



**Maryland Bible College  
and Seminary**

**Student Handbook 2018- 2019**

## **Administration**

Senior Pastor

Director

Director of External Studies

Dean of Students

Dean of Women

Director of Freshmen

Housing Coordinator

P. Tom Schaller

Philippe Serradji

Pastor Glen Cannon

Pastor John Hadley

Francoise Serradji

P. Steve Andrulonis

Ciara Harrison

# College Objectives and Goals

## Objectives

The objective of MBC&S is to carry forward the orthodox, historic, biblical Christian faith. MBC&S 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.”
- Impacting the world with the creative, moral, intellectual, ethical, and spiritual vision of MBC&S
- Programs for spiritual, intellectual, and physical soundness.

## Educational Goals

MBC&S 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 MBC&S

- To cultivate Christian living through a variety of learning experiences and personal interaction.
- To instill a comprehensive knowledge of the Bible resulting in a thorough understanding of Christian 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.

## 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:	Less than 30 semester hours
Sophomore:	31 to 60 semester hours - Degree Program
Junior:	31 to 60 hours
Senior:	61 to 90 hours
Degree Program:	91 hours and above

### Registration

Only students accepted through the application process may register for credit. Students who have been absent more than four 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. It is the student's responsibility to submit an add/drop form. (This is particularly important as it may affect a report card and have financial implications). The completed form requires the signature of the instructor/advisor, and the business office indicating that the transaction fee is paid. No course may be added or dropped after the first two weeks of classes unless the administration consents to change a student's status to "audit" or the administration discontinues a class due to insufficient enrollment.

The school reserves the right to add or cancel courses, depending on student demand or other circumstances requiring such action.

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 will be specified on calendars and financial agreements.

### Recorded material/Courses needed but not offered

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 College 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 courses and must be completed by the end of the semester in which they were taken. Any other arrangement must be approved by the director of distance learning.

### Recording disclaimer

The Distance Learning Dept of MBC&S, 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. MBC&S cannot be responsible for who will view these images.

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## **Withdrawal from College**

A student intending to leave the college for any reason, at any time other than the completion of the semester, must complete a withdrawal form. Failure to do so may result in receiving a W/F grade being recorded.

## **Administrative Course Changes**

The school 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. For every one credit course, a student can be absent for two hours of class. For every two credit course, a student can be absent for four hours of class. For every three credit course, a student can be absent for six 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. E.G. 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.

## **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. If a teacher asks you to move to another seat, you must move to another seat. Following counsel with the Dean of Students 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.

## **Electronic device usage during class**

It is expected of students that they enter academic discipline and not use electronic devices inappropriately 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.

## **Make up Missed class**

College policy is to encourage live attendance. The administration is under no obligation to provide a recording of any class you are taking, 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 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.

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## **Make-Up Grades**

Students may retake a failed course provided they have re-registered and repaid for the course. No discount is given for the retaking of a failed course.

## **Incomplete Course work**

The normal grade for incomplete work is [F] or whatever the actual assessment determines. 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 automatic.

## **Grading Information**

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

A+ 98.0 - 100	A 95.1 - 97.9	A- 93.0 - 95.0
B+ 90.9 - 92.9	B 87.1 - 90.8	B- 85.0 - 87.0
C+ 82.9 - 84.9	C 80.1 - 82.8	C- 78.0 - 80.0
D+ 75.9 - 77.9	D 72.1 - 75.8	D- 70.0 - 72.0
F 69 or less		

W/P (Withdraw/Passing) - Student withdrew from the course. Credit is not earned for the course.

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

FIN - Student was dropped from Credit to Audit, due to financial difficulty. Student has until the commencement of the following semester to pay in full. The Finance office will report when and if this occurs.

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 either the following system or one similar, 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

B = 3

C = 2

D = 1

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.

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## **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 MBC&S, SSB credits now count towards total)
- A minimum of 120 units of credit under the Bachelor Program.
- Fulfill a minimum of 135 Practicum hours, including Mentor report and final report
- A minimum of 60 units of credit for the Associates Program.
- A minimum of 30 credits for the Pathfinder Program
- Maintain a grade point average of at least 2.0.
- Satisfy all financial obligations to the college.
- Graduation Fee
- Measured for Cap & Gown
- Confirm official spelling of name for diploma
- Graduates will be notified in writing, no later than May 21st, of pending graduation

Graduation applications for seniors can be obtained at the administration office. Seniors planning to graduate in May of any year must submit their application to the administrative director before November 15 of the same school year. The fee per person for the graduation application is \$50.00 (late fee: \$75.00). Fees cover the cost of cap and gown, invitations, and breakfast for graduates.

