



S E A T T L E
BIBLE COLLEGE

Orientation Packet 2020 - 2021

Section 1: SBC Policy & Procedure Overview

Please see the SBC Catalog for more details.

SBC On-Time Classroom Attendance Policy...Updated 9.10.18

SBC is training Christian leaders who will expect to not only have followers, but will be a trainer and discipler of others. Being *on time* is a quality and characteristic we strongly encourage, whether it is on-site or live on Zoom. Students who attend on Livestream must affirm their attendance on the live chat or by sending an email affirmation to info@seattlebiblecollege.edu. Livestream attendance must be affirmed within one week of the recorded class session. We expect our students to highly value others by honoring them and being courteous in the area of timeliness, being where one is supposed to be, ready to learn, work, serve and lead!

- The course percentage grade is lowered by **5 percent per class period**. This is the case with *each* occurrence.
- Percentage deductions increase significantly for short-term, **modular-intensive courses** the grade will be lowered by **6.5% per class period**.

This on-time attendance policy also applies to chapel **attendance**, which is normally linked to the course immediately following the chapel service.

NOTE: The SBC administration reserves the right to make related determinations on a case-by-case basis.

Always check with the Administration first for approval for special events that may take a student out of class.

EXCUSED ABSENCES include: Debilitating illness;
Death in the immediate family;
Personal/medical emergency;
Freeway accidents;
Snow/road closures.

UNEXCUSED ABSENCES include: Work and work-related involvements;
Being “tired,” oversleeping;
Minor physical problem;
Time mismanagement, etc.

Even though these types of absences cannot be excused you should still listen to the class recordings missed and take notes for your course notebook to be complete.

TARDIES:

A tardy is defined as a student not being present in the classroom at the stated starting time. A student is considered tardy **until 30 minutes** into the class period of any course. Chapel is considered tardy until **15 minutes**, after which time the student will be counted as absent.

THREE TARDIES EQUAL ONE ABSENCE

EXCUSED TARDIES include: Student delayed by SBC staff members;
Physical/medical problem;
Highway accident;
Special prayer time.

UNEXCUSED TARDIES include: Grabbing a snack or beverage;
Sleeping in/getting up late;
Starting out late;
Fellowshipping with others;
Preparing last-minute assignments before class.

REMEDIES:

If a student's absence from class is *considered "excusable"* the student must:

1. Listen to the recording from Populi of the class/chapel missed.
2. Take personal notes of the class and turn them in to info@seattlebiblecollege.edu with the date missed and the reason for the absence or tardy.
3. All of these requirements must be done within **ONE WEEK** after the absence/tardy in order to be excused.

Please see the SBC administration with questions or if the recordings are not available on Populi

General Classroom Participation Expectations

Classroom guidelines designed to encourage and promote a healthy and productive learning environment include the following:

1. Your instructor's basic assumptions concerning you the student and your relationship to this course are:

- That you want to learn and will take your position here as a learner;
- That you come with an open heart and a good attitude;
- That you intend to do well in this course;
- That you will come to class prepared with assignments completed, able to interact intelligently with the topics at hand;
- That you take college in general, and this course in particular, seriously.

2. In-class discussion will be welcomed; however, the instructor reserves the right to limit discussion and questions.

- Questions are welcomed that stem from a sincere heart and personal desire to increase knowledge and understanding.
- Questions that appear to be agenda-based, designed to spark unwarranted debate, or those seeking to divert the flow of the class-time, will be strictly limited.
- Questions and comments should relate to the subject at hand, not designed to sidetrack (or hijack) the intended direction of the class-time.
- Monopolization by a student of the class discussion is not acceptable.

- There should be no need to speak for “others”, but rather, students are encouraged to speak for themselves.
- While thoughtful discussion from various viewpoints is healthy, a student’s question or comment in the class should not be aimed as a personal attack on another student.
- Also, it is not required that the student always agree with the instructor, with fellow students, or with assigned reading; however, disagreeing in the right spirit and with a good attitude should be the rule rather than the exception.
- If a student is having a difficult time understanding an instructor’s position, or questions a position, statement or perceived attitude, it is best to see the instructor after class or make an appointment with that instructor outside of class to handle any miscommunication, misperception, or to deal with any offense that may have occurred during the class.
- As a general rule, if something disturbs or troubles a student (regarding an instructor for instance) it is best to go to that person (in this case the instructor) personally, as soon as possible, to try to settle the matter, and to clear up any possible misperceptions. *This is preferred over letting a problem fester and grow larger and/or sharing it with others who are not a part of the perceived problem nor a part of the solution.*

3. Faithfulness and self-discipline will be encouraged in relation to course expectations.

- Please be thoroughly familiar with the SBC attendance policy, including particulars re. absences, tardies, and acceptable excuses for such.
- Consistent attendance is expected as is promptness in coming to class and in completing assignments. Not only is this important for college work in general, but is an important part of the training and discipling process for the sincere, serious student who desires to be used effectively by the Lord in ministry.

Patterns set now in Bible college can lead to a lifetime of example to others, either in a positive or negative sense. *1 Timothy 4:12*

STUDENT LIFE

Christian Character and Conduct Standards

Seattle Bible College recognizes that as students submit to the Lordship of Jesus Christ, they will grow in Christian character and conduct. Christian maturity involves more than mental assent to explicit scriptural statements of right and wrong. Their character and conduct must reflect a life of dynamic discipleship and submission to scriptural principles that govern both attitudes and conduct. Disciplined service requires self-disciplined living. Seattle Bible College expects students to maintain a high degree of personal integrity and demonstrate a high standard of personal conduct based on scriptural principles.

