

**THE KALEO INSTITUTE
AT BREWER CHRISTIAN COLLEGE**

Student Handbook

Last Revision August 2012

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LETTER FROM THE DEAN OF STUDENTS and CHAPEL

Dear Student,

Welcome to The Kaleo Institute at Brewer Christian College. Let me first congratulate you in your decision to choose us here at Brewer to help you in furthering your “calling”. We take very seriously our “calling” to provide you with an excellent education to assist you in your particular service in God’s Kingdom.

As the Dean of Students it is my desire to pray for you both corporately and individually. Please know that I am here to assist you both in decision-making and other related situations that may arise as you attend our school in the future. Please let me encourage you to make all your choices with Christ in the center of every situation you may find yourself in.

I would like to most of all exhort you to do your best and to always think of excellence in your time of study and required assignments. Know I am here for you and please don’t hesitate to contact me.

May the Lord Richly Bless You,

Dr. Mary Jane Brewer
Dean of Students and Chapel

GENERAL INFORMATION

PHILOSOPHY AND STATEMENT OF FAITH

As an independent, educational ministry, The Kaleo Institute at Brewer Christian College is thoroughly Biblical in its philosophy of education. We affirm the Divine inspiration, truthfulness, and authority of both the Old and New Testament scriptures, in their entirety, and the only written Word of God, without error in all that it affirms, and the only infallible rule of life, faith, and practice. We also affirm the power of God's word to accomplish His purpose of salvation. The message of the Bible is addressed to all mankind, for God's revelation in Christ and in Scripture is unchangeable. Through it, the Holy Spirit still speaks today. He illuminates the minds of God's people in every culture to preserve its truth freshly through their own eyes.

Jesus Christ is the image of the invisible God, which is to say He is Himself very God. He took upon Himself our nature, being conceived by the Holy Spirit and born of the Virgin Mary. He died on the cross as a substitutionary sacrifice for the sins of the world. He arose from the dead in the body in which He was crucified. He ascended into heaven in that body glorified, where He is now, our interceding High Priest.

MISSION STATEMENT

The Kaleo Institute at Brewer Christian College exists to develop engaged servant leaders for Christian ministry through academic degree programs that are biblical, historical, and theological in nature.

NOTICE OF NON-DISCRIMINATORY POLICY

The Kaleo Institute at Brewer Christian College admit students of any race, color, gender, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. We do not discriminate on the basis of race, color, male or female, national and ethnic origin in the administration of educational policies, admission policies, scholarship and loan programs, and other school-administered programs.

CURRICULUM PHILOSOPHY

The Kaleo Institute at Brewer Christian College seeks academic and institutional recognition, but our programs are strong in three areas: spiritual content, biblical study, and ministerial training.

Our academic programs are designed to be practical as well as academic, equipping the Body of Christ (the Church) by:

- Offering Bible-based programs that increase the student's knowledge of biblical truths.
- Providing quality educational opportunities at a cost within the reach of the average person.
- Creating individual programs of study designed to meet the needs of the individual minister and leader.
- Preparing the "called" student for full-time ministry and lay people for leadership within the local Church.

GENERAL INFORMATION

CAMPUS DIRECTORY

Where to Go with Questions Regarding...

