

Student Guidelines

for Online Classes (Global Access)
Academic Year 2022-2023
(August 01, 2022-April 28, 2023)



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1. INTRODUCTION

Welcome! All Peoples Church Bible College (APC-BC), started in August 2005, is a place where you as a follower of Jesus Christ will be challenged to deepen and broaden your relationship with God. We provide Spirit-filled, anointed, hands-on training and equipping for ministering in the supernatural power of the Holy Spirit along with doctrinally sound and intellectually stimulating study of God's Word. We believe in developing the whole person for ministry emphasizing godly character, deep roots in the Word of God, and powerful demonstrations of signs, wonders and miracles - all flowing out of an intimate relationship with the Lord. As a student you will study, pray, debate, laugh, cry and grow with us, your faith family, as we spur one another on to greater realms in God.

At APC-BC in addition to sound teaching we emphasize the love of God in demonstration, the anointing and presence of the Holy Spirit and the supernatural work of God. Several young men and women have been trained and sent out to fulfill God's call over their lives.

COME... DISCOVER... FULFILL

All Peoples Church Bible College (APC-BC) is a ministry of All Peoples Church & World Outreach, Bangalore, India.

2. PROGRAMS OFFERED

APC-BC offers three programs:

Certificate in Theology & Christian Ministry (C.Th.) - 1 year (16 courses)

Diploma in Theology & Christian Ministry (Dip.Th.) - 2 year (32 courses)

Bachelor of Theology & Christian Ministry (B.Th.) - 3 year (48 courses)

In addition, students who are not working towards a certificate are welcome to take one or more selected courses during any semester.

3. SEMESTER SYSTEM

The Bible College follows a semester system, with two semesters each year.

Fall Semester: August to November (4 months)

Spring Semester: January to April (4 months)

December, May - July are vacation months.

Each new academic year begins in August.

4. ATTENDANCE POLICY

Classes are held 9am-12 Noon Indian Standard Time (GMT+5:30 | UTC+5:30).

Regular and punctual attendance is required at all classes. Google Meet records your attendance and Gmail id. Please use the same Gmail Id throughout your time at APC-BC.

A minimum of **85% attendance** is required to successfully complete a course, unless there is a genuine situation/emergency that deters attendance.

5. FEES

Tuition

Indian Rupees 6,000/- per semester (US \$85 for international students).

Individuals taking one or more selected courses, will pay Indian Rupees 1,000/- per course (US \$20 for international students).

Individuals taking selected courses may request a "Letter of Completion" upon satisfactory completion, at the end of the semester.

Students are free to withdraw from the course(s) within first two weeks from start of classes each semester.

Tuition must be paid in full by the end of the first two weeks and will not be refunded if students withdraw from the course(s) after that.

Payment

FOR PAYMENTS MADE FROM WITHIN INDIA

Please use the following information when making your tuition payment from a bank based within India:

Account Name: All Peoples Church

Bank: Citibank N.A., No.5, M.G. Road, Bangalore 560001, Karnataka, India

Account No.: 0057213809

Account Type: Current

IFSC Code: CITI0000004

FOR INTERNATIONAL PAYMENTS

Please use the following information when making your tuition payment from a bank outside India.

IMPORTANT:

(1) Please request your originating bank to remit the tuition amount in US Dollars.

(2) Please indicate reason for remittance/transfer as: TUITION FEES.

(3) Please pay all originating bank charges/fees for funds transfer with your sending bank.

Beneficiary Account Name: All Peoples Church

Beneficiary Account Number: 0057213809
Beneficiary Bank: Citibank N A
Bank Address: No.5, M.G. Road, Bengaluru 560 001, Karnataka, India
Account Type: Current
IFSC Code: CITI0000004
Beneficiary SWIFT Code: CITIINBX
ABA Routing Code (for USD transactions only): 021000089

IMPORTANT:

All students, once you have made your tuition payment, please send the following details via email to: accounts@apcbiblecollege.org; admin@apcbiblecollege.org.

Please include:(a)Applicant full name (b)Date of payment (c)Amount paid (d)Originating bank name (e)City and Country (f)Transaction reference number.

Tuition Waiver

We provide full tuition waiver for students in financial need, while attending ONLINE CLASSES. We do not want any student to miss out on Bible College due to financial constraints. You may request tuition waiver when applying online. All Courses offered via the E-LEARNING portal are free (apcbiblecollege.org/elearn)

6. ENROLLMENT AND WITHDRAWAL

Enrollment

Completing the online application and receiving an acceptance email from the Bible College is sufficient for the student to consider enrolled in the selected program.

Withdrawal

The term “Withdrawal” applies to the dropping of all courses by the student. To withdraw, the student must inform the college Administration in writing (email or letter) of his/her intent to withdraw from APC- BC. The effective date of withdrawal is the date upon which the Administrator receives the written notice from the student.

7. STUDY, HOMEWORK AND RESEARCH

Every student is expected to study and to complete homework and assignments. Each subject may have its own recommended reading list that we strongly encourage you to read. Students are expected to add to their class work with their own extended reading program. Consider your time at the College an opportunity to be trained and equipped. Make the most of your time here.

