



Maryland Bible College & Seminary

Student Handbook

2025 - 2026

Letter from Pastor Thomas Schaller

The Word of God is where we find great spoil. It is the substance for our hearts and minds. It is the source of our great peace. Those who love the Bible, the Book of books, are people who are not easily offended.

Maryland Bible College & Seminary, with an experienced and learned faculty and staff, dedicates itself to leading students in the precious faith. Our desire is for hearts warmed in a deep love for the Word and for lives that are transformed by the Spirit's ministry of life. We expect men and women to hear the Lord speak to them through the pages, the lectures, the fellowship, the prayer meetings, the hallway gatherings, and the outreaches. Life-changing things happen here.

The proposition that believers would study the Bible intensively is something rooted in the heritage and history of the saints of God. In Acts, we read of how the earliest disciples met to study and talk of the things of God. It is written that Paul reasoned daily with several in the city of Ephesus (see Acts 19). Through Church history, we read of Luther, Calvin, Mueller, Moody and others teaching from the Word and establishing schools on the foundation of the Scriptures.

Welcome to MBCS.

Relish the experience of learning that prepares you for a calling and a purpose.

In Christ,

Pastor Thomas Schaller

Senior Pastor

Greater Grace World Outreach

MBCS Administration

Senior Pastor	Pastor Thomas Schaller
Director	Pastor Mathew Gehret
Director of International Studies	Pastor Glen Cannon
Dean of Men	Pastor Gary Groenewold
Dean of Women	Françoise Serradji
Director of Seniors	Pastor Renaldo Brown
Director of Freshmen	Pastor Steve Andrulonis
Recruiter	Jesse Feyers
Office Administrator	mbcsfrontdesk@ggwo.org

College Objectives and Goals

Mission Statement

We help people learn God's word and share it everywhere.

Values

- A personal, prayerful relationship with Jesus Christ that empowers obedience by faith.
- The inerrant authority of the Word of God and utilizing a literal hermeneutic approach to study, preaching, and teaching.
- The Holy Spirit's guidance in a unified corporate body of spiritual fellowship and discipleship.
- Embracing the Great Commission with gospel-centered service and evangelism to unbelievers.
- Practical application and implementation of the Word to everyday life at home, work, or in service to God.

Objectives

The objective of MBCS is to carry forward the orthodox, historic, and biblical Christian faith. MBCS teaches men and women God's Word, the Bible, and respect for the claims of Christ incumbent upon the life of the believer.

Student preparation includes the following:

- Primary leadership roles and complementary service in Christian community as they fulfill the Great Commission (Matthew 28:19-20).
- A life of progressive transformation into the image of Christ, resulting in "fruit that remains" (John 15:16).
- Impacting the world with the creative, moral, intellectual, ethical, and spiritual vision of GGWO.
- Programs for spiritual, intellectual, and physical soundness.

Educational Goals

MBCS believes that the premise to truth, knowledge, and wisdom is found in and imparted through the inspired Word of God. The Word justifies and necessitates the reason for the college's existence, its organization, the direction and content of its curriculum, and its motivation for service.

One cannot have divine wisdom apart from knowing God. The inspired Word declares God to be the truth and the deposit of all true wisdom and knowledge. He is our provision for life and godly conduct, and He is our Master Teacher. The Holy Spirit has gifted and trained teachers to communicate divine viewpoint and its relationship to the natural sciences and to all areas of life. An individual's success in life is dependent upon a healthy fear (reverence) of God, reception of the revelation of His grace, and obedience to His Word.

The General Goals of MBCS

- To cultivate Christian living through a variety of learning experiences and personal interactions.
- To instill a comprehensive knowledge of the Bible resulting in a thorough understanding of biblical doctrine and its appropriation in the Christian life.
- To develop skills for applying biblical principles to practical situations in life.
- To develop leadership qualities—initiative, organization, direction, and supervision.
- To instill a missionary vision that promotes worldwide Christian service.
- To involve students in evangelism, providing them with opportunities to employ a variety of evangelistic methods.
- To train students to serve effectively within Christian outreach and the church.

