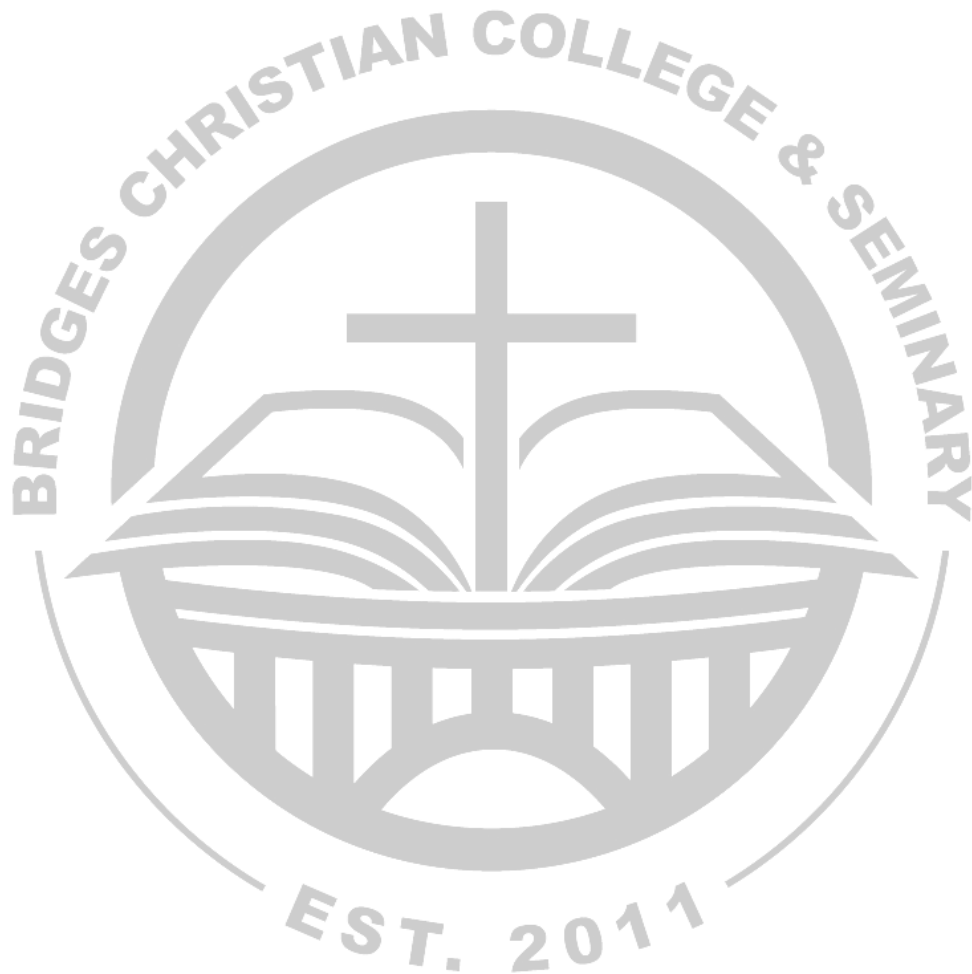


# **Student Handbook 2025-2026**



**Bridges Christian College & Seminary**  
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## **PURPOSE OF THIS HANDBOOK**

Spiritual journeys are both communal and individualistic. Certainly, we travel together as a community, but in the end, we "stand alone" giving an account of our actions and attitudes. This handbook confirms the theme of personal responsibility. This year will determine your destiny (the place that is peculiarly yours). This entire year will be full of "defining moments," for you personally and opportunities for us as a community. Traveling together indicates that we are in some way connected to one another. All journeys are marked by boundaries, and this handbook provides you with the basic boundary markers to help keep your future in view while embracing and celebrating life in this new millennium. Boundaries are to keep us from driving the wrong way up a down ramp. They are ultimately for your benefit and to strengthen our community. Record enrollments will provide greater opportunities for community and present new challenges as well. One thing is certain; however, Bridges Christian College & Seminary has moved into the mainstream of what God is doing in this generation. The Student Life department is here to serve you, however possible. Our pledge to you is that we will do what's best for you in every situation. May God bring personal renewal to each of our hearts and cause His Spirit to rest within us continually!

### **Mission Statement:**

Bridges Christian College & Seminary exists to cultivate hearts, to prepare minds, and to develop skills of Spirit-empowered leaders for practical and academic ministry to fulfill the Great Commission.

### **Doctrinal Statement:**

Bridges Christian College & Seminary holds to and is committed to the Doctrinal Statement of the Association of Biblical Higher Education. Other affiliations include various groups but not limited to The Assemblies of God. These various partnerships are to help populate the body of Christ with unapologetically "Spirit Driven" leaders with a passion for the lost.

### ***WE BELIEVE...***

1. The Scriptures are inspired by God and declare His design and plan for humanity.
2. There is only One True God revealed in three persons...Father, Son, and Holy Spirit (commonly known as the Trinity).
3. In the Deity of the Lord Jesus Christ.
4. Though originally good, Man Willingly Fell to Sin – ushering evil and death, both physical and spiritual, into the world.
5. Every Person Can Have Restored Fellowship with God through 'Salvation' (trusting Christ, through faith and repentance, to be our personal Savior).
6. And practice two ordinances:  
(1) Water Baptism by Immersion after repenting of one's sins and receiving Christ's gift of salvation, and

(2) Holy Communion (the Lord's Supper) as a symbolic remembrance of Christ's suffering and death for our salvation.

7. The Baptism in the Holy Spirit is a Special Experience Following Salvation that empowers believers for witnessing and effective service, just as it did in New Testament times.

8. The Initial Physical Evidence of the Baptism in the Holy Spirit is 'Speaking in Tongues,' as experienced on the Day of Pentecost and referenced throughout Acts and the Epistles.

9. Sanctification Initially Occurs at Salvation and is not only a declaration that a believer is holy but also a progressive lifelong process of separating from evil as believers continually draw closer to God and become more Christlike.

10. The Church has a Mission to seek and save all who are lost in sin. We believe 'the Church' is the Body of Christ and consists of the people who, throughout time, have accepted God's offer of redemption (regardless of religious denomination) through the sacrificial death of His son Jesus Christ.

11. A Divinely Called and Scripturally Ordained Leadership Ministry Serves the Church. The Bible teaches that each of us under leadership must commit ourselves to reach others for Christ, to worship Him with other believers, to build up or edify the body of believers – the Church and to Meet human need with ministries of love and compassion.

12. Divine Healing of the Sick is a Privilege for Christians Today and is provided for in Christ's atonement (His sacrificial death on the cross for our sins).

13. In The Blessed Hope — When Jesus Raptures His Church Prior to His Return to Earth (the second coming). At this future moment in time all believers who have died will rise from their graves and will meet the Lord in the air, and Christians who are alive will be caught up with them, to be with the Lord forever.

14. In The Millennial Reign of Christ when Jesus returns with His saints at His second coming and begins His benevolent rule over earth for 1,000 years. This millennial reign will bring the salvation of national Israel and the establishment of universal peace.

15. A Final Judgment Will Take Place for those who have rejected Christ. They will be judged for their sin and consigned to eternal punishment in a punishing lake of fire.

16. And look forward to the perfect New Heavens and a New Earth that Christ is preparing for all people, of all time, who have accepted Him. We will live and dwell with Him there forever following His millennial reign on Earth. 'And so shall we forever be with the Lord.'

### **History:**

Bridges Christian College & Seminary was founded in 2011 by Dr. Mike Rakes in Winston-Salem, NC, and graduated its first class there in 2012. At the end of 2015, the school was taken over by Dr. Richard Miller as President, Rev. Anthony Freeman as Provost, and Dr. Justus Freeman as Vice President for Academic Affairs. The school moved its main campus to New Orleans, LA, and restarted with only 5 students. The new, refounding leadership completely restructured the institution by developing a new vision, new mission, new academic programs, new board of directors, new administration, and new faculty.

Under the leadership of Dr. Richard Miller, Rev. Anthony Freeman, and Dr. Justus Freeman, BCCSS has continued to train future pastors and missionaries in classical Pentecostal doctrines and values grounded in God's Word.

Also, since the school's restart in New Orleans, it has grown in influence and students, providing cutting-edge theological education that is completely debt-free. BCCS is pleased to report that since 2016, 100% of all graduates are debt-free thanks to this educational model!

Under the current leadership, the institution achieved applicant status with the Association for Biblical Higher Education in February 2017, and candidacy status in February 2021. In February 2023, the institution achieved full/initial accreditation with the Association for Biblical Higher Education.

In June 2023, the Association for Biblical Higher Education approved the institution to begin offering master's degrees starting fall 2023. The institution then officially became Bridges Christian College & Seminary & Seminary.

In June 2023, the institution was recognized as an affiliate member of the Assemblies of God Alliance for Higher Education. Then, in May 2024, the institution received full membership.

In June 2024, the Association for Biblical Higher Education approved the institution's first doctoral degree, a Doctor of Ministry in Pentecostal Theology and Ministry. Then, in June 2025, the institution received approval to offer a Doctor of Philosophy degree in Pentecostal Biblical Interpretation.

BCCS is committed to providing Pentecostal, quality, theological education that is debt-free!

## **Admissions Policy**

### **Conformity:**

Bridges Christian College & Seminary holds firmly to its statement of faith, which is presented in the college's constitution and by-laws, catalog, departmental handbooks and student handbook. BCCS's core doctrines are non-negotiable; these doctrines are: (1) the authority of scriptures (2) the Trinity (3) the salvation of man (4) the deity of Jesus Christ (5) the person and works of the Holy Spirit. A complete list of BCCS's doctrines (statement of faith) may be viewed in the college catalog. Part of the Bridges Christian College & Seminary's admission process is to share with all potential students and their families, the college's non-negotiable doctrines (statement of faith). These doctrines are incorporated into the application material and require acknowledgment of agreement (covenant agreement) before a potential student may proceed with an application for entrance into Bridges College. If a potential student disagrees with

BCCS's distinctive, Pentecostal doctrines prior to admission and is unwilling to sign the BCCS's covenant agreement, then he or she must submit a written statement explaining the potential student's position regarding BCCS's doctrines. The written statement shall be reviewed by the admissions committee. The admissions committee shall make the final admission disposition.

