

**The Student Handbook**

**Of**

**Bethel Bible College of the Caribbean**  
**- Jamaica -**  
**(2016-2020)**

**Make Every Effort to Present Yourself Approved to God**



## TABLE OF CONTENTS

### BRIEF HISTORY

### DOCTRINAL POSITION

### SPIRITUAL LIFE

- A. Private Devotions
- B. Dorm Devotions
- C. Sunday Church Attendance
- D. Chapel Services
- E. Covenant Group Meetings
- F. Sacrament/Ordinances
- G. Evangelistic Outreach

### PERSONAL LIFE

### RESIDENTIAL LIFE

- A. Accommodation
- B. Fellowship
- C. Quiet Time
- D. Security & Lights Out
- E. House Keeping
- F. Damage to College Property
- G. Male/Female Dormitories
- H. Dormitory Life

### CAMPUS COMMUNITY SERVICES

- A. Rationale
- B. Policies/Guidelines

### ACADEMIC POLICIES/PROCEDURES

- A. Academic Probation
- B. Evaluation Policy
- C. Attendance Policy
- D. Submission of Work
- E. Incompletes
- F. Withdrawal from College
- G. Withdrawal from Class
- H. Examinations
- I. Textbooks
- J. Dean's Honour List
- K. Principal's Tuition Scholarship
- L. The Library

## OTHER COLLEGE POLICIES, PROCEDURES AND REGULATIONS

- A. Student Complaints, Grievances and Appeals
- B. Courtship and Marriage
- C. Dress Code
- D. Lecturers and Staff Members Relationship
- E. College Office/ Administration
- F. Students Disciplinary Procedures
- G. Extra Curricular Activities
- H. The College Logo
- I. The College Colours
- J. Alma Mater/College Song
- K. Where To Get Help

## **WELCOME TO BETHEL BIBLE COLLEGE OF THE CARIBBEAN - JAMAICA**

You have made a very crucial decision in your life. Bethel Bible College of the Caribbean – Jamaica (BBCC-J) is that important decision. You have come to a college community that commits itself to helping you to become what you perceive as being your purpose and calling.

Out of an evangelical Christian philosophy, the College makes an ongoing effort to provide the kind of guidance and services which will enable a fulfilled, resourceful, and productive life.

The difference between being successful and being unsuccessful may well be the difference between your observing, or not observing, the following twelve things:

1. The value of time
2. The obligation of duty
3. The pleasure of working
4. The improvement of talent
5. The success of perseverance
6. The wisdom of economy
7. The virtue of patience
8. The influence of example
9. The dignity of simplicity
10. The power of kindness
11. The worth of character
12. The joy of originality

### **BRIEF HISTORY AND LOCATION**

The first educational endeavour of the New Testament Church of God in Jamaica was the founding of three (3) grammar schools for underprivileged children by Rev. F. I. Thibodeau, a Canadian visitor to the island in 1943. In 1944, one (1) of these schools developed into a Bible Training School under the direction of Thibodeau's successor, David L. Lemons. The school was called the Evangelical Institute, located at Stony Hill. In 1953 the property at Stony Hill was sold under the name of Jamaica School of Theology. The school was then held in temporary quarters. After a while the School relocated to Water Lane in Montego Bay, St James. In 1956 it was again relocated, this time to Windsor Castle in St. Mary, and was renamed Bethel Bible College (BBC). In 1984 the leadership of the New Testament Church of God in Jamaica took the decision to relocate the College to a more central and accessible location, so that it would be better able to serve churches and the Jamaican community in general, hence the present site at 7 Patrick Road, Mandeville.

In 2012, the Caribbean Field Director and the Caribbean Board made the decision that all the theological institutions within the region be integrated. Consequently, all the schools in the English-speaking Caribbean will have the name Bethel Bible College of the Caribbean; each school will add the name of its country in its appellation. As such, the local institution is now named Bethel Bible College of the Caribbean – Jamaica.

Today, Bethel Bible College of the Caribbean – Jamaica lies approximately one and a half (1½) miles north of the Mandeville town centre. It sits on three acres of land that is set for growth and development. The future beckons for this noble institution.

## DOCTRINAL POSITION

We Believe:

1. In the verbal inspiration of the Bible.
2. In one God eternally existing in three persons: namely, the Father, Son, and Holy Ghost.
3. That Jesus Christ is the only begotten Son of the Father, conceived of the Holy Ghost, and born of the Virgin Mary. That Jesus was crucified, buried, and raised from the dead. That he ascended to Heaven and is today at the right hand of the Father as the Intercessor.
4. That all have sinned and come short of the glory of God and that repentance is commanded of God for all and necessary for forgiveness of sins.
5. That justification, regeneration, and the new birth are wrought by faith in the blood of Jesus Christ.
6. In sanctification subsequent to the new birth through faith in the blood of Christ; through the Word, and by the Holy Ghost.
7. Holiness to be God's standard of living for His people.
8. In the baptism with the Holy Ghost subsequent to a clean heart.
9. In speaking with other tongues as the Spirit gives utterance and that it is the initial evidence of the baptism in the Holy Ghost.
10. In water baptism by immersion, and that all who repent should be baptised in the name of the Father, and of the Son, and of the Holy Ghost.
11. Divine healing is provided for all in the Atonement.
12. In the Lord's Supper and washing of the saints, feet.
13. In the pre-millennial second coming of Jesus. First, to resurrect the righteous dead and to catch away the living saints to Him in the air. Second, to reign on the earth a thousand years.
14. In the bodily resurrection; eternal life for the righteous, and eternal punishment for the wicked.

## SPIRITUAL LIFE

The College is firm in its commitment to the spiritual development of the student and makes provisions through the following avenues:

### **1. Private Devotions**

Private devotions are necessary for the proper spiritual growth of each individual. Worship services, prayer meeting, and other activities are no substitute for personal devotions.

Students are expected to discipline themselves in complying with this important aspect of their development.

