollment. Audit status must be declared at the time of registration and confirmed with the instructor on the first day of class. Audit enrollments are based on class size availability. If at any point prior to the beginning of the course, the class size maximum is reached, any audit registrations will be canceled. Financial Aid is not available for audited courses. Changes from credit to audit and vice versa will not be permitted after the first week of the class. All tuition and schedule change fees apply accordingly (see fee schedule).

Academic Information

Academic Standing

Students are expected to maintain satisfactory academic progress according to the following schedule:

Total Semester Hours Attempted	Semester GPA for Academic Probation	Cumulative GPA for Academic Suspension
12 - 18	1.50	1.00
19 - 37	1.75	1.25
38 - 56	2.00	1.50
57 - 86	2.00	1.70
86+	2.00	1.85

Academic Warning

The purpose of Academic Warning is to notify the student that their progress in class is placing them on a trajectory to be on Academic Probation the following semester. It is meant to provide the student an opportunity to improve before being placed on Academic Probation.

Academic Probation

The purpose of probation is not designed to punish, but rather to serve as an indication to the student that he or she is not progressing at a satisfactory rate toward graduation. The following guidelines govern academic probation:

1. Any student who does not earn the prescribed semester GPA for his or her work at Grace Bible College will be placed on academic probation.
2. The Registrar's Office staff will notify each student placed on academic probation at the close of the semester.
3. A student on academic probation will not be allowed to carry more than 12 credit hours (except with the permission of the Academic Dean).
4. A student will be released from academic probation upon achieving the prescribed semester GPA. The student's GPA must be above the required level within one semester of being on probation or they will be moved to the next level, Academic Suspension.

Academic Suspension

The following guidelines govern academic suspension:

1. Any student who fails to reach the cumulative GPA required to demonstrate satisfactory academic progress will be academically suspended for the next semester.
2. A student who is academically suspended will not be

allowed to enroll in any courses offered by Grace Bible College during the next semester. 3. A student on academic suspension for the first time may be re-admitted to GBC after sitting out one semester by completing an Application for Re-Entry. If this application is approved by the Registrar and Dean of Adult Education, this student would re-enter GBC on academic probation. 4. Any student academically suspended for a second time must petition the Academic Affairs Committee for re-admittance after sitting out one semester. This petition must include evidence that the difficulties previously encountered have been overcome and that completion of degree requirements can reasonably be expected. The decision of the Academic Affairs Committee is final, with no right to appeal.

Academic Information

Dean's & President's List

Twice per year, the College will recognize those students who have successfully completed a minimum of 12 graded semester hours. Students who earn a cumulative grade point average of 3.50-3.99 will be named to the Dean's List, while those achieving a cumulative grade point average of 4.0 will be named to the President's List. The students who achieve the Dean's List or President's List criteria will receive an email notification at the time of qualification. These students will be recognized in the GBC published Journey Magazine.

Academic Information

Graduation Honors

Students participating in the April Commencement Ceremony will be honored for their achievement with the privilege of wearing a silver cord representing Honors (3.30 - 3.69) or a gold cord for High Honors (3.70 - 4.00). The graduation honors grade point average is based on the cumulative GPA for all completed coursework as of the December 31 of the year preceding the commencement.

A final audit will determine the graduation honors to be awarded at the time of degree conferral. Students with a final cumulative grade point average of Honors (3.30 - 3.69) or High Honors (3.70 - 4.00) will receive the corresponding sticker affixed to their diploma and noted on the official transcript.

Academic Information

Graduation Requirements

In order to graduate from the Adult Education program at GBC, the student must complete the following general education requirements:

Earn a minimum of 120 credits

Earn a minimum cumulative grade point average of 2.0

All transfer work (including non-traditional and credit by exam) must have been earned prior to the start of the student's last semester at GBC. Official college transcripts must be received in order for transfer work to be posted on the student's academic record.

All required coursework must be met.

Graduation application In order to receive a degree and be invited to participate in the graduation banquet and the commencement ceremony, the student must apply to graduate. The graduation application is an online form:

[Graduation Application](#) The Adult Education program confers degrees three times per year: December 30, April 30, and August 30. The following deadlines apply: For December, apply by October 1. For April, apply by January 15. For August, apply by June 1. If the deadline is not met, there is no guarantee that the student's name will be able to participate in the commencement ceremony, have his/her name printed in the commencement

program, or receive the diploma in a timely manner. Once the application for graduation is received by the Registrar's Office, the student will be charged a \$100 non-refundable graduation fee (this fee will only be charged once per program level AA or BS). The Registrar will audit the student's records for degree completion. If there are outstanding requirements that have not been addressed, the Registrar will notify the Academic Advisor and the student. If all degree requirements are either met or pending completion, the student will be notified of the pending confer date. Within 4 to 6 weeks of each confer date, the graduation applicants with a pending completion status will be audited a final time, followed by the conferral of the degrees. As long as there is not an outstanding balance on the student account, the diploma will be mailed to the address on the application for graduation. If a student has not met the degree requirements at the final degree audit, the Registrar will notify the student and the advisor. The student will be required to reapply to graduate for the next confer date he/she is eligible for.

Academic Information

Commencement Ceremony & Graduation Banquet

Commencement

Grace Bible College holds one annual commencement ceremony for new graduates in April. Students applying to graduate in December 2016 and April 2017 will be invited to participate in the April 2017 commencement ceremony. Students applying to graduate in August 2017 will be invited to participate in either the April 2017 or April 2018 commencement ceremony, depending on the student's preference. Students who wish to participate in the commencement ceremony will be charged a \$30 fee to cover the cost of the cap and gown. Students who graduate with honors will be provided the honors cords at no cost. **Banquet**

In addition to the commencement ceremony, GBC hosts an annual graduation banquet for new graduates from all divisions of the college. The banquet is held at a local venue near Grand Rapids, Michigan on the Friday night prior to the commencement ceremony. This is a special time of celebration for students, families, and friends of Grace Bible College. Tickets cost \$25 each and include a plated dinner and dessert. A student may elect to pre-RSVP to the banquet on the application for graduation to allow for the use of a credit balance on the student account to cover the cost of the banquet tickets. Any banquet tickets purchased in advance will not be refunded. An official RSVP will be required once the formal banquet invitation has been sent by the banquet committee.

Academic Information

Incomplete Grades

The following policy is to be applied to all students in the Adult Education program at Grace Bible College who receive a grade of an "I" for incomplete work in a course: 1. An Incomplete grade may be granted when the student is prevented from finishing course work on time by extenuating circumstances. 2. It is the student's responsibility to request an "I" grade prior to the end of the class and the professor's to determine whether the circumstances merit an incomplete grade. Faculty are encouraged to discuss incomplete grade opportunities with the student's Academic Advisor. 3. Students who receive a grade of incomplete for any course (some or all assigned work not turned in) will be required to turn in the completed work to the professor who taught the course. 4. The work must be completed within the extension parameters set by the faculty, not to exceed 5 weeks following the last day of the course. 5. Failure to submit the incomplete work by the established deadline will result in earning zero points for incomplete work, and the final grade will be awarded accordingly. 6. The student is advised to contact Tree of Life to arrange for an extension for the rented books and discuss applicable charges.

Academic Information

Independent Study Policy

The Adult Education program will allow the use of an independent study when required to assist a student with the completion of the program degree requirements. An independent study is a way for a student to learn independently with the direction of a faculty who is a content expert in the student's approved area of desired exploration. An independent study is offered at the discretion of the College and must be approved by the Dean. Directed study courses are taken for credit and all regular tuition and fees will apply to courses taken in this format. A student who fails an independent study course will be required to repeat the course.

Academic Information

Directed Study Policy

The Adult Education program will allow the use of a directed study when an unforeseen circumstance prevents a student from being able to take a required course as it is offered in the academic calendar. A directed study is a way for a student to learn independently through the use of current course curriculum directed by a faculty who is a content expert and who has previously taught the course material. A directed study is offered at the discretion of the College and must be approved by the Dean. Directed study courses are taken for credit and all regular tuition and fees will apply to courses taken in this format. A student who fails a directed study course will be required to repeat the course.

Academic Information

Class Repeat Policy

Students are permitted to take a course in which an unsatisfactory grade was achieved during a previous period of enrollment for the purpose of earning a higher grade point average and improved learning. In such situations, registration for the course and payment of the related tuition and fees at the current tuition rates are required. The grade achieved by the retake course supersedes the initial grade in relation to the cumulative GPA calculation, though the initial grade will remain on the permanent transcript record. Federal rules allow a student to receive federal aid for a course more than once as long as it is not a result of more than one repetition of a previously passed course or any repetition of a previously passed course due to the student failing other coursework. In other words, financial aid may be available to help pay for a repeated course if the student's existing grade in the course is an F or W. If the student received a passing grade (D- or better), financial aid may be used to repeat the course only one time. Financial aid is not available for coursework completed in a previously earned certificate or degree program. A student may repeat any course once (a second attempt) by engaging in a discussion with their advisor. Any student wishing to attempt a class for the third time, regardless of previous attempts resulting in a grade or withdraw, must make this request in writing. The advisor will approve the third attempt based on the student's ability to complete the course and understanding of the financial responsibilities. Any subsequent attempts must be requested by completing the Class Repeat Exemption form and approved by the Dean. Students who receive approval for subsequent attempts will be required to complete a Learning Contract with their Academic Advisor. Students will not be registered for the requested class until the Class Repeat Exemption is approved and the Learning Contract has been created. Successful completion of the conditions outlined within the Learning Contract is required for consideration of subsequent attempts. **Repeat Course Attempts**

Number of Course Attempt	Action Required	Result	FA eligible
First Attempt	None (Automatically registered for course)	Earned passing grade or withdraw	Yes
Second Attempt	Contact Academic Advising to be registered for the repeat course	Academic Advisor will submit registration for student and update Ed Plan. Earned passing grade or withdraw	Yes
Third Attempt	Request enrollment in repeat class in writing to Academic Advising.	Advisor will discuss with student and approve/deny request. Earned passing grade or withdraw	No
Fourth Attempt and beyond	Complete the Class Repeat Exemption Form. If approved, complete Learning Contract with Advisor.	Must successfully complete the learning contract. Earned passing grade or withdraw	No

Academic Information

Student Disability Services (SDS)

The College will make reasonable accommodations for students with disabilities in compliance with section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990. The purpose of accommodation is to provide equal access to educational opportunities to students with disabilities, and the college does not intend that academic standards be altered, nor that essential elements of programs or courses be changed.