All students are required to sign a covenant agreement, which signifies their concurrence with BCCS doctrines, prior to acceptance. Furthermore, all current students are required to comply with the doctrinal stance of the institution continually. Any disagreement with or deviation from BCCS's core doctrines that causes disruption in the academic or spiritual environment may result in a student's dismissal from the institution.

### **The Culture of Bridges Christian College & Seminary**

#### **The BCCS Community:**

The community of believers at Bridges Christian College & Seminary is committed to the development of spiritual and academic excellence. A commitment to join this community obligates each believer to a code of Scriptural and civilized behavior. As a believer and member of the community at Bridges Christian College & Seminary, the student will practice the spiritual disciplines; academic honesty, love for all people, respect for varying points of view, I will respect the rights and property of others; the student will resolve conflict according to the model in Matthew 18:15-20. This is a type of community fostered both inside and outside of the classroom experience.

#### **Community Life:**

##### **Principles of Community Life**

BCCS is more than just a college. It is a community of believers seeking excellence in academics and personal and spiritual development. A commitment to join this community obligates each believer to a code of Scriptural and civilized community behavior. Members of the BCCS student body are encouraged and expected to reflect Christian values such as honesty, integrity, respect for others, and compassion. It is the desire of the college that a student will exercise prudent judgment in his or her decisions, thoughts, actions, and lifestyle. Additionally, students should be aware of how their actions reflect on the integrity of their Christian testimony and Bridges Christian College & Seminary.

Since students have voluntarily chosen to become a part of Bridges Christian College & Seminary, violations of the policies and standards of the college will subject the student to the disciplinary processes of the college. The college reserves the right to suspend or dismiss any student whose conduct is in violation of its policies and standards. Upon acceptance to the college, the student concedes to BCCS the right to take such action. Recognizing that it is impossible to set standards upon which each individual will agree, basic standards have been established to govern the BCCS community. The following

criteria help form the basis from which policies and standards are developed to guide the BCCS community.

**Basis of BCCS Standards Biblical Standards:**

Regulations based on direct commands of Scripture. Such standards represent an application of the revealed will of God.

**Applied Standards:**

Regulations based on Biblical principles that relate directly to the behavior involved. These standards contribute to a Biblical lifestyle and originate from applying Scripture to contemporary issues.

**Community Standards:**

Regulations not based directly on Scriptural commands or principles but necessary for community living. Such standards represent an application of principles to the particular program of the school and are necessary for the harmony and efficiency of the student body.

**Biblical Principles:**

BCCS is committed to Biblical principles for guidance in matters of Christian character, behavior, lifestyle, and attitude. Some of these principles are described in the following.

**Personal Responsibility for Christian Living:**

As Christians, we are each personally responsible for studying and obeying the Scriptures, to cultivate a heart attitude which allows for the guidance of the indwelling Holy Spirit, and to give serious consideration to the counsel of the people of God (1 Peter 2:2, John 16:13-15, Proverbs 15:22).

**Spiritual Formation**

**The Local Church:**

Bridges Christian College & Seminary requires every student, regardless of program level, to be connected to the local church. Failure to be connected to the local will result in a student life review. If a student refuses to maintain a quality relationship with the local church, then he or she will be subject to potential discipline. This expectation is in keeping with biblical expectations (Hebrews 10:25).

**Chapel:**

Corporate Chapel services are the spiritual center of the Bridges Christian College & Seminary community and serve as a time of worship. Chapels are recorded and attendance is mandatory for undergraduate and graduate students. A student must attend a minimum of 75% of chapel services during each semester.

### **Temporary Chapel Exemptions:**

Temporary chapel exemptions will be considered for the following reasons:

Approved school events during chapel, work-related events, any personal excuses will be accepted after a consecutive two week period (i.e., sick, doctor's appointment, hospital, funeral, etc.) with proper documentation. Please submit the request in writing to the Vice President for Student Life.

### **Mental and Emotional Disorders:**

The Vice President for Student Life may refer a student with a mental and/or emotional disorder for evaluation to an independent licensed psychologist or psychiatrist. The student will be notified in writing if an evaluation is required. Failure to comply with a request for evaluation may necessitate permanent withdrawal, interim withdrawal, or referral for disciplinary action of the student. A student will be subject to involuntary withdrawal from the college if it is determined by the college that he/she is suffering from a mental and/or emotional disorder that results in behavior or threats of behavior that may cause physical harm to self or to others and/or results in behavior or threats of behavior that may cause significant property damage or directly impede the lawful activities of others.

Guidelines for a hearing are as follows:

1. A student subject to involuntary withdrawal will be offered a hearing before the Vice President of Student Life or a designee.
2. Notification will be in writing. Recommendations of the Student Life Pastor, Student Life Committee, Cohort Advisor, and/or other appropriate professionals may be considered.
3. Action may be taken if a student fails to appear after proper notification.
4. The student will be notified of the decision of the Vice President of Student Life.

### **Residence Life**

BCCS is primarily a virtual/online school, so it does not have housing. Students are responsible for their own housing in their ministry context.

### **Emergency Procedures**

BCCS is primarily a virtual school that sub-leases office space. However, if a faculty member or student happens to be on-campus, then they will be expected to abide by the emergency procedures (fire escape, bomb threat, immediate evacuation, etc.) required by the facilities owner. The sub-leased office space or main campus has fully functional emergency procedures for fires, bomb threats, natural disasters, etc. Constituents should immediately exit the building if they hear the fire/emergency alarms and proceed to the nearest emergency exit illuminated by the exit signs.



In case of an emergency, the school will notify all faculty members, students, and constituents present at the main campus via mass SMS. The school will then contact the relevant civic emergency authorities via 9-1-1.

If the emergency takes place for online students, then the online students should immediately cease any school activity whether online or working on homework and abide by their local safety guidelines.

If a student is in a pending natural disaster area, then he or she should follow the local guidelines and evacuate if required. The school will be made aware by the V.P.A.A. if an area where online faculty and students reside is in a natural disaster area. Academic exceptions will be made for the students. The V.P.A.A. will coordinate with the faculty to make the necessary arrangements for students impacted by natural disasters or other extenuating circumstances impacting their ability to complete their academic work.

Students should call 9-1-1 if they are in immediate danger. If someone is unsure of how to proceed, then they can contact the school at 855-702-7434.

### **Student Records**

All student files are kept in the student information software (the student portal) and have a hard copy stored in a fireproof safe.

Student files are stored in multiple locations (digitally and physically) to ensure records are secure.

Physical student files are maintained for at least fifty years.

### **Discipline Policy and Procedures**

#### **Philosophy of Discipline:**

The values and principles contained in the Student Handbook provide a basis upon which students integrate their faith and learning both in and out of the classroom. The procedures found in the Handbook are designed to promote fundamental fairness and will be adhered to as faithfully as possible. If exceptional circumstances dictate variation from these procedures, the variation will not invalidate a decision unless it prevented a fair hearing or abrogated the rights of the student. The objectives of the discipline processes at BCCS are to:

1. Teach personal responsibility for actions;
2. Develop a sense of accountability among community members;
3. Discourage behavior that infringes upon the dignity and integrity of the community;
4. Discourage behavior that violates college policies and civil law; and,
5. Value acts of restitution as part of the restorative process.

Discipline is the responsibility of every member of the community. The highest form of discipline is self-discipline, which is inextricably linked with a growing Christian lifestyle. However, when an individual does not execute self-discipline, it becomes the

responsibility of the college community. The following policies and procedures are not all-inclusive but describe the types of behavior that are inappropriate for the college community. Disciplinary action may be taken if a student is found to be in violation of the values and principles of the college.

### **Amnesty Policy:**

Recognizing the increasing personal, emotional, and spiritual needs of college students and endeavoring to create a model for restoration, accountability, and spiritual discipline in a Christian community, BCCS has established an amnesty policy. Students who are struggling in areas that may violate the values and principles of Bridges Christian College & Seminary may seek support and spiritual guidance and apply for amnesty through the Student Life Office. The amnesty policy does not obviate students from the policies of the college, nor does it condone behavior that is immoral or unethical. It allows the college to hold students accountable for their behavior without going through the discipline process. A student who comes under the amnesty policy will receive assistance, which may include signing a behavioral contract and/or seeking professional assistance. Amnesty requests must precede any disciplinary confrontation resulting from inappropriate behavior or violation of the values and principles of the BCCS community as outlined in the Student Handbook.

### **Code of Conduct Community Standards**

#### **Classroom and Chapel:**

Bridges Christian College & Seminary students are required to maintain a professional demeanor during classroom and chapel sessions. Students should remain attentive during the entirety of each experience. Activities including but not limited to the following will not be tolerated: the disruption of the speaker, the disruption of other students, solicitation, abusive, hateful, or condemning speech.

#### **Classroom Etiquette:**

The following is what is expected of students in the online format of education. The purpose of this information is to assist students in understanding proper classroom behavior.

The classroom should be a learning centered environment in which faculty and students are unhindered by disruptive behavior. Students are expected to maintain proper decorum in the classroom.

Bridges Christian College & Seminary is an institution of higher education that promotes the exchange of ideas. However, students must adhere to the rules set forth by the instructor. Failure to comply with classroom rules may result in dismissal from the class

and/or the College. Faculty have the authority to manage their classrooms to ensure an environment conducive to learning and Biblical principles.

