

BLESSING THE CHILDREN INTERNATIONAL

STUDY ABROAD PROGRAM

STUDENT HANDBOOK

STATEMENT OF CORE VALUES

LOVE FOR GOD AND NEIGHBOR

We are committed to our duty to love God with our whole being and to love our neighbor as ourselves. Loving God means we worship Him and seek His glory in everything we do. Loving our neighbor entails making disciples of all nations and engaging in holistic ministry.

WORD OF GOD

We are committed to the Bible as the Word of God. We aim to study the Scriptures diligently so that we may obey them wholeheartedly. We foster personal relationship with God while training students' ministry skills and character formation through our whole programs.

WHOLE CHURCH TO THE WHOLE WORLD

We believe Christ sends the whole church as His witnesses to the whole world. The local church mobilizes all her members for witness. Church leaders are to equip the whole church for witnessing Christ in all aspects of life including the home, marketplace, education, business, politics and our strategic contribution is to equip the equippers.

COMMUNITY

The local Bible College is part of international community because the church is God's people from all nations. Yet, as Ethiopian Bible College, we seek to be aware of the needs of our continent and to equip students in particular context. The Ethiopian context in which we are located provides the basic concrete situation within which we do theology, while also providing strong motivation for cross-cultural missions and ministry.

UNITY

We are interdenominational college serving the whole spectrum of the Bible-believing community, upholding our Pentecostal heritage which we constantly need to define and defend. We value our God-given unity. We also value our diversity as an expression of our freedom in Christ and foster the discussion of issues with a view to strengthening our unity in Christ.

PRAYER

We depend on God for all our needs and we express this dependence by increasingly becoming a praying community. We believe prayer opens doors, sends out laborers, helps us to know God's will and empower our witness so that many come to faith in Christ.

WORSHIP

We are committed to worship God as it is expressed in both Old and New Testaments. In worship we draw into the presence of God through singing, dancing and other expression of worship in line with the biblical principles.

PHILOSOPHY OF EDUCATION

The local Bible College faculty is aware that the college's educational mission is a community endeavor shared with the staff and Board. The churches of our students and their family are also participate in their preparation for ministry. Nonetheless, as a College we bear a special responsibility for guiding this process. In expressing our

philosophy of education, we hope that the Christian community will affirm the value we cherish and support our commitment to live out our values with our students, professionally and relationally.

TRUTH AND EDUCATION: THE WORD OF GOD IS THE SURE TOOL FOR EVALUATING ALL CLAIMED TRUTH.

All truth is consistent with God's person, His word, and His work; God is the source and measure of all truth. This requires diligent and constant research and study of the Scriptures, of the witness of the church in the past and of the situation in our day to which the truth of God must be addressed. Both the Old and the New Testaments teach that God expects His people to evaluate truth claims using the criterion of the Word of God, by means of their intellect (continuously renewed by Christ), with help and gift of the Holy Spirit. God also expects His people to subject their own thinking and teaching, as well as others, to biblical and evidential tests. We endeavor to develop the capacity of our students to do the same.

TRUTH AND LIFE: EDUCATION MUST BE EXPERIENCE-ORIENTED

Truth integrates thought and life. Therefore, our experience of truth must also integrate thought and life. The Bible shows that knowledge is incomplete unless it affects actions. Therefore, we always examine our lives for evidence that the truth we teach is affecting our actions and relationships. We also seek to draw our students into the learning process so that thought and life integrated in their experiences as well. This reminds us that we can never be satisfied with simply communicating ideas without relating them to the lives of our students. In this sense, we affirm that education must always be experience-oriented.

SCIENCE AND SCRIPTURE

We believe that God is the creator and sustainer of all that exists. Since we need to understand and appropriate God's truth in creation, it is our responsibility to make critical use of the disciplines and insights developed in the social and natural sciences. It is the Holy Scriptures however, that makes us wise unto salvation. We determine above all else, therefore, to be men and women of the Word and to teach our students to be the same.

WE RESPECT PERSONS

We believe that God created Adam and Eve in His own image and likeness, gifting them with a personal, social, and spiritual nature like His own. Since sin entered the race, every aspect of human nature has been warped and distorted. Distortion is not eradication, however. Every human being is still God's image-bearer and of infinite worth. For that reason, we relate to every person beginning with our families, students, and colleagues with appropriate respect and care. If we abuse or dishonor one another through contempt or manipulation, we dishonor God.

