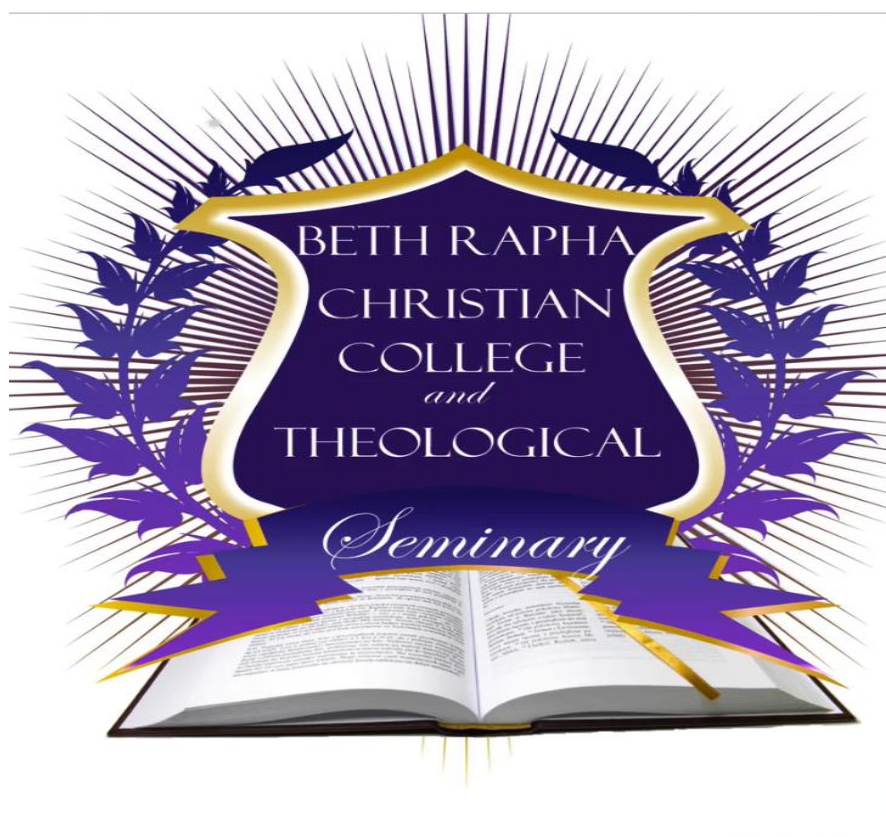


# **Beth Rapha Christian College & Theological Seminary, Inc.**

## **Student Handbook - 2017-2018**



**Bishop Jacqueline E. McCullough, D. Min  
President / Founder**

*"Study to shew thyself approved unto God, a workman that needeth not to be  
ashamed, rightly dividing the word of truth." II Timothy 2:16*



**Welcome from the Office of the President!**

I'd like to take this opportunity to welcome you to our great Bible College and Seminary! It has been my personal desire for many years to help those who are serious about studying the Word of God to have the opportunity to do so in a place that is committed to the sacred and careful study of God's Word. That place is most definitely Beth Rapha Christian College & Theological Seminary! (BRCC)

It is my sincere prayer that all of you who pass through our doors will leave much more prepared to defend the faith in which we believe. (Jude 3) I pray that the careful study and delivery of God's Word will lead each of you into a life of appreciation for God's will and purpose in each of your lives and the world. We pray that the impartation will be so sweet that you will not be satisfied to settle at any level but will always hunger and thirst for more knowledge of Him!

On behalf of our Board of Advisors, Board of Trustees, Executive Staff, and the family at Beth Rapha, it is my great pleasure to welcome you to BRCC!

We prayerfully enter this journey with you and commit our support and guidance throughout. May the grace of God be upon you throughout your studies.

Yours in the Master's Service,

Bishop Jacqueline E. McCullough  
President / Founder



**Rev. Dr. Patricia M. McLeod**

### **Message from the Vice President of Academic Affairs**

We are delighted you have chosen Beth Rapha Christian College & Theological Seminary to further your Biblical studies and spiritual growth. Each program of study has been designed, through careful study and research, to provide you with an in depth academic and spiritual experience in your respective fields.

We have further created a Curriculum Guide to assist as an overview of what you can expect throughout your personal journey as a member of our student body. (visit our website at [www.bethraphaseminary.org](http://www.bethraphaseminary.org) ) But we believe wholeheartedly in the personal touch! This information does not supersede the value of direct consultations with all Deans of Programs and the instructional staff. That said, feel free to reach out to us at any time!

Presently, our school offers formal Biblical instruction through the following 5 Schools of Study:

School of Theology & Ministry  
School of Christian Education  
School of Biblical Counseling  
School of Prayer & Missions  
School of Worship & Sacred Music

We offer a variety of programs within these schools all designed to meet your ministerial and professional goals and objectives. We encourage you to visit our website and review the overviews prayerfully and consult with your Advisor as you consider your course of study through this life changing academic, spiritually based experience!

Welcome aboard! May God richly bless you on your journey!