## **2. Dorm Devotions**

The entire dorm is expected to meet one morning per week for communal devotion.

## **3. Sunday Church Attendance**

All students are required to attend the local branches of the New Testament Church of God to which they have been assigned and are expected to be punctual and to actively participate in the ministries of that church. Students who are not from the New Testament Church of God may attend services within their denominational grouping, if their local churches are within relative distance to the institution. Otherwise, they will be assigned to attend churches within the New Testament Church of God..

## **4. Chapel Services**

The goal of theological education is to prepare and inspire persons to love and serve God truly and passionately. In keeping with this goal one of the very significant aspects of our programme here at BBCC-J is our gathering for corporate worship twice each week. The Bethel community values our chapel worship services as opportunities for meaningful worship, personal renewal and community fellowship. The chapel must become a place where we can worship God in the beauty of holiness and hear God's voice speak to us so that we can have an authentic voice in the world. It is also a place of healing, confession and wrestling. In our chapel services we celebrate and we reflect, we remember and we re-imagine. It is a time where past, present and future converge. Our chapel service is intended to be a high impact, Spirit led and life changing experience for members of the Bethel community and all others who participate with us.

It is therefore crucial that disciplined planning and praying be put into these services. Below are outlined some important guidelines that are intended to assist the community in its planning of these services.

- A. Chapel begins at 11:10 and ends at 12:00 noon.
- B. It is important that chapel begins on time and ends on time (except when it is absolutely necessary to exceed the time).
- C. Each chapel time should include the items listed below. Not all services need to have items f and g but when they are included planners must remember that the other five elements of the service must not be minimized.
  - a) Prayers
  - b) Old and New Testament readings,
  - c) Singing of contemporary and/ or traditional songs
  - d) Teaching or proclamation of God's Word
  - e) Opportunity for reflection and response
  - f) Testimonies
  - g) Creative expressions

- D. All students and other participants need to be properly attired for chapel. Persons are not allowed to wear shorts, loose slippers, T-shirts or sleeveless attire.
- E. Shortened chapel services will be held during examination periods.
- F. All teams are encouraged to use printed order of service or a multi media projector to heighten participation.
- G. All students, both residential and non-residential are expected to attend chapel services. Chapel is not optional. Commuting students who find it difficult to attend because of their work or travelling challenges must seek special exemption from the Director of Student Services.

## **5. Holy Communion**

The College celebrates communion once each semester.

## **6. Evangelistic Outreach**

At least once every semester, the students conduct evangelistic outreach in a specially designated community.

## **PERSONAL LIFE**

All students are representatives of the College and should conduct themselves in such a way as to reflect its principles and ideals.

1. All non-residential students are to observe the residential rules whilst on campus.
2. All students must abstain from the possession and use of alcoholic beverages.
3. Profanity, gambling, and dishonesty in any form are prohibited.
4. Attendance to taverns, bars, night-clubs, discos, or other places of questionable reputation is prohibited.
5. Disrespect for individual rights and property by way of stealing or malicious damage is cause for disciplinary action.
6. Inappropriate expression of affection is discouraged and is cause for disciplinary action. This includes kissing, prolonged hugging and caressing, fondling or any other inappropriate touching.
7. Activities which may give rise to physical damage, violations or abuse of personal dignity, and conversations which may produce ridicule, humiliation or defamation of character are forbidden.
8. Dishonest or fraudulent financial dealings may result in suspension from the College.
9. Immoral acts, illicit sexual behaviour, homosexual practices and the possession or viewing of pornographic materials are strictly forbidden, and will give cause for immediate dismissal from the College.



## RESIDENTIAL LIFE/COMMUNAL LIFE

### 1. Accommodation

All full-time students are encouraged to make use of the accommodation provided by the College.

### 2. Fellowship

Fellowship in dormitory life must include respect for one another's privacy, as well as enjoying one another's company. Student rooms are a place for privacy, and therefore fellowship should take place in other areas.

### 3. Quiet Time

Quiet Time is observed in the student dorms from 7:00 p.m. to 6:00 a.m., Mondays to Fridays. Students are to refrain from making noise which may disturb others. Musical instruments, radios, etc., should be played at low volume.

### 4. Security

The College must be able to account for the whereabouts of its students at all times. All students, therefore, are required to obtain permission, and then sign out, before leaving the College grounds. In the case of a need to be absent from the College overnight, the student must get special permission and state the location of residence and duration of stay.

Students must be aware that tampering with locks and the exchanging of keys are prohibited. The main entrance to the male and female dormitories will be locked at 11:00 p.m. Sundays to Thursdays and **midnight** on Fridays and Saturdays.

Students are not permitted to stay in the dorms during school holidays except with permission from the College administration.

### 5. House Keeping

Bedrooms are to be kept neat and tidy. No attempt must be made to paste/nail anything on the walls such as pictures, plaques, etc. Rooms are subject to inspections at anytime.

The rooms will be inspected weekly by the Dorm Supervisor. Students whose rooms remain in an unsatisfactory condition after an inspection will be subjected to disciplinary measures.

### 6. Damage to College Property

Under no circumstances should any student attempt to tamper with College fixtures or fittings. Students are responsible for any damage to College equipment and furnishings which are placed at their disposal during residency. In the case of an offender not being identified, the occupants of the room in question will be held jointly responsible for the damage and fines will be levied against their College account.

### 7. Male and Female Dormitory

The male and female dorms are out of bounds to students of the opposite sex.

