

**Trinity Life Bible College**  
**Student Handbook**  
**2004**

(Revised May 7, 2004 & Approved May 13, 2004)

TABLE OF CONTENTS

Academic Policy.....	
Advising .....	10
Attendance.....	11
Accountability.....	14
Withdrawal or Dropping a Class.....	18
Classification of Students.....	18
Transfer of Credit.....	19
Standard Grading Scale.....	19
Accreditation.....	8
Changing Policies & Procedures .....	34
Chapel and Church Attendance .....	12
Code of Conduct.....	25
Communicable Diseases.....	9
Crime Statistics .....	28
Doctrinal Statement.....	6
Emergency Plan.....	35
Field Ministry Requirements.....	32
Financial Policy/Tuition & Fees.....	21
Payments and Discounts.....	22
Financial Aid.....	23
Refund Policy.....	24
Scholarships .....	23
Graduation.....	31
Grievance Policy.....	29
Library Policy.....	30
Message from Vice President of Student Life .....	3
Orientation .....	9

Philosophy of Education.....	5
Purpose Statement & Objectives.....	3
Sexual Assault Policy.....	28
Student Insurance.....	9
Student Life.....	8
Students with Disabilities .....	10

**TRINITY LIFE BIBLE COLLEGE**  
**Student Handbook**  
(Updated 4-25 -04)

Message from the Vice President of Student Life:

Paul the Apostle writes these words to young Timothy to encourage and exhort him. *“Study and be eager and do your utmost to present yourself to God approved (tested by trial), a workman who has no cause to be ashamed, correctly analyzing and accurately dividing the Word of Truth.”* II Timothy 2:15 Amplified Bible.

These words are also true for you the student, who, having heard the call of God on your life, are now answering that call. Bible College is a beginning, where, if you will follow the guidance of trained Professors, your Academic Advisor, and the Administration Staff, you will grow to be all God wants you to be. Our desire is to help you accomplish the goal set before you. This is the commitment that Trinity Life Bible College makes to you the student. The responsibility you now carry to see this call fulfilled in your life is one that will test your abilities and your character. Again the Apostle Paul provides encouragement when he says, *“.....being confident of this very thing, that He who has begun a good work in you will complete it until the day of Jesus Christ.”* Philippians 1:6 NKJV. While we know that the Word of God tells us that we will have tests and trials, we also know that God will see us through. We are here to serve you in prayer and counsel in all areas, to see you through all that lies ahead. We so appreciate and thank you for choosing Trinity Life Bible College as the institution to help you fulfill the call of God on your life.

In His Service,  
Rev. Terry (Pastor “T”) Oakley M.A.  
Vice President of Student Life

## **PURPOSE STATEMENT AND OBJECTIVES**

### **PURPOSE STATEMENT**

Trinity Life Bible College exists to provide educational curriculum, environment, and learning experiences at the postsecondary level in Bible knowledge, and ministry skills, in order to prepare individuals spiritually, practically, and academically for professional and lay ministry at home and abroad.

### **OBJECTIVES:**

To fulfill the purpose of Trinity Life Bible College, the following objectives are established. Just as Jesus increased in wisdom, stature, favor with God, and favor with man (Luke 2:52), it is the desire of the faculty, administration, and staff of Trinity Life Bible College to encourage its students to develop spiritually, practically, and academically.

## **I. Spiritual Objectives**

Students of Trinity Life Bible College will have opportunity to develop spiritually as they are challenged in Chapels and Christian Life and Ministry, mentoring and advising by faculty, and course work designed to train them in spiritual areas including studies on spiritual life, gifts, and character, to provide:

- A. Opportunity to develop the fruit of the Spirit (Galatians 5:22-23) of love, joy, peace, longsuffering, kindness, goodness, faithfulness, gentleness, and self-control.
- B. Opportunity to develop submission to the principles of God's Word.
- C. Opportunity to learn to follow the leading of the Holy Spirit.

## **II. Practical Objectives**

Students of Trinity Life Bible College will have opportunity to develop in practical areas of ministry by involvement in local church ministries while enrolled at TLBC and participation in Internships, outreaches, and specific assignments in course work, to provide:

- A. Opportunity to develop habits of prayer, fasting, Bible study, witnessing, and worship.
- B. Opportunity to develop scriptural relationships with God, self, spouse, family, church, work, and community.

## **III. Academic Objectives**

Students of Trinity Life Bible College will have opportunity to develop in academics through course assignments including research tasks, reading, faculty guidance and critique, to provide:

- A. Opportunity to learn to think critically from a biblical perspective and maintain intellectual and spiritual integrity in all areas of study and research.
- B. Opportunity to be equipped with both a knowledge of biblical content and the skill to expound it by interpreting and applying Scripture in accordance with sound historical-grammatical-exegetical principles.
- C. Opportunity to be provided with the intellectual tools to integrate all fields of study with biblical truth, realizing that God is the source of all truth.
- D. Opportunity to master study and research methods and develop the motivation for life-long learning.
- E. Opportunity to be able to meet contemporary challenges to historic, biblical

Christianity with a working knowledge of Christian theology and apologetics.

These objectives are designed to train people for full-time, part-time professional and volunteer Christian ministry and service, as well as challenging students to mature in Christ-like character. Graduates of Trinity Life Bible College have a foundation for service as pastors, preachers, teachers, missionaries, counselors, evangelists, and lay workers.

Trinity Life Bible College employs faculty who are experienced in ministry, meet academic standards, and are able to teach and guide students to successful completion and application of ministry and related skills.

**Trinity Life Bible College will provide quality Christian Education through its faculty 5**

**and programs. Christian education is defined as education that searches out truth, that the Bible as the Word of God is the foundation and standard of truth, that educators must be Christians, people who have a personal commitment to Jesus Christ as their Lord and Savior and who maintain a lifestyle and belief consistent with the teachings of Jesus Christ and the Word of God. Each member of the faculty will agree without reservation with the philosophy of education of Trinity Life Bible College.**

## **PHILOSOPHY OF EDUCATION**

The Philosophy of Education at Trinity Life Bible College is based upon the premise that God is the source of all truth; that the Holy Spirit is the leader and guide into all truth; that man, as created in the image of God, may gain knowledge and understanding of spiritual and physical realities through pursuit of truth. Further, God has revealed Himself in general revelation through the physical, created world and in special revelation through the Person of Jesus Christ, the Living Word of God, the Bible.

Man is privileged to pursue truth and knowledge, and gain understanding on the basis that the fear of God is the beginning of wisdom, and that understanding truth leads to true life, liberty and freedom.

Man is able to experience God, have relationship with God, and draw near to God, in part, by gaining understanding of God's work in the Person of Jesus Christ, and God's work in the created universe. The pursuit of truth, knowledge, and understanding apart from God is incomplete and, eventually, leads to emptiness and spiritual death.

The education at Trinity Life Bible College, through the faculty and curriculum, will provide opportunity for students, faculty, and individuals to develop and mature in their relationship with God, self, and the world by availing the pursuit of God and truth to those individuals.

## **DOCTRINAL STATEMENT**

Statement” of the Bible College.

We hold these truths as fundamentals of the faith “delivered to the saints.”

