

WC BCS

POLICIES MANUAL

This is the policies manual for West Coast Bible College & Seminary for 2015-2017. The policies contained within have been arrived at over years of learning from success and failure. The goal of this manual is to bring all the policies of WCBCS into one volume.

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WEST COAST BIBLE COLLEGE & SEMINARY

WCBCS POLICIES MANUAL

UPDATED JUNE 20, 2017

1. INTRODUCTION

Welcome to the Board of Directors of West Coast Bible College & Seminary (WCBCS). This Board is a very important aspect of the total educational ministry of WCBCS. WCBCS was founded in 2006 to help “create disciples of Christ without creating disciples of debt.” We want to do our part to fulfill The Great Commission globally. We believe your contribution on the Board of Directors will help to enhance the programs and processes of WCBCS, and we are grateful you are on our team!

As a part of the governing body of WCBCS you will be involved in numerous aspects of this ministry. The Board of Directors corporately has fiduciary responsibility for WCBCS and its ministries. The Board sets and approves policies for WCBCS in its governance function, the Board assists in fundraising to develop sufficient resources for the fulfillment of the mission, and the Board sets and approves the annual budget and the Board chooses and evaluates the President. The Board of Directors will set the tone for what God will do through this ministry in the lives of our students and those who will receive ministries in the future.

In this handbook, you will find the constitution and bylaws that govern the Board of Directors of West Coast Bible College & Seminary. You will also find descriptions of the Board functions, as well as job descriptions of different Board offices and committees. We have also created a written Board member orientation to give each member a better understanding of the overall function of the Board and individual responsibilities. This handbook does not claim to be comprehensive in its presentations, but is broad enough in its scope to allow for future Board development.

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The Board of Directors is a specific community to facilitate the ministry journey of WCBCS through governance, but the spiritual formation of each of the members is also important building block for shaping the Board. As the members become more like Christ, they will provide spiritual direction for the ministry of WCBCS and for the spiritual development of the students. WCBCS has been established to provide a quality, affordable, and practical education by helping our students to develop of biblical worldview in each subject and to teach them how to connect their “learning” to their “living”.

WCBCS desires to mentor a generation to mentor a generation to mentor a generation. We believe God has a very specific ministry purpose for our students, whether vocationally or voluntarily. We are not interested in building an empire, but God’s Kingdom!

2. PURPOSES OF BOARD OF TRUSTEES

In Basic Responsibilities of Corporation, the Board’s role is suggested to:

- *Help WCBCS to maintain its mission and purpose
 - *Prayerfully elect the Chief Executive / President to run the ministry
 - *Support the Chief Executive / President and assess his or her performance
 - *Create checks and balances for and oversee effective organizational planning
 - *Certify WCBCS has adequate resources to accomplish the mission
 - *Resource management and accountability
 - *Monitor and strengthen the WCBCS programs and services
 - *Enhance the organization’s public perception and relationships
 - *Safeguard legal and ethical integrity and maintain accountability 10. Recruit and orient new board members and assess board performance
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MISSION AND VALUES

1) Mission and Mission Strategy

A. Mission. The mission of West Coast Bible College & Seminary is to honor God by educating and ministering to a diverse community of students for the purpose of developing servant-leaders who will radically impact the world where they live with the Gospel of Jesus Christ.

B. Mission Strategy. We accomplish this through biblically based programs and services that have an appreciation of past traditions, but that utilize cutting-edge technology and the latest resources to equip our student for the future.

2) Values

In addition to its Mission Statement, West Coast Bible College & Seminary has a set of core values that drive the work of the ministry. WCBCS exists to provide high-quality ministry training at the lowest cost possible to ensure that finances will not be a hindrance to the global training of leaders and the spread of the gospel of Jesus Christ.

A. Christ-Centered – Our reason for existence centers around the person of Jesus Christ and therefore all of our programs, professors, and instruction will reflect this core value.

B. People-Focused – We know that all people matter to Jesus and they matter to us, as well. Therefore, we will do everything in our power to ensure that all people are treated equally, fairly, and with respect because they are made in God's image and likeness (Genesis 1:27).

C. Uncompromisingly Bible-based – We neither neglect, compromise, nor apologize for teaching the Word of God in every class.

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D. Educationally Relevant – We are committed to using the latest resources and delivery methods for our students to experience a culturally relevant education that will enable them to be effective wherever they live.

E. Spirit-led – We believe the Holy Spirit leads all believers into fellowship with Jesus Christ and will direct the steps of those whose hearts are set on Him. We are committed to listening to the voice of the Holy Spirit in all facets of the educational process.

F. Missions-oriented – We are committed to pouring 10% of all finances that come into West Coast Bible College & Seminary back into missions to build churches and to provide practical needs for those in countries outside of the U.S. who are working in partnership with WCBCS.

G. Theologically sound – We are committed to theologically sound education that is based upon the Word of God. While methods will certainly change throughout the ages, the principles of God's Word are a firm foundation that must be properly discerned and taught so that our students will have a strong base of learning for life and ministry.

H. Great Commission driven – The entire reason for our existence is the Great Commission; to go into the world and preach the Gospel to everyone. Our ultimate goal is to build the Kingdom of God, and not an empire for ourselves!

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4. DOCTRINAL STATEMENT

The Board of Directors, Administration, and Faculty of the West Coast Bible College & Seminary support the following basic doctrinal statements:

A. THE BIBLE. WCBCS believes the Word of God is 100% Divinely Inspired and holds to the total authority of Scripture for effectively living the Christian life. Furthermore, we believe the Word of God is free from error in dealing with any subject matter, including scientific, historical, moral, and theological.

B. THE TRINITY. WCBCS believes in the triune, Godhead—one eternal, transcendent, omnipotent, personal God existing in three persons: Father, Son, and Holy Spirit. God the Father, the first person of the Divine Trinity, is infinite Spirit—sovereign, eternal, and unchangeable in all His attributes. He is worthy of honor, adoration, and obedience. Jesus, The Son, is the Perfect, sinless humanity and the absolute, full deity of the Lord Jesus Christ, indissolubly united in one divine-human person since His unique incarnation by miraculous conception and virgin birth. The Holy Spirit is the third person of the Godhead who convicts, regenerates, indwells, seals all believers in Christ, and fills those who yield to Him. The Holy Spirit gives spiritual gifts to all believers; however, the manifestation of any particular gift is not required as evidence of salvation.

C. HISTORICITY. WCBCS believes in the full historicity and accepts the clear explanation of the biblical record of primeval history. This belief includes the literal existence of Adam and Eve as the progenitors of all people, the literal fall of man into sin and resulting divine curse on the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel.

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D. REDEMPTION. WCBCS believes in the substitutionary and redemptive sacrifice of Jesus Christ for the sin of the world, through His literal physical death, burial, and resurrection, followed by His bodily ascension into heaven.

E. SALVATION. WCBCS believes that personal salvation from the eternal penalty of sin is provided solely by the grace of God on the basis of the atoning death and resurrection of Christ. One may only receive Salvation through personal faith in the person and work of Jesus Christ.

F. LAST THINGS. WCBCS believes in the future, personal, bodily return of Jesus Christ to the earth to judge and purge sin, to establish His eternal Kingdom, and to consummate and fulfill His purposes in the works of Creation and redemption with eternal rewards and punishments.

G. BIBLICAL CREATION. WCBCS believes the world was created in a literal six days of the Creation week.

H. SATAN. WCBCS believes in the existence of a personal, malicious being called Satan. He acts as the tempter and accuser, for whom the place of eternal punishment was prepared, where all who die outside of Christ shall be confined in conscious torment for eternity.

I. THE ORDINANCES OF THE CHURCH. WCBCS believes in and practices baptism by immersion as an outward expression of the inward decision to place one's faith in Jesus Christ, as well as taking communion to remember the sacrifice and suffering of Jesus on the cross.

J. PERSONAL DEVOTION. WCBCS believes Christians should develop in their faith and be committed to a life of personal devotion to God. Commitment is expressed through corporate and private worship, participation in small group Bible study, meaningful service in a ministry, giving financially in a God-honoring way, and intentionally introducing others to a personal relationship with Christ.

K. LEADERSHIP. WCBCS believes in a divinely called and Scripturally ordained leadership ministry to serve the Church.

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5. WCBCS 20/20 AGENDA

The 20/20 Agenda is a plan of WCBCS to:

- *See, at least, 5,000 students enrolled in ministry degree programs by 2020
- *Develop student-friendly admissions, academic support, student life, and programs that encourage learning and train people who have given up on education.
- *Make our programs accessible to English-speaking users globally, with a goal of translating the programs into Spanish and Portuguese by 2020
- *Have every assignment of every program to be offered on a cell phone for those who have no other access to the Internet
- *Transform online communities through Christ-centered education that starts Christ-honoring discussions
- *Equipping students in, at least, 50 countries as ministers of the Gospel of Jesus Christ
- *Fill the Internet with positive content about Christ, modeling Christian living in every interaction

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6. BYLAWS - ARTICLE !

1. Name.

The name of this non-profit ministry is WCBCS.

2. Affiliation and Purpose

WCBCS Ministries is directly related to and responsible for West Coast Bible College & Seminary. Additionally, West Coast Bible College & Seminary is a DBA of VLC-Waco as a DBA, and WCBCS Ministries partners with VLC-Waco in educating leaders globally.

3. Tenets of Faith

WCBCS Ministries maintains the following tenets of faith:

The Bible. WCBCS believes the Word of God is 100% Divinely Inspired and holds to the total authority of Scripture for effectively living the Christian life. Furthermore, we believe the Word of God is free from error in dealing with any subject matter, including scientific, historical, moral, and theological.

The Trinity. WCBCS believes in the triune, Godhead—one eternal, transcendent, omnipotent, personal God existing in three persons: Father, Son, and Holy Spirit. God the Father, the first person of the Divine Trinity, is infinite Spirit— sovereign, eternal, and unchangeable in all His attributes. He is worthy of honor, adoration, and obedience. Jesus, The Son, is the Perfect, sinless humanity and the absolute, full deity of the Lord Jesus Christ, indissolubly united in one divine-human person since His unique incarnation by miraculous conception and virgin birth.

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The Holy Spirit is the third person of the Godhead who convicts, regenerates, indwells, seals all believers in Christ, and fills those who yield to Him. The Holy Spirit gives spiritual gifts to all believers; however, the manifestation of any particular gift is not required as evidence of salvation.

Historicity. WCBCS believes in the full historicity and accepts the clear explanation of the biblical record of primeval history. This belief includes the literal existence of Adam and Eve as the progenitors of all people, the literal fall of man into sin and resulting divine curse on the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel.

Redemption. WCBCS believes in the substitutionary and redemptive sacrifice of Jesus Christ for the sin of the world, through His literal physical death, burial, and resurrection, followed by His bodily ascension into heaven.

Salvation. WCBCS believes that personal salvation from the eternal penalty of sin is provided solely by the grace of God on the basis of the atoning death and resurrection of Christ. One may only receive Salvation through personal faith in the person and work of Jesus Christ.

Last Things. WCBCS believes in the future, personal, bodily return of Jesus Christ to the earth to judge and purge sin, to establish His eternal Kingdom, and to consummate and fulfill His purposes in the works of Creation and redemption with eternal rewards and punishments.

Biblical Creation. WCBCS believes the world was created in a literal six days of the Creation week.

Satan. WCBCS believes in the existence of a personal, malicious being called Satan. He acts as the tempter and accuser, for whom the place of eternal punishment was prepared, where all who die outside of Christ shall be confined in conscious torment for eternity.

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The Ordinances of the Church. WCBCS believes in and practices baptism by immersion as an outward expression of the inward decision to place one's faith in Jesus Christ, as well as taking communion to remember the sacrifice and suffering of Jesus on the cross.

Personal Devotion. WCBCS believes Christians should develop in their faith and be committed to a life of personal devotion to God. Commitment is expressed through corporate and private worship, participation in small group Bible study, meaningful service in a ministry, giving financially in a God-honoring way, and intentionally introducing others to a personal relationship with Christ.

Leadership. WCBCS believes in a divinely called and Scripturally ordained leadership ministry to serve the Church.

4. Membership

Membership Eligibility. Membership may be granted to persons who exhibit a Christian life of character and commitment to Christ. Membership may be forfeited at any time if one's character is deemed to bring disrepute on the name of Christ.

Student Auxiliary Membership. All students of West Coast Bible College & Seminary, current and former, possess a non-voting auxiliary membership that allows them to attend the annual meeting and weigh in on discussion, if so desired.

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Voting Membership. Voting membership is made up of WCBCS Ministry Directors, WCBCS professors and staff, Master Commission directors, WCBCS graduates that request membership who continue to exhibit Christian character, and current VLC-Waco board members.