2 Timothy 2:15

## Brief History

The vision for Beth Rapha Christian College and Theological Seminary began in the late 1980's when Bishop Jacqueline E. McCullough began teaching classes at her own Biblion Family Book store located in Brooklyn, New York.

Many students would come from miles around to sit at the feet of this awesome teacher sent by God! At that time, she preserved classes using cassette tapes and VHS! Those very classes that she wrote and taught, to include Sanctification, Prayer, Spirituality verse Christianity, The Works of the Holy Spirit, to name a few, are still being cataloged in our ministry today and taught through our Spiritual Studies program throughout the church!

Beth Rapha Christian College and Theological Seminary is an extension of that vision and has now emerged into a fully authorized Bible College offering challenging Biblical instruction and degree programs in a variety of specialized fields!

Habakkuk 2:2



## Mission / Vision Statement

The *mission* of the Beth Rapha Christian College & Theological Seminary is to provide the believer with diversified programs of theological study deeply embedded in spiritual enrichment and practical application.

All programs of study are designed to meet spiritual and academic goals; to advance the gospel of Jesus Christ locally, nationally, and internationally; and to increase the believer's faith in and commitment to the immutable nature of God's Word. (Matthew 28:18-20)

Through spiritually enriched, concentrated courses of study, it is the *vision* of the Beth Rapha Christian College to equip our students with the following:

- ✓ the science and art of biblical interpretation;
- ✓ the scriptural foundation for religious doctrine;
- ✓ the biblical basis for the defense of the Christian faith;
- ✓ the purpose and divine plan of the Old and New Testaments (covenants); and
- ✓ the ultimate expectations of the believer for Christian character, conduct, and service.

Ephesians 4:1-3; Colossians 4:6



## Doctrinal Statement

Beth Rapha Christian College and Theological Seminary, Inc. believes in Reformed Theology, which is a Protestant [theological](#) system advanced by renowned theologian, John Calvin. The theology is often summarized in the [Five Points of Calvinism](#) : Total depravity, unconditional election, limited atonement, irresistible grace, and perseverance of the saints.

Reformed Theology stresses the absolute Sovereignty of God in salvation and in His Lordship (Colossians 1:16; John 1:3); the inerrancy of Scriptures; and the absolute, final truth of God's Holy Word! (1 Timothy 6:15; 2 Timothy 3:16; 2 Peter 1:21; Matthew 5:18)

*Total Depravity* - The total inability of humanity's ethical nature to follow God; due to the fall and our Adamic nature, we are morally and spiritually unable to want God. (Psalm 51:5; 53:1) We only come to Him through the wooing of the Holy Spirit (John 6:44; 65)...His divine intervention; in which He changes the unwilling hearts from rebellion to submissive obedience. (Romans 5:10-19)

*Unconditional Election* – Sometimes referred to as “predestination,” means God has, by the counsel of His own will (Ephesians 1:11), made a determination of whom He wishes to choose and save by His mercy alone. These elected ones have been chosen from eternity past before the foundation of the world. (Ephesians 1:4-5; Romans 8:29) \**Predestinated means to be determined or decreed beforehand.*

*Limited Atonement* – Salvation is for those He predestined to be His! (John 6:37-39; 13:18; 15:16)

*Irresistible Grace* – The inability for the chosen one to resist the wooing and power of the Holy Ghost! We will develop a hunger and thirst for Him because He has willed it to be so! (Romans 3:10-12; Ephesians 2:8-10)

*Perseverance of the Saints* – We will persevere until the end because of the power of the Holy Spirit that indwells in the life of the believer! All who are justified will win the fight of faith! (Matthew 24:13; 2 Timothy 4:7-8; Philippians 1:6; Revelation 12:11)

Our instructors do not deviate from the Holy writings and therefore, our students experience sound doctrine and Biblical teaching in its purest form! (Philippians 4:9; 1 Timothy 4:16; 2 Timothy 2:2; Revelation 22:1)

## **Beth Rapha Christian College & Theological Seminary, Inc. - Legal Structure**



Beth Rapha Christian College & Theological Seminary, Inc. has acquired full authorization from the Florida Department of Education to teach and perform hands on internship training and Biblical Studies education at the undergraduate and graduate levels.

### **Annual “Letter of Exemption”**

A “letter of exemption” is issued by the Florida Department of Education - Commission for Independent Education after the annual completion of an “Application for Religious Institution – Letter of Exemption” also known as “CIE Form 113.”

Receiving this annual exemption means the following: “Our Religious Institution has met the requirements of Florida State law identified in Section 1005.06(1)(f), Florida Statutes pursuant to religious institutions which authorizes us to issue formal academic degrees without being subject to governmental oversight for a period of one year stated in the exemption letter.”

In 2018, we will seek to acquire this same annual exemption through the New York State Education Department in Albany, NY., allowing us to headquarter our College & Seminary permanently in NY.

Please note, while we are authorized to issue degrees, we also have received Associate Membership status from the Transworld Accrediting Commission International pending full accreditation in 2018.