## **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. Equally, some students who the administration feels could benefit from a greater numbers of classes, those students will be encouraged to challenge their capacity. This counsel is to assist a student in cultivating and maintaining good study habits. 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.

Repeated Courses - A grade of F may be made-up within a period of one year by repeating the course.

## **Personal Advisers**

The Personal Advisers (PA) are there to help you in your student life and will be in contact with you on a regular basis. Though we want your connection to be "organic" we do recommend that the PAs and their students meet in a group or separately at least 5 times per semester. All students taking 2 credit classes or more are REQUIRED to be part of a group lead by a PA. PAs are assigned for 1 academic year.

## **Library**

All students are welcome to use the library. Credit students will be assigned a login to use the Library computers.

Students cannot borrow books, All books are to be used in the library.

Library hours: as posted

## Paper Guidelines

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

Last name, first name, mailbox number

Class name

Date due

Instructor

- 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 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. Therefore, use of a dictionary and thesaurus is suggested, if not required for classes.
- Use only 12 pitch (size), Arial or Courier fonts are preferred.
- Plagiarism: We expect 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. All submitted coursework must be the student's own work and written in his/her own writing style. Violation of this policy will have serious consequences.

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## Paper Example

Krug, Steve, Box #89  
Counseling Fundamentals  
09/25/2009  
P. Schaller

### Doctrine of the Heart

This is an example of the 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 last name/first name in the upper right hand corner of the page, followed by the MBC&S box number. On the next line, type the name of the course. After that, type the date that the assignment is due. On the next line, type the name of the instructor.

All margins should not be in excess of 1.25 inches. Use only 12 pitch (size). Arial or Courier fonts are preferred. Center the title of the assignment on the first line of your paper. Skip two lines and begin typing the body of your paper. Did you notice that the assignment is double spaced? Make sure you triple space in between the paragraphs.

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.

## Student Services

Many important decisions are made during the student's life at Bible College. The Dean's Office offers counsel for various areas of student concern. Students visit the office for counsel in academics, finances, residential concerns, vocational, and personal needs.

### **Counseling**

Dating relationships during the underclassman experience are not encouraged. An upperclassman considering marriage should make an appointment with the Dean of Students.

### **Extended Leave**

Students considering a visit to the mission field during the semesters, are discouraged from doing so outside of their practicum. They should make an appointment to see the Director before finalizing plans and will need to file a Missionary application.

### **Practicum Issues**

Students contemplating fulfilling practicum requirements should see the Practicum Coordinator by the beginning of their Junior year.

Questions, problems, grievances, or legitimate needs of a serious nature: Students should make an appointment to meet with the Dean or other administrative personnel; while routine concerns or questions of procedure should be directed to the appropriate authority. In short, every major decision impacting the student life should be made through the wise counsel afforded the students through the administration.

### **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 MBC&S. Such expenses are the student's own financial responsibility.

### **Employment Services and Guidelines**

College students should plan their work around their schooling and not their schooling around their work. Evening classes are designed to facilitate a student's work schedule. Students are expected to fulfill their employment obligations and not to witness or study on their employer's time unless it is approved by the employer.

### **Bulletin Boards**

The bulletin boards in the college halls are available for students reading and information. Lost and found, want ads, for sale items, and announcements may be posted on the bulletin board pending approval from the Administrative Offices. Student mailboxes or email are generally the best means for communicating with other students.

### **The GGWO Café**

The GGWO Café is stocked with most 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, message tapes, and a selection of Christian gifts are also on sale in the café.

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## **Student Access Card**

Every student is given a student access card, free of charge, which allows them to enter the premises. 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 MBC&S administration immediately for security purposes. A new card will be issued for a \$25 replacement fee.

## **Student Mailboxes**

At the beginning of the semester, 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.

## **Transportation**

Students are responsible to secure their own transportation. Students should not borrow cars. Car-pooling is recommended. Students securing rides with others should 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. Woman should be accompanied whenever possible when using public transportation, especially at night. Bus stops that are secluded, dimly lit, or problematic should be avoided.

## **Personal Fundraising**

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

## **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/MBC&S 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 college security instructions both on and off campus. The Duty officer phone number is 410-949-4338.

## **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. The Student council produces a yearbook each academic year.

## Student Life

MBCS has a strong program of personal investment and counseling. New students may make appointments with the administrators and are assigned a faculty advisor who can help prepare an academic program. In addition, the Dean of Students and his assistants 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, 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. Daily luncheons at the Book Cafe feature food, fellowship and refreshing speakers. All students and church members are encouraged to attend these services or the church of their choice.

