

# **Student Guidelines**

***for On-Campus Students***  
**(Residential Students & Day Scholars)**  
**Academic Year 2024-2025**  
**(August 05, 2024-April 25, 2025)**



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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. WELCOME TO BOOT CAMP!

"Boot Camp" is the term used to refer to a training camp for soldiers or athletes where they participate in a rigorous and focused schedule of training to develop their skills. **APC Bible college is spiritual boot camp!**

A boot camp is characterized by **discipline, rigor and intensity** which will then result in the development of the soldier or athlete. When the great apostle Paul wrote his last and final letter addressed to a young man Timothy, he used similar metaphors of soldier and athlete.

### 2 Timothy 2:3-5

**3 You therefore must endure hardship as a good soldier of Jesus Christ.**

**4 No one engaged in warfare entangles himself with the affairs of this life, that he may please him who enlisted him as a soldier.**

**5 And also if anyone competes in athletics, he is not crowned unless he competes according to the rules.**

Preparing for Christian ministry is like preparing to being a soldier or an athlete, but for a greater cause!

The great apostle Paul kept himself under discipline.

### 1 Corinthians 9:27

**But I discipline my body and bring it into subjection, lest, when I have preached to others, I myself should become disqualified.**

At APC Bible College, we believe in strict discipline, rigor, and intensity. This is what will prepare you for a fruitful Christian life and ministry. If you came with the idea that Bible College will be easy relaxed life, you should leave these thoughts aside and get ready for some intense training.

The discipline and training will be tough on you. It will stretch you. You may even feel like quitting. But stick it out. Stay the course. Don't quit. You will enjoy the rewards of this training in the years to come.

### **Lamentations 3:27**

**(NKJV) It is good for a man to bear the yoke in his youth.**

**(MSG) It's a good thing when you're young to stick it out through the hard times.**

## **3. 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 years (32 courses)

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

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

## **4. ARRIVAL AND TRANSPORT IN BANGALORE**

- Please arrive one or two days before the start of the orientation week, which gives you enough time to adjust to the environment and settle down.
- Please inform the college ahead of time of your complete arrival details and final arrival. Students are required to plan and arrange their own transportation from the train/bus station to the campus. The college can assist with information.
- Please inform the college if your arrival details change at any point.
- Students are advised to plan and book travel tickets in advance for the start and end of each semester. It is recommended to book train tickets at least three months prior to departure. Similar advance planning is suggested for other modes of transportation.

### **Public transport in Bangalore**

- City buses run at minimum charges. They provide transport to various places.
- Autos, Taxi's, or Cabs are also used as a means of transport. It is best to use Apps for booking them. They are a little more expensive than the bus charges.

## **5. ORIENTATION WEEK**

The orientation week must be attended by ALL students, new incoming students as well as returning second-year and third-year students.

This is a very important part of college life. It is at this time that we lay the foundations for a fruitful time at the Bible College.

During the orientation week we cover important topics such as:

- Introduction of faculty
- Laying The Axe To The Root (dealing with negative attitudes)
- Holy Spirit Baptism
- God's Generals
- Inner Wholeness & Deliverance
- Christian Ministry Basics (What is Christian Ministry? Who is a Christian minister?)
- Student Handbook and College life

For new incoming students, the initial two weeks will include personal student interviews. During the student interview, if there are indications that a student is not qualified or suited to pursue studies at the Bible College, the Administration reserves the right to not grant admission to a student into the college.

## 6. 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.

## 7. FEES

### **Day Scholars - Rs. 12,000/- per year**

Tuition Fees (1 year): Rs. 12,000 (Rs. 6,000 per semester)

### **Residential Students: Rs. 32,000/- per year**

Tuition (1 year): Rs. 12,000 (Rs. 6,000 per semester)

Hostel Fees (1 year): Rs. 20,000 (Rs. 2,500 per month, total of 8 working months)

Tuition Fees must be paid in full in the first two weeks of the start of a semester.