## 8. Dormitory Life

- A. **The day's activities commence at 6:00 a.m.** except on Saturdays and Sundays. Students are expected to rise at this time, so that their routine duties may be completed before the class activities begin at 8:00 a.m.
- B. All students are to be in their dorms with **lights out at 11:00 p.m. Sundays – Thursdays.** In the rare case where a student returns from an official mission at a time which exceeds the 11 p.m. curfew, he/she is expected to retire as quickly as possible. On weekends **lights out is extended to 12:00 midnight.**
- C. Meals are served at approximately 7:00 a.m., 12:00 noon and 5:00 p.m. Students are not allowed to eat in their dorms except in the case of sickness, in which case the approval of the College administration must be sought. Cooking is not allowed on the dorms.
- D. Dorm rooms are not accessible to visitors except when permission is given by the College administration. Visitors should wait in the reception area or common room until contacts are completed.
- E. No student may enter another dormitory room without invitation.
- F. Under no circumstance will illegal drugs, intoxicating beverages, pets, or firearms, be allowed in the student halls.
- G. Household appliances such as hot plates, toasters, etc., will not be permitted in dormitories. Radios or tape recorders are allowed in rooms as long as they do not disturb other occupants.
- H. Personal TV's are not permitted in the dorms. A TV for students is situated in the student's common room. Personal desktop computers are not permitted in the dorms.
- I. Dorm Leadership - The duties and authority of Dorm Supervisors are as follows:
  - a) To inquire, and report to College administration those matters which need attention such as: the general appearance of the building, utilities, and facilities.
  - b) To provide means for student participation in dormitory life.
  - c) To promote the spiritual life of the dorm members.
  - d) To organize social activities for dorm members.
  - e) To maintain a dormitory information board.
  - f) To make reports on individual and corporate behaviour when necessary.
  - g) To monitor dorm hygiene. Dorm floors and walls must be kept clean, garbage requires proper disposal, and bed linen must be changed regularly.
  - h) To ensure that the dormitories are adequately cleaned before students depart for holidays. Students are not permitted to leave personal items in dormitories when going for summer holidays.
  - i) To see that all windows and doors are locked, and all keys are handed to him/her, who in turn will submit such to the Student Services Office when students are leaving for holidays
  - j) To establish duty roster and to ensure that students complete their assignments.
- J. No student is allowed access to the kitchen unless he/she is on duty.

## CAMPUS COMMUNITY SERVICES

### 1. Rationale

At BBCC-J, hired help is kept to a minimum to reduce overheads, and students are therefore expected to assist in carrying out cleaning, kitchen, gardening and janitorial duties when assigned.

### 2. Policies/Guidelines

In agreeing to study at Bethel Bible College, the student has indicated a willingness to participate actively in the overall community life of the College. This includes the area of the general upkeep of the College grounds and buildings.

- A. The workload of the campus will be divided into four main areas namely:
  - a) Maintenance of buildings and grounds
  - b) Farm/kitchen garden
  - c) Transportation and mail collection
  - d) Library services
- B. A team leader is assigned to each of these major areas. In the event that a student leader is sick, or cannot work during the scheduled time, the Director of Student Services will appoint someone else. Any time off must be cleared and approved by the Director of Student Services.
- C. Each student leader will be given a team of workers, with each team member being responsible for a particular section of assigned work.
- D. Workload will be rotated according to the schedule set by the team leader.
- E. Any changes in the work assignment of a team must be cleared and approved by the Director of Student Services.
- F. Work hours are as follows:
  - a) Daily duties are scheduled from 6:30 a.m. to 6:55 a.m.(25 mins.), Mondays through Saturdays (except for scheduled College holidays)
  - b) Campus Community Services – Mondays from 1:30 p.m. to 4:00 p.m. (2½ hrs.), and Wednesdays from 1:20 p.m. to 4:20 p.m. (3 hrs.).
- G. Each student is responsible to sign in and out for campus Community Services. No one is allowed to sign in or out for someone else. No one is allowed to take the place of another student unless first cleared and approved by the Director of Student Services.
- H. Students are not paid for work done. The services rendered (Campus Community Services Work Programme) are regarded as the student's contribution to our efforts to provide quality education at a minimum cost to the student.
- I. Concerns about work policies should be directed to the student leaders, or the Director of Student Services.

## ACADEMIC POLICIES AND PROCEDURES

### 1. Academic Probation

Any student failing to keep an overall minimum G.P.A. of 2.0 (average “C” grade), will be put on academic probation for one semester. If the student continues to fall below the minimum G.P.A., he/she will be referred to the Academic Council, and School Board, and may consequently be dismissed from the College.

### 2. Evaluation Policy

A -	Excellent	=	4 Grade Points
B -	Good	=	3 Grade Points
C -	Average	=	2 Grade Points
F -	Failure	=	0 Grade Point
I -	Incomplete	=	0 Grade Point

### 3. Attendance Policy

Students are expected to maintain regular class attendance. However, when circumstances warrant the contrary, the following policy should be observed:

- A. A student will be allowed two (2) unexcused absences in a three (3) credit hour course per semester. For each additional unexcused absence, five (5) points will be deducted from the total the student has received for that class. To pass a course at least a “C-” grade must be achieved. One (1) absence for a one (1) hour course will be allowed.
- B. Occasionally, students may miss one (1) or more classes to represent the College. Such absences will not be counted against the student.
- C. Illnesses lasting for less than three (3) days shall be reported to the College Administration in written form. Where such illnesses exceed three (3) days, a doctor’s certificate must be produced.
- D. Whatever the occasion of absence, except in number B and C above, if the student misses a scheduled examination, he/she must write the exam at a time determined by the academic department. Such a make up exam will have a maximum grade value of 80%.
- E. Tardiness is a bad habit. Students having an accumulation of more than two (2) tardies will receive an absence.

### 4. Submission of Work

A student is expected to complete his work honourably and on schedule.

When a student fails to complete any prescribed course of study during a semester, he may be allowed to fulfil the course requirements during the first two (2) weeks of the following semester. Late work is penalized by a deduction of five (5) points per day.

### 5. Incomplete

This is a temporary grade given when the student, because of extraordinary circumstances, has failed to complete the course requirements. An incomplete (“I”) may be granted to a student only if it can be demonstrated that it would be unfair to hold the student to the normal limits of the course. Illness or other exceptional circumstances are the usual basis for

consideration. The instructor determines whether a student is given an "I". An incomplete is calculated immediately as an "F" in the grade-point average. When the specified course work has been completed or the time limit has expired, the incomplete grade is replaced with a final grade awarded by the faculty member. Students who have, at any one time, 12 or more credits with a grade of "I" will automatically be placed on academic probation. An "I" grade must be removed in a timely manner by the students completing that portion of the course work that was missed. Normally, the "I" must be cleared by the end of the semester following the one in which it was assigned. If the student fails to receive a passing grade by the end of the succeeding semester, the "I" is automatically converted to an "F".