5. Annual Meeting

A meeting of the members shall be held annually for the election of directors and the transaction of other business on such date in each year as determined by the Board of Directors.

6. Special Meetings

Special meetings of the members may be called by the Board of Directors, Chairman of the Board or President and shall be called by the Board upon the written request of the members entitled to vote at the meeting requested to be called. Such request shall state the purpose or purposes of the proposed meeting. At such special meetings the only business that may be transacted is that relating to the purpose or purposes set forth in the notice thereof.

7. Place of Meetings

Meetings of the members shall be held at such place at VLC-Waco, 7459 S IH, Waco, TX 76706 as fixed by the Board of Directors. Teleconferencing or Skype options may also be available in the event a member is unable to attend in person.

8. Notice of Meetings

Notice of each meeting of the members shall be given in writing and shall state the place, date and hour of the meeting and the purpose or purposes for which the meeting is called before the proposed meeting. Notice of a special meeting shall indicate that it is being issued by or at the direction of the person or persons calling or requesting the meeting.

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A copy of the notice of each meeting shall be given, personally or by first class mail, not less than ten nor more than sixty days before the date of the meeting, to each member entitled to vote at such meeting. If mailed, such notice shall be deemed to have been given when deposited in the United States mail, with postage thereon prepaid, directed to the member at his address as it appears on the record of the members, or, if he shall have filed with the Secretary of WCBCS Ministries a written request that notices to him or her be mailed to some other address, then directed to him at such other address.

When a meeting is adjourned to another time or place, it shall not be necessary to give any notice of the adjourned meeting if the time and place to which the meeting is adjourned are announced at the meeting at which the adjournment is taken. At the adjourned meeting any business may be transacted that might have been transacted on the original date of the meeting. However, if after the adjournment the Board of Directors fixes a new record date for the adjourned meeting, a notice of the adjourned meeting shall be given to each member of record on the new record date entitled to notice under this Section 4.

9. Waiver of Notice

Notice of a meeting need not be given to any member who submits a signed waiver of notice, in person or by proxy, whether before or after the meeting. The attendance of any member at a meeting, in person or by proxy, without protesting prior to the conclusion of the meeting the lack of notice of such meeting, shall constitute a waiver of notice by him or her.

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10. Inspectors of Election

The Board of Directors, in advance of any members' meeting, may appoint one or more inspectors to act at the meeting or any adjournment thereof. If inspectors are not so appointed, the person presiding at a members' meeting may, and on the request of any member entitled to vote thereat shall, appoint two inspectors. In case any person appointed fails to appear or act, the vacancy may be filled by appointment in advance of the meeting by the Board or at the meeting by the person presiding thereat. Each inspector, before entering upon the discharge of his duties, shall take and sign an oath faithfully to execute the duties of such inspector at such meeting with strict impartiality and according to the best of his ability.

The inspectors shall determine the number of votes outstanding, the votes represented at the meeting, the existence of a quorum, and the validity and effect of proxies, and shall receive votes, ballots or consents, hear and determine all challenges and questions arising in connection with the right to vote at the meeting, count and tabulate all votes, ballots or consents, determine the result thereof, and do such acts as are proper to conduct the election or vote with fairness to all members. On request of the person presiding at the meeting, or of any member entitled to vote thereat, the inspectors shall make a report in writing of any challenge, question or matter determined by them and shall execute a certificate of any fact found by them. Any report or certificate made by them shall be prima facie evidence of the facts stated and of any vote certified by them.

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11. List of Members at Meetings

A list of the members as of the record date, certified by the Secretary or any Assistant Secretary or by a transfer agent, shall be produced at any meeting of the members upon the request thereat or prior thereto of any member. If the right to vote at any meeting is challenged, the inspectors of election, or the person presiding thereat, shall require such list of the members to be produced as evidence of the right of the persons challenged to vote at such meeting, and all persons who appear from such list to be members entitled to vote thereat may vote at such meeting.

12. Qualification of Voters

Unless otherwise provided in the Certificate of Incorporation, every member of record shall be entitled at every meeting of the members to one vote per name on the record of the members. No member shall sell his vote, or issue a proxy to vote, to any person for any sum of money or anything of value except as permitted by law.

13. Quorum of Members

A quorum of voting members must be no less than 20% of those listed on the current voting membership roster. When a quorum is once present to organize a meeting, it is not broken by the subsequent withdrawal of any members. The members who are present in person or by proxy and who are entitled to vote may, by a majority of votes cast, adjourn the meeting despite the absence of a quorum.

14. Proxies

Every member entitled to vote at a meeting of the members, or to express consent or dissent without a meeting, may authorize another person or persons to act for him by proxy.

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Every proxy must be signed by the member or its attorney. No proxy shall be valid after the expiration of eleven months from the date thereof unless otherwise provided in the proxy.

Every proxy shall be revocable at the pleasure of the member executing it, except as otherwise provided by law. The authority of the holder of a proxy to act shall not be revoked by the incompetence or death of the member who executed the proxy, unless before the authority is exercised written notice of an adjudication of such incompetence or of such death is received by the Secretary or any Assistant Secretary.

15. Vote or Consent of Members

Directors, except as otherwise required by law, shall be elected by a plurality of the votes cast at a meeting of members entitled to vote in the election. Whenever any corporate action, other than the election of directors, is to be taken by vote of the members, it shall, except as otherwise required by law, be authorized by a majority of the votes cast at a meeting of members entitled to vote thereon. Whenever members are required or permitted to take any action by vote, such action may be taken without a meeting on written consent, setting forth the action so taken, signed by the members entitled to vote thereon. Written consent thus given by the members entitled to vote shall have the same effect as a unanimous vote of members.

16. Fixing The Record Date

For the purpose of determining the members entitled to notice of or to vote at any meeting of members or any adjournment thereof, or to express consent to or dissent from any proposal without a meeting, or for the purpose of determining members entitled to receive payment of any dividend or the allotment of any rights, or for the purpose of any other action, the Board of Directors may fix, in advance, a date as the record date for any such determination of

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members. Such date shall not be less than ten nor more than sixty days before the date of such meeting, nor more than sixty days prior to any other action. When a determination of members of record entitled to notice of or to vote at any meeting of members has been made as provided in this Section, such determination shall apply to any adjournment thereof, unless the Board of Directors fixes a new record date for the adjourned meeting.

ARTICLE II - BOARD OF DIRECTORS

1. Power of Board and Qualification of Directors

The business of WCBCS Ministries shall be managed by the Board of Directors. Each director shall be at least eighteen years of age.

2. Number of Directors

The number of directors constituting the entire Board of Directors shall be the number, not less than five nor more than ten, fixed from time to time by a majority of the total number of directors which WCBCS Ministries would have, prior to any increase or decrease, if there were no vacancies, provided, however, that no decrease shall shorten the term of an incumbent director.

3. Election and Term of Directors

At each annual meeting of members, directors shall be elected to hold office until the next annual meeting and until their successors have been elected and qualified or until their death, resignation or removal in the manner hereinafter provided.

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4. Quorum of Directors and Action by the Board

A majority of the entire Board of Directors shall constitute a quorum for the transaction of business, and, except where otherwise provided herein, the vote of a majority of the directors present at a meeting at the time of such vote, if a quorum is then present, shall be the act of the Board. Any action required or permitted to be taken by the Board of Directors or any committee thereof may be taken without a meeting if all members of the Board or the committee consent in writing to the adoption of a resolution authorizing the action. The resolution and the written consent thereto by the members of the Board or committee shall be filed with the minutes of the proceedings of the Board or committee.

5. Meetings of the Board

An annual meeting of the Board of Directors shall be held in each year directly after the annual meeting of members. Regular meetings of the Board shall be held at such times as may be fixed by the Board. Special meetings of the Board may be held at any time upon the call of the President or any two directors.

Meetings of the Board of Directors shall be held at such places as may be fixed by the Board for annual and regular meetings and in the notice of meeting for special meetings. If no place is so fixed, meetings of the Board shall be held at the principal office of WCBCS Ministries. Any one or more members of the Board of Directors may participate in meetings by means of a teleconferencing or similar communications equipment.

No notice need be given of annual or regular meetings of the Board of Directors. Notice of each special meeting of the Board shall be given to each director either by mail not later than noon, on the third day prior to the meeting or by email, written message or orally not later than noon,

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on the day prior to the meeting. Notices are deemed to have been properly given if given: by mail, when deposited in the United States mail; by email at the time of sending with a read-receipt confirmation; or by messenger at the time of delivery. Notices by mail, email or messenger shall be sent to each director at the address designated by him for that purpose, or, if none has been so designated, at his last known residence or business address. Notice of a meeting of the Board of Directors need not be given to any director who submits a signed waiver of notice whether before or after the meeting, or who attends the meeting without protesting, prior thereto or at its commencement, the lack of notice to any director. A notice, or waiver of notice, need not specify the purpose of any meeting of the Board of Directors. A majority of the directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. Notice of any adjournment of a meeting to another time or place shall be given, in the manner described above, to the directors who were not present at the time of the adjournment and, unless such time and place are announced at the meeting, to the other directors.

6. Resignations

Any director of WCBCS Ministries may resign at any time by giving written notice to the Board of Directors or to the President or to the Secretary of the WCBCS Ministries. Such resignation shall take effect at the time specified therein; and unless otherwise specified therein the acceptance of such resignation shall not be necessary to make it effective.

7. Removal of Directors

Any one or more of the directors may be removed for cause by action of the Board of Directors. Any or all of the directors may be removed with or without cause by vote of the members.

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8. Newly Created Directorships and Vacancies

Newly created directorships resulting from an increase in the number of directors and vacancies occurring in the Board of Directors for any reason except the removal of directors by members may be filled by vote of a majority of the directors then in office, although less than a quorum exists. Vacancies occurring as a result of the removal of directors by members shall be filled by the member. A director elected to fill a vacancy shall be elected to hold office for the unexpired term of his predecessor.

9. Executive and Other Committees of Directors

The Board of Directors, by resolution adopted by a majority of the entire Board, may designate from among its members an executive committee and other committees each consisting of three or more directors and each of which, to the extent provided in the resolution, shall have all the authority of the Board, except that no such committee shall have authority as to the following matters: (a) the submission to members of any action that needs members' approval; (b) the filling of vacancies in the Board or in any committee; (c) the fixing of compensation of the directors for serving on the Board or on any committee; (d) the amendment or repeal of the bylaws, or the adoption of new bylaws; (e) the amendment or repeal of any resolution of the Board which, by its term, shall not be so amendable or repealable; or (f) the removal or indemnification of directors. The Board of Directors may designate one or more directors as alternate members of any such committee, who may replace any absent member or members at any meeting of such committee. Unless a greater proportion is required by the resolution designating a committee, a majority of the entire authorized number of members of such committee shall constitute a quorum for the transaction of business, and the vote of a majority of the members present at a meeting at the time of such vote, if a quorum is then present,

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shall be the act of such committee. Each such committee shall serve at the pleasure of the Board of Directors.

10. Compensation of Directors

The Board of Directors will serve on a completely voluntary basis and no financial or any other type of benefit shall be offered in lieu of specific services in service of the board.

11. Interest of Directors in a Transaction

Unless shown to be unfair and unreasonable as to WCBCS Ministries, no contract or other transaction between WCBCS Ministries and one or more of its directors, or between WCBCS Ministries and any other corporation, firm, association or other entity in which one or more of the directors are directors or officers, or are financially interested, shall be either void or voidable, irrespective of whether such interested director or directors are present at a meeting of the Board of Directors, or of a committee thereof, which authorizes such contract or transaction and irrespective of whether his or their votes are counted for such purpose. In the absence of fraud any such contract and transaction conclusively may be authorized or approved as fair and reasonable by: (a) the Board of Directors or a duly empowered committee thereof, by a vote sufficient for such purpose without counting the vote or votes of such interested director or directors (although such interested director or directors may be counted in determining the presence of a quorum at the meeting which authorizes such contract or transaction), if the fact of such common directorship, officership or financial interest is disclosed or known to the Board or committee, as the case may be; or (b) the members entitled to vote for the election of directors, if such common directorship, officership or financial interest is disclosed or known to such members. Notwithstanding the foregoing, no loan, except advances in connection with indemnification, shall be made by WCBCS Ministries

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to any director unless it is authorized by two directors, other than the director receiving the loan, or unless the director who would be the borrower is the sole member of WCBCS Ministries.

ARTICLE III - OFFICERS

1. Election of Officers

The Board of Directors, as soon as may be practicable after the annual election of directors, shall elect a President, a Vice President, a Secretary, and a Treasurer, and from time to time may elect or appoint such other officers as it may determine. Any two or more offices may be held by the same person. The Board of Directors may also elect one or more Vice Presidents, Assistant Secretaries and Assistant Treasurers at their discretion.