Bridges expects each student to abide by the following policy as it relates to classroom etiquette and respect of faculty and other staff personnel:

1. Take responsibility for one's education - There is a common myth among students that because they pay tuition they deserve to receive credit for the class. This is not true. In fact, students pay only a portion of the cost of their education; the college and faithful donors pay the rest. Instructors are here to create a learning environment. Whether a student learns depends on the student's willingness to listen, ask appropriate questions, and do the work necessary to pass the course. If the student's academic preparation from high school is weak or if he/she has been out of school for a period of time, the student may have to work harder and seek more help in order to succeed.
2. Attend every class - One will find that students who attend every class, listen to the instructor and take good notes will be more likely to pass (with a higher grade). If a student has an emergency or illness, then he/she should contact the instructor ahead of time to let her/him know that you will be absent. A local study showed that students who missed the first class meeting were more likely later to withdraw or fail. Important note: if a student misses a class it is his/her responsibility to meet with the instructor, outside of regular class time, to determine a plan to make up the missed work.
3. Get to class on time - Students who arrive late or leave early distract other students, the professor, and disrupt the overall learning environment. Ultimately, the student is affected academically. The same is true for online courses.
4. Turn cellular phones off - It is very distracting to hear someone's phone go off in class or in the online portal. Students are to stay focused, pay attention, and get the most out of the time they have in class.
5. Keep video on during the livestream - Students are expected to have their videos on during the livestream. This is to help with student and teacher interaction.
6. Do not dominate other students' opportunities to learn by asking too many questions - It's good to ask questions and make comments, but if a student dominates the class time with too many questions and/or comments, the instructor and other students cannot participate in class discussions. When asking questions or making comments, the student should keep them related to the discussion at hand.
7. Respect one's instructor and refer to them by their title (e.g., Dr. Miller) - Openly challenging the instructor's knowledge or authority in the classroom is not proper. If a student takes issue with the instructor's information or instructional methods, then he/she must make sure that his/her comments are made without disrespect or antagonism. The student may want to discuss his/her issues with her/him privately. It is also important that when communicating with faculty, staff, and administration that proper titles be used as a form of respect for their position.

8. Instructors' classroom policies, procedures and teaching styles vary - Assignments and classroom activities are at the prerogative of the instructor. Each instructor has the freedom and authority to set the guidelines and policies for their classroom (within the overall policies of the college).
9. One's classmates deserve respect and support - Others may have different ideas and opinions from a student's, they may ask questions you perceive to be "not relevant," but they deserve the same level of respect.
10. Come to class prepared - Students who forget common classroom materials, deadlines, and assignments hinder their learning experience. Students who have not completed their assigned work many times ask questions that could have been answered through their assignments.
11. Turn in one's work on time - It is important to plan ahead. Students who wait until the last minute to do their work usually make lower grades and are more likely to miss deadlines. Students are to study and do their assignments every day. If a problem occurs at the last minute such as a computer malfunction, the student will still be prepared.
12. When having academic difficulty seek assistance - Our instructors are willing to assist students, however there are other ways to get help. Bridges Christian College & Seminary has resources and tutors who are available for many courses. Remember, the Vice President for Student Life can assist students with conflicts in the classroom, personal accountability, and career development.

#### **Infractions and Sanctions:**

1. These regulations are set forth in writing in order to give students general notice of prohibited conduct and are not designed to define misconduct in all-inclusive terms.
2. Students may be accountable to both civil authorities and to the college for acts which constitute violations of the law and the Conduct Code. Disciplinary action at the college may occur during the pending of criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.
3. Any behavior which may have been influenced by a student's mental state (regardless of the ultimate evaluation) or use of drugs or alcoholic beverages shall not in any way limit the responsibility of the student for the consequences of his/her actions.
4. Within the BCCS community standards for student conduct, there are three types of infractions: Level One, Level Two, and Level Three.

Any student found to have committed one or more acts in violation of these standards will be subject to disciplinary action according to the appropriate level of sanctions as follows:

#### **Level One Infractions:**

Dress code violation, Class etiquette violation.

#### **Level One Sanctions:**

First infraction - Second infraction - Third infraction - Fourth infraction  
- Fifth infraction -  
Written warning and/or \$20 fine

**Level Two Infractions:**

1. Accumulation of any five or more Level One infractions. Acts of dishonesty, including but not limited to the following: Cheating, plagiarism, or other forms of academic dishonesty. Any acts that include the furnishing of false information to any college official, faculty member, or office. Additional acts including forgery, alteration, misuse of any college document, record, or instrument of identification.
2. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
3. Unauthorized taking or keeping of items of college property, items rented, leased, or placed on the campus, property leased by the college, items belonging to students, faculty, staff, or guests of the college, using another student's ID number, or possession of suspected stolen property.
4. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, or admission into, affiliation with, or as a condition for continued membership on a team or in a group or organization.
5. Deliberate refusal to comply with clearly stated policies or directives issued by any college official. This includes, but is not limited to, failure to evacuate a building during a fire alarm, refusal to present proper ID upon request, failure to appear when summoned for an official meeting or falsification/lying to a college official.
6. Unauthorized possession, duplication, or use of keys to any college premises or unauthorized entry to or use of college premises.
7. Violation of published or posted college policies, rules, or regulations.
8. Violation of federal, state, or local law on college premises or at college-sponsored or supervised activities.
9. Immoral behavior, including but not limited premarital/extramarital sexual conduct, and/or homosexuality.
10. Any gambling activity. Gambling is defined as any gaming activity that includes the wagering or exchanging of monies or material wealth.
11. Attending places of questionable amusement, including but not limited to, bars, dance clubs, casinos, and adult entertainment clubs.
12. Any activity that violates the policies stated in the Information Technology section of the Student Handbook.
13. Abuse of the judicial system, including but not limited to the following:  
Failure to obey the summons of a judicial body or college official; Falsification, distortion, or misrepresentation of information before a judicial body; Disruption or interference with the orderly conduct of a judicial proceeding; Attempting to discourage an individual's proper participation in, or use of, the judicial system; Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial proceeding; Harassment (verbal or physical) and/or intimidation of a

member of a judicial body prior to, during, and/or after a judicial proceeding; Failure to comply with the sanction(s) imposed under the Code of Conduct.

14. Aiding, abetting, or conspiring with another person to become involved in inappropriate behavior. Being present when another student violates college policy and behaving in such a way that constitutes permitting or condoning the violation.

15. Conduct that is not in keeping with the values of the BCCS community.

It should be understood that any attempt to circumvent the principle of any college regulation without actually violating the letter of the law is considered a violation.

16. Possession or use of explicit or pornographic materials in the form of videos, movies, books, internet or webcam use, and/or magazines.

17. Propagation of unsound doctrine and practices, including but not limited to, occult practices, witchcraft and/or other doctrine/practices that are perceived as unscriptural by the administration of the college.

18. Drinking alcohol, smoking or chewing tobacco, smoking marijuana, and vaping.

19. Failure to attend or complete remediation (writing lab).

### **Level Two Sanctions:**

In recommending or determining a sanction, a judicial body or judicial official shall consider all relevant factors including the nature of the offense, the severity of any damage, injury, or harm resulting from the offense, the student's current demeanor, and the student's past disciplinary record.

The following sanctions may be imposed upon any student found to have violated a Level Two infraction of the Code of Conduct:

a. Warning: A notice in writing to the student that the student is violating or has violated institutional regulations.

b. Probation: A written reprimand for violation of specified regulations.

Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.

c. Loss of Privileges: Denial of specified privileges for a designated period of time.

d. Fines: Precedence and previously established fines may be imposed.

e. Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

f. Discretionary Sanctions: Work assignments, service to the college, or other related discretionary assignments.

g. Please note: Any legal infractions could lead to immediate dismissal from the school. In addition, drug and alcohol use could also lead to immediate dismissal with possible recommendations for drug/alcohol rehabilitation. See the drug and alcohol policy below.

### **Level Three Infractions:**

A Level Three infraction is defined as any severe or overt violation of the Code of Conduct. It may also include the accumulation of two or more Level Two violations within one semester.

**Level Three Sanctions:**

College Expulsion: Permanent separation of the student from the college.

Recommendations for a college expulsion are referred to the Vice President for Student Life. In consultation with the College President, the Vice President for Student Life may impose a college expulsion or reduce the sanctions. The decision of the Vice President for Student Life along with the executive administrative committee is final, and there shall be no subsequent hearing or appeal.

**Interim Suspension:**

1. In certain circumstances, college officials may impose a college suspension upon a student prior to the next scheduled meeting of the Judicial Review Board.
2. Failure to comply with the guidelines of the interim suspension will result in further disciplinary action.

**Suspensions and Expulsions:**

Be aware that when a suspension occurs for the remainder of the academic semester, or if expulsion occurs, the student will not be allowed to finish classes. The student is responsible for following the withdrawal process that begins in the Registrar's Office. The grade of "W" is assigned in each of the student's courses, and credit is not earned. Furthermore, tuition for the un-earned credits will not be reimbursed. BCCS has a no alcohol policy.

This policy states that even small consumption amounts of alcohol, or other behaviors not keeping with the culture of Bridges Christian College & Seminary and its handbook, will result in serious suspensions or expulsion.

**Judicial Structure Judicial Authority:**

1. The Vice President for Student Life shall determine the composition of the Student Life Committee and other judicial bodies. He or she will also determine which judicial body shall be authorized to hear each case.
2. While the college judicial process is not meant to mirror the proceedings of a criminal or civil court of law, the process is intended to be characterized by judicial prudence and fairness.
3. Ideally, discipline will be resolved at the lowest possible level.