Note: SBC's goal for each student is that he/she will learn to understand and apply the biblical principles of limiting one's own liberty, self-denial and self-discipline for the sake of others and ultimately for the sake of Christ's Kingdom.

It is understood that some requirements placed upon the student by the College may be different from the student's personal convictions outside the campus community. Nevertheless, these policies and requirements must be respected while the student is attending Seattle Bible College. The willingness of the student to submit to authority is indicative of growth in Christian maturity.

Because students are training for (and in) leadership, for whom a stricter judgment is reserved (James 3:1; 1 Timothy 5:20), students can expect to be held accountable to a high standard as would befit a Christian leader in training. Students may be dismissed or temporarily suspended from SBC even in situations when the final step of local church discipline for a member would not be appropriate. Every student needs to remember that SBC is not just any college. It is not just a Christian college. It is not simply any Bible college. The vision of Seattle Bible College is as follows:

Seattle Bible College is training and developing passionate, God-seeking, disciple-making ministers of Christ who are infused with the person and power of the Holy Spirit. They are transformed leaders who are in turn changing their world, both locally and globally, by effectively living out the life of Christ in their homes, communities and in the marketplace.

With this vision in view, the SBC community becomes focused and goal-oriented while not being rigid or humorless.

When the word "excellence" is considered and how it reflects our mission and vision, our attention goes to characteristics such as the following:

Seattle Bible College is seeking students of excellence—excellent students of the Word and the Spirit.

Because teachers, leaders and pastors are held accountable to a higher standard, and because SBC is a training/developing ground for Christian leaders, students will be held to a higher standard – higher perhaps than other college students from another institution with values, mission, methods and a focus that differs from ours.

In the setting of Seattle Bible College, for its stated mission and purposes, "excellence" will be evaluated and discerned by the following characteristics (e.g. an "excellent" student will look like this):

Faithful and consistent in all areas of attendance. The heart attitude will be one of commitment as a person who is training to be a dedicated and dependable leader of others.

Growing in the grace and in the knowledge of the Lord (2 Peter 3:18)

Faithful in academic studies, completing assignments on time and with excellence.

Faithful in local church involvement; being "planted in the house of the Lord", contributing to the life and ministry of his/her home church.

Developing and demonstrating respect and cooperation for other students and for faculty and staff.

Seeking to develop healthy and appropriate social relationships with other students.

Open and responsive to gracious correction and discipline.

Prudent with their finances and other resources, conscientiously paying their bills on time.

If a student is not seen to fit in with the principled nature of the school's mission and purpose, that student will be advised to withdraw from school and to discover, during a season of personal prayer, counsel and evaluation, what the Lord has for them in the future.

Because of our commitment to the Scripture as authoritative for life and godliness, scriptural guidelines form the basis for behavior to be encouraged or restricted. SBC affirms biblical standards of inappropriate behavior such as the following: "sexual immorality [fornication, premarital sex, promiscuity, adultery, homosexuality, and lesbianism]; impurity [pornography and improper reading materials]; debauchery [indulgence in sensuality]; idolatry and witchcraft [pagan and occult practices]; hatred; discord; jealousy; fits of rage; selfish ambition; dissension; factions and envy; drunkenness [the use of alcohol, illegal drugs –including marijuana – and tobacco in any form is expressly forbidden]; orgies and the like" (Gal. 5:19-21 NIV). Additionally, vulgar language, gambling, dishonesty, cheating, stealing, and attitudes unbecoming to a believer, are also inappropriate according to Scripture.

One's character and conduct should reflect a vital relationship with the Lord Jesus Christ and should subsequently result in a life of dynamic discipleship and submission to scriptural principles.

At Seattle Bible College, we strive to combine quality education with a strong spiritual environment. It is the goal of the school that each facet of academic, social and devotional life contributes to the development of Christian maturity and Christ-likeness. Students, administration, faculty and staff cooperate to achieve a Christ-centered community where biblical standards are upheld. We are convinced that there should be a direct relationship between belief and practice in the life of a Christian.

Christian maturity involves, at the most fundamental level, a commitment to the truth of God's Word and adherence to explicit Scriptural statements that govern behavior. Yet, Christian maturity involves more than mere adherence to outward activities. It involves a total commitment to the lordship of Christ, a dynamic discipleship, and a renunciation of self-centeredness.

While the Scriptures do not provide specific teaching regarding all social practices, they do uphold principles that establish essential guidelines for life. Some of the standards that SBC sets forth are stated with no specific accompanying biblical reference. However, the standards herein set forth are in fact rules. We may be too lenient for some and too strict for others in our community, but it is nonetheless our intention to uphold biblical principles of conduct.

The mature Christian recognizes scriptural principles that govern conduct and applies these principles to attitude, conviction, and behavior. We expect everyone at SBC to go beyond the "rules" to have a true love of the brethren, to honor each other above ourselves, and to have a sincere desire for God's holiness in our lives.

The following biblical principles represent Seattle Bible College's emphasis on Christian maturity in areas that may go beyond the specific stated "rules" of the school.

A personal responsibility to conduct ourselves in a manner worthy of the gospel of Christ, doing all for His glory (Rom. 14:4-12; Phil. 1:20-27; Col. 3:23; 1Cor. 10:31).