2. Other Officers

The Board of Directors may appoint such other officers and agents as it shall deem necessary who shall hold their offices for such terms and shall exercise such powers and perform such duties as shall be determined from time to time by the Board.

3. Compensation

The salaries of all officers and agents of WCBCS Ministries shall be fixed by the Board of Directors.

4. Term of Office and Removal

Each officer shall hold office for the term for which he is elected or appointed, and until his successor has been elected or appointed and qualified. Unless otherwise provided in the resolution of the Board of Directors electing or appointing an officer, his term of office shall extend to and expire at the meeting of the Board following the next annual meeting of.

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members. Any officer may be removed by the Board with or without cause, at any time. Removal of an officer without cause shall be without prejudice to his contract rights, if any, and the election or appointment of an officer shall not of itself create contract rights.

5. President

The President shall be the chief executive officer of WCBCS Ministries, shall have general and active management of the business of WCBCS Ministries and shall see that all orders and resolutions of the Board of Directors are carried into effect. The President shall also preside at all meetings of the members and the Board of Directors. The President shall execute bonds, mortgages and other contracts requiring a seal, under the seal of WCBCS Ministries, except where required or permitted by law to be otherwise signed and executed and except where the signing and execution thereof shall be expressly delegated by the Board of Directors to some other officer or agent of WCBCS Ministries. The President shall also serve as an authorized financial agent to conduct the daily business of the ministry, giving a monthly report to the Treasurer, or as requested by The Board of Directors.

6. Vice Presidents

The Vice Presidents, in the order designated by the Board of Directors, or in the absence of any designation, then in the order of their election, during the absence or disability of or refusal to act by the President, shall perform the duties and exercise the powers of the President and shall perform such other duties as the Board of Directors shall prescribe.

7. Secretary and Assistant Secretaries

The Secretary shall attend all meetings of the Board of Directors and all meetings of the members and record all the proceedings of the meetings of WCBCS Ministries and of the Board of Directors in a book to be kept for that purpose, and shall perform like duties for the

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standing committees when required. The Secretary shall give or cause to be given, notice of all meetings of the members and special meetings of the Board of Directors, and shall perform such other duties as may be prescribed by the Board of Directors or President, under whose supervision the Secretary shall be. The Secretary shall have custody of the corporate seal of WCBCS Ministries and the Secretary, or an Assistant Secretary, shall have authority to affix the same to any instrument requiring it and when so affixed, it may be attested by the Secretary's signature or by the signature of such Assistant Secretary. The Board of Directors may give general authority to any other officer to affix the seal of WCBCS Ministries and to attest the affixing by his signature. The Assistant Secretary, or if there be more than one, the Assistant Secretaries in the order designated by the Board of Directors, or in the absence of such designation then in the order of their election, in the absence of the Secretary or in the event of the Secretary's inability or refusal to act, shall perform the duties and exercise the powers of the Secretary and shall perform such other duties and have such other powers as the Board of Directors may from time to time prescribe.

8. Treasurer and Assistant Treasurers

The Treasurer shall have oversight of the corporate funds and securities; shall oversee accurate accounts of receipts and disbursements in books belonging to WCBCS Ministries; and shall oversee the depositing of all monies and other valuable effects in the name and to the credit of WCBCS Ministries in such depositories as may be designated by the Board of Directors. The Treasurer shall disburse the funds as may be ordered by the Board of Directors, taking proper vouchers for such disbursements, and shall render to the President and the Board of Directors, at its regular meetings, or when the Board of Directors so requires, an account of all his transactions as Treasurer and of the financial condition of WCBCS Ministries. If required by the

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Board of Directors, the Treasurer shall give WCBCS Ministries a bond in such sum and with such surety or sureties as shall be satisfactory to the Board of Directors for the faithful performance of the duties of the office of Treasurer, and for the restoration to WCBCS Ministries, in the case of the Treasurer's death, resignation, retirement or removal from office, of all books, papers, vouchers, money and other property of whatever kind in the possession or under the control of the Treasurer belonging to WCBCS Ministries. The Assistant Treasurer, or if there shall be more than one, the Assistant Treasurers in the order designated by the Board of Directors, or in the absence of such designation, then in the order of their election, in the absence of the Treasurer or in the event of the Treasurer's inability or refusal to act, shall perform the duties and exercise the powers of the Treasurer and shall perform such other duties and have such other powers as the Board of Directors may from time to time prescribe.

9. Books and Records

The Corporation shall keep: (a) correct and complete books and records of account; (b) minutes of the proceedings of the members, Board of Directors and any committees of directors; and (c) a current list of the directors and officers and their residence addresses. WCBCS Ministries shall also keep in its online files, a record containing the names and addresses of all members, and the dates when they respectively became the owners of record thereof. The Board of Directors may determine whether and to what extent and at what times and places and under what conditions and regulations any accounts, books, records or other documents of WCBCS Ministries shall be open to inspection, and no creditor, security holder or other person shall have any right to inspect any accounts, books, records or other documents of WCBCS Ministries except as conferred by statute or as so authorized by the Board.

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10. Checks, Notes, etc.

All checks and drafts on, and withdrawals from WCBCS Ministries' accounts with banks or other financial institutions, and all bills of exchange, notes and other instruments for the payment of money, drawn, made, endorsed, or accepted by WCBCS Ministries, shall be signed on its behalf by the person or persons thereunto authorized by, or pursuant to resolution of, the Board of Directors.

11. Property

All property shall be listed in the name of WCBCS Ministries and may not be purchased, leased or sold without the convening of a board meeting wherein the board gives written permission to execute such a transaction. In the event of dissolution of the corporation, the assets of the corporation will be distributed to various non-profit corporations at the discretion of the board, following a board vote.

ARTICLE IV - OTHER MATTERS

1. Corporate Seal

The Board of Directors may adopt a corporate seal, alter such seal at pleasure, and authorize it to be used by causing it or a facsimile to be affixed or impressed or reproduced in any other manner.

2. Fiscal Year

The fiscal year of WCBCS Ministries shall be the twelve months ending December 31st, or such other period as may be fixed by the Board of Directors.

3. Amendments

Bylaws of WCBCS Ministries may be adopted, amended or repealed by vote of the members

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entitled to vote in the election of any directors. Bylaws may also be adopted, amended or repealed by the Board of Directors, but any bylaws adopted by the Board may be amended or repealed by the members entitled to vote thereon as herein above provided. If any bylaw regulating an impending election of directors is adopted, amended or repealed by the Board of Directors, there shall be set forth in the notice of the next meeting of members for the election of directors the bylaw so adopted, amended or repealed, together with a concise statement of the changes made.

GOVERNANCE PROCESS OF BOARD

1) GOVERNING STYLE

The board should approach its assignment with a style that emphasizes godly vision rather than an internal preoccupation with administration and details. The Board of Directors is asked to see the “Big Picture” and to help WCBCS improve every phase of ministry. With our vision, mission, goals, and statement of faith the board should concentrate on providing the strategic leadership and developing financial resources/programs needed to make WCBCS a success. In this spirit, the board will: 1. Enforce upon itself and its members whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, respect of clarified roles, speaking with one voice and self- policing of any tendency to stray from governance adopted in Board policies. 2. Be accountable to the general public for competent, Christ-like and effective accomplishment of its obligations as a body. It will allow no officer, individual or committee of the Board to usurp this role or hinder this commitment. 3. Monitor and regularly discuss the Board's own process and performance. Ensure the continuity of its governance capability by retraining and redevelopment. The Board, not the staff, will be responsible for Board performance.

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2) BOARD JOB DESCRIPTION

The job of the Board is to lead the organization toward the desired performance and assure that it occurs. The Board's specific contributions are unique to its Directorship role and necessary for proper governance and management. These include:

A. Setting Written Policies: The Board will keep current in this policy manual all policies to guide the Board and President in leadership of WCBCS. The Board will seek to establish policy at the broadest levels, and will address.

B. Objectives and Mission: Organizational products, impacts, benefits, and outcomes.

C. Governance Process: Specification of how the Board conceives carries out and monitors its own task.

D. Board-President Relationship: How power and authority is delegated and its proper use monitored.

E. Executive Parameters/Limitations: Constraints on executive authority that establish the prudence and ethical boundaries within which lies the acceptable arena of executive activity and decisions.

3) BOARD MEMBER ROLE

The Board encourages open debate and dialog during the meetings with the expectation of discovering Godly wisdom in all decisions. Outside the meetings, the Board speaks only through the Chairman with one voice. Individual Board members should share with either the Chairman or the President significant issues raised by interested parties outside of the meetings. Issues of concern are encouraged to be brought to the Board through the Chairman, through the members, or through the President. The leadership of WCBCS will not be

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responsive to anonymous communications because it is an unbiblical process for resolving conflict or sharing criticism.

Shared Commitments of Board Members: As the leaders of West Coast Bible College & Seminary, the Directors are personally committed to: a) Maintaining a personal relationship with Christ Jesus, and to WCBCS's statement of faith. b) Advocating Christ-centered higher education that develops a biblical worldview. c) Governing at the policy level by encouraging, protecting, defending, and strengthening the mission and activities of the University. d) Using their regional, national, or global sphere of influence to leverage partnerships and friendships for WCBCS. e) Making attendance at the bi-annual Board meetings a high priority in their calendar, f) Advocating for the whole of WCBCS rather than only a special interest area of personal concern, and speaking with one voice as a Board of Directors. g) Supporting WCBCS as a donor, prayer partner, and volunteer. h) Staying informed about WCBCS and being aware of higher education issues and trends.

Board Member Annual Commitment to the Statement of Faith: To continue in service as a Director, each Board member will annually commit his or her personal belief in WCBCS's statement of faith.

Board Members' Code of Conduct: The Board expects of itself and its members ethical and businesslike conduct. Board members must represent un-conflicted loyalty to the interests of the entire organization, superseding any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards or staffs. Board members will make no judgments of

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the President or staff performance except as the performance of the President is assessed against explicit Board policies and agreed-upon performance objectives through the annual evaluation process or during other Board-called evaluations of the President. Board members will have no authority to act for WCBCS outside of the Board meeting. Board members are strongly encouraged not to explore specific issues of concern with individual faculty, staff or students, but to refer their concern to the Board as a whole, or to the President. Outside of Board meetings, the Board will speak through the Chairman or member designated by the Chairman to represent the Board.

4) CONFLICT OF INTEREST & UNDUE INFLUENCE

Board members must avoid any conflict of interest with respect to their fiduciary responsibility. There must be no self-dealing or any conduct of private business or personal services between any Board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information. It is recognized that actual or potential conflicts of interest may arise because of the multiple interests and activities of the Directors and committee members. However, Directors have a responsibility to discharge their duties in good faith, with a high degree of diligence, care and skill, for the sole benefit of WCBCS. Any Director having an actual or potential conflict of interest that might affect or appear to affect his or her position or action in any matter coming before the Board or any committee of the Board shall disclose the conflict, shall not vote or use his or her personal influence to affect the voting on such matter, and such member should not be counted in determining the quorum of a meeting at which action on such matter is to be taken. The minutes of the meeting shall reflect the individual's abstention from voting.

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This policy is not intended to prohibit Directors and committee members from furnishing services or goods or otherwise entering into business relationships with WCBCS. However, such an arrangement or contract must be pursuant to an arm's length agreement for fair and reasonable consideration, with the exception that WCBCS may receive donated or discounted goods and services. The Policy on Conflict of Interest is adopted for the guidance of the Directors and committee members and is to be enforced solely by the Board of Directors. The Board will assure that it remains free from undue influence from any political entity or other external body. As a non-denominational Christian College & Seminary, the Board is responsive to, but is not unduly influenced by any denomination, church, or other religious entity.

A. Conflict of Interest Policy

The purpose of this conflict of interest policy is to protect this corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or Director of the corporation or any "disqualified person" as defined in Section 4958(f)(1) of the Internal Revenue Code and as amplified by Section 53.4958-3 of the IRS Regulations and which might result in a possible "excess benefit transaction" as defined in Section 4958(c)(1)(A) of the Internal Revenue Code and as amplified by Section 53.4958 of the IRS Regulations. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Definition (a) Interested Person. Any Director, principal officer, member of a committee with governing board delegated powers, or any other person who is a "disqualified person" as defined in Section 4958(f)(1) of the Internal Revenue Code and as amplified by Section

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53.4958-3 of the IRS Regulations, who has a direct or indirect financial interest, as defined below, is an interested person.

(b) Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family: (i) An ownership or investment interest in any entity with which the corporation has a transaction or arrangement, (ii) A compensation arrangement with the corporation or with any entity or individual with which the corporation has a transaction or arrangement, or (iii) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the corporation is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest.