**Procedures for Student Investigations:**

1. The Vice President of Student Life (VPSL) receives a written recommendation for investigation from the accusing party.
2. The VPSL evaluates the complaint and based upon the written evidence, decides whether to open an investigation. If he/she finds no basis for the complaint he/she contacts the accuser and informs him/her of his decision which may then be appealed to the President of the school.

3. If the accusation is deemed credible by the VPSL, an investigation is opened and he/she contacts the person making the accusation to receive further information and clarity of the facts.
4. The VPSL interviews pertinent witnesses and gathers information.
5. Once the information is gathered, the VPSL contacts the students and sets up a formal interview.
6. Once the interview with the student is complete, the VPSL presents a report to the Executive Staff, conducts a formal hearing as head of the Disciplinary Committee, and receives their decision.
7. The student is then informed of the decision of the committee.
8. If disciplinary action is taken, the student is informed that he/she may appeal the decision to the president of the college.

### **Parental Notification:**

Consistent with federal law, the Student Life department of Bridges Christian College & Seminary is prohibited from sharing a student's counseling or judicial records with parents, faculty, administrators, and other students—unless the student has given expressed consent. The Student Life department can disclose some student information to parents or guardians in extreme circumstances.

The Vice President for Student Life, or the designee, reserves the right to notify the parents or guardians of a student in the following circumstances:

1. The student presents a serious danger or is perceived to be a danger, to himself/herself physically, mentally or in any other way.
2. The student is transported to the hospital in a life-threatening emergency or that a professional in the Student Life department determines that a student is an immediate risk to himself/ herself or another person.
3. The student is a victim of a crime.
4. The student commits a disciplinary violation that results in a suspension or expulsion.
5. The student is found purchasing, distributing, using, or possessing alcohol or controlled substances.

### **Plagiarism:**

Plagiarism is defined as “literary theft” and consists of any of the following:

Unattributed quotation of the exact words of a published or unpublished text; Piecing together sections of the work of others into a new whole without attribution; Unattributed borrowing of original ideas by paraphrase from a published or unpublished text; Unattributed use of the form, structure, and/or style of a secondary source; Submission of an assignment that has been written by anyone else, including another student, unless joint authorship is an expressed part of the assignment. A paper already submitted for a grade in another course may be resubmitted unless the professor specifically states otherwise. Sources must be attributed by means of the appropriate citation procedure for any of the following: Books; Articles; oral sources; digital and/or



electronic sources. Only widely known facts and first-hand thoughts and observations original to the student do not require citations.

### **Use of Artificial Intelligence**

Bridges Christian College & Seminary prohibits the use of AI tools (such as ChatGPT, DALL-E, etc.) to compose concepts, formulate research theses, or write any assignments. The use of such AI resources to compose written assignments violates plagiarism rules

### **Punishment:**

Because plagiarism may be intentional or unintentional, every effort will be made by the faculty to teach the student the appropriate acknowledgement of sources. The following procedures will be invoked if, in the opinion of the professor, a student's work contains any form of plagiarism:

1. First instance: The professor will meet with the student to discuss and explain the problem(s) with the work. The student must rewrite the assignment to correct the problem(s) in order to receive a grade. The professor must document the incident with the Vice President for Academic Affairs. In addition, the professor may submit a tutoring referral form to the Academic Assistance Center, stating that the referral is to aid in plagiarism avoidance. The Vice President of Academic Affairs will document all incidents, and tutoring session(s) attended. This documentation will be kept on file for five years.
2. Second instance: The student must meet with the professor and the department chair of the department through which the course is offered. The assignment in question must be rewritten to correct all citation problems. The assignment will then receive a 40% grade penalty. The professor must document the incident with the Vice President of Academics. The student may receive additional tutoring on plagiarism avoidance from the Vice President for Academic Affairs.
3. Third instance: The student must meet with the Vice President for Academic Affairs, or the VPAA's designated representative, the professor, and the Vice President for Student Life to discuss his or her future at Bridges Christian College & Seminary. Disciplinary action up to and including expulsion may be taken. The student will receive a failing grade in the course.

### **Drug and Alcohol Policy:**

All faculty, employees, and students, per the commitment to school values, are to abstain from non-medicinal drugs. They are also to abstain from alcohol per their commitment to school values.

The unlawful possession, use, and/or distribution of illegal drugs is strictly prohibited and will result in expulsion, and it will also result in a report to the legal authorities by an executive administrator of the school.

Programs like Adult and Teen Challenge provide great resources and programs for any who are struggling with drug (illegal and prescribed) and alcohol addiction and/or abuse.

Please see the following link for resources about drug (illegal and prescribed) and alcohol addiction and the health effects of alcohol and drug (illegal and prescribed) addiction. <https://teenchallengeusa.org/addictions/>.

Students may contact the student life department if they are in need of counseling or need help.

### **Student Services**

#### **Counseling and Consultations:**

Academic.....	Instructors, VP for Academic Affairs
Financial.....	Business Office
Personal.....	VP for Student Life, Instructors
Spiritual.....	VP for Student Life, Instructors
Vocational.....	VP for College Advancement
Costs.....	Business Office
FAFSA.....	Financial Aid Director

#### **North Carolina:**

##### Information about Student Complaints

The State Authorization Unit of the University of North Carolina System Office serves as the official state entity to receive complaints concerning post-secondary institutions that are authorized to operate in North Carolina. If students are unable to resolve a complaint through the institution's grievance procedures, they can review the [Student Complaint Policy \(PDF\)](#) and submit their complaint using the online complaint form at <https://studentcomplaints.northcarolina.edu/form>.

For more information contact:

North Carolina Post-Secondary Education Complaints  
910 Raleigh Road  
Chapel Hill, NC 27514  
[studentcomplaint@northcarolina.edu](mailto:studentcomplaint@northcarolina.edu); (919) 962-4558

To file a complaint with the Consumer Protection Division of the North Carolina Department of Justice, please visit the State Attorney General's web page at: <http://www.ncdoj.gov/complaint>. North Carolina residents may call (877) 566-7226. Outside of North Carolina, please call (919) 716-6000. En Espanol (919) 716-0058.

If you choose to mail a complaint, please use the following address:

Consumer Protection Division

Attorney General's Office

Mail Service Center 9001

Raleigh, NC 27699-9001

### **Grievance Process:**

The biblical model of Matthew 18:15-17 determines our conduct in handling conflict. In the interest of preparing ministers, all grievances are important to the BCCS administration.

Usually, the resolution of a complaint or grievance involves the resolution of the problem/issue; not punishment of those involved. Students who intend to file a complaint or an academic or nonacademic grievance must follow the instructions below.

### **Procedures for Complaints or Grievances Not Discussed Below**

More formal alternative procedures exist for situations such as when a student is erroneously denied registration, is erroneously required to pay a fine or penalty, erroneously has money withheld by the college, has been denied the right to amend his/her educational records, is charged with an offense under the student code of conduct, is alleging discrimination based on race, national origin, religion, gender, sexual orientation, age, disabling condition or marital status, or is alleging sexual harassment.

### **Definitions**

**A) Informal Complaint:** An informal complaint is defined as an academic or non-academic issue that a student has with a faculty/instructor, staff member, administrator, or department or program of the College.

**B) Non-Academic Grievance:** A non-academic grievance occurs when a grievance petition form has been filed because a student believes that he/she has been dealt with arbitrarily, unfairly, or in ways that violate established laws, rules, policies or procedures, or past practices by the College as a whole or any unit or agency or function thereof and in a manner that has caused actual harm to the student.

**C) Academic Grievance:** An academic grievance occurs when a grievance petition form is submitted because a student believes he/she has been harmed by being treated arbitrarily or unfairly within the context of the course. To file an academic grievance, the student must demonstrate actual harm. It does not involve perceived rude treatment, classroom style, or general grading policies. For example, the student may not like a particular professor's classroom style or grading practices as a whole, but this does not constitute grounds for a grievance. The student may, however, use the informal complaint process to talk with an administrator about the perception of inappropriate

behavior. The assignment of course grades is at the heart of the faculty member's responsibility. Only the responsible faculty member can judge students' performance in a particular course. Thus, only the responsible faculty member can assign or recommend changes of letter grades for his or her courses.

**D) Complainant/Grievant:** A complainant/grievant is an individual who believes his/her rights have been violated.

**E) Respondent:** A respondent is an individual who is the subject of the grievance or complaint, if applicable.

**F) Appellant:** An individual who is filing an appeal.

**G) Appeal:** The resolution of an academic or non-academic grievance may be appealed. Appeals must be based on the issue of substantive or procedural errors which are prejudicial to impartial consideration of the case.

**H) Confidentiality:** It is understood that committee members, faculty, staff, and administrators involved in the discussion of complaints or grievances will maintain professional standards of confidentiality. Students should be aware that every effort will be made to maintain confidentiality; however, College officials may be obligated to disclose information to law enforcement or other agencies as required by law.

## **Informal Complaints**

### **A) Resolving a Non-Academic Informal Complaint**

The student must first discuss and attempt to resolve the issue with whomever the issue arose, if at all possible. If such an informal discussion is not possible or the issue is not resolved, then the student should contact the Vice-President of Student Life, appropriate administrator, or designee to try to reach an informal resolution. The student must initiate a complaint no later than thirty (30) workdays after the alleged incident.

The Vice-President of Student Life, college dean, director, or appropriate administrator or designee receiving the complaint shall attempt to resolve the matter and report the decision, in writing, to the complainant(s) and respondent(s) via their BCCS email address within fifteen (15) workdays of receiving the complaint.

### **B) Resolving an Academic Informal Complaint**

Given the nature of complaints covered by this procedure, it is expected that in all but the most unusual circumstances, students will first address the issue with the faculty/instructor. In the event this is not feasible, or the student and faculty/instructor have not resolved the issue, the student will contact the Vice-President for Academic Affairs within ninety (90) workdays after the alleged issue. The Vice-President for Academic Affairs or designee receiving the complaint shall attempt to resolve the matter

and report the decision, in writing, to the complainant(s) and respondent(s) via their BCCS email addresses within fifteen (15) workdays of receiving the complaint.