Adding a Course	Your Mentor	Use the email address of your assigned mentor or info@brewerchristiancollege.com
Address Change	Registrar	registrar@brewerchristiancollege.com
Billing/ Student Account	Financial Office	billing@brewerchristiancollege.com
Books and Supplies	Online Library/ Course Website Text Links	http://www.brewerchristiancollege.com/library/ or to the particular course website
Catalog	Your Mentor	info@brewerchristiancollege.com or via the student contact form: http://www.brewerchristiancollege.com/student_messages/studentcontact.htm
Change of Address/ Name	Registrar	registrar@brewerchristiancollege.com
Counseling	Dean of Students	drmj@brewerchristiancollege.com
Dropping a Course	Your Mentor	info@brewerchristiancollege.com or via the student contact form: http://www.brewerchristiancollege.com/student_messages/studentcontact.htm
Employment	Employment Office	employment@brewerchristiancollege.com
Grades	Your Mentor	info@brewerchristiancollege.com
Graduation Requirements	Your Mentor	info@brewerchristiancollege.com
ID Cards	Registrar	registrar@brewerchristiancollege.com
Loans	Financial Office	billing@brewerchristiancollege.com
E-Mail	Online Help	http://www.brewerchristiancollege.com/Online_Help/index.htm or use contact form on the online help page
Privacy Rights	Dean of Students	drmj@brewerchristiancollege.com
Registration	Registrar	registrar@brewerchristiancollege.com
Scholarships	Financial Office	billing@brewerchristiancollege.com
Student Handbook	Dean of Students	drmj@brewerchristiancollege.com
Technological Assistance	Online Help	http://www.brewerchristiancollege.com/Online_Help/index.htm or email help@brewerchristiancollege.com
Transcripts	Registrar	registrar@brewerchristiancollege.com
Withdrawal	Registrar	registrar@brewerchristiancollege.com

STUDENT SERVICES

COLLEGE OFFICE HOURS

9 am- 3 pm unless otherwise noted.

For all departments dial 904-374-1497 or for immediate help visit us online at <http://www.brewerchristiancollege.com>.

LIBRARY INFORMATION

ONLINE LIBRARY

Brewer Christian College's online library can be found at <http://www.brewerchristiancollege/Library/> (Coming soon)

Students can also request texts held at our learning center in Casselberry, Florida or check them out while at on campus intensive courses.

ANNOUNCEMENTS

It is the student's responsibility to be aware of announcements placed on the course websites, individual course accounts, or via email.

BREWER ONLINE SERVICES

INFORMATION TECHNOLOGY SERVICES

Every student, faculty and staff has a Brewer Online ID. The Brewer Online ID is your personal identification for using many of Brewer's technology services. This account stays active while you are enrolled at Brewer.

COMPUTER HELP

The Kaleo Institute at Brewer Christian College has provided a fairly comprehensive section of our website to provide students with assistance in computer related tasks in the attendance of the College. For more information go to: http://www.brewerchristiancollege.com/Online_Help/index.htm

BREWER ONLINE CAMPUS ACCEPTABLE USE POLICY

Brewer Online exists to promote and support the exchange of communication and information for research, instructional, administrative, and public service purposes of Brewer Christian College and its faculty, staff and students. Brewer Online is maintained to provide connections between college resources and individuals as well as access to online course materials and library recourses. Use of Brewer Online, which is consistent with the College's purpose and mission, is acceptable.

Brewer Online traffic is monitored for unacceptable use.

Examples of unacceptable Brewer Online Campus use include (but are not limited to):

- Use of Brewer Online or other networks for any purposes, which violate applicable federal or state laws.
- Use of Brewer Online so as to interfere with or disrupt other students, college faculty or staff. Such interference or disruption includes, but is not limited to, harassment of others; posting or mailing obscene materials; propagation of computer viruses; distribution of unsolicited advertising.
- Use of Brewer Online to make unauthorized entry to other computational, information, or communication devices and resources.
- Use of Brewer Online in a malicious, threatening, or obscene manner. Use should be consistent with guiding ethical statements and accepted College standards.

Examples of unacceptable e-mail use include (but are not limited to):

- Sending unsolicited email messages, for the purpose of advertising or other non-College business or academic functions to individuals who did not specifically request such material (spam, junk-mail), whether inside or outside of Brewer College.
- Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.

- Unauthorized use, or forging, of email header information.

STUDENT SERVICES

- Solicitation of email for any other email address, other than that of the user's account, especially with the intent to harass or to collect replies.
- Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

E-mail is not guaranteed to be private. Any illegal activities may be reported to the authorities.