B. Conflict of Interest Avoidance Policies

1) Duty to Disclose In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2) Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3) Procedures for Addressing the Conflict of Interest

An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the

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vote on, the transaction or arrangement involving the possible conflict of interest. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. After exercising due diligence, the governing board or committee shall determine whether the corporation can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested Directors whether the transaction or arrangement is in the corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

4) Violations of the Conflicts of Interest Policy

If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the member's response and after making a further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

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5) STANDING COMMITTEE PRINCIPLES

Committees may be used to help make the Board more effective and efficient. They shall minimally interfere with the wholeness of the Board's job and seek never to interfere with delegation from Board to President. Board committees may not speak or act for the Board except when formally given such authority. Unless otherwise directed by the Board, committees are not established with the intention that they will exercise authority over staff. In keeping with the Board's broad focus, Board committees will normally not have direct dealings with current staff operations. Because the President works for the full Board, he or she will not be required to obtain approval of a Board committee before an executive action. These policy guidelines apply to committees appointed by the Board to help the Board do its work. They do not apply to committees or task forces established by the President.

A. Executive Committee

This committee arranges for the execution of orders and Resolutions not otherwise specifically provided for by the Board of Directors. Between meetings of the Board, and, in accordance with the general policy of the Board, it will have the care and direction of matters pertaining to the welfare of WCBCS, and especially will discharge such duties as the Board may assign to it from time to time. The members of this committee will include five Board officers, including the Chairman, Secretary, Treasurer, and Vice President.

B. Finance / Audit Committee

This committee reviews financial and campus operational issues of WCBCS. The committee will recommend policy to the Board regarding financial operation, human resources, and technological operations. The Committee will hire an independent auditor to conduct an annual audit of WCBCS finances. This committee will serve as the audit committee of the Board. This committee also recommends to the Board policy regarding fund raising,

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admissions, and church and constituency relations. It will recommend to the Board any new major fund raising initiatives.

C. Academic Affairs Committee

This committee evaluates the system of instruction, educational effectiveness, management, and all other matters pertaining to the educational objectives of WCBCS and makes policy recommendations to the board. It will be actively involved in the tenure evaluation of individual faculty members—receiving the President's tenure nominations and taking to the board recommended tenure action.

D. Student Affairs Committee

This committee evaluates the system of student, student life ministry, management, and all other matters pertaining to the educational objectives of WCBCS and makes policy recommendations to the board. The committee will recommend to the board policy regarding Christian service and student honor. It will be actively involved in the student evaluation of individual spiritual formation—receiving the President's nominations and taking to the board recommended student life in the online campus.

E. Governance Committee

This committee provides continuous oversight of the bylaws, develops a roster of potential board members based on the board profile, nominates new Directors, orients and trains board members, evaluates the governance process and the contributions of individual Directors, and otherwise helps the board improve in governance. The Vice Chairman of the Board of Directors will chair and select this committee of two to four additional members plus the President.

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6) ADVISORY GROUPS

The Board authorizes the following advisory groups as the school grows and is deemed as being necessary:

A. Board of Advisors

This Board consists of up to 30 members who serve as advisors to and advocates for West Coast Bible College & Seminary. Members serve for three-year terms, and members may be reelected for unlimited additional terms. Members are expected to: (1) stay current on University issues, (2) respond by telephone or electronically to requests for advice on specific issues, (3) periodically meet with the President or his or her representatives, individually or in small groups, to offer counsel on WCBCS, (4) advance WCBCS through their network of influence, and (5) financially support WCBCS.

B. Board of Reference

Members of the Board of Reference are appointed by the President. Members serve for an unlimited period of time. Members of the Board must have an international, national, or regional constituency of their own, and each member represents all three priorities of WCBCS: a) commitment to academic excellence; b) evangelical Christian focus in his/her personal work and life; c) possessing a desire to include the broad mix of God's people. Members (1) allow WCBCS to list the membership of the WCBCS Board of Reference in publications; (2) consider WCBCS in their priorities for speaking engagements; (3) occasionally include their writings in WCBCS publications.

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7. BOARD - PRESIDENT / STAFF

1) DELEGATION TO THE PRESIDENT

While the Board's job is generally confined to establishing the broadest policies, implementation and subsidiary policy development is delegated to the President.

A. All Board authority delegated to staff is delegated through the President, so that all authority and accountability of staff—as far as the Board is concerned—is considered to be the authority and accountability of the President.

B. Board policies direct the President to achieve certain results; Executive Parameters/ Limitations policies constrain the President to act within acceptable boundaries of prudence and ethics. Beyond the written Board policies and executive means, the President is authorized to establish all further policies, make all decisions, take all actions and develop all activities as long as they are consonant with a reasonable interpretation of the Board's policies.

C. The Board is responsible to assure presidential performance against the Board's written priorities and within Executive Parameters.

D. The Board may change its policies during any meeting, thereby shifting the boundary between Board and the presidential domains. Consequently, the Board may change the latitude of choice given to the President, but so long as any particular delegation is in place, the Board and its members will respect and support the President's choices. This policy does not prevent the Board from obtaining information in the delegated areas. Changes to the policy manual are to be implemented immediately after being positively voted by the Directors.

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2) PRESIDENT'S JOB DESCRIPTION

As the Board's single official link to the operating organization, the President's performance will be considered to be synonymous with organizational performance as a whole.

Consequently, the President's job contributions can be stated as performance in two areas: (1) organizational accomplishment of the provisions of written Board policies, and (2) organizational operations within the boundaries of prudence and ethics established in Board policies on Executive Parameters/Limitations.

The President's Job description is as follow:

1. Serve as primary staff for the Board of Directors

A. Coordinate with West Coast Bible College & Seminary Chair meeting and retreat agendas, as requested by The Board.

B. Attend all regular and special meetings of the West Coast Bible College & Seminary Board of Directors.

C. Support all Board of Director Committees.

D. Keep Board of Directors informed by timely reports deemed necessary by the Executive Director, required by the Board, required by the by-laws, and/or required by law.

E. Identify and research issues for the Board of Directors.

F. Plan and execute the operations of West Coast Bible College & Seminary in accordance with the by-laws and policies of the Board.

G. Develop and present to the Executive Committee a strategy for accomplishing the objectives of the Board of Directors.

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2. Serve as primary contact for Information and Communications

- A. Public Relations
- B. Serve as community liaison
- C. First point of contact or spokesperson as appropriate
- D. Information repository
- E. Maintain a personal understanding of local, state and federal laws and regulations as they apply to the mission and operations of the organization.

3. Serve as principal fund raiser

- A. Research grant opportunities; pursue grants as directed by the Board of Directors.
- B. Develop corporate partners for current projects.
- C. Develop fund raising vehicles for the organization.
- D. Membership development.

4. Manage Office Staff

- A. Supervisor of office staff (including conducting staff evaluations).
- B. Develop office staff position descriptions and make hiring and termination decisions in collaboration with the Board of Directors.
- C. Recruit and screen candidates for office staff positions.
- D. Back up other staff as necessary.
- E. Finance and budget oversight.

5. Other Duties as Assigned

The Executive Director shall report to and be supervised directly by the West Coast Bible College & Seminary Chair. The Executive Director shall supervise the office staff and any other employees. The Executive Director shall be subject to performance reviews conducted by the Personnel Committee of the Board of Directors at six month intervals.

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Compensation of the Executive Director shall be that recommended by the Executive Committee and approved by the Board of Directors.

PROFICIENCIES:

1. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
2. Ability to lead WCBCS within the framework of its resources and demonstrated ability to handle administrative duties and dealing with people.
3. Ability to plan, organize, implement, evaluate, and modify financial programs, informational support systems, and processes.
4. Ability to foster a cooperative work environment.
5. Employee development and performance management skills.
6. Strong interpersonal skills and the ability to work effectively with a wide range of constituencies.
7. Ability to communicate clearly both orally and in writing.
8. Effective management skills, leadership skills, analytical skills, organizational skills, and math and budgeting skills.
9. Complete agreement with the mission of WCBCS and its philosophy of education.
10. Complete agreement with the mission of WCBCS's Statement of Faith.
11. Complete agreement with WCBCS's standards of conduct for faculty and staff.

EDUCATIONAL REQUIREMENTS:

An earned doctorate degree appropriate for the role of University President.

REQUIRED EXPERIENCE:

Minimum 10 years of experience in an executive position in an institution of higher education or in a church setting.

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3) MONITORING PRESIDENTIAL PERFORMANCE

Monitoring executive performance is synonymous with monitoring organizational performance against written Board policies and on Executive Parameters/Limitations. Any evaluation of presidential performance, formal or informal, should be derived from these monitoring data. The purpose of monitoring is simply to determine the degree to which Board policies are being fulfilled. Information that does not do this will not be considered to be monitoring. Monitoring will be as automatic as possible, using a minimum of 1% Board time so that meetings can be used to consider the future rather than to review the past.

4) BIENNIAL PERFORMANCE REVIEW OF THE PRESIDENT

In addition to ongoing monitoring, the Board of Directors will provide a specific opportunity for the President to present a self-evaluation and for board members to organize their evaluation of the President's performance and have it presented in a face-to-face debriefing with the President. The process for this evaluation shall include the following: The President will submit a draft of his or her priorities for the coming year. During an "evaluation conversation" the priorities will be refined to meet the satisfaction of both the President and the Committee (the Chairman will form an ad hoc committee from among the board for this purpose). The following year's priorities will be used as the primary standard by which the President's performance is measured, along with the defined responsibilities of the President included in WCBCS bylaws. The committee may elect to have an "evaluation conversation" with the President or decide to meet together without the President. In addition, the committee may choose to talk informally or formally with other WCBCS employees, students, constituents, and/or resource persons, and may at times use other mechanisms to gather information which will give them a full picture of the President's work and leadership of WCBCS. The committee will prepare a written evaluation of the president's performance

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and the full board will approve and enter the evaluation into the minutes of the fall meeting. With appropriate consultation, the chair of the board will set the President's compensation to be approved by the board for the coming year.

5) COMMUNICATION AND COUNSEL TO THE BOARD

With respect to providing information and counsel to the Board, the President may not permit the Board to be uninformed about matters essential to carrying out its policy duties.

Accordingly, he or she may not:

- A. Let the Board be unaware of relevant trends, anticipated adverse media coverage, material external and internal changes, and particularly changes in the assumptions upon which any Board policy has previously been established.
 - B. Fail to submit the required monitoring data in a timely, accurate and understandable fashion, directly addressing provisions of the Board policies being monitored.
 - C. Fail to marshal as many staff and external points of view, issues and options as needed for fully informed Board choices.
 - D. Present information in unnecessarily complex or lengthy form
 - E. Fail to provide a mechanism for official Board, officer or committee communications.
 - F. Fail to deal with the Board as a whole except (1) for fulfilling reasonable individual requests for information or (2) for responding to officers or committees duly charged by the Board.
 - G. Fail to report actual or anticipated noncompliance with any policy of the Board The President shall not cause or allow any practice, activity, decision or organizational circumstance which is either imprudent or in violation of commonly accepted business and professional ethics.
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8. STRATEGIC PLANNING

The major components of the planning model are described below. By focusing on these core areas, it is believed that WCBCS will be able to implement changes and improvements effectively.

A) THE UNIVERSITY MISSION STATEMENTS AND 20/20 AGENDA

The University revisits its mission statement every three years, with the last revisions being in 2009. The Mission statement remains a guiding force for all University activities, decisions and operations. It shall remain of critical importance in any planning process. The 20/20 Agenda is an overarching summary of WCBCS's priorities for the near future.

B) THE BOARD POLICY MANUAL

The Board Policy Manual is the device and document that directs all Board action on behalf of WCBCS. Reviewed at every Board meeting, the policy manual sets forth the broad parameters under which WCBCS administration can work and clearly delineates the administrative functions of the WCBCS staff. Key staff personnel will serve on the Administrative Council under the direct supervision of the President. The manual provides for a "policy centered" Board that is able to document its policies in a single, concise form and easily refer to them and revise them when necessary. The Board Policy Manual works in conjunction with the minutes of the Board to provide for an institutional memory that is accurate and adequate.