Students having documented disabilities may apply for accommodations through their Academic Advisor. Disability accommodations for students are addressed by the Dean and Academic Advising. Accommodations are granted on the basis of determined need and appropriate documentation of disabilities. Students must complete an application and submit appropriate documentation which will be reviewed by the Accommodations Review Committee (ARC). Upon acceptance, the student will meet with their Advisor to develop an individualized plan based on the ARC recommendations. Students will be given a verification letter to give to their professors, and students should schedule a meeting with each professor at the beginning of each class to discuss their needs. In the event that students have questions regarding whether they are eligible for accommodations, how they might provide appropriate documentation of disabilities, or how they might handle a disagreement with a professor over questions of accommodation, the student should contact their Academic Advisor immediately. If a disagreement arises surrounding eligibility for services, or the manner in which a specific accommodation is being implemented, the student has a right to informal and formal grievance procedures.

Please note the process of determining eligibility for accommodations can take many weeks (up to 5-6 weeks), so students should complete an application and submit appropriate documentation well in advance of admission or the next class in which accommodations are required to begin. To be deemed appropriate documentation, testing and assessment of disability must have been completed no more than five years prior to the application for accommodations.

Academic Information

Transcripts

To request an official transcript, please download the Transcript Request Form (<http://www.gbcol.edu/undergraduate/transcript-request/>) and either fax the completed form to 616-538-0599 or mail to Grace Bible College, 1011 Aldon St. SW, Grand Rapids, MI 49509. Transcripts will be sent within 1 or 2

business days. Satisfactory financial status and a \$5 payment are required before transcripts are sent. An unofficial transcript can be accessed by current students in the Student Portal. Past students may request an unofficial transcript by completing the Transcript Request Form and checking the appropriate box. If you have additional questions about requesting a transcript, please call Linda Siler in the Registrar's Office at 616.261.8558 or email lsiler@gbcol.edu.

Academic Information

Program or Concentration Changes

In order to request a degree, major, or concentration change, a student must fill out the [Degree Change Form](#).

A student may only change his or her major once per semester.

A student's graduation date may be delayed when a new degree is selected.

A student may lose applicable transfer credits when a new degree is selected.

A student may be required to take additional credits at Grace Bible College when a new degree is selected; also, some previously taken credits may not be applicable to the new degree.

An onsite student may be required to take classes online when a new degree is selected.

When a new education plan is created, the student must approve the plan before the Registrar's Office will officially change the degree

Academic Information

Personal Information Changes

Grace Bible College expects that the student will keep their demographic information up to date with the college to ensure that the student can be reached by the college in a timely manner. Name, address, phone number, and personal email address changes can be initiated using the [Information Change Form](#). **Name Change:** A formal name change requires formal documentation. After submitting the name change request using the form link above, please submit an approved document to aeregistrar@gbcol.edu or mail to: AE Registrar, 1011 Aldon St SW, Wyoming, MI 49509 Approved documents for name change verification: Copy of Birth Certificate, marriage certificate/license, driver's license, passport, social security card, or a letter indicating that you have been approved for a new name from the social security administration. **Address Change:** Any request for an address change will be processed within 24 to 48 working hours from when the form response is received. Tree of Life will be automatically notified of the address change as long as the text has not already shipped. **Address change policy:** 1) If an address is changed less than 3 weeks prior to a class start date, the student will be charged an expedited shipping fee. 2) If an address is changed less than 1 week prior to a class start date, the student may not receive his or her books on time. The student is responsible for requesting a PDF copy of any text that is needed until the physical text arrives. 3) If the text(s) are shipped to the incorrect address because of a lack of communication on the part of the student, the student will be charged the shipping fees to correct the error. 4) The student will pay for any books shipped to an incorrect address and not returned.

Academic Information

Personal and Professional Conduct & Code of Ethics

Grace Bible College is committed to providing an educational environment that gives student the opportunity to obtain their academic goals. However, the College expects students to conduct themselves in a manner that reflects its mission, purposes, ideals, and values. All student are required to read, understand, and comply with the policies and responsibilities stated in this publication. Furthermore, student will respect the rights of others

and will treat fellow students, faculty, and staff with good manners and respect. Each person has the right to study and learn in a quiet, comfortable environment without fear, without humiliation, and without destruction of self-esteem. GBC expects student awareness and concern for all aspects of classroom interactions and strives to promote a cohesive and equitable environment where cultural and ethnic differences are respected. Institutional expectations, regulations and policies and practices are established to reflect the values to which the College subscribes. These expectations, regulations, policies, and practices promote the mission of the College, opportunities that facilitate the interactions of persons of different cultures, backgrounds, and persuasions, and respect for the rights of others. Enrollment at GBC is a privilege, and it is expected that student will conduct themselves in a manner that reflects the ideals, values, and educational aims of the College. Students will respect the rights of others and will treat fellow students, faculty and staff with good manners and respect. Students will behave in such a way as to promote a positive learning environment, when a student's actions do not reflect these expectations, the College will take disciplinary measures, which may include disciplinary suspension or expulsion from the College and/or criminal prosecution. Student instigation or participation in activities which develop to a degree that elicits panic or alarm, or disturbs the peace is prohibited. Students are expected to use language that promotes an educational environment in accordance with the College's mission. Use of language, gestures, or electronic media that are abusive or offensive in nature will result in disciplinary action, disciplinary suspension, or expulsion. Students shall comply with all reasonable and lawful requests and instructions as well as disciplinary conditions imposed upon them by those in authority, including the College administrators, faculty, staff, or other employees acting in the performance of their official duties. Failure to do so could result in disciplinary action, disciplinary suspension, or expulsion. Code of Ethical Conduct

The College seeks to glorify God by fulfilling its mission: Graduating Godly Individuals Prepared to Serve Christ in Church and Society. Members of the community include faculty, staff and students. The broader Grace Bible College community includes alumni, constituents, churches and the College Board. In order to fulfill the mission of the college, members of the community need to understand their responsibilities. If responsibilities are not met, the College will preserve the harmony of the community through redemptive discipline. We seek to create an environment of warmth in which confrontation and discipline, done with empathy and forgiveness, can be an effective part of the growth process. In order to achieve our institutional aims and objectives we believe it necessary to ask faculty, staff, and student body members to observe limitations on conduct and to commit themselves firmly to these principles.

As students, faculty, and staff, you acknowledge that Grace Bible College is an educational institution that values equality of opportunity, academic freedom, academic excellence, diversity, life-long learning, and Christian principles. You will respect the mission and values of Grace Bible College, and recognize your obligations to fellow students, to faculty, to staff, to the community, and to God.

You will treat all students and instructors with respect, honesty, and fairness, and uphold their rights to autonomy, privacy, and safety. We support the rights of others to express their views in the spirit of academic freedom and Christian principles, and will not ridicule, intimidate, or coerce students or instructors. We encourage academic and spiritual excellence and discourage academic misconduct. We are committed to learning, to our obligations as students, and to the highest standards of academic integrity and Christian principles.

As students, faculty and staff, we read, understand, and comply with all Grace Bible College policies, rules, and regulations. We treat all members of the GBC community with respect, honesty, and fairness. We are devoted to safeguarding the resources of GBC, and to using those resources for the benefit of the College, its surrounding communities, and to God's glory.

Academic Information

Academic Integrity

Academic Integrity The principles of truth and honesty are fundamental to the community of learners at Grace Bible College. All members of the Grace Bible College community are expected to honor these principles and are responsible for maintaining the integrity of academic coursework at the College. It is the responsibility of the student to give honest and complete replies to all questions including in application forms and other documents required by the College. Plagiarism or any misrepresentation of work, unsanctioned collaboration, use of prohibited materials, and participation in any form of dishonesty all constitute violations of this policy.

Violations of this policy will result in the actions and consequences specified within this policy. **Faculty will determine violations of integrity for academic coursework and report the instance to Academic Advising.**

In the instance administration determines violations of integrity have occurred, they too will also be sure it is properly reported. Administration can overturn the decision by faculty based on the outlined appeal process below, or through an investigation and accumulation of evidence.

Examples of academic dishonesty that would constitute violations of this policy include, but are not limited to, the following:

- * Plagiarism (see definition below)
- * Cheating on tests, quizzes, or any assignments
 - Including purchasing and submitting written assignments, homework, or examinations of any sort (or selling or providing such items to others)
 - Copying another student's homework, written assignments, examination answers, electronic media, or other data or items
 - Submitting work created for another course without instructor's approval
- * Aiding and abetting dishonesty
- * Falsification of records and official documents
- * Misrepresenting oneself or one's circumstances to gain an unfair advantage

Procedure for Academic Dishonesty

1. Faculty should clarify the following, where applicable and when appropriate with the student:

- The nature of academic dishonesty that occurred.
- Expectations for homework, assignments, collaborative student efforts, research papers, exams, etc.
- Any specific style/format requirements for assignments.
- Ethical and professional standards associated with courses and programs.
- Honor principles of truth and honesty and in so doing protect the validity of college grades.

Students are responsible for understanding and following:

- All provisions of this policy including, but not limited to, examples above.
- Specific course policies for academic work.
- Other College policies as specified in the current Catalog.
- Academic principles of honesty and integrity.
- The Academic Appeal process which gives students the right to appeal any grade affected by a charge of academic dishonesty.

Process for Policy Violations by Students

1. Faculty may use their discretion and judgment in any suspected violation of this policy. The following process will be followed:
2. The faculty member will contact the student's Academic Advisor and discuss the current situation. The Academic Advisor will confirm with the faculty if this is a repeat offense.
3. The faculty member will explain his or her decision in writing to the student within a reasonable time frame, but this notification must take place within the 7 day faculty grading period and before final course grades are submitted. The faculty member will send a copy of the written explanation, with appropriate documentation, to the student's Academic Advisor.
4. The Advisor is responsible for notifying the student of the violation, appropriate policy information, consequence, and notification of the offence being documented. The Advisor will forward the information submitted by the faculty member to the Dean as appropriate.
5. The Dean of Adult Education will determine appropriate consequences beyond the course grade for the student, including, particularly in the case of a repeated violation of this policy, possible dismissal from the College.
6. The College will maintain permanent records of these violations.

PLAGIARISM DEFINED

- * It is expected that all work submitted by the student will be that student's original, own work.
- * Plagiarism can be intentional or unintentional. A finding of a plagiarism issue does not necessarily indicate intentionality.
- * The student's previous, own work may not be used in the submission of another assignment. Although rare, limited quotation of personal work may be appropriate in some cases (requires proper citation) with instructor approval.
- * If a source is used in writing a paper, and quoted verbatim, the source material must be in quotes, cited in the text, and listed on the References page.
- * If a source is used in writing a paper, and paraphrased or summarized, the paraphrased or summarized source material must be cited in the text, and listed on the References page.
- * Whatever is cited in the paper, *must* be listed on the References page.
- * Whatever is listed on the References page, *must* be cited in the paper.
- * Failure to *either* cite in the text or list on the References page is a **component** of plagiarism.
- * If a source is used in writing a paper, and neither cited in the text, nor listed on the References page, this is **outright plagiarism**. Outright plagiarism can range in size from a few words to paragraphs.

