

## STUDENT HANDBOOK

*Welcome to the Great Commission Bible Institute community of believers. This Student Handbook is designed to provide you with vital information you will need to successfully navigate the year as a student at GCBI. While this handbook has been carefully reviewed for accuracy and completeness, the Institute reserves the right to make modifications, amendments, or changes as necessary. All students, without regard to date of admission, application, or enrollment are subject to the most recent published edition of campus policies.*

We believe God has called us to be a distinct witness for Him in these days. For this reason we ask each student to adhere to the following statement:

***I am acquainted with GCBI standards and recognize the difference between biblical absolutes, biblical principles in a Christian community, and individual matters of discretion. I also recognize the need for the administration to reflect these in establishing policies and procedures. Though I may not fully understand or agree in every respect, I will keep them with God's help while I am enrolled as a student at Great Commission Bible Institute.***

It is your responsibility as a student to read this handbook and be thoroughly familiar with its content. Every student is held responsible for the knowledge of the regulations and information contained within this publication. If you have questions concerning the interpretation and application of these regulations and procedures, you are encouraged to contact the Site Coordinators.

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## **PREFACE**

The Great Commission Bible Institute offers a biblical studies & discipleship program with a distinctive purpose. We desire not only to impart knowledge, but also to teach values for biblical living. This handbook is your source of information regarding our standards and regulations. There are four major types of policies, and these are based on:

### **Biblical Absolutes**

The direct commands of God in the Bible are part of the student lifestyle. These imperatives are absolute and do not vary with time, culture, or interpretation. Some commands deal with behavior and others with attitude. For example, stealing, drunkenness, dishonesty, occult practices, pre-marital sex, adultery, and homosexual behavior are forbidden. Attitudes such as lust, hatred, and rebelliousness equally displease God.

Though our handbook deals primarily with behavior, we are also very concerned about attitudes and motives. Kindness, humility, patience, love, and forgiveness are also commanded by God. It is expected that these attitudes will be demonstrated in our campus community.

### **Biblical Principles**

God's Word teaches us timeless principles, the application of which can vary with time and culture. It is GCBI's responsibility to decide on a lifestyle that we believe will best exemplify these biblical principles in our culture and setting. Circumstance will require that we evaluate actions or attitudes within an incident as they arise and each will be evaluated separately from other incidents.

### **Individual Responsibility**

The application of biblical principles in many areas of conduct is an administrative decision, but some areas are left for individual application. Students are expected to wisely apply God's Word and the spirit of this organization's standards in those areas and life situations not specified in this handbook.

### **Administrative Needs**

In order to maintain general order and harmonious relationships, regulations for student conduct are established. These policies also promote cooperation and protect the rights of individuals. Scripture sets forth principles such as modesty and appropriateness of dress, but the application of these is not precisely defined. Therefore, our guidelines are chosen for their fairness and convenience to administer. They in no way represent a standard of spirituality. However, the Site Coordinators, Advisory Board, and Academic Director at GCBI have a deep sense of responsibility for your spiritual development. Faithful adherence to these standards is a matter of personal honor and obedience to God-ordained authority (Hebrews 13:17).

# Biblical Principles of Living and Learning

Spirituality is far more complex than participation in and/or abstinence from certain activities or lifestyles. Spirituality involves our thoughts, attitudes, and motives, which then affect our actions (Mark 7:8-23). In order to live together effectively as a community, it is important that we have an established set of expectations by which we operate for the good of all. We recognize that not all Christians or Christian Organizations will agree with the standards that GCBI has established for its operation. However, every student is expected to live by these principles and standards while involved at GCBI. It is our hope that these standards will ultimately shape each student's character and provide him/her with a base for a personal set of life standards. These standards are derived from five basic biblical principles, which are:

## 1. The Principle of Ownership – We Are His

God requires each Christian to present his body to be totally used for His purposes (Romans 12:1). Through Christ, we have been bought with a price – we already belong to Him (1 Cor. 6:20). But as temples of God's Holy Spirit (1 Cor. 6:19), we need to individually relinquish all rights to ownership and allow God His rightful claim on our lives and bodies.