C) FOCUSED UNIT AUDITS To ensure continued improvement and enhancements to all functional areas of WCBCS -- including academic divisions -- each unit will be qualitatively assessed on a five-year rotation. Each area will begin with a self-assessment directed by a Focused Audit Template that will direct each unit to evaluate a variety of operational areas

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Year	Unit	Responsibility
1	Ministry Programs	Academic Dean
2	Christian Distinctive	President
2	Students & Students Services	VP of Students
2	Technology	Director of Information Technology
3	Marketing & Recruitment	Registrar & Students Development
3	Staff & Administration	Admission Director

Year	Unit	Responsibility
3	Faculty	Academic Dean
3	Public Relations	President
4	Finances	Board Member
5	Governing Board of Directors	Board Member
5	Online & Regional Location	Admission Director

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4) ANNUAL QUALITY ENHANCEMENT AGENDAS

This brief report will note the two or three most important areas of improvement the unit will be addressing during the next twelve to eighteen months. One way of looking at these is to ask the question, "In addition to my regular objectives, what are the most pressing needs I plan to address in the next twelve to eighteen months?" By answering this question, reflecting upon assessment data including the current compliance document, and outlining actions planned to address the issues raised, each unit will develop a road map of planned improvements toward which to direct energy and resources are the most pressing needs I plan to address in the next twelve to eighteen months?" By answering this question, reflecting upon assessment data including the current compliance document, and outlining actions planned to address the issues raised, each unit will develop a road map of planned improvements toward which to direct energy and resources.

5) UNITS' OPPORTUNITY REPORTS

The Opportunity Reports will work in conjunction with the Quality Enhancement Agendas to document opportunities and challenges that may have arisen during the previous planning cycle. Quality Enhancement Agendas will address planned events, while Opportunity Reports will discuss new opportunities. These are often issues that arise quickly and must be addressed forcefully. Thus, while planned improvements on a Quality Enhancement Agenda may address a unit's growth and enhancement, if a new opportunity presents a new or more effective way of addressing a unit's function, the unit may make a positive report on its Opportunity Report. While many opportunities are wholly positive, others may well fall into the category of threat or challenge. Notations of such a nature will nevertheless be useful to the Administrative Council in future planning sessions.

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6) THE RESOLUTION TEAM ACTIVITIES AND REPORTS

Resolution Teams are short-action teams established when an issue arises that crosses the areas of administrative responsibility of the deans or other senior executives. When such an issue is recognized, the President appoints appropriate personnel to a Resolution Team and charges that team with the expeditious resolution to the problem. The appointed Team meets and develops various solutions which honor WCBCS's vision and mission, adhere to recognized good management practices and meets the administrative needs of the areas affected. When such a resolution is developed, it is presented to the Executive Council as a whole before implementation. Many Universities have found this approach to be an efficient way of addressing areas of concern rapidly and with appropriate input from a variety of administrative units.

7) ANNUAL PERFORMANCE REVIEWS

To ensure that the maintenance objectives of each unit's everyday operations are being met, Annual Performance Reviews of each full-time and part-time salaried staff member will be conducted. Unit operations and efficiency, customer service, quality and mission focus will be addressed for each such staff member. The unit's annual Quality Enhancement agenda and opportunity reports will also be reviewed at this time. Among the items comprising faculty evaluations are course evaluations and other mechanisms fully described in the Faculty Handbook.

8) BUDGETING PROCESS AND EVALUATION

The budget cycle will continue on its regular schedule, as described in this handbook, with budget elements linked to Annual Quality Enhancement Agendas and Opportunity Reports as well as the one-year plan in the Planning Document.

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9) QUALITY ASSURANCE SURVEYS

An important component of the planning process of WCBCS is the gathering of timely and meaningful data to support decision-making across all operational units. To this end, a pervasive system of surveys will be instituted. Survey questions are developed and survey distribution channels are constructed to ensure a broad response from all elements of the campus and especially, the student body. Survey questions are devised with input from unit heads, with special attention given to the areas undergoing Focused Unit Reviews.

9. FINANCES

1) FINANCIAL PLANNING

Budgeting any fiscal period shall not deviate materially from the Board's priorities, shall not risk fiscal jeopardy, or fail to show a generally acceptable level of foresight. Accordingly, the President must:

A. Develop a budget that assures accurate projections of revenues and expenses, separation of capital and operational items, cash flow and subsequent audit trails, and disclosure of planning assumptions. The fiscal-year budget shall be approved by the Board during the spring meeting, and updated based on fall enrollment and tuition during the fall meeting.

B. Develop plans so that the projected expenses will be less than the projected income in any fiscal year.

C. Not materially deviate from Board-stated priorities in its allocation among competing budgetary needs.

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2) FINANCIAL CONDITION

With respect to the actual ongoing condition of WCBCS's financial health, the President may not cause or allow the development of fiscal jeopardy or loss of allocation integrity.

Accordingly, the President will properly manage the financial issues of WCBCS, with Board approval required only for any of the following:

- A. Making any contracts or legal matters involving funds, stocks, goods or real estate greater than \$10,000.00 requires the signature of the President and the Chairman of the Board.
- B. Purchases in excess of \$1,000.00 that have not been previously approved in the budget must be approved by the Executive Committee.
- C. Borrowing money.
- D. Investing the endowment funds as instructed by the Board.
- E. Failing to meet the covenant demands included in bond or loan agreements.

3) ASSET PROTECTION

The President may not allow assets to be unprotected, inadequately maintained nor unnecessarily risked. The President must:

- A. Ensure against theft and casualty losses and against liability losses to Board members, staff or the organization itself beyond the minimally acceptable prudent level.
 - B. Never unnecessarily expose the organization, its Board or staff to claims of liability.
 - C. Never receive, process or disburse funds under controls insufficient to meet the Board-appointed auditor's standards.
 - D. Invest or hold operating capital in secure instruments, including insured checking accounts and bonds of at least AA rating, or in interest-bearing accounts except where necessary to facilitate ease in operational transactions.
-

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E. Gain Board approval to purchase, encumber or dispose of real property.

F. Assure systems are in place that requires students to fulfill in a timely manner their financial obligations to WCBCS.

4) COMPENSATION AND BENEFITS

With respect to employment, compensation and benefits to employees, consultants, contract workers and volunteers, the President may not cause or allow jeopardy to fiscal integrity or public image. Accordingly, he or she may not change the President's own compensation and benefits, promise or imply permanent or guaranteed employment, nor establish current compensation and benefits that deviate materially from the geographic or professional market for the skills employed.

A. Salary increases will normally be awarded beginning on January 1, rather than with the start of the academic year.

B. The Board authorized policy offering tuition remission to employees will be implemented by the human resources division.

C. The goal is that faculty salaries be increased or limited for the WCBCS salaries by academic rank to maintain at or about the 5% percentile among similar schools of the accredited adjusted for local cost of living.

5) ADDITIONAL FINANCIAL POLICIES

Employees who are ministers of their denomination, and are eligible for a portion of their compensation being designated as a housing allowance, shall be allowed this housing designation in their compensation. The Chair of the Board will set each individual housing allowance with the approval of the Board.

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10. ADMINISTRATION

Differences between Governance and Administration Administrators should not usurp governance duties, nor should board members usurp administrative duties. The board sets a policy and the administration implements that policy. Reports from the administration show how a policy is being carried out. The administrators are not to revise or ignore that policy. The board is not to interfere with daily operations.

1) PRESIDENTIAL ROLES AND AUTHORITY

A. Delegation to the President. While the board's job is generally confined to establishing the broadest policies, implementation and subsidiary policy development is delegated to the President. All board authority delegated to staff is delegated through the President, so that all authority and accountability of staff -- as far as the board is concerned -- is considered to be the authority and accountability of the President. Board policies direct the President to achieve certain results; the President Parameters/Limitations policies constrain the President to act within acceptable boundaries of prudence and ethics. Beyond the written board policies and executive means, the President is authorized to establish all further policies, make all decisions, take all actions and develop all activities as long as they are consonant with any reasonable interpretation of the board's policies.

2) RELATING TO THE ADMINISTRATION

Board members must not become distracted from their work by becoming involved in the daily operations of the school. The board's specific contributions are unique to its directorship role and necessary for proper governance and management. The President and his or her team are responsible to carry out the policies. The board will ensure the accomplishment of policy

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by annually reviewing the President based upon mutually agreed to (and written) expectations. The board will not supervise other administrators or staff. The board will encourage and nurture the President and his or her staff through good policies, fair compensation, and appropriate involvement. Board members are strongly encouraged not to explore specific issues of concern with individual faculty, staff or students, but to refer their concern to the board as a whole, or to the president. Individual board members will have no authority to act for the University outside of the board meeting.

3) FACULTY ROLE IN SHARED GOVERNANCE

The faculty may share specific delegated authority in matters of curriculum and degree requirements, under the ultimate accountability of the President to the board.

11. INVESTMENT POLICY

- 1) The Board of Directors will maintain responsibility for all investment matters of the corporation. It may form a Finance Committee consisting of three or more members of the board who will be duly nominated and elected to such positions.
 - 2) The board shall nominate and elect committee members that have significant knowledge and experience with regard to investing. The Finance Committee may propose and/or maintain policies and procedures that the full board will periodically review and revise including investment policies for the corporation. Such policies and procedures must protect the interests of the corporation in the fulfillment of its mission and goals. These policies and procedures are also to be in accord with biblical principles.
 - 3) Daily supervision of transactional and administrative paperwork pertaining to investments may be delegated either to a business manager or to the Finance Committee.
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4) Investment policies shall be conservative, prioritizing safekeeping of principal. Aggressive growth funds that present higher risk shall be avoided. Normal growth funds may be suitable, in some cases, and any funds designed for growth shall be well diversified.

5) Our policies for ethical implications of investments are as follows: Companies whose primary products are pornography, alcoholic, tobacco or gambling are not to be used in the portfolio.

6) Our policies for careful safeguarding of funds are as follows: An independent, third party will hold endowed assets of financial instruments and submit monthly statements of accounts.

7) As a measure to prevent mistakes, fraud, embezzlement and conflicts of interest, a regular audit will be conducted at the discretion of the board. Since the corporation's independent auditor will not review all financial transactions, the board will conduct a review of major expenses.

12. BOARD DEVELOPMENT

1) PROCEDURE AND AGENDA FOR BOARD ORIENTATION

The new member is not permitted to vote in board meetings until orientation is completed. The first step is for the Personnel Committee to give the current copy of this manual to the new member. Once the new member has completed the reading of the Board Handbook, he or she is to inform the chairman of the board. The chairman will then discuss the five-year vision and highlights of the five-year plan. The chairman will also give the new member a copy of the five-year plan. The next step is for the President to discuss the current state of the school. This will include highlights from the last annual institutional research report. The President will also give the new member a copy of the institutional research report. At this point, the new

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member is qualified to vote. A board member should intentionally get to know the schools':

- *Administrators
- *Mission, Goals, and Objectives
- *History
- *Programs
- *Resources
- *Programs for Developing Funds

2) ONGOING DEVELOPMENT

For a segment of the board meeting, the board may bring in an outside evaluator to monitor the meeting and help suggest better functioning. To become effective, a board must be involved in equipping its members. Individual members are equally responsible to utilize opportunities to equip themselves. Alumni are an important source of institutional information and history, as well as donations. Therefore, it is not uncommon for the President of the alumni association to be either a non-voting or voting member of the board. In our school, regular input or reports from and to the alumni association shall be important for mutual understanding.

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BOARD MEMBER SELF-EVALUATION

This evaluation should be done by board members biennially. This evaluation will be used for the betterment of the presidential administration and communication purposes only. Please mark an "X" in the appropriate box of each question. 5 is the highest and 1 is lowest.

No	Question	1	2	3	4	5
1	Understand and delivers a vision for WCBCS effectively.					
2	Communicates with other members in a timely and responsive manner.					
3	Attends and participates all board meetings sincerely.					
4	Attends and participates all committee meetings sincerely.					
5	Actively supports the chairman and the president's vision and plans.					
6	Actively involved with fundraising activities.					
7	Practices leadership that instills enthusiasm and increases morale.					
8	Represents WCBCS well to the community beyond the campus.					
9	Executive annual plans of the board sincerely and cooperatively.					
10	Does not exceed his authority nor ask the board to make decisions that he should make on my own.					
11	Overall, I perform my role in excellent manner.					

Extra Comments: _____

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PRESIDENT EVALUATION

This evaluation should be done by board members biennially. This evaluation will be used for the betterment of the presidential administration and communication purposes only. Please mark an "X" in the appropriate box of each question. 5 is the highest and 1 is lowest.

No	Question	1	2	3	4	5
1	Communicates a vision for WCBCS effectively.					
2	Communicates with members in responsive manner.					
3	Effectively appoints and manages the administrative cabinet.					
4	Is taking the right action to manage enrollments.					
5	Actively promotes scholarly development and excellence.					
6	Is an effective fundraiser.					
7	Practices leadership that Instills enthusiasm and increases morale.					
8	Represents WCBCS well to the community beyond the campus.					
9	Executive school’s annual plans sincerely.					
10	Does not exceed his authority nor ask the board to make decisions that he should make on his own.					
11	Overall, the president performs his role in excellent manner.					