Academic Dishonesty Consequences Each component of plagiarism shall be assessed a 10% deduction from the assignment grade. The following are representative of possible levels of consequences for **outright** plagiarism and/or academic dishonesty. The college reserves the right to assess the appropriate level of consequence based on the severity of the violation. The following will be imposed in order unless otherwise directed by the Dean based on the severity of the offence.

1. The student will receive a zero on the assignment. The student has the ability to revise and resubmit the assignment based on feedback from the instructor and/or advisor within 5 calendar days of the notification. The revised assignment will be applied a 10-25% penalty off the final grade by the faculty.
2. The student will fail the assignment and is not allowed resubmission. In addition, the student is required to take the Plagiarism and/or APA writing lab OR other remediation as advised by their academic advisor.
3. The student will fail the class.
4. The student will be dismissed from Grace Bible College as directed by the Dean.

5. Abuse of the use of **components** of plagiarism should be documented by the faculty and reported to academic advisor. Pervasive abuse of component plagiarism may result in enforcement of the above consequences as directed by the dean.
6. Course failures, or dismissals **due to plagiarism** may be appealed by the student to the Dean. A second appeal based upon procedural error or new evidence may be made to the Academic Affairs Committee, whose ruling is final.

Note: An original discipline decision will remain in effect until the appeal has been completed and a final decision has been issued. Expelled or suspended students found on College premises will be considered trespassing. Such situations requires the student to make appointments by phone or email during regular business hours when appropriate, with the appropriate College administrators.

Academic Information

Harassment & AntiBullying Policy

It is the policy of GBC to provide a safe environment for its employees and students. This is intended to protect employees and students from bullying and/or aggressive behavior. Bullying is defined as repeated, abusive conduct that causes intentional physical or emotional harm to the target and often involves an imbalance of power between the bully and the victim, which may involve a gesture, or a written, verbal, social, graphic, or physical act.

Grace Bible College prohibits any form of harassment or bullying. This includes written, physical, verbal and psychological abuse, including hazing, gestures, comments, threats, or actions which cause or threaten to cause, bodily harm, reasonable fear for personal safety or personal degradation. Bullying is not the same as teasing, but repeated, hurtful teasing is a form of bullying. Constant undue criticism, work sabotage, and glaring are all potential examples of bullying tactics. Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims. Bullying or harassment creates conditions that undermine the ability of individuals to achieve their full potential. Instances of bullying or harassment should be reported immediately to the Dean. An investigation of all complaints will be undertaken immediately. The investigation and results will remain confidential, to the extent possible. Any student found by the College to have bullied or harassed any employee or student may be subject to appropriate disciplinary sanctions ranging from a warning in his or her file, up to and including termination/expulsion.

The College recognizes that false accusations of bullying or harassment can have serious effects on innocent men and women. We trust that all member of the College Community will continue to act in a responsible and professional manner towards a discrimination free environment.

Academic Information

Student Behavior Violation Policy

The Adult Education division of Grace Bible College seeks to provide a professional, civil and safe educational environment for all individuals. This environment is expected to be respected by all students, faculty, staff and administrative personnel.

It is expected that all individuals will behave and communicate in ways that are in keeping with Christian values, and treat others with respect and dignity.

The following procedure is established to address student behavior which may be found to violate the expected standards of interpersonal interaction as defined in the Personal and Professional Conduct & Code of Ethics Policies and the Anti-Bullying & Harassment Policies. Although we desire restoration, ill treatment cannot be tolerated. Students who violate the Academic Integrity Policy will be held accountable via the Academic Integrity process and not the Student Behavior Policy.

GBC Student Behavior Violation Process NOTE: The Academic Dean has the authority to place a student in any level of the process if the behavior and response to corrective measures makes it necessary.

First infraction – Written warning by Instructor
Must be written (may also be communicated verbally)
Identify inappropriate behavior(s)
Communicate expected correction for behavior
Copy Academic Advisor on written communication

Second infraction – Written warning from Academic Advisor
Must be written (may also be communicated verbally)
Identify inappropriate behavior(s)
Reminder of 2nd infraction and future consequences
Complete a Learning/Behavior Contract
Place copies of warnings and Learning/Behavior Contract in Student File
Follow up procedure as outlined in Learning Contract

Third infraction -- Behavioral Suspension from Administration
Will be communicated via email and certified letter
Identify inappropriate behavior(s)
Reminder of 3rd infraction and potential for expulsion
Communicate expected correction for behavior and due date
Student will be on Behavioral Suspension for a minimum of 1 semester.
Suspension notice will be included in the Student File

Failure to reform behavior after third infraction will result in immediate expulsion from GBC Adult Education, including no future re-admission to GBC as an institution. In addition, the student will receive no re-imburement, recommendations, or other information from GBC (unless required by law).

Academic Information

Academic & Student Concerns/Complaints Appeal Process

GBC has established an appeal process for students who have concerns regarding grades and the consistent application of both class requirements and policies as it pertains to grades among other concerns. If a student believes that the final course grade is based on a clerical or calculation error, capriciousness, arbitrariness, or is not in alignment with established grading criteria outlined in the course syllabus, the student may file an appeal and must offer evidence to support the claim. To ensure prompt resolution of the student concern, the appeal process has a deadline for each stage. If the student does not initiate the appeal process (defined as beginning with Step 1) within 15 business days of the end of the course in which the concern occurred, the student forfeits the opportunity to appeal. Each deadline for the process must be met; otherwise, the appeal is no longer valid and the student has no further recourse. Communication regarding the appeal will be through written email communication using GBC email accounts. Step 1: Within 10 business days of the end of the course, the student will email the instructor his/her concern and desired outcome. The instructor will respond within five business days. The student will indicate if the resolution is agreed to within three business days. If an agreeable outcome is reached the matter will be considered closed. Step 2: If the concern is not resolved with the instructor, and the student wishes to pursue the concern, the student will email an Academic Advisor or designee. The Academic

Advisor or designee will provide the student with an Academic Appeal Form. Within five business days of the form being sent, the student will complete the Appeal Form, and submit a document detailing the facts and evidence from the student's point of view to the Academic Advisor. The appeal form and supporting documentation must be received by the established deadline. If any supporting material is not received by the stated deadline, the appeal will go forward without the additional material. Upon receipt of the appeal, the Academic Advisor or designee will send the appeal to the instructor. The instructor will review the appeal and provide a written response to the student's concern. The instructor will return the response to the Academic Advisor or designee within five business days of receipt of the appeal. The Academic Advisor or designee will share the instructor's written response with the student. The student will indicate if the resolution is agreed to within three business days. If an agreeable outcome is reached the matter will be considered closed. Step 3: If the concern has still not been resolved, the Academic Advisor or designee will send the appeal form and all written documents to the Dean or the Provost if the Dean is not available to render a decision. The Dean/Provost will have five business days to render a decision and return the appeal to the Academic Advisor or designee. The Academic Advisor or designee will inform the student of the decision. Upon the student's request, the Dean/Provost may review the decision with the student. Within three business days of notification the student will indicate, in writing (which will be recorded on the appeal form), his/her acceptance of the decision. If an agreeable outcome is reached the matter will be considered closed. Step 4: If the concern is not resolved in step 3, and the student chooses to pursue the concern further, the Academic Advisor or designee will contact the Dean to convene the Academic Affairs Committee and will forward all documentation. The Academic Affairs Committee will be convened within 10 business days of receipt of the appeal to resolve the concern. The Academic Affairs committee will be formed of the Department Chairs for Leadership & Ministry, Human Services, and Business, the Faculty Director, the Director of Assessment and a Dean or Associate Dean (one not involved in Step 3). The Academic Affairs Committee will be chaired by the Dean, Associate Dean, or Vice President (one not involved in step 3). The Committee will elect one reporter. Both the student and the instructor may appear before the the Committee although no new documentation may be presented at this time. A written report of the Committee's decision will be completed by the reporter and will be placed in the student's file. A copy of the report will be sent by the Chair to the student, the Academic Advisor, and the instructor within five business days. The decision of the Academic Affairs Committee is final. The student and the instructor may respond in writing to the Committee's action, and these responses will be placed in the student's academic file. No further appeal will be permitted. Note: All documentation of the student complaint, appeal process, and decisions will be kept on file with the College.

Academic Appeal Timeline

Phase	Timeline/Deadline	Action
Step 1	10 days	Email communication with faculty
	5 days	Faculty response
	3 day	Accept resolution
Step 2	5 days	Submit Academic Appeal Form & documentation
	5 days	Instructor responds in writing. Response is shared with the student
	3 days	Accept resolution
Step 3	5 days	Dean/Provost will render a decision.
	3 days	Accept resolution
Step 4	10 days	Academic Affairs Committee will convene.

5 days

Decision is shared in writing.

NOTE: Entire process may take up to 12 or more weeks. **Retaliation**

Retaliation or discriminating against a student for notifying or complaining about a situation is prohibited. This includes, but is not limited to notification/complaints about bullying, harassment, grade disputes, or participating in an investigation.

Academic Information

DUE DATES & LATE PENALTIES

Due Dates: For **online** programs, all submitted assignments within an assigned week are **due the last day of that same school week** ; therefore, a Tuesday to Monday school week would require all submitted assignments to be due by midnight each Monday in your institution's time zone.

For **online** programs, all initial posts within the Discussions are **due the fourth day** (see Discussions rubric for details), but students are encouraged to post sooner. This is in order to ensure quality interaction throughout the week. Please note also that subsequent responses required in the Discussion rubric must be posted on separate days in order to be counted for the grade.

Late Penalties

* **24 Hours Late**

Assignments submitted within 24 hours past the due date will have a **10% late penalty** of the final assignment grade.

* **48 Hours Late**

Assignments submitted within 48 hours past the due date will have a **20% late penalty** of the final assignment grade.

* **3-7 Days Late**

Assignments submitted between 3-7 days late will receive a **50% late penalty** of the final assignment grade.

* Assignments submitted beyond 7 days past the due date are not accepted, and will receive a zero.

* Facilitators are not required to accept assignments submitted after the last night of class.