**Standard:** You are expected to abstain from all forms of smoking. You are expected to abstain from the use of any illegal drugs. Drinking alcohol on campus, drunkenness, and underage drinking are also prohibited. Harmful life habits, such as eating disorders and sleep deprivation, are taken very seriously and will be addressed appropriately.

## 2. The Principle of Stewardship – Our Resources Are His

Closely connected with the principle of ownership is the principle of stewardship – wisely investing our time, talents, and money to gain the greatest dividends for God. Since everything belongs to God (Psalm 24:1), we must carefully use what He provides. Your time is not your own. Your money is not your own. You must keep and care for that which God provides with utmost attentiveness.

**Standard:** You are expected to present a positive Christian testimony in the use of your time, resources, and talents, in meeting your financial obligations in a timely manner, and in giving as the Lord directs.

## 3. The Principle of Purity – We Are His Temple

Exhortations to purity, especially moral purity, naturally result from the fact that God's Holy Spirit dwells in us as His present-day temple (1 Cor. 6:18-20). God is so concerned about moral purity in the life of the Christian that a wide variety of words are selected by the inspired writers of Scripture to communicate the dangers and sinfulness of every aspect of moral impurity. The mere fact that God is holy necessitates a holiness in His children (1 Peter 1:16). A clean break with all forms of immorality incorporates the need to avoid those things in our lives which cater to satisfying our sinful desires or may "feed" temptations (Romans 13:14). Philippians 4:8 says we are to spend time on those things which are true, honorable, right, pure, lovely, things of good repute, which are excellent or praiseworthy.

**Standard:** Using these Scriptures as guidelines for entertainment, you are expected to make

wise media choices and abstain from morally degrading media. You are expected to use spiritual discernment concerning the amount of time you spend being “entertained” and the appropriateness of the content you call “entertainment”. (Media is defined as TV, literature, movies, music, internet, video games, etc).

#### **4. The Principle of Love – We Love Him and Others**

According to the words of Jesus, a love for God must be our primary concern. Next to loving God, our love for others is of foremost importance (Matthew 22:37-39). Actually, the principle of love summarizes God’s purposes in all our Christian obligations (Galatians 5:13-14). Love is the only perfect bond of unity (Colossians 3:14).

**Standard:** You are expected to demonstrate love for God by your honest pursuit of His heart and your humble obedience to His Word. Our expectations is that you will demonstrate love for people as you allow the Holy Spirit to be at work within you, producing good fruit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control). It is exceedingly important that you allow the work of the Holy Spirit within you to demonstrate love for the people that you live with, those that you serve with, and those that you minister to in the local community.

#### **5. The Principle of Deference – We Are His Servants**

Deference may be described as “Limiting my freedom so as not to offend the tastes of those God has called me to serve.” When you become identified with GCBI through admission to the program, you come not as one to be served (even though you come to be taught the Word), but as one who serves others (Mark 10:45). *You are to come with a servant’s heart towards the school and the community.* Because a servant’s heart involves “becoming excited about making someone else a success,” we challenge you to endeavor to make GCBI a success before its community just as in the same way your leaders seek to make you a success before those to whom you are or will be ministering.

**Standard:** You are expected to use wisdom and humility as you graciously seek to build up all those you come into contact with. Just as Christ forfeited his “rights”, you are expected to set aside your personal agenda so as to achieve the greater good of unity, peace, encouragement, and the spreading of the gospel.

## **COMMUNITY LIFE STANDARDS**

### **Automobiles**

Students are permitted to have vehicles on campus. You must park in the designated parking areas. Any vehicles parked illegally or left parked in an “undriveable” condition will be towed at owner’s expense. All vehicles must be properly registered and insured in accordance with state guidelines. GCBI accepts no responsibility for maintaining student vehicles.

### **Change of Address, Telephone, or Personal Information**

Any change of personal information (i.e. home mailing address, phone number, e-mail address, etc.) should be reported to the Site Coordinators.

