



# GREAT COMMISSION BIBLE INSTITUTE

## *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 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:

### 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.

## 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, talents, meeting your financial obligations in a timely manner, and in giving as the Lord directs.

## 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.).

## 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.

## 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 area, which are the open spaces on the girls side of the campus, behind Devon and Caroline's home. Please do not park alongside or in front of your cabin. Parking in front of the Main Building is reserved for staff and auditors. 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 Personal Information

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

## Church and Ministry Attendance

In view of the goal of the program, students are required to attend weekend worship services at the church they are ministering to during the week. This is to help cultivate and encourage flourishing relationships with people you serve with and for. Once you have decided on a local church, please inform the RA's or Site Coordinators of your plan. Students will be in attendance of a morning worship service as part of their biblical studies and are expected to arrive in a timely manner. If you plan to serve at a church on Sunday mornings, it is highly recommended that you choose to attend one of the services *as well as* volunteering in one. Students will check in with the Site Coordinators or RA's if they will not be attending a service due to illness or another legitimate reason.



Students are required to choose at least one weekly ministry to serve that is connected to a local church body. **Other opportunities to serve in the community abound; as long as you will be able to uphold the GCBI schedule, you are welcome to become involved with other ministries.** Students will be held accountable for their attendance at whichever ministry they choose.

## 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 restroom prior to the start of class. You will get frequent breaks to grab a snack, use the restroom, and have a mental break. Food and drink during class will be at the discretion of the teacher. Please be sensitive to your movement and noise level in order to not interrupt your surrounding classmates.

## Dating

We recognize that relationships may be a part of your lives at this stage. We **highly recommend** that you concentrate on your studies and enjoy this year without the pressure of romantic attachments. However, students who are involved in or are pursuing a dating relationship are to be guided by biblical principles. Scripture gives us clear statements about how members of the opposite sex should interact with one another; in a dating relationship a man and woman are to remain brothers and sisters in Christ and to treat one another, “in all purity.” We ask that public displays of affection do not occur on campus and that you are wise about the amount of time spent together. We ask you to remain aware that your decisions within your relationship reflect your walk with the Lord. At GCBI we care about the healthy development of Christ centered and Christ honoring relationships. We reserve the right to confront you when we see anything inappropriate within your relationship, including when we feel your amount of time spent together is out of balance.

If you begin to develop an appreciation for a member of the opposite sex, please be transparent with the leadership team! We are here to help you this year and if that means talking you through boundaries and a healthy God glorifying relationship then so be it.

Our leadership team is here to serve and equip you and in order to do so we believe it is wisest to prohibit dating between staff and students.

# 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. Modesty is not only in regards to the clothing you put on; it is a mindset and approach to life.

**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

Come to class looking presentable; you don’t have to wear your Sunday best but also don’t show up in your pajamas. Be smart and use discretion; maintaining a decent appearance shows respect for your teacher and those around you.

## Additional Dress and Appearance Guidelines

- \* 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. Men and women alike should be fully clothed walking from their bathroom to cabin.

The leadership team reserves the right to bring to your attention anything we may deem inappropriate. Please always remember this is done out of love with a redemptive, not antagonistic, heart.

## Employment

Because of the intensive nature of the program, students will not be permitted to seek full-time employment while enrolled. Part-time employment 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 (class times & dinner hours). Suggested hours of availability will be given to students at Orientation.

## Music/Media Policy

All students are to exercise special care and spiritual discernment in determining the choice of music/media 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 cabins, common room, classroom, etc., must be in keeping with the spirit and standards of GCBI.

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.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.

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

## Cellphones

**Please employ real discretion in the use of your phones, particularly when we are in host homes, classes, and church services. Site Coordinators or RA’s may require students to turn off cell phones (or leave them in a designated basket/ your car) during certain 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. Do not leave any extra furniture or miscellaneous items in the rooms. 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 after graduation. 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. In such cases, a group of three or more may carpool together. 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 students and any youth or children he/she may be transporting.

## Male and Female Cabins

**At no time and under no circumstances will students be allowed in the cabins 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 all men and women (i.e. kitchen, classroom, restroom, 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 dried or placed on the drying rack (which consequently will need to be emptied regularly). All wastebaskets must be emptied when they are full.

A cleaning schedule will be determined by the Site Coordinators and RA's at the start of the academic year and adhered to for the remainder of the program.

→ Academic Syllabus excerpt:

The room is common space and does not belong to any one person; as such, leaving personal belongings in the room is prohibited. Personal belongings left in the room at the end of the day will be collected and locked in the staff offices. You will be required to meet with a staff member to have your things returned to you.

→ Do not leave dishes in the classroom/common spaces!

→ If in the Common Room during evening or night hours, we ask that you plug in the string lights above the couches to light up that particular area

◆ This applies to any activity or hangouts, movie nights included

→ Please don't bring any animals or critters into the Main Building or bathrooms. They already get into enough places so don't make it any easier for them.

## Curfew

Students are expected to be out of the common spaces in their cabin or respective bathroom **by 11 p.m.** on school nights and **12 a.m.** on weekends. Staff will rotate nights to "close up" the Main Building so please be courteous and aware of the time.