### **Articles of Incorporation**

Articles of Incorporation for Beth Rapha Christian College and Theological Seminary, Inc. were filed on August 24, 2010 and assigned document # N1000008100 by the Florida Department of State, Division of Corporations.

### **501C3**

Beth Rapha Christian College & Theological Seminary currently operates under the 501c3 umbrella of its parent organization, the International Gathering at Beth Rapha, Inc.

## **Board of Advisors**

Bishop Roderick R. Caesar, II	Bethel Gospel Tabernacle Jamaica Queens, NY
Dr. Stephen Samuel	Westbury Gospel Tabernacle Long Island, NY
Dr. Julia McMillan	New Dawn Restoration Center Tampa, Florida
Dr. Chermain Lashley	Grace United Methodist Church Queens, NY

## **Executive Staff**

Bishop Jacqueline E. McCullough.....	President / CEO
Rev. Dr. Patricia M. McLeod.....	Vice President of Academic Affairs
Rev. Dr. Patricia Bean .....	Director of Admissions
Rev. Doreen Bingham.....	Director of Finance / Bursar
Pastor Dannel Brown.....	Director of Technology
Professor Beverley Locke.....	Director of Student Affairs
Rev. Amie Gardner.....	Media / Website
Sis. Jewel Jackson.....	Academic Registrar
Sis. Crystal Payne.....	Administration, Academic Affairs
Sis. Pamela Charles.....	Administration / Student Affairs





## **Instructional Staff**

### ***School of Theology***

Bishop Jacqueline E. McCullough, D. Min  
Rev. Dr. Brian McKenzie, Dean  
Pastor Nadine McKenzie, MFT  
Rev. Katrina S. Huffman, MPA  
Rev. Vernita Charles, JD  
Pastor Diane Singho  
Pastor Angel Hush  
Rev. Amie Gardner

### ***School of Christian Education***

Bishop Darren Page, D.C.E.  
Rev. Dr. Patricia M. McLeod, Dean  
Rev. Dr. Stephen Samuel  
Sis. Beverley Locke, M.Ed.  
Sis. Sharon Hamilton, M.S.

### ***School of Biblical Counseling***

Rev. Dr. Robyn Edwards, Dean  
Pastor Nadine McKenzie, MFT  
Sis. Patricia Jean-Francois, M.A.  
Rev. Kendra Eaglin

### ***School of Prayer & Missions***

Rev. Dr. Patricia Bean, Dean

### ***School of Sacred Music & Worship***

Pastor Dana Powell, Dean

(Exodus 4:12; 18:20; Ezekiel 44:23; Titus 2:1)

**Programs of Study:** *\*(For more detailed information see 2018 Curriculum Catalogue)*

The following schools of study are available to each student at Beth Rapha Christian College & Theological Seminary. Please review carefully. If you desire to become a matriculating student, please select that program you believe is spiritually and academically suited for your calling and gifting from the Lord Jesus Christ. It is advisable that you seek counsel / advisement through BRCC to assist you in determining your course of study.

We offer a Core Studies Diploma. All “Core Studies” are available to students that may **not** be seeking a formal degree, however are desirous of growing in their knowledge in the Word of God. The core courses are also mandated for all undergraduate degrees as it is essential we establish a consistent foundation for all students.

**School of Theology and Ministry – Dr. Brian McKenzie, Dean**

Associate of Biblical Studies  
Bachelor of Biblical Studies  
Master of Theological Studies  
Master of Theology  
Master of Divinity  
Doctor of Theological Studies  
Doctor of Theology  
Doctor of Ministry

**School of Biblical Counseling – Dr. Robyn Edwards, Dean**

Bachelor of Biblical Counseling  
Master of Biblical Counseling  
Doctor of Biblical Counseling  
Concurrent Masters / Doctorate Degree