## **Grievance**

### **A) Initiating a Grievance**

If the complaint is not resolved informally and the student wishes to continue the process, the student must present a completed grievance petition form to the appropriate administrator of the department in which the alleged violation of rights occurred.

Before any grievance action, the complainant(s) must attempt to obtain a satisfactory resolution through the Informal Complaint process. A grievance petition must be filed no later than thirty (30) workdays after the notice of informal complaint resolution decision, or if no decision was issued, no later than thirty (30) workdays after the applicable decision deadline.

### **B) A Grievance Petition**

A Grievance Petition must be in writing and contain:

1. The grievant(s)'s name, student identification number (if applicable), and contact information, including email address
2. The name(s) of the respondent(s)
3. A detailed description of the nature of the grievance and the actual harm suffered by the student
4. A detailed description of attempts at informal resolution
5. A detailed description of the relief sought
6. Signature of the complainant(s)
7. Date of grievance submission
8. This form is found in the office of the V. P. for Student Life.

### **C) Non-Academic Grievances**

If the complaint is not resolved informally, the student may submit a completed grievance petition form to the Vice-President of Student Life or designee. A non-academic grievance must meet the definition to be reviewed and/or heard and not be covered by any other College policy, procedure, or administrative rule (i.e., student code of conduct).

The Vice-President of Student Life receiving the written grievance shall attempt to resolve the matter and is required to report the decision, in writing, to the complainant(s) and respondent(s) via their BCCS email addresses within fifteen (15) workdays of receiving the grievance petition.

If the grievant(s) wishes to appeal the grievance decision, the student must submit an appeal to the Vice-President for Academic Affairs along with the Vice-President of

Student Life written response to previous resolution attempts within ten (10) workdays of receiving the decision, or if no decision was issued, no later than ten (10) workdays after the applicable decision deadline.

#### **D) Academic Grievances**

If the complaint is not resolved informally, the student may submit a completed grievance petition form to the Vice-President for Academic Affairs. The Vice-President of Student Affairs shall investigate the grievance.

The Vice-President of Student Affairs then has fifteen (15) workdays to decide and report the decision, in writing, to the complainant(s) and respondent(s) via their BCCS email addresses. The Vice-President of Student Affairs has the discretion to accept a grievance filed after the thirty (30) day deadline.

In instances where the Vice-President for Student Affairs is the subject of the complaint or has decided the student's informal complaint, the student should submit the completed grievance petition form to the College President. The College President then has fifteen (15) workdays to decide and report the decision, in writing, to the complainant(s) and respondent(s) via their BCCS email addresses. The College President's decision is final and may not be appealed.

#### **Appeal**

##### **A) Initiating an Appeal**

A student may submit an appeal to the respective administrator within ten (10) workdays of the notification of the grievance decision, or if no decision was issued, no later than ten (10) workdays after the applicable decision deadline. The specific grounds to be addressed are:

- a) Were the procedures of the policy followed?
- b) If a procedural error occurred, were the rights of the grievant violated to the extent that a fair review was not conducted?
- c) Was the review conducted in a way that did not permit the grievant adequate notice and opportunity to present facts?
- d) Was the information presented during the review sufficient to justify the decision reached?
- e) Was there relevant information existing at the time of the review that was not discovered until after the review that is sufficient to alter a decision?

##### **B) The Appeal Form**

An appeal must be in writing and contain:

1. The appellant(s)'s name, student identification number, and contact information, including email address
2. A detailed description of the nature of the appeal

3. A copy of the findings of the complaint review/hearing and supporting documents
4. The specific grounds supporting the appeal. This must be one of the criteria listed in Section IV (A), above.
5. A detailed description of the relief sought
6. Signature of the appellant(s)
7. Date of grievance submission

### **C) The Appeal Process**

To file an appeal, the student must submit a completed appeal form to the respective administrator. The appeal will be reviewed within fifteen (15) workdays of receipt. The administrator will notify the complainant(s), respondent(s), dean, director, administrator, or designee of the decision, in writing via their BCCS email addresses, within ten (10) workdays of their decision.

In the event of an appeal, no less than five (3) members of the Executive Staff must be present to hear the case.

Except as the Executive Staff hearing the appeal determines necessary to explain the basis of new information, an appeal is limited to a review of underlying decision, the file supporting the decision as provided by the decision-maker, and any statement supporting the appeal submitted by the appellant:

- a) To determine if the grievance procedures policy and the investigation were conducted fairly in light of the complaint and grievance made and information presented and giving the appellant(s) a reasonable opportunity to present information. A deviation from procedures required by this policy will not be a basis for sustaining an appeal unless significant prejudice of impartial consideration of the case results;
- b) To determine whether the decision reached regarding the matter was based on substantial information, that is, whether there were facts that, if believed by the administrator, were sufficient to support the grievance decision;
- c) To consider new information sufficient to alter a decision or other relevant facts not brought out in the original complaint or grievance, but only if such information or facts were not known to the grievant at the time of presenting the grievance.

If the committee overrules a decision in whole or in part, it may:

- a) Modify the decision; or
- b) Remand for further proceeding.

No appeal shall be allowed unless the appellant cites specifically to the grievance record and states with specificity the grounds under which the appeal shall be allowed. Any appeal submitted that does not include the required information will be dismissed without review.

The College Grievance Committee shall be responsible for reviewing substantive or procedural appeals from the decision(s) of a college administrator.

Decisions of the College Grievance Committee are final. There is no further appeal within the Student Grievance procedures policy.

Initiating a Graduation Requirement(s), Academic Probation, or Academic Suspension Grievance

The Vice-President for Academic Affairs should be contacted for any appeals of decisions regarding graduation requirements, academic probation, or academic suspension.

If the problem remains unresolved, students are free to contact the ABHE, 5850 T.G. Lee Blvd, Suite #130 Orlando, FL 32822; phone: 1-407-207-0808, fax 407-207-0840.

### **Administrative Services**

#### **Office Hours and Appointments:**

The administrative officers hold various hours throughout the week, making an appointment or checking an administrator's personal office hours would be the best way to facilitate an interpersonal meeting during the academic year. Appointments with the administrative officers of the college additionally may be made through the appropriate administrative assistant.

#### **Health Services:**

The college does not assume responsibility to provide medical care in case of either accident or illness even though the accident or illness may occur on its site or in the discharge of duties or activities pertaining to the college program.

#### **HIPAA:**

Bridges Christian College & Seminary has adopted a Health Information Physical Security Policy that complies with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Department of Health and Human Services security and privacy regulations required to protect the security of health information. In addition, we consider it our duty to protect the privacy and integrity of confidential information as required by law, professional ethics, and accreditation requirements.

#### **Career Services:**

Assistance will be provided for students in the areas of résumé design, interviews, understanding the interview process, ministerial credentials, and placement opportunities. Information about ministry opportunities in a variety of settings will also be maintained. Seniors should contact the placement office for assistance in these areas.

### **Business Policies and Procedures**

#### **Registration and Payment Options:**



Payment may be made in cash, check credit card (MasterCard, Visa, American Express, or Discover), by approved financial aid, approved scholarships, or a combination of these.

1. For returning students the registration deadline is 2 weeks before class begins. If a student does not meet this deadline, a late registration fee of \$75.00 will be added to their bill the day after the deadline passes.
2. The day after the registration deadline, invoices will be sent out to students, notifying them of their amount due.
3. After invoices have been sent out, a follow-up e-mail will be sent out giving students details on the bill, its due date, and ways to pay it. Students will be given approximately 2 weeks to pay their bill--due date will always be the day after classes begin. Student also will be notified in this e-mail that if they do not pay or make arrangements for paying by the deadline, a late payment fee of \$50.00 will be added to their bill the day after the deadline passes.
4. If student misses the deadline and the late payment fee is incurred, they will have 4 weeks to pay their bill. If they do not pay by this late payment deadline, all their accesses to the online learning system will be shut down.
5. For new students, registration deadline will be the day before class begins, and the payment due date will be 2 weeks thereafter. Late fees will be incurred as mentioned above if these deadlines are not met.

#### **Financial Aid:**

All students are expected to complete a pell grant application if they are eligible to do so. See the school website and the college catalog for relevant policies.

#### **Billing:**

Students may access their account information online. Parents may access the student's account information online with permission from the student.

#### **Check Cashing:**

For complete banking services, the college advises that a local bank account is established.

#### **Returned Checks:**

A processing charge of \$15 is assessed when a check is returned by the bank for any reason. A returned check may also result in the cancellation of your student check cashing privileges if the check is not paid within a week of notification.

#### **Information Technology**

The Policy for Responsible Use of Information Technology at Bridges Christian College & Seminary contains the governing philosophy for regulating faculty, student, and staff use of the college's information technology resources. It spells out the general principles regarding the appropriate use of equipment, software, and networks. By adopting this policy, the college recognizes that all members of the college are also bound by local,

state, and federal laws relating to copyrights, security, and other statutes regarding electronic media.

### **Technology Requirements for Online Learning**

It is every student's responsibility to ensure they have the proper technology to participate in class at Bridges Christian College & Seminary. Every student should have access to high speed internet and own a personal laptop or computer. These are necessities for the student to have success.

### **Policy for Responsible Use of Information Technology at Bridges Christian College & Seminary:**

All members of the college community who use the college's computing, information, and communication resources must act responsibly. Every user is responsible for the integrity of these resources under their control. All users of college-owned or college-leased information technology systems must respect the rights of other users, respect the integrity of the physical facilities and controls, and comply with all pertinent licenses and contractual agreements. It is the policy of Bridges Christian College & Seminary that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations, and the highest standard of ethics.