A personal desire to abstain from every form of evil (1Thess. 5:22)

Because of the value placed on persons as those created in God's image (Gen. 1:26,-27; Col. 3:10; Matt. 22:39; Rom. 13:8-10; 1John 3:13-18), a controlling principle of Christian life demands the following:

A genuine desire to please our neighbor for his good and for his edification (Rom.15:1-3).

A thoughtful consideration of others lest, in the exercise of Christian liberty, a brother is caused to stumble. A willingness to avoid that which is not expedient or otherwise imprudent because of its damaging consequences, even though it may not be wrong in itself (Rom. 14:13-23; 1Cor. 8:7-13; 10:23-33).

A discriminating concern for our influence on the whole body of Christ which we serve, as well as the city and the larger society of which we are a part (1Cor. 10:22-33; 9:32; 11:14)

A humble recognition that others in the Body of Christ may sincerely hold convictions in areas of social behavior that differ and a willingness to accept the convictions of others in a non-judgmental manner (Rom. 14:3-6).

A willing submission to authority for the Lord's sake—including obedience to all governmental regulations to which a Christian can conform in good conscience (Rom. 13:3-7).

An intelligent concern for the care and use of our bodies and our minds to glorify God (1Cor. 6:19-20; Rom. 12:1-2; Phil. 4:8; 2Cor. 10:5).

A high standard of ethics in the area of separation from the ungodly world system (1Cor. 5:9-11; 2Cor. 6:14-18; Eph. 5:3-12; James 1:27; 4:4; 1John 2:15-17).

An awareness that conformity to man-made regulations which appear religious does not guarantee spiritual maturity of themselves (Col. 2:20-23).

Expectations and Evaluation Summary

While SBC is not designed to replace the nurture and oversight of a local church and its leadership, we do view continual evaluation of student behavior as part of our responsibility. The basis for this evaluation includes conformity to direct scriptural commands, conformity to the laws of the government, and application of principles involving committed discipleship. It may be deemed appropriate to counsel, reprimand, or even dismiss students whose behavior does not conform to the biblical principles adopted as the basis for the spiritual environment of the campus.

All students registered in courses for credit are required to abide by certain institutional regulations governing campus life. Your application, acceptance and attendance at SBC constitute your agreement that you will follow both the biblical absolutes and "institutional norms" listed in the SBC catalog. Institutional norms are required throughout the entire period in which you are registered for classes (including weekends, mid-quarter breaks, between quarter breaks and summer vacation). We believe such regulations help to foster the kind of academic, social and spiritual environment most advantageous for pursuing goals and objectives of SBC while protecting the integrity of the College's reputation in the community, among our constituents, and wherever SBC is known.

Because Seattle Bible College believes that it bears responsibility not only for the intellectual and spiritual development of its students, but also for their social and moral development, the desire of the College is to cultivate a positive, constructive approach to Christian living and behavior. Special visitations of the Holy Spirit's presence and power on campus, the personal seeking of God by the student, and the vital involvement by the student in the life and ministry of a strong local church facilitate the achievement of this goal.

Attitudes that reflect Christian maturity in responding to theological or personal conviction differences among students are essential. Christians can disagree on certain viewpoints without breaking the unity and bond of peace, which must be the hallmark of Christian practice. Contentious attitudes and disrespect for others' doctrinal differences will not be tolerated.

In Essentials—Unity!
In Non-essentials—Liberty!
In All Things—Charity!

Interpersonal Relationships and Activities

It is considered essential that those enrolled at Seattle Bible College should allow nothing to interfere with the purposes for which the Lord has directed them here. Wholesome Christian conduct and behavior (which is the antithesis of the way of the world) is absolutely necessary.

Students are urged to exercise the utmost care and emotional and spiritual discipline in building relationships with the opposite sex. (At SBC, many of our students are single, but all students must maintain great care and propriety in this area of concern.)

Group activities are the preferred way to get to know members of the opposite sex. Bible college can be a great place to find one's life partner, but seeking an exclusive and serious "relationship" should never take the place of seeking the face of God and focusing on one's studies and the preparing of one's life for effective ministry.

First year students (especially) under the age of 21 are encouraged to set aside building relationships with the opposite sex so that the time, energy and focus can be placed on spiritual and academic development. Unwholesome activities between the sexes will not be tolerated. *Note: Because of the added considerations of cross-cultural adjustments, international students enrolled at SBC on education visas should not pursue a close personal relationship with a member of the opposite sex until after graduation. This is definitely prohibited during their first year at SBC.*

If during a student's first year (and after prayer and serious consideration) a student desires to pursue a "relationship" with another student, that student must consult first with recognized SBC leadership. Please note that serious dating or courting is discouraged should it interfere with the student's spiritual commitment and walk, academic achievement, and other necessary healthy student relationships.

Single students are asked to abstain from public displays of affection toward the opposite sex. Students are expected to exemplify personal discipline and self control in these areas at all times. Married students are expected to set an appropriate example for single students in this regard.

Coed Activities

For the sake of **moral purity, reputation and ministry**, single students should not visit alone in homes or apartments with members of the opposite sex. SBC's concerns for student purity, reputation and ministry are ever-present and students are encouraged to carefully control their behavior in light of these considerations. Likewise, students must obtain approval from the school administration for any proposed non-SBC sponsored coed events or trips that would involve overnight time-frames before such plans are finalized.

Engagements and Marriage

It is recognized that in the Bible college setting the Lord often leads men and women to form acquaintances that afterwards may result in life-long commitment and companionship. Yet wisdom, counsel and waiting on the Lord are necessary to help students guard against hurried courtships, engagements and hastened weddings. Students planning to be married must obtain suitable counsel, parental approval (if under the age of 21), and consult with the College administration before engagement.