Hostel Fees can be paid in full for the semester or may be paid monthly before the 3<sup>rd</sup> of each month. If there are any challenges in paying the fees, the students can inform the college Administrator.

### **Payment**

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

Account Name: ALL PEOPLES CHURCH

Bank: HDFC Bank, 7M/308 80 Ft Rd, HRBR Layout, Kalyan Nagar, Bengaluru, 560043, Karnataka, India

Account No.: 50200068829058

Account Type: Current

IFSC Code: HDFC0004367

**IMPORTANT:**

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

## **8. ACCOMMODATION AND FOOD FOR RESIDENTIAL STUDENTS**

Accommodation and food are included for residential students only.

### **Accommodation**

- Dormitories are provided for residential students only.
- The hostel cleaning and maintenance is part of students' responsibilities, and all residential students are required to discharge the duties assigned to them.
- Facilities provided are basic and students are requested to cooperate with the coordinators assigned to oversee.

### **Food**

- Breakfast / Lunch / Dinner will be provided for residential students.
- Day scholars may use the cafeteria facilities upon payment of a fee.

## **9. OFF-CAMPUS HOUSING FOR NON-RESIDENTIAL STUDENTS**

Out-station students who desire to stay on their own can find rental accommodation in the vicinity of the Bible College and make their own arrangements for food and local travel. Several paying guest accommodation and private hostels are available. These can be found by searching online and may be contacted directly by the student.

## **10. 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.

**Probation**

For some students, acceptance may be probationary for either academic or spiritual reasons. Probationary acceptance into the Bible College can apply if the student:

- Provides questionable answers on his/her application, or
- If recommendations received by college were questionable or incomplete.

A student on probation can be asked to withdraw from the Bible College, if the student does not meet the College's standards in academic performance, Christian behavior, or spiritual discipline.

**11. 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**

Class assignments are given using Google Classroom ([classroom.google.com](https://classroom.google.com)). You will be provided with access to the classrooms for your courses. Please ensure you have a good laptop and internet connection to do your assignments and submit them via Google Classroom. Alternatively, you can use the computers on campus.

If for some reason a day scholar is unable to attend class in person, you can connect to the class via Google Classroom and Google Meet.

**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.

**12. EXAMINATIONS**

Course grading is left to the discretion of the instructor.

Some instructors may conduct examinations or other forms of tests 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**

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, the College will act and inform the lecturer of changes to the grade. Normally, a student caught cheating will be awarded a grade of 0% for the portion of work that he/she cheated on, or even a grade 0% for the subject for more serious incidents. Suspension from the class or dismissal from the College may also result. If a student is suspended from the class, the student will be considered as Failed in that course and will have to repeat that course.

## **13. 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).

### **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.) 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 of 35% marks or higher (grade C or better). The course assignments for ON-CAMPUS, ONLINE and E-LEARNING students may differ, and are left to the discretion of the Course Instructor.

**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.

**Is APC Bible College an accredited Institution or affiliated with another University?**

APC Bible College is a non-accredited church-based equipping centre with a customized curriculum for Spirit-empowered Christian ministry. APC Bible College is not accredited with any Christian or government accrediting body or agency. APC Bible College is not affiliated with any other University.

**Will I be granted admission to a Master's program in a Seminary after I graduate with a three-year B.Th. from APC Bible College?**

This is entirely the decision of the Institution (Seminary/College/University) that you plan to apply to for a Master's degree. We recommend that you first check with the Institution directly, referencing our APC Bible College website, to confirm that they will accept your application for a Master's (or advanced) degree, if you were to graduate with a 3-year B.Th. degree from APC Bible College. Some Institutions may require a 4-year Bachelor's degree, and hence may require you to complete additional courses with them before admitting you into a Master's degree program.

**Does APC offer an advanced Master's degree program beyond the 3-year B.Th. degree?**

Currently APC Bible College does not offer a Master's degree program. APC Bible College may consider offering relevant "Professional Master's degree" programs for Christian ministry in the future.