### **Church Attendance**

In view of the goal of the program, students are required to attend weekend worship services at Grace Church of Sebring. Students will be in attendance at both morning worship services as part of their biblical studies *and are expected to arrive in a timely manner*. Students will check in with the Site Coordinators at each service.

Students are additionally required to choose a Sunday evening service and a mid-week service to attend at GCS, or another local church upon approval. Students will be held accountable for their attendance and service at Sunday evening and mid-week services. Qualifying exceptions shall be noted only in writing by the Site Coordinators.

### **Classroom/Service Etiquette**

Please be respectful in all classroom and service environments by being prompt, attentive, and participatory. Make an effort to prepare for these times by using the bathroom prior to their start. There shall be no eating during class time and only drinks with lids shall be allowed in the classroom.

### **Dating**

We ask our students to set aside the idea of dating for the duration of the program. We do not allow our students to pursue dating largely because of the intensity of the program – we are asking for an undivided heart to study the Word of God and believe that the pursuit of romantic relationships can interfere with this goal. We also recognize that the effects of dating on an individual and on the group may prove to be both divisive and isolating – in short, a dating relationship may keep a student from effectively being a part of the program both academically and relationally. We encourage our students to build healthy platonic relationships with the opposite sex.

We are willing to be flexible with relationships preexisting acceptance into the program. Student must be willing to be forthright concerning these relationships. We reserve the right to dismiss students from the program should the relationship prove to be detrimental to the student's spiritual growth or to the group dynamic.

## Dress Standards

Great Commission Bible Institute expects students to practice spiritual discernment in choices of dress characterized by modesty and appropriateness. We hope that you will internalize these two principles during your days at GCBI and continue to use them as self-regulating guidelines in your life. We recognize that styles are constantly changing and not every specific style can be addressed, so students are to strive to adhere to the spirit of the dress standards and to allow for common sense and reason to prevail.

- **Modesty (1 Timothy 2:9)** – Biblically, we should carefully choose clothes that do not tempt or defraud another person.
- **Appropriateness** – We should ask ourselves the following: What is the setting in which I minister, worship and/or live? What is the appropriate outward appearance for a follower of Christ within this setting?

In addition, GCBI expects students to respect and abide by the following dress code:

### ***Sunday Dress***

Students should dress at or above the median standard of dress at the church they are attending. Dress is to be neat and clean (i.e.: no sloppy, “rolled out of bed” looks).

### ***Classroom Dress***

Men/Women – Pants or shorts below mid-thigh are acceptable. Sleeved full-length shirts, jackets, or sweaters are acceptable. Shoes are required. Pajamas are not acceptable.

### ***Additional Dress and Appearance Guidelines (Men/Women)***

- Hair must be kept clean and well-groomed.
- Hats are not to be worn during worship services.
- Swimsuits must be modest shorts for men and modest one-piece or tankini-style suits for women. (Tankini style suits shall be acceptable only if the midriff is covered completely.)
- No robes, wraps, or towels are to be worn outside of the bathroom.

## Employment

Because of the intensive nature of the program, students will not be permitted to seek full-time employment while enrolled. Part-time employment (15-20 hours) will be permitted but must be approved by the Site Coordinators. Students may not operate any business on campus. Students should individually consult with the Site Coordinators at either the start of the GCBI semester or the start of his/her employment to ensure that the part-time job will not interfere with the expectations of the program. Suggested hours of availability will be given to students at Orientation.

## Ethnic Intimidation Act of 1982

(P.L. 537-154) – June 18, 1982

GCBI opposes all forms of discrimination and is in full agreement with the Ethnic Intimidation Act of 1982 (P.L. 537-154). The act states that an individual who commits certain acts (e.g. arson, criminal mischief, or other property destruction, criminal trespass, harassment by communication or address)

has committed an offense under the Ethnic Intimidation Act if malicious intent toward the race, color, religion, or national origin of another individual or group of individuals is proven. GCBI will fully cooperate with law enforcement agencies in investigating all cases of discrimination on the campus of GCBI.