- We believe the Holy Bible, consisting of the Old and New Testament Scriptures, is the verbal revelation of God to man, and the all-sufficient and inspired Word of God, the infallible rule of faith and practice for Christian believers. (II Timothy 3:15-17; I Thessalonians 2:13; II Peter 1:21)
- We believe the one true, Triune God has revealed Himself as the eternally self-existent "I AM", the Creator of heaven and earth, and the Redeemer of mankind. He has further revealed Himself as embodying the principles of relationships and association as Father, Son, and Holy Spirit; One God, eternally exists in three Persons, identical in nature, equal in power and glory, having precisely the same attributes and perfections. (Deuteronomy 6:4; Mark 12:29; Isaiah 43:10; Matthew 28:19, 20; Luke 3:22)
- We believe in the deity and humanity of the Lord Jesus Christ as the Scriptures declare: His virgin birth; His sinless life; His miracles; His substitutionary work on the cross; His bodily resurrection from the dead; and His exaltation to the right hand of God. (Matthew 1:23, Luke 1:31, 35; Hebrews 7:26, I Peter 2:22; Acts 2:22, 10:38; I Corinthians 15:3, II Corinthians 5:21; Matthew 28:6, Luke 24:39, I Corinthians 15:4; Acts 1:9-11, 2:33, Philippians 2:9-11, Hebrews 1:3)
- We believe in the special creation of the existing space-time universe and all its basic systems and kinds of organisms in the six literal days of the creation week; that the first eleven chapters of Genesis are literal and historical accounts of God’s creation of all things; and that man was created by God in His image and not the product of some process of evolution. (Genesis 1:25-27)
- We believe the grace of God, which brings salvation, has appeared to all men, through the preaching of repentance toward God and faith toward the Lord Jesus Christ. Man is saved by the washing of regeneration and renewing of the Holy Spirit, and, being justified by grace through faith, they become an heir of God according to the hope of eternal life. (Titus 2:11, 3:5-7; Romans 10:8-15; Luke 24:47)
- We believe the inward evidence to the believer of his salvation is the direct witness of the Holy Spirit. The outward evidence to all men is a life of righteousness and true holiness. (Romans. 8:16; Matthews 5:16)
- We believe all believers are entitled to, should ardently expect, and earnestly seek the promise of the Father, the Baptism in the Holy Spirit, according to the command of our Lord Jesus Christ. This was the normal experience of all in the early Christian Church. With it comes the endowment of power for life and service, and the bestowment of gifts for the work of the ministry. This wonderful experience is distinct from and subsequent to, the experience of the new birth. (Luke 24:49; Acts 1:4; I Corinthians 12:1-31; Acts 2:4; 10:44; 11:14-16, 15:7-9; 19:6-7)

- We believe the Baptism of believers in the Holy Spirit is witnessed by the initial physical sign of speaking with other tongues, as the Spirit of God gives them utterance. The speaking in tongues in this instance is the same in essence as the gift of tongues, but different in purpose and use. (Acts 2:4; I Corinthians 12:4-10, 28)
- We believe that divine healing is an integral part of the gospel. Deliverance from sickness is provided for in the Atonement, and is the privilege of all believers. (Isaiah 53:4-5; Matthew 8:16-17; James 5:14-16)
- We believe the Church is the body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of the great commission. All believers, born of the Spirit, are an integral part of the General Assembly and the Church in heaven. (Ephesians 1:22,23; 2:22; Hebrew12: 23)
- We believe in the existence of a personal, spirit being called Satan who at one time was holy and honored in heaven, but through pride fell from his lofty estate, and is now completely evil, unholy, and anti-God. He is now the power and prince of the air and acts as tempter and accuser, for whom the place of eternal punishment was prepared, where all that die outside of Christ shall be confined in conscious torment for eternity. (Isaiah 14:12-17; Ezekiel 28:11-19; 1 Timothy 3:6; 2 Corinthians 2:10, 11; Matthew 4:3; Jude 6; Revelation 12:9, 10; 20:10)
- We believe a divinely called and Scripturally-ordained ministry has been provided by our Lord for a twofold purpose: the evangelism of the world and the edification of the Body of Christ. (Mark 16:15-20; Ephesians 4:11-13)
- We believe the resurrection of those who have died in Christ, and their translation together with those who are alive and remain unto the coming of the Lord, is the imminent and blessed hope of the Church. (I Thessalonians 4:16-17; Romans 8:23; Titus 2:13; I Corinthians 15:51-52)
- We believe in the Second Coming of Christ including the rapture of the saints, which is our blessed hope, followed by the visible return of Christ with His saints to reign on the earth for one thousand years. (Zechariah 14:5, Matthew 24:27-30, Revelation 1:7, 19:11-14, 20:1-6)
- We, "according to His promise, look for new heavens and a new earth wherein dwelleth righteousness." (II Peter 3:13; Revelation 21: 22)

## **ACCREDITATION**

The following is the official written statement from Transnational Association of Christian Colleges and School:

"Trinity Life Bible College is a candidate for accreditation with Transnational Association of Christian Colleges and Schools (TRACS) which indicates that an institution has achieved initial recognition and is progressing toward, but is not assured of,

accreditation. It has provided evidence of sound planning and the resources to implement its plans and appears to have the potential for attaining its goals within a reasonable time. Transnational Association of Christian Colleges and Schools may be reached by writing: TRACS, P. O. Box 328, Forest, VA, 24551; or calling (434) 525-9539.” Trinity Life Bible College is authorized to grant Associate and Bachelor degrees.

TRACS is listed by the United States Department of Education as a nationally recognized institutional accrediting agency serving Christian undergraduate and graduate institutions of higher learning.

## **STUDENT LIFE**

Trinity Life Bible College encourages students to participate in student government and activities for the purpose of developing leadership and interpersonal skills. These skills are critical for effective ministry and growth. Just as Jesus developed in favor with man, so should the student at Trinity Life Bible College.

Students at Trinity Life Bible College may participate in a variety of extra-curricular activities. The Bible College offers each student the opportunity to participate in the Associate Student Body, serve as a member of the Student Council, and attend various activities. The student-led events include an annual Retreat in the spring, evangelistic outreaches, fellowship activities, mission trips, yearbook, and chapel services. Participation in student government is an excellent opportunity for growth in leadership skills as well as developing long-term relationships.

Students who reside in the area may commute to the college and continue to participate in their local church. Students who re-locate to the Sacramento area may choose to worship at a number of excellent local churches of varying descriptions and ministry styles. Spiritual development and growth is an important part of the TLBC experience.

TLBC students also enjoy the close relationship with other classmates and faculty who share a love for God and a desire to sincerely study the Scriptures. An atmosphere of worship and dedication adds a distinct aspect to all activities whether in the classroom, chapel, or fellowship.

Students at Trinity Life Bible College enjoy the benefits of living in an area with many recreational opportunities nearby. Within a two-hour drive are sunny ocean beaches, pristine mountains with hiking and snow skiing, rivers and lakes with water skiing and swimming, and major sporting arenas. The area offers wide range of amusement parks and cultural activities.

## **New Student Orientation**

Trinity Life Bible College provides orientation for new students to acquaint them with the steps to success at Trinity Life Bible College.

New Student Orientation will include:  
A tour of the facilities.

A description of critical policies and procedures.  
A review of the Student Handbook.  
A visit to the Library.  
Introduction of TLBC staff and administration.  
A review of the admission and enrollment processes.  
A guide to setting goals.  
A guide to time management and study skills.  
A review of Financial Aid available at TLBC.  
A plan for success at Trinity Life Bible College

All new students will be required to attend the New Student Orientation. New Student Orientation will be provided one week prior to the start of a new quarter. Students who enroll after the initial orientation will be required to attend the late orientation held on the second Saturday after the start of the new quarter.

Orientation sessions will be presented by the Vice President of Student Life Office.

## **STUDENT INSURANCE**

Students at Trinity Life Bible College must provide their own health and accident insurance. Trinity Life Bible College does not offer any student health or accident coverage.

## **COMMUNICABLE DISEASES**

In order to provide care in case of an emergency, students with communicable diseases are required to advise the Trinity Life Bible College Administration upon application for admission and/or enrollment in classes of the nature of their illness, who their physician is, and treatment and prescribed medications. Any student using and carrying medications should advise the Bible College office and arrange for proper storage, if needed.

## **STUDENTS WITH DISABILITIES**

Trinity Life Bible College will do everything possible to make its programs, courses, and events available to all people. TLBC desires that no individual be excluded due to a physical impediment. Trinity Life Bible College will provide access for handicapped individuals to all areas of activity. In order to accomplish this goal, Trinity Life Bible College provides for the following: There will be an elevator to the second story. There will be electric doors into the sanctuary. There will be handicap access stalls in all restrooms with handrails secure to the walls. There will be handicap access to sidewalks. There will be a handicap ramp for access to the sanctuary platform. Doors in hallways will remain open during hours of operation to facilitate handicap access. In addition, hallways, doorways and library aisles will all be in accordance with codes to facilitate handicapped accessibility.