**School of Christian Education – Dr. Patricia McLeod, Dean**

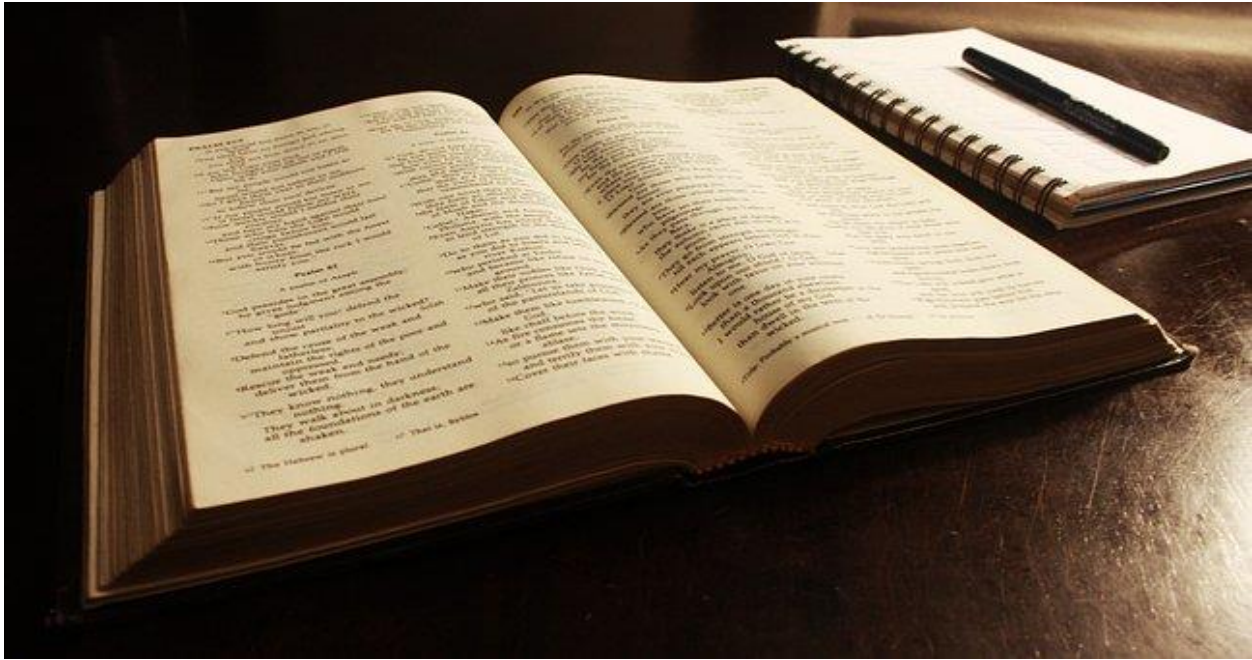
Bachelor of Christian Education  
Master of Christian Education  
Doctor of Christian Education  
Concurrent Masters / Doctorate Degree

**School of Prayer & Missions – Dr. Patricia Bean, Dean**

Bachelor of Prayer & Mission  
Master of Divinity  
Certificate in Prayer & Missions

**School of Sacred Music & Worship – Pastor Dana Powell, Dean**

Bachelor of Sacred Music & Worship



## **BRCC Quarterly Schedule 2017-18**

Fall Session: October 2 – December 15, 2017

Winter Session: January 8 – March 23, 2018

Spring Session: April 16 – June 29, 2018

Summer Session: July 16 – September 21, 2018

**2017 – 18 Student Calendar**

## Beth Rapha Christian College 2017-2018 Academic Calendar

### Fall Quarter 2017 (October 2nd - December 15th 2017)

**September 18<sup>th</sup> September 25<sup>th</sup> September 25<sup>th</sup> October 2<sup>nd</sup> October 2nd-13th October 13th**  
November 23rd-24th December 11th-15th December 15<sup>th</sup> December 25th

**Registration starts Faculty meeting Open House** Classes Begins Add/Drop period Last Day to Register Thanksgiving Holiday Final Week

Last Day of Class Christmas

### Winter Quarter 2018 (January 8th- March 23rd )

**December 26<sup>th</sup> January 2nd.** January 8<sup>th</sup> January 8th-19<sup>th</sup> March 19th-23rd. March 23rd. March 25th-April 1st

**Registration starts Faculty Meeting** Classes Begin Add/Drop Period

Final Week Last day of class Passion Week (no class)

### Spring Quarter 2018 (April 16th-June 29th)

**April 2<sup>nd</sup> April 9th.** April 16<sup>th</sup> April 16th-27<sup>th</sup> May 28<sup>th</sup>

June 25th- 29th. June 29th. July 4<sup>th</sup>

**Registration starts Faculty Meeting** Classes Begin Add/Drop Period Memorial Day /No Class Final Week

Last Day of Class Independence Day/No Class

### Summer Quarter 2018 (July 23rd - September

**14th)**

**July 9th July 16th. July 23rd July 23rd- Aug 3rd. Sept 3rd.**

**Sept. 10th -14th.**

Sept 14th

**Registration starts Faculty Meeting**

**Class Begin Add/ Drop Period Labor Day/ no class Final Week Last Day of Class**

**Fall Quarter 2018 (October 8th-December 21st)**

**Sept. 24th October 1st** October 8th October 8th -19th October 19th November 22nd -23rd. Dec 17th - 21st.

Dec. 21st. Dec. 25th.

**Registration starts/Open House Faculty Meeting** Classes Begins

Add/Drop period Last Day to Register

Thanksgiving Final Week

Last Day of Class Christmas

## **Student Policies**

The following policies have been developed to provide clear expectations for all students and faculty. It is our desire that you would adhere to each policy as outlined and govern yourselves accordingly. Please feel free to contact the respective departments should any further clarification be necessary. Ephesians 4:1-3; Hebrews 13:17; Romans 13:1-2; Colossians 4:6; Titus 3:1-2; Matthew 18:15-18

### **Policies from the Admissions Office:**

Welcome from the team at the Admission's Office!