Academic Life

Student Classifications

Full-time: 12 or more hours per semester

Part-time: 11 hours or less per semester

The following classifications apply to students who have completed the appropriate number of semester hours of study and have maintained a grade point average of 2.0 or above:

Freshman: 30 semester hours or less

Sophomore: 31 to 60 semester hours

Junior: 61 to 90 hours

Senior: 91 to 120 hours

Registration

Only students accepted through the application process may register for credit. Students who have been absent for more than four consecutive semesters are required to reapply.

Adding, Dropping and Auditing Courses

During the first two weeks of the semester, a student may add and/or drop courses. This is particularly important as it may affect a report card and have financial implications. No course may be added or dropped after the first two weeks of classes unless the Director consents to change a student's status to "audit" or the administration discontinues a class due to insufficient enrollment.

Audit courses are non-credit. Auditing students must be registered and must have paid tuition in order to attend a class. Specific dates for add/drop are specified on calendars and financial agreements.

College Office

Students can access course registration, financial records, academic records, and course documents through the use of the MBCS classroom portal “College Office.” Credit students are given access by email when they have gone through the application process and have been accepted for enrollment. Please bookmark the following web address into a personal computer or phone to easily navigate to the login screen:

login.collegeoffice.com

Academic Adjustments

Students are advised to take classes according to their academic capacity. A student not maintaining or accumulating a 2.0 grade point average will be advised to take fewer classes. If the student continues after that period to maintain a GPA less than 2.0, they may be advised to become an audit student. The college maintains these standards to assure our students of our non-profit status. Equally, some students who the administration feels could benefit from a greater number of classes, will be encouraged to challenge their capacity. This counsel is to assist a student in cultivating and maintaining good study habits.

Correspondence Courses (open.mbc.edu)

A resident student may take a maximum of six credits only per semester through recorded media other than live instruction, unless special authorization is given by the Director. Students who wish to register for more than this allowance will be encouraged to consider becoming a correspondent student who can register for as many courses as they would like through recorded material. All recorded courses are treated as a regular college course and must be completed by the end of the academic year in which they were taken. Any other arrangement must be approved by the Director of Distance Learning.

Recording Disclaimer

The Distance Learning Department of MBCS, through its recording and production of recorded materials for distribution, may in the process of this production, record and distribute images of students attending a course. MBCS cannot be responsible for who will view these images.

Withdrawal from College

A student intending to leave the college for any reason, at any time other than the completion of the semester, must meet with the Director to initiate the withdrawal process. Failure to do so may result in receiving a W/F (withdrawn/failing) grade being recorded.

Administrative Course Changes

The college reserves the right to add or cancel courses with consideration to student course needs, depending on student demand or other circumstances requiring such action. Students will not be liable for add/drop fees and will be refunded the dropped course's tuition as a result.

Attendance

In order to benefit from classes, students should attend all sessions of the courses for which they are registered. Students are granted up to **two hours of absence per credit** hour (i.e. for every two credit course, a student can be absent for four hours of class). Students who are absent from class for more than the above allowance, will not be eligible to receive credit for the course.

The discretion of the instructor will be applied to students who arrive late for class or who are absent for part of a class hour. Late arrival may be counted as absent the first hour of class. Leaving early may be counted as absent for the last hour of class.

If a student plans to miss class for an optional Bible College trip or event, he/she must notify the instructor of the absence ahead of time. You must also hand in a one-page essay on what was gleaned from the event by the following class. Failure to do so will greatly reduce the possibility of having the missed class counted as “excused.” The only other excused absences permitted are those accompanied by a doctor’s note or the result of a family emergency.

Make up Missed Class

College policy is to encourage live attendance. The administration is under no obligation to provide a recording of any class within a semester. Some may be available such as Foundations. Further, the instructor is not required to provide the material covered in a missed class. Students should check College Office for any uploaded documents, or approach their fellow students for materials, notes, and/or handouts of missed classes. Students are allowed to record classes privately and can distribute those recordings to their fellow students. These recordings cannot be made public through internet sites.