## **14. STUDY CENTRE AND LIBRARY**

- All students can use the resources available at the Study Centre & Library.
- Please follow the rules and guidelines of the Study Centre & Library.
- Books are to be returned within the allotted time.
- In case there is a need of the same book for the entire class, the allotted time will be reduced, and the same book cannot be renewed by the same person.
- Resources that have been borrowed may be renewed if no reservations have been placed for the same resource.
- No student may borrow items on another student card.
- Borrowing of additional items will be suspended until overdue items are returned and fines are paid.
- Students are asked to adhere to the borrowing guidelines and the opening and closing hours.
- Headphones are used while viewing or listening in order not to disturb others.
- Food is not entertained in the library.
- Students are expected to maintain silence in the library.
- A fine of Rs. 5/- per day is collected per head for late returns.
- Damage or replacement charges apply up to 100% of the current cost of resources.
- If the library items are lost, the student will be billed for the replacement of the resource as well as for over-due fines.

## **15. 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.

## 16. MISSIONS

We encourage our students to register and be part of at least one mission trip in a year during the Summer (May-July) or Winter breaks (December). You may do this with your local church, a known missions organization or with APC. For details visit: [apcwo.org/missions](http://apcwo.org/missions)

## 17. DAILY SCHEDULE

05:30 Am	Wake up
05:30 Am – 06:30 Am	Personal Devotions
06:30 Am – 07:00 Am	Exercise
07:00 Am – 07:30 Am	Get Ready
07:30 Am – 08:00 Am	Head to Bible College
08:00 Am – 08:20 Am	BREAKFAST
08:20 Am – 08:50 Am	Worship & Prayer (30 min.)
09:00 Am – 09:50 Am	Class 1 (50 min.)
09:50 Am – 10:00 Am	BREAK (10 min.)
10:00 Am – 10:50 Am	Class 2 (50 min.)
10:50 Am – 11:00 Am	BREAK (10 min.)
11:00 Am – 11:50 Am	Class 3 (50 min.)
11:50 Am – 12:00 Nn	BREAK (10 min.)
12:00 Nn – 01:00 Pm	Supernatural Hour (1 hr.)
01:00 Pm – 02:00 Pm	LUNCH (1 hr.)
<b>Afternoon</b>	<b>Fri – FASTING PRAYER – 1.30 Pm – 4.30 Pm</b>
02:00 Pm – 04:00 Pm	Practical sessions scheduled as per the day
04:00 Pm – 04:30 Pm	Intercessory Prayer (Mon-Thu)
04:30 Pm – 05:30 Pm	Team Work as assigned
05:30 Pm – 07:30 Pm	Return to Hostel/Personal time (2 hr.)
07:30 Pm – 08:30 Pm	DINNER (1 hr.)
08:30 Pm – 10:00 Pm	Study Time (1 hr. 30 min)
10:00 Pm	Lights Out in rooms

**Note:** Shaded section applies to residential students only.

Practical Classes					
	Monday	Tuesday	Wednesday	Thursday	Friday
2pm - 5pm	Reading Assignment/ Discussions	Seminars/ Guest Speakers	Skill Development	Outreach/Ministry Development	Fasting Prayer

**Note:** New programs may be implemented for the afternoon practical classes

## 18. 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

## 19. GENERAL RULES

- Consumption of alcohol / smoking / chewing tobacco or *paan* / usage of drugs or any unrelated medicines is NOT allowed.
- No pets are allowed on the college property – either student dorms or college premises.
- **Note: Immediate action will be taken towards students found involved in any such activities, including immediate dismissal from college.**

### Cleanliness

- Students are to keep their rooms and bathrooms clean and tidy always. Trash is to be removed from time to time.
- Students are to take care of their personal hygiene. This includes:
  - 1, Brushing teeth daily morning and night.
  - 2, Having bath daily.
  - 3, Using deodorant/perfume/powder to smell good.
  - 4, Men must have their fingernails trimmed and cleaned.
  - 5, Men must have their hair trimmed. Men must be neatly shaven or properly trimmed beard.
  - 6, Proper footwear must be worn. Shoes must be neat, clean, and polished (where applicable).
  - 7, Keep personal and common areas clean and tidy.