Brewer Online Services will forward information concerning alleged violations of the Brewer Online Acceptable Use Policy on a case-by-case basis. Violations of the policy may result in disciplinary action by Brewer Christian College.

BREWER ONLINE CHAPEL

Brewer Christian College's online chapel services are held weekly during our virtual semesters and participation is mandatory for every student who is currently enrolled in the school. The chapel services will be posted for an entire week from the first date that they are offered, and you can watch and respond any time during the week (even at 2am if that is all your schedule allows!) Our goal is to build the Kingdom of God by encouraging you personally as a student and building the community within Brewer Christian College.

Link to Online Chapel Service: <http://www.brewerchristiancollege.com/Chapel/>

STANDARD OF CONDUCT

Because of the biblical demands of discipleship, it is expected that all students attending Brewer Christian College will maintain the highest standards of conviction and conduct. Although these standards may not affect one's spiritual standing, they do strengthen the life and testimony of both the college and the individual. Therefore, Brewer Christian College expects the students to adhere to the same rules as the faculty and staff. Questionable practices, such as the use of illegal drugs or conduct unbecoming a Christian, are not considered acceptable: First Thessalonians 5:22 "abstain from all appearance of evil".

CHURCH ATTENDANCE/PARTICIPATION

Brewer Christian College exists to serve the local church. With this in mind, students, faculty and staff are expected to attend a local church regularly. Brewer Christian College also believes leaders should be held to a higher standard. Brewer Christian College students are called to and are expected to set for themselves higher standards of conduct, which positions them and trains them to develop character above reproach.

CHRISTIAN SERVICE REQUIREMENT

The ultimate goal of Brewer Christian College is to equip brothers and sisters in Christ with the tools they need for successful Christian service. While attending Brewer Christian College all students are required to be actively involved in ministry. There are many BCC students who serve as full time Pastors, Evangelists, and Teachers in their home church. Other students serve overseas as full time missionaries. Some are involved in volunteer ministry either in their home church or in various other para-church settings. At enrollment and periodically throughout your program you will be asked to submit a letter explaining your role in the ministry that God has entrusted you with and how you are experiencing His grace and fulfilling His will through your service.

LIFESTYLE

In an effort to promote learning and spiritual growth, Brewer Christian College expects all community members to honor Christian College and Graduate College guidelines regarding certain social and cultural customs.

ENTERTAINMENT

Brewer Christian College simply encourages students to avoid any type of entertainment that would compromise their relationship with God. This includes choices in film, music, Internet, and social activities.

DRESS CODE

At any office or Learning Center activity clothing should be clean, neat, modest and appropriate.

DATING

Dating relationships between faculty/staff and students, or between supervisors and subordinate or student workers, while not forbidden are generally discouraged.

SEXUAL HARASSMENT

Brewer Christian College views any form of sexual harassment, verbal or physical, as inconsistent with biblical teaching and the standards of the College. Sexual harassment includes any repeated and uninvited sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that interferes with an individual's work or academic environment. Harassment of employees or students is considered illegal sex discrimination and is in violation of Title IX of the 1972 Education Act for Students. Students in violation are subject to disciplinary action, including a judiciary hearing.

Complaints should be reported to the Dean of Students.

The student must submit a signed, written complaint regarding the alleged misconduct to the Dean of Students. A description of all the actions, which have occurred, with specific details as to time and place should be included in this complaint. A list of witnesses, if any, should also be included. No disciplinary actions will be taken against the alleged offender unless the person bringing the complaint consents to be identified to the alleged offender. Care and concern for the victim and fairness to the alleged offender will guide the procedure. In all cases, confidentiality will be maintained to the extent possible except as required by applicable law.

HARRASSMENT

Brewer Christian College views any form of harassment as inconsistent with biblical teaching. Harassment is defined as verbal, physical, written or mental abuse, threats, or stalking. It may include a persistent pattern of behavior directed at another individual that distresses, frightens or is in some way inappropriate or threatening. This type of conduct is contrary to the values of our community and will be subject to disciplinary action.