Make-Up Grades

Students may retake a failed course to replace a poor or failing grade in a previous semester. No discount is given for the retaking of a failed course.

Incomplete Course Work

The normal grade for incomplete work is an F, or “Fail.” It is the student's responsibility to communicate in writing any health issues prohibiting completion of coursework. One should have a doctor documenting his or her inability to complete course work. In which case, he/she has six weeks at the end of the semester to complete missing work. Students may apply to have the six weeks extended. Approval is not guaranteed.

Grading Information

According to the following letter grades, instructors evaluate a student’s work for all courses:

A+ 98.0 – 100

A 95.0 – 97.99

A- 93.0 – 94.99

B+ 91.0 – 92.99

B 87.0 – 90.99

B- 85.0 – 86.99

C+ 83.0 – 84.99

C 80.0 – 82.99

C- 78.0 – 79.99

D+ 76.0 – 77.99**D 73.0 – 75.99****D- 70.0 – 72.99****F 69.99 or below**

W/P (Withdraw/Passing) - Student withdrew from the course. Credit is not earned for the course. The student's grade point average is unaffected.

W/F (Withdraw/Failing) - Student withdrew from the course. This mark is calculated into the student's grade point average.

A student's grade is computed "as is" at a semester's end. A written request may be submitted to complete course work. If accepted, the student has six weeks to remedy the grade.

Grade Point Average

To evaluate students' work, instructors use the following system, using plus (+) or minus (-) notations. To provide a basis for determining grade point averages (GPA), each letter-grade is assigned a numerical equivalent as follows:

A = 4	A- = 3.7	B+ = 3.5	B = 3	B- = 2.7	C+ = 2.5	C = 2
C- = 1.7	D+ = 1.5	D = 1	D- = .7	F = 0	W/F = 0	

The GPA is determined by multiplying the credits for each course by the grade points associated with the grade earned. Then total the points earned for all courses and divide the total points by the total number of graded credits attempted.

Conduct in Class

Students should not participate in academic dishonesty. This could include but is not limited to: looking at another student's paper during a test, assisting another student during a test, and copying or using another person's work. Following counsel with the Director and on the recommendation of the instructor, a student, continuing to practice the above behavior, will not be eligible to receive credit for the course and could face expulsion.

Plagiarism

MBCS expects students to adhere to strict standards of academic honesty. When submitting academic work, it is very important that students do not take someone else's words and call them their own. This involves copying material from textbooks, from the internet, and from any other sources and not giving credit to those sources. With new developments in technology, this also includes AI (artificial intelligence) generated content of any kind (text, pictures, etc.). All submitted coursework must be the student's own work and written in his/her own writing style. If and when an idea is taken from a source, it should be cited following Turabian guidelines. Violation of this policy can result in immediate expulsion.

Electronic Device Usage during Class

A student may be asked not to use a computer, smartphone or other electronic device during class if it is a distraction to themselves or other students. It is not recommended that students use internet-based note-taking.

Graduation Requirements

- Apply to graduate - **the student must initiate the graduation process.**
- Fulfill the course requirements specified.
- Fulfill a minimum of 25% residency requirement (25% of credits must be issued directly from MBCS, SSB credits now count towards total).
- Maintain a grade point average of at least 2.0.
- Satisfy all financial obligations to the college.
- Pay the Graduation Fee.
- Measure for cap & gown.
- Confirm official spelling of name for diploma.

Associate's-Specific Requirements

- Fulfill a minimum of 60 units of credit.
- Fulfill 4 Foundations courses.

Bachelor's-Specific Requirements

- Fulfill a minimum of 120 units of credit.
- Fulfill a minimum of 180 practicum hours (4 Practicum courses).
- Fulfill 8 Foundations courses and 4 Leadership courses.