Should a student have a special need or problem with accessibility, the Executive Assistant to the President is the contact person to facilitate prompt reasonable

accommodation and resolution.

## **ACADEMIC POLICY**

### **I. ACADEMIC ADVISING**

All students who have declared their intent to earn a degree or diploma, and others who request an advisor will be assigned an advisor by the Registrar's Office. The Academic Office will coordinate academic advising. Academic Advisors will include: The President, Vice President of Academics, Vice President for Student Life, Chair of Biblical Studies, Chair of General Education, and Director of Assessment. Other advisors from the faculty will be included as interest and need develops.

Academic Advisors will receive training in academic advising and TLBC's programs from the Academic Office. The Academic Office will provide academic Advising Guidelines.

Academic Advisors will also review student goals and progress toward fulfillment of personal, academic, and spiritual goals.

#### **Academic Advising Guidelines**

##### **Academic Advising Purpose Statement:**

The Academic Advising program at TLBC exists to guide the student toward successfully preparing for the calling God has placed in the student and how TLBC can facilitate that preparation.

It's about the student, the student's response to God's call on their life, and applying that call to prepare at TLBC.

TLBC Academic Advisors need to know:

1. What programs TLBC offers.
2. What credits the student may have that may apply to meet program requirements.
3. How to be creative while protecting the integrity of TLBC's programs.
4. TLBC policy and procedures.
5. How to interact; use good people skills.

Goals for Academic Advising:

1. Guide students in understanding their values, beliefs, interests and limitations.
2. Guide students to establish life goals.
3. Guide students to establish an educational plan consistent with their life goals.
4. Guide students in developing decision-making skills.
5. Provide students with accurate information about Trinity Life Bible College policies, procedures, resources, and programs.

6. Refer students to appropriate support services in the college and/or community.
7. Assist students in evaluating and reevaluating progress toward established goals and educational plans.

TLBC Academic Advisors will meet with their assigned students at least one time in a face-to-face meeting prior to the beginning of each academic year, about August 1<sup>st</sup>, to review the student's goals, plan for completing the student's program/degree, and select classes for the student to enroll. Advisors will contact each student prior to mid-term, about week four (4) into the current term, by phone or in person, and before the end of each quarter, before enrollment for the next quarter opens, to encourage the student and check on the student's progress. Advisors are encouraged to make as many contacts with their students as possible to build relationship, trust, and note progress. Advisors should keep notes regarding academic recommendations in the student's file. Advisors may keep pertinent copies of interactions with students and recommendations in secure, locked location for access.

## **II. ATTENDANCE**

Note: This policy has been developed in conjunction with the California State Department of Private Postsecondary Education in order to meet their requirements.

### **A. LEARNING PROCESS**

The learning process at Trinity Life Bible College is based upon a strong emphasis of classroom lectures and discussions. Obviously, consistent class attendance is considered of primary importance.

### **B. ADMINISTRATIVE EVALUATION**

The following guidelines have been provided in which the Administration may evaluate the student's progress towards declared goals. This policy applies to classes, seminars, chapels and church attendance. Students are urged to observe seriously these attendance guidelines and strive for excellence in this area.

#### **A. Class Attendance**

Trinity Life Bible College is a "residence" college meaning classes function with students in residence or attending classes. Accreditation and Financial Aid regulations stipulate that all policies be fairly and equally applied to all students, including the requirement that students attend at least 80% of scheduled class sessions. Attendance will be taken at all TLBC class sessions with attendance and participation in each class being a portion of the overall grade for that course. Attendance Rosters will be provided by the Registrar's Office on the first day of class and updated rosters at the close of late registration, the third week of class. Professors will determine what part of the overall grade class attendance will

comprise.

## **B. Grading**

1. Grades will be based on the measurement of student learning. Objective measurements are derived from a variety of measurable learning experiences such as: reading, reading reaction papers and/or summaries, study guides, term papers, essays, projects, class interaction and participation, discovery papers, etc.
2. Faculty are recommended to review guidelines on developing course syllabi, writing measurable objectives, and creating meaningful assignments provided by the Academic Office. Assignments must be developed to support the stated measurable learning objectives and provide for student learning outcomes and development. Attention must be given to knowledge, skill, and attitude development.
3. Faculty may assign point values to the assignment and submit a grade for the student based on the percentage of points earned, following the TLBC grade scale below.

## **C. Church Attendance**

The following guideline has been provided in which the Administration may evaluate the student's progress towards declared goals. This policy applies to classes, seminars, chapels and church attendance. Students are urged to observe seriously these attendance guidelines and strive for excellence in this area.

Church Attendance -- Attendance at their home church every Sunday is considered part of the required training for all students except when they are on Sunday Student Outreach assignments with TLBC (Hebrews 10:25).

## **D. Chapel Attendance**

Students who are present on campus during Chapel sessions are required to attend and benefit from Chapel participation. There will no be tuition for the non-credit Chapel. Loitering on the premises during Chapel time will not be allowed since everyone is expected to attend Chapel.

The goal for all TLBC students, faculty, and staff, etc. is to continue progressing in spiritual formation. Therefore, Chapel participation is MANDATORY, whether a student is enrolled for Chapel for credit or not. This provides excellent opportunity for faculty and student interaction on spiritual, social, and relational levels.

Chapel attendance and participation allows students to learn practical ministry skill from observation, experience, and application. Students also experience meaningful worship and spiritual events that impact them in the affective domain.

2. Absences will affect final grades for each class. An absence may be excused for extenuating circumstances such as an extended illness under a physician's care with a note from the physician prescribing restriction of activity such as confinement to bed, home, etc. Other extenuating circumstances may be a death in the family or sudden, unplanned ministry requirements, such as officiating at a funeral. Professors can grant excused absences. If a conflict concerning an absence occurs, the student can appeal to the Vice President of Academics.

Excused absences and unexcused absences will equally affect the student's overall grade for a course. Excused absences that meet the criteria will permit the student to complete assignments that may have been due during the excused absence. Uncompleted assignments due when an unexcused absence occurs will be treated as a late assignment following the policy for submitting late work. (See below "Acceptance of Late Work.")

If a student has planned to be absent from class when an assignment is due, the student should communicate the plans or circumstances to the professor as soon as the schedule conflict becomes apparent. Then, the student must complete the assignment and submit it to the professor **prior** to the planned absence.

Absences may not exceed the number of allowed absences as listed in the following schedule:

4-unit classes (2 days per week)	4 absences
4-unit classes (1 day per week)	2 absences
2-unit classes (1 day per week)	2 absences
1-unit class (1 day per week)	1 absence

Faculty members are required to report to the Vice President of Academics any student who has exceeded the allowed absences. The Vice President of Academics will automatically place a student who exceeds the allowed absences on academic probation.

Extended absences will be treated in accordance with the Satisfactory Academic Progress Policy. If a student experiences an extended absence, the student may appeal to the Vice President of Academics to waive the attendance policy providing the circumstances meet the criteria for extenuating circumstances.

Records will be kept of the attendance of all students in classes, chapels and seminars. These become a part of the permanent records kept for each student.

### **E. Tardiness**

1. Students entering class up to 15 minutes after the class is scheduled to begin will be considered tardy. After 15 minutes into the class, they will be considered absent.
2. Two (2) times being tardy will be considered equivalent to one absence.

3. Each student is responsible to sign-in for Chapel, and will be counted absent if entering more than five minutes following the beginning of Chapel. Attending an additional chapel – morning or evening, may make up chapel.