Because of the academic demands of college life and the many adjustments necessary after marriage, students are strongly discouraged from marrying during the school year.

Dress

1 Corinthians 6:20 -- For you were bought at a price; therefore, glorify God in your body and in your spirit, which are God's. *NKJ*

An objective of attire and grooming standards is to present a non-distractive atmosphere conducive to study and worship. Women must exemplify modesty, femininity, and good taste in their attire. Dresses, skirts, slacks or clean jeans are generally acceptable. Men should wear nice T-shirts, polos, slacks or clean jeans. Graduation is the most formal occasion that SBC sponsors during the school year. Therefore, dress shirts/skirts/ pants or slacks are appropriate for men and women respectively. Students must be well groomed; clothes should be neat and clean at all times. SBC staff reserves the right to personally address the dress code with individual students as necessary.

Dress and accessories that represent unbiblical lifestyles in our culture are not acceptable. All decisions concerning bodily adornment must be made within the context of the questions, "Why am I presenting myself in this way?" "How will this glorify God?" and "How will this affect others?"

Seeking the Lord Together

Regular times of worship and prayer are a vital and normal part of the spiritual focus at Seattle Bible College. In this context, the SBC community sets aside time from classroom academics to concentrate on meeting God in prayer, praise and worship, and to reflect and respond to the work of the Holy Spirit in our lives. These times provide regular opportunities for students to be an

encouragement and blessing to each other through prayer and the ministry of the gifts of the Spirit.

These times of spiritual reflection and seeking the Lord also provide a time for the SBC community to be challenged by various ministers and ministries, with unique opportunities to meet guest pastors, evangelists and missionaries from around the world and to receive from their ministry. These times help build a sense of community for the students and develop a setting for acquainting the student with the emphases and distinctives of the College. Special times of seeking the Lord together (in addition to the regular schedule) may also be planned as “spiritual life emphasis” events. SBC considers times of prayer, praise and hearing from the Lord as entirely consistent with and complementary to the vision and purpose of this school as an academic institution. Because of the strategic importance of these sessions, attendance is required.

Church Life

Each student is required to faithfully attend the services/activities of a local church. Students who come to SBC from the metropolitan area are expected to support their home church and to be faithfully involved in ministry and regular attendance there. Because of the nature, purpose and vision of Seattle Bible College, accountability will be required of students in respect to their faithful church attendance and ministry involvement.

Because of the expectation for all students to be vitally involved in serving and leading, Seattle Bible College requires specific and accountable ministry as a part of the course requirements in selected courses. Any student who, for some reason, is not settled in a local church at the beginning of the quarter, must see the SBC administration regarding appropriate arrangements to meet the expectations of church life.

SYLLABI & CLASS WORK

Please read your syllabus carefully to see when all your assignments are due. Assignments should be turned by sending it to the course instructor’s email and to SBC’s email (info@seattlebiblecollege.edu). It is also acceptable to post your assignments in the “Assignment” section on Populi as per directed by the instructor.

The books for the course are listed on your syllabus and in Populi. Be sure to order your books before the start of the quarter to ensure you have plenty of time to complete your work for the first week of class.

POPULI

Populi is our web-based college management database that we use. Students enrolled at SBC will be provided with a link to activate their username and password for their account on Populi. On Populi students can register for classes, pay for classes, and access course information.

ZOOM

For Zoom sessions either for class lecture or prayer, students are asked to turn on their camera during the session.

CHAPEL

Chapel attendance is required for all registered students each Friday from 9:00am – 9:40am. Students on campus are expected to attend onsite in the main sanctuary. Students online are expected to join on Livestream and affirm your attendance within one week through an email to info@seattlebiblecollege.edu. A link to the livestream will be uploaded on your classes in Populi. Failure to attend without an excused absence or accumulated tardies will affect your grade.

PRAYER

Prayer is daily Tuesday – Thursday 9:00am – 9:30am on Zoom. All students in attendance on those days are required to join for prayer as part of your class grade. Students who are not taking classes Tuesday – Thursday are still welcome to join us for prayer. The Zoom link will be accessible on all your classes on Populi.

REFRESH WEEK

This is a week reserved each quarter for the whole Seattle Bible College student body to seek the face of God, engage in cooperate prayer and worship, and receive impartation from the Word of God. Onsite classes are typically suspended during this week, but it is important that students follow their course schedule and syllabus to make sure they are completing all their required work. Refresh is a required part of the Bible college experience and attendance is mandatory. If a student is unable to attend live, then they must watch the recordings, take notes, and submit their attendance affirmation to info@seattlebiblecollege.edu within one week of the sessions. Links to the sessions and recordings will be available on all classes on Populi.

Please see the Course Schedule and Academic Calendar for the Refresh Week Schedule.

PRACTICAL MINISTRY CREDIT

All students enrolled in an academic program at Seattle Bible College are required to complete on average 30 service hours per year in the local church or a community program. At the time of registration, students must enroll in PM 300 Practical Ministries and complete the required documentation in order to receive credit. 1 credit = 10 hours of service; 2 credits = 20 hours of service; 3 credits = 30 hours of service. For more information, please see the Forms section.

SOCIAL MEDIA

Follow Seattle Bible College on [Facebook](#) or [Instagram](#) to see more news and upcoming events. You can also subscribe to our [YouTube](#) channel.

WEBSITE

For updates on the academic calendar, classes, tuition and fees, and events please check out our website at www.seattlebiblecollege.edu. You can also login to Populi through the website.