#### **6. Withdrawing from the Semester (Withdrawing from BBCC-J)**

Students who deem it necessary or unavoidable to withdraw from the College for whatever reason must notify the Academic Dean on the prescribed form. Withdrawals are initiated in the Records Office with the Dean's Assistant. During the first seven weeks of the semester, a student can officially withdraw from BBCC-J (drop all their classes) without receiving grades. If any student officially withdraws from BBCC-J after the seventh week of the semester, s/he will receive grades in her/his courses. Grades of WP (withdrew passing) or WF (withdrew failing) will be assigned by the relevant instructors depending on the quality of the student's work up to the time of her/his withdrawal. A "WP" grade does not affect the student's BBCC-J GPA. A "WF" grade does affect a student's BBCC-J GPA, the same as an "F" grade. Dropping all classes and/or not attending classes does not constitute an official withdrawal and will result in a grade of "F" for each course.

#### **7. Examinations**

The lecturer of each course will determine the examination procedure to be followed. Missed exams, by excused absence, shall be made up at any time mutually agreeable to instructor and student. Absence without excuse will automatically result in the student getting an "F" for the examination.

#### **8. Grading**

In the area of courses completed and passed, the students are measured using the following grading system:

##### **Grading Scale (effective September 1, 2009)**

<b>Percent</b>	<b>Letter Equivalent</b>	<b>Grade points</b>
88-100	A	= 4.0
84-87	A-	= 3.7
80-83	B+	= 3.3
75-79	B	= 3.0
70-74	B-	= 2.7
65-69	C+	= 2.3
60-64	C	= 2.0
50-59	C-	= 1.7
0-49	F	= 0.0

### **Grade Appeal Policy**

The purpose of the Grade Appeal Policy is to provide the student with a safeguard against receiving an unfair final grade, while respecting the academic responsibility of the instructor/lecturer. Thus, this procedure recognizes that,

- A. Every student has a right to receive a grade assigned upon a fair and unprejudiced evaluation based on a method that is neither arbitrary nor capricious; and,
- B. Lecturers have the right to assign a grade based on any method that is professionally acceptable, submitted in writing to all students, and applied equally.

Lecturers have the responsibility to provide careful evaluation and timely assignment of appropriate grades. Course grading methods should be detailed in all syllabi/course outlines and explained to students at the beginning of the semester. BBCC-J presumes that the judgment of the lecturer is authoritative, and the final grades assigned are correct.

A grade appeal shall be confined to charges of unfair action toward an individual student and may not involve a challenge of a lecturer's grading standard. A student has a right to expect thoughtful and clearly defined approaches to course grading, but it must be recognized that varied standards and individual approaches to grading are valid.

The grade appeal considers whether a grade was determined in a fair and appropriate manner; it does not attempt to grade or re-grade individual assignments or projects. It is incumbent on the student to substantiate the claim that his or her final grade represents unfair treatment, compared to the standard applied to other students. Only the final grade in a course or project may be appealed. In the absence of compelling reasons, such as clerical error, prejudice, or capriciousness, the grade assigned by the lecturer is to be considered final.

In a grade appeal, only arbitrariness, prejudice, and/or error will be considered as legitimate grounds for an appeal.

- A. **Arbitrariness:** The grade awarded represents such a substantial departure from accepted academic norms as to demonstrate that the instructor did not actually exercise professional judgment.
- B. **Prejudice:** The grade awarded was motivated by ill will, and is not indicative of the student's academic performance.
- C. **Error:** The instructor made a mistake in fact.

This grade appeal procedure applies only when a student initiates a grade appeal and not when the lecturer decides to change a grade on his or her own initiative. This procedure does not cover instances where students have been assigned grades based on academic dishonesty or academic misconduct, which are included in Bethel's Academic Policy.

The Grade Appeal Procedure strives to resolve a disagreement between student and lecturer concerning the assignment of a grade in a collegial manner. The intent is to provide a mechanism for the informal discussion of differences of opinion, and for the formal

adjudication by faculty only when necessary. In all instances, students who believe that an appropriate grade has not been assigned must first seek to resolve the matter informally with the lecturer. If the matter cannot be resolved informally, the student must present his or her case in a timely fashion in the procedure outlined below. Under normal circumstances, the grade appeal process must be started near the beginning of the next regular academic semester after the disputed grade is received.

### **Student Grade Appeal Procedure**

- A. A student who wishes to question a grade must discuss the matter first with the lecturer as soon as possible, preferably no later than one week after the start of the next regular academic semester after receiving the grade. In most cases, the discussion between the student and the instructor should suffice and the matter will not need to be carried further. The student should be aware that the only valid basis for grade appeal beyond Step One is to establish that a lecturer assigned a grade that was arbitrary, prejudiced, or in error.
- B. If the student's concerns remain unresolved after the discussion with the lecturer, the student may submit a written request to meet with the appropriate Department Head or Academic Dean, within one week of speaking with the lecturer. For a grade in a regular course or independent or guided study, the appropriate person is the lecturer's Department Head or the Dean. If the lecturer is a Department Head, then the student should request to meet with the Dean, who will serve as the appropriate Department Head in this step. The appropriate Department Head will meet within one week with the student, and, if he or she believes that the complaint may have merit, with the lecturer. After consultation with the Department Head, the lecturer may choose to let the grade remain or to change a course grade. The Department Head will communicate the result of these discussions to the student.
- C. If the matter remains unresolved after Step Two, the student should submit a written request within one week to the Dean's Office to request that the matter be handled by the Academic Council. The Dean will meet with the student, and will ask the Academic Council to consider the case. The Chair of the Academic Council will convene the ad hoc committee and serve as its non-voting chair. The Academic Council might choose to include faculty members who teach in the instructor's area or field of emphasis. The chosen lecturers must not have any apparent conflicts of interest with the lecturer involved in the case. The committee would examine available written information on the dispute, would be available for meetings with the student and with the instructor, and would meet with others as it sees fit.
- D. Through its inquiries and deliberations, the Academic Council is charged to determine whether the grade was assigned in a fair and appropriate manner, or whether clear and convincing evidence of unfair treatment such as arbitrariness, prejudice, and/or error might justify changing the grade. The Council will make its decisions based on a majority vote. If the Council concludes that the grade was assigned in a fair and appropriate manner, the Council will report its conclusion in writing to the student and instructor and the matter will be considered closed. If the Council determines that compelling reasons exist for changing the grade, it would request that the instructor make the change, providing the instructor with a written explanation of its reasons. Should the instructor decline, he or she must provide a written explanation for refusing.