Extra Comments: _____

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WCBCS CODE OF CONDUCT

WCBCS believes in the value of personal accountability to God and others. As such, we believe that rather than having a long list of things a person should not do, our approach is to focus on how every Christ Follower is called to live. This is the official Code of conduct that directors, administrators, faculty, staff, and students must agree to abide by this code and state in writing. West Coast Bible College & Seminary affirms that:

1. Christ Followers are called to be Christ-like in attitude and actions as a testimony of what Jesus has done in their lives. (Philippians 2:5-11)
 2. Christ Followers are called to glorify God by living holy lives, abstaining from even the appearance of sin. (1 Corinthians 6:19-20; 1 Peter 1:13-16).
 3. Christ Followers are called to avoid even the appearance (every form) of sin. (1 Thessalonians 5:22)
 4. Christ Followers are called to demonstrate a love for God and for people. (Matthew 22:37-39)
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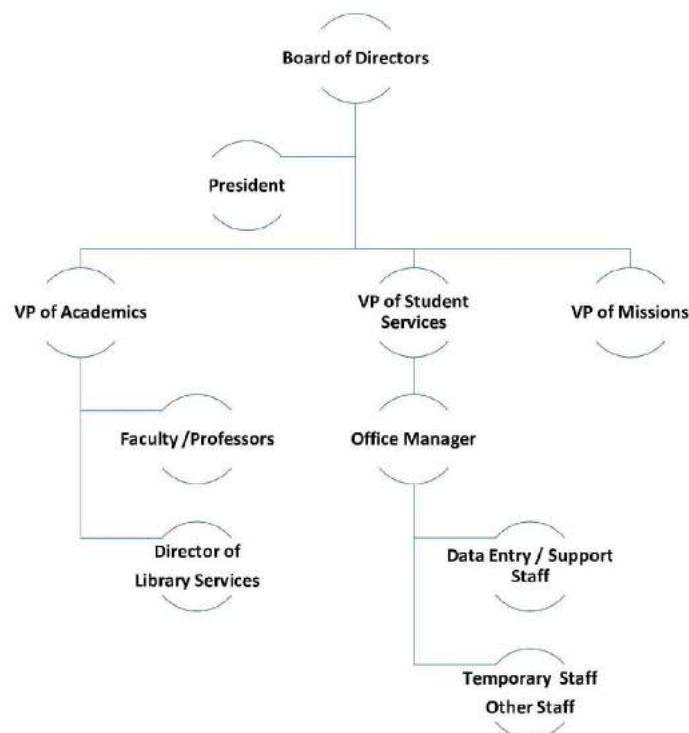
WCBCS FLOW CHART OF ACCOUNTABILITY

To bring clarity to all roles and their relationship to one another, WCBCS has created the following flow chart to help everyone understand the chain of command. If you have a problem, please go directly to your immediate supervisor as we seek to resolve issues biblically in accordance with Matthew 18.



ORGANIZATIONAL CHART

Organization & Administration



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FACULTY OF WCBCS

All faculty of WCBCS must be:

*A Christ Follower who exemplifies a life of integrity in all areas of life

*Academically qualified

*Professionally experienced *In agreement with the doctrinal beliefs, policies, and WCBCS philosophy.

1. Standards and Evaluative Criteria for Undergraduate Faculty of WCBCS - (1) There must be one full-time, contracted, academically and spiritually qualified faculty for each major/program offered, including general education, to teach and provide teaching- related duties, such as advising and curricular oversight needed for the institution, and whose job responsibilities are specifically spelled out in the contract and a job description. (2) There must be a faculty of sufficient size to exercise the duties expected of a faculty and to provide the instruction needed for the institution to fulfill its purpose. (3) Faculty members must know, understand, and respect the purpose, objectives and philosophy of the WCBCS. (1) The faculty must possess the appropriate academic credentials and experiences for their teaching assignments for students. Professors of WCBCS hold at least the master's degree in their teaching field from an accredited institution in order to teach at bachelor's level. (2) The required percentage of full-time faculty must possess a degree from an accredited institution. (3) At least thirty percent of all faculties possess the doctorate in their teaching area from an accredited institution. (4) At least twenty-five percent of all faculties must have a doctorate in their teaching field for each major offered. (1) The full-time faculty must represent a good mix of maturity and teaching experience. Full and part-time faculty employed by the WCBCS must have, on file, official personal and professional information in the appropriate institutional office such as contracts, evaluations, transcripts, and other pertinent data.

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POLICIES & PROCEDURES

1) LIFE STYLE EXPECTATIONS

Members of West Coast Bible College & Seminary are expected to: a) Live a life of obedience to the Lord b) Maintain a personal relationship with the Lord through daily devotion c) Offer grace and forgiveness to others d) Have a heart for missions and evangelism e) Support the biblical perspective of marriage f) Exemplify holiness in all areas of conduct.

By signing a faculty or staff contract, you agree to and abide by these standards.

2) DRUG FREE WORKPLACE POLICY

West Coast Bible College & Seminary has a policy of maintaining a Drug-free workplace. All employees and students are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in this institutions workplace. The workplace is defined as any facility use for WCBCS business. By signing a faculty or staff contract, you agree to and abide by these standards.

3) EQUAL OPPORTUNITY; NON- DISCRIMINATION POLICY

All aspects of West Coast Bible College & Seminary's programs will be administered in compliance with Titles VI and VIII of the 1964 Civil Rights Act; the Age Discrimination Act of 1975, as amended; Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990; Title IX of the Education Amendments of 1972. No individual will be excluded from participation in, denial benefits of, subjected to discrimination under or denied employment in the administration of or in connection with West Coast Bible College & Seminary programs because of race, color, age, disability, citizenship, handicap or political affiliation.

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West Coast Bible College & Seminary's commitment is that participation in any program shall be open to citizens and national if the United States, lawfully admitted refugees and parolees and other individuals authorized by the Attorney General to work in the United States. Additionally, global students can be admitted if they meet the WCBCS entrance requirements. West Coast Bible College & Seminary's commitment is that no individual will be intimidated, threatened, coerced, or discriminated against because of filing a complaint, furnishing information or assisting or participating in any manner in an investigation, compliance review, hearing or any other activity related to the administration of West Coast Bible College & Seminary's programs.

4) SEXUAL HARASSMENT POLICY

Sexual harassment is a violation of Section 503 of Title VII of the Civil Rights Act of 1964. It is the West Coast Bible College & Seminary's policy that all its employees have a right to work in an environment free from sexual harassment in any form. Such conduct (sexual harassment) may result in disciplinary action up to and including termination. No manager or supervisor (instructor) shall threaten or insinuate, either explicitly or otherwise to an employee that refusal to submit to sexual advances will adversely affect employee's employment, assignment, promotion, transfer, evaluation, wages, or any other term or condition of employment/enrollment.

Sexual Harassment is defined as: (1) Unwelcome physical or verbal contact; (2) Sexually explicit language or gestures; (3) Uninvited or unwanted sexual advances; (4) An offensive overall environment, including the use of vulgar language, the presence of sexually explicit photographs or other materials, and the telling of sexual stories or jokes. No employee shall threaten or insinuate, either explicitly or otherwise that refusal to submit to sexual advances will adversely affect the entrance or participation in a program.

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West Coast Bible College & Seminary prohibits other sexually harassing conduct in the workplace/College, whether committed by supervisors, non-supervisory employees, subcontractors, students, or vendors. This includes: repeated sexual advances, propositions, unwanted flirtations, continual or repeated verbal abuse of a sexual nature; graphic verbal commentaries about a person's body; gestures; or the display in the workplace/College of sexually suggestive objects or pictures. Any employee who believes that (s) he has been a victim of sexual harassment in the workplace/College should notify the President and follow the grievance procedures provided by this organization for the filing of sexual harassment complaints.

5) RACIAL HARASSMENT

West Coast Bible College & Seminary is committed to principles that enable educational and professional enhancement of all ethnic and racial groups. WCBCS seeks to emphasize the importance of community awareness and appreciation of diverse cultures within the United States of America and the world. The present and future course of the West Coast Bible College & Seminary are designed to eliminate all policies and practices that work to the disadvantage of individuals on the basis of race, and to work diligently to eliminate all forms of discrimination including institutional and personal patterns that directly and indirectly feed the destructive forces of racism. West Coast Bible College & Seminary is therefore committed to consistent efforts toward maintaining a Christ centered community free of all forms of racial harassment, and has adopted a racial harassment policy as a basis for community guidance, education, and complaint resolution. Racist and discriminatory conduct means verbal or physical behavior that explicitly demeans the race, color, ethnic ancestry, or national origin of an individual or individuals, and: (1) has the purpose or effect of interfering with the education, WCBCS-related work, or other institutionally authorized activity of a student, employee,

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official or guest; or (2) creates an intimidating, hostile, or demeaning environment for learning, working, or other activity authorized by this College. Some cases of racist and discriminatory behaviors by a student, employee, official, or guest include: (1) Physical contact or attacks for racist and discriminatory reasons. (2) Intimidation through the threat of force or violence. (3) Verbal assaults based on ethnicity that demean the color, culture or history of any person and perpetuate stereotypical beliefs about and attitudes toward minority groups. Such behaviors may include name-calling, racial slurs, slang references, and jokes. (4) Non-verbal behavior that demeans the color, culture, or history of any person, and perpetuates stereotypical beliefs about and attitudes toward minority groups. Such behavior may include name gestures, portrayals, graffiti, or acts of exclusion. In any case of racist behavior, the offended person must report the incident immediately to the President.

6) ACADEMIC FREEDOM

In institutions of higher education, like West Coast Bible College & Seminary, the principle of Academic Freedom is essential (distinctive) to the search for truth and its exposition. Freedom in research is fundamental to the advancement of knowledge and the right to Academic Freedom in its teaching aspect is fundamental for the protection of the rights of the faculty and of the students in the educational process. These concepts of Academic Freedom are promoted at West Coast Bible College & Seminary and they are elaborated as follows:

*Faculty (Professor) of WCBCS is entitled to full freedom in research and in publication of the results; subject to the adequate performance of Faculty's other academic duties. The faculty member may take on additional employment, including research for pecuniary return, without the approval of WCBCS's officer or President of WCBCS, provided it does not interfere with his/her duties at WCBCS. Faculty (Professor) of WCBCS is entitled to freedom in the classroom to discuss their subject, but should exercise this freedom in a responsible manner.

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* Faculty (Professor) members of WCBCS may exercise their rights as citizens when speaking or writing as citizens and should be free from institutional censorship or discipline, but the faculty member's special position in the community imposes special obligations. As a member of the teaching profession, and as a representative of an educational institution, the faculty member should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence, the faculty member should at all times be accurate; should exercise appropriate restraint; should show respect for the opinion of others; and should make every effort to indicate that (s)he is not speaking for the WCBCS.

* Any faculty member who believes that his/her rights have been abridged or ignored by an administrative officer or employees of West Coast Bible College & Seminary and who is unable to obtain redress which is satisfactory to the faculty member within his/her own department, shall have the right to appeal to the President of WCBCS.

CLASSIFICATION AND DESCRIPTION OF FACULTY & STAFF

1. CLASSIFICATION

1) Executive Officers Employment in this group is made up of the President and Vice Presidents.

2) Administrative Professional

Employees in this group are exempt from overtime and are compensated on a straight salary basis for the work produced and not for hours worked. They provide administrative, supervisory, or professional support directly or indirectly to Executive Officers.

3) Data Entry / Support Staff In this group are included the employees that are non-exempt from overtime and are therefore compensated for actual hours worked in the performance of the job. Positions include: clerical/secretarial, receptionist, and service/maintenance support for the educational and administrative functions of the WCBCS.

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4) Faculty (Professor) These employees are those holding degrees from accredited colleges and other universities. They are paid, at will, on a monthly basis. They are expected to complete all tasks in the job description for faculty members and are only paid for hours as specified in their contract.

5) Other Staff Employees included in this group are other non-faculty staff, hired on an emergency, short-term, temporary, or project-oriented basis. Types of Appointments to this category are referred to as Temporary or Project appointments. They are employed on an hourly basis.

2. TYPES OF APPOINTMENT

Administrative personnel, who also teach courses, are designated as possessing faculty status with faculty voting privileges. All final appointments, re-appointments, and promotions of the faculty shall be made by the President with input from the Vice Presidents. The Board of Directors will be appropriately notified.

1) Regular Full-Time Applies to Executive Officers, Administrative/Professional and Support Staff employees. A full-time employee is an individual who is appointed to an authorized position and is scheduled to work a normal 30-40 hour workweek on a regular basis for nine consecutive months (39 weeks) or more. For Executive Officers and Administrative/Professional employees, employment is of a career nature with full-time professional effort and commitment to the advancement of West Coast Bible College & Seminary. Full-time faculty consist of those teaching 15-18 academic hours per week with the remaining 25-22 clock hours dedicated to WCBCS committees, research, and administrative work. Those instructors putting in less than 40 hours per week are considered part-time adjunct faculty.