### 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 MBC&S.

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 illegal drugs.
- Using any tobacco products on college property or in college housing.
- Listening to rock music, whether secular or Christian
- 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, promiscuity, sexually suggestive behavior or behavior reserved for marriage.
- Pornographic materials, including magazines and videos, and accessing Internet pornography or soliciting 900 numbers is strictly forbidden.
- Students are not to be alone with the opposite sex in rooms, apartments, homes, or cars (see Deans for exceptions).

At MBC&S, we expect the practice of wisdom in acknowledging and avoiding the appearance of evil (1 Thes. 5:22). Students should make no provision for the flesh. Failure to comply with these regulations will result in a meeting with the Dean to determine the appropriate disciplinary action.

### Rides

Often students that don't 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.

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## **Student Dress Code**

The words modest, neat and clean define the MBC&S dress policy for all College and GGWO campus based activities. Students are expected therefore to be within dress code while attending ALL classes and campus based activities, especially GGWO church services.

Specifically women:

- to be clothed and covered from the shoulders to the knees.

Specifically men:

- to be covered from the shoulders to the ankles.
- not allowed to wear earrings.
- No hats of any description are acceptable.

Please choose clothing that is appropriate and properly sized. Shirts bearing inappropriate messages and tight-fitting garments do not meet our standard.

Should you have any questions about this policy, please consult P. John Hadley ([jhadley@ggwo.org](mailto:jhadley@ggwo.org)), the Dean of Students.

## **Relationships**

Students must not engage in sensuality or “touch love” before marriage. Interpersonal relationships are to be maintained with integrity, wisdom, honor, and purity. Dating for underclassmen is highly discouraged. This guideline is to help students become rooted and grounded in the Word of God before allowing a relationship to develop. It is the recommendation of the school that marriage be delayed until after graduation. Upperclassmen should meet with the Dean of Students before initiating a relationship. Helpful guidelines will be given through the Dean’s office. Pertaining to the intention of engagement, any upperclassman desiring to be engaged should meet with the Dean of Students. It is recommended that engaged couples avail themselves to counseling from the Dean of Students and a designated GGWO pastor. The couple should consider their testimony to others and to the student body. Students should not develop dependent habits with one another such as doing each other’s laundry, ironing, cleaning, errands, or using another’s personal funds or property.

## **Chapel Meetings**

Chapel meetings are held every other Wednesday evening prior to the Greater Grace church service in the chapel. These meetings are an important platform of communication for the student and administration alike. Testimonies, worship, guest speakers and lively interaction are all part of the agenda. Chapel meetings are mandatory for credit students, both part time and full time. Students receive a credit on their transcript for full attendance throughout the academic year. The administration guarantees the meeting ending no later than 10pm. Reasons for non-attendance must be communicated to the Dean of Students but are limited to Greater Grace Church not being their home church, work schedule and family commitments.

## **Church Services**

Students whose home church is GGWO are expected when possible, to attend the three weekly church services. The others are encouraged to faithfully attend their local church.

## **Inclement Weather**

Visit the college website at [www.mbc.edu](http://www.mbc.edu) for any and all class cancellations. Announcements will also be made through the MBC&S Twitter account and on the Student Lounge Facebook page.

## **Christian Service Opportunities**

Foundations students are required to complete an outreach requirement in order to receive credit for the course.

GGWO outreaches are led by the Outreach Director and all outreaches students are participating in must be cleared with his office. Those who attend other churches can receive credit for participating in outreach at their local church. Outreach applications and forms are available in the College lobby and on the website. The administration does not recommend students do outreach beyond this requirement, but instead they should focus on their course requirements such as studying, doing homework, and preparing for tests. Students in their Junior and Senior years have a Practicum requirement. See College Director for details.

## **Student Activities**

### **Music**

Many students come to MBC&S with vocal and instrumental ministry in mind. While various local outreaches, such as the youth ministry, and nursing home ministry offer some opportunity to express one's musical gifts; the college has other avenues available that focus on the exercise of such gifts. For more information, contact the GGWO Music Director.

### **Evangelism, Prayer & Community Service Days**

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

### **Prayer Teams**

Various prayer teams focus on a particular geographical area organized by the student body. Students meet to pray, write letters, coordinate teamwork, develop leadership, learn about a specific culture, and raise support. Visiting missionaries and mission conferences give students valuable training for future work.