- E. The Council, after considering the instructor's explanation and upon again concluding that it would be unjust to allow the original grade to stand, will then determine what grade is to be assigned. The new grade may be higher than, the same as, or lower than the original grade. Having made this determination, the members of the Council will sign the grade change form and transmit it to the Dean's Office. The instructor and student will be advised of the new grade. Under no circumstances may persons other than the original faculty member or the Academic Council change a grade. Should the Academic Council feel that the instructor's written explanation justifies the original grade, the ad hoc committee will report this in writing to the student and instructor and the matter will be closed.

### **Faculty Grade Change**

The Student Grade Appeal Procedure affirms the principle that grades should be considered final. The principle that grades for courses should be considered final does not excuse an instructor from the responsibility to explain his or her grading standards to students and to assign grades in a fair and appropriate manner. The appeal procedure also provides an instructor with the opportunity to change a grade for a course or project on his or her own initiative. The appeal procedure recognizes that errors can be made and that an instructor who decides that it would be unfair to allow a final grade to stand due to error, prejudice or arbitrariness may request a change of grade for a course or project without the Academic Council's consent. An instructor may request a grade change in one of two ways. First, for courses, an instructor may submit a course grade change in writing using the official grade change form provided to the Registrar or Dean at any time prior to a student's graduation.

### **Grade Notations**

**I-** Incomplete.

**CR-** Credit.

**NC-** No Credit

**AU-** Audit.

**WF-**Withdrawal Failing.

**WP-** Withdrawal Passing.

**R-** Repeat.

**MG -** Missing Grade.

**EF-** Exam Failed.

**CWF-** Course Work Failed.

*(See pages 45 & 46 of the Catalogue for full explanation of the notations).*



### **Course Repeat for Change of Grade Policy**

Any course may be repeated twice by an undergraduate student subject to the following conditions:

- A. Students can remove from their cumulative grade point average a course grade of "C-", "D+", "D", "D-", or "F" if they repeat the equivalent course at BBCC-J and receive a grade other than "I", "NC", "CR", or "W". This means that substitutions are limited to "A", "B", "C", "D", and "F" (+ and - grades are included). Students must visit the Dean's office to determine which BBCC-J courses have been identified by the Bethel academic department as "equivalent".
- B. To secure a grade ("A-F") a student may repeat a course in which the previously received grade was a "CR," "NC," or "AUD." Registrations under the "CR/NC" option are subject to the restrictions in the "CR/NC" policy.
- C. To secure a "CR," a student may repeat a course in which the previously received grade was a "NC." Registrations under the "CR/NC" option are subject to the restrictions in the "CR/NC" policy.
- D. To secure a grade ("A-F"), "CR," "NC," a student may repeat a course in which the previously received grade was an "AUD." Registrations under the "CR/NC" option are subject to the restrictions in the "CR/NC" policy.
- E. A graded course ("A-F") may not be repeated for a grade of "AUD."
- F. A course taken under the "CR/NC" option may not be repeated for a grade of "AUD."
- G. With the Dean's permission, a student may substitute another course *if* the previous course is no longer offered. Courses must be repeated at BBCC-J.
- H. All attempts at a course will appear on the student's official academic record. After removal of a "C-" or "F" grade, the first grade (or grades) will not appear on the student's transcript and be used in computation of the cumulative grade point average. A grade notation "R" (signifying that the course has been repeated) will be placed beside the first or any other allowed attempts to indicate that the original grade was deleted and the grade received for the second or any other subsequent attempts stands. The "R" will remain a part of the academic record and will appear on any transcript.
- I. Only the grade for the last attempt will be used in calculation of graduation grade-point average.
- J. Credit for the originally taken course or its equivalent will apply only once toward meeting degree requirements.
- K. If the course is no longer offered in any form, the student cannot apply the grade removal option.

### **Course Add/Drop Procedure**

To add or drop a course(s), students are required to complete a Course Add/Drop Form (from the Dean's or the records personnel office) with appropriate signatures and process it at the Dean's Office. Students unable to process course changes in person should contact the Academic Dean personally to initiate a change in registration. An "F" grade will be assigned

to discontinued work without official notice. Simply ceasing to attend a course does NOT constitute a course withdrawal. If a course is on a student's schedule and the student is not attending it, s/he must drop the course through the Office of the Academic Dean or records personnel.

**To add a Course(s):** For most courses at BBCC-J, students must be duly registered by the 14th calendar day of the semester and must be included on the official class list that is issued on that day. Those students who have not registered by this deadline may not attend classes or receive credit for the course.

This deadline applies to all regular 15-week courses offered in the fall and spring semesters, as well as to regular courses held during the summer session. For all other courses, such as those that are flexibly scheduled (guided study courses), students must register by the date when 20% of the course has been completed.

**To drop a Course(s):** A student may not withdraw from or drop a course without an adviser's or course instructor's signature through the 14th day of a semester or comparable dates during summer session, etc. After the 14th day of a semester, and up to the midpoint of a semester, a student may withdraw from a course with the signature of the student's lecturer and adviser and the approval of the Academic Dean.