Intent to Graduate Forms can be obtained at the MBCS Front Desk. Students planning to graduate in May of any year must submit their form to the Director before April 1 of the same school year. The Graduation Fee is \$150.00. Fees cover the cost of the cap, gown, graduation decor, and two tickets to attend the banquet or breakfast for graduates.

Paper Guidelines

- All assignments must be on 8 1/2 x 11 inch white paper.
- All assignments must be typed and double-spaced (unless otherwise specified by the instructor).
- The headings for all assignments are as follows in the upper right hand corner:

First name Last name, mailbox number
Class name, Instructor's name
Date due

- All margins should not be in excess of 1.25 inches. Center the title of the assignment on the first line of the paper. Skip two lines (or double space) and begin the body of the paper left aligned.
- Assignments should be edited by the student before submission. College level quality work begins through careful editing and rewriting.
- All papers must use proper spelling and grammar.
- Use only 12-pitch (size). Arial, Courier, or Times New Roman fonts are preferred.

Paper Example

John Smith, Box #89
Counseling Fundamentals, P. Schaller
09/25/2025

Doctrine of the Heart

This is an example of how you should type your paper. Notice that the assignment is on 8 ½ x 11 inch white paper. All assignments must be typed. We do not accept handwritten assignments. The heading for your assignment begins with your first and last name in the upper right hand corner of the page, followed by your MBCS mailbox number. On the next line, type the name of the course followed by the name of the instructor. After that, type the date that the assignment is due.

All margins should not be in excess of 1.25 inches. Use only 12 pitch (size). Arial or Times New Roman fonts are preferred. Center the title of the assignment on the first line of your paper. Please ensure that the assignment is double spaced unless otherwise specified by the teacher.

Before you hand in your paper, edit it for proper spelling and grammar. You can use the spell check that comes with your computer program. Your paper should be free of spelling and grammatical errors. Lastly, it's very important that you do NOT copy material from the internet or other outside sources. The content of your paper should be written in your own writing style, and any information used from outside sources should be quoted and cited using Turabian formatting footnotes/bibliography guidelines.¹

¹ Check out this website or other online sources for correct Turabian guidelines
<https://www.chicagomanualofstyle.org/turabian/turabian-notes-and-bibliography-citation-quick-guide.html>

Student Services

Many important decisions are made during the student's life at Bible College. The Deans' offices offer counsel for various areas of student concern. Students are invited to visit the appropriate office for counsel in academics, finances, residential concerns, vocational, and personal needs.

Counseling

The MBCS administration is first and foremost committed to assisting, supporting, and encouraging students through minor and major decisions in life. When questions, problems, grievances, or needs arise, students are encouraged to make an appointment with the Director, Dean of Men, Dean of Women, or other administrative personnel.

Personal Advisers

The Personal Advisers (PA) are there to help students in their student life and will be in contact with them on a regular basis. Because MBCS wants the connection to be "organic," MBCS recommends that the PAs and their students meet in a group or separately at least 5 times per semester. PA's will be assigned to most students under the age of 30 taking multiple courses in a semester.

Student Access Card

Every credit and audit student is given a student access card, free of charge, which allows them to enter the premises and the library. The access card is not to be used by anyone other than by the student to whom it was issued. Report lost cards to the MBCS administration immediately for security purposes. A new card will be issued for a \$25 replacement fee.

Student Mailboxes

At the beginning of an academic year, all credit students will be issued a mailbox number. To prevent an accumulation of mail, all students should check their mailbox whenever at the college. No student has the right to touch another student's mail without express permission from the student.

Library

All students are welcome to use the library. Credit students will be assigned a login to use the library computers at their request. Students cannot borrow books. All books are to be used in the library only.

The Café

The Café is stocked with some of the books and materials that students will need for their classes. In addition, there are commentaries and resources, Bible translations and books relevant to Christian living. Other books feature mission's literature, biographies

and children's publications. Music, messages, and a selection of Christian gifts are also for sale in the Café.