Academic Information

Transcripts

Student records are protected by the Family Education Rights and Privacy Act (FERPA). See the FERPA section

for more information. To request an official transcript, please download the [Transcript Request Form](#) and either fax the completed form to 616-538-0599 or mail to Grace Bible College, 1011 Aldon St. SW, Grand Rapids, MI 49509. Transcripts will be sent within 1 or 2 business days. Satisfactory financial status and a \$5 payment are required before transcripts are sent. An unofficial transcript can be accessed by current students in the [Student Portal](#). Past students may request an unofficial transcript by completing the [Transcript Request Form](#) and checking the appropriate box. If you have additional questions about requesting a transcript, please call Linda Siler in the GBC Registrar's Office at 616.261.8558 or email lsiler@gbc.edu. **Transferability of Credits** GBC does not guarantee that credits earned from GBC will transfer to another school. Typically, an institution will evaluate course work from a regionally accredited institution in terms of transferability and applicability to the degree program. GBC is regionally (HLC) and nationally (ABHE) accredited.

Academic Information

Microsoft Office

As part of GBC's licensing agreement with Microsoft, all students of Grace Bible College may download MS Office for up to 5 devices for free.

Contact the GBC Information Technology helpdesk if you do not know how to access the MS Office download. Helpdesk@gbc.edu 616-261-8587

Academic Information

Chapel Podcasts

Throughout the academic year, various speakers are invited to visit the Grace Bible College campus, where they address undergraduate students at Baker Chapel. As a service to our online students, we provide these messages in a podcast format.

[Visit the Podcasts Webpage!](#)

Academic Information

Grace Online Writing Lab (OWL)

Grace Bible College is committed to providing the tools and services needed to help students succeed in their studies. The GradOWL is an online service for students to submit papers to be reviewed by qualified tutors and to receive feedback to aid in the completion of assignments.

Visit the [OWL website](#) for more information regarding tutoring sessions, paper review, writing resources, writing podcasts, and study skill suggestions!

Academic Information

Library

The Library of Grace Bible College exists to augment, enhance and facilitate the academic pursuits of students and faculty. The Library is continuing to expand its resources to support the curriculum and promote student academic success. Library hours are posted on Grace Bible College's website. Grace Bible College provides access for its learners to electronic library resources, which gives students online access to multiple electronic materials such as articles in journals, magazines and newspapers. Access to books and other materials available in the Library's collection is provided through the online catalog, which is accessible through a link on the college website. Renewals and requests for material can be made via the Internet. Students may supplement their Library needs through use of local Libraries or through arrangements with Libraries located closer to the students. Website: <http://www.gbc.edu/library/library> Contact Information:

Circulation Desk Phone: (616) 538-2332 Jeff Brodrick Director of Library Services Phone: 616-261-8575 Email: jbrodrick@gbcol.edu Erinn Huebner Online Services Coordinator Phone: (616) 264-6660 Email: ehuebner@gbcol.edu

Academic Information

Academic Advising

The Academic Advising Team works with students to create a positive, Christ-centered educational experience. The Academic Advising Team collaborates with the Registrar's Office to create a student specific education plan to meet the program's degree requirements. The advisors maintain ongoing communication with students through text, talk and email to provide each student the assistance needed to be successful. Our advisors also offer to pray for students, build rapport, encourage, and help in overcoming challenges. The Academic Advising Team also seeks to provide accurate information to create excellent an student experience. Contact Information: E-mail address: academicadvising@gbcol.edu Phone Number: 616-261-8585

Academic Information

Registrar's Office

The Registrar's Office serves to provide a consistent, academically challenging, quality degree program for students attending the Adult Education program at Grace Bible College. The Registrar's Office is instrumental in facilitating admissions processing, registration, student records, and degree auditing. The Registrar's Office staff also process transcript evaluations, credit by exam, grades, academic exception requests, re-entry applications, academic standing, graduation related processes, and provide support for the Academic Advising Office and the Dean of Adult Education. Contact Information: Department Email: aeregistrar@gbcol.edu Department Phone: 616-261-8586 Shaelyn Baas Registrar Phone: 616-366-3084 Email: sbaas@gbcol.edu Paul Ramesh Assistant Registrar Phone: 616-261-8576 Email: pramesh@gbcol.edu Erin Ewald Registrar Records Assistant Phone: 616-264-6656 Email: ewald@gbcol.edu

Academic Information

Library

The Library of Grace Bible College exists to augment, enhance and facilitate the academic pursuits of students and faculty. The Library is continuing to expand its resources to support the curriculum and promote student academic success. Library hours are posted on Grace Bible College's website. Grace Bible College provides access for its learners to electronic library resources, which gives students online access to multiple electronic materials such as articles in journals, magazines and newspapers. Access to books and other materials available in the Library's collection is provided through the online catalog, which is accessible through a link on the college website. Renewals and requests for material can be made via the Internet. Students may supplement their Library needs through use of local Libraries or through arrangements with Libraries located closer to the students.

Circulation Desk Phone:
(616) 538-2332 Jeffrey Brodrick

DIRECTOR OF LIBRARY SERVICES

Phone:
(616) 261-8575 Email:
jbrodrick@gbcol.edu Erinn Huebner

ONLINE LIBRARY SERVICES COORDINATOR

Phone:

(616) 264-6660 Email:

ehuebner@gbcoll.edu

Academic Information

Academic Advising

The Academic Advising Team exists to help students persist throughout their educational journey here at Grace Bible College. The Academic Advisors maintain ongoing communication with students to provide support, resources and encouragement.

Contact Information:

E-Mail: academicadvising@gbcoll.edu Phone: 616-261-8585

Academic Information

Registrar's Office

The AERO serves students and faculty in many ways including following: Admission and re-entry processing, transfer work evaluation, records, registration, degree-auditing, graduation and faculty scheduling. **AE Registrar's**

Office Contact information: Email: aeregistrar@gbcoll.edu Phone: 616-261-8586 Toll-Free Phone:

1-888-79-GRACE Fax:

616-530-7763 Shaelyn Baas REGISTRAR, ADULT EDUCATION

Phone:

(616) 366-3084 Email:

sbaas@gbcoll.edu

Erin Ewald

REGISTRAR RECORDS ASSISTANT, ADULT EDUCATION

Phone:

616-264-6656 Email:

eewald@gbcoll.edu Paul Ramesh

ASSISTANT REGISTRAR, ADULT EDUCATION

Phone:

(616) 261-8576 Email:

pramesh@gbcoll.edu

Academic Information

E-mail Correspondence

E-mail correspondence is increasingly used for distribution of information to members of the GBC community. Electronic forms of correspondence are timelier and more efficient than traditional paper correspondence and provide better service to the recipient and potential cost savings to the College.

Since all staff, faculty and registered students have email accounts created by virtue of their association with the College, electronic correspondence is one of the authorized means of communication from the College to its

constituents. Notification by email is equivalent to notification by letter or by phone. Email correspondence shall be made to the to the email address issued by the College (email address ending in @online.gbcol.edu). Students have the option for forward their GBC email to a preferred personal email, however, the College cannot guarantee delivery of these messages to non-GBC addresses.

Academic Information

Student Computer Specifications

In order to provide quality experience for all users accessing Grace Bible College resources; the suggested, not required, minimum and recommended computer specifications are listed below. Students and Faculty are encouraged to use computers meeting the recommended specifications for the best user experience. Grace Bible College is unable to provide troubleshooting support for systems which do not meet the minimum specifications.

NOTE: Wireless specification is required to access oncampus wireless network.

Minimum Specifications	Recommended Specifications
PCs ? Intel Core i3, or AMD Phenom ? 4 GB memory ? 120 GB hard drive or higher ? Ethernet card and cable or a USB Ethernet Adapter (optional) ? WPA2 Wireless, AC 2.4 GHZ Wireless Cards ? Windows 7 Home Premium or Higher	PCs ? Intel® Core™ i5, i7 ? 8 GB Memory or more Solid State HDD ? Ethernet card and cable or USB Adapter (optional) ? WPA2 Wireless, AC 5.0 GHZ Cards ? Windows 7, Windows 8.1 or Windows 10
Macs ? Intel Core 2 or higher Mac ? 4 GB memory ? 240 GB hard drive or higher ? Ethernet card and cable or USB Ethernet Adapter (optional) ? WPA2 Wireless, AC 2.4 GHZ Wireless Cards ? OS 10.8 or Higher	Macs (Especially for Worship Arts Majors) ? Intel i5 or higher ? 8 GB memory ? 240 GB Solid State HDD ? Ethernet card and cable or USB Ethernet Adapter (optional) ? WPA2 Wireless Cards ? Operating system 10.10 or Higher

Academic Information

Acceptable Use Policy

Grace Bible College Information Technology Acceptable Use Policy **Purpose** Grace Bible College provides computing resources to support its mission of Christian higher education-particularly in the areas of instruction, research and independent study, and to encourage a responsible community of shared inquiry. Student use of these resources must be consistent with these intentions. As a responsible member of the Grace community, you are expected to act in accordance with the following guidelines which are based on common sense, common decency, civility, and Christian values as applied to the networked computing environment.

All students, faculty, staff and guests of Grace Bible College using college network and computer resources must comply with the guidelines set forth in this policy and with federal, state and local laws. Improper use of college technology resources may result in disciplinary action.

Scope This policy applies to all guests, faculty, staff, registered students in good standing, and vendors of Grace Bible College, identified as the GBC community.

Policy Statement Sharing of passwords, PINs, tokens or other authentication information is strictly prohibited. Each individual is responsible for his/her account(s), including the safeguarding of access to the account(s). Information residing on institutionally maintained systems, including, but not limited to, student, financial, and personnel records, is made available to users on an individual basis only, and only to such extent as explicitly authorized by the department which has custodial responsibility for that data.

The use of GBC resources to access, further or otherwise participate in activity which is inconsistent with the

mission and Christian principles of the college is prohibited. This includes, but is not limited to the following: illegal activity, sexually explicit material, hate speech, violent behavior & bullying, spam, hacking, etc. Individuals engaged in necessary educational related activities or research consistent with GBC's mission may be allowed to access sites.

In addition to standard electronic resources, members of the Grace community are expected to make appropriate use of the GBC Telephone/Voicemail system. Examples of inappropriate actions:

1. Unauthorized entry into a voice mailbox
2. Unauthorized use of another individual's identification and authorization code
3. Use of the University telephone system to send abusive, harassing, or obscene messages
4. The use of GBC resources to conduct business for personal financial gain is prohibited.

Anti-virus and anti-malware software must be installed on your computer, kept up to date and currently enabled. If your software is not up to date or disabled it may lead to an infection which may result in your network access being disabled.