## **F. Acceptance of Late Work**

Trinity Life Bible College exists to prepare people for full-time, part-time, and volunteer service in the work of Jesus. Part of the preparation and responsibility of ministry is developing character and behaviors that honor Christ, His Kingdom, and the ministry of the Church Universal and Local. Jesus instructed His disciples of all time to be “salt” and “light” in the world so that all would see their good works and give glory to the Father in Heaven (Matthew 5:13-16). Paul instructs us to be examples to those who are part of the Body of Christ as well as those who are not (I Timothy 4:12; Philippians 3:17). “Instruction,” (Hebrew “*masar*”) as found in Proverbs 4:13 and some 50 Old Testament passages, includes any discipline that leads to a transformed life. To that end, Trinity Life Bible College has developed the following policy regarding due dates for assignments:

All work is to be submitted to the professor on the date assigned. Students are strongly encouraged to communicate any problem or concerns regarding an assignment, including how to successfully complete the assignment and any problems completing the assignment as scheduled. In the event the student is not able to submit an assignment to the professor as scheduled, the professor may accept late work with adjusting the credit for completing the assignment as follows:

- If the assignment is submitted one (1) or two (2) days late the professor will deduct 25% of the earned credit for that assignment.
- If the assignment is submitted three (3) to five (5) days late the professor will deduct 50% of the earned credit for that assignment.
- If the assignment is submitted six (6) to seven (7) days late the professor will deduct 75% of the earned credit for that assignment.
- There will be no credit for an assignment that is submitted over one week late.

If a student has extenuating circumstances, such as an illness under a physician’s care, a death in the family, an event determined to be highly traumatic, etc., the professor may extend an assignment due date/deadline for that student. Extenuating circumstances will also include sudden, unscheduled ministry events, such as officiating at a funeral. If a professor denies an extension, the student may appeal in writing to the Academic Office requesting a review of the case. The Academic Office may determine an extenuating circumstance existed and grant an extension. Extensions, whether granted by the professor or Academic Office, will usually be equivalent to the length of time the circumstance existed (example: one week illness, one week extension). If an extenuating circumstance or extension is granted, the student’s grade or credit

will not be adversely affected; the student will receive full credit for the assignment.

Students are responsible to complete and submit assignments prior to planned activities of a personal, business, or ministry nature. For example, if a student has planned to be absent from class when an assignment is due, the student should communicate the plans or circumstances with the professor as soon as the schedule conflict becomes apparent. Then complete the assignment and submit it to the professor **prior** to the planned absence.

### **III. ACCOUNTABILITY**

#### **A. INCOMPLETES**

1. Incompletes are given only in specific emergencies (such as a death in the immediate family or an illness certified by a physician) and are only to cover the specific amount of time for the illness or emergency.
2. All incompletes are at the discretion of the instructor but must be approved by, the Vice President of Academics on the proper "Change of Grade" form available from the Registrar's office.

#### **B. Satisfactory Academic Progress and Probation.**

### **ACADEMIC PROBATION**

"Academic Probation" is a term used to describe the situation when a student's Grade Point Average (GPA) falls below a 2.0 ("C" grade) after any given quarter or they have exceeded the allowed absences. The Vice President of Academics will automatically place a student who exceeds the allowed absences on academic probation. If a student continues to be on Academic Probation for two consecutive quarters, the student may be subject to dismissal for one quarter.

### **SATISFACTORY ACADEMIC PROGRESS**

Satisfactory Academic Progress (SAP) is to be defined as maintaining a 2.0 Grade Point Average (GPA) and completing at least 67% of the classes enrolled per each quarter, and completing the student's program with 150% of the normal timeframe. Trinity Life Bible College will adhere to the following guidelines as set forth in Federal and State regulations:

The maximum timeframe to complete all requirements of the degree, diploma, or certificate program shall not exceed 150% of the normal program length. For example, a student must complete 206 quarter units (134 core Bible/Ministry units, 8 elective units, 64 general education units) to obtain the Bachelor of Arts in Ministerial Studies degree, but may not attempt more than 309 units (202 X 150% = 303).

All students will be required to complete at least 67% of the units they are enrolled in a given quarter, while maintaining a 2.0 GPA. For example, if a student enrolls in 12 units for a particular quarter, he/she must complete at least 8 units for that quarter (12 X 67% = 8).

All students are required to attend at least 80% of scheduled instruction hours/classes.

Students will be evaluated after each quarter and a determination made that the student is maintaining SAP. The TLBC Academic Office will send written notification to each student failing to maintain SAP that he/she is being placed on Academic Probation for the next term of enrollment, with notation placed in the student's file. Students placed on Academic Probation MUST meet with an advisor to develop an educational plan. During that term the student MUST improve his/her grade to a minimum of 2.0 GPA. Students who do not improve their GPA will be placed on Academic Suspension for a minimum of one term. Students who have been placed on Academic Suspension will be required to petition the College to be readmitted.

A student who does not successfully complete a course by receiving a failing grade (F), Incomplete (I), or withdrawing (WP/WF) from the course may re-take the course. The new grade will replace the original grade. The original course will remain on the permanent record with a notation that it was retaken, and will remain as a course attempted with no credit.

**FINANCIAL AID STUDENTS WHO ARE RECEIVING A FEDERAL STUDENT LOAN AS PART OF THEIR FINANCIAL AID AWARD MUST ENROLL FOR SIX UNITS OR MORE PER QUARTER IN ORDER TO CONTINUE TO RECEIVE FEDERAL STUDENT LOANS.**

Students who experience an "Extenuating Circumstance" may appeal to be exempt from the Satisfactory Academic Progress Policy (SAP). Circumstances such as but not limited to an extended illness under a physician's care, a death in the student's family, or a situation deemed to be traumatic, will qualify the student to be exempt. Students will submit a written statement to the Vice President of Academics requesting to be exempt from SAP. Students may also request an extension of deadline for completing assignments for the classes affected by the extenuating circumstance. Typically, the student will be granted an extension of deadline equal to the amount of time the student was affected by the circumstance (ex: three week illness, three week extension). The student will receive an Incomplete (I) for the course until the requirements are completed at which time the Professor or Vice President of Academics will complete a "Grade Change Form" to be submitted to the Registrar's Office to update the records. The Vice President of Academics will notify the student in writing of the determination to grant or deny the request. The student's instructors will also be notified when an exemption is granted.

Students who fail to maintain SAP will not be eligible for Federal, State, or institutional financial aid.

## **BACHELOR OF ARTS IN MINISTERIAL STUDIES**

10 Years --- 6 units per quarter --- 2.0 GPA  
7 years --- 9 units per quarter --- 2.0 GPA  
5 years --- 12 units per quarter --- 2.0 GPA  
4 years --- 16 units per quarter --- 2.0 GPA

## **ASSOCIATE OF ARTS IN BIBLICAL STUDIES**

5 years --- 7 units per quarter --- 2.0 GPA  
3 years --- 11 units per quarter --- 2.0 GPA  
2 years --- 16 units per quarter --- 2.0 GPA

Financial aid students who are receiving a loan as part of their award will need to accomplish six units or more per quarter in order to continue to receive this aid.

As always, any extenuating circumstances will be reviewed to be a consideration in the final ruling of said matters.

## **IV. DROPPING A CLASS, WITHDRAWAL OR LEAVE OF ABSENCE**

Students must submit a written statement requesting "Change of Status" to add a class or drop a class after the initial registration form has been submitted. Students may request a "Change of Status" form from the Bible College office. After the first 10 days of a quarter a fee of \$5.00 per class will be assessed to add or drop/withdraw from a class. In addition, students will be responsible for prorated tuition charges based on the number of classes up to the date of the "Change of Status Form" is submitted. A student may withdraw or drop a class without notation on the student's permanent record through the third week of the quarter. Deadlines for these times are indicated on the annual Calendar.

Leaves of absence must be filed on the "Change of Status Form" prior to the leave except for unforeseen circumstances. A leave of absence occurs when a student plans to take a quarter off, especially financial aid recipients (Pell grants, Cal grants and Student Loans). This leave must not exceed 180 days in any 120-month period. A Title IV loan recipient may exhaust their grace period should their "Leave of Absence" become a withdrawal, go beyond the stated time of return. This means that you would be expected to begin repayment of your loans six months after your last day of attendance.