After the midpoint of a semester, a student must have the signature of the course instructor, the adviser, and the Academic Dean. Such authorization must be dated and processed through the Office of the Dean or of the records personnel, no later than the last day of the 12th week of classes or comparable dates during the summer session, etc.

Should the instructor or the adviser refuse to sign the add/drop form, the student may appeal to the Dean, who shall make the final decision after consultation with the instructor or adviser (or both) who declined to approve the withdrawal.

Courses dropped after the official 14th day of a semester will appear as a withdrawal (WD) on the student's academic record. A student who leaves a course without following the above withdrawal procedure will be given a grade of "F".

Refunds are determined according to the date your withdrawal form is received by the Office of the Dean or of the records personnel, not by the last day the student attended classes. The student must drop courses within the refund periods in order to receive a refund.

There are various ways by which the instructors evaluate and determine the learning outcome of students (60%) for coursework, and forty percent (40%) for examinations. However, each instructor is expected to develop evaluation instruments fitting to the course content and objectives.

## 9. **Grade Notation**

Students who have attended other tertiary institutions are given credits (CR), where the policy applies, for the equivalent courses completed. These courses apply toward graduation but are not calculated in the grade point average (G.P.A.).

From time to time students may enrol in a course for which they will not receive credit; these students are regarded as having audited (AUD) the course. In such a situation, no grade is given to the student, and consequently no credit is awarded.

#### **10. Text Books**

Students are encouraged to buy their own books. Books may be purchased at your local book store. Although in a limited quantity, textbooks may be purchased at the College.

#### **11. Dean's Honour List**

In order to promote scholarship in the College community, and also recognize the scholastic attainments of students, BBCC-J will publish a Dean's Honour List at the end of each semester. To be eligible for this list, a student must make a minimum cumulative Grade Point Average (GPA) of 3.5.

#### **12. Principal's Scholarship.**

Each year at graduation, the principal offers a full tuition scholarship to the second year student of the previous year with the highest GPA.

#### **13. The Library**

The James L. Gooden Library at Bethel Bible College serves the purposes of study and research. To facilitate this, silence must be observed in the library. Students shall conform to all the rules and regulations that are set by the librarian and his/her staff.

#### **14. Requirements for Graduation**

A student is graduated on the premise that:

- A. He has shown soundness in doctrine and approved Christian character evidenced by stability, co-operation and zeal in practical Christian service.
- B. As a degree candidate, he has completed a minimum of one hundred and thirty (130) semester credit hours with a G.P.A. of 2.00 or C average.
- C. As a diploma student he has completed a minimum of ninety (90) semester credit hours with a G.P.A. of 2:00 of a "C" average.
- D. As a Christian worker he has completed a minimum of sixty (60) semester credit hours with a G.P.A. of 2:00 or "C" grade average.
- E. He has satisfactorily completed the prescribed programme of study.
- F. He has removed all incompletes.
- G. He has fulfilled all financial obligations including graduation fees.
- H. He has the approval of the Faculty and Board of Directors.
- I. He has signed a statement that he has read through the entire Bible.
- J. He has filed an application for graduation.

## OTHER COLLEGE PROCEDURES & REGULATIONS

### 1. Policy on Student Complaints, Grievances and Appeals

#### A. Purpose of policy

This policy provides a framework to administer, manage and report on student complaints, grievances and appeals.

#### B. Policy scope and application

- a) This policy applies to any complaint or appeal where the complainant or respondent is a Bethel student.
- b) The College provides services and processes to enable all students to be appropriately supported in complaint and appeal processes implemented under this policy and its procedures.

#### C. Definitions

Terms and definitions identified below are specific to these procedures and are critical to the Policy's effectiveness:

- a) *Frivolous complaint* is a complaint that is groundless, trivial or reveals no cause of action.
- b) *Provisional student* is a student who has provided the College with evidence that they lodged a complaint or appeal about their restriction, suspension or cancellation of enrolment, and the College chooses to identify them as a "provisional student" until the matter is finalized.
- c) *Vexatious complaint* is a complaint that is made maliciously with the intent to annoy or embarrass the respondent, or where the complainant has an ulterior or collateral purpose.

#### D. Stages of the student complaint and appeal process

- a) Stage 1 - direct discussions with staff in the relevant department or service area of the College.
- b) Stage 2 - a written complaint to the relevant department or service area of the College.
- c) Stage 3 - a written appeal to the President.
- d) Stage 4 - a complaint or appeal made external to the College.

The procedures accompanying this policy provide detailed guidance for students and staff about handling student complaints or appeals. Most student complaints are about:

- e) academic matters such as academic progress, assessment, the content and structure of courses and programs, teaching, supervision of research students;
- f) administrative matters such as the quality of the administrative service or the provision of facilities;
- g) misbehaviour and misconduct such as unfair treatment, discrimination or harassment.

Before making a complaint or appeal, students are encouraged to seek impartial and confidential advice from the Students' Association or the Office of Student Services regarding the process they should follow. In providing advice, neither Student Services nor the Student Council can advise the student whether their complaint is likely to be successful.

Students can make anonymous complaints to the College. Further action may be taken if there is sufficient information to conduct an investigation. Any anonymous complaint about corruption or maladministration must be referred to the President for assessment and possible investigation.

