

ROSEDALE

BIBLE COLLEGE

*FACULTY
HANDBOOK*

September 2005

Rosedale Bible College
Faculty Handbook
Introduction

This faculty handbook consists of policies which form the *Academics* section of the Rosedale Bible College policy manual. Because policies in that section of the manual are ones to which members of the faculty may find it helpful to refer regularly, they have been assembled in this booklet form to provide easy access to them.

Faculty members should acquaint themselves with the policies contained here, especially those in the sections titled *Faculty policies* and *Course policies*. While not every question regarding courses and teaching are addressed here, many of the most common ones are. Faculty members with questions not addressed in this handbook should consult with the academic dean. Also, since policy manuals are intended to be dynamic and ever-maturing documents, faculty members are also encouraged to propose changes or additions.

Policies in the *Academics* section of the manual carry numbers in the 4000's, and that numbering system is retained in this handbook.

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Faculty support of mission and beliefs

Instructors are required to complete a doctrinal questionnaire as part of the process of employment.

Each year instructors are required to sign a statement indicating their support of the college's mission, programs and beliefs.

Approved by the Administrative Council, September 19, 2001

Faculty rights and privileges

All instructors and administrators are granted faculty status. No system of tenure is in place.

Faculty status entitles full-time faculty members to the following rights and privileges:

1. To teach with freedom in keeping with the *Academic Freedom and Responsibility* statement
2. Employment benefits (see Human Resources policies)
3. Use of an office
4. Use of a computer
5. Use of the library with no due date on borrowed materials
6. The services of the faculty secretary
7. Office supplies as needed for classroom instruction
8. Funds for professional enrichment
9. Free coffee and hot drinks during office hours
10. Personal use of the copy and fax machine for a nominal charge

Faculty status entitles part-time faculty members to the following rights and privileges:

1. To teach with freedom in keeping with the *Academic Freedom and Responsibility* statement
2. Use of an office
3. Use of a computer

4. Use of the library with no due date on borrowed materials
5. The services of the faculty secretary
6. Office supplies as needed for classroom instruction
7. Free coffee and hot drinks during office hours
8. Personal use of the copy and fax machine for a nominal

Approved by the Academic Committee, September 19, 2001

Academics - 4025

Faculty status

Faculty status is granted to all full-time and part-time faculty members and to each member of the administrative council. Individuals hold this status throughout the fiscal year (July 1 through June 30) in which they have teaching and administrative council responsibilities.

Individuals with faculty status are invited to attend faculty meetings, participate in commencement exercises, and are given a library card without the normal obligation to return materials by the due date.

Approved by the Administrative Council, April 21, 2005

Academics - 4030

Faculty credentials

Candidates for full-time employment as faculty members shall have a Master's degree.

Approved by the Administrative Council, October 25, 1996

Academics - 4040

Academic freedom and responsibility

Teachers are responsible to teach in such a way that the mission and

the theological positions of the College are affirmed and supported, and not undermined. Faculty members are required to sign annually a statement affirming their agreement both with the mission of the College and with the theological positions which the College has adopted (see College Bylaws, Preamble). Instructors who discover that they cannot honestly teach within the framework of the statement which they sign are expected to exercise sufficient ethical sensitivity to resign their posts.

Faculty members are not expected, however, to agree completely with each other on every question which may arise within the context of teaching at the College. Within the general framework of the conservative, evangelical and Mennonite theological positions which the College affirms, a teacher enjoys freedom within the classroom to present a variety of positions, views and philosophies related to the material covered in the course.

Approved by the Administrative Council, October 30, 1996

Approved by the Board of Trustees, September 7, 2001

Academics - 4050

Faculty secretary

Instructors may use the secretarial services of the Administrative Assistant for preparing materials such as syllabi, handouts, tests, transparencies, etc. Work should be given to the Administrative Assistant far enough in advance to allow sufficient time for completion.

Approved by the Academic Committee, June 6, 2001

Academics - 4060

Faculty Office Hours

Faculty members are encouraged to hold regular office hours for the primary purpose of meeting with students enrolled in their classes.