Although GBC's Information Technology (IT) Department deploys Windows patches for college issued devices, employees are responsible for keeping their computer updated with all other security patches/fixes from the appropriate software update services. This includes updating applications, such as MS Office, Adobe, iTunes, Firefox, Chrome, etc. This also includes operating system patches for non-university devices. If your computer is not up to date, it could lead to malware infection which may result in your network access being disabled.

GBC faculty and staff are responsible for their computer, including its hardware, software, and any network traffic transmitted by it. Software licensed by the College or merely used on College equipment must be used in accordance with that license agreement. Violations of the terms of software license agreements are not within the scope of College employment; the College may seek repayment of fines or damages from employees who violate licensing terms and may take disciplinary action up to and including dismissal. Please contact the IT Helpdesk if you have any questions about whether or not certain software/hardware might conflict with this acceptable use policy.

Copying or sharing copyrighted material, including through peer to peer file sharing, is illegal and immoral. We expect members of this Christian community will seek to uphold both the letter and spirit of the law regarding copyrighted material. Students found to have illegally downloaded files will have network privileges revoked. The use of personal routers (wireless or wired) and/or DHCP servers is strictly prohibited. The IT Department will assist you if you require additional connectivity or have specific departmental needs.

Using the GBC network to provide any service that is visible off campus without prior IT approval, is prohibited. This applies to services such as, but not limited to, HTTP (Web), SSH, FTP, IRC, email, private VPN, etc. Configuring your computer to provide Internet or GBC network system access to anyone who is not a GBC faculty, staff member, student, or vendor is prohibited.

Visitors may make use of Internet and other resources with permission from the Director of Information Technologies or a College administrator.

Grace Bible College technology personnel may routinely monitor individual computer and network use. The College reserves the right to inspect personal computers and data files to investigate evidence of misuse.

The college email system is to be used for communication purposes. The following are unacceptable uses of e-mail:

1. Mass mailings or forwards to more than 15 recipients for anything other than approved college

- administrative purposes (spam).
- 2. Sending an e-mail with falsified addresses (spoofing).
- 3. Using someone else's e-mail account without their consent.
- 4. Sending harassing or abusive e-mail.
- 5. Unsolicited advertising is not acceptable.

Academic Information

Permission to Release Non-Public Information Form

In order to release education records to a third-party, GBC must receive a signed permission to release non-public information form. The form can requested via email from the Adult Education Registrar's Office (aeregistrar@gbc.edu).

Academic Information

Directory Information

The Family Educational Rights and Privacy Act

(FERPA), a Federal law, requires that Grace Bible College, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Grace Bible College may disclose appropriately designated "directory information" without written consent, unless you have advised the Grace Bible College to the contrary in accordance with Grace Bible College procedures. The primary purpose of directory information is to allow the Grace Bible College to include information from your education records in certain school publications. Examples include:

The annual yearbook;

Honor roll or other recognition lists;

Graduation programs; and

Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student's prior written consent. Outside organizations include, but are not limited to, companies that manufacture graduation garb or publish diplomas. If you do not want Grace Bible College to disclose any or all of the types of information designated below as directory information from your education records without your prior written consent, you must notify the Grace Bible College in writing. Grace Bible College has designated the following information as directory information:

Student's name

Address

Telephone listing

Electronic mail address

Dates of attendance

Date and place of birth

Participation in officially recognized activities and sports

Weight and height of members of athletic teams

Honors, and awards received

The most recent educational agency or institution attended

Academic Information

Annual FERPA Notification

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a post-secondary institution at any age.) These rights include: 1. The right to inspect and review the student's education records within 45 days after the day Grace Bible College receives a request for access. A student should submit to the Registrar for Adult Education a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. 2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask Grace Bible College to amend a record should write the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. If Grace Bible College decides not to amend the record as requested, Grace Bible College will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. 3. The right to provide written consent before Grace Bible College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Grace Bible College discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by Grace Bible College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Grace Bible College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Grace Bible College. 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Grace Bible College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202 See the list below of the disclosures that posts-secondary institutions may make without consent. FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A post-secondary institution may disclose PII from the education records without obtaining prior written consent of the student — . To other school officials, including teachers, within Grace Bible College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §

99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1)) · To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2)) · To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State post-secondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35) · In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4)) · To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6)) · To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7)) · To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8)) · To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9)) · To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10)) · Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11)) · To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13)) · To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))

To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Academic Information

E-mail

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Programs of Study

Associate of Arts

Total = 60 credits **Course Requirements - 36 credits** General Education - 18 credits

GEN 121 Personal and Bible Study Skills

GEN 123 College Writing and Research

HUM 133 Philosophy and Worldview

SOC 123 Empowerment Coaching

BIB 143 New Testament Survey

HUM 231 World Civilizations

Electives - 18 credits

BUS 115 Introduction to Computers

SPE 200 Oral Communication

HUM 131 Introduction to Psychology

GEN 221 Exploring God's World

HUM 233 Cultural Diversity

FIN 105 Personal and Finance Management

Major Requirements - 24 credits Leadership and Ministry

THE 256 Christian Theology I

BIB 141 Old Testament

MIN 163 Sharing and Defending the Christian Faith

THE 253 Fundamentals of Theology

MIN 261 Discipling and Mentoring in the Christian Faith

MIN 263 Teaching the Christian Faith

LEA 273 Issues in Christian Leadership

LEA 279 Leadership and Ministry Capstone Business

THE 256 Christian Theology I

BUS 110 Fundamentals of Business

BUS 230 Introduction to Finance

PSY 205 Organizational and Industrial Psychology

BUS 245 Accounting I

BUS 255 Fundamentals of Business Law

BUS 260 Global Issues in Business

BUS 275 Business Case Study Human Services

THE 256 Christian Theology I

LEA 171 Introduction to Leadership

MIN 261 Discipling and Mentoring in the Christian Faith

SOC 251 Principles of Sociology

SOC 255 Introduction to Human Services

CJS 251 Introduction to Criminal Justice

PSY 245 Life-Span Psychology

SOC 295 Human Services Case Study

Programs of Study

Bachelor of Science

Total =120 credits

Lower Level Coursework Requirements - 60 credits

Students can satisfy the lower level general education requirements at GBC with a combination of transfer credit and GBC coursework or through the transfer of a previously earned Associate degree from a regionally or nationally accredited college or university. *General Education and Elective Requirements - varies by degree plan*

GEN 121 Personal & Bible Study Skills

BUS 115 Introduction to Computers

GEN 123 College Writing & Research

HUM 133 Philosophy & Worldview

SPE 200 Oral Communication

SOC 123 Empowerment Coaching

BIB 143 New Testament

HUM 131 Introduction to Psychology

GEN 221 Exploring God's World

HUM 231 World Civilization *Foundation Requirements - varies by degree plan Leadership and Ministry*

THE 253 Fundamentals of Theology

MIN 261 Discipling & Mentoring in the Christian Faith

MIN 263 Teaching the Christian Faith *Human Services* SOC 251 Principles of Sociology

SOC 255 Introduction to Human Services

CJS 251 Introduction to Criminal Justice PSY 245 Life-Span Psychology *Business* BUS 110 Fundamentals of Business

BUS 230 Introduction to Finance

BUS 245 Accounting IBUS 255 Fundamentals of Business Law BUS 260 Global Issues in Business

Upper Level Coursework Requirements - 24 credits

General Education Requirements

GEN 322 Research and Concept Development Skills

LEA 374 Working in Teams

BIB 342 Life of Christ

LEA 372 Organizational Leadership

MIN 362 Marketplace Ministry

THE 454 Knowing God

HUM 332 Personal and Social Ethics

THE 352 Biblical Theology of Leadership

Major Requirements - 24 credits *Leadership and Ministry*

BIB 442 Letters of Paul

MIN 464 Pastoral Care

MIN 462 Teaching and Preaching

LEA 472 Mobilization of Volunteers

BIB 344 Redemption in the Old Testament

THE 452 Studies in Dispensationalism

MIN 466 Biblical Counseling

LEA 478 Ministry and Leadership Capstone *Business*

BUS 430 Management of Marketing

BUS 465 Finance and Budgeting for Managers

BUS 470 Personnel Development

ECO 305 Introduction to Economics

BUS 445 Accounting II

BUS 475 Operations Management

BUS 485 Strategic Management

BUS 495 Business Portfolio *Human Services*

SOC 356 Marriage & Family

PSY 349 Theories & Foundations in Counseling

PSY 310 Abnormal Psychology

PSY 456 Survival Psychology

PSY 383 Studies in Research Statistics

THE 453 Christian Theology II

MIN 466 Biblical Counseling

PSY 478 Human Services Capstone

* Bachelor Degree seeking students will also choose a concentration to complete the required 120 credits. See Concentrations section.

Programs of Study

Concentrations

Concentration Requirements

Students seeking a Bachelor of Science degree must complete the 60 required lower level general education requirements, a 48 credit major, and select one 12 credit concentration different than the major.

Available Concentrations: *Aging and Adult Development*

PSY 363 End-of-Life Matters

SOC 365 Long-Term Care System

PSY 467 Memory Loss and Aging

PSY 456 Survival Psychology *Business*

BUS 430 Management of Marketing

BUS 465 Finance & Budgeting for Managers

BUS 470 Personnel Development

ECO 305 Introduction to Economics *Criminal Justice*

PSY 325 Social Psychology

CJS 330 Law Enforcement & Corrections

CJS 350 Criminology & Social Deviance

CJS 370 Juvenile Law & Delinquency *Human Services*

SOC 356 Marriage and Family

PSY 349 Theories and Foundations in Counseling

PSY 310 Abnormal Psychology

PSY 456 Survival Psychology *Leadership and Ministry*

BIB 442 Letters of Paul

MIN 464 Pastoral Care

MIN 462 Teaching and Preaching

LEA 472 Mobilization of Volunteers *Marketing*

MKT 265 Social Media Marketing

MKT 310 Information Technology for Marketers

MKT 315 Advertising and Promotions

MKT 435 Marketing Research *Psychology*

PSY 339 Health Psychology

PSY 310 Abnormal Psychology*

PSY 456 Survival Psychology*

PSY 461 Physiological Psychology *Students seeking a Human Services major with a Psychology concentration will take the following courses in place of PSY 310 and PSY 456: PSY 325 Social Psychology

PSY Independent Study or other courses substitution (must be approved by the Dean or Human Services Department Chair) *Women's Ministry*

WOM 300 The Role of Women in Church Administration and Leadership

WOM 350 Leadership Development & Strategies for Women

WOM 400 Women in Church History

WOM 450 Contemporary Women's Ministry *Youth Ministry*

YTH 300 Philosophy and Theology of Youth Ministry

YTH 350 Current Issues in Youth Ministry

YTH 400 Strategies for Student Outreach

YTH 450 Leadership and Administration in Youth Ministry

Programs of Study

PSY 499 Independent Study

The Independent Study is a faculty directed, independent exploration or an approved topic related to the student's program, major, or concentration. The enrollment in an Independent Study must be approved by the Registrar with the exception of students who are enrolled in the Bachelor of Science in Human Services program with a chosen concentration in Psychology. These students will be required to take either an approved Psychology elective OR enroll in PSY 499. The topic of study must be approved by the assigned faculty.