Students are expected to be back on campus at this time unless given specific permission by a staff member.

No student is allowed to remain out all night (ex: studying at a restaurant all night, taking a road trip through the night, etc.) without special permission. All infractions of this policy will be taken seriously.

## Guests

Overnight visits are not permitted. Visitors are expected to follow all GCBI rules during their stay. Pets are not permitted in the building. The staff of GCBI maintains the right to deny anyone entrance to the building. **Please check with the Site Coordinators before inviting any visitors over.**

# Housing

Residential living 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 immediately to the Site Coordinators and/or RAs. 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 two to three nights a week. A complete grocery list is available in the GCBI kitchen and/or upon request, members of our staff team will be grocery shopping at least once a week on your behalf. 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 and punctually in these dinners and are expected to remain present for the entire duration of these nights.

**Again, no phones out at dinner!**

# Off-Campus Overnight Visits

You are required to obtain 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 maintain 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).

If you choose to store food in your cabins, make sure it is properly **sealed**. Otherwise you will get ants and that isn't fun for anybody!

You may not paint or repair any part of the room – if there is an issue, notify the Site Coordinators.

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, although you may move furniture around in the rooms.

Students are responsible for emptying their own waste can in the receptacle provided.

Rooms will be periodically inspected by an RA for cleanliness. Remember even “your room” is a shared space so be mindful of your roommates when cleaning up after yourself.



# Room Key

Each student will be given his/her cabin 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:

Close all doors and windows and shut off all lights (including desk and hall).

Move quickly out of the building or cabins.

Obey all instructions given by GCBI staff and emergency personnel. DO NOT re-enter building/cabins 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 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 dusk/dark is encouraged to be accompanied by another student (not of the opposite sex).

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 the kitchen/dining area.

No weapons of any kind (including paintball or airsoft 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. Sizable 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. It is recommended that you lock your cabin when you and your roommates are not on campus and at night as well.

## 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 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.

## Quiet Hours

Students are expected to maintain quiet when in or near cabins to allow others to study or sleep. When in the shared common spaces, remain respectful of your peers. In order to be respectful of our neighbors, this begins at 9 p.m. and ends at 7 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 Action

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 GCBI, disciplinary action may be required.

The students will be accountable first to the Resident Advisors, who will uphold the community living standards in their gender respective groups. If a student does not comply with one of the standards, the RA has the right to take the issue to the Site Coordinators for further discussion and/or discipline. It is then the individual's responsibility to make immediate changes to his or her behavior.

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 & Policies

## 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 related to travel and ministry, mainly the Israel Trip. The purpose of each fundraiser will be laid out clearly at the outset and all students wishing to earn a percentage of the money raised are expected to participate equally.

Funds raised will be distributed equally among the students who participate 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.

# Health Services

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 regularly by the Site Coordinators. For all US Postal Service mail and UPS/FedEx Delivery use:

790 Lake Denton Rd  
Avon Park, FL. 33825

# Academic Life

GCBI exists for the purpose of discipling Christian men and women to live according to a biblical worldview and to serve Jesus. 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:

**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.

**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.

**Fabrication \*** Submitting altered or contrived information in any academic exercise. Examples: falsifying sources and/or data.

**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.

**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 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, therefore every student is expected to attend all classes with consistency since attendance will be taken (see academic syllabus excerpt for more information).

*Syllabus excerpt:*

Class attendance is mandatory for GCBI students, and there will be an RA in class taking attendance. However, we do understand that personal emergencies do arise. If you need to be excused from class, send an email with your reasoning to [sobrien.gcbi@gmail.com](mailto:sobrien.gcbi@gmail.com) before class to be considered for an excused absence. If no email is received, you will be marked for an unexcused absence. If you are marked down more than twice for unexcused absences, you will be required to pay a fine or complete some sort of campus service (i.e. trash pick-up, extra power hour chores, campus projects, etc.) according to staff discretion.

## 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 from the Site Coordinators.

## Grading System

GCBI follows the standard collegiate grading system and scale. See your academic packet for more information.

## Grading Policy

Please see the provided academic packet for rubrics, examples, directions, etc.

## Written Projects

Please see the provided academic packet for the correct citation formats.

## 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 15 with no penalty (this is considered the safe drop period).
- Students who withdraw anytime between September 1 and Christmas break will be financially responsible for the entire semester.
  
- Students who withdraw anytime after January 10 will be financially responsible for the entire 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.

## Graduation

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.
- \* Participation in the commencement ceremony 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, on campus, 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:

- 1     \*     Study the Bible cover to cover, retaining the tools necessary for continued personal study
- 2     \*     Create a personal Study Bible through academics and church attendance

- 3 \* Be actively involved a variety of dynamic local ministries and outreaches with hands-on experience
- 4 \* Develop the tools and character needed to live a biblically successful life.
- 5 \* Become a vital part of the local church
- 6 \* Live in real community with other believers
- 7 \* Have the opportunity to tour the Holy Land and walk where Jesus walked (not included in tuition price)
- 8 \* Gain a global perspective of the Church and the Great Commission