Faculty members are expected to keep a reasonable number of office hours each week, following a general guideline of two hours per week for each three credit-hour course taught. Office hours should be included in the course syllabus or posted on the office door.

Approved by the Academic Committee, September 11, 2001

Academics - 4070

Audio-Visual Equipment

Faculty and staff are free to use the audio-visual equipment for classes and student activities. Arrangements are to be made through the administrative assistant. Equipment in need of repairs should be reported to the administrative assistant.

Approved by the Academic Committee, June 6, 2001

Academics - 4080

Faculty teaching load

Instructors who teach 24 or more credit hours annually are considered full-time faculty members and are eligible for the college's benefit package.

Instructors who teach 15 or more credit hours annually but less than 24 are eligible for the college's benefit package on a pro-rated basis.

Instructors who teach less than 15 credit hours annually are not eligible for the college's benefit package.

Approved by the Administrative Council, October 4, 2001

Academics - 4090

Faculty Absence from Class

Faculty absences from class should be cleared in advance with the academic dean, and should include appropriate alternate provisions

for the class when possible.

Policies related to absences resulting from illness are found in the Sick Leave Policy.

Approved by the Administrative Council, July 3, 2001

Academics - 4100

Faculty attendance at chapel and student activities

Faculty members are encouraged to be present for chapels, weekly faculty/staff prayer meetings and special meetings. Faculty members may also participate in weekend student activities, at their own expense.

Approved by the Administrative Council, September 26, 2001

Academics - 4110

Faculty meetings

Faculty members are expected to attend faculty meetings, which are normally held twice a term and are arranged by the Academic Dean. Faculty members are encouraged to propose to the academic dean themes or topics for discussion.

Approved by the Academic Committee, June 6, 2001

Academics - 4120

Grade reporting

Final course grades for terms one through four are due in the academic office by the first Friday of the following term. At the end of term five, course grades for graduating students are due on the final day of the term by 4:00 p.m.; grades for non-graduating students are due two weeks after the end of term five.

Approved by the Academic Committee, June 6, 2001

Academics - 4130

Faculty and course evaluations

The academic office engages in an ongoing process of faculty and course evaluation. That process includes the following components:

- A.. The academic dean (or a person designated by the dean) visits one class session of each faculty member each year, with the goal of noting areas of strength and weakness in the instructor's teaching.
- B. Students in selected classes fill out the Student Evaluation of Teaching at the end of the term. The intention is that each course within the curriculum be evaluated at least once every three years.
- C. The academic dean reviews data from the Non-Program Student Survey related to academics. This survey is given to short-term students during the last week of terms three and four.

Approved by the Academic Committee, June 20, 2001

Academic - 4140

Retention of course work

Course assignments and exams are important educational tools that help assess academic performance. Instructors should return work to students in a timely manner. Instructors have the option of allowing students to see graded work, but then collecting it again. When this is done, instructors are asked to keep the work for at least two terms before disposing of it to provide opportunity for review and discussion.

Students who wish to have assignments and exams returned to them after they have left campus are responsible to purchase an envelope from the receptionist, address it, and give it to the course instructor. One envelope is required for each course. The instructor is

responsible to place graded course work in the addressed envelope and return it to the receptionist for mailing.

*Approved by the Academic Committee, August 21, 2001
Revised by the Academic Committee, October 31, 2001*

Academics - 4150

Faculty emeritus

Faculty and administrator emeritus recognition will generally be granted by the board of trustees to faculty members and administrators who:

- are retiring from full-time service
- taught full-time at RBC for at least twenty years
- taught at RBC for the ten years immediately preceding retirement
- are recommended by the administrative council

The last active title held by the person is generally to be used in the emeritus title.

Faculty members and administrators who hold emeritus recognition:

- continue on the RBC roster on an honorary basis and are listed in the catalog and other appropriate places.
- are invited to participate in both official and informal faculty activities
- have access to faculty benefits such as study space, secretarial service, office equipment, etc., as they are available, and as schedules permit.
- are regarded as a continuing part of the RBC family and are encouraged to remain active in the life of RBC as much as possible.