Programs of Study

SOC 365 Long-term Care System

Exploration of the continuum of long-term care services available in the United States. Examination of issues of access and financing; the combination of housing and services for disabled older adults; and challenges to the provision of a range of quality long-term care options.

Programs of Study

PSY 467 Memory Loss and Aging

This course contrasts normal age-related changes in the brain with the effects of diseases that cause cognitive impairment. Prevalence, incidence, symptoms, causes, treatment, and caregiving issues are discussed, with emphasis on the history and personal, social, cultural, political, and economic impacts of Alzheimer's disease are explored.

Programs of Study

PSY 363 End-of-Life Matters

Broad overview of death and dying topics including choices an aging population needs to make; ethics and Christian perspective of those choices; and the experience of grief and mourning.

Programs of Study

PSY 339 Health Psychology

Health Psychology examines psychological influences on health, well-being and longevity. This course evaluates the interplay between emotions, cognitions and behavioral factors that affect the onset, duration, recovery and prevention of chronic illness and disease over the life span. Topics will include depression and illness, traumatic injuries, neuromuscular diseases, cancer and chronic pain. Psychological treatment involving wellness behaviors, smoking cessation, substance abuse, proper nutrition and exercise are studied from the biopsychosocial model. Students will be encouraged to apply all course learning through a critical, biblical worldview.

Programs of Study

PSY 461 Physiological Psychology

This course will expose you to the underlying physiological mechanisms of behavior. Physiological psychology is a complex but fascinating field of study, exploring the relationship between our biological systems and behavior. The structure and function of the nervous system from the neuron to the brain will be discussed. We also will see interrelationships between the brain and such behaviors as eating, sleeping, learning, memory, emotion, and mental disorders using examples from the behavior of both humans and other organisms. Learning these intricate interrelationships from a Christian worldview will again amaze us as to how “fearfully and wonderfully” we have been created.

Programs of Study

MKT 435 Marketing Research

This course provides a comprehensive introduction to marketing research and discusses key concepts, processes, and techniques, as well as their applications. Besides an overview of marketing research, the course covers research design, addresses the use of marketing research as an aid to making marketing decisions; specifically, how the information used to make marketing decisions is gathered and analyzed.

Programs of Study

MKT 315 Advertising and Promotions

This course will focus on using major marketing communication tools: advertising, direct marketing, the Internet, interactive media, sales promotion, public relations, personal selling, as well as social and consumer-driven media. Students will be expected to research and evaluate a company's marketing and promotional plan to create an effective communication plan.

Programs of Study

MKT 310 Information Technology for Marketers

This course explores how marketers use PC to enterprise level computer systems to develop marketing plans to create sound marketing solutions in the eCommerce environment. Focus on the rapidly changing business climate will from a biblical perspective evaluate best practices that IT systems proved to the life cycle of the system application. The course will explore career and mission opportunities with various information systems.

Programs of Study

MKT 265 Social Media Marketing

This course will use a biblical framework to determine and guide the identification and use of this rapidly

changes media. Students will develop engagement strategies using social media to advance the mission and vision of the organization by creating customer profiles in social media marketing. In addition to the identification of alternative social media platforms, this class will explore various engagement options to ensure cultural awareness. in advancing a marketing strategy.

Programs of Study

PSY 383 Studies in Research Statistics

This is an introductory course which introduces the student to the core concepts of statistics. These concepts include such things as sampling, reliability/validity, hypothesis formation, and ANOVA. Students will have an opportunity to apply these concepts and to use them in analyzing some simple research.

Programs of Study

PSY 245 Life-Span Psychology

This course is designed to explore human development from conception through death, looking at human development using the bio-psycho-social model from a Christian worldview. It will be explored how we as humans share developmental similarities, yet are unique due to various factors such as temperament, personality, etc. Most importantly, new information will be learned on what students already know, confirming how we are “fearfully and wonderfully made” as image bearers of God. Previously listed as PSY 236 Developmental Psychology.

Programs of Study

BIB 141 Old Testament Survey

This course is a survey of Old Testament literature in its historical setting. Attention is given to outstanding persons, events, and theological emphases.

Programs of Study

BIB 143 New Testament Survey

This course is a survey of the background and content of the New Testament with an emphasis on learning to ask questions that will give the student a deeper understanding of the Scriptures. It is designed for students who desire to use the New Testament for the purposes intended by God both in their personal lives and in their teaching. The course is designed from a conservative, evangelical, and dispensational framework.

Programs of Study

BIB 342 Life of Christ

This course is a journey in the steps of Christ to experience authentic and transformative Christian living, which prepares students to follow the steps of Christ and serve the Church and society. Students will explore context, life examples, teachings, and theology inherent in the life of Christ in order to develop a personal theology. The four Gospels serve as the knowledge base.

Programs of Study

BIB 344 Redemption in the Old Testament

This course will provide the learner with an overview of the Old Testament teachings and application of the doctrine of redemption for both individuals and the community of Israel. An emphasis both on the contextual

relationships and the preparation for an understanding of the redemptive work of Jesus Christ will be included in this course to provide the learner with a foundational knowledge of the Christian view of redemption.

Programs of Study

BIB 442 Letters of Paul

This course examines the background and ministry of Paul, as well as the origin and purpose of each of the Pauline epistles in the context of the development of his ministry. The study will include an analysis and synthesis of major Pauline themes, including the Pauline concept of the church and its mission.

Programs of Study

BUS 110 Fundamentals of Business

This course provides an overview of the fundamental practices and issues involved in managing and operating a business in today's marketplace. Areas of business explored in this course include various management theories, economic concepts, management and organization, human resources, sales and marketing, and operations. The course also examines the challenges of operating in both domestic and global markets, business ethics and business strategy.

Programs of Study

BUS 115 Introduction to Computers

This course encourages adult learners to use technology as an effective communication avenue to research and present information for life and learning. Learners will gain experience with technology tools, including Microsoft® Word and PowerPoint that can be used throughout the student's coursework to create documents and presentations and communicate those appropriately to academic and professional audiences.

Programs of Study

BUS 230 Introduction to Finance

This course will provide opportunity to learn basic finance principles linking financial markets, institutions and investors. An overview of the flow of capital will be explored from the corporate perspective, including topics such as interest rates, stocks, bonds, risk and return, the time value of money, and the cost of capital.

Programs of Study

BUS 245 Introduction to Accounting

This course is an introduction to the field of accounting and the role that accounting plays in business. Students will be introduced to journals, ledgers, postings, and adjusting/closing of the books. The course emphasis is on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

Programs of Study

BUS 255 Fundamentals of Business Law

This course provides an overview of the law as it pertains to business organizations. It will introduce the student to the legal system in its various forms and its impact on the legal environment of business. Topics include the Constitution and its historical foundation, ethics, business decision-making, alternative dispute resolution, torts, intellectual property, criminal law and cybercrimes, contracts, sales and lease, and employment law.

Programs of Study

BUS 260 Global Issues in Business

This course familiarizes students with important considerations in conducting business in an increasingly global economy. It will help prepare students for positions in organizations engaged in global business. Students will be exposed to some of the issues encountered in global business. Key topics will include cultural issues, ethical issues, and political and economic issues.

Programs of Study

BUS 275 Business Case Study

This course requires the student to utilize much of what he or she has already learned in previous courses and gives them the opportunity to apply that knowledge to the solution of an actual business issue in an organization of his or her choice. The student will identify a significant business problem or issue in an organization that they know well. The student will examine the issue using the knowledge they gained in previous courses and examine the related business literature to identify and make appropriate recommendations to address the problem or issue. This course will culminate in a written case study exploring the identified problem, the relevant literature, and the proposed recommendations.

Programs of Study

BUS 430 Management of Marketing

This course examines various aspects of the discipline of marketing as they relate to today's domestic and global marketplaces. Multiple marketing strategies will be analyzed and the behavior of consumers in various target markets will be explored. Information related to understanding and making advantageous marketing decisions related to product and service offerings, distribution, promotion, and pricing will also be examined.

Programs of Study

BUS 445 Accounting Methods

Accounting Methods will provide learners the opportunity to learn basic managerial accounting processes such as product and service costing, profit planning, capital investment analysis, flexible budgeting and financial statement analysis. Special attention will be given to the use of computer applications to perform analysis and make decisions.

Programs of Study

BUS 465 Finance and Budgeting for Managers

This course will build upon basic finance concepts involving financial markets. An in depth review of the function and use of financial statements in capital markets will be surveyed. Managerial planning and decision making roles will be explored in topics such as capital budgeting, capital structure, leverage, and cash flow analysis.

Programs of Study

BUS 470 Personnel Development

This course will prepare the student to integrate the various theories of learning, leadership, and motivation into a

practical application of different methodologies, including needs assessment, development, and execution. Other important aspects covered include job design, coaching, mentoring, and performance management techniques.

Programs of Study

BUS 475 Operations Management

This course is designed to provide an understanding of the foundations of the operations function from both manufacturing and services perspectives. The course will analyze operations from both the strategic and operational perspectives and highlight the competitive advantages that operations can provide for the organization. We will cover topics in the areas of process analysis, materials management, production scheduling, quality improvement, and product design.

Programs of Study

BUS 480 International Issues in Business

This course provides a context for understanding the global context for businesses seeking to grow internationally. Issues related to ethical and cultural differences among various countries are discussed, as well as strategies for entering the global market and competing successfully. Further, a biblical perspective on international business will be introduced.

Programs of Study

BUS 485 Strategic Management

This course examines the art and science of formulating, implementing, and evaluating cross-functional decisions that enable an organization to achieve its objectives. The course focuses on integrating management, marketing, finance/accounting, production/operations, research and development, and information systems to accomplish organizational success in a rapidly changing global economy.

Programs of Study

BUS 495 Business Portfolio

This course introduces the student to strategic management and thus serves as a capstone to previous business courses. It details the processes of internal and external business analysis, and then focuses on the processes for developing strategies for growth, diversification, and globalization. Finally, it provides students with biblical and business guidelines for implementation of these strategies in terms of organizational design and behavior, corporate governance, leadership and ethics.