### **Internet and Bridges Christian College & Seminary Computer Network:**

The computer network and learning management software is the property of Bridges Christian College & Seminary and may only be used for legitimate college purposes. Students are provided access to the computer network to assist them in their educational experience. Additionally, students will also be provided with access to online resources through the BCCS network. All users have a responsibility to use Bridges Christian College & Seminary's computer resources and the internet in a professional, lawful and ethical manner. Abuse of the computer network or the Internet may result in disciplinary action, including possible expulsion, and civil and/or criminal liability.

### **Academic Guidelines**

#### **Application for Graduation:**

A degree-seeking candidate must file a written application with the Registrar Office by August 31<sup>st</sup> for a fall graduation and by January 31<sup>st</sup> for a spring graduation. A student not approved for graduation must resubmit an application at the appropriate time.

To graduate, a student must complete all academic and student ministry requirements, have on record exit exam scores, and a satisfactory department record from the Student Life office.

## **Undergraduate Graduation Requirements:**

**The following are the requirements for graduation in any of the undergraduate programs:**

1. Students must complete 30 semester hours for the certificate of ministry, 63 semester hours for the Associate of Arts and 129 semester hours for the Bachelor of Arts with a grade-point average of 2.0 including 6 trimesters of satisfactory student ministry.
2. A minimum of thirty hours must be completed through BCCS's online program, fifteen of which must be in the final year.
3. Degree requirements are based on the catalog in effect at the time of graduation or within six years of the student's first enrollment.
4. All programs require satisfactory chapel attendance and satisfactory student ministry evaluations.

**In order to graduate, the student must do the following:**

1. A degree-seeking candidate must file a written application with the Registrar Office in the winter trimester of the expected graduation year. A student not approved for graduation must resubmit an application at the appropriate time.
  1. The due dates for the graduation application are as follows: (1) August 31st for a fall/winter graduation, and (2) January 31st for a spring (May) graduation.
2. The student must submit a Digital portfolio which details his/her BCCS academic experiences. The digital Portfolio must demonstrate that the student has achieved the Academic Learning Outcomes. The Digital portfolio will provide sample assignments, projects, student ministry experiences, etc. which detail the student's academic successes.
3. The student will take a Standardized Bible Knowledge test. This test does not impact the student's ability to graduate but assesses the student's academic biblical knowledge achieved as a BCCS student.
4. The student must have a zero balance on their student account.
5. The student must complete all academic and student ministry requirements, and a satisfactory department record from the Student Life office.

Finally, all students must be approved by the faculty to graduate.

## **Undergraduate Graduation with Honors:**

A candidate for any of the undergraduate degrees will be graduated with honors as follows:

- Summa cum laude: cumulative grade point average of 3.90-4.00
- Magna cum laude: cumulative grade point average of 3.75-3.89
- Cum laude: cumulative grade point average of 3.50-3.74

Transfer students must complete 64 semester hours at BCCS to be eligible for honors.

### **Undergraduate Graduation Regalia:**

Students are required to wear the regalia given to them if they wish to participate in graduation ceremonies. Alteration of the required regalia is not permitted if students wish to participate in graduation ceremonies.

For undergraduate degrees, graduation regalia is as follows:

1. A black gown with a black tam.
2. A gold medal is given to the class valedictorian who achieved the highest G.P.A. for that particular class year.
3. Honor cords are given to students who achieve one of the three levels of honors.
  1. Honor Cord Designation
    1. Summa cum laude: Scarlet (theology) and gold cords.
    2. Magna cum laude: Scarlet (theology) and silver cords.
    3. Cum laude: Scarlet (theology) and white cords.

### **Master's Degree Graduation Requirements:**

The following are the requirements for graduation in any of the master's degree programs:

1. Students must complete 36 semester hours for the MABS, 60 semester hours for the MAPC, 72 semester hours for the MDiv, and 75 semester hours for the MTS.
2. Students must achieve a grade-point average of 3.0.
3. 50% of the student's program must be complete with BCCS.
4. Degree requirements are based on the catalog in effect at the time of graduation or within 3 years of the student's first enrollment for the MABS or within 4.5 years of the student's first enrollment for the MAPC, MDiv, and MTS.
5. All programs require satisfactory chapel attendance.
6. If enrolled in a program that requires a thesis or capstone, then the student must have successfully defended his or her thesis or capstone.

### **In order to graduate, the student must do the following:**

1. A degree-seeking candidate must file a written application with the Registrar Office in the winter trimester of the expected graduation year. A student not approved for graduation must resubmit an application at the appropriate time.
  1. The due dates for the graduation application are as follows: (1) August 31st for a fall/winter graduation, and (2) January 31st for a spring (May) graduation.
2. The student must submit a Digital portfolio which details his/her BCCS academic experiences. The digital Portfolio must demonstrate that the student has

achieved the Academic Learning Outcomes. The Digital portfolio will provide sample assignments, projects, student ministry experiences, etc. which detail the student's academic successes.

3. The student must have a zero balance on their student account.
4. The student must complete all academic and student life requirements and a satisfactory department record from the Student Life office.

**Finally, all students must be approved by the faculty to graduate.**

### **Master's Degree Graduation with Honors**

A candidate for any of the master's degrees will be graduated with honors as follows:

- Graduate with high distinction: cumulative grade point average of 3.95-4.00
- Graduate with distinction: cumulative grade point average of 3.90-3.94

### **Master's Degree Graduation Regalia:**

Students are required to wear the regalia given to them if they wish to participate in graduation ceremonies. Alteration of the required regalia is not permitted if students wish to participate in graduation ceremonies.

### **For master's degrees, graduation regalia is as follows:**

1. A black master's degree gown with a black tam
2. Master's Degree Hood
  1. Hood Color Designations
    1. MTS, MDiv, and MABS: Scarlet hood (Bible/theology) with navy blue/white lining (institution colors)
    2. MAPC: Light blue hood (counseling) with navy blue/white lining (institution colors)
3. Honor cords are given to students who achieve one of the two levels of honors.
  1. Honor Cord Designations
  2. Graduate with high distinction: Scarlet (Bible/theology) and gold cords.
  3. Graduate with distinction: Scarlet (Bible/theology) and silver cords.

### **Doctoral Degree Graduation Requirements**

The following are the requirements for graduation in the DMin program:

- 1) Students must complete 36 semester hours for the DMin and 55 semester hours for the PhD.
  - a) Students have 6 years to complete the doctoral programs.
- 2) Students must achieve a grade-point average of 3.0.
- 3) The student must submit a Doctoral Dissertation composed of original research.

- 4) The student must successfully defend the Doctoral Dissertation before a faculty panel.

In order to graduate, the student must do the following:

- 1) A degree-seeking candidate must file a written application with the Registrar Offices prior to the expected graduation date.
  - a) Dates will be determined in conjunction with the VPAA and Doctoral Supervisor.
- 2) The student must have a zero balance on their student account.
- 3) The student must complete all academic and student life requirements and a satisfactory department record from the Student Life office.
- 4) Finally, all students must be approved by the faculty to graduate.

### **Doctoral Degree Graduation with Honors**

A candidate for any of the doctoral degrees will graduate with honors according to the following:

- Graduate with high distinction: cumulative grade point average of 3.95-4.00
- Graduate with distinction: cumulative grade point average of 3.90-3.94

### **Doctoral Degree Graduation Regalia**

Students are required to wear the regalia given to them if they wish to participate in graduation ceremonies. Alteration of the required regalia is not permitted if students wish to participate in graduation ceremonies.

For doctoral degrees, graduation regalia is as follows:

- 1) A black doctoral degree gown with a black tam.
  - a) The gown will have three scarlet or black chevrons for the DMin on each arm.
  - b) For the PhD, the gown will three PhD blue chevrons on each arm
- 2) Doctoral Degree Hood
  - a) Hood Color Designations
  - b) DMin: Scarlet hood (Bible/theology) with navy blue/white lining (institution colors).
  - c) PhD: PhD blue hood with navy blue/white lining (institution colors).
- 3) Honor cords are given to students who achieve one of the two levels of honors.
  - a) Honor Cord Designations
    - i) Graduate with high distinction: Scarlet (Bible/theology) and gold cords.
    - ii) Graduate with distinction: Scarlet (Bible/theology) and silver cords.

### **Academic Recognition:**

Undergraduate students enrolled in 9 academic hours or more a trimester may qualify for the Academic Dean's Honor List on having a GPA of 3.5 or better.

### **Academic Warning, Suspension, and Probation (Undergraduate):**

1. The Vice-President for Academic Affairs needs to ensure that midterm grade reports are timely and students in academic trouble are counseled.
2. Students who are on scholarship and fall below a 2.0 will be given one term to raise their G.P.A. If they fail to raise their G.P.A. in the subsequent term, then they shall lose their scholarship.
3. A student is placed on academic probation when the G.P.A. drops below 2.0 in the first trimester. The student will then be required to attend a 10-week remediation lab in the 2nd trimester. In the 2nd trimester of enrollment, if the student does not have a 2.0 G.P.A. for that trimester, he/she may not enroll for a 3rd trimester. After that period of time, the person may reapply to enroll through the Registrar. A letter of request to re-enroll must also be sent to the Vice President for Academic Affairs. The final decision for re-admission will be made by the Admissions Committee, noting the recommendation of the Vice President.
4. Students who are placed on probation may be required to only attend live classes until their G.P.A. is satisfactorily raised.
5. If a student is placed on academic probation due to a writing deficiency, then he or she will be required to attend a ten-week writing lab.