### Personal Responsibility and Finances

- Students are expected to take responsibility for the safe keeping of their own personal belongings. Student lockers are provided.
- Students are **not allowed to borrow money from other students** at the Bible College. Any student found violating this rule will be disciplined, including immediate dismissal from college.
- Mobile phones must be kept on silent mode or switched off during lectures. For residential students there are strict guidelines on the use of mobile phones at the hostels which will be communicated.

### Visitors

- Friends and family of students are regarded as visitors by the college Administration.
- Such visitors are not allowed to stay overnight in dorms or hostels.
- Visitors (including family members) are allowed only into common rooms but not into the regular dorms of students.
- Students wanting friends and relatives to attend a class MUST FIRST obtain permission from the college Administration before inviting them to attend a lecture. Once permission is obtained, students are to introduce their guests to the faculty.
- Visitors should not visit students during college hours unless there is an urgent and reasonable cause.

### Medical Care

- The hostel is equipped with a basic first aid kit, containing medication for minor burns and injuries.

- Medicine for fever and other sicknesses must be purchased by the students on their own, after consulting a qualified doctor.
- The hostel does not provide medical personnel. In times of sickness the students are free to visit a clinic/hospital of their choice. All medical expenses will be borne by the students themselves.
- In case there is a need, the college can refer students to a good clinic or hospital. But it would be helpful if students could choose a medical institution based on their own personal preferences.
- If an unwell student wishes to be attended to by family members during the period of sickness, the college can refer them to a reasonably priced accommodation facility. The unwell student can stay there along with family. No accommodation can be provided for family within the hostel premises.

### **Transportation**

- The hostel does not provide transportation facilities.
- Students must make their own arrangements, at personal expense, if they wish to attend seminars, visit churches, or go to a clinic or hospital.

### **Hostel Curfew**

- Students must return to the hostel by 6.00 pm. In case an extension of curfew is required for genuine reasons or the outing on weekend, the student must seek prior permission from the College Administrator.
- Permission must be obtained to leave the hostel to attend seminars/conferences, fellowship groups, etc. This may or may not be granted at the discretion of the Bible College Administrator. The Bible College Administrator will ensure that attending outside events do not interfere with the teaching of APC Bible college, the student's training, academic performance at college or personal time with God.
- In case a student's participation in other programs/activities is adversely affecting their training at the college, they can be asked to stop involving themselves in such programs, so that they can devote more time to their academics.

### **Participation in APC related activities**

- Our programs involve mandatory participation in certain conferences/programs hosted by APC that would provide useful ministry exposure to students.
- Students will, at times, be required to assist in organizing such events, assisting with publications, etc.
- Students must respect and obey any request for assistance made by the College Staff and provide such assistance with the right attitude.

## **20. 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**

## 21. 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 staff and faculty at the College.
- All students must co-operate with the aims and endeavors of the staff and 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.
- The student's behavior in the dorms or College environment is to reflect genuine Christian character.
- Any student acting contrary to this will be disciplined, which could result in termination of the student's continuation at the College.

## 22. STUDENT RELATIONSHIPS

- Students are required to maintain healthy, cordial and Christ-like relationships amongst themselves.
- Groups or cliques based on regional origin or language must not be formed.
- Antagonizing other students by any means is forbidden.
- Any disagreement, conflict, etc. must be resolved peacefully and prayerfully. The staff is to be requested to intervene only as necessary.
- We expect all students to concentrate on growing spiritually and being equipped for ministry during their time at the College. Hence it is incumbent on each student to stay focused on being spiritually equipped and avoid distractions of any kind.