E. Student complaint and appeals framework

- a) Students have the right to make a complaint or appeal concerning any matter or decision made by the College.
  - i. Where complaints are found to be frivolous or vexatious they will be dismissed by the College. Students will be notified in writing of the reasons that a complaint has been dismissed.
  - ii. Complainants, or any person involved in a complaint or investigation, will not be subject to reprisal, disadvantage or detriment. The College may take disciplinary action where a person feels he/she has been subjected to acts or threats of reprisal, due to involvement in a complaint.
- b) There are three broad means for internally addressing student complaints:
  - i. Stage 1 - direct discussion, intended to enable resolution of a student's concern with minimal delay and minimal administrative formality in appropriate cases.
  - ii. Stage 2 -  
*(Normally, complaints would proceed to this stage only if the concern was not resolved to the student's satisfaction through the previous Stage 1 complaint processes).*  
written complaint to:
    - 1) the Head of the area responsible for the concern. This may lead to resolution of the dispute through mediation, or be investigated and result in a decision or determination that may or may not be favourable to the student and that may include actions required to be taken by the department; or
    - 2) the President. The President may accept a complaint if the student is not satisfied with the outcome or conduct of the above step; which may lead to resolution of the dispute through mediation, or be investigated and result in a decision or determination that may or may not be favourable to the student, and that may include actions required to be taken by the College.
  - iii. Stage 3 –  
*(Normally, complaints would proceed to this stage only if the concern was not resolved to the student's satisfaction through the previous Stage 1 and Stage 2 processes.)*

appeal processes where a student is not satisfied with the outcome of his/her complaint, or to appeal a decision of the College, which may:

- 1) involve a review of any decision made under the complaint processes, including whether the College followed its own policies, rules and procedures during the complaint process; and
  - 2) lead to the confirmation, amendment or reversal of any decision reached in the complaint processes.
- c) In making a decision relating to a complaint or appeal, the College will:
- i. apply the principles of natural justice; and
  - ii. make decisions that are consistent and equitable with similar cases.
- d) Personal information concerning a complainant or appellant is confidential and information will only be disclosed by the College:
- i. on a need-to-know basis to the people hearing the complaint, or appeal; and
  - ii. with the express permission of the President to any external person or body hearing a complaint or appeal.
- e) Complaint and appeal processes will commence within ten working days of the student lodging a written complaint and any associated supporting information.
- f) Complaint and appeals processes will be completed within a reasonable timeframe that takes into account the severity and urgency of the situation, safety concerns, and implications for a student's subsequent study.
- g) If a student is not satisfied with the outcome of their complaint or appeal, or the way in which it was handled, the College will provide information on how to complain or appeal through appropriate external processes at no cost to the student. External complaint and appeal processes will include opportunity for:
- i. independent external mediation to try to resolve the matter; and
  - ii. making a complaint or appeal to an appropriate external body, such as the University Council of Jamaica (UCJ).
- h) Students will be provided with opportunity to:
- i. present their case in any internal complaint or appeal process at no charge; and
  - ii. be accompanied and assisted by a support person at any relevant meetings, hearings and interviews including those conducted by video or audio link. Support people do not include legal practitioners or College staff members.
- i) Students will be advised of the complaint and appeal processes that apply to them as part of their orientation or induction program. Students will be provided with, or advised on how to access all information concerning the complaint and appeal processes through printed material and/or via the College's website.
- j) The information provided to students under item i) above will include:

- i. encouragement to use the Stage 1 complaint processes before lodging a written complaint, except where the complaint relates to:
      - 1) refund of fees
      - 2) restriction, suspension or cancellation of enrolment, or
      - 3) expulsion from the College.
    - ii. advice concerning a student's rights to:
      - 1) access external complaint or appeal processes if the student is not satisfied with the result of the internal complaint and appeal processes;
      - 2) access external mediation services to try to resolve the student's complaint.
  - k) At the conclusion of a Stage 2 complaint, or a Stage 3 appeal process, the student and all other parties involved will be provided with a written statement of the outcome of the process, including detailed reasons for the outcome (except in the case of mediated outcomes) and any actions that the College may be required, or has agreed, to take.
  - l) The College will periodically seek feedback on satisfaction with complaint and appeals processes from complainants, appellants and persons and bodies involved in addressing student complaints. The information will be used only for quality review and improvement purposes.
- F. Student status during internal complaint handling and appeals processes
- a) Where a student whose enrolment was restricted, suspended or cancelled, lodges a complaint or appeal against the decision, the student will be regarded as a "provisional student".
  - b) During the complaint or appeal process the College:
    - i. will refrain from advising any relevant external entity of the decision to restrict, suspend or cancel a provisional student's enrolment;
    - ii. depending on the circumstances of the particular case, may or may not provide learning opportunities for provisional students until completion of the internal complaint or appeal process. If learning opportunities are provided, this will be subject to any conditions that the College may determine.
- G. Student status during external complaint handling and appeals processes
- a) Where the College's complaint or appeal process upholds a decision to restrict, suspend or cancel the enrolment of a student, the student may lodge an external complaint or appeal.
  - b) If the student provides the College with notification of the external complaint or appeal within 20 days of being notified of the outcome of the internal complaint or appeal, the College may choose to regard them as a "provisional student" until completion of the external processes.

- c) The College cannot exercise this option where enrolment was suspended or cancelled because the behaviour of the student was assessed as an unacceptable risk or threat to the College or any member of the College population.

#### H. Appointment of appeals committees

- a) The Director of Student Services will ensure that there is an up-to-date register of individuals interested in serving on a Student Appeals Committee to provide for the quick assembly of a Student Appeals Committee, as required.
- b) The student appeals committees will consist of:
  - i. a Chairperson, who may or may not be a member of the Administrative Council; and
  - ii. a student of the College; and
  - iii. an appropriate staff member of the College.

The committee may also include suitably qualified professional assistance, if required.

- c) The President will appoint a person to act as secretary for each matter considered by the appeals committees.
- d) A quorum for meetings of the committee will be the Chairperson, the student member, and the staff member.

#### I. Indemnity

The College warrants to any person who diligently undertakes a role for, or on behalf of, the College in relation to the implementation of this policy, that Bethel will not hold that person responsible or liable, in whole or part, for any damages awarded against the person or the College in relation to an act, error or omission committed by the person in the conduct of that role.