Google Classroom, Google Meet

Online Classes are held using Google Classroom (classroom.google.com) and Google Meet (meet.google.com). You will be provided access to the classrooms for your courses.

Please ensure you have a good laptop and good connectivity to get full benefit from being part of the online classroom.

How to do class assignments

- Thoroughly understand the assignment you are given. If you do not understand, contact your instructor, and discuss the assignment.
- All assignments will be given in your Google Classroom and must be submitted online or as per the instructor's guidance.
- All homework assignments must be completed and submitted. Hand over the assignments in time, which will prevent a decrease in your grades.
- Team Projects - Few assignments are given as team projects. These are meant to develop student team spirit and improve relationships.
- Grades Appeal - The student could appeal to the Administration if the student feels that he/she has been graded unfairly.

8. EXAMINATIONS

Course grading is left to the discretion of the Instructor.

Some instructors may conduct examinations or other forms of tests and assessments to grade your understanding of the course material. Others may give class projects, group assignments, etc.

Grading System

Grading system depends on Homework assignments, Class tests, Class projects, Midterm Exams, Final Exams.

First class	: 91 % - 100%	-	Grade A+
Second class	: 76 % - 90%	-	Grade A
Third Class	: 51 % - 75%	-	Grade B
Pass	: 35% - 50%	-	Grade C
Fail	: Below 35%	-	Grade F

Failing

You can fail a subject through non-attendance (less than 85%), through lack of hard work or poor-quality work, or by not contributing to the team projects. If you fail a subject for any of these reasons you will need to re-do the subject. In exceptional circumstances and at faculty's discretion, you may be given an alternative way of making up a failed subject.

Cheating/Plagiarism

Cheating includes copying another student's work, claiming another student's work as your own or use of materials in an exam that are not permitted. If it is discovered that there is evidence of cheating, a student may be suspended from the class, and will be considered as Failed in that course and will have to repeat that course.

9. FREQUENTLY ASKED QUESTIONS

Can I do some courses ON-CAMPUS, some ONLINE and some via E-LEARNING?

Regardless of the learning option you choose (ON-CAMPUS, ONLINE or E-LEARNING) once you enroll, you are considered a student at APC Bible College and receive the same certificate/degree on completion of the program requirements. We also offer you the flexibility of completing some courses ON-CAMPUS, some courses ONLINE and others via the E-LEARNING platform. Your student Id remains the same. **Please enroll in a course only in one learning option at a time** (Example: Please do BC-101 either in Online classes or in E-learning during a particular semester. If you fail to complete BC-101 while doing it in Online Classes, in a future semester you can repeat BC-101 in E-learning). **Please use the same Gmail id throughout, so that you are properly credited for completed courses.**

Can I take courses in any order, or should I follow the order specified by the college?

We strongly recommend that you follow the sequence of courses outlined by the college, semester by semester, year by year. However, at your discretion you are welcome to take courses in any order and sequence. Kindly ensure you successfully complete all courses required for a particular program (C.Th., Dip.Th., or B.Th.) in order to receive that certificate.

Are the requirements to pass a course the same in all three learning options?

Not exactly. The course content remains the same in all three learning options (ON-CAMPUS, ONLINE or E-LEARNING). To successfully complete a course for ON-CAMPUS and ONLINE classes you must have both (A) minimum 85% attendance and (B) obtain a passing grade 35% marks or higher (grade C or better). For the E-LEARNING option, you must (A) watch all the lecture videos and (B) obtain a passing grade 35% marks or higher (grade C or better). The course assignments for ON-CAMPUS, ONLINE and E-LEARNING students may differ, and is left to the discretion of the Course Instructor.

Can I take an E-LEARNING course multiple times or again in the future, as a refresher?

Yes. You can take the course via the E-LEARNING platform as often as you wish, to refresh, re-learn, review, or get new ideas. Please inform us that you are auditing the course, by sending an email to admin@apcbiblecollege.org.

Do you offer transfer credit for completing a certificate program?

We offer a certificate, diploma or bachelor's degree from APC Bible College. We do not offer transfer credit for completing a course(s) or certificate program. Recognition of APC Bible College can vary based on the church/ Christian ministry/ institution/ organization/ agency that is reviewing your credentials and the country/region of their location and is the sole determination of the receiving church/ Christian ministry/ institution/ organization/ agency. Governmental agencies can also vary in their recognition of APC Bible College. At their discretion, the receiving organization may choose to give you transfer credit for the course(s) and certificate you have received from APC Bible College.

Will Christian organizations offer employment based on course(s) or certificate programs from APC Bible College?

This is the sole determination of the receiving church/ Christian ministry/ institution/ organization/ agency. Many APC Bible College graduates are successfully and fruitfully

engaged in Christian ministry, some working independently and some working with Christian and other organizations.

10. PERSONAL PRAYER AND DEVOTION

As a committed student you should establish a daily time of prayer and Bible reading. These are a vital part of your spiritual development and preparation for ministry and should be a time you set apart from the rest of your day, for just you and God. Do not confuse it with times set apart for meetings, study or other group activities as these things will not provide the same foundation for your life as your own relationship with God.