WE EQUIP THE EQUIPPERS

The church exists as an exhibit of God's grace and for the purpose of extending His kingly reign to every aspect of life and society. The mission of the church has been committed to the whole people of God, to whom the Spirit gives gifts for ministry. The risen Christ gives to His church men and women who are especially gifted for equipping others to use their spiritual gifts. It is our task as a Bible College to equip these "equippers," who then will train God's people and lead them in ministry. Thus, the local Bible College exists to serve the church, and our instructional programs must always reflect this reality.

WE MODEL THE TRUTH

We study the Scriptures not only to learn God's truth; we also study them to obtain guidance in the practice of our profession. The Bible is not a textbook on education, but we find educational principles implicitly represented and explicitly modeled in both Old and New Testaments. We are impressed with the centrality of moral instruction for character development. We note the high responsibility of those who hold God's truth to communicate it to others, and the priority assigned to the integration of truth and life by teachers and learners alike. Our Lord's

incarnation focuses the centrality of this integration, forcefully reminding us that we must be models if we are to be teachers.

JESUS, OUR ULTIMATE MODEL TEACHER

We are challenged by Christ's sensitivity to the people He taught, to their prior understandings, needs, and learning readiness. We admire His creativity in relating spiritual and moral truths through concepts familiar to His listeners. Jesus did not allow His followers to be passive learners, however, but challenged them to actively consider the things they heard and to search out the meaning of His statements. We are humbled to realize that His authority never depended on affected authoritativeness or aloofness, but was rooted in His understanding of Himself and His mission, His profound knowledge of the Scriptures, His embodiment of truth, and His skill as a teacher.

WE ARE SERVANTS AND STEWARDS

Jesus defined His own mission as "servanthood" both to God and to men. We recognize that elitist attitudes and ambitions are entirely inconsistent with servanthood, so we reject these. We seek, instead, to humbly relate to all whom God brings into our lives, and to serve our students as we serve our Lord and His church. Our motivation toward excellence derives from our responsibility to be stewards of the gifts, opportunities, and resources God has committed to us. We seek to discipline our personal and professional lives, and thus to honor Him in the way we administer our stewardship. We seek also to communicate these values to our students.

THE IMAGE OF CHRIST IS OUR AIM

Jesus Christ was not only a model teacher, He is also the embodiment of personal and spiritual wholeness -- what the Bible refers to as 'maturity'. Throughout the New Testament epistles, Christ-likeness is the aim of the Christian life. Thus, it is appropriate that it should also be the ultimate goal of the educational process. As we teach, therefore, we strive to stimulate growth. Although growth for its own sake is sterile and directionless, growth into Christ-likeness gives meaning to the educational task and provides a criterion for assessing progress. The local Bible College exists to help people grow, to develop their God-given gifts, to expand their horizons, to acquire new cognitive and ministry skills, and to sharpen old ones. But the end of our training is always Christ-likeness.

ACADEMIC CALENDAR

The School year begins in August. The College is closed for three weeks between semesters in late December and early January, and for one to two weeks around Ethiopian Easter. Most Ethiopian holidays are observed.

Rainy season courses are held over eight week period from June until August. Academic Calendar will be posted for each year.

ACADEMIC REQUIREMENTS, POLICIES AND COLLEGE REGULATIONS

ADMISSION PROCEDURES

All applicants must:

- 1) Get an application form from the Registrar's Office.
- 2) Submit a completed application form, personal statement of purpose, birr 20 application fee and two recent photographs to the registrar's office.
- 3) Submit official academic transcripts (ESLCE or others) and letters of reference from their respective churches

directly to the Registrar's Office by the appropriate institutions or individuals.

4) Application deadlines are typically three weeks before the start of any semester.

ADMISSION REQUIREMENTS

The local Bible College's programs are open to those who have put their faith in Christ, who have completed 12t1 grade except for the Certificate program, who are involved in active ministry in their local churches, and who seek to serve Christ better. The programs are open regardless of race, sex and age, to applicants from recognized denominations.

STUDENTS CLASSIFICATIONS

- Full-time Students are students who take at least twelve credit hours or more in a semester.
- Part-time Students are students who take less than twelve credit hours in a semester.
- Inactive Students are students who have not taken any course for one academic year. They can sign for new class when they get approval from the registrar office.

ACADEMIC REGULATION

ACADEMIC LOAD

Students have to refer to the catalogue section where Programs of study for recommended course loads for each semester in their program. A student who registered for one of Bachelor of Arts Degree programs in four years will take a full- time course load each semester. A full-time course load for a semester takes 15 academic hours. If a student's CPA is 3.0 or higher, more than 17 hours of class work may be taken with permission from the Academic Dean.