SCHOOL PHOTOS & YEARBOOK

Each year we put out a “Legacy” Yearbook to remember those who have been a part of our SBC family and to capture the special moments of the year. School Photos will be scheduled each quarter. Please come ready for to get your picture taken on the scheduled picture day. If you are an online student or attending at teaching site of SBC please email a recent, high-quality profile picture to have your picture highlighted in the yearbook. Yearbooks can be purchased at the end of the academic year.

TUITION DISCOUNTS

If you are a for-credit student enrolled at SBC, you have an opportunity to receive a discount for bringing a new student to SBC. The following discounts apply to the for-credit student who has brought new students to register for-credit (*Note: Students enrolled as an audit student do not apply toward tuition discounts*):

- 1 new student = ¼ off tuition
- 2 new students = ½ off tuition
- 3 new students = ¾ off tuition
- 4 new students = FREE tuition!

LATE CHARGES

Once you are registered for classes, your tuition and fees are due on the first day of classes. A deferred payment can be applied to your account for \$50 charge, and your tuition and fees will be scheduled due in three separate installments. If any balance on your student account is overdue 30 days, there will be a \$30 late fee applied. If the balance is overdue for 60 days, there will be a \$60 late fee applied.

EXTENSIONS

If you require an extension to complete a class beyond the ten-week quarter, you may request an extension of two weeks. The Extension Fee is \$100 for undergraduate students and \$150 for graduate students; this fee is non-refundable. Dean approval is required.

SCHOLARSHIPS

Scholarship Applications are available in the Spring Quarter. All students will have opportunity to apply. The scholarships will be granted for the following academic school year.

SEATTLE BIBLE COLLEGE ACADEMIC INTEGRITY STANDARDS

As a Biblical foundation, please consider the following Scripture:

Exodus 20:15-17; 2 Timothy 2:15; 1 Peter 2:12-16

A brief statement from the Seattle Bible College Catalog, Vol. 60:

“Additionally, vulgar language, gambling, dishonesty, cheating, stealing, and attitudes unbecoming to a believer, are also inappropriate according to Scripture” (11).

A further clarifying statement:

Honesty and integrity must be maintained in class work. Plagiarism, using the words or thoughts of another in your writing without giving the proper credit through documentation, will not be tolerated.

The following is a further explanation of the expectations and perspective of SBC as it relates to academic integrity.

Excellence. Our vision for each SBC student is that he/she will do his/her own work “in the name of the Lord Jesus” (Col. 3:17 NKJ), and will “do it heartily, as the Lord and not to men” (Co. 3:23 NKJ).

Honesty and integrity. It is expected that each of our students will be fully and personally responsible for all material submitted as part of any class exercise, and that all such material will be the actual work of the student whose name appears on any assignment, quiz examination, etcetera.

Motivation. Because of God’s love for us, and our love for the Lord as well as our fellow man, we especially recognize that issues of truthfulness and honesty are extremely significant. Therefore, we also believe that scholastic dishonesty is a serious breach of both biblical teachings and commonly held academic standards, and represents an offense to God, to other students and the faculty. We also realize that since we are involved in the training of Christian leaders, a higher standard may be appropriately applied.

Examples of academic dishonesty. *Academic dishonesty includes such activities as the following:*

1. Cheating on assignments and tests:
 - a. Copying all or a part of someone’s work, with or without his/her permission, or using his/her ideas with only a small amount of reworking.
 - b. Use of unauthorized notes or other material when taking an exam or copying answers to exam questions.
 - c. Collaborative work for a particular assignment or project that results in essentially submitting the same material for a particular assignment by more than one student – ***without receiving specific permission from the instructor.*** (Designated group assignments or projects in which a student is an approved participant is, of course, permissible).
2. Plagiarism. (See further explanations provided).
3. Submitting the same (or basically the same) paper or project in more than one course without prior knowledge and consent of the instructors involved.

Please note: Anyone who assists another student in committing an act of academic dishonesty is equally responsible for the offense.

Penalties for academic dishonesty. It is expected that instructors will report any and all instances of students involved in academic dishonesty to the Administration. Penalties may include reduced credit or no credit on the assignment or test, additional assignments, reduced grade for the course, failure of the course, or other measures deemed appropriate by the instructor and the Administration. Academic dishonesty can also result in dismissal from the college.

To augment materials already provided for SBC students, the following details as to what “plagiarism” is and how to avoid this area of dishonesty by properly documenting sources for student’s written work.

Plagiarism – and how to avoid it. In *MLA Handbook for Writers of Research Papers*, 3rd ed. (New York: The Modern Language Association of America, 1988), by Joseph Gibaldi and Walter S. Achtert, the 4 authors state the following:

You may have heard of the word plagiarism used in relation to lawsuits in the publishing and recording industries. You may also have had classroom discussions about academic plagiarism. Plagiarism is the act of using another person’s ideas or expressions in your writing without acknowledging the source. The word comes from the Latin word *plagiarius* (“kidnapper”), and Alexander Lindey defines it as “the false assumption of authorship: the wrongful act of taking the product of another person’s mind, and presenting it as one’s own” (*Plagiarism and Originality* [New York: Harper, 1952] 2). In short, to plagiarize is to give the impression that you have written or thought something that you have in fact borrowed from someone else (21).