Extended Leave

Students considering a visit to the mission field during a semester are discouraged from doing so outside of their practicum.

Health Care

The college recommends that students secure their own health care insurance. Neither the college nor any of its personnel will be responsible for any student's medical expenses incurred while at MBCS. Such expenses are the student's own financial responsibility.

Transportation

Students are responsible to secure their own transportation. Students are advised not to borrow cars from other students. Car-pooling is recommended. As a courtesy, students securing rides with others could offer compensation for fuel expenses. Baltimore public transportation runs on most major roads in Baltimore City and on many major roads in Baltimore County. Students should use discretion when using public transportation. Women should be accompanied whenever possible when using public transportation, especially at night. Bus stops that are secluded, dimly lit, or problematic should be avoided.

Student Housing

MBCS-approved student housing is reserved first for full-time, international students taking 12 credits or more per semester. Once all those spots are filled, any remaining spots can be applied for by full-time domestic students by submitting a housing application.

Motor Vehicles

Owners of motor vehicles must maintain public liability insurance to conform to the laws of Maryland or assume the personal risk of excessive fines in the event of an accident in Maryland. No student may abandon a vehicle on GGWO/MBCS premises. Vehicles abandoned will be towed within seven days, and the owner is liable for all towing and storage charges incurred.

Security

Security is provided while classes are in session. Any unlawful or suspicious behavior taking place on the college premises should be reported to the security officer on duty. Students should respect and comply with GGWO security instructions both on and off campus. The Duty Officer phone number is 410-949-4338.

Inclement Weather

Visit the college website at www.mbc.edu for any and all class cancellations. Announcements will also be made through the student portal (**College Office**), the official MBCS Instagram ([mbcsedu](https://www.instagram.com/mbcsedu)) & Facebook account. Students can also contact the MBCS Front Desk at 410-488-2606 after 2 p.m. for weather related updates.

Personal Fundraising

The use of the college for personal soliciting or fundraising is strictly prohibited.

Student Life

MBCS has a strong program of personal investment and counseling. New students may make appointments with the administrators and are assigned a Personal Advisor who can help them while at MBCS. In addition, the Deans of Men and Women are available for spiritual and personal counseling. Staff members and church pastors are available to disciple and counsel students.

Devotional Life

MBCS was founded on prayer and desires that the entire college life proceeds through this right and foundational responsibility. Classes are opened with prayer. There are daily GGWO prayer events, weekly prayer meetings in the chapel, household prayer groups, missionary prayer meetings, prayer breakfasts, and monthly prayer and fasting times for those who are led.

Regular church services at Greater Grace World Outreach are held each Sunday morning and Sunday evening and a midweek service is held Wednesday evenings. The Café is open daily for food, fellowship and a refreshing word from the Bible. All students and church members are encouraged to attend these services or the church of their choice.

Student Chapel Meetings

Chapel meetings are held on Wednesday evenings in an MBCS classroom prior to the Greater Grace church service. Chapel dates can be found on the class schedule and on the calendar. These meetings are an important platform of communication for the students and administration alike. Testimonies, worship, guest speakers and lively interaction are all part of the agenda. Chapel meetings are highly encouraged for credit students, both part-time and full-time.

Student Dress Code

The words modest, neat and clean define the MBCS dress policy for all college and campus based activities. Students are expected therefore to be within dress code while attending all classes and campus based activities, including GGWO church services.

Specifically women:

- to be covered from the shoulders to the knees.

Specifically men:

- to be covered from the shoulders to the knees.

- no earrings.

Please choose clothing that is appropriate and properly sized. Shirts bearing inappropriate messages and tight-fitting garments do not meet MBCS standards. Hats (if worn) should not be obstructing the view of classmates. Faculty reserves the right to dismiss a student from the classroom should their clothing be inappropriate, offensive, or otherwise not meeting the above guidelines.

Conduct

Students are encouraged and expected to conduct themselves in a manner that exemplifies the clear teaching of the Bible. Students should pursue the goals of MBCS.