Classroom hour for a three credit hour course is 45. For each hour of class-work approximately 3 hours of outside work is required.

Full-time first semester year students are not allowed to take classes at any other school unless prior permission is obtained from the Academic Dean.

GRADING

Grade Point Average (GPA): At the local Bible College, Grade Point Average is calculated based on courses done only at that college.

94-100% A 4.0 Grade points

90-93 A- 3.7 Grade points

87-89 B+ 3.3 Grade points

84-86 B 3.0 Grade points

80-83 B- 2.7 Grade points

77-79 C+ 2.3 Grade points

74-76 C 2.0 Grade points

70-73 C- 1.7 Grade points

67-69 D+ 1.3 Grade points

64-66 D 1.0 Grade points

60-63 D- 1.7 Grade points

00-59 F 0.0 Grade points

Incomplete I

Pass* p

Withdrawal W (or "dropped")

INCOMPLETES

A grade of incomplete “I” indicates that some of the work has not been completed due to some emergency situation beyond the student’s control. Incompletes are normally granted in the case of personal illness of more than brief duration illness in the family that has required the student’s attention; death in the family; personal or family crisis of a traumatic nature; or unexpected increase in job responsibilities. In some cases the student may need to obtain a leave of absence. It is the student’s responsibility to obtain the form from the registrar have it signed by the instructor and the Academic Dean; and return.

The arrangement for the incomplete must be made before the end of the semester in which the “I” is given. The request must be in writing and addressed to the Bible College providing an explanation as to why the work was not completed. The incomplete must be removed in a manner arranged with the instructor within one semester of the incomplete. The instructor designates “no credit” if the completed work is not turned in within one semester of the incomplete.

WITHDRAWALS

The local Bible College does not encourage students to withdraw from a course. If the student withdraws from a course it should not be after the fifth week of class. If a student withdraws after fifth week, a “W” (withdrawal) will be given in the transcript as appropriate. “W” does not have credit or grade point average penalty.

PROCEDURES FOR WITHDRAWALS

A student who desires to withdraw needs

- 1) to take a Permission to Withdraw Slip from the Registrar
- 2) to get the signature of the course instructor
- 3) to obtain the signature of the Academic Dean
- 4) to submit the Permission to Withdraw Slip to the Registrar before the end of the 5th week of classes.

GRADE APPEALS

Any student has the right to appeal a grade to the Academic Committee. Such an appeal should be made in writing to the Academic Dean and must state clearly why the student believes the grade is unfair. This appeal should follow procedures outlined by the Academic Dean.

ACADEMIC STATUS

- 1. Academic Warning:** A student who fails to maintain a grade average (GPA) of 2.0 will receive a warning on his report card from the registrar.
- 2. Academic Probation:** Following reception of a warning in the semester, a student should achieve a semester GPA of 2.0, but his/her GPA will remain less than 2.0; in this case the student will be placed on probation.
- 3. Academic Dismissal:** A student who gets less than 1.5 GPA after completing the first 15 credit hours will be dismissed. If a student is unable to get a GPA of 2.0 after having received a warning letter and after placed on probation, he/she will be dismissed.
- 4. Re-admission:** A student who wants to be re-admitted to the program he/she was dismissed from can apply after a year from the time of dismissal. However a student will be re-admitted if he/she proves that there has been a change in the reasons for his/her dismissal.

CONDITIONS FOR RE-ADMISSION:

- a) A student who achieved GPA below 1.5 when he/she was dismissed will start as a new student. Then the student is expected to maintain a semester GPA of 2.00; otherwise he/she will not be given re- admission.
- b) A student who achieved GPA above 1.5 when he/she was dismissed will start from where he/she has stopped when dismissed. Such student will be accepted on probation only for two consecutive semesters.
- c) Minimum GPA of 2.0 is required for re-admitted students to continue their studies

REPEATING A COURSE

Students may re-register and repeat a course in which they earned an “F” or “D”. They receive the grade, grade points and credits of the repeated course and the grade from the previously failed course is removed from the permanent transcript. The student is not penalized for the first attempt.

ATTENDANCE, ABSENCE, TARDINESS, LEAVE OF ABSENCE AND AUDITING

Attendance: The policy of Shiloh Bible College Ethiopia is that 3 unexcused absences will automatically place the student in an audit status for that class, in which case nonacademic credit will be given.

Absence: Unexcused absences can affect your grade. Absences can be excused if it is due to an illness, death in the family, or unavoidable job related emergency.

Tardiness: Arrival to a class 20 minutes late will be counted as an unexcused absence.