We would like to take this opportunity to welcome all new and returning students to the Beth Rapha Christian College and Theological Seminary student body! We are delighted you have selected us for your Christian educational needs. We are mandated by the Word of God in 2nd Timothy 2:15 to "study to show ourselves approved unto God, a workman that need not to be ashamed, rightly dividing the Word of truth." Therefore, we are honored you have chosen to obey this command through our Bible College & Seminary. We trust and believe this experience will equip you both intellectually and spiritually to accomplish all that the Lord has given your hands to do!

### **Contact Information:**

Dr. Patricia Bean, Director of Admission  
pbean@bethraphaseminary.org

Sis. Claudia Brown, Admissions Associate  
cbrown@bethraphaseminary.org

Sis. Jewel Jackson, Registrar  
jjackson@bethraphaseminary.org

Pastor Dannel Brown, Director Instructional Technology  
dbrown@bethraphaseminary.org

### **Admissions Process:**

The application for admissions is available on our website at [www.bethraphaseminary.org](http://www.bethraphaseminary.org). The application cannot be processed until completed in full and submitted with the non-refundable, one-time application fee of \$75. Persons cannot begin classes until all paperwork is approved.

Official transcripts (sealed) from prior higher-level institutions, letters of recommendation, and passport pictures must be mailed and/or submitted electronically to BRCC, Attn: Admissions, PO Drawer 2100, Pomona, NY 10970. Electronic documents should be emailed to [admissions@bethraphaseminary.org](mailto:admissions@bethraphaseminary.org). Please note, letters of recommendation from family members will not be accepted.

### **Admissions Classifications:**

### *Matriculating Students*

Matriculating students are those defined as “working on a degree tract.” Each student is immediately assigned an Advisor per their selected field of study. Application for admissions for matriculating students is available only online. To apply, please visit our website at [www.bethraphaseminary.org](http://www.bethraphaseminary.org).

### *Non-Matriculating Students*

Non-matriculating students are those defined as “not working towards any specific degree.” Students desirous of taking classes strictly for spiritual edification are encouraged to download the one-page application from our website and email to [admissions@bethraphaseminary.org](mailto:admissions@bethraphaseminary.org). If by mail, forward to BRCC, Attn: Admissions, PO Drawer 2100, Pomona, NY 10970. Email applications to [admissions@bethraphaseminary.org](mailto:admissions@bethraphaseminary.org).

We have established a clear process for non-matriculating students. Specifically, the following regulations will be in place:

1. Classes may be offered in various forms: 4–8 week seminars, 11 week courses, weekend intensives, or similar formats.
2. The following WILL NOT be required of non-matriculating students: application fee, administrative fee, transcripts or letters of recommendations. Non-matriculating students desirous of becoming full time students must complete the aforementioned information.
3. Non-matriculating students will pay a set tuition cost of \$360 per class effective September 2018. The cost is \$150 per class until then. \*(see Tuition & Fees)
4. Non-matriculating students do not receive grades; thus, there is no academic record maintained in the college management system.

However, non-matriculating students who have completed all the assigned work and decide at a later date to become a matriculating student, are eligible to receive credit for their classes if requested within a 2-year academic period. Instructors MUST maintain and submit grades to the Registrar for this purpose.

5. Non-matriculating students will not be eligible to participate in graduation or recognition ceremonies.

### *Auditing Students:*

1. Auditing students are defined as students desirous of information; they may be categorized as non-matriculating or matriculating students.
2. These students take courses only for self-enrichment and academic exploration.

3. Approval for auditing classes is left to the discretion of the instructor. Therefore, when a student is desirous of auditing a class, during the registration process, the Registrar will consult with the instructor for approval.
4. Auditing students are assessed at a rate of \$75 until September 2018. At this time the rate will increase to \$150 per class until further notice.
5. There will be no grades issued to auditing students nor will they be eligible for transfer of classes for credit.

### **Transfer Credits:**

Transfer credits are available to students transferring from recognized undergraduate or graduate schools. In this case, they may be granted course credit(s) for comparable courses in the BRCC & Seminary curriculum. Courses must also be applicable to the chosen course of study in order to receive credit.

BRCC also recognizes Ministerial Life Experience that can be documented and verified by a reputable source (i.e. – Bishops, Pastors, etc.). The Curriculum Advisory Council will evaluate each student’s credits on a case by case basis.

### **Policies from the Registrar’s Office:**

Welcome from the Registrar’s Office! We are delighted to serve you and commit to maintaining accurate records of all transcripts and student files pertaining to your academic experience at BRCC! After reading our general guidelines, if you have any questions regarding our policies, practices and/or procedures, please do not hesitate to contact the Registrar’s Office directly at [jjackson@bethraphaseminary.org](mailto:jjackson@bethraphaseminary.org) or call (845) 762-5478.

### **Registration:**

The registration period opens two weeks prior to the beginning of classes for each quarter and closes following the Add/Drop period; which ends the Friday of the second week of the quarter. Late registration is permitted throughout the third week after the first day of classes. To register following this period, permission must be granted by the Dean of the School and officially completed through the Registrar’s office.