### **Academic Warning, Suspension, and Probation (Master's and Doctorate):**

- 1) The Vice-President for Academic Affairs needs to ensure that midterm grade reports are timely and students in academic trouble are counseled.
- 2) Students who fall below a 3.0 will be given one term to raise their G.P.A. If they fail to raise their G.P.A. in the subsequent term, then they shall be in jeopardy of expulsion/suspension as determined by the executive committee.
- 3) A student is placed on academic probation when the G.P.A. drops below 3.0 in the first term. In the 2nd trimester of enrollment, if the student does not have a 3.0 GPA for that term, he/she may not enroll for a 3rd trimester. After that period of time, the person may reapply to enroll through the Registrar. A letter of request to re-enroll must also be sent to the Vice President for Academic Affairs. The final decision for re-admission will be made by the Admissions Committee, noting the recommendation of the Vice President.
- 4) Students who are placed on probation may be required to only attend live classes until their G.P.A. is satisfactorily raised.

### **Academic Warning, Suspension, and Probation (Doctoral):**

- 1) The Vice-President for Academic Affairs needs to ensure that midterm grade reports are timely and students in academic trouble are counseled.
- 2) Students who fall below a 3.0 will be given one term to raise their G.P.A. If they fail to raise their G.P.A. in the subsequent term, then they shall be in jeopardy of expulsion/suspension as determined by the executive committee.
- 3) A student is placed on academic probation when the G.P.A. drops below 3.0 in the first trimester. In the 2nd semester of enrollment, if the student does not have a 3.0

GPA for that trimester, he/she may not enroll for a 3rd semester. After that period of time, the person may reapply to enroll through the Registrar. A letter of request to re-enroll must also be sent to the Vice President for Academic Affairs. The final decision for re-admission will be made by the Admissions Committee, noting the recommendation of the Vice President.

- 4) Students who are placed on probation may be required to only attend live classes until their G.P.A. is satisfactorily raised.

### **Students on Scholarship:**

Students who are on special scholarship are required to maintain a 2.0 GPA. If they fall below a 2.0 GPA, then will receive a warning from the Academic department and will have one term to raise their GPA. If they fail to raise their GPA in the subsequent term, then they will lose their scholarship and possibly face suspension. Students are welcome to write an appeal any decision to the executive administrative committee.

### **Academic and Student Ministry Grades:**

At the end of each trimester a student's grades will be posted in [bridges.campussis.com](http://bridges.campussis.com) for review by the student. Note: The grades will not be available until all class surveys are completed. Academic warning and probation notices will also be sent when necessary.

### **Incomplete Grades:**

Upon approval of the Registrar or Vice President of Academic Affairs, a student who may not be able to complete a course due to a medical emergency or personal crisis and is passing the course will receive an incomplete (I) for the maximum of one semester. An F will automatically be recorded if the work is not completed by the end of that semester.

### **Academic Year:**

An academic year includes three, eleven-week trimesters for the undergraduate and master's degree programs. For the doctoral programs, the academic year is composed of two, sixteen-week semesters.

See the college catalog for the parameters of each trimester within an academic year. Because the college is on the trimester system, it is possible to complete degree requirements within three years. Note the guidelines for each ministry concentration.

### **Registration:**

Students accepted by the college may pre-register or register for classes at the appropriate times. See the academic calendar in the college catalog for deadlines. While it is the student's responsibility to meet course graduation requirements, faculty advisors are assigned to students to assist the student in his/her academic life and



program. Less than ten students registered for a class may result in that class being canceled.

**Drop Course Process:**

To avoid loss of tuition paid, a student must drop a class within the first week of classes. The last possible time to drop a course is the week before final exams.

**Class Attendance:**

Grading will be based upon completion of coursework, exams, and class attendance. An excused absence may be possible for verified medical reasons, personal crisis, or authorized college activities. An absentee form secured from the Registrar's office must be filed with the teacher within one week of return to class. Absences beyond three times the number of times a class meets per week will result in automatic failure for the course regardless of the reason for the absences.

**Transcript Requests:**

A student may request a transcript from the office of the registrar by completing the form on the school website. Every transcript costs \$10 to process.

**Transfer Credits:**

The student may transfer a limited amount of credits into their BCCS degree program. The number of units the student will be able to transfer is dependent upon many factors including but not limited to: whether the previous institution(s) is/are accredited, the hours logged during the course of study, and if the course is considered a comparable replacement for a course offered by BCCS. The final decision will be made by the office of the Vice President for Academic Affairs. Please see the college catalog for the official transfer policy.

**Technology:**

BCCS uses Zoom.us for our "live online" classroom experience. The learning management system employed by this institution is Bridges e-campus. Most coursework will be submitted through this site including but not limited to: papers, reports, discussion boards, quizzes, tests, and exams.

**Undergraduate Student Ministry****Overview:**

Student Ministry is a vital part of the Bridges Christian College & Seminary undergraduate curriculum. It is important for the student to not only develop with necessary book knowledge as a minister but equally with experiential knowledge. The student shall take one Student Ministry unit each semester for the first six semesters of their tenure with BCCS. As they perform weekly ministry tasks, students will be encouraged to develop specific traits, and are provided with the opportunity to reflect at the end of the semester on their growth in these areas. At the successful conclusion of six student ministry units, an internship shall take place with an added emphasis on

mentoring and the opportunity to step out into a role within the ministry that may one day becomes permanent. It is our goal to provide the best possible experience to help launch our students into the ministry paths to which God has called them. The main campus oversees all student ministry and internships.

### **Introduction to Student Ministry:**

Student Ministry is a graduation requirement. The following elements must be completed to receive a passing grade for student ministry units:

1. The Student must participate in 75% of his/her student ministry activities.
2. The Student must attend Chapel 75% of the chapel services. Students who are online must attend live via Zoom OR watch the recorded chapel service to meet the 75% attendance requirement. (Students who watch the recorded session must participate in the forum discussion or answer the attendance question to receive credit.)
3. The Student must successfully submit the "Student Outcome Presentation" Assignment.
4. The Student must successfully submit the "Student Ministry Supervisor Evaluation"

Failure to complete all of these requirements will result in a failing grade in Student Ministry. The student is responsible for implementing their student ministry goals and objectives which meet his/her ministry development academic learning outcomes. The Student Life Director will assist the student who needs guidance.

**Course Description:** Each student is required to complete six supervised trimesters of student ministry for graduation. Students are responsible for being grounded in their local church. They will complete this ministry experience within their context.

**Student Ministry Evaluation:** The student will complete an evaluation form and checklist with his or her supervisor. The checklist will have two outcomes to be accomplished in the course.

The Student Ministry Supervisor evaluation must be submitted at the end of the trimester. This document must be completed within two weeks after the end of the trimester, or an NCR will be posted into the ABHE grade.

The evaluation forms and a student powerpoint must be submitted on [bridgesecampus.com](http://bridgesecampus.com). The student will record a presentation of their ministry experiences with their student ministry supervisor. They will then upload the video to Youtube or Vimeo and copy and paste the link in [bridgesecampus.com](http://bridgesecampus.com) along with a five slide powerpoint. Creativity in the presentation (photos, etc.) is encouraged. In the powerpoint presentation, the student should at least answer the following questions:

1. What strength and weakness have you noticed in yourself while serving in ministry this semester?
2. How have you been able to connect theory and knowledge from classes to your practical ministry?

3. Evaluate your efforts over the appointed time of Student Ministry?
4. Do you feel this ministry is helping you prepare for your future ministry and does it correlate with your chosen concentration?
5. How did this student ministry contribute to your Academic Learning Outcomes?

**Student Ministry Policies:** An undergraduate student will need to register for a minimum of one (1) student ministry credit each semester until he or she has completed all six (6) student ministry credits necessary for graduation from Bridges Christian College & Seminary. If, after one semester, the student has not come into compliance by receiving credit for the necessary amount of student ministry credits, he or she will need to make up the needed credits prior to enrolling in academic classes. For transfer students, the policy will be evaluated on a case by case basis, but the student, if full time, should fall within compliance of the policy after one full academic year at BCCS. If part-time, the student must enroll in one (1) student ministry credit per trimester, and complete six (6) credits within the first six semesters of enrollment. BCCS strives to promote a culture of serving in hands-on ministry, and the implementation of this policy underscores the importance of student ministry to this academic institution and furthermore gives each student the incentive to reach out into the hands-on phase of completing their God-given calling.

### **Placement**

Bridges Christian College & Seminary does not guarantee the ministry placement of any student. However, occasional contact is made by pastors and other ministry leaders to the main office of the college. Matching the correct student/graduate to a place where he/she can grow is on particular occasions a possibility.

### **Termination of Ministry Supervisor Relationship**

Should the ministry supervisor terminate a relationship with a student he/she is supervising, the student will have one term to find another student ministry approved by the institution.

### **Additional Policies**

In addition to the policies in this student life handbook, the student is required to adhere to the policies in the institutional catalog and master's thesis handbook.

### **Sexual Harassment Policy**

#### **I. Policy Statement**

In the context of a Christ-centered community, Bridges Christian College & Seminary is committed to providing a professional working and learning environment free from sexual harassment. This form of misconduct is prohibited by the Scriptures and is a

violation of the law. Employees or students who believe they have been subjected to sexual harassment are encouraged to follow the procedures described in this policy. The college will investigate each complaint and will take corrective action to discipline behavior that violates this policy.

## **II. Definitions**

Sexual harassment and misconduct have been determined to be a form of "sex discrimination" prohibited by state and federal civil rights laws. Sexual harassment is a prohibited practice under Title VII of the 1964 Civil Rights Act for employees as amended by the Equal Employment Opportunity Act of 1973 and under Title IX of the Education Amendments of 1972 for students. A current regulation of the Equal Employment Opportunity Commission specifies, in part: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual misconduct includes sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. Examples of behavior that could be considered sexual harassment or sexual misconduct include, but is not limited to, the following: Unwelcome (1) physical contact of a sexual nature including touching, patting, hugging, or brushing against a person's body; (2) explicit or implicit propositions or offers to engage in sexual activity; (3) comments of a sexual nature including sexually explicit statements, questions, jokes or anecdotes, remarks of a sexual nature about a person's clothing or body, remarks about sexual activity, speculation about sexual experience; (4) exposure to sexually oriented graffiti, pictures, posters, or materials; (5) physical interference with or restriction to an individual's movements.