Approved by the Administrative Council September 26, 2001

Admission Requirements

Rosedale Bible College admits students whom it believes will benefit from the spiritual and educational emphasis of the school and who will make a positive contribution to campus life.

The primary criteria for admission are a personal commitment to Christ and a willingness to cooperate with the guidelines of the school. A signed covenant from the student handbook must be returned to the admissions office before acceptance can be confirmed. High school graduation or a GED is required for normal admission. Others may be admitted on academic probation.

Adopted by the Academic Committee, September 11, 2001

Categories of students

Students at Rosedale Bible College are categorized in three divisions: program students (those enrolled in a two-year or one-year program and planning to graduate); transfer students (those who are not planning to graduate but who hope to transfer credits to another institution); non-program students (those who desire short-term study with no plans either to graduate or to transfer). This categorization is done primarily for the benefit of the academic office, and allows the office to track enrollment trends and to advise students more helpfully.

Approved by the Academic Committee, September 11, 2001

Home-schooled applicants

Rosedale Bible College affirms the values which lead some families to educate their children at home, and welcomes applications from students who have been home-schooled. Students who have completed the equivalent of four years of high school simply follow the normal application process.

RBC also welcomes students who are at least seventeen years old to study at RBC either part time or full time during their senior year of high school. In such cases, the admissions committee gives extra attention to personal references in an attempt to assess the student's maturity and preparedness to join the RBC community.

Approved by the Administrative Council, October 30, 1996

Students without high school diploma

Rosedale Bible College will permit up to five percent of its program students in a given year to be admitted without a high school diploma. Students in this category will be admitted on a probationary basis for two terms. This limit does not apply to students enrolled as transfer and non-program students. For the purposes of this policy, a GED is considered a high school diploma. Students who do not have a high-school diploma or a GED will be encouraged to obtain one.

Additional consideration may be given to applicants who are involved in ministry or who are over age thirty. These applicants will be assessed on the basis of available academic records and/or other references which can affirm ability to perform adequately at a college level.

Approved by the Administrative Council, October 30, 1996

Late Applications

Normally applications for admissions should be received thirty days prior to the beginning of the term for which acceptance is requested. Late applications or readmissions received less than three weeks from the beginning of classes will be assessed a late fee of \$75 in addition to the normal application fee of \$30.

Late applications for new admissions will be accepted up to three weeks before the beginning of term for non-U.S. Canadian citizens and up to two weeks before the beginning of term for U.S. citizens. Applications received after these deadlines will be processed for the following term.

Late applications for previously admitted students will be accepted up to the Tuesday of the week preceding the beginning of the term for which acceptance is requested provided their application material is current and there is space in both the dorms and the classes. For application material to be considered current it must be dated no more than two years prior to the date of the beginning of the term and still be valid.

Any exceptions to these deadlines can be made only at the discretion of the Academic Assistant in consultation with the Admissions Committee.

Approved by the Academic Committee, November 16, 2004

Curriculum review

The Academic Committee is responsible to lead the ongoing task of curriculum review. Among other matters the committee shall pay attention to course offerings, course content, curriculum support, course overlap, courses to be added, courses to be deleted, etc.

An ongoing evaluation of the curriculum is built into the outcomes assessment plan, and regularly involves critical review by the members of the faculty. A thorough curriculum review shall be

conducted at least every five years, and shall also include significant faculty participation.

*Approved by the Administrative Council, September 19, 2001
Revised by the Administrative Council, December 13, 2001*

Curricular changes

Changing program requirements regarding the number of hours needed from each division of study needs Board approval. Making changes to the list of specific courses required for graduation does not need Board approval, but should be reported to the Board as information.

Approved by the Board of Trustees, February 18, 2002

Academic advising

The academic assistant, under the direction of the academic dean, is responsible to advise students regarding course selection, course changes, and options for graduation. When further consultation is needed the academic assistant may direct students to the academic dean.

Non-program students will be encouraged to consider completing a program.

Approved by the Academic Committee, September 11, 2001

Application for Degree Program

Every student enrolled at Rosedale Bible College will be initially enrolled, by default, in the one-year Certificate in Biblical studies program.