Unacceptable conduct is that which does not exemplify Christian behavior or glorify Jesus Christ. The following is a list of examples of unacceptable behavior:

- Drinking or possessing alcoholic beverages.
- Use of marijuana and illegal drugs.
- Fighting.
- Using any tobacco products on college property or in student housing.
- Using crude language, including that which is provocative, loud, hostile, accusative, or in any way inhibiting the welfare or program of the college community.
- Engaging in immoral acts with the opposite or same sex, including but not limited to promiscuity, sexually suggestive behavior and communication, and behavior reserved for marriage.
- Pornographic materials, including magazines and videos, and accessing internet pornography.
- Being alone in closed spaces with the opposite sex on the college campus or in college housing.

At MBCS, the practice of wisdom in acknowledging and avoiding the appearance of evil is expected. Students should make no provision for the flesh. Failure to comply with these regulations will result in a meeting with the Director and/or Deans to determine the appropriate disciplinary action.

Rides

Often students that do not have their own transportation make arrangements with other students for rides. No student should ride alone with a married person of the opposite sex. Single students of the opposite sex may provide rides for other single students. However they are encouraged to have more than two people in the vehicle. Wisdom should always be exercised in these matters. If a student feels uncomfortable in this matter she/he should pursue another arrangement for transportation.

Relationships

Interpersonal relationships are to be maintained with integrity, wisdom, honor, and purity. We encourage students to become rooted and grounded in the Word of God before allowing a relationship to develop. It is recommended that engaged couples avail themselves of counseling from GGWO's counseling services if GGWO is your home

church. The couple is encouraged to consider their testimony to the student body and others.

Christian Service Opportunities

Foundation's class students are required to complete an outreach requirement in order to receive full credit for the course. GGWO outreaches are led by the Outreach Director. All outreaches students are participating in must be cleared with the Foundations Class Proctor. Those who attend other churches can receive credit for participating in outreach at their local church. Outreach applications and forms are available during Foundations class. The administration does not recommend students do outreach at other times when it conflicts with their course requirements such as studying, doing homework, and preparing for tests.

Practicum

Students in their Junior and Senior years have a Practicum requirement. Students contemplating fulfilling practicum requirements should contact the school Director by email by the beginning of their Junior year.

Student Activities

Student Council

The Administration appoints a Student Council for each academic year. The council is encouraged to plan and organize student activities with the covering of the administration.

Music

Many students come to MBCS with vocal and instrumental ministry in mind. Various local outreaches, such as the youth ministry and nursing home ministry offer some opportunities to express one's musical gifts. Likewise, the music ministry of the church is always looking for students wanting to explore the exercise of such gifts. Inquiries can be made by email to musicoffice@ggwo.org.

Evangelism, Prayer & Community Service Days

Students are encouraged to participate in outreach and student organized prayer meetings. In addition, the college, together with Greater Grace World Outreach, participates in responsible public service.

Non-Discrimination Policy

Maryland Bible College and Seminary is an equal opportunity higher education institution open to any qualified individual without regard to race, religion, sex, age, color,

national or ethnic origin, or disability. This non-discrimination policy includes admissions policies and other institution administered programs, except where required by specific religious tenets held by the institution.

Exemption Notice

Maryland Bible College and Seminary is a religious educational institution operating in the State of Maryland pursuant to an exemption granted by the Maryland Higher Education Commission, without a certificate of approval from the Commission, as specified in the Code of Maryland Regulations 13B.02.04.

Contact Details

Pastor Mathew Gehret-	mgehret@ggwo.org
Pastor Glen Cannon-	gcannon@ggwo.org
Pastor Gary Groenewold-	ggroenewold@ggwo.org
Francoise Serradji-	fserradji@ggwo.org
Pastor Renaldo Brown-	rbrown@ggwo.org
Pastor Steve Andrulonis-	sandrulonis@ggwo.org
Jesse Feyers-	jfeyers@ggwo.org
Office Administrator-	mbcsfrontdesk@ggwo.org