INITIATIONS & HAZING

Initiations and hazing are strictly prohibited by Brewer Christian College. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation, admission, affiliation, or continued membership of any organization. Initiation is defined as any activity or ritual, used as a means to gain membership into, affiliation with, or show allegiance to a group or organization.

Hazing will result in one or more of the following: probation, suspension, dismissal, compensation for damages, and reporting of violators to appropriate local and/or state authorities.

DRUGS & ALCOHOL

Brewer Christian College learning centers are drug and alcohol free environments. Violations will result in School disciplinary action as well as necessary legal action. Information related to the possession, use, sale, distribution or manufacture of alcohol or drugs, on or off campus, must be reported to the administration.

Those seeking help for problems associated with illegal drug and alcohol use may contact the Dean of Students Office or any local community agency, hospital or private treatment facility.

In 1989, the United States Congress passed the Drug Free Schools and Campuses Act. This Act requires Brewer Christian College to provide enrolled students with various pieces of information regarding the unlawful use of drugs or alcohol on College property or at any College-sponsored event. The information describes legal sanctions, health risks, available assistance and treatment avenues, as well as College-imposed disciplinary standards.

Questions about this policy should be directed to the Dean of Students.

FIREARMS & WEAPONS

To provide the safest possible environment for members of the Brewer Christian College community, no weapon of any kind is permitted at any learning center.

CRIME REPORTING

In accordance with the Higher Education Act (amended 7/92) the College publishes an annual report (available through the Dean of Students Office) of security policies, procedures and crime statistics. Victims of crime must report all incidents to the administration. Crime reports must be as complete as possible. Serious crimes must also be reported to local Police Departments

MENTAL HEALTH

On rare occasions, a student may find it necessary to leave the College either voluntarily or involuntarily due to severe emotional or psychological difficulties. If documented behavior(s)/attitude(s) indicate that the student:

- 1) is in danger of physically harming him/herself or others,
- 2) is causing significant damage of property, or
- 3) is impeding the lawful activity of others, or

4) is experiencing significant impairment, the student may decide to or be asked to withdraw from the College.

Such behavior is subject to review and evaluation by a mental health professional. Students who withdraw for the above reasons are readmitted to the College when the issue(s) that led to the withdrawal has/have successfully been addressed and a support plan, agreed upon by the Student Development Office, is in place for the student. Brewer College also reserves the right to require an individual to seek medical or psychological examination and treatment, including instances in which the student would be responsible for payment, in order to maintain student status.

DISCIPLINE

OVERVIEW

Brewer Christian College students are responsible to conduct themselves according to the standards outlined in the Student Handbook. A student's signature on the application not only affirms his/her commitment to adhere to Brewer Christian College and Graduate College's expectations, but it is also an agreement to be held accountable.

Brewer Christian College is committed to nurturing personal growth by holding students accountable when they choose to disregard specific College regulations or disciplinary requirements.

The goal of discipline is growth and restoration. Therefore, in the spirit of restoration, when students come forward and confess sin, the disciplinary action is tempered with Brewer. The expectation in such cases is that the student enters into a plan designed to help him/her be victorious over the issue with which s/he is struggling.

CONFRONTATION & ACCOUNTABILITY

- Students, faculty and staff are to privately confront one another regarding known violations of clear biblical standards and College community standards (Mt.18:15-17).
- The purpose of confrontation is to affirm the need for repentance and to promote the need for accountability.
- Believers are accountable to those in authority over them (Rom.13:1; Heb. 13:17).
- Those in authority should be told of standards violations (ideally by the repentant violator) for the purpose of accountability.
- Violators are expected to submit to appropriate consequences.