Students who desire to graduate with an *Associate of Arts in Biblical Studies* degree are required to fill out an application form available in the academic office. Students are encouraged to submit the application as early as possible.

The academic committee reviews and takes action regarding all applications.

*Approved by the Academic Committee, August 21, 2001
Revised by the Academic Committee, June 16, 2004*

Academics – 4235

Earning a second degree

Students may earn only one Associate of Arts in Biblical Studies degree at Rosedale Bible College. When a student desires to take additional courses following graduation from the AA program (e.g., fulfilling the requirements for an additional concentration), the additional coursework is noted on the official transcript, but no additional diploma or certificate is awarded.

Approved by the Academic Committee, October 24, 2002

Academics - 4240

Graduation Requirements

A diploma or certificate will be granted upon satisfactory completion of the required courses in one or more of the school's programs, and upon satisfactory completion of required Christian Service hours. At least a C average (i.e., a cumulative G.P.A. of 2.0 or higher) is required. Transfer students must attend a minimum of three terms to graduate.

A graduation fee is due at the beginning of term five.

*Approved by the Academic Committee, September 11, 2001
Revised by the Academic Committee, September 8, 2005*

Commencement Policies

Graduates receiving the AA degree will wear black gowns with black tassels. Graduates receiving the one-year certificate or IPS certificate will wear maroon gowns and tassels.

Male graduates shall wear dark dress pants, collared shirt, and dress shoes under their gowns. Ties are recommended. Female graduates will wear “Sunday dress” and dress shoes.

Male faculty members shall wear coat and tie.

The graduating class president must be an individual graduating from the AA program. This individual will be chosen by the graduating class.

The president of the graduating class will be a class speaker and the graduating class will choose another. Class speakers are approved by the academic dean and their speeches will be written out one week prior to commencement and approved by the Academic Dean.

Suggestions for a commencement speaker will be made by the faculty. Suggestions will be reviewed and approved by the Administrative Council. The academic dean and, as appropriate, the graduating class shall make the final selection from the approved names.

Suggestions for a commencement speaker will be submitted by faculty members and members of the graduating class. Suggestions will be reviewed and approved by the Administrative Council. The graduating class shall make the final selection from the approved names.

The order of the commencement ceremony has been set as follows:

- Prelude
- Processional
- Invocation (President)
- Welcome (President)
- Opening Hymn
- Personal Reflections (2 Graduates)
- Special Music (RBC Music Department)
- Introduction of Commencement Speaker (President/Academic Dean)
- Commencement Address

Presentation of Class (Academic Dean)
Presentation of Diplomas (Academic Dean)
Closing Hymn
Benediction (Dean of Students)
Recessional
Postlude

*Approved by the Administrative Council, January 27, 2005
Revised by the Administrative Council, June 1, 2005*

Academics -4245

Graduation with honors

Students who complete the two-year program with a grade point average of 3.75 or higher graduate “with honors.” Students graduating with honors are recognized in the following ways: honors cords at graduation, an honors dinner planned by the academic dean, and recognition in the printed graduation program.

Approved by the Academic Committee, April 18, 2003

Academics - 4250

Student records policy statement

The academic assistant is responsible to administer student records.

All student records files shall include application form, pre-registration form, personal questionnaire, signed covenant from student handbook and reference forms from pastor and friend. Student records files may also include, as appropriate, additional information consisting of correspondence to or from the student, high school transcripts, college transcripts, special issues flags, information related to disciplinary actions, financial aid/scholarship applications, loan applications, etc. After the conclusion of each term the report card shall be added. After the conclusion of the academic year the Christian-service records, student development records, statement of medical liability waivers and health forms shall be

added. Other information may be included as considered appropriate by the administration and academic assistant

Students may view any documents which are part of their file except reference forms and information related to disciplinary actions.

The persons permitted to view student files at RBC are the members of the Administrative Council (president, academic dean, dean of students, business manager), the RBC Board chairman, registrar, and resident directors. Resident assistants may view the files of current students in the presence of the resident directors. Faculty members may view the files of students who are currently enrolled in their classes. Faculty or staff members who have other legitimate reasons to view students files may submit a request to the academic dean. The academic dean determines whether or not the file may be viewed by the faculty or staff member.