Plagiarism in student writing is often unintentional, as when an elementary school pupil, assigned to do a report on a certain topic, goes home and copies down, word for word, everything on the subject in an encyclopedia. Unfortunately, some students continue to such “research methods” ...without realizing that these practices constitute plagiarism. A writer who fails to give appropriate acknowledgement when repeating another’s wording or particularly apt term, paraphrasing another’s argument, or presenting another’s line of thinking is guilty of plagiarism. You may certainly use other person’s words and thoughts in your research paper, but you must acknowledge the authors.

Plagiarism often carries severe penalties, ranging from failure in a course to expulsion from school (22).

In writing your research paper, you must document everything that you borrow—not only direct quotations and paraphrases but also information and ideas. Of course, common sense as well as ethics should determine what you document. For example, you rarely need to give sources for familiar proverbs (“You can’t judge a book by its cover.”), well-known quotations (“We shall overcome.”), or common knowledge (“George Washington was the first president of the United States.”). But you must indicate the source of any appropriated material that readers might otherwise mistake for your own (155).

Rev. 09.14.11



SBC Grading Scale

A	4.0	95-100
A-	3.7	92-94
B+	3.3	88-91
B	3.0	85-87
B-	2.7	82-84
C+	2.3	78-81
C	2.0	75-77
C-	1.7	73-74
D+	1.3	68-72
D	1.0	65-67
D-	.7	62-64

Late Papers:

The most a student can earn when their paper is late:

1 day: 85% B

2 days: 75% C

3 days: 65% D

Late work will not be accepted after the third day late, unless special permission is given by the Dean. Students should not assume that grace will be extended without first conferring with the Dean.



S E A T T L E
BIBLECOLLEGE

Library Instruction

(For Everett Campus Students Only)

Regular Library hours: Tuesday – Friday 8:30am - 4:00pm
(Key is available at Front Desk)

Who can use the Seattle Bible College Library?

- Any student enrolled for credit at SBC and SBC/SONRISE Faculty & Staff.

Students may not lend or give permission to check out books to anyone other than those listed above.

Procedure for students to check out books:

- Books marked “**REFERENCE**” may NOT be taken from the library unless special permission has been granted.
- All other books can normally be checked out for 14 days.

The book card must be filled out **clearly** and **legibly** in **INK** with the “date borrowed” noted on the left-hand side. Do not fill in the “date returned” space.

Completed book cards are to be turned in to SBC Front Desk at the time of check out.

Return books to SBC Front Desk. Books must be returned promptly when due. If they are needed for a longer period, they may be renewed unless the book is needed for a class assignment, or if someone else is waiting to check it out. Books must be brought to the Front Desk in order to renew them.

Students are held responsible for the return of books borrowed from the library. *Delayed returns may result in the loss of borrowing privileges.* If a book is lost or damaged, a charge will be made to the student’s account for the price of the book PLUS a \$20 processing fee.

No food or drink, except water, is allowed in the library.

The library is reserved for students who wish to study. Please be courteous of those around you and leave those areas if you wish to socialize. *Infractions of library rules may result in loss of privileges.*

MLA Format Policy:

All written work is to be submitted in the MLA Format. Please see resource links, basic formatting requirements, and MLA examples in the following pages:

MLA Tutorial Videos:

MLA Essay Format

https://www.youtube.com/watch?v=uDjfs1f0iBk&list=RDCMUCZcoU153cIkNH9-Q7f_QhXQ&index=2

Introduction to the MLA Citation Style (8th ed.)

https://www.youtube.com/watch?v=aavej51K_H4&list=RDCMUCZcoU153cIkNH9-Q7f_QhXQ&index=1

The Basics of MLA In-text Citations

<https://www.youtube.com/watch?v=ypWxhhpGeyM>

MLA Style: In-text Citations (OwlPurdue)

<https://www.youtube.com/watch?v=eygi6ScdNNc>

MLA Style: List of Works Cited (8th Ed., 2016) – Purdue Owl

https://www.youtube.com/watch?v=Qq5Itf5Tg-U&list=RDCMUCgVqKEU_v6WXOSlgP440MPA&index=3

MLA Style website resources:

<http://owl.english.purdue.edu/owl/resource/747/01>

<http://style.mla.org/formatting-papers>

<http://jerz.setonhill.edu/writing/academic1/mla-style-papers>

MLA Handbook:

MLA Handbook. 8th ed., The Modern Language Association of America, 2016.

Student Name

Professor's Name

Course Name

Date

Basic MLA Facts

- * Paper is to have a one-inch margin on all four sides. The student's name is to be placed one half inch from the top of the page in the right corner with the page number following.
- * All numbers are written in Arabic lettering.
- * The entire paper is in 10 or 12 font and double spaced.
- * Paragraphs are indented five spaces or one tab key.
- * Only long quotations are indented 10 spaces from the left-hand margin. If a paragraph indentation is needed, it is to be three spaces. No quotation marks are used.
- * A short quotation is four lines or less and placed within quotation marks.
- * Only one third of the paper is to be from outside sources that need documentation:
 - Summary of author's words, Paraphrase of the
 - Needed material, Direct quotations (short or
 - Long), Personal comments on a specific source.
- * The documentation placed within the text is a parenthesis with the Author's last name and the page number(s) immediately following the material used.
- * All other documentation information is on the Works Cited page listed alphabetically by author's last name.

Revised 1-5-17

Student's name

Professor's Name

Course Name

Date (i.e., 10/08)

Title of Paper (Centered)

For research papers, Seattle Bible College is using the Modern Language Association (MLA) style and documentation format for the classroom assignments for the school. This method is taught within an Introductory Core class to all incoming students. Both the text, *Writing the Research Paper*, by Anthony C. Winkler and Jo Ray McCuen and the *MLA Handbook for Writers of Research Papers*, by Joseph Gibaldi and Walter S. Achtert, are available on the reference shelf in our library for your required reading and study. You may wish to purchase your own copy of this textbook for ease of study and personal reference throughout your course of studies at SBC.