PHILOSOPHY

Discipline provides growth and restoration and encourages biblical living:

Matthew 18:15-17 "If your fellow believer sins against you, go and tell him in private what he did wrong. If he listens to you, you have helped that person to be your brother or sister again. But if he refuses to listen, go to him again and take one or two other people with you. Every case may be proved by two or three witnesses. If he refuses to listen to them, tell the church. If he refuses to listen to the church, then treat him like a person who does not believe in God or like a tax collector."

COLLEGE PROBATION

College Probation is a way of holding the student accountable by imposing consequences for unacceptable behavior related to community standards. College Probation has three primary functions in the disciplinary process.

- 1) It is punitive. It prescribes consequences for what the College considers unacceptable attitudes and/or actions. Leadership roles are heavily impacted by College Probation.
- 2) It is restorative. It prescribes conditions, normally in terms of accountability, conducive to life change.
- 3) It is a warning. Failure to modify attitudes, change behavior or fulfill conditions of College Probation results in suspension or dismissal from the College.

PROBATIONARY REQUIREMENTS:

- Must meet weekly with a faculty/staff member of one's choice for accountability.
- May be assigned other disciplinary tasks.

REMOVAL FROM COLLEGE PROBATION:

- Eight consecutive weeks without an Incident Report and fulfillment of all requirements relating to the conditions of probation removes a student from College Probation.
- If during these eight weeks a student commits a second violation a hearing will be scheduled by the Dean of Students and possible suspension for the remainder of the semester.

COLLEGE PROBATION CARRIES OVER FROM SEMESTER TO SEMESTER AND FROM ONE ACADEMIC YEAR TO THE NEXT.

MAJOR VIOLATIONS INCLUDE: (Result in College Probation and are subject to a Judiciary Committee Hearing)

- Sexual activities, such as premarital sex, extra-marital, homosexual and other sexual acts outside the context of marriage.
- Use of illegal drugs or alcohol
- Abuse of prescription drugs
- Sexual harassment
- Breach of security (e.g., unauthorized entrance into the administrative offices, learning center facilities or computers)

- Threat to safety (e.g., intentionally harassing or threatening another person)
- Violation of local, state or federal law - (In addition to the minimum College Probation and possible Judiciary Committee action, local, state or federal authorities are also notified when applicable)
- Any behavior deemed excessive, dangerous or *dishonest*

DISCIPLINE

SUSPENSION & DISMISSAL

Suspension: The student must leave the learning center or online campus immediately for a period of time established by the administration of Brewer Christian College.

Dismissal

The student must leave the College campus immediately and may not reapply for readmission until s/he has sat out for at least a six month period. Readmission may be granted if the student pursues a life change plan developed in consultation with the administration of Brewer Christian College and demonstrates that the issue that led to the dismissal has been satisfactorily addressed.

- The College reserves the right to suspend or dismiss any student whose presence puts the security and/or safety of the campus at risk or whose attitude or behavior is not in harmony with College standards.
- Students failing to comply fully with the disciplinary guidelines of College probation are subject to a Hearing scheduled by the Dean of Students and possible suspension from the College for a minimum of six months.
- Students failing to comply fully with the disciplinary guidelines set forth by the Dean of Students/Administration will be suspended from Brewer for a minimum of six months.
- Suspended students will receive written notification within 24 hours of verbal notification of suspension.

When students are dismissed or suspended for disciplinary reasons, there will be no refund of tuition for the semester.

APPEALS

A student may submit a written appeal to the Academic Vice President within seven days of receiving notification of disciplinary action. The Academic Vice President, the Dean of Students and the President of Brewer will review and respond to all appeals.

FINANCIAL SERVICES

STUDENT ACCOUNT POLICIES

Bills for tuition, fees, room and meal plan for each virtual semester are due and payable online or via mail at the beginning of the semester.

The College does not release a transcript, diploma, degree or allow registration for another virtual semester if accounts are unpaid. Senior accounts must have a zero balance before graduation.