RBC does not release information from a student's permanent record without the written consent of the student, beyond the provisions stated above.

Approved by the Administrative Council, January 7, 1999

Academics - 4260

Academic eligibility for extra-curricular ministries

Students participating in extra-curricular ministries (Chorale, Salt and Light, etc.) are expected to maintain a grade point average of at least 2.0. Situations in which a student's G.P.A. falls below 2.0 will be handled on a case-by-case basis by the academic dean, in conjunction with the director of the extra-curricular ministry.

Approved by the Administrative Council, October 30, 1996

Academics - 4270

Academic credit for Salt and Light

Academics - 4300

Students receive one hour of credit for each term they participate in Salt and Light.

Approved by the Administrative Council, November 25, 1997

Academics - 4275

Academic credit for drama productions

Students may receive up to one hour of credit for each term they participate in a dramatic production. The academic dean, in consultation with the director of the dramatic production, determines who is eligible to receive credit and how much they should receive.

Approved by the Academic Committee, June 21, 2002

Academics - 4280

Financial aid and grades

Students who are approved for financial aid will need to maintain a C grade average to qualify for aid for the next term.

Approved by the Administrative Council, May 6, 1992

Academics - 4290

Withdrawal from courses

Students who withdraw from a course after the normal deadline for finalizing course selection, and before the beginning of the fifth week of classes, will receive a "W" on their transcripts. After the beginning of the fifth week, students may withdraw from a class only with special permission from the academic office.

Approved by the Academic Committee, June 20, 2001

Refunds

Tuition – Students who terminate their time at RBC during the first two days of a term will receive 100 percent refund. An 8 percent reduction will be assessed for each day after that.

Room and Board – Students who terminate their time at RBC during the first week will receive an 80 percent refund. The refund will be reduced by 20 percent for each week after that.

Approved by the Administrative Council, September 19, 2001

Academics - 4310

Freshman Forgiveness

A student who earns a course grade of D or lower during his or her first three terms of study (i.e., the first 18 credit hours) may repeat it under the freshman forgiveness policy. The student has until the end of the second full year of study (i.e., prior to earning 60 hours of credit) to apply in writing for this provision. In the event that the course is not offered again within that time period, the student may retake the course the next time it is offered. The course grade earned in the first attempt remains on the student's record, but only the grade earned during the second attempt is used in calculating the grade point average.

Approved by the Academic Committee, June 28, 2001

Academics - 4320

Academic Probation

Students who have attended Rosedale Bible College for at least two terms and whose cumulative GPA has fallen below a 2.0 will be placed on academic probation. A student on academic probation must meet weekly with the academic dean or with an advisor appointed by him. The advisor may require that the student provide information

about the student's study patterns and progress being made on class assignments. The academic dean, in consultation with the dean of students, may choose to limit the student's involvement in extra-curricular activities. A cumulative GPA of 2.0 or higher will release a student from academic probation.

A student carrying a cumulative GPA of less than 2.0 for three consecutive terms may be dismissed from the college for a 6-month period. Students who seek re-admission after a dismissal period are required to meet with the academic dean who may impose special re-admission requirements. Students who have been dismissed for academic reasons for the second time may be denied admission to the college at the academic dean's discretion.

Approved by the Academic Committee, September 11, 2001

Academics - 4330

Full classes and academic probation

Students on academic probation will generally not be allowed to take courses for which there is a waiting list. There may be exceptions made for persons with a reasonable probability of graduating, who need a particular course for graduation. Otherwise, classes with waiting lists will be reserved for students in good academic standing.

Approved by the Administrative Council, January 14, 1999

Academics - 4340

Plagiarism

Plagiarism is using another persons' ideas or thoughts without acknowledging that they are borrowed from someone else. It ranges from copying an entire work to copying a small portion of a work without indicating clearly the source. Plagiarism is intellectual dishonesty and is a serious academic offense.