## **V. CLASSIFICATION OF STUDENTS**

### **A. Year Status:**

Freshmen - 1 to 49 units completed.  
Sophomores - 50 to 99 units completed.  
Juniors - 100 to 148 units completed.

Seniors - 149 to 198 units completed.

- B. Full-time Status: Students who are carrying at least 16 units (12 units for Financial Aid) per quarter in the day classes and those carrying at least 12 units in the evening classes or 6 units in summer school are designated as “Full-time Students”.
- C. Part-time Status: Students taking less than 16 units (12 units for Financial Aid) in day classes or less than 11 units in evening classes, or less than 6 units of summer classes are in the “Part-time Status”.
- D. Audit Status: Since the definition of *audit* is “to attend a class as a listener receiving no credit”, Trinity Life Bible College will permit auditing of classes subject to the following regulations:
  - 1. The instructor of each class being audited must grant permission the student.
  - 2. Auditors are not required to fulfill the academic requirements of the class audited.
  - 3. Auditors do not receive grades or credit for classes audited.

## VI. TRANSFER OF CREDIT

College credit from an accredited postsecondary institution may be transferred so long as the course content is determined by the Academic Office to be equivalent to the corresponding TLBC course. The student must have earned a minimum grade of "C" for the credit to transfer. Official transcripts must be delivered to TLBC and included in the Student's file in the Registrar's Office and evaluated with documentation on forms provided by the Academic Office.

Requests to transfer credits from unaccredited institutions are handled on a case-by-case basis. Students desiring to transfer credit from unaccredited institutions that are licensed by the State to grant degrees and/or have established a relationship with TLBC, and hold to high academic standards may transfer credits for courses with similar content when the student has received a "C" or better on a provisional basis. The provisional basis requires that the student complete one year/36 quarter units minimum while maintaining a GPA of at least 2.0 before credit from an unaccredited institution is transferred to TLBC.

Transfer students must complete at least 30% of degree/program requirements at Trinity Life Bible College.

Life experience credit is not granted or acceptable at Trinity Life Bible College

### **Advanced Placement**

Trinity Life Bible College accepts advanced placement credit for high school course

work for General Education classes after evaluation by the Vice President/Academic Office. Non-collegiate credit may be accepted for credit toward Chapel and Christian Life and Ministry requirements upon documentation and evaluation of the student's participation and a determination that the content and time of participation is equivalent to the TLBC Chapel and CL& M course content.

## VII. STANDARD GRADING SCALE

a) 100-96 - A	= 4.0	- excellent
b) 95-94 - A-	= 3.75	- excellent
c) 93-92 - B+	= 3.50	- Above average
d) 91-89 - B	= 3.0	- Above average
e) 88-87 - B-	= 2.75	- Above average
f) 86-83 - C+	= 2.50	- Average
g) 82-77 - C	= 2.0	- Average
h) 76-74 - C-	= 1.75	- Average
i) 73-71 - D+	= 1.50	- Below average
j) 70-68 - D	= 1.0	- Below average
k) 67-65 - D-	= 0.75	- Below average
l) 64- - F	= 0.0	- Failing
I	= 0.0	- Incomplete
WP	= 0.0	- Withdrawal-Passing
WF	= 0.0	- Withdrawal-Failing
S	= 0.0	- Satisfactory (non-credit course)
U	= 0.0	- Unsatisfactory (non-credit course)

- A.** All work is to be submitted to the professor on the date assigned. Students are strongly encouraged to communicate any problems or concerns regarding an assignment, including how to successfully complete the assignment and any problems completing the assignment as scheduled. In the event the student is not able to submit an assignment to the professor as scheduled, the professor may accept late work with adjusting the credit for completing the assignment as follows:
- If the assignment is submitted one (1) or two (2) days late the professor will deduct 25% of the earned credit for that assignment.
  - If the assignment is submitted three (3) to five (5) days late the professor will deduct 50% of the earned credit for that assignment.
  - If the assignment is submitted six (6) to seven (7) days late the professor will deduct 75% of the earned credit for that assignment.
  - There will be no credit for an assignment that is submitted over one week late.

Late work and Incompletes will not be granted unless the student meets the criteria as established in the Attendance and Acceptance of Late Work policy. All Incompletes at the end of the quarter will receive his/her current grade or an F. Grade changes will be made if the student completes his/her work within the professor's pre-determined time frame. (See Academic Policy A & D)

- I. Point Systems - Instructors may choose to base grades on a point system. A sample point system is provided:
  - 2 unit class: from 400 to 600 points
    - 250 points for quizzes, tests, written assignments (e.g. 5 papers @ 50 pts.)
    - 100 points for Term paper (3-5 pages typed w/ Bibliography)
    - 150 points for Final exam
    - 500 points total for the course
    -
  - 4 unit class: from 800 to 1200 points
    - 500 points - quizzes, tests, written assignments ( 5 papers, 10 assignments @ 50 pts. ea.
    - 200 points - Term paper (3-5 pages typed w/ Bibliography)
    - 300 points - Final exam
    - 1000 points total for course

**FINANCIAL POLICY**

The purpose of this policy is to give information on the Financial status of Trinity Life Bible College in the following three areas: (1) Tuition and Fees (General and Special), (2) Payments and Discounts and (3) Tuition Refunds.

**I. TUITION AND FEES (2004-05 Academic Year)**

**A. TUITION**

1. Full-Time:

<u>Quarter Package Plan</u>	<u>Cost Per</u>
Full-time (Day) 18 core units*	\$1791.00 + fees
Full-time (Evening) 12 core units	\$1194.00 + fees
Full-time (Summer) 6 core units	\$597.00 + fees
<i>*Full-time is 12 or more units for Financial Aid Purposes</i>	

2. Part-Time:

Any and/or all classes are available for enrollment by the student according to their particular schedule and need.

**B. FEES**

1. General Fees

Application Fee: (Non-refundable; One-time only) -	\$50.00
Registration Fee: (All students Each quarter) -	\$50.00

Associated Student Body Fee:  
(Pro-rated per # of units) -

1-4 units:	\$20.00
5-8 units:	\$35.00
Over 9 units:	\$50.00

Note: The A.S.B. Fee allows the students to partake of the following benefits:

- a. To be a voting member of the Associated Student Body of Trinity Life Bible College (as required in the ASB TLBC Constitution and By-laws), as well as being available to fill a position as an elected or appointed officer for the Student Council (i.e. President, Vice-President, Class Representative, Secretary/Treasurer, etc.).
- b. Each student will receive a Student Body Card, allowing for various discounts both at Trinity Life Bible College as well as merchants and schools in the Sacramento area. This card can also act as proper, pictured identification if need be.
- c. This fee helps to underwrite some of the cost for the following student items:
  - (1) Annual TLBC student yearbook
  - (2) Annual student retreat
  - (3) Updating of library and research materials
  - (4) Various student outreaches and activities

## 2. Special Fees

Note: The following fees are only applied under special circumstances and are not a part of the normal registration process and expense.

Auditing Fee (per unit):	\$49.75
Change of Status Fee:	\$5.00
Change of Grade Fee:	\$5.00
Graduation Fee:	\$150.00

**(Note:** *One time fee, which includes up to three degrees, cap, gown, diploma, and graduation banquet*)

Returned Check Fee:	\$15.00
Transcript Fee:	
(1st copy free)	\$ 5.00
Library Overdue Book Fee:	\$ 0.25/day

## II. PAYMENTS AND DISCOUNTS

### A. PAYMENTS

#### 1. Payment Options

##### a. Cash

- b. Check
- c. Credit card
- d. Money order
- e. Cal Grant A or B
- f. Federal Student Aid

## 2. Payment Plans

- a. Plan A -- The student pays in full all tuition and fees prior to the first day of class.
- b. Plan B -- This plan consists of paying 50% of total costs prior to the beginning of classes and 50% in 30 days from classes starting.

Note: All accounts must be paid in full prior to the student taking finals. Any exceptions or variances to the above for full or part-time students must be cleared through the Director of Student Life and approved by the Administrative Council.