### **Music Policy**

All students are to exercise special care and spiritual discernment in determining the choice of music they play and/or listen to on and off campus. We want to allow for freedom of musical taste and expression within reason, but do insist that all music played or performed in the dorm, common room, classroom, etc., must be in keeping with the spirit and standards of GCBI. Visitors are expected to abide by this standard as well as residents. This policy is in effect for all GCBI or church-sponsored activities off campus including travel to and from any event.

### **Sexual Harassment and Sexual Assault Policies**

It is the policy of GCBI to strictly prohibit any conduct which constitutes sexual harassment and sexual assault and to discipline any staff member, volunteer, or student guilty of committing such conduct. These policies are based on the biblical principles of purity and on Title VII of the 1964 Civil Rights Act and Court decisions.

### **Student Conduct**

Students are expected to conform to all GCBI Handbook regulations during the time of their enrollment. This includes any trips, holiday breaks, or internships throughout the year.

### **Student Meetings**

All meetings, whether religious, secular, or instructional, which are not a part of the activity of any GCBI function, must be approved in advance by the Site Coordinators. Students may submit a written request to hold any small groups, Bible studies, or “party-ish” gatherings to the Site Coordinators – approval shall be in writing and will be granted on a case-by-case basis.

### **Telephones**

The use of cell phones is not permitted *in any class or service*. They are also not permitted in the homes of those hosting dinners or during any work projects. This includes talking, texting, pinging, or any other use. Please turn off cell phones during these times so as not to cause a disturbance or offense.

### **Vacations and Year-End Policies**

Students are expected to leave rooms clean and to unplug all electrical appliances. Failure to comply with year-end checkout procedures will result in a \$25-\$50 fine. The use of residence rooms terminates at the end of the academic year. Special permission may be granted by the Director for occupancy during breaks and for a time after graduation. In these instances a weekly fee is charged. Food services will not be provided during vacation periods.

# RESIDENTIAL STANDARDS

## **Carpools**

In order to maintain a ministry above reproach, we ask that students do not travel alone with a member of the opposite sex. A group of three or more may carpool together. This should extend into any community or non-GCBI related activities as well. We realize this may require a bit of creative planning, but have found it in the best interest of our students to leave no room for speculation or questions to arise. This also serves to protect both the student and any youth or children he/she may.

## **Co-Ed**

At no time and under no circumstances will students be allowed in the bedrooms or bathrooms of the opposite sex. As stated in the dress code, all students must be fully clothed outside of their own bedroom and bathroom.

## **Common Rooms**

The common rooms are rooms that must be shared by everyone (i.e. kitchen, classroom, bathroom, etc.). You are expected, out of consideration for others, to leave these areas in better condition than you found them. All dishes must be washed immediately after each use and returned to cupboard. All wastebaskets must be emptied when they are full. A cleaning schedule will be determined by the Site Coordinators at the start of the academic year and adhered to for the remainder of the program.

## **Curfew**

Students are expected to be in the dorm and quiet:

Monday – Thursday 12:00 A.M.

Friday – Sunday 1:30 A.M.

To be out of the dorm up to one hour beyond these curfews or before 6 A.M., written permission must be obtained from the Site Coordinators. No student is allowed to remain out of the dorm all night (ex: studying at restaurant all night, taking a road trip through the night, etc.) without special permission. All infractions of this policy will be taken seriously.

## **Guests**

Because of the communal life at GCBI, we do not accept overnight visits under any circumstances. All visitors must be out of the building by curfew. Visitors are expected to follow all GCBI rules during their stay. No children are permitted in the dorms without parental accompaniment. Pets are not permitted in the building. The staff of GCBI maintains the right to deny anyone entrance to the building.