Students can easily avoid plagiarism by indicating clearly where they

obtained their information.

Instructors are expected to watch for plagiarism, to take it seriously when it occurs, and to notify the academic office. Depending on the seriousness of the offense, the consequences may range from giving no credit for the assignment to giving a failing grade for the course.

Approved by the Academic Committee, August 21, 2001

Academics - 4345

Independent study

A student may take a course as an independent study under the following circumstances:

- The student maintains a GPA of 2.0 or higher
- The course is a required course for graduation
- A student is unable to take the course because of a schedule conflict with another required course
- The instructor agrees to teach the course as an independent study
- The student masters essentially the same material he/she would in a normal class
- The student pays the normal tuition fee
- The student has obtained permission from the academic office

For courses outside the area of program concentration, instructors have the option of grading on a pass/nonpass basis.

Requests for exceptions to these general policies will be considered by the academic dean.

Approved by the Academic Committee, September 17, 2001

Academics - 4350

IPS Policies

Assignment Due Dates

Faculty members are encouraged to use the postmark as the indicator or whether or not assignments were completed on schedule.

Assignment Extensions

Students are responsible to contact faculty members in relation to late course work. When students have a legitimate reason to request an extension on specific assignments, the faculty member has the option of granting an extension. In no case may assignments be turned in after the beginning of the next IPS module.

Grade Reduction for Late Assignments

Faculty members are encouraged to reduce grades for late assignments. The suggested reduction is one-third of a letter grade for each week late. Hence an assignment reflecting "B" level work would receive a "D" if it were five weeks late.

Grade Due Dates

Faculty members are to submit final course grades to the academic office by June 30. If outstanding assignments exist at this point, the instructor is expected to submit an "incomplete" along with a default grade. The default grade becomes the final course grade on October 1 if no additional work is received.

Returning Graded Assignments

Faculty members are expected to return graded assignments to students by one week prior to the due date for the next course assignment.

Withdrawal from courses

Students may elect to withdraw from a course at any time prior to the due date for the final assignment. Students are expected to notify the academic office if they wish to withdraw.

Course requirements

Faculty members are expected to establish their own course requirements. In light of the fact that students in the IPS program spend less time in class than they would if they were enrolled in the regular program, instructors should increase the out-of-class work load accordingly. A general guideline is that students should invest approximately one hundred hours out of class in completing assignments for each three hour course. All course expectations should be clearly stated in the syllabus.

Approved by the Academic Committee, September 17, 2001

Academics - 4360

REACH Credit

1. Students who have completed the REACH program may request academic credit for their REACH experience from the Registrar's office at RBC. The request for credit must be made within three years after the completion of the REACH program.
2. Students requesting credit should present written verification from the REACH office specifying the dates of participation and the location of the field experience.
3. Credit for participation in REACH is graded on a Pass/Non-pass basis. The REACH administrator assigns this grade. A passing grade is considered to be average or above average.
4. Students may request REACH credit from RBC only after being enrolled full time for at least two terms, either prior to or following participation in REACH. Tuition payment for REACH credit must be made to RBC at the time the credit is requested. The tuition rate is \$25 per credit hour.
5. Up to 18 credit hours of REACH credit may be earned. Students may choose to receive credit for the following courses:

VMI 235 Ministry Practicum 3, 6 or 9 hours
(satisfies Supervised Formation requirement)

(one credit per month of field experience)
in Missions concentration)

Academics - 4370

GSS 216 Missions and Evangelism 3 hours
(satisfies Introduction to Missions or
Introduction to Evangelism requirement in
the Biblical/Theological Core)

Credit transfer

Credits may be transferred to RBC from colleges and institutions on a case-by-case basis as approved by the academic dean and as they apply toward completing a program of study at RBC. Transferred credit must be at or above a grade level of "C."

Approved by the Administrative Council, September 17, 2001

VSF 225 Discipleship and Spiritual Formation 3 hours
(satisfies Spiritual Formation requirement in
the Biblical/Theological Core)

VSF 227 Personal Formation 3 hours

Academics - 4375

Any of the courses listed above also satisfy the elective requirements in the General Studies Concentration of the two-year degree program, or the open elective requirements in the one-year certificate program.)