Programs of Study

CHU 300 Church Planting Models and Methods

This course is designed to provide an introduction and overview of the church planting process. The process learned includes the tools, methods, and resources needed for the development of new churches.

Programs of Study

CHU 350 Church Resource Management

This course is designed to help students reflect on their own leadership development. The result of that reflection is to provide opportunity to deepen their skills in managing resources for new churches.

Programs of Study

CHU 400 Understanding and Reaching the Community

This course is designed to provide the skills to understand and engage a local community. Students are to develop a strategies to mobilize people to reach the community for Christ.

Programs of Study

CHU 450 Church Multiplication

The course is designed to provided principles and practices of leading and empowering church multiplication. Emphasis is on how churches of a variety of sizes can participate in multiplication.

Programs of Study

CJS 251 Introduction to Criminal Justice

This course provides an introduction to the criminal justice system. The primary goal of this course is to develop a general understanding of the criminal justice system's response to crime in society. It is important to note that the general theme of this course involves the delicate balance between community interests and individual rights while also viewing the criminal justice system through the lens of a Christian worldview.

Programs of Study

CJS 330 Law Enforcement and Corrections

This course reviews contemporary institutional and community-based correctional systems including jails, prisons, probation, parole, and alternative sanctioning. The course examines how punishment justifications impact the policy and procedures in juvenile and adult correctional systems. Specific attention is given to identification of evidence-based practices and programs in all aspects of the corrections system.

Programs of Study

CJS 350 Criminology and Social Deviance

Criminology and Social Deviance explores the social and psychological influences on criminal behavior. Current theories that attempt to explain the causes of illegal behavior will be examined, including violent crime, media (video game, TV) influence, gangs and group deviance, white collar crime, and "victimless" crime. Attention will be given to understanding criminal behavior as multifactorial within the context of a biblical worldview.

Programs of Study

CJS 370 Juvenile Law & Delinquency

Juvenile Law & Delinquency focuses on the unique challenges of working with youth within the criminal justice system. Theories that seek to explain juvenile delinquency, including the nature and extent of illegal behavior will be explored, while also considering the significant role of media violence. The justice process for juveniles will be critiqued, highlighting the structure and function of juvenile justice, probation, detention, parole, diversion for child offenders and the roles of family and social institutions in addressing illegal juvenile behavior. A biblical worldview will be promoted in responding to juvenile delinquency.

Programs of Study

ECO 305 Introduction to Economics

This course is an introduction to the study of economics and its impact upon society. Key historical economic theories are introduced along with fundamental economic concepts. Key microeconomic topics covered include the concept of scarcity, supply and demand function, production, monopoly, oligopoly, monopolistic competition, and perfect competition market structures. Macroeconomic topics include classical macroeconomic theories, basic fiscal and monetary policy and the instruments used to implement them, the economic cycle, inflation, and unemployment.

Programs of Study

FIN 105 Personal Financial Management

(Previously LEA 271 Financial Stewardship) This course will provide a practical introduction to personal finance management and assist the student in being a good steward of God-given resources. It addresses realistic ways to manage personal assets effectively. Topics include the development of personal financial goals, planning and budgeting; avoiding fraud and swindles; buying, insuring and financing major assets; consumer credit; banking services; investments; insurance; retirement and estate planning; and income tax.

Programs of Study

GEN 121 Personal and Bible Study Skills

This course empowers adult learners to make the transition back into education in the college environment. Learners will be introduced to communication, self-motivation, and critical thinking skills necessary for academic success.

Programs of Study

GEN 123 College Writing and Research I

This course emphasizes the tasks and skills involved in writing formal essays. The essay writing process is deconstructed into achievable milestones in order to increase writing proficiency. Grammar mechanics will be consistently practiced based on each student's identified strengths and weaknesses. The course will conclude with an examination of types of writing found in the Bible.

Programs of Study

GEN 221 Exploring God's World

This course is designed to provide a general overview of environmental science, with an emphasis on sound science, stewardship, and sustainability. Topics include basic concepts of environmental science, relationships between living and nonliving things, human impact upon the environment, and care of earth's resources to support future generations of living things. Critical thinking skills will be utilized throughout this course, as these skills underlie one's ability to carefully consider scientific concepts and their effects upon human interactions. The study of environmental science is approached with an understanding of the grave responsibilities of human beings to practice wise stewardship of God's creation.

Programs of Study

GEN 322 Research and Concept Development Skills

This course will help students develop the skills and strategies to be successful as an adult learner. Focus is on

the topics of adult learning, time management skills, and research. The American Psychological Association (APA) formatting guidelines for academic writing, understanding personal learning styles and personality types, and personal goal setting is included in these broader topics.

Programs of Study

HUM 131 Introduction to Psychology

This course is a general survey of the discipline of psychology. Topics covered will include thinking critically, neuroscience, life span development, sensation and perception, learning, memory, thinking/language/intelligence, personality, psychological disorders, and social psychology. Attention will be given to the relationship between Psychology and Christianity with selected application for life and ministry.

Programs of Study

HUM 133 Philosophy and Worldview

This course addresses the fact that our culture is confronted with a vast assortment of differing philosophies and worldviews; each claiming to be true. Focus is provided to understand and evaluate these various belief systems in an increasingly pluralistic society. Main ideas of eight different worldviews will be explored while the student develops and expresses a personal worldview. Topics will center around the nature of God, reality, nature of man, death, truth, morality, and the meaning of life. The primary purpose of this course is to challenge students to examine the timeless truths of Christianity.

Programs of Study

HUM 231 World Civilizations

This course will provide students with skills in historical research and analysis, a chronological understanding and factual knowledge spanning from the dawn of civilization to 1700. Emphasis is placed on the origins and achievements of the core civilizations of Asia, Africa, America, and Greco-Roman civilizations. In addition, Christian, Islamic and Byzantine cultures will be studied. The ultimate focus will be to provide students with a historical, factual, cultural, and geographical knowledge of ancient history and its relationship to the Bible. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments up to the early modern world civilizations within the interrelations of societies and cultures.

Programs of Study

HUM 233 Cultural Diversity

This course is an exploration of cultural diversity and multiculturalism from a Christian faith perspective. This course provides a process to understand and practice cultural diversity competence. It is designed to initiate and provide ongoing preparation for effective interaction with everyone in our culturally diverse world. Growth in these skills equips individuals with the social graces needed to form bonds of mutual trust that will bridge the differences that ordinarily divide people.

Programs of Study

HUM 332 Personal and Social Ethics

This course lays the foundation for a Christian response to ethical issues arising in 21st Century Western culture. Attention is given to the biblical foundation of Christian personal and social ethics, the history of ethics, ethical decision-making, and personal character development. Application of these topics will be made to a range of

contemporary issues.

Programs of Study

LEA 171 Introduction to Leadership

This course provides an overview of the basics of leadership with application in both a personal and organizational context. Creating and communicating the vision, empowering others and recognizing their contributions, challenging the status quo and leading change, and celebrating team and organizational success are all key ideas addressed in this course. Moreover, students will be asked to evaluate their own personal leadership practices according to these concepts.

Programs of Study

LEA 273 Issues in Christian Leadership

Issues in Christian Leadership addresses the seminal issues in Christian leadership in both the church and para-church settings, including the foundational issues of each of the five following areas: integrity, communication, leadership development, conflict management and self-care.

Programs of Study

LEA 279 Leadership and Ministry Capstone

This capstone course is a culmination of various aspects involved in developing an effective leader within a ministry setting. There is a focus on identifying potential leaders and then providing practical methods for training, coaching, and equipping those leaders to reach their full potential. Areas of discussion include integrity, vision-casting, servant-leadership, modeling, as well as current leadership principles utilized in today's local church. This course provides practical and proven guidelines for any individual involved in ministry who feels called to "equip the saints for ministry.

Programs of Study

LEA 372 Organizational Leadership

This course will provide an understanding of organizational leadership from a biblical, theoretical and practical point of view. The topic of leadership will be discussed in four contexts that include intrapersonal, interpersonal relationships, organizational structure and processes, and organizational culture. A biblical approach will be used as a unifying theme for leadership best practices within each of these contexts.

Programs of Study

LEA 374 Working with Teams

This course emphasizes the importance of teamwork in organizational or professional settings. In addition to reviewing the components of effective teams, the dysfunctions of teams, accountability within teams, and values will also be discussed. Success in organizations is largely dependent on teamwork. Students will become more effective team members as well as equipping them to improve team relationships. Characteristics of dynamic and thriving teams will be explored, with a special emphasis on the common dysfunctions of teams and how to avoid them.

Programs of Study

LEA 472 Mobilization of Volunteers

This course will investigate ways to mobilize and engage volunteers. It will defend the value of volunteers and their relationship within an organization. The topics examined will include: types of recruitment methods, importance of background checks, communicating organizational mission statements, goals and values, training, retention, volunteer tasks and expectations, motivation, reward systems and performance improvement for both volunteers and staff. Throughout the course, you will develop a practice scenario of organizing volunteers and staff for a specific event.

Programs of Study

LEA 478 Senior Portfolio

In this course, learners will have the opportunity to prepare a portfolio that will showcase their work throughout the program. Additionally, the learner will enhance the portfolio with summative works prepared within this course to highlight learning and connections made as a result of the program.

Programs of Study

MIN 163 Sharing and Defending the Faith

This course will define faith in Christ (the gospel), and will explore ways to share the gospel. Students will consider the various hindrances to the effective communication of the gospel, as well as develop strategies for answering objections to the gospel in a way that points individuals to Jesus Christ.

Programs of Study

MIN 261 Discipling and Mentoring

This course is a study in discipleship and mentoring focusing on effective discipleship models from the life of Christ and the First Century Church. Those principles will be applied into an effective design for Twenty-First Century disciple-making, with special attention given to the foundations of Christian discipleship and mentoring. This foundation includes modeling Christ-like character and leadership and building healthy relationships for personal accountability paradigms.

Programs of Study

MIN 263 Teaching the Christian Faith

This course is intended to equip Christian leaders with an understanding of the principles and practices of teaching the Word of God. The course will include biblical perspectives on teaching, as well as practical methods for teaching effectively. The focus will be on teaching the Christian faith, yet learned skills will apply to other fields as well.

Programs of Study

MIN 362 Marketplace Ministry

The purpose of this course is to learn and live the foundational tenets of biblical Christianity in the marketplace of life; at home, at work, and in the school; in short, in the public arena. Attention will be given to the lifestyle of the believer as a statement to the non-Christian, relationship building, lifestyle evangelism, spiritual conversation with the non-Christian, and the biblical elements of conversion.