## 23. LOCAL CHURCH ATTENDANCE AND PRACTICAL MINISTRY

- In case you are a residential student, you are expected to be involved at All Peoples Church during your study at the Bible College. Other students are free to attend and serve in any good local church in Bangalore.

### Practical Ministry Plan and Report

- Involvement in the local church is mandatory. You must serve at a local church during your time at the Bible College.
- As a mandatory requirement each student is to serve for at least 4 hours per week with a local church or Christian ministry during their time at APC Bible College. This is a pre-requisite for graduation. The monthly **Practical Ministry Report Form** must be signed off by the local church pastor or ministry leader/supervisor under whom the student has been serving. Please submit this form within 5 days after the last Saturday specified on the form.
- Satisfactory completion of Practical Ministry each semester is a requirement to be promoted to the next semester.

## 24. STUDENT ID CARDS

Students will receive a student ID card at the beginning of the year. You are always to wear your ID card on the premises. If you lose your ID card, a replacement can be obtained by contacting the administrator.

## 25. ATTENDANCE POLICY

Classes are held 9am-12 Noon followed by Supernatural hour, 12Noon to 1pm, for all students. Regular and punctual attendance is required at all classes and at the Supernatural hour. The attendance records are maintained by the Bible College Administrator.

### Minimum Attendance Requirement is 85%

A minimum of 85% attendance is required for a student to be promoted to the next semester. In the event of an emergency (e.g. illness, with doctors medical report), "Excused Absence" (see below) may be granted and the required attendance may be lowered to 75%. A student who does not meet the minimum required attendance, will not be promoted to the next semester, and will have to repeat the same semester the following Academic year, in effect losing out on an entire year.

### Excused Absence

Students who are absent from a class with permission of the college Administration may be given an "Excused Absence". Prior approval must be obtained for all excused absences. In case of an emergency where prior approval cannot be obtained, the student must call the Bible College office. (An excused absence would be personal / immediate family illness, emergency or death of immediate spouse, child, mother, father, sister, or brother.)

### Illness

Any absence of more than 3 days due to illness requires a doctor's medical certificate.

### Tardy

Tardy is defined as being at least one minute late to class. For every 3 times in a semester the student is tardy, he / she will be assessed 1 unexcused absence, and the policy for unexcused absence will apply.

- Regardless of the type of absence, the student is responsible for all announcements, assignments and exams given during their absence.
- Make-up tests may be given to students in place of exams for which he/she was absent.

## 26. FORMAL AND INFORMAL PROCEDURES

### Formal

Complaints are made in writing to the college Administration for any improper conduct or questionable acts from one person towards another. The final decision on the complaint is taken by the principal and/or president of the college.



**Informal**

- Complainants should first discuss the complaint with the offending individual for resolution.
- If the complaint remains unresolved, the complainant should discuss the complaint with the college Administration.
- The college Administration will investigate the matter and talk to all individuals involved and will make a final resolution.
- If the complainant is dissatisfied with the resolution of Bible College, the complainant will be notified of the procedure for filing a complaint with the Police Department.

**27. 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 (e.g. paying rent and utility bills) in a responsible and timely manner and will not allow my roommates to be burdened by or be responsible for my obligations.

I pledge to make every effort to resolve any roommate disputes in a peaceable, Christ– like manner.

I pledge to keep my total being under subjection from all immoral, illegal, and unethical acts and habits, both on and off campus. To this end, I will not use tobacco, take any illegal drug, or drink alcoholic beverages of any kind. I will not be involved in sexual misconduct, including but not limited to adultery, illicit sexual acts, and homosexual behavior. I will not be involved in viewing any pornographic materials, including on the Internet. I will not verbally or physically abuse any person or thing, including but not limited to my spouse, children, and roommates.

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 punctual and to attend all required classes, services and activities held on and off campus.

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.