11. BIBLE COLLEGE CURRICULUM

FIRST YEAR

BC-101: Minister's Foundations
 BC-102: Old Testament Survey
 BC-103: New Testament Survey
 BC-104: Doctrinal Foundations (Systematic Theology)
 BC-105: Praise & Worship
 BC-106: Interpreting Scripture (Hermeneutics)
 BC-107: Christology
 BC-108: The Holy Spirit
 BC-109: The Covenants, The Cross, The Blood
 BC-110: Identity (In Christ)
 BC-111: Faith
 BC-112: Believer's Authority, Demonology & Deliverance
 BC-113: Prayer & Intercession
 BC-114: Ministering Divine Healing
 BC-115: Financial Stewardship*
 BC-116: Lifestyle Evangelism*

SECOND YEAR

BC-201: Christian History & Missions
 BC-202: Christian Marriage & Family
 BC-203: The Local Church
 BC-204: Biblical Preaching (Homiletics)
 BC-205: Keys to Supernatural Ministry*
 BC-206: Ministry of the Evangelist, Pastor & Teacher
 BC-207: Prophetic & Apostolic Ministry
 BC-208: Marketplace Ministry

BC-209: Holiness
 BC-210: Christian Counselling
 BC-211: Christian Leadership
 BC-212: Christian Apologetics
 BC-213: The End Times (Eschatology)
 BC-214: Developing the Human spirit*
 BC-215: The Kingdom of God and Kingdom Building
 BC-216: Inner Wholeness

THIRD YEAR

BC-301: John & 1,2,3 John
 BC-302: Acts & The Life of Paul
 BC-303: Romans
 BC-304: 1 & 2 Corinthians
 BC-305: Galatians, Ephesians, Philippians, Colossians, 1&2 Thessalonians
 BC-306: 1 & 2 Timothy, Titus, Philemon
 BC-307: Hebrews, 1&2 Peter, Jude
 BC-308: Revelation & Daniel
 BC-309: Urban Church Planting
 BC-310: Church & Ministry Administration
 BC-311: Worship Ministry
 BC-312: Discipleship and Small Groups
 BC-313: Youth & Children's Ministry
 BC-314: Media and Technology in Ministry
 BC-315: Life Skills*
 BC-316: Independent Research Paper*

All courses have two classes each week except those marked with *. * Indicates one lecture per week.

12. STUDENT ENQUIRIES

All enquiries should be directed to the college administration in writing.

Please use any of these email Id:

accounts@apcbiblecollege.org

admin@apcbiblecollege.org

13. LIFESTYLE AND LIVING

- It is expected that the college students live in such a manner that brings glory to Christ in everything that is done.
- All students are to demonstrate a godly respect toward all faculty and towards other students connected to the online classroom at APC Bible College.
- All students must co-operate with the aims and endeavors of faculty of the College.
- The time at the College needs to be approached as an opportunity to serve God and the student's character, commitment and behavior ought to reflect that.
- Any student acting contrary to this will be disciplined, which could result in termination of the student's continuation at the College.

14. STUDENT RELATIONSHIPS

- Students are required to maintain healthy, cordial and Christ-like relationships amongst themselves even in a online setting.
- Antagonizing other students by any means is forbidden.
- Any disagreement, conflict, etc. must be resolved peacefully and prayerfully. The faculty is to be requested to intervene only as necessary.

15. LOCAL CHURCH ATTENDANCE AND PRACTICAL MINISTRY

- Involvement in a local church is strongly encouraged. You will maximize your learning when you serve at a local church during your time at the Bible College.

16. CODE OF HONOR

I pledge to apply myself wholeheartedly to my intellectual pursuits and to use the full powers of my mind for the glory of God.

I pledge to grow in my spirit by developing a personal relationship with God.

I pledge to develop my body by practicing sound health habits and participating in wholesome physical activities.

I pledge to cultivate good relationships socially with others, and to seek to love others as I love myself. I will not lie, steal or curse. I will not be a talebearer.

I pledge to take care of my financial obligations to the college in a responsible and timely manner.

I pledge to make every effort to resolve any disagreements with an Instructor or fellow student in a peaceable, Christ– like manner.

I pledge to keep my total being under subjection from all immoral, illegal and unethical acts and habits.

I pledge to maintain a position of openness to God’s claims on my life, and to do my utmost to know and follow His will for my life.

I pledge to be honest in all my personal and academic dealings. I will not lie. I will not participate in academic dishonesty of any sort, including but not limited to plagiarism and cheating.

I pledge to abide by the rules and regulations, which may from time to time be adopted by the college administration. I understand that All Peoples Church Bible College is a private college, and that I have no vested rights in the governing of the college. I accept my attendance at the Bible College as a privilege and not a right. APC-BC reserves the right to require the withdrawal of a student at any time if, in the judgment of the Bible College Administration, withdrawal is deemed necessary.

I pledge to keep the CODE OF HONOR carefully and prayerfully.