Programs of Study

MIN 462 Teaching and Preaching

This course reviews the method and impact of gospel communicators, both from Scripture as well as those of historical note. It also stresses the fundamentals of gospel communication, including content, which involves study; delivery, which involves mechanics; and anointing, which involves dependence upon the Holy Spirit. This course will also stress a balance of both theory and practices in gospel communication.

Programs of Study

MIN 464 Pastoral Care

This course is designed to provide students with a basic understanding of effective and ethically responsible pastoral care.

Programs of Study

MIN 466 Biblical Counseling

This course will provide an overview of counseling from a biblical perspective. This course will discuss an overview of the change process, with brief exploration into personality structure and the origin of personal struggles, from a biblical perspective. This course will also provide a study of the modern day integration perspectives of theology and psychology.

Programs of Study

PSY 205 Organizational & Industrial Psychology

This course will involve the study and application of the science and theory behind particular cognitions, attitudes, and techniques that are used to predict and manage human behavior within an organizational setting. The core methodologies covered include theories of motivation, cognitive psychology, leadership theories, ethics, performance management, team management, and organizational development.

Programs of Study

PSY 236 Developmental Psychology

This course is designed to explore human development from conception through death, looking at human development using the bio-psycho-social model from a Christian worldview. It will be explored how we as humans share developmental similarities, yet are unique due to various factors such as temperament, personality, etc. Most importantly, new information will be learned on what students already know, confirming how we are “fearfully and wonderfully made” as image bearers of God.

Programs of Study

PSY 310 Abnormal Psychology

Abnormal Psychology is designed to introduce students to models of thinking concerning mental health, mental disorders, and classification of mental disorders. The general goals are to expose students to the range of thinking within the field of mental health and to help students understand the complexities of modern day classification of various mental disorders. The students will be challenged to define what is considered “normal” and “abnormal.” They will become familiar with the bio-psycho-social-spiritual model of abnormal psychology, including the various theories developed and used to explain causes and treatments for mental disorders. Emphasis in this undergraduate class will focus on symptoms and causes, although treatment will certainly be included. All

information will be compared and contrasted with a Christian worldview of the various theories and concepts of Abnormal Psychology.

Programs of Study

PSY 325 Social Psychology

This course examines individual behaviors within the context of one's society. It is a study of how people think, influence, and relate to one another. Components of these behaviors studied in this course include attitudes, beliefs, prejudices, aggression, leadership, altruism, conformity, attraction, persuasion, and stereotypes.

Programs of Study

PSY 349 Theories and Foundations in Counseling

This course has three main purposes, which include analysis of several psychological theories regarding personality, simulated theory application, and personal application of theoretical concepts to their own lives. In this way, students should begin to develop a solid foundation for his/her own counseling skills and increase their self-understanding. Integrated with the understanding of theories will be compatibility of scriptural teaching.

Programs of Study

PSY 383 Studies in Research Statistics

This course is an introduction to fundamental constructs of statistics as they are applied to research. Learners are introduced to core concepts, including: sampling, reliability and validity, descriptive and inferred statistics, hypothesis formulation, statistical significance, confidence intervals, interpretation of research, common statistical tests, and ANOVA computations. Learners will also become familiar with software for statistical computing and graphics. Previously listed as PSY 328 Research Statistics.

Programs of Study

PSY 456 Survival Psychology

This course focuses on the traits responsible for surviving in high-stress environments, including responding directly to high-threat encounters. Pro-survival behaviors are presented, including "the gift of fear" and balancing independence and leadership versus the need for teamwork collaboration in responding to stressful events. Organizational and professional psychological traits present in law enforcement, paramilitary organizations and high stress organizations are explored, as well as healthy lifestyle factors that lead to career effectiveness and avoiding burnout, such as managing vicarious trauma and promoting self-care.

Programs of Study

PSY 478 Human Services Capstone

This course involves integrating concepts and theory from the degree program as applied to practical interventions. Students will be familiar with the context of a chosen agency that includes protocols and norms, as well as the agency's role in the broader community. Students will also demonstrate knowledge of alternative services and gaps in services that could potentially affect clients served by their chosen agency. Students will gain first-hand knowledge from interviewing a human services worker in their area and are encouraged to integrate critical, biblical thinking as they apply human services methods and theories in service to ministering to diverse populations in various settings.

Programs of Study

SOC 123 Empowerment Coaching

This course explores the biblical perspective, historical milestones, coaching principles, and conceptual models that define the theory and practice of Empowerment Coaching. Also, the process of learning and practicing best practices for coaching will take place during this course.

Programs of Study

SOC 251 Principles of Sociology

This course is a study of contemporary Western society. The emphasis is on culture, socialization, group life, social processes and social change.

Programs of Study

SOC 255 Introduction to Human Services

This course explores the historical context and the current structure of the Human Services field. Students will be exposed to case management and group facilitation as well as the primary intervention strategies used in human services. The arenas involving special populations served in the Human Services profession will be examined, such as addictions, mental health, developmentally disabled, and the homeless. Topics include values and ethical dilemmas, the social welfare system, diversity, program planning, organizing and changing systems, legal issues and the need to stay current as a human services professional.

Programs of Study

SOC 295 Human Services Case Study

This course examines, from a Christian perspective, contemporary learning and research addressing connections of race and ethnic identities, gender disparity, and discrimination of those with disabilities. The course focuses on current conditions of these social groups and the relationships to public policy, marginalization and socially accepted institutions in the United States. Case studies, text readings, and literature reviews on the subject are incorporated to investigate multicultural paradigm dynamics of population demographic changes. The Christian perspective defends our responsibility to be a light in this world to anyone under any condition, situation or circumstance, even if his or her belief system and behaviors are not Christian based.

Programs of Study

SOC 356 Marriage and Family

This course is designed to lay foundational principles for an understanding of biblical manhood, biblical womanhood, biblical marriage, and the nurture of children. Along with this will be a review of the stages of life involved within marriage and family.

Programs of Study

SPE 200 Oral Communication

This course provides instruction and experience in preparing, delivering, and evaluating a self-introduction speech, an informative speech, and a persuasive speech. Emphasis is on gaining skills and confidence in public speaking in academic, workplace, ministry, and community contexts.

Programs of Study

THE 253 Fundamentals of Theology

This course surveys the essential ideas of Christian thought and doctrine. Emphasis is placed on the biblical foundations of Christian belief as well as the application of doctrine to the Christian life and worldview.

Programs of Study

THE 255 Introduction to Dispensational Theology

This course will cover central ideas of dispensational theology evident within Scripture. Special emphasis will be given to the distinctive ministry and message of the Apostle Paul.

Programs of Study

THE 256 Christian Theology I

This course is a survey of foundational doctrines of systematic theology including Bibliology, Theology Proper (God), Christology (Christ) and Pneumatology (Holy Spirit). It will include an overview of the mid-Acts dispensational perspective of theology held by the institution. The course also encourages the practical integration of these doctrines in the life and service of the Christian.

Programs of Study

THE 352 Theology of Leadership

This course provides a biblical, Christ-centered perspective of leadership ideas. Historical trends in the development of leadership thinking—both from a secular and Christian perspective—are discussed and evaluated in light of biblical truth, and students will be challenged to apply this truth to their own lives and their understanding of organizational behavior.

Programs of Study

THE 452 Studies in Dispensationalism

This course emphasizes the essential elements of Dispensational theology, as well as a survey of dispensational problems, the literature of modern and contemporary Dispensational theology, and its historical roots. Topics include the significance of Dispensational theology in developing a biblical worldview and practice.

Programs of Study

THE 453 Christian Theology II

This course is an in-depth study of the doctrines of systematic theology, including Anthropology (Man), Hamartiology (Sin), Soteriology (Salvation and the Atonement), Angelology (Angels), Ecclesiology (Church) and Eschatology (End Times). These doctrines will be considered from the mid-Acts dispensational view of theology held by Grace Bible College. The course also encourages the practical integration of these doctrines in the life and service of the Christian.

Programs of Study

THE 454 Knowing God

This course provides an in-depth study of Theology Proper, the study of God the Father. Included with this will be understanding the Trinity doctrine, with an emphasis on biblical, historical and theological dimensions of

knowing God as the Father, Son and Holy Spirit. The course supports not only knowing more about God, but actually knowing God better through the application of Christian doctrine to life, worship and mission.

Programs of Study

WOM 300 The Role of Women in Church Administration and Leadership

This course is designed to explore the role women play in church leadership and help students reflect on their own leadership style. In that context, students are to develop their mission, passion, and confidence to lead within the church.

Programs of Study

WOM 350 Leadership Development & Strategies for Women

This course is designed to provide an in-depth analysis of the history, roles, responsibilities, calling, and challenges of women called to lead in diverse contexts. Emphasis is on leadership development along with strategies for ensuring one's spiritual, emotional, relational, physical health and wellness formation.

Programs of Study

WOM 400 Women in Church History

This course is designed to provide an introductory survey of women's contributions to the church throughout history, beginning with New Testament times to the contemporary era. Emphasis is on both women's life stories and their own words as they have shaped and contributed to church thought and practice through the centuries.

Programs of Study

WOM 450 Contemporary Women's Ministry

This course is designed to explore the rationale for women's ministries. Emphasis is on how the elements of leadership development, peer mentoring, small group dynamics, event planning, and outreach is beneficial to the success of women's ministries.

Programs of Study

YTH 300 Philosophy and Theology of Youth Ministry

This course is designed to provide an overview of youth ministry philosophy, models, and theology. Emphasis is on evaluating ministry models and developing a philosophy of youth ministry.

Programs of Study

YTH 350 Current Issues in Youth Ministry

This course is designed to explore the characteristics and trends in youth culture. Emphasis is on equipping youth ministry leaders to assess and address these issues from a biblical perspective.

Programs of Study

YTH 400 Strategies for Student Outreach

This course is designed to explore the call of the early church in Acts to spread the Gospel as it relates to youth culture. Students are to articulate and pass on to others the biblical view of evangelism and outreach.

Programs of Study

YTH 450 Leadership and Administration in Youth Ministry

This course is designed to provide principles and practices for leadership in youth ministry and skills needed for administering the ministry.

Personnel

BU 110 Fundamentals of Business

A survey of business principles, problems, and procedures including an overview of production and distribution of goods, ownership, competition, profit, managerial controls, personnel, government, and business relations. Students will participate in an online simulation of business that will explore how all parts of a business work together to operate efficiently.

Personnel

BU 201 Principles of Macroeconomics

A study of fundamental principles of resource allocation, production and income distribution, evaluation of consumer and government spending, business investment, taxation and monetary policy.