Leave of absence: The student who must be absent for an extended period of time will need to apply for a “leave of absence” from the registrar. The instructors and administrator must sign the leave of absence.

This allows the student a period of time which to make up the work missed without loss of credit. All make —up work must be completed by the close of the first semester after the student’s return to classes.

AUDITING A COURSE

- a) Students must indicate whether they are enrolling for credit or audit as when they enroll in a class.
- b) Students are not allowed to audit courses that are required courses in their program.
- c) There should not be more than 15% of auditors in a given class.
- d) Priority for class enrollment is given for those desiring to take the course for credit.
- e) Auditing students should pay audit charges (see tuition and fees)
- f) A student may change from credit to audit until the fifth week of class.
- g) Request to audit courses must be referred to the Academic Dean.

TRANSCRIPTS

Transcripts of work at the local Bible College can be obtained by using a transcript request form obtained in the Office of the Registrar. They can also be obtained by a letter of request stating name, date of birth, program of study and last year attended, address to which the transcript is to be mailed, signature and the fee for an official copy (see fee). Unofficial transcripts do not require a fee. The Office or the Registrar processes transcripts within 10 working days of receipt of request.

GRADUATION REQUIREMENTS

- 1) The student must return all borrowed books to the library.
- 2) The student must fulfill all financial obligations to the local Bible College, including reimbursement for any lost library books.
- 3) The student must complete all the required hours of the program of study with a 2.0 grade point average or better.
- 4) The student must do all Lab requirements
- 5) the student should demonstrate evidence of a mature Christian life and commitment during the years in the local Bible College and receive the graduating interview committee’s recommendation of such.
- 6) The student should demonstrate evidence of a willingness to serve Christ and His church in Christian community and in the mission field.

ACADEMIC HONORS ARE AWARDED AS FOLLOWS:

Cum Laude - 3.50 CPA

Magna Cum Laude - 3.75 GPA

Summa Cum Laude - 3.90 CPA

STUDENT LIFE

STUDENT CONDUCT

Students at the local Bible College must keep the highest standards of Christian conduct, moral and ethical behavior as set forth in scripture. This standard entails every part of the students' life in the campus and outside the campus. All students must pursue biblical model of love and holiness in all their life. For instance, students should refrain from premarital and extramarital sexual activity, from malicious comments about others, from gossip and complaining, and from lying and all other forms of dishonesty. The local Bible College believes in highest academic standards in all academic work. Any form of cheating or plagiarism is therefore totally intolerable (see below).

Students are encouraged to have a free interaction of ideas. They are also free to ask questions in class and are free to disagree with the teacher, but should not be argumentative or disruptive. The local Bible College insists that student should respect one another, their teachers and the school administrators. The local Bible College also expects the students to have sound relationship with their home church and the doctrines of the home church. If the student fails to conform to these standards or otherwise is such that it harms the student's testimony and that of the school, he/she will be subjected to disciplinary procedures and measures.

1. The case will be first referred to the Dean of Students.
2. The Dean of Students will begin a program of counseling with the students
3. If the behavior of the student does demonstrate improvement, or if the nature of the offence requires immediate disciplinary, the Administrative council will convene to deal with the offence.
4. The disciplinary action, if required, may include one or more of the following:
 - a. Probation
 - b. Suspension
 - c. Expulsion
 - d. Notification of the student's local church
5. Students placed on disciplinary probation may continue with their studies but face immediate disciplinary suspension if there is a further infraction.
6. Students placed on disciplinary suspension may apply to the Colleges Council for re-entry on a probationary basis.
7. Students who are expelled may not apply for re-admission.

PLAGIARISM AND ACADEMIC DISHONESTY - VIOLATIONS

The local Bible College believes that academic integrity is a fundamental aspect of a person's spiritual character and intellectual development. Thus, plagiarism or any other form of academic dishonesty deemed to be an affront to the holiness of God.

Plagiarism – Plagiarism is taking and using someone else's thoughts, words and writings, music or inventions as one's own original work. Thus, the local Bible College regards any use of another person's intellectual property without giving due credit as theft. One of the following classifies one's work as plagiarism:

1. Using another person's word without giving the proper credit either in the text of writing or footnotes, endnotes or parenthetical citations.
2. Using idea of any work of another person without giving due credit.
3. Photocopies of any work of another person without acknowledging them.

Plagiarism and Academic Dishonesty penalties and process – an instructor who detects academic dishonesty in the work of a student will notify the student in writing and sends a copy of the notification to the Academic Dean and assesses one of the following penalties at his or her discretion:

1. Requires the student to do the work again
2. Gives a lower mark for the assignments by at least one letter grade
3. Gives a zero grade for the assignments.
4. Gives the student an 'F' for the course.