## **Housing**

Residential living here at GCBI is a valuable and essential part of the total training experience. It teaches self-discipline, consideration for others, and spiritual maturity. A basic principle of GCBI is

consideration for others. Apart from principles of right and wrong, there are certain regulations, which must be agreed upon to facilitate the orderly life which this program requires. Students and guests must remember that the regulations governing the residence of GCBI are never suspended. They are to be followed whenever the residences are occupied, whether the program is in or out of session. Attendance at GCBI, and living in the residence, are privileges rather than rights. You must be careful not to abuse this privilege at any time. When the standards or ideals of GCBI are jeopardized by any individual, we reserve the right to revoke these privileges and ask the individual to leave.

## **Maintenance**

An orderly and well-maintained campus is the result of a conscientious effort on the part of everyone. Any obvious or urgent need for repairs on campus should be reported to the Site Coordinators. If you use any campus facility you are expected to leave it clean and orderly. As mentioned in Common Rooms, a cleaning schedule will be determined at the start of the academic year and adhered to for the remainder of the program.

## **Meals**

GCBI will provide basic food items and dinner four nights a week. A complete grocery list is available in the GCBI kitchen and/or upon request. If students desire to eat meals other than what is provided they will be responsible for them. Part of the total experience exists in the provision of meals by church families and members of the community. Students are expected to participate cheerfully in these dinners. If a student obtains permission from the Site Coordinators to be off the dinner schedule provided, then he or she will be responsible for his/her own meals.

## **Off-Campus Overnight Visits**

You are required to obtain written permission from the Site Coordinators in order to stay overnight off-campus. You should be prepared with the name, address, and phone number of where you are going and name of your companion when staying overnight. Under no circumstances may a student stay overnight at the single residence of someone of the opposite sex. All overnight visits must be approved by the Site Coordinators who maintains the right to deny the privilege for any reason.

## **Room Care**

Each room is furnished with single beds, desks, dressers, and blinds. Students provide bedding (each bed must have a mattress cover), wastebasket, lamps (Note: halogen lamps are not allowed), and extension cords (please use heavy duty extension cords to minimize the danger of fire caused by short circuiting).

- You may not paint or repair any part of the room – if there is an issue, notify the Site Coordinators.
- You are not permitted to hang anything from the ceiling.
- Posters are the only permissible wall hangings and must be hung with sticky tack or 3M “Command Strips” (no thumb tacks, duck tape, double-sided tape, nails, etc).
- All damaged items must be reported to the Site Coordinators even though such damage may be accidental. The costs of damage to dorm rooms and furnishings will be charged to the

individual.

- Moving furniture from rooms is not permitted.
- Students are responsible for emptying their own waste can in the receptacle provided.
- Rooms will be periodically inspected for cleanliness.

## **Room Key**

Each student will be given his/her building key upon arrival and must return the key upon leaving. A lost key will result in a \$50 fine. Duplication of keys is not permitted and will also result in a \$50 fine. You may not loan or give your key to anyone for any reason.

## **Safety**

Students should familiarize themselves with the escape routes. In case of fire students will follow these instructions:

1. Close all doors and windows and shut off all lights (including desk and hall).
  2. Move quickly out of building.
  3. Obey all instructions given by GCBI staff and emergency personnel.
  4. DO NOT re-enter building until directed.
- Any student involved in an emergency medical situation must notify the Site Coordinators directly and immediately, providing as much information as possible. The Site Coordinators will then notify the Director, who will notify the family if necessary. If the Site Coordinators determine the injured student is in need of immediate medical attention and an ambulance has not been called, GCBI will provide transportation. In all cases proper documentation will be recorded in the student's personal file. All medical expenses incurred will be the responsibility of the student, regardless of when, where, or how the injury or illness occurred.
  - Any student walking after dark is encouraged to be accompanied by another student.
  - We encourage all students to lock parked cars at all times and remove valuable belongings. GCBI is not responsible for items of any type that are lost or stolen from vehicles.
  - All appliances must be kept in kitchen and unplugged after each use.
  - Candles, Fireworks, Incense, Kerosene, and all other flammables are not allowed in the building because of the possibility of fire.
  - Climbing in and out of, throwing objects from, or hanging out of windows is not permitted.
  - No weapons of any kind (including paintball guns) are allowed on campus for any reason.