Fines and incidental fees are added to the student's account and payable online or via mail. **Books and supplies are not charged to student accounts.**

ACCOUNT BALANCE BUSINESS OFFICE POLICY

If the student agrees with the account balance but cannot pay or believes the balance should be adjusted because of special circumstances:

1. The student should send an e-mail to the Dean of Students explaining the situation. (drmj@brewerchristiancollege.com). You will receive a phone call or email with Brewer's response.
2. If the student does not agree with the decision, the student will have the opportunity to set up a phone meeting for further discussion.

If the student believes an error has occurred and does not agree with the account balance:

1. The student should email the billing office at billing@brewerchristiancollege.com.
2. If the billing office believes the account balance is correct, the student should follow the procedures outlined in the first section.

FINANCIAL SERVICES

TUITION MANAGEMENT

Business Office Collection Process

If a student withdraws during a semester and has a balance due on the student account or does not enroll due to a balance from the previous semester:

1. The student will receive a letter from the Business Office requesting payment within 30 days from the date of the letter.
2. If payment in full is not received within 30 days the student will receive a second letter from the Business Office. This letter will again request payment and inform the student that non-payment can result in the College submitting the student's name to the credit bureau.

Policy for Scholarship Recipients

Students receiving tuition scholarships must complete course material within the required time specifications for each course and earn a minimum grade point average of 3.0. In case of suspension of a student's scholarship they will be notified by the Dean of Students.

REFUND POLICY

Refund policy is as follows, 100% refund if notified 72 hours after our office receives your emailed contract from Brewer Christian College. The office will date stamp your contract upon arrival.

ACADEMICS

CLASS ENTRANCE REQUIREMENTS

Students are allowed to participate in/attend classes only if they have been enrolled in the program and made proper financial arrangements.

LATE WORK POLICY

Each course syllabus has listed due dates for final assignments. Students are required to finish the course materials and fulfill all course requirements in the time allotted by the syllabus. Course extensions will be granted on a case-by-case basis. Course extensions that are longer than two weeks will require a \$50 course extension fee. Course extensions longer than two months will result in an incomplete and require the student to retake the course at the current tuition rate.

REPEATING A COURSE

A student who receives a grade of C- or below in a required course must repeat the course in order to graduate. A student may elect to repeat any course. When a course is repeated, the last grade points and credit hours earned replace the previous grade points and credit hours in computing the grade point average. However, all grade entries on the transcript remain a part of the student's permanent academic record.

DROP/ADD COURSES

Once enrolled in a course, a student changes his/her course schedule only after securing the permission from his/her mentor.

Courses dropped within four weeks from the first day of classes for the virtual semester receive no recorded grade. Students dropping courses later than the fourth week in the virtual semester receive a "W" or withdraw on their transcript.

EMPLOYMENT & ACADEMIC LOAD

With careful time management, Brewer's progressive online course delivery system should allow all students to continue life almost as before they started the program. It is important to set blocks of time aside for your studies, perhaps an hour a day when you first awake. Biblical Studies and prayer are the very heart of showing your devotion to God, you may feel that you can incorporate some of your course work into this important aspect of any believers life.

SPECIAL NEEDS

It is the student's responsibility to inform the Dean of Students and individual professors in a timely manner of a disability. According to Section 504 of the Rehabilitation Law of 1973, a person with a disability is a person who has a "physical or mental impairment, which substantially limits one or more major life activities." This definition includes specific learning disabilities such as dyslexia.

For the College to provide special accommodations, a student must provide the Dean of Students office with recent testing documentation and recommendations from a certified professional. The cost of obtaining the professional verification shall be borne by the student. Students who desire more information regarding disabilities are advised to contact the Dean of Students.

SEMESTER PLAN

Although Brewer students are always encouraged to work at their own pace and at the times of the day and week that are convenient to them, we have implemented a simple plan that will provide each student with more interaction and an even greater focus of our incredible faculty and staff.

FAQ's:

How does it work?

The semester system provides a Spring, Summer and Fall semester allowing each student to interact with classmates who are taking similar course-work.