Cheating: Cheating occurs when a student is:

1. Copying from previous assignment done by others.
2. Reporting falsely by deliberately manipulating in any way, by altering, suppressing conflicting evidences and so on.
3. Copying from friends or books during exam time.
4. Working on a project or an assignment with other students and presenting it as if it were done alone.
5. Trying to get exam papers or answers before the exam is held.

Any student who is caught cheating will be disciplined by:

1. Redoing the work.
2. Reducing the mark for the assignment by at least one letter grade or
3. Forfeiture of all credit for the assignment

If the Academic Dean deems that the instance of academic dishonesty is a repeated offense, the student's church will be notified and one or more of the following additional penalties may be incurred:

1. Give the student an F for the course
2. Suspend the student from the local Bible College for a semester or more after the semester in which the offense occurred.
3. Expel the student from the local Bible College permanently.

THE LOCAL BIBLE COLLEGE STUDENT COUNCIL

The purpose of student council is to promote community life and fellowship, organizing students' social events, representing student concerns to the administration, and putting together the annual local Bible College yearbook. Generally, the student council functions as a liaison between the student body and the administration in an advisory capacity. Hence, the local Bible College student council:

1. plans and organizes and seeks to develop the community life of the college
2. is responsible for the formation and oversight of the various committees within the college concerning students' activities such as the chapel committee, the choir committee and the prayer committee

CHAPEL

The local Bible College encourages students to actively participate in chapel program. The chapel program is designed to render students spiritual nourishment and practice their gifts within the local Bible College community. The chapel's program entails worship, prayer and fellowship day. The chapel committee will design program and plans the chapel program and schedules for each year.

The worship program is conducted from Monday through Thursday. Prayer programs will be indicated in the academic calendar. Classes will be cancelled for the day and a program of prayer is organized throughout the day and a praise service, with a special speaker, in the evening. It is a must that all students attend these programs. The Fellowship day is intended for fun and fellowship. It gives students opportunity to get to know each other in an informal setting. All students are to be present.

LIBRARY RULES AND REGULATIONS

LIBRARY HOURS

The local Bible College's library is open from 8:00 a.m. to 7:45 p.m. from Monday through Saturday. Yet, the Library is closed

1. During chapel hours
2. Sundays
3. Days on which the college office is closed

BOOK BORROWING

Students

1. Only students who present a valid student identification card can check out books.
2. SBCP student can check out books equals to the number of courses for which they are registered. For instance, if a student is registered for 5 courses, he/she can sign out five books at one time.
3. Students can borrow books only for two weeks. If a student needs the book for more days, he /she can renew the book for two additional weeks.
4. Reserved books can be signed out overnight only after 7:00 p.m. and must be in by 8:45 a.m. (the following morning).
5. A book is deemed to be late if it is not returned on the date due,
6. 50 cents must be paid for each day a book is late. Sundays and public holidays, however, are not counted.
7. A student will be fined one birr per reserved book.
8. Students with overdue books will not receive a final mark for a course or be allowed to attend another course until all books are returned.
9. It is strictly forbidden to loan a library book to any other person.
10. Any lost books must be paid for by the student who signed for it. The cost will include replacement price plus shipping charges.
11. During the Rainy Season a student can borrow two books provided that he /she paid for at least one course for the following semester. The student should present the receipt to the Librarian to prove that he/she is registered.
12. For borrowing a book for prolonged time during breaks between semester, students
 - a. must deposit a returnable birr 200 (two hundred) in advance
 - b. can borrow only books that are multiple copies

Faculty

1. A book checked out by a faculty can be retained for a semester.
2. The local Bible College expects from the faculty sensitivity to the needs of the students.

Others

Other theological schools students or qualified can use the library on condition that they present their credentials to the library staff upon entering the library and request the permission to use the library. However, they are not eligible to sign out books.

ADMISSION TO THE LIBRARY

Any student who wishes to use the Library has to present student identification card or proper credentials to the Library staff.

LIBRARY CONDUCT

The purpose of the Library is for quiet study and research. Any students who disturb this atmosphere will be warned once but if he/she repeats, he/she will be asked to leave the library. If there is a need for discussion, students can use one of the classrooms not in use.

PERSONAL PROPERTIES IN THE LIBRARY

Normally no bags or brief cases are allowed in the Library. Women are permitted to take purses into the library provided that they are willing to be inspected by the Library staff. Textbooks can be brought to the library but are subjected to scrutiny by library staff.