#### J. Record-keeping

- a) For each Stage 2 or 3 complaint or appeal, the following records will be included in the official confidential file of the student making the complaint or appeal:
  - i. the student's Stage 2 or Stage 3 complaint or appeal;
  - ii. complete records of all processes related to the complaint or appeal, and evidence of any externally lodged complaint or appeal;
  - iii. copies of all correspondence to and from the student, including e-mail, concerning complaints or appeals;
  - iv. a written record of the outcome of any internal or external complaint or appeal, including the reasons for any decisions reached (except in the case of mediated complaints), and of any actions required or agreed to be taken by the College; and
  - v. evidence of any action taken by the College in response to the complaint or appeal.



- b) For the purposes of ensuring equitable treatment of students in similar cases and for quality reviews and improvement, the College will establish and maintain a register (or set of registers) that records a summary information on internal complaints and appeals and related outcomes and actions.

#### K. Reporting

The College will provide statistical and non-identifying information about the number of complaints and appeals received, and the types and outcomes of the complaints and appeals, in the College Annual Report.

## 2. Courtship and Marriage

Bethel Bible College of the Caribbean-Jamaica is a Christian theological college whose emphasis is on training for ministry in the church of Jesus Christ. Students are reminded of this and encouraged to concentrate on their preparation for their ministry calling.

Intimate romantic relationships tend to disrupt both the life of the individual and the community and often lead to serious hindrances in the area of studies/ministerial preparation.

The general experience of theological colleges worldwide has shown that serious courtship should be restricted to a student's final year of studies. We would prefer if students choose to be married after they graduate from college. We further advise that students should seek adequate counselling before embarking on serious courtship.

## 3. Dress Code

Personal appearance reflects both the character of the individual and the College. The College sees modesty and moderation as the principles that must govern dress. The dress code of the College is in conformity with the Practical Commitments of the New Testament Church of God as set forth in the Minutes of the General Assembly.

*We will demonstrate the Scriptural principle of modesty by appearing and dressing in a manner that will enhance our Christian testimony and will avoid pride, elaborateness, or sensuality.*

### A. Modesty

According to the Biblical idea, modesty is an inner spiritual grace that recoils from anything unseemly and impure, is chaste in thought and conduct, and is free of crudeness and indecency in dress and behaviour (Ephesians 4:25, 29, 31; 5:1-8; I Timothy 2:9,10). Therefore, modesty includes our appearance, dress, speech and conduct and can be applied to all situations. The essential issue is, does our style of life please or displease God?

### B. Appearance and Dress

Our life, character, and self image are reflected by our apparel and mode of dress. The admonition of scripture, "Be not conformed to this world," reminds us that our manner of dress must be modest and decent (Romans 12:2; 1 Thessalonians 5:22, 23). It is not displeasing to God for us to dress well and be well groomed. However, above all we

must seek spiritual beauty, which does not come from adornment with jewellery, expensive clothes, or cosmetics but from good works, chaste conversations and meek and quiet spirit (Philippians 4:8; 1 Peter 3:3- 5.)

**C. *Pride, Elaborateness, and Sensuality***

As Godly people we are to abstain from lusts of the flesh and avoid dressing in a manner that encourages immoral thoughts, attitudes and lifestyles (Galatians 5: 13 – 21; 1 Peter 2:11; 2 Peter 1:4). Our beauty does not depend on elaborate, showy dress; extravagant, costly attire; or on the use of jewellery or cosmetics but on our relationship with Christ. External adornment, whether clothing or jewellery as an outward display of personal worth, is contrary to a spiritual attitude (James 2:1-4)

**4. College Offices/Administrative Block**

Students should only visit the College Offices/Administrative Block on official business. It should never be used for socializing.

**5. Disciplinary Procedures**

Students are expected to uphold the high standards of BBCC-J, and to report violations. Anonymous reports are not accepted without available evidence. If a report suggests a violation of College regulations that jeopardizes the reputation of a member of the College community, the student is interviewed by the Director of Student Services. If the charge is not deemed serious to merit a trial or a hearing of a disciplinary board, it may be disposed of by the Director of Student Services.

Minor offences are dealt with by the Student Council President, Dorm Supervisors, and/or an appointed committee.

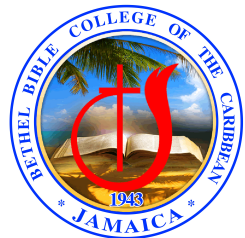
**6. Extra-curricular Activities**

We believe in developing the whole person. Therefore, the College tries to provide a balanced diet of extra-curricular activities.

These activities include Student Association meetings, socials, concerts, plays, films, debates, discussions and sports. The scheduling of most extra-curricular activities rests with the heads of committees of the respective groups, in consultation with the Director of Student Services. The events are usually funded by the Student Association.

**7. The College Logo<sup>1</sup>**

The College Logo symbolizes the College's aim and purpose. The two "Bs" and the "C" fuse to represent Bethel Bible College of the Caribbean – Jamaica and also form a lamp which represents the Bible. The flame is symbolic of the enlightenment which is achieved through the study of the Bible and other sources of information.



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<sup>1</sup> A logo representing the new name of the institution is being worked on. It is expected to be ready in time for the launch.

## 8. The College Colours

The College colours are red, white and blue. Red represents the atoning blood of Jesus Christ and white symbolizes the purity of life, when affected by the purifying quality of the blood. Blue is the colour of the clear blue sky and represents the clarity and consistency of a life that is sanctified through the blood.

SCHOOL SONG	WHERE TO GET HELP
Hail to thee, our Alma Mater, Hail, O Bethel, Hail. We have heard the Master's call, Let His truth prevail.  Join the chorus, sing it proudly Sound it far and near. Sing of praise for Bethel's name, One we love so dear.  Lift up high love's flowing banner, Sing the victor's song. We have learned the Word of God, And indeed are strong.	Academics: Academic Dean Records: Records Office Grades: Academic Dean Transcript: Records Office Absences: Class: Class Lecturer Chapel: Director of Student Services Work: Director of Student Services Church: Director of Student Services Overnight: Director of Student Services Bills: Director of Business Counselling: Director of Student Services or Faculty member of your choice