Writing a term paper for college level is more than putting onto paper a stream of ideas as they come. The research paper is a typewritten report which summarizes and reports findings on a particular subject or is a thesis paper. The thesis presents a particular point of view which is argued for or against. Either paper gives the student the opportunity to read, evaluate and report his/her findings and give proper documentation to his/her sources.

The MLA method is a simple flowing form of parenthetical documentation which is placed within the text of the paper. Today's computers make for simplified presentation of information and a more uniform style for the readers.

Both a cover page and a table of contents page are optional or at the choice of the professor. MLA suggests that page one contain a simple heading along the left margin, the title centered on the next line with one-inch margins on all four sides of the page. The page numbers are one half inch from the top of each page preceded by the student's last name.

Begin each paragraph by indenting five spaces. The entire paper is double-spaced. Documentation will be given in a parenthesis at the end of the sentence with the period following the parenthesis (Gibaldi and Achtert 158). Winkler and McCuen suggest that the author's full name be given in the text the first time he/she is mentioned; therefore, only the page number need be in the parenthesis (99). When two or more of the cited books have been written by one author, a key word from the book title is placed within the parenthesis to indicate the appropriate work. An example would be: (Wagner, *Warfare* 121-122). Note that titles and title keywords are italicized (or underlined if typewriter is used). All other reference information is given on the Works Cited page.

Regarding the use of long quotations, the following criteria should be remembered to ensure that the proper form is used for the quotations:

If a quotation runs to more than four typed lines, set it off from your text by beginning a new line, indenting ten spaces from the left margin, and typing it double spaced without adding quotation marks. A colon generally introduces a quotation displayed this way, though sometimes the context may require a different mark of punctuation, or none at all. If you are quoting a single paragraph, or part of one, do not indent the first line more than the rest...

In quoting two or more paragraphs, indent the first line of each paragraph an additional three spaces. If, however, the first sentence quoted does not begin a paragraph in the source, do not indent it in the additional three spaces. Indent only the first lines of the successive paragraphs (Gibaldi and Aichert 58).

The following information should be carefully considered in regards to the use of long quotations in a research paper:

While quotations are common and often effective in research papers, use them selectively. Quote only words, phrases, lines, and passages that are particularly interesting, vivid, unusual, or apt, and keep all quotations as brief as possible.

Over quotation can bore your readers and might lead them to conclude that you are neither an original thinker nor a skillful writer (56).

When short quotations are used in the body of a research paper and run no more than four typed lines, "put it in quotation marks and incorporate it in the text" (56). You may reproduce the complete sentence which you are quoting, or you may want to select a word or phrase as illustrated above. Double-spacing is maintained throughout the paper, including long and short quotations. There is no necessity for extra spacing in any other situation.

Each paper should contain a thesis sentence within the first paragraph which gives an overview of what the paper will say. It is expected that the student will use proper grammar and present an organized and balanced paper with proper spelling. With the use of computers and electronic typewriters, correct spelling is a must! Always proof the paper for the correct word as there are many words that are recognized by "spell check" systems (e.g., age, ape, art, arm when are is the correct word).

The Works Cited page must begin on a new page. The page is numbered as the others in sequence. Each entry is listed by the author's last name in alphabetical order with the general order of author, title, place, publisher and date. The author's name is placed on the left margin and subsequent lines are indented five spaces throughout that one entry. Shortened forms of publisher's names immediately follow the cities of publication. Gibaldi and Actert give a selected list of specific publishers (213-216). A sample Works Cited page is included at the end of this paper.

The following Biblical abbreviations are used in parenthetical references only. The full name of each book must be spelled out within the text. Only Arabic numerals are used, never Roman numerals. Other abbreviations can be found in the two reference books previously mentioned. The Bible would only be fully listed on the Works Cited page if it is used for its helps. When textual reference is from the King James Version, no note is made as to its version, but all others will give an abbreviation of their version. An example is: (1 Cor. 2:6-10 NTV).

Old Testament (OT)

Gen.	Genesis	Eccl.	Ecclesiastes
Exod.	Exodus	Song Sol.	Song of Solomon
Lev.	Leviticus	(also Cant)	(also Canticles)
Num.	Numbers	Isa.	Isaiah
Deut.	Deuteronomy	Jer.	Jeremiah
Josh.	Joshua	Lam.	Lamentations
Judg.	Judges	Ezek.	Ezekiel
Ruth	Ruth	Dan.	Daniel
1 Sam.	1 Samuel	Hos.	Hosea
2 Sam.	2 Samuel	Joel	Joel
1 Kings	1 Kings	Amos	Amos
2 Kings	2 Kings	Obad.	Obadiah
1 Chron.	1 Chronicles	Jon.	Jonah
2 Chron.	2 Chronicles	Mic.	Micah
Ezra	Ezra	Nah.	Nahum
Neh.	Nehemiah	Hab.	Habakkuk
Esth.	Esther	Zeph.	Zephaniah
Job	Job	Hag.	Haggai
Ps.	Psalms	Zech.	Zechariah
Prov.	Proverbs	Mal.	Malachi

New Testament (NT)

Matt.	Matthew	1 Tim.	1 Timothy
Mark	Mark	2 Tim.	2 Timothy
Luke	Luke	Tit.	Titus
John	John	Philem.	Philemon
Acts	Acts	Heb.	Hebrews
Rom.	Romans	Jas.	James
1 Cor.	1 Corinthians	1 Pet.	1 Peter
2 Cor.	2 Corinthians	2 Pet.	2 Peter
Gal.	Galatians	1 John	1 John
Eph.	Ephesians	2 John	2 John
Phil.	Philippians	3 John	3 John
Col.	Colossians	Jude	Jude
1 Thess.	1 Thessalonians	Rev.	Revelation
2 Thess.	2 Thessalonians	(also Apoc.)	(also Apocalypse)

There is no need for extra binding or a folder to hold the paper. Simply staple the paper together in the upper left-hand corner.