## B. SCHOLARSHIPS AND DISCOUNTS

Note: Only one of the following discounts may apply for each student account. Following is a list of all discounts currently offered by TLBC.

**All Trinity Life Bible College (Institutional) Scholarships must be applied for by completing and filing a Free Application for Federal Student Aid (FAFSA) with the US Department of Education AND a Grade Point Verification (GPA) form with the California Student Aid Commission (CSAC) prior to March 2<sup>nd</sup> of the spring before enrolling in classes at TLBC.**

1. Alumni Scholarship: All graduates with a Bachelor of Arts Degree or an Associate of Ministerial Arts Degree from TLBC are eligible for a 100% discount on tuition, for one class per school year. All applicable fees remain the same.
2. Family Scholarship: Spouse of a currently enrolled TLBC student taking equal or a lesser amount of units will receive up to a 50% tuition scholarship. Family of a currently enrolled TLBC student will receive a up to a 15% scholarship. Complete all forms and apply before March 2<sup>nd</sup>.
3. Staff Scholarship: All staff of Trinity Life Bible College or Trinity Life Center will receive a 100% tuition scholarship. Complete all forms and apply before March 2<sup>nd</sup>.
4. Pastoral Scholarship: All ministers holding proper licensing/credentialing and are currently employed in the field of ministry may receive up to a 50% tuition scholarship. Furthermore, dependents of above ministers may also qualify for this scholarship. Apply by completing and filing the FAFSA and GPA Verification forms before March 2<sup>nd</sup>.

Note: The above scholarships and discounts must be evaluated and approved by the Administrative Council, and FAFSA's and GPA Verifications must be filed before March 2<sup>nd</sup>. Some restrictions may apply.

### **III. FINANCIAL AID**

#### **A. CALIFORNIA STUDENT GRANTS**

All students who are California residents may apply for Cal Grants A and B by filling out a Free Application for Federal Student Aid (FAFSA) and filing with the U. S. Department of Education. A "GPA Verification Form" must also be completed by the certifying school and filed by March 2<sup>nd</sup>. The filing deadline for State of California Student Grants is March 2<sup>nd</sup> for the upcoming school year.

#### **B. FEDERAL STUDENT AID**

Students at Trinity Life Bible College are eligible to apply for Title IV Federal Student Aid. To be eligible, a student must complete and file a Free Application for Federal Student Aid (FAFSA). Contact the TLBC Financial Aid office for applications and deadlines. Title IV programs at TLBC include Pell Grants, Federal Stafford Student Loans, Parent's Plus Loans, Federal Supplemental Educational Opportunity Grants (FSEOG), and Federal Work Study (FWS).

#### **C. TUITION ASSISTANCE PROGRAM (TAP)**

TAP is a program in which TLBC will establish an account for the participating student whereby he or she will receive funding by family members, friends, or a local church. Contributors will send funds to TLBC on behalf of the student to assist with payments. One's account will be credited accordingly.

#### **D. AL HENRY MEMORIAL SCHOLARSHIP**

This scholarship is in the amount of \$2,000 and awarded to one student per year by the Administrative Council in memory of Al Henry.

#### **E. HARVESTER'S FELLOWSHIP SCHOLARSHIPS**

The Administrative Council awards various scholarships to students who are experiencing severe hardship and need. These scholarships are administered on a case-by-case basis and as funds exist.

Note: All scholarships are for continuing students only. We encourage you to exercise Christian stewardship and to develop faithfulness in your finances. Our faculty and staff are here to assist you in planning ahead to minimize any financial strain and to pray with you for God's provision for all your needs. Let us be of assistance to you in this area of character development.

## **IV. REFUND POLICY**

The refund policy statement shall constitute a part of the payment or contract between the student and Trinity Life Bible College.

### **A. WRITTEN NOTICE REQUIRED**

Upon written notice for cancellation of an enrollment agreement delivered to the school either in person or by certified mail within 3 working days after such agreement is signed, and until the date upon which the school is scheduled to start classes in which the student is enrolled, the student shall be refunded all monies, except fees, unless the student prefers to credit the student's TLBC account, paid to the school except the registration and application fees.

Note: A tuition credit/refund is granted (pro rated) when dropping a class yet continuing with other course work. The student must file a Change of Status Form located in the TLBC office specifying which class one chooses to drop.

### **B. TUITION REFUND**

TLBC has and maintains a policy for the refund of the unused portion of tuition in the event the student fails to enter the course, withdraws or is discontinued therefrom prior to the completion of the course(s) and up through the sixth week of class and provides that the amount charged to the student for tuition for a portion of the course(s) does not exceed the approximate pro rata portion of the total charges for tuition that the length of the completed portion of the course bears to its total length. There is no refund after the sixth week of class. If the school cancels or discontinues a course or educational program, the school will make a full refund or credit of all charges.

Refunds will be paid within 30 days of cancellation or withdrawal.

## **CODE OF CONDUCT**

The Code of Conduct at Trinity Life Bible College is based on the Scriptural principles of love for God and mankind, that love does not harm another, and that Disciples of Christ are to bear one another's burdens and fulfill the law of Christ. It is expected that administration, faculty, staff, and students accept responsibility of mature Christian citizenship, which involves consideration of and respect for personal happiness of other members of the Trinity Life Bible College family.

The TLBC Code of Conduct and Ethical Values are based on the Ten Commandments (Ex. 20:1-17, Deut. 5:6-21), The Sermon on the Mount and the Beatitudes (Matt. 5:1, 7:29; Lk. 6:20-26, and apply Christian/Biblical values of Love, Respect, Holistic Stewardship, Moderation, and Self-Control (1Cor. 9:27; 13:1-13; Gal. 5:23; 6:1-5; Phil. 1:9-11; 2:2-4; 4:5, 8-9; 1 Tim. 2:9), and development spiritually, mentally, physically, and socially from Lk. 2:52. Conflict resolution follows the model found in Matt. 18. Service

as a lifestyle is incorporated into the life of TLBC (Matt. 20:28; 1 Cor. 4:1-2; Gal. 5:13)

Just as Jesus matured in four ways: “wisdom, stature, favor with man, and favor with God” (Luke 2:52), TLBC administration, faculty, staff, and students strive to foster growth in mind, body, spirit, and soul. The programs and Code of Conduct at Trinity Life Bible College are dedicated to the spiritual development of these four areas.

#### Christian Standards:

Trinity Life Bible College is an integral part of the church universal in preparing men and women for full time ministry as well as lay leadership. To this purpose, Trinity Life Bible College maintains a Code of Conduct that is in accordance with Christian standards set forth in the Bible and generally accepted by churches “of like precious faith.”

#### Property:

Members of Trinity Life Bible College will endeavor to keep personal property neat and clean. Theft, removal, or damage to personal or college property is a serious offense against the Code of Conduct.

#### Activities:

Members of Trinity Life Bible College make every effort to be prompt to classes, Chapel, Sunday worship, and all appointments. They regularly attend classes, Chapels, worship services at their home church, and student events

#### Behavior:

Members of Trinity Life Bible College do not use profanity, smoke, gamble, cheat, drink alcoholic beverages of any kind, engage in immoral activities, or use illegal drugs. The Scriptures expressly prohibit certain behaviors. These include theft, lying, dishonesty, gossip, slander, backbiting, profanity, vulgarity (including crude language), sexual promiscuity (including adultery, homosexual behavior, premarital sex), drunkenness, immodesty of dress, and occult practices.

At Trinity Life Bible College, we want you to be happy, healthy, and whole. If you engage in an activity that is considered unhealthy or could harm you, disciplinary action, suspension, or expulsion from Trinity Life Bible College are possible consequences.

#### Dress Code:

The dress code of Trinity Life Bible College is designed to provide a standard of appearance, which complements our high spiritual and academic standards. We desire that each faculty realize the gravity of being set apart to study and teach the Word of God and therefore dress appropriately. Members of Trinity Life Bible College endeavor to present a good appearance at all times. This applies to both mode of dress and behavior. A person’s conduct should never be an embarrassment to others. The dress code calls for neatness and good taste at all times.