## **Security**

All students are to promptly and accurately report any criminal activity or emergencies to the Site Coordinators. The Site Coordinators must be immediately notified if the Police, EMS, or Fire Department is called to respond to campus for any reason.

GCBI cannot assume responsibility for money, valuables, or other personal property left in private or public rooms, although everything possible will be done to protect the premises. Sizeable amounts of

money should be banked and valuable items should be insured. Students are not to enter a residence room in the absence of its assigned occupant.

**In accordance with safety and security measures, the GCBI building will remain locked at all times.**

### **Selling and Soliciting**

By Students – Selling or soliciting of goods or services by any student to another student must be approved by the Site Coordinators. There is to be no collecting of funds by students (even for worthy causes) without prior approval. We realize that many needs may exist, but also that a constant succession of appeals would produce unfair pressure on many of our students.

By Outsiders – For your protection, soliciting of any nature, commercial or otherwise, is not permitted on campus without express, written approval by the Office of the Director. Any solicitors or suspicious persons should be reported immediately to the Site Coordinators.

### **Television/VCR/DVDs**

Because of the intensity of this program and the importance of time management, there will be no television in the dorm. All students are to exercise special care and spiritual discernment in determining the choice of movies or media they play and/or watch on and off campus. We want to allow for freedom to choose entertainment within reason, but do insist that any and all movies played in the dorm, common room, classroom, etc., must be in keeping with the spirit and standards of GCBI. Keep in mind the quality and effects of the movies with which you entertain yourself, as well as the example being set when viewing a movie in public (theater, community homes, etc.) Visitors are expected to abide by this standard as well as residents. This policy is in effect for all GCBI or church-sponsored activities off campus including travel to and from any event.

### **Quiet Hours**

Students are expected to maintain quiet when in or near the dorms to allow others to study or sleep. Due to the age of the building, noise travels much further than normal. Particularly in the stairwell, classroom, and common room should students be attentive to their noise levels. The GCBI facilities are not solely occupied by students (there are personal residences and places of business directly connected to the GCBI facility) – therefore students should make every effort to maintain a modest level of noise.

Quiet hours are:	Monday – Thursday	10:00 P.M. – 8:00 A.M.
	Friday – Sunday	10:00 P.M. – 10:00 A.M.

# DISCIPLINARY PROCESS

## ***The Office of the Director***

The Director of the Institute shall serve as the final place for appeal for any and all matters relating to student life and discipline.

## ***Disciplinary Probation***

The desire of GCBI is to act, whenever possible, in redemptive rather than merely punitive ways. Simply to ignore an offense is to be neither loving nor redemptive. Additionally, our desire is that each student would be compelled to live his or her life in such a way as to be pleasing to the Lord.

If a student's conduct is such that he or she is no longer abiding by the Principles and Standards set forth in Scripture and upheld by the Institute, disciplinary action may be required. The Site Coordinators will assess the circumstances on a case-by-case basis and will address students directly. It is then the individual's responsibility to make immediate changes to his or her behavior.

If such changes are not evident, a meeting with the Director will be arranged for the student and further action will be taken. If necessary, student's parents or family will be notified and appropriate counseling will be suggested.

## ***Dismissal/Expulsion***

Problems of a most extreme nature may result in dismissal or expulsion from the program. A student who is expelled will:

- have 48 hours to vacate the campus, unless otherwise specified by the Ministry Director.
- have his or her parents or guardians notified.
- be liable for financial commitment for the semester (If a student is removed during the second semester, he or she will be liable for the entire financial commitment.)

## ***Refunds***

No refunds will be granted for reason of expulsion or dismissal.

# GCBI SERVICES AND POLICIES

## Finances

GCBI seeks to keep its price low in order to make the program affordable. We accept several payment options.

### *Payment Options*

- Full annual payment at the beginning of Fall Semester
- Full semester payment at the beginning of each semester (August and January)
- One year monthly payment plan (September '11-August '12)
- Two year monthly payment plan (September '11-August '13)

### *Refund Policies*

No refunds on any fees or charges will be given to students who are dismissed or who have officially withdrawn from the program. There are no exceptions to this policy even if the withdrawal is deemed by the student to be for reasons outside of their control.