Each student will be assigned two classes per semester, although you may take up to four if you feel that you have the time and resources.

Students will be required to "attend" weekly online chapel services (at their convenience of course) and respond to the message online through our message boards.

Will this limit the times when I can enroll as a student?

Absolutely not! You will begin online orientation (one credit hour) plus your first course(s) as soon as you enroll. When the new semester begins you will be locked into a tract with other students who are also serving the Lord in ministry like yourself. If you enroll close to the beginning of a semester (within a month or so) you may simply choose to take the online orientation work and join in with your first course when the semester begins.

What if I come in right after the semester starts?

If you enroll within two weeks from the start date of any semester you may join in with the students who are already enrolled in the course. If you join later than that and fulfill certain requirements, you may also be entered into the semester program that is already in progress.

What benefit does this provide me as a student?

Working together, praying together, believing together, these are the qualities that exemplify the Body of Christ. Students will be able to build relationships that will last a lifetime with other students of similar values and interests. Our hope is that the relationships that you make will become resources for your ministry.

Faculty will be able to provide the answers via our message boards to each student's questions to the entire class. You may not even know you wanted to know the answer to a given question until you see it before you.

You will be able to plan your "free" times around the school's schedule. You will know when you have down time (if you want it) and when you need more time in your schedule to study.

Considering all the benefits of corporate worship and study, we could write an e-book!

Semester Calendar

Spring

January 6 – April 6, 2012

January 7 – April 8, 2013

January 6 – April 7, 2014

Summer

April 27 – July 30, 2012

May 6 – August 5, 2013

May 5 – August 4, 2014

Fall

August 31 – Nov 30, 2012

Sept 6 – Dec 6, 2013

Sept 1 – Dec 1, 2014

ACADEMICS

ACADEMIC HONESTY

All students at Brewer Christian College and Graduate College are expected to maintain the highest standards of academic integrity. Cheating, plagiarism and falsification are not permitted, as such practices not only deceive faculty, and they also defraud the original source.

Cheating is falsely presenting another's work as one's own and is manifested in the theft of answers for an examination or quiz, the duplication of assignments, and the falsification of reading reports. **Plagiarism** is literary theft and is manifested by presenting the ideas or words of another as one's own without crediting the source. **Falsification** is the unauthorized signing of another person's name to an official form or document or the unauthorized modification, copying or production of an official form or document.

Like dishonesty in other areas of the College, academic dishonesty results in College Probation administered by the The Dean of Students Office (see *Discipline* section) as well as academic penalties.

GRADING SYSTEM

Grading Scale

The Kaleo Institute at Brewer Christian College employs the following grading scale categories. As course instructors/supervisors/mentors of students, we grade your course papers and projects with these four categories in mind.

Letter Grade/Grade Points/Percentage

- (A)** Superior, 4.0 Grade Points, 100-93%
- (A-)** Excellent, 3.7 grade points, 92.9-90%
- (B+)** Very good, 3.3 grade points, 89.9-87%
- (B)** Average, good, or satisfactory, 3.0 grade points, 86.9-83%
- (B-)** Passing, acceptable, 2.7 grade points, 82.9-80%
- (C+)** Acceptable, but will require improvement, 2.3 grade points 79.9-77%
- (C)** Below acceptable standards for a master's or undergraduate degree, 2.0 grade points, 76.9-73%
- (C-)** Below acceptable standards, but passing, 1.7 grade points 72.9-70%
- (D)** Very deficient, unacceptable work, retake or remedial work required to pass

Students are required to receive a C- or higher to receive credit for the course. Students receiving less than a C- will be required to retake the course or particular assignments if arraigned with the professors.

Course Papers and final Project Evaluation

In evaluating course papers and final projects, we consider two particular areas: content and elements of style. Pay close attention to both.

Paper and Project Content

Are you doing research on the appropriate undergraduate or graduate level?