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2) Regular Part-Time Applies to Administrative/Professional and Support Staff (Clerical/Secretarial and Service/Maintenance) employees. A part-time employee is an individual who is appointed to an authorized position and is scheduled to work a normal workweek of less than 30 hours on a continuing basis, normally for nine months or more. Part-time employees do not normally work during times when WCBCS is not in session.

3) Temporary: Temporary staff employees are individuals who hold limited appointments to non-exempt positions which normally parallel clerical/secretarial or service/maintenance positions. Temporary employees may work up to 40 hours per week on specific, short-term, non-continuing appointment, normally not to exceed one year.

3. EMPLOYMENT AT WILL

Employment at West Coast Bible College & Seminary shall be at will by WCBCS. The employee can be dismissed with or without notice or cause. No representative of West Coast Bible College & Seminary has any authority to enter into any agreement for any specified period of time or to make any agreement contrary to the foregoing. Any oral statements or promises to the contrary are not binding upon WCBCS. Should such a statement be made, please confirm it with the Office of Human Resources or the President. West Coast Bible College & Seminary shall not be responsible for any statements that are not confirmed in writing by the President of Board of Directors.

4. WORKING CONDITIONS

It is the policy of the West Coast Bible College & Seminary to provide a safe and healthy work environment for its employees. (Being a 100% online school means most professors will work from home, so these policies will directly affect those working in the offices)

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If an unsafe or unhealthy work situation is identified or believed to exist, a report of the condition should be made immediately to the President in written form via email. The situation will be investigated and, where indicted, corrective action taken.

5. SUPERVISORY RESPONSIBILITIES

In order for West Coast Bible College & Seminary to operate efficiently, it is essential that supervisors carry out their delegated responsibilities in accordance with the organizations goals and objectives. It is the responsibility of an effective supervisor to: 1) Assign and review work; ensure the proper completion of day-to- day work in his or her area of responsibility. 2) Ensure appropriate on-the-job training and employee orientation to the department or work area. 3) Actively promote equal opportunity and affirmative action, looking for the best qualified candidates. 4) Promote safe work practices and conditions. 5) Establish standards and expectation for work performance. 6) Evaluate employee's job performance. 7) Advice and counsel employees regarding their performance. 8) Serve as the primary resource for employees, as well as assist with their work- related problems, whenever appropriate. Almost any action taken concerning employees begins with the recommendation of the supervisor. The responsibilities listed above cover the essential part of supervisor's duties, but are not intended to be complete.

6. RESPONSIBILITIES OF FACULTY, STAFF

West Coast Bible College & Seminary seeks to attract and retain capable and motivated individuals who recognize the need to meet certain basic responsibilities. These responsibilities include, but are not limited to, those listed below. Some or all of these responsibilities may seem like common sense to anyone, but they are listed to prevent any misunderstanding between WCBCS and its staff member. The responsibilities are:

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1) To perform each task quickly, safely, and well. 2) To be at work when scheduled, fulfilling the regular work hours/day. 3) To notify the supervisor no later than your normal starting time if you are unable, for any reason, to report as scheduled. 4) To use work hours for work related activities only. 5) To cooperate with reasonable requests from co-workers. 6) To respect the confidentiality of sensitive information. 7) To keep all school and office related matters undisclosed to people unaffiliated with West Coast Bible College & Seminary. 8) To respect the rights of others. 9) To respect the property of others and West Coast Bible College & Seminary and to use WCBCS's property only for legitimate work purposes, unless specific authorization has been received by the President of West Coast Bible College & Seminary. 10) To abide by the Lifestyle Expectations of West Coast Bible College & Seminary.

SOCIAL SECURITY

West Coast Bible College & Seminary employees who are not licensed or ordained ministers participate in the Social Security Program. In addition to being a substantial supplement to the West Coast Bible College & Seminary Retirement Program, Social Security provides benefits to persons who become disabled before reaching the age of 65. The Mediocre provisions of the Social Security law are applicable to those reaching the age of 65. In some instances it also provides benefits to the totally disabled person. The cost of this insurance is fixed by law and is paid equally by the individual and WCBCS.

CLASSIFICATION AND COMPENSATION PROGRAM

There are three major objectives of the compensation program at West Coast Bible College & Seminary: 1. It is designed to recruit, retain, and promote the growth of highly qualified individuals. 2. This objective intends that the salary practices be internally equitable and competitively attractive, as influenced by external markets. 3. WCBCS's program of employee

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compensation must be structured on economic reality and administered in a manner that ensures uniform and consistent opportunity and consideration for all employees.

JOB DESCRIPTIONS, EVALUATION

Support Staff positions are evaluated on job content. Job facts are usually obtained by descriptions provided through the completion of position questionnaires and by direct interviews with employees and supervisory personnel. The questionnaire is the source document utilized in the evaluation process.

1. POSITION OF JOB - WCBCS Executive Director / President Job Description

The Executive Director shall perform the following tasks or duties:

1. Serve as primary staff for the Board of Directors.

A. Coordinate with West Coast Bible College & Seminary Chair meeting and retreat agendas, as requested by The Board.

B. Attend all regular and special meetings of the West Coast Bible College & Seminary Board of Directors.

C. Support all Board of Director Committees.

D. Keep Board of Directors informed by timely reports deemed necessary by the Executive Director, required by the Board, required by the by-laws, and/or required by law.

E. Identify and research issues for the Board of Directors.

F. Plan and execute the operations of West Coast Bible College & Seminary in accordance with the by-laws and policies of the Board. G. Develop and present to the Executive Committee a strategy for accomplishing the objectives of the Board of Directors.

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2. Serve as primary contact for Information and Communications

A. Public Relations

B. Serve as community liaison

C. First point of contact or spokesperson as appropriate

D. Information repository

E. Maintain a personal understanding of local, state and federal laws and regulations as they apply to the mission and operations of the organization.

3. Serve as principal fund raiser

A. Research grant opportunities; pursue grants as directed by the Board of Directors.

B. Develop corporate partners for current projects.

C. Develop fund raising vehicles for the organization.

D. Membership development.

4. Manage Office Staff

A. Supervisor of office staff (including conducting staff evaluations).

B. Develop office staff position descriptions and make hiring and termination decisions in collaboration with the Board of Directors.

C. Recruit and screen candidates for office staff positions.

D. Back up other staff as necessary.

E. Finance and budget oversight.

5. Other duties As Assigned

The Executive Director shall report to and be supervised directly by the West Coast Bible College & Seminary Chair. The Executive Director shall supervise the office staff and any other employees. The Executive Director shall be subject to performance reviews conducted by the Personnel Committee of the Board of Directors at two-year intervals. Compensation of the Executive Director shall be that recommended by the Executive Committee and approved by the Board of Directors.

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2. PROFESSIONAL QUALIFICATION OF FACULTY

Faculty (professor) of WCBCS must first and foremost be excellent spiritual and moral examples for our students. Additionally, they must qualified educationally and experientially to give instruction to our students. They must also adhere to the WCBCS Biblical Foundations Statement, Mission Statement, Core Values, Institutional Objectives, Student Core Competencies, and WCBCS Philosophy of Education. Each member of the WCBCS Ministries team is required to submit an electronic agreement with these statements to be kept on file in the WCBCS offices and in our online filing system.

Standards and Evaluative Criteria of Undergraduate Professor of WCBCS

- 1) There must be one full-time, contracted, academically and spiritually qualified faculty for each major/program offered, including general education, to teach and provide teaching-related duties, such as advising and curricular oversight needed for the institution, and whose job responsibilities are specifically spelled out in the contract and a job description.
 - 2) There must be a faculty of sufficient size to exercise the duties expected of a faculty and to provide the instruction needed for the institution to fulfill its purpose.
 - 3) Faculty members must know, understand, and respect the purpose, objectives and philosophy of the WCBCS.
 - 4) The faculty must possess the appropriate academic credentials and experiences for their teaching assignments for students. Professors at WCBCS must hold at least the master's degree in their teaching field from an accredited instruction in order to teach at bachelor's level. Professors at WCBCS must hold at least the doctoral degree in their teaching field from an accredited instruction in order to teach at master's level.
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- 5) The required percentage of full-time faculty must possess an earned accredited degree from an accredited institution. At least thirty percent (30%) of all faculties possess the doctorate in their teaching area from an accredited institution. At least twenty-five percent (25%) of all faculties hold the doctorate in their teaching field for each major offered.
- 6) The full-time faculty must represent a good mix of maturity and teaching experience.
- 7) Full and part-time faculty employed by the WCBCS must have, on file, official personal and professional information in the appropriate institutional office such as contracts, evaluations, transcripts, and other pertinent data.

ATTENDANCE POLICY OF STUDENT

Since WCBCS is 100% online, student attendance is measured through their completion of the various class modules and is based on approximately 60-70 hours of class assignments including lectures, reading assignments, discussion boards, and various other projects assessed in the modules.

- 1. COURSE COMPLETION LENGTH** - WCBCS students have six months to complete a course that they have started. This will change June 1, 2016.
- 2. APPEALS PROCESS** - If a student does not complete the course in the specified time, they may apply for an extension by emailing the Vice President of Student Services. An extension fee may apply.
- 3. ASSIGNMENTS** - Students are expected to spend a total of 60-70 hours per each course in completing the various modules. This timeframe could possibly vary resulting in more or less hours based on a student's learning style and academic abilities.
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1. SALARY GRADE AND RANGE

West Coast Bible College & Seminary has established a salary grade structure for classifying positions in the Administrative/Professional, Support Staff / Data Entry, and Service Maintenance employment categories. Each employee group has a specific number of salary grades and each salary grade has a pay range identified by a minimum, a midpoint, and maximum of the range. The pay plans for each employee group are set and reviewed by the Board of Directors to reflect the goals of internal equity and external competitiveness. Periodic salary surveys may be conducted as a part of this process.

2. DETERMINANTS OF PAY

It is the policy of WCBCS to hire Support Staff employees at a pay-rate from the minimum to the midpoint of the salary range. In determining the starting hourly rate of pay, careful attention is given to the individual's level of education, skills, and relevant experience.

3. SALARY INCREASES

Regular full and part-time Support Staff employees may receive salary increases consistent with guidelines and rates approved by the Board of Directors. The compensation program of West Coast Bible College & Seminary also provides that discretionary increases based on performance may be authorized annually and may be given as a reward for performance to regular, full and part-time employees. A discretionary increase may be given once a year provided the increase does not result in exceeding established salary ranges.

4. TUITION BENEFIT FOR EMPLOYEES

Full-time employees are eligible immediately upon hire to receive free tuition for coursework at the West Coast Bible College & Seminary, subject to the following conditions: 1) It must not

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interfere with their workload. 2) Request for the tuition benefit should be made in an email to the President. 3) Employees must apply to the Office of Admissions for the West Coast Bible College and must be admitted according to published admissions standards and deadlines. 4) Cost of registration, books, and fees are not included. 5) Full spousal and child grants are available, and can be applied for by email the President to take advantage of this offer. Cost of registration, books, and fees are not included.

5. LEAVE OF ABSENCE

West Coast Bible College & Seminary will consider requests for leave of absence, without pay, from full and part-time staff members employed for more than six months. A leave of absence is normally granted for medically related purposes. This includes maternity or other temporary disabilities that prevent an employee from performing assigned duties. A leave of absence without pay will normally be granted for periods not exceeding three months, and will normally follow the use of paid sick leave and any applicable short-term leave. A formal leave may also be granted for education where WCBCS will derive direct or indirect benefit upon your return to work, and for exceptional reasons. During a period of formal leave of absences, West Coast Bible College & Seminary's contribution to the retirement plan will cease. All employees' privileges will terminate for the period of the leave of absence. At the time of the return, the employee can be reincorporated to the same or comparable position in his/her department at the same rate of pay. In circumstances where a formal leave of absence is not appropriate and at the discretion of the immediate supervisor and/or department head, the employee may be granted an administrative leave of absence without pay for up to one month. If the absence is expected to exceed one month, a formal leave of absence without pay must be requested. Vacation and personal leave continue to accrue during an administrative leave.

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Other benefits also remain in effect except when the administrative leave of absence results in a formal leave of absence. If this happens the leave of absence becomes effective retroactively to the date of the administrative leave. Full-time employees are eligible for paid parental leave of up to one week, in addition to an unpaid leave of up to seven weeks, for the birth or adoption of a child. Part-time employees who work an average of twenty hours per week and who have been employed for 12 months are eligible for an unpaid parental leave of up to six weeks for the birth or adoption of a child. Parental leave may not begin later than six weeks after birth or adoption, and normally may not be used in conjunction with sick leave or short-term disability leave. Employees are entitled to reinstatement to their original or a comparable position at the same rate of pay. Request for parental leave should be submitted in writing to the President for approval and forwarded to the WCBCS office, at least, two weeks in advance of the leave.