Transcripts

Requests for transcripts from RBC must be made to the academic office in writing. Students requesting that transcripts be sent elsewhere must include the name and address to which the transcript is to be sent. The first two transcripts are free. Additional transcripts are \$3.00 each.

Approved by the Administrative Council, September 28, 2000

Transcripts will not be released for students who have unpaid fees or loans in default.

Academics -4365

Approved by the Administrative Council, September 17, 2001

Withholding report cards and transcripts

Students who have not paid their student fees or library fines or who have defaulted on a loan agreement will not be issued report cards or transcripts.

Academics - 4380

At the end of each term, the business office and the library shall notify the academic office of outstanding bills. The academic office shall note in the student's file the non-payment of bills and withhold report cards and transcripts until they are paid.

Course syllabus

Instructors are expected to present a course syllabus on the first day of class. A course syllabus should include the following:

The library and the business office are responsible to notify the academic office when outstanding bills have been paid.

1. General information: the name of the institution, the course
2. A brief description, based on the description in the catalog.

3. Course objectives: a description of the knowledge and skills that the student can expect to obtain. These should be stated in measurable terms.
4. Course requirements (see *Course Requirements* policy statement)
5. Course grading: an explanation of how the course grade will be determined, including the relative weight of each course requirement
6. Course outline: an overview of the course's scope and organization.
7. Course schedule: the proposed sequence and progression of the course, including exam dates and due dates for other assignments.
8. Course policies: expectations regarding class attendance, excused and unexcused absences, penalties for late assignments, making up missed work
9. Instructor information: location of office and office hours for out-of-class consultation

A well-written course syllabus helps to prevent misunderstanding and provides an opportunity for advanced planning for both the instructor and student.

Approved by the Academic Committee, June 29, 2001

Academics - 4390

Course requirements

Instructors are expected to establish specific course requirements for

the courses they are teaching, based on the following general guidelines.

The semester-hour credit structure assumes that students spend approximately two-and-one-half hours working on out-of-class assignments for every hour in class. Examples of requirements include reading a textbook(s), writing a research paper, writing a series of book reviews or other shorter papers, completing a course workbook, taking quizzes and exams, participating in group assignments, completing additional reading, participating in labs and field experiences, etc.

Approved by the Academic Committee, June 20, 2001

Academics - 4400

Course texts

Instructors are free to select texts for their course that are appropriate for instruction in the context of an evangelical Anabaptist junior Bible college. Texts are normally listed in the syllabus which is distributed at the beginning of each term of study. The academic office gives general oversight to the structure of courses being taught, and reserves the right to consult with instructors regarding the selection of course texts. Instructors are invited to enlist the assistance of the bookstore manager in obtaining copies of course texts, and should work far enough ahead to allow ample time for ordering.

Approved by the Academic Committee, August 21, 2001

Academics - 4410

Class attendance

Instructors are free to handle class attendance and absences from class

as they deem appropriate, within the following guidelines.

- A. Absences from class will be excused routinely for students who are ill. Students too sick to attend class should request an excuse from a doctor or from the school nurse as soon as possible, preferably before returning to health.
- B. Absences from class will also be excused routinely for circumstances are handled on a case-by-case basis.
- C. Excused absences do not directly affect the final course grade. However, instructors may require students to do additional work to make up for in-class assignments they have missed.
- D. An unexcused absence may lower the final course grade by encouraged to keep incentives for regular class attendance strong. However, the final decision about how unexcused absences are handled is the prerogative of the instructor.
- E. Unexcused tardiness may also reduce a student's grade, at the discretion of the instructor.

Approved by the Academic Committee, August 21, 2001

Academics – 4420

Course Grading

The school encourages its instructors to use the following uniform grading scale to avoid the impression of inequitable standards between courses.

However, more important than the use of this particular grading scale, is the structuring of courses by instructors in such a way as to be able consistently to distinguish between work which is average, above average or below average.

Instructors are expected to assign a letter grade to each student at the end of the course, and are encouraged to guard against grade inflation.