## Fundraising Policy

- GCBI raises funds throughout the year to meet various needs of the program related to travel and ministry. The purpose of each fundraiser will be laid out clearly at the outset and all students are expected to participate.
- Funds raised for designated student travel experiences (i.e. – Israel) will be distributed equally among the students and applied directly to student accounts. If the funds raised exceed the total amount required, the Directors will prayerfully apply the excess monies in the area of greatest need.
- In the event that a student has paid his or her travel account fully, his or her distribution from fundraising will apply to tuition. If that student's tuition is also paid, two options will be presented to the paying party (i.e. - parent or student): those excess monies may be returned to GCBI for use with a student in need OR the paying party may request that the excess monies be given directly back to him or her.

## Health Services

Any individual with new developments concerning a chronic or communicable illness, severe allergies or on a strict regimen of medication should give the information to the Site Coordinators so that we may be aware of the particulars and be better able to serve the needs of the individual.

Students who have specific dietary needs will be responsible for obtaining the appropriate foods or supplements. The GCBI meal plan does not provide for specific dietary health requirements (i.e. – a lactose intolerant student should provide his or her own milk substitute)

### *Health Insurance and Medical Expense Payment*

All students must prove health insurance coverage. Payment of all medical expenses is the

student's own responsibility, regardless of when, where, or how any injury or illness may have occurred.

## **Mail Service**

Mail is distributed weekly by the Site Coordinators.

For all US Postal Service mail, use:

Student Name  
C/o GCBI  
PO Box 1315  
Sebring, FL 33871

For UPS or other Delivery service, use:

Student Name  
c/o GCBI  
109 W. Center Ave.  
Sebring, FL 33870

## **ACADEMIC LIFE**

GCBI exists for the purpose of educating Christian men and women to live according to a biblical worldview and to serve through professional Christian ministries. The combination of commitment to both scholarship and ministry produces a unique learning environment for students. In order to encourage and maintain this environment, the following standards have been established as an expression of Christian character through academic excellence.

### **Academic Integrity**

GCBI considers academic dishonesty as a serious offense and will not tolerate it. Included in the category of academic dishonesty:

1. Plagiarism: Submitting as one's work part or all of any assignment (oral or written) which is copied, paraphrased, or purchased from another source, including on-line sources, without the proper acknowledgement of that source. Examples: failure to cite a reference, failing to use quotation marks where appropriate, misrepresenting another's work as one's own.
2. Cheating: Attempting to use or using unauthorized material or study aids for personal assistance in examinations or other academic work. Examples: using a cheat sheet, altering a graded exam, looking at a peer's exam, etc.
3. Fabrication: Submitting altered or contrived information in any academic exercise. Examples: falsifying sources and/or data.
4. Facilitating Academic Dishonesty. It will be considered a violation of this policy when a student helps another individual in these ways: working together on an assignment where collaboration is not allowed, doing work for another student, allowing one's work to be copied.
5. Unfair Advantage: Attempting to gain advantage over fellow students in an academic exercise. Examples: lying about the need for an extension on a paper, destroying or removing library materials, etc.

### ***Procedures for Perceived Violations of Academic Integrity***

The desire of GCBI is to act, whenever possible, in redemptive rather than merely punitive ways. Simply to ignore an offense is to be neither loving nor redemptive. Consequently, the Director will provide counsel for the student.

### **Class Attendance**

Part of a student's responsibility to the program is a commitment to classes and to the local church, therefore every student is expected to attend all classes & church services with consistency. Excused absences are granted for illness, family deaths or emergencies and should be obtained from the Director.

### **Ministry and Extracurricular Attendance**

Students are expected to participate in all ministry events, trips, and extracurricular activities orchestrated by GCBI (including dinners). As an organization and as individuals, we make commitments to groups and individuals throughout the year as we minister. Your presence at each

event demonstrates a desire to serve others, an understanding of commitment, and graciousness towards the relationships established through these events. Excused absences are granted for illness, family deaths, or emergencies and should be obtained in writing from the Site Coordinators.