All students must register at the Populi College Management System at [www.brbi.populiweb.com](http://www.brbi.populiweb.com). Advisement and course navigation should be done with the Advisor prior to the end of the previous quarter. If you experience any difficulties, please contact the Registrar’s Office directly.

If a student is on a financial hold he/she will not be able to register until official clearance has been granted by the Bursar’s Office. New students may register for a class once the Bursar has received the required tuition deposit. For questions regarding student accounts contact Rev. Doreen Bingham at [dbingham@bethraphaseminary.org](mailto:dbingham@bethraphaseminary.org) or call (845) 762-5478.



**Add/Drop Period:**

The add/drop period begins when the registration period opens for the quarter and ends the Friday of the second week of class for that quarter. To add or drop a class you must notify the Registrar at [jjackson@bethraphaseminary.org](mailto:jjackson@bethraphaseminary.org). This applies throughout the quarter. Please refer to the “Refund Policy” to determine if a tuition refund applies.

**Course Withdrawal:**

If a student withdraws from a course during the first week of class, they will be refunded the full 100% for the cost of tuition paid. Please be mindful, administrative and application fees are non-refundable. Please see the Refund Policy for more information regarding course withdrawals.

**Academic Probation / Dismissal:**

A student will be placed on academic probation when their GPA drops below 2.0. The probation will be in effect for one academic year (four quarters); allowing the student to bring their GPA to 2.0 or above. If they are unsuccessful raising their student average, the student will be dismissed.

A student may also be dismissed for plagiarism and not modeling Christian behavior at BRCC. *\*(refer to Policies from Student Affairs).*

**Transcripts:**

All requests for transcripts must be initiated in writing through the Registrar’s Office. The cost is \$7 per transcript. Transcripts will not be released if a student is on academic probation or if they have a financial hold. For more information, please contact [jjackson@bethraphaseminary.org](mailto:jjackson@bethraphaseminary.org).

**Policies from Information Technology:**

Greetings on behalf of the Media Team at BRCC & Seminary! We are so excited you have joined our very special Bible College and Theological Seminary. This office is critical to your overall success throughout your academic experience with us so please take heed to each guideline, process, and procedure.

Beth Rapha Christian College & Theological Seminary operates through the Populi Online College Management System. This is a superb software that enables us to manage everything from student records, to financial transactions, to general communications to the student body and so much more! Thus, it is vital to all students that you learn to navigate this very user-friendly system as early in your academic experience as possible.

Because this is so important, we have created brief tutorials that can be accessed in Populi to assist you and provide the guidance and direction you will most certainly need.

In addition to the personal consultation and technical assistance we are willing to provide, please review the following guidelines:

1. The Populi College Management System is available to new students who are cleared to register and to current students who maintain a proper user name and password.
2. Once new students have received their clearance to register, they will be forwarded a user name and password from the Populi College Management System. If you experience any difficulties signing in, we encourage you to reach out to the Technology Department from 11:00 am – 5:00 pm daily Monday – Friday at (845) 762-5478 so they may reset your password if necessary.
3. Classes are securely uploaded into the Populi College Management System. However, from time to time, there may be an issue with locating a specific lesson. In this event, please contact the Technology Department immediately at [dbrown@bethraphaseminary.org](mailto:dbrown@bethraphaseminary.org). This issue should be directed ONLY to this department.
4. Students may only access classes they are registered for. This access is available throughout the quarter and up to a period of 2 weeks following each quarter. At this point, access will be denied.
5. The Technology Department will inform students of any updates affecting navigation on the Populi College Management System prior to the beginning of each quarter. As well, any pertinent information in this regard will also be made available on our website at [www.bethraphaseminary.org](http://www.bethraphaseminary.org).

### **Policies from the Bursar's Office:**

Welcome from the team in the Bursar's Office! We are so excited you have chosen our college to pursue your formal biblical studies. Our goal is to make certain you are financially able to accomplish your spiritual and academic dreams through a variety of mechanisms we have developed for you.

It is important for you to know we operate totally through the completely secured Populi College Management System. All payment information and financial records are concealed in your personal files. Access is ONLY granted to those Executive level staff members that have been issued clearance through the Office of the Vice President.

That said, we welcome you and pray your experiences with us will be fruitful and spiritually enlightening as you forge ahead in your academic pursuits!

### **Payment Process:**

#### *Matriculating Students:*

Students who have registered via the Populi College Management System will be invoiced by the Bursar's Office following the close of the Add/Drop period. Tuition and fees will be reflected on the invoice and are due upon finalization. An email will be sent from the Bursar's Office once the invoice has been finalized.

All Matriculating student accounts are considered settled when the Bursar receives payment in full. **Payments must be paid via the Populi System.** Checks or money orders cannot be processed through the system. You must use a credit or debit card. This is in place for accurate accounting and as a safety precaution for all students.

To make a payment, please visit your personal, student profile page within the system and click on the “Financial Tab.” From that point, please follow these very user-friendly prompts. **It is the responsibility of each student to keep up with their tuition balances and payments.** Your records are available to you at any time within the Populi System.