##### A. Women

Modesty, femininity and good taste are the guiding principles for women’s

dress at TLBC.

B. Men

To be well groomed, clean and neat are the guiding principles for men at Trinity Life Bible College.

C. General

Shorts, sweatshirts, sports jerseys and shirts with written messages or pictures not in keeping with Christian values are not to be worn at Trinity Life Bible College.

## **Harassment**

Trinity Life Bible College is committed to providing an environment which is free from harassment, and every member of the Bible College must recognize that harassment of any type compromises the integrity of the Bible College and the tradition of free and open inquiry among its members. It is the policy of Trinity Life Bible College to insist that all students, faculty and staff are treated at all times with dignity and respect. Harassment in any form is strictly prohibited. This includes but is not limited to harassment because of age, disability, race, religion, color, national origin, marital status, sex, or political affiliation.

Trinity Life Bible College will not tolerate any conduct, which has either the purpose or the effect of interfering with the work or scholastic performance of any member of the Bible College community or creating an intimidating or hostile living, studying, or working environment. It is a violation of Trinity Life Bible College policy for anyone to engage in any form of harassment or to retaliate against a person who has initiated an inquiry or complaint.

The right of confidentiality for any party involved in an alleged harassment incident, including the complainant and the accused, will be respected insofar as it does not interfere with the Bible College's obligation to investigate allegations of misconduct and to take corrective action where appropriate.

## **DISCIPLINARY PROCEDURES**

The Board of Trustees has established the following guidelines and procedures at Trinity Life Bible College in accordance with Matthew 18:

All rules and regulations adopted by the Bible College are subject to the Code of Conduct. Any violation of the Code in its written form, its principles, or its spirit, is dealt with accordingly.

Reports of conduct which is offensive, unacceptable, destructive, and in violation of the Bible College regulations are to be made to one of the following officials of the Bible College: the President, Vice President of Academics, or Vice President of Student Life. The official will review the nature of the complaint and has the responsibility for handling it on a person-to-person, case-by-case basis. The person involved is requested to

cooperate in collecting and interpreting information regarding the complaint. When the review is completed, the administrator has the authority to impose appropriate discipline.

Should the individual believe the discipline unfair, that person has the right to seek an administrative review with the President. Ultimately, the individual may request a hearing before the Board of Trustees, if it is felt this is necessary. Approval for such a hearing is granted at the discretion of the President and Vice President of Academics. The individual will appear personally in a hearing before the Board. The person has the right:

- To be informed of the nature of the allegations, charges, or reports brought against the individual.
- To request a hearing before the Board and to present testimony with respect to the complaint.
- To be notified of decisions reached by the Board.

Trinity Life Bible College's policies concerning conduct are intended to be rehabilitative and not punitive. Each individual involved with Trinity Life Bible College is expected to understand and accept responsibilities for their behavior as members of the Bible College family. The best interests for both the individual and the Bible College are taken into account in making decisions.

## **SEXUAL ASSAULT POLICY**

Trinity Life Bible College, in keeping with the State of California Education Code for degree granting institutions under CEC 94310 and regulation 94385 of the California Education Code, recognizes the need for assistance and confidentiality in the event of sexual assault. Sexual assault includes rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery or threat of sexual assault.

Procedure to be followed with the consent of the victim in the event of sexual assault:

- \* Notification to the President, or his/her representative, immediately.
- \* The President shall provide transportation of the victim to the nearest hospital.
- \* The victim shall be referred to a local Christian counselor.
- \* The Sacramento County Sheriff's Dept. shall be notified.
- \* The victim shall be guaranteed confidentiality, including the press, family, friends, staff, student, etc.
- \* The victim shall be afforded all information regarding any disciplinary action in connection with the assault.
- \* The victim shall be referred to appropriate agencies for legal assistance and information.
- \* The victim shall be informed of the college's disciplinary process.
- \* The victim shall have assistance with academic matters from staff and faculty.

## **CRIME STATISTICS**

Crime statistics are compiled annually by the Academic Office and submitted to the U. S. Department of Education (USDOE) according to regulated timeframes.

Crime statistics are published to students, faculty, staff, and the public by bulletin statements, student newsletters, and the TLBC Lifeline.

Crime statistics are available to the public and interested parties. Interested parties may contact the Academic Office to request the most recent Crime Statistics Report. Requests will be filled within two weeks from receipt of the request.

## **GRIEVANCE POLICY- DUE PROCESS**

All parties in the grievance process shall be guided by Christian principles and shall conduct themselves in both verbal and written expression in Christian love and mutual respect.

It is important that all parties involved be encouraged to follow the Christian principles in Matthew 18:15-17 in order to resolve differences with TLBC staff and instructors.

### **Unresolved Disputes**

Any unresolved questions or disputes may be directed toward Transnational Association of Christian Colleges and Schools (TRACS), P.O. Box 328, Forest, VA 24551, (434) 525-9539 or Bureau for Private Postsecondary and Vocational Education, (BPPVE), P.O. Box 980818, West Sacramento, CA 95798-0818, (916) 445-3427.

### **Student Grievance Procedure**

All parties in the grievance process shall be guided by Christian principles and shall conduct themselves in both verbal and written expression in Christian love and mutual respect.

It is important that all parties involved be encouraged to follow the Christian principles in Matthew 18:15-17 in order to resolve differences with TLBC staff and instructors.

### **Grades**

The student must first request a review of the grade from the instructor who will give a reasoned explanation for the disputed grade, in writing if requested.

If the issue is not resolved to the student's satisfaction, the disputed grade may then be appealed to the Vice President of Academics who will consult both the student and the faculty member who assessed the grade to make a final determination.

This policy is intended to accommodate appeals with serious merit. The Vice President of Academics may decline appeals deemed to be frivolous.

### **Personal**

In the event a student desires to file a personal grievance, again, the guidelines of

Matthew 18 will be followed.

The student will speak to the faculty or staff member regarding the issue on a private basis.

If the issue is not resolved, the matter will be taken to the Vice President of Academics in written form. The Vice President of Academics or his representative will call a meeting of all parties involved for conflict resolution.

If the matter is still not resolved, the issue will be brought before the Administrative Council for final ruling and/or discipline. The decision of the Administrative Council is final.

## **LIBRARY POLICY**

### **I. GENERAL GUIDELINES**

The library at TLBC has been established to bring to you the best in educational and spiritual values, thereby assuring that your time will be well spent with its use. Currently, the library contains several thousand volumes of books, commentaries and microfiche. Further materials include computers with Internet access, audiotapes and videos.

Materials used from the library are considered to be for your personal service and are not to be loaned without permission from the Librarian.

A portion of the operational cost of the library comes from your tuition and ASB fee. Therefore, we offer to you, and the faculty, a reduced library registration fee for checkout privileges.

The library has no income, per se, so a registration fee is imposed to help defer the cost of upkeep and expansion. Therefore, we expect everyone to adhere to policies set forth in this statement. Failure to do so will be brought to the attention of the Director of Student Life.

### **II. SPECIFIC POLICIES**

#### **A. LIBRARY USAGE**

1. Books may be borrowed for two weeks with a five-book limit.
2. Books may be renewed.
3. Overdue notices will be issued at the beginning of each week. The Director of Student Life will also be notified.
4. A \$.25 a day late fee will be charged.
5. A second overdue notice for the same item will automatically cancel any checkout privileges until reinstated by the Director of Student Life. A copy of

such action will be placed in the student's file.

6. Books lost or damaged beyond reasonable use will require replacement or replacement cost. Failure to comply with the above-mentioned procedure will constitute reason for assessing a penalty of \$15.00, plus replacement cost of the book(s) unreturned within seven days of second notice. Permanent loss of library privileges will also result. A copy of such action will be placed in the student's file.
7. Finals will not be taken from students who are not cleared of indebtedness with the library, and no student owing the library will be permitted to graduate.
8. The library registration fee is included in the ASB fee.
9. Other library facilities available to Trinity Life Bible College students include: CSUS, American River College, Sierra College, as well as the Sacramento Public library.