Works Cited

- Gibaldi, Joseph, and Walter S. Achtert. *MLA Handbook for Writers of Research Papers*. 3rd ed. New York: Barren's Educational Series, Inc., 1990.
- Fick, Dan. Lecture. Doctrine Survey Class. Seattle Bible College. Seattle, 18 Sept. 1997.
- Jones, George. "Big Missions from Little Churches." *Ministries Today* July-Aug. 1993:63-72.
- Lester, James D. *Writing Research Papers: A Complete Guide*. 9th ed. New York: Addison-Wesley, 1999.
- Logelin, Inger. "To the Regions Beyond." Missions Conference. Philadelphia Church. Seattle, 30 Sept 1996.
- Milne, Lorus J., and Margery Milne. "Animals and Their Young." *World Book Encyclopedia*. 1981 ed.
- Nelson, Wendy. "How to be Brilliant at Simply Everything." (3 May, 1997):n. pag. Online. My Cool Home Page. Internet 11 August, 1997.
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- Sabin, William A., ed. *The Gregg Reference Manual*. 6th ed. New York: McGraw, 1985. Wagner, C. Peter. *Prayer Shield*. Ventura, CA: Regal, 1992.
- . *Warfare Prayer*. Ventura, CA: Regal, 1992.
- Whitten, Mary E., Winifred B. Homer and Suzanne S. Webb. *Hodge's Harbrace College Handbook*, 11th ed. Ft Worth: Harcourt, 1990.

Section 2: FORMS

All students must complete the Home Church Declaration Form. Please send the completed form to

info@seattlebiblecollege.edu.

HOME CHURCH DECLARATION

NAME _____ Academic Year _____

CHURCH-LIFE EXPECTATIONS

Each student is required to faithfully attend the services of a local church. Students enrolled in an academic program at SBC are expected to support their home church and to be faithfully involved in ministry and regular attendance there.

- 1. Any student who, for some reason, is not settled in a local church at the beginning of the academic year must see the SBC administration regarding the required local church attendance.*
 - 2. During the course of the school year, if a student chooses to “switch” churches they must inform the administration at SBC.*
-
-

Please fill out the following information and turn in:

Local Home Church _____

Address _____

Name of Senior Pastor _____

Church phone _____

Student Signature _____

9.25.19

PRACTICAL MINISTRY CREDIT (PM) APPLICATION

At SBC we join with local churches and community programs by placing a high value upon faithful local church commitment and ministry involvement. We consider ours a hand-in-hand relationship with local churches and other ministries—a partnership where our students fulfill Bible college requirements *and* are a blessing to various ministries in their community. We desire that our programs complement local Kingdom endeavors rather than be in competition with them.

Students enrolled in an undergraduate academic program at SBC (Certificate of Bib. Studies, Associates, Bachelors) are required to complete on average 30 service hours per year in the local church or a community program. This would average to one Practical Ministry course per quarter. Each Practical Ministry course is worth 1 credit, and requires the following:

- Letter of intent for service (see below)
- Log of hours served signed by designated supervisor
- 10 hours of service

Students may enroll in more than one Practical Ministry course per quarter but must meet the hours of service required per credit enrolled.

Practical Ministry Letter of Intent: (Please fill out more than one letter of intent for multiple ministry involvement)

Today's Date: _____

Practical Ministry Credits Enrolled: _____ Number of Hours to Complete: _____
(PM 300: 1 credit = 10 hours of service)

Ministry name & description of the student's *local church or community* involvement:

Direct Supervisor's Name & Position:

Phone Number(s) _____

Student affirmation: I pledge to diligently and faithfully serve in this ministry during the quarter I have enrolled in Practical Ministry (PM 300), understanding that I will be held accountable for fulfilling this commitment by turning in a log of hours signed by my direct supervisor (listed above). I understand that accountability *may* include the contact of my pastor or ministry oversight with any SBC concern of student conduct or violation of SBC standards, codes, and expectations.

Signature _____

Date _____



S E A T T L E
BIBLECOLLEGE

PRACTICAL MINISTRY CREDIT (PM)

Service Hours Log

Academic Quarter: _____

Date	Ministry	Hours
Total Hours:		_____

Student Signature _____ Date _____

Direct Supervisor's Signature _____ Date _____

WELCOME TO THE SBC FAMILY!



USE ME LORD! USE ME!



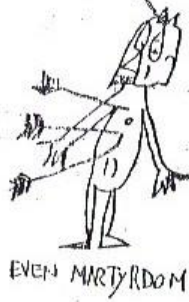
I'LL GO ANYWHERE



- DO ANYTHING



SUFFER ABJECT POVERTY
MAKE MY SACRIFICE...



EVEN MARTYRDOM



WELL... STUDYING
WASN'T EXACTLY
WHAT I HAD IN
MIND.