Unpaid balances will prohibit students from receiving grades, diplomas, and transcripts. These students will also be unable to register for future quarters or seminar sessions.

Based on non-payment of an invoice, a financial hold will be placed on a student’s account until the invoice is paid in full. When the invoice has been paid in full, the hold will be lifted. However, **students are responsible for notifying the Bursar once final payments have been made in the system.** This will expedite the lift on all accounts.

#### *Non-Matriculating Students:*

The Bursar's Office will email students a bill following the Add/Drop period for any courses after the registration period has closed. All payments are due upon receipt of the finalized invoice.

Based on non-payment of an invoice, a financial hold will be placed on a student’s account until the invoice is paid in full. When the invoice has been paid in full, the hold will be lifted.

However, please note: **students are responsible for notifying the Bursar once final payments have been made in the system.** This will expedite the lift on all accounts.

#### *Auditing Students:*

Auditing students will be billed through the Populi College Management System and should follow the guidelines for matriculating students above.

#### *Delinquent Accounts:*

ALL students are expected to pay outstanding balances for tuition and fees in full or establish a payment plan through the Bursar’s Office. If the student's financial obligations become delinquent at any time, the Bursar will send the student a notification. He/she may be restricted from registering for future classes until all matters have been settled.

#### **Tuition & Fees:**

The low cost of tuition should not be confused with the quality of instruction and service each student will receive. It is our belief that no student should be denied an opportunity to further their education because tuition rates far exceed their reach. We are more concerned with the student’s spiritual growth as a result of Biblical study than the amount of monies collected.

*Matriculating Students:*

Effective January 20, 2018 - September 2018 the tuition rate for current students will be as follows:

Undergraduate - \$240 for 3 credit hours  
Masters - \$300 for 3 credit hours  
Doctoral - \$360 per 3 credit hours

Beginning the 2018 Fall Quarter, the following tuition rate will apply to ALL students:

Undergraduate - \$360 for 3 credit hours  
Masters - \$450 for 3 credit hours  
Doctoral - \$540 for 3 credit hours  
Administrative Fee - \$50 for each quarter  
Application Fee - \$75 (one-time fee)

*Non-Matriculating Students:*

Effective January 20, 2018 the tuition rate for non-matriculating students will be \$150.  
Beginning in September 2018 the tuition rate will be \$300.

*Auditing Students:*

Effective January 20, 2018 the tuition rate for auditing students will be \$75 per class.  
Beginning in September 2018 the tuition rate will be \$150.

**Refund Policy:**

Refunds are calculated based on the date of official withdrawal.

The Populi system will calculate tuition and other charges when a student drops a course or courses; or withdraws completely from the College. Students must follow the established procedures to Add/Drop a course, to withdraw from the College, or to take a leave of absence. Please refer to the registration section of this catalog for a complete description of these procedures.

The following actions do not constitute appropriate notification of withdrawal: non-payment of tuition and other charges, absence from classes, or notification to the instructor.

**If the student fails to withdraw officially through the Registrar's Office, he/she waives the right of consideration for any refunds;** which are calculated from the opening date of classes in accordance with the following schedule:

1st Week – 100% refund of tuition paid  
2nd Week – 75% refund of tuition paid  
3rd Week – 50% refund of tuition paid  
4th week – 25% refund of tuition paid

## Disclaimer:

The College reserves the right to change tuition, fees, and services; to add fees and services; and to determine the effective date of such changes without prior notice to the student body.

However, BRCC commits to providing notification a minimum of 6 months in advance of such changes.

## Policies from the Office of Student Affairs:

Greetings from the Office of Student Affairs! We are so excited to serve you in the many areas of student life at BRCC and Seminary! The following policies reflect academic life. Please stay tuned for many others that will assist with guiding you through a successful, stress free experience at our wonderful college!

After your review of the following information, should you have any further questions or concerns please contact Professor Beverley Locke, Director of Student Affairs at [blocke@bethraphaseminary.org](mailto:blocke@bethraphaseminary.org) or call (845) 762-5478.

## Grading Policy:

- Students are expected to complete all assignments as outlined on each course syllabus and found on the Course Information Pages within the Populi College Management System. Late assignments are accepted on a case by case basis by the instructor.

Resident students, after three unexcused absences, will be given an Incomplete (I) for the course. **The student is responsible for making arrangements with the instructor to complete all course requirements** in order to receive credit for the course.

Online students, after failure to provide reflections from 3 consecutive classes, will be given an Incomplete (I) for the course. **The student is responsible for making arrangements with the instructor to complete all course requirements** in order to receive credit for the course.

**All students will have a maximum of 2 weeks following the end of the quarter**, while they still have access to the courses online, to make up all missed assignments. Following that period, the Incomplete grade will be turned into a Failure (F).

- The following six-point letter grading scale is recognized by BRCC & Seminary:

A	94-100	Excellent
B	86-93	Good
C	78-85	Satisfactory
D	70-77	Low
F	0-69	Failing
I	Incomplete	Incomplete

- Instructors are required to submit final grades to the Registrar no later than 3 weeks following the end of the quarter.
- Final grades will then be posted in the Populi College Management System for the student's private review. **It is the student's responsibility to enter the system to view their respective grades.**
- Further student inquiries should be directed to the perspective instructors via e-mail or direct phone contact.