Instructors are also expected to communicate clearly to their classes, either in the syllabus or in some other way early in the term, what procedure they will follow in awarding grades.

Grading Scale: in the student's immediate family, and for representing

<u>% Grade</u>	<u>Letter Grade</u>	<u>Grade Points.</u>
94-100	A	4.00
90-93	A-	3.67
87-89	B+	3.33
84-86	B	3.00
80-83	B-	2.67
77-79	C+	2.33
74-76	C	2.00
70-73	C-	1.67
67-69	D+	1.33
64-66	D	1.00
60-63	D-	.67
59 and under	F	0.00

no more than 70 percentage points. Instructors are

The G.P.A. is computed by dividing the total grade points earned by the total hours attempted.

Approved by the Academic Committee, November 16, 2004

Academics - 4430

Course changes

Students must process course changes with the academic assistant by 4:00 p.m. of the second day of classes. The academic office must approve course changes.

Academics - 4440

Class rosters

The academic office will distribute preliminary class rosters each term at the conclusion of registration day. Final class rosters will be distributed after the course change deadline, which is 4:00 p.m. on the second day of classes.

Approved by the Academic Committee, June 6, 2001

Academics - 4450

Class size & canceled courses

Course enrollment is generally limited only by the size of available classrooms. However, instructors may elect to limit the size of a class for other reasons. Classes that include a significant participation component (e.g., Public Speaking) may be cumbersome with a large number of students. Instructors who wish to limit the size of a particular course should submit a request to the Academic Dean. In the event that a class has less than five students enrolled, it may be cancelled and an adjustment in the instructor's salary negotiated. The academic office also may decide to run a course with less than five students, particularly if the course is one required for graduation, and there are no other courses that would make a reasonable substitute. When courses are cancelled, the precedents are that an instructor teaching one-half of the scheduled teaching load would be paid 65% of the original salary, and an instructor doing no teaching would be paid 20% of the original salary.

The instructor will be contacted as early as possible if pre-registration indicates a class size small enough to raise questions regarding whether or not the course will run.

Approved by the Academic Committee, June 6, 2001

Classroom protocol

Instructors are responsible to maintain a classroom atmosphere that is conducive to learning.

Instructors are free either to allow or to forbid food and drink in class based on their preferences. In any case the presence of food and drink are not to detract from teaching and maintaining classroom order.

Approved by the Academic Committee, August 21, 2001

Academics - 4470

Classroom care

Instructors are responsible to help keep classrooms in order. For example, windows should be closed and lights turned off when the room is vacated. If an instructor has rearranged the room in some way, it should be returned to standard arrangement. Instructors are responsible to report maintenance and custodial needs to the appropriate department.

Approved by the Academic Committee, June 20, 2001

Academics - 4480

Exam guidelines and schedule

Instructors generally give at least one midterm and a final exam, but are not required to do so. Instructors are expected to use some means of assessment that allows them to measure the extent to which students are fulfilling the learning objectives of the course.

The final exam period is one hour and thirty minutes long, rather than the normal one hour and twenty minutes. This accomplishes two objectives: it allows for a slightly longer final exam, and more importantly, it brings the total number of minutes in class over the

course of a term to 2,250, or 750 minutes per credit hour, which is the standard for semester credit.

Approved by the Academic Committee, August 21, 2001

Academics - 4490

Extensions on course work

Faculty should keep to a minimum the granting of extensions for the completion of course assignments. Extensions generally will result in a reduced grade.

Approved by Academic Committee, September 11, 2001

Academics - 4500

Extension school credit

In the past, RBC issued credit for any extension student who desired credit even though some of the instructors were not connected to RBC. RBC needs to guard the integrity of credits issued. A certain amount of work must be completed at an acceptable level before a credit can be issued. RBC finds itself in a difficult position to monitor non-faculty instructors, classroom requirements and the quality of work completed at extension schools. The Ad Council decides that no credit will be issued for classes taught by non RBC faculty in view of course requirements and level of work needing to be completed.

Approved by the Administrative Council, July 25, 1996