## Grading System

Letter	Percentage	Numeric Equivalent	Description
A	93-100	4.0	Very high quality, clearly above average work
A-	90-92	3.7	
B+	88-90	3.3	
B	83-87	3.0	Expected performance level
B-	80-82	2.7	
C+	78-80	2.3	
C	73-77	2.0	Unsatisfactory
C-	70-72	1.7	
D	Below 70	1.3	Failing
P		0.0	Legitimate grade in a pass/fail course
PD		0.00	Comprehensive Exam Only: Pass with Distinction

## Grading Policy

All homework (including, but not limited to reading, marking, short answer, forums, etc.) are to be done before class begins. Assignments not submitted before class will receive no credit. If three or more assignments are missed during a unit then the student will have to meet with the Director for disciplinary action.

Quizzes/ final exams can be taken after class, but must be completed before the next session begins or the student will receive no credit. Quizzes are closed Bible and closed note. Violations will result in a meeting with the Director for disciplinary action.

## Written Projects

Written projects must be produced strictly according to the thesis style as set forth in the *MLA Handbook on Research Papers*, by Joseph Gibaldi and Walter Achart, NY: Modern Language Association of America, 1988; but each faculty member is entitled to his/her own specifications. The following standards are required for papers processed on computer for the purposes of clarity and consistency in appearance: 10 or 12 point font size; full justification; traditional typing fonts (Times New Roman or Arial).

## Withdrawal from GCBI

Withdrawal from the program during the semester is generally not advised. However, circumstances occasionally make withdrawal necessary.

Because room and board fees are calculated on a semester basis, a student will be fully responsible for the financial obligation of the semester in which he/she withdraws:

- Students may withdraw from the program by **September 30, 2011** with no penalty (this is considered the safe drop period).
- Students who withdraw anytime between October 1, 2011 and December 31, 2011 will be financially responsible for \$2,500.
- Students who withdraw anytime after January 1, 2012 will be financially responsible for the entire \$5,000 commitment.
- No refunds will be granted to students, regardless of the reason for their withdrawal.

The process of withdrawing is initiated by the student:

- Student should contact the Site Coordinators to request a withdrawal form.
- Upon completion of the form, student will meet with Site Coordinators and/or Program Director for an exit review.
- Students who withdraw must meet the financial obligation by **May 31, 2012**.

## **Graduation Date**

Students are eligible for graduation upon the completion of all spiritual and academic requirements of the program. The following requirements must be successfully completed in order to receive a diploma.

- Satisfactory completion of all course work.
- Fulfillment of all financial obligations.
- Adherence to biblical standards and ethics in living one's lifestyle.

Commencement exercises will be held May 20, 2012. Participation in this event is mandatory; any exception must be requested in writing.

## GCBI STUDENT VISION

The Great Commission Bible Institute was started in 2005 by a team of pastors, Bible teachers, and missionaries for the purpose of training young people in God's Word, that they may be "thoroughly equipped for every good work" (2 Tim 3:17).

Believing that the most important aspect of learning God's Word is living it, we've designed a "life learning laboratory" that combines exceptional classroom teaching with hands-on ministry experience. Whether it's in the church, the dorm, the workplace, or on the street, students will be prepared to take the principles they learn from Scripture and walk them out in everyday life.

Students will also be mentored throughout the year by spiritual coaches who are committed to seeing them become disciples who will make disciples. During the ten-month course of GCBI, students will...

- study the Bible cover to cover, retaining the *tools* necessary for continued personal study
- create a personal Study Bible through academics and church attendance
- be actively involved a variety of dynamic local ministries and outreaches with hands-on experience
- develop the tools and character needed to live a biblically successful life.
- become a vital part of the local church
- live in real community with other believers
- tour the Holy Land and walk where Jesus walked
- gain a global perspective of the Church and the Great Commission