### **Academic Information:**

Students are required to acquaint themselves with the academic information provided in the annual Student Handbook. Also, please visit the website to see the Curriculum Guide to review the listings of all courses. In addition, please feel free to contact your Academic Advisor (Dean of your respective school) for his/her office hours for further support.

### **Non-Discriminatory Policy:**

BRCC and Seminary does not discriminate on the basis of race, color, national and ethnic origin, age, sex, or disability as it pertains to student admission and/or faculty appointments.

### **Student Orientation:**

All students are required to physically attend or view online the annual Orientation / Open House session. It is a critical time to meet the President, Deans, and the Faculty & Staff that are key in helping you to adjust to student life at BRCC. It is also a tremendous opportunity to interface with your fellow students and instructors. This opportunity for physical contact is critical in that 95% of our communication is online. Because of this, please stay tuned! The college is preparing to go to bi-annual Open Houses so we may capitalize on this unique experience! (Hebrews 10:25; Matthew 18:20; Acts 2:44-47; 1 John 1:7) Please be mindful, the current Orientation is held in September prior to the fall quarter of each academic year. All students joining BRCC following that time, will have access online to view the session.

### **Plagiarism:**

Plagiarism is defined as “the act of using another person’s ideas or expressions in your writing without acknowledging the source...to repeat as your own...” (MLA Handbook) Plagiarism is not only repeating word-for-word someone else’s writing, but also taking ideas or another’s work without acknowledgment. Any student caught cheating in this manner during her/his matriculation at BRCC is subject to the following procedures (Psalm 119:163; Proverbs 12:22; 13:5; Exodus 20:17):

- 1<sup>st</sup> Offense: Automatic Course Failure
- 2<sup>nd</sup> Offense: Dismissal from the College

Cases of cheating are to be reported to the Dean of the respective school. Appeals may be made in writing to the Vice President for Academic Affairs within 2 weeks of notification of the action and will be heard within a reasonable time frame. The Instructor and Dean must be present when the case is considered.

## **Student Conduct**

*“Let every soul be subject unto the higher powers. For there is not power but God: the powers that be are ordained of God. Whosoever therefore resisteth the power, resisteth the ordinance of God: and they that resist shall receive to themselves damnation.”* Romans 13:1-2

In the spirit of pro-active concern and care, BRCC is committed to maintaining a spiritually nurturing learning and working environment for all students, faculty and staff. The College recognizes that situations may arise when a student’s Christian conduct is compromised because it is misaligned with the Holy Scriptures. (Romans 12:16-18)

We will define appropriate Student Christian conduct as follows: Galatians 5:22-26, *“But the fruit of the Spirit is love, joy, peace, longsuffering, gentleness, goodness, faith., Meekness, temperance: against such there is no law. And they that are Christ’s have crucified the flesh with the affections and lusts. If we live in the Spirit, let us also walk in the Spirit. Let us not be desirous of vain glory, provoking one another, envying one another.”* (James 1:19-21; 2 Peter 1:5-11; Matthew 7:16-20)

While the College is committed to the ongoing growth and development of its students, the faculty and staff should not be subjected to unruly, ungodly, or disrespectful behavior. (Hebrews 13:17)

Therefore, the College reserves the right to administratively intervene and levy disciplinary procedures on students who resist the holy ordinances by continuously disrupting the College community. Those students that persist in this type of conduct, may be subject to dismissal.

The Disciplinary Process will be as follows:

In Matthew 18:15-17 the Lord provides a series of steps for sinful offenses in the Christian community. Therefore, in accordance with the scriptures, BRCC will institute the following:

Step 1: The student will be spoken to privately by the Dean of the respective school and receive written notification to inform them of how they have violated the rules of student conduct and thus, offended the College community. If the offender repents by corresponding behavior, no more action will be required.

Step 2: If he/she refuses to adhere to the counsel, the Dean of the school may recommend temporary probation not to exceed 2 quarters.

Step 3: At the end of probation, the student will be brought before the Academic Advisory Board to discuss reinstatement or permanent dismissal. If there is still no repentance and potential for reconciliation, the student may be dismissed from the College. In Jesus' words, *"and if he shall neglect to hear them, tell it unto the church: but if he neglect to hear the church, let him be unto thee as a heathen man and a publican."* (Matthew 18:17)

## Signature Page

All students are required to provide their personal signature and date below.

By signing this Student Handbook, **you are acknowledging you have read, understand, and agree with ALL policies** and procedures of Beth Rapha Christian College & Theological Seminary, Inc. **You are also acknowledging you intend to fully adhere to the contents of each page.**

**Your signature is an annual requirement to remain enrolled in BRCC.** This signature page will be maintained in your student file for future reference.

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**Print Name**

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**Student Signature**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_  
**Date**

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**For Office use ONLY**