## **GRADUATION**

### **I. GRADUATION ACTIVITIES**

Every year in June TLBC graduates a class of trained ministers and layman with various degrees to make an impact on the Kingdom of God. A weekend full of activities is planned to honor you, the graduate. These activities include the Graduation Banquet, Baccalaureate Service and the Commencement Ceremony. All graduating students are strongly encouraged to attend all of the activities.

### **II. GRADUATION POLICY**

Students who have completed the necessary requirements or receiving a degree, diploma, or certificate must complete a "Petition to Graduate Form" provided by the Registrar's Office. The TLBC Registrar's Office will distribute Petition to Graduate Forms beginning in January to allow students time to prepare the forms. Petition to Graduate forms will be submitted by students to the TLBC office in April. The Academic Office will review student records to evaluate students' eligibility to graduate. Students who are within 16 units of completing program requirements will be allowed to participate in the graduation ceremonies, but not receive official documents until all degree, diploma, or certificate requirements are fulfilled.

Students must be cleared by the Financial Aid Office, which will process students who must complete the "exit" process regarding student loans, prior to being approved for graduation.

Students must also be cleared by the business office, which will ensure that student financial accounts are satisfied and all fees are paid prior to being approved for graduation.

## **FIELD MINISTRY REQUIREMENTS**

The Field Ministry program of TLBC is divided into two major areas: (1) field work, and (2) internship. Because Trinity Life Bible College puts heavy emphasis on the practical aspects of ministry, your fieldwork and internship are a valuable part of your training. In this way, you are offered opportunities to gain practical experience while still in a school setting. We urge you to take full advantage of the learning possibilities this affords.

## **I. FIELD WORK**

All students, unless enrolled and participating in the Ministerial Arts Internship, are required to complete fieldwork. The student is required to:

- A.** Complete a Field Work Enrollment Form (located in TLBC office).
- B.** Participate in a fieldwork assignment approximately four hours per week, including preparation time.
- C.** Report their weekly involvement on the “Weekly Involvement Report” form every Tuesday.
- D.** To attend one Field Work Orientation and two seminar Field Work discussion sessions. (Note: The Field Work Orientation is given during both a chapel service and evening class session. Field Work discussion sessions must be scheduled with the Director, Academic Dean or Director of Student Life, pending on availability.)
- E.** To meet with their student coordinator (at the ministry or are involved with) once per quarter for a follow-up interview.
- F.** To complete an evaluation of their experience and to have an evaluation of their performance completed by their supervisor at the end of the quarter.
- G.** To type a three page, double-spaced paper, which includes the following and is due at the end of the quarter:
  - 1. A description of the church or organization where the ministry is conducted.
  - 2. A description of the ministry engaged in.
  - 3. Describe the organizational structure with which you worked.
  - 4. What training or talent prerequisites were necessary for success in this ministry?
  - 5. What new ideas or methods would you like to see initiated in this area of ministry?
  - 6. What ideas or methods did you come up with regarding this area of ministry?
  - 7. What types of people were you involved with?
  - 8. What problem areas did you encounter?
  - 9. What opportunity areas do you see within this ministry?
  - 10. What lasting effects do you feel this ministry has had upon you? What new

insights? What new things learned? What skills did you develop?  
What new direction did you receive for your life?

The above-described Field Ministry Report will be evaluated and given a grade following the standard grade scale for TLBC:

Acceptable Format	20%
On Time	20%
Adequate Development	20%
Neatness	20%
Evidence of Comprehension	20%

## II. INTERNSHIP

Internship is an extension of the fieldwork experience and is usually completed after the student has completed 60 units of Biblical Studies/Ministerial Arts. This involves an assignment of three quarters in your local church, a cooperating church in the area, or Trinity Life Center. The intern serves in several capacities including (1) an in-depth observer of the functioning of a church and its congregation, (2) involved in actual ministry within the host church, and (3) is guided by the minister of the assigned church and researches the history, organization and structure of the church, while making themselves available to the Pastor for the practical work aspect of their assignment.

Evaluation for this work will be made on the basis of the standard letter grade with four units of credit. Students who do not complete their paper prior to graduation will not be allowed to participate in graduation exercises.

### A. YOUR INTERNSHIP WILL INVOLVE:

1. Assignment with your home church, a cooperating church in the area, or Trinity Life Center.
2. Handling (preaching and/or teaching) the Word of God at least once per week. (One-on-one ministry does not meet this requirement.)
3. Work towards establishing a good relationship with the pastor and his family.
4. The intern is expected to devote at least Sunday morning, evening and one midweek service (if applicable) in their host church.
5. The intern must fill out a weekly internship involvement form every Tuesday covering the previous week.
6. During the three quarters the interns must attend a minimum of 18 weekly class intern sessions (see weekly class schedule for the quarter enrolled).
7. The intern will be expected to turn in an Intern Paper by the *third Friday in May*. This paper is to be written in theme form and can be no shorter than fifteen pages and no more than thirty pages in length. It must be typed and double-spaced. All sources are to be cited within the body of the paper.

Further guidelines for this paper can be found in the TLBC office.

**B. THIS PAPER WILL BRING A THREE-FOLD RESULT:**

1. It will acquaint you with the many facets of church ministry.
2. It will expose you to the people that fill the many callings.
3. It will allow you to research and learn for yourself valuable lessons on pastoral theology, church functions, ministries, and staffing.

Note: The intern will be expected to meet with their church advisor for a time of discussion on a bi-weekly basis.

**PROCESS FOR CHANGING EXISTING POLICIES AND PROCEDURES**

In the interest of continued improvement, TLBC provides a process whereby students, staff, or faculty who identify a need or a need for change to a policy or procedure can bring it to the attention of administration.

The suggested change should be put in the form of a written statement, addressed to the TLBC Administration.

Administration will review the suggestions; if appropriate, changes to a policy or procedure will be drafted.

The draft will then be presented at the next Board of Trustees meeting for approval.

If adopted, all affected Policies and Procedures, Manuals and Handbooks will be changed to reflect the approved changes.

The originator of the suggestion to change will be notified in writing of the decision of TLBC administration and/or Board of Trustees.

**EMERGENCY PLAN**

**IN THE EVENT OF A MEDICAL EMERGENCY:**

Call 9-1-1 if it is a life-threatening situation.

Make the victim comfortable, cover with a coat or other item to keep him warm.

If the victim is able to move, assist them to the Bible College office where a soft chair and couch is available.

Contact the victim's nearest relative or emergency contact (from the enrollment form in the admissions office).

If medications need to be administered, follow label directions.

### **IN THE EVENT OF A FIRE (Including a fire drill):**

If you observe a fire, pull the fire alarm.

When the fire alarm sounds, follow the escape route to exit the nearest door.

Remain outside until the all clear bell sounds.

### **IN THE EVENT OF A NATURAL DISASTER:**

#### **EARTHQUAKE**

Get under a table or stand in a doorway

Move away from windows or glass structures

After the earthquake, exit the building, test stairways for damage before accessing.

#### **TORNADO/WIND**

Secure all doors and windows.

Stay clear of power lines and trees.

#### **FLOOD/WATER**

Avoid electrical outlets

#### **POWER OUTAGE**

Emergency lights will automatically start.

### **FIRE DRILLS**

Trinity Life Center plans for all fire drills on site. We meet all the local code requirements for scheduled fire drills.

---

**NOTE FROM THE ADMINISTRATION:**

We, the Trinity Life Bible College Administration, wish to express our appreciation for your commitment to the Kingdom of God and His work. You have felt His call to be His ambassador, His chosen representative, and we are assured that “He who began a good work in you will carry it on to completion until the day of Christ Jesus” (Php 1:6, NIV). We are here to serve you in prayer and counsel in all of the areas discussed in this handbook. If you have any questions, do not hesitate to contact one of our staff. Thank you for your openness to God’s development of character in your life!