- Depth of research and scholarship
- Use and documentation of sources
- Critical analysis applied
- Assumptions questioned

Are you intellectually engaged with the subject matter and its complexity at hand?

- Insights expressed
- Questions raised
- Familiarity with different views
- Adequate integration of materials

Are you conveying passion, interest, and do you “own” your position or point of views?

- Transparency of self
- Creativity applied
- Demonstration of ownership of the project

Elements of Style

Are you demonstrating writing skills on a masters or doctoral level?

Are you expressing your thoughts as coherently and as clearly as possible?

Is your writing engaging, focused and lucid?

- Grammar, spelling, sentence structure, and paragraph structure
- Flow of thought and argument
- Clarity of expression
- Articulation of focus, theme, and claims
- Use of guidelines by Turabian 7th Edition

All students are provided with a guidebook for writing college papers. The information on course papers on this page and more are explained in detail.

ACADEMICS

ACADEMIC PROBATION

The College determines each student's academic standing by his/her grade point average. To be eligible to continue in college a student must maintain 2.0 or higher cumulative grade point average.

When a student's grade point average drops below 2.0, s/he is placed on academic probation and remains in college only by special permission of the Academic Appeals Committee.

All students on academic probation are required to make contact on a regular basis via email with their mentor to monitor academic progress.

CONFIDENTIALITY OF STUDENT RECORDS

The Kaleo Institute at Brewer Christian College protects the confidentiality of the education records of its students.

At its discretion, the institution may provide directory information to include: students name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student and participation in officially recognized activities. Students may withhold directory information by notifying the registrar in writing within two weeks of the posting of the annual notice-advising students of their rights.

Students are provided with the right to inspect and review the information contained in their records with the exception of the following: financial information submitted by their parents, confidential letters and recommendations associated with admissions, employment, job placement, or honors to which they have waived their rights of inspection and review, or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student.

The *Family Educational Rights and Privacy Act (FERPA)* affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Brewer Christian College to comply with the requirements of FERPA.

If you have more questions about your rights as a student, please see the Dean of Students.

TRANSCRIPTS

A transcript contains all essential academic data such as the courses, grades, credits awarded, degree (with major), and graduation date.

Official Transcript

This transcript has the seal of Brewer Christian College, date, and an appropriate signature for students who have attended this institution. These are only issued directly to other institutions, colleges, or employees and are \$5.00 each. Official transcripts can only be released upon receipt of official transcripts form previous learning institutions or official letters of confirmation.

Unofficial Student Transcript

This transcript is an unofficial record of grades obtained while a student of Brewer Christian College. It is issued to the student and has the appropriate signature and is dated without the college seal. When all coursework has been completed and all financial obligations are fulfilled, one (1) unofficial transcript will be available at no charge. All subsequent unofficial transcripts are \$5.00 each.

Official or unofficial transcripts will not be issued for a student who has failed to meet all financial obligations to Brewer Christian College.

WITHDRAWAL

Authorized-A student who wished to withdraw voluntarily during a semester shall:

- Write a letter of withdrawal to the Dean of Students.
- Satisfy all financial obligations before withdrawal or they will not receive academic transcripts. Grades of WP or WF shall be placed on the student's transcript for the courses in which the student was enrolled based on their course grades at the time of withdrawal.

Unauthorized-A student who leaves during a semester without officially withdrawing will be administratively withdrawn. The grade of F (failure) shall be placed on the student's academic transcript for courses enrolled in that semester.

Students who enroll in the College, but then drop out for one or more virtual semesters must:

- Re-apply to Brewer Christian College
- pay \$50 application Fee

- submit pastoral and character reference forms.

ACADEMICS

GRADUATION

Graduation Requirements

To qualify for graduation, a student must:

- Gain the required number of semester hours with passing grades.
- Pay all outstanding fees and tuition 21 days before student's graduation date.
- Students who desire a formal graduation ceremony will be responsible for rental costs of cap, gown, and hood. Payment must be received 21 days prior to graduation.