## **III. Dissemination of Policy**

This policy will be made available to all department heads, faculty, staff, and students at Bridges Christian College & Seminary. Periodically, the college will take measures to educate employees and students regarding conduct that could constitute a violation of this policy.

## **Marriage and Human Sexuality**

**Our Beliefs:** We believe that all matters of faith and conduct must be evaluated on the basis of Holy Scripture, which is our infallible guide (2 Timothy 3:16–17). Since the Holy Bible does speak to the nature of human beings and their sexuality, it is imperative that we correctly understand and articulate what the Bible teaches on these matters.

We are committed to the home and family as set forth in Holy Scripture. We believe God has ordained and created marriage to exist between one man and one woman, with absolute marital fidelity. The Bible sets forth specific home and family values, which include the distinct roles of husbands and wives, fathers and mothers, and children. It is our firm conviction that we uphold the dignity of each individual as we embrace the unchanging and longstanding principles of scriptural truth.

**Religious Beliefs:** Based on Holy Scripture and the constant moral teaching of the universal Church, we at BCCS believe:

- **Marriage** — BCCS defines marriage as the permanent, exclusive, comprehensive, and conjugal “one flesh” union of one man and one woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. (Genesis 1:27-28, Genesis 2:18-24, Matthew 19:4-9, Mark 10:5-9, Ephesians 5:31-33)
- **Sexual Immorality** — BCCS believes that sexual acts outside marriage are prohibited as sinful. Consequently, BCCS members must resist and refrain from any and all sexual acts outside marriage — including but not limited to adultery, fornication, incest, zoophilia, pornography, prostitution, masturbation, voyeurism, pedophilia, exhibitionism, sodomy, polygamy, polyamory, sologamy, or same-sex sexual acts. (Exodus 20:14, Leviticus 18:7-23, Leviticus 20:10-21, Deuteronomy 5:18, Matthew 15:19, Matthew 5:27-28, Matthew 15:19, Romans 1:26-27, 1 Corinthians 6:9-13, 1 Thessalonians 4:3, Hebrews 13:4, Galatians 5:19, Ephesians 4:17-19, Colossians 3:5)
- **Sexual Identity** — BCCS believes that God created mankind in His image: male (man) and female (woman), sexually different but with equal personal dignity. Consequently, BCCS members must affirm their biological sex and refrain from any and all attempts to physically change, alter, or disagree with their predominant biological sex — including but not limited to elective sex-reassignment, transvestite, transgender, or non-binary “genderqueer” acts or conduct. (Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11)
- **Sexuality and Order** — BCCS believes that God created and ordered human sexuality to the permanent, exclusive, comprehensive, and conjugal “one flesh” union of man and woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. Consequently, BCCS members must affirm the sexual complementarity of man and woman and resist any and all same-sex sexual attractions and refrain from any and all same-sex sexual acts or conduct, which are intrinsically disordered. (Genesis 1:27, Genesis 2:24, Matthew 19:4-6, Mark 10:5-9, Romans 1:26-27, 1 Corinthians 6:9-11, Ephesians 5:25-27, Revelation 19:7-9, Revelation 21:2)

• **Sexual Redemption** — BCCS believes that all have sinned and fall short of the glory of God and should seek redemption through confession, repentance, baptism, and faith in Jesus Christ. Consequently, BCCS members must welcome and treat with respect, compassion, and sensitivity all who have confessed sexually immoral acts but have repented of them, been washed by the Holy Spirit (1 Corinthians 6:11), and are committed to resisting sexual temptation, refraining from sexual immorality, and conforming their behavior to BCCS's Statement of Faith. (Matthew 11:28-30, Romans 3:23, Ephesians 2:1-10, 1 Corinthians 10:13, Hebrews 2:17-18, Hebrews 4:14-16)

• **Celibacy** — BCCS believes that Holy Scripture grants two life-enhancing options for human sexual behavior: (1) the conjugal "one flesh" marital union of one man and one woman, and (2) celibacy. Either is a gift from God, given as He wills for His glory and the good of those who receive and rejoice in His gift to them. Celibacy and faithful singleness is to be celebrated and affirmed within the Church. (Genesis 1:27-28; 2:18, 21-24; Matthew 19:4-6; Mark 10:5-8; Hebrews 13:4; 1 Corinthians 7:1-8; Matthew 19:12; 1 Corinthians 12:12-13; Romans 12:10; 1 Timothy 5:1-2)

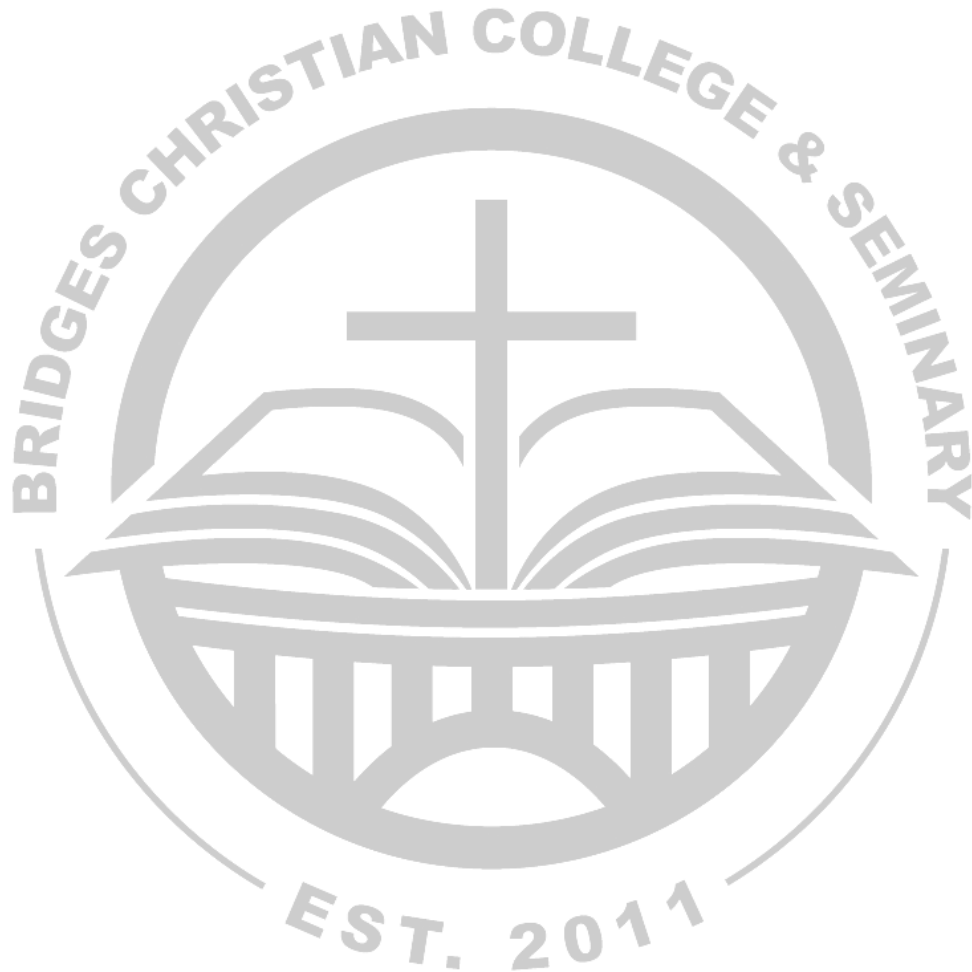
## **Holy Scripture**

### **\*Marriage and Human Sexuality**

Genesis 1:26-28  
Genesis 2:18-24  
Genesis 19:5-10  
Exodus 20:14  
Leviticus 18:7-23  
Leviticus 20:10-21  
Deuteronomy 5:18  
Judges 19:22-24  
Matthew 5:27-28  
Matthew 15:19  
Matthew 19:4-9  
Mark 10:5-9  
Romans 1:26-27  
1 Corinthians 6:9-13  
1 Corinthians 5:21  
Galatians 5:19  
Ephesians 4:17-19  
Ephesians 5:25-27  
Ephesians 5:31  
Colossians 3:5  
1 Thessalonians 4:3  
Hebrews 13:4  
1 Timothy 1:8-10

Jude 1:7  
Revelation 19:7-9  
Revelation 21:2

In addition to the institutional beliefs and stances, Bridges Christian College & Seminary adheres to position papers published by the Assemblies of God. These stances and policies may be found at the following link: <https://ag.org/Beliefs/Position-Papers>.



# Covenant Agreement Form

I have read, understand, agree with Bridges Christian College & Seminary Statement of Faith, Mission Statement, Institutional Goals, Institutional Objectives, School Catalog and Statement of Faith. Furthermore, I have also read the Student Handbook/Faculty Handbook and understand that it is a guide for my behavior while I am a member of Bridges Christian College & Seminary. I agree to the policies in the BCCS student handbook as well as subsequent handbooks published by the school while I am a student. I agree to pay all BCCS stated fees and tuition costs. I understand that since my tuition is so low that it is imperative to pay in a timely manner. I understand that BCCS will not carry any balance whatsoever from trimester to trimester. This is for my personal growth as a leader. I realize that failure to abide by these lifestyle commitments may result in disciplinary action.

Please select the appropriate status:

Trustee

☐

Faculty

☐

Administration

☐

College Student

☐

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_