6. BEREAVEMENT LEAVE

In the event of death in the immediate family, full-time and part-time employees will be permitted bereavement leave of up to three (3) days off with pay. Immediately family included spouse, child, parent or guardian, sister, parents-in-law, grandparents and any relative living in the employees' home. The President reserves the right to add additional time as is needed.

7. SICK DAYS AND VACATION

Every full-time employee and part-time employee will be entitled to five (5) days of absence for sickness with pay per year, after the first year of work. The entitled sick days can be taken one at a time or the five days may be taken at once. Vacation is paid leave provided by West Coast Bible College & Seminary to full-time employees at the rates indicted below. Full-time employees who work less than 40 hours per week, 12 months per year, receive vacation on a prorated basis. Vacation is accrued annually. Use of earned vacation must be approved in

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advance by the supervisor, and must be taken at times which will not interfere with the operational needs of the department. Pay in lieu of vacation is prohibited. Employees MAY NOT carry over vacation days to the next year. Vacation is given at the following levels for all employees: 1 year of employment = 1 week of vacation 2 years of employment = 2 weeks of vacation 5 years of employment and beyond = 3 weeks of vacation

8. HOLIDAYS

Paid holidays are provided to full-time employees. Paid holidays are provided to part-time employees on a prorated basis. The following paid holidays are observed by West Coast Bible College & Seminary: (1) New Years Day, (2) Memorial Day, (3) Independence Day, (4) Labor Day, (5) Thanksgiving Week, (6) Friday after Thanksgiving, (7) Christmas week and New Year's Eve. Additional holidays may be declared and determined by the President or Board of Directors of WCBCS.

9. PERSONAL LEAVE

With the permission of the immediate supervisor, personal leave time is available for those occasions when the employee must take a block of time off from work for business or personal reasons without using earned vacation for other than its intended purpose. A maximum of three (3) work-days or 24 hours, not consecutive, for not less than two (2) hours per time, will be allowed in a year of employment.

10. PRIVACY OF PERSONNEL RECORDS

Personnel files are maintained on all West Coast Bible College & Seminary employees. WCBCS respects the confidentiality of the employee's personal information and it is its intention to release information from their files only in accordance with the guidelines. The employee's

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personal file is available for review upon request to the President's Office. Official personnel records contain only job-related information that falls into the following general categories: 1) Information that the employee included with the employment application and/or resume along with employment eligibility verification. 2) Information on job changes that the employee has made that at WCBCS, including job descriptions. 3) Information that is related to benefits and compensation, including salary letters. 4) Medical information that has been provided, if any. 5) All job related letters and memos. 6) All required sign-offs, including but not limited to: a) Grievance Policy b) Drug free workplace c) Non-discrimination policy and d) Sexual harassment policy.

IMPORTANT: In response to external inquiries, the Board of Directors of WCBCS will verify dates of employment and job titles, but will provide no other information to anyone without a written authorization from the employee, unless required by statute or an appropriate court order, summons, subpoena, or search warrant. Only documented, job-related information will be used as reference data. Any inquiries of personnel information must be directed to board of directors of WCBCS.

11. PERSONAL STATUS CHANGES

It is the employee's responsibility to inform WCBCS of any change of personal status, such as marital status or the number of dependents. Changes of personal record forms are available in the board of directors of WCBCS.

12. CAREER OPPORTUNITIES/JOB POSTING

Full and part-time staff vacancies will be first announced internally, and then posted on the West Coast Bible College & Seminary website. A position must be posted for a minimum of five workdays from the publishing date before it can be filled. Employees who feel they meet the requirements of a posted position must contact the board of directors of WCBCS for an

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application. Employees serving an introductory period are not eligible for transfer or promotion until they have successfully completed the six-month probationary period. Any employee selected for promotion is expected to give the present supervisor the usual two-week notice, and will be required to serve an introductory probationary period of six months in the new position.

13. PROMOTION AND TRANSFER

A promotion is defined as a job change, following the process of competitive recruitment, to a position classified at least one salary grade higher. An employee who is promoted will receive a 10 percent salary increase or the minimum of the new salary range, whichever is greater. A transfer is defined as a job change to a position classified at the same salary grade. A transfer is sometimes referred to as a lateral job move. No introductory probation period is required.

14. JOB POSITION

Re-allocation is defined as the upward or downward salary grade movement of a position because of increased or decreased job duties and responsibilities. Employees whose positions are re-allocated to a higher salary range as a result of a reevaluation of the position are eligible for salary increases based upon their knowledge, skills, abilities, and experience. All salary recommendations are subject to the approval of the Board of Directors of WCBCS. If the re-allocation is to a lower salary range as a result of re-evaluation of the position will not experience any change in salary. The adjustments will occur only when the job is vacated. No introductory period is required.

15. LUNCH PERIOD, REST BREAK PERIODS

An unpaid lunch period is provided to all Support Staff employees daily. This lunch period should be coordinated with other staff member's schedules and approved by the supervisor. Every employee is entitled to a rest break for every two (2) hours of work time. This period is

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just to break the routine, not to leave the premises. Normally these breaks are taken mid-morning and mid-afternoon, and are not to be used to make up any working time, or to leave a work session earlier. These breaks are to be coordinated with a supervisor.

GENERAL DUTIES

1. DEMOTION

1) A demotion is defined as a job change to a position classification at least one salary grade lower.

2) A demotion may be voluntary or it may be the result of an action initiated by WCBCS.

3) A salary adjustment is associated with this job change.

4) An employee's salary will be adjusted to the same relative position in the new range that (s) he had in the old range. No introductory period is required.

2. PERFORMANCE EVALUATION

It is important that the employee knows what is expected on the job. This is accomplished initially through the job description when the employee starts to work at this College. In addition to the initial six- month introductory probation review, the new employee will be reviewed by the supervisor periodically as is deemed necessary. Evaluations are based on job content and performance standards that have been established prior to the time the performance was evaluated by the supervisor.

3. TRAINING AND DEVELOPMENT

Whenever possible, West Coast Bible College & Seminary provides opportunities for the education, training, and development of staff employees. Emphasis is placed on courses and programs which have been determined to be necessary and of general or specific benefit to an

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individual or a group of employees. Specially designed training programs tailored specifically for WCBCS's employees, non-supervisory, as well as supervisory are periodically provided, in addition to on-the-job training provided by many individual departments.

4. PERSONAL APPEARANCE

An employee of West Coast Bible College & Seminary is always expected to maintain a personal appearance appropriate to the work that (s) he performs. The image presented at West Coast Bible College & Seminary should be one of moderation, neatness, and good taste. If the job requires a uniform, the employee is expected to wear it. Any question about appropriate dress, must be addressed with the employees supervisor.

5. ATTENDANCE OF FACULTY

Every employee is expected to be conscientious about attendance and punctuality at work, be part of the team, and getting work done well by deadlines and in the right place. If for any reason the employee is to be late or absent from work, (s) he should personally contact the respective supervisor, no later than the normal starting time or before. Excessive absenteeism or tardiness can be grounds for counseling, warning, and terminations. Failure to personally notify the supervisor of the absence or tardiness may result in disciplinary action up to and including termination.

6. MEETINGS

Employees are responsible for attending all departmental or staff meetings called by any West Coast Bible College & Seminary's Officer. In addition, from time to time WCBCS will sponsor informational meetings regarding in institutions strategic directions, benefits, or programs provided by WCBCS.

7. RULES OF CONDUCT AND DISCIPLINE

All employees will be expected to meet the standards that the students are held to as follows:

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1) Standards of Conduct and Disciplinary Policy - West Coast Bible College & Seminary are dedicated to the training of students who desire to seek their career in Christian ministry. It also takes an equally serious approach to developing Godly character and self-discipline in each student's life. Therefore, West Coast Bible College & Seminary expects its students to maintain the highest standards of Christian behavior. WCBCS may take disciplinary action against a student who violates the standard of personal and ethical conduct. These standards include the following: Academic misconduct including, but not limited to plagiarism or cheating; a) Use or possession of alcoholic beverage, illegal drugs or dangerous weapon at the WCBCS offices; b) Sexual harassment or misconduct; c) Giving false statements to WCBCS regarding application for admission; d) Theft of College or personal property; e) Unauthorized use of WCBCS property; f) Hazing; g) Use of vulgar or abusive language to the faculty or staff; and Obstruction or disruption of the educational process on or off campus. h) Academic dishonesty is a most serious violation of student code of conduct. Definition of various forms of academic dishonesty is as follows: Plagiarism: Knowingly or intentionally presenting the ideas, words or work of another as one's own. Cheating: Unauthorized use of study aids, examination files or receiving unauthorized assistance in any academic exercise. c) Fabrication: Falsification or invention of information concerning the student's background. The Ethical Conduct Committee of WCBCS, composed of faculty representatives, administrators and a representative from WCBCS Student Association, is entrusted with the task of determining the disciplinary action. These actions include, but are not limited to: a) verbal reprimand, b) written reprimand, c) Salary cut, d) property restitution, e) temporary suspension, or dismissal Just as WCBCS expects all employees to adhere to the conduct required of the students, WCBCS also expects employees to adhere to the policies and procedures required for grievance resolution.

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2) Grievance Resolution Policy and Procedures - It is the aim of WCBCS to resolve all complaints, including but not limited to, grade disputes, alleged sexual harassment or any other form of complaints in a manner that is fair and just to all persons involved. For this end, it has been established the Grievance Committee, composed of representatives from faculty and administration. The VP of Student Services serves as the chair of the Grievance Committee. All complaints against a faculty member or staff of WCBCS, grade disputes, or disciplinary action taken against the student must be in writing. When preparing a formal appeal to the Grievance Committee, following information should be documented and submitted to the chair of the committee. (a) Nature of the Complaint or dispute; (b) Date the alleged dispute or problem occurred; (c) Names of the individuals involved; and (d) Copies of all relevant documents. The President's office for purpose of this procedure assumes a neutral role and is available to discuss the problem with the employee.

8. SECURITY AND SAFETY

All the employees are expected to cooperate in securing West Coast Bible College property by locking doors and windows, and by reporting broken windows or suspicious persons. If any of these actions are found, they are to be reported immediately to a supervisor of the Office of WCBCS. West Coast Bible College & Seminary is not responsible for personal items that might be damaged or lost on or about the premises. West Coast Bible College & Seminary intends to provide a safe working environment with everyone assistance. Please observe safety regulation, wear safety equipment, if required, and report immediately any unsafe conditions or work procedures to the supervisor. In the event of a fire or medical emergency in the WCBCS offices, call 911 and notify the President's office for immediately assistance.

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9. QUESTIONS

The West Coast Bible College & Seminary encourages all the employees to make their immediate supervisor their first resource for any questions that they have related to their job duties, work assignments, job performance and/or policies and practices. WCBCS's goals are to ensure that clearly stated policies and procedures will make resolution of issues increasingly possible at this level. However, if the employee wished to discuss an issue with someone outside its department, please visit the WCBCS office or President. Questions or concerns will be handled on a completely confidential basis. West Coast Bible College & Seminary wants to know and take care of its employees concerns.

10. GENERAL RESPONSIBILITIES OF FACULTY

- 1) To be aware of and abide by the mission, goals, objective, purpose, philosophy, and statement of faith of West Coast Bible College & Seminary.
- 2) To be familiar with and abide by the Faculty Tardy/Absence Policy.
- 3) No full-time faculty member shall engage in any occupation, pursuit, endeavor, or behavior that will affect the regular and punctual discharge of the faculty member's official WCBCS duties. Requests to engage in outside employment must be approved by the President in writing.
- 4) Each member of the faculty and administrative staff shall perform such services in instruction, advising, committee work assemblies, orientation, registration, graduation, and other such duties as may be assigned by WCBCS.
- 5) All faculties, whether full or part-time, must attend regularly scheduled faculty meeting whether in person or via technology.

11. SPECIFIC RESPONSIBILITIES OF FACULTY

All faculty members are expected to adhere to the following policies and assume these specific responsibilities as follow as:

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- 1) Faculty members are not to be absent from assigned classes or technology meetings with students without first informing the VP of Academics or the President of WCBCS.
- 2) Each faculty member is expected to post his/her office hours and technology meetings. Copies are to be provided to the VP of Academics and the President of WCBCS.
- 3) Work with the WCBCS Academic Team to submit a copy of the courses syllabus, including examinations with keys for each course that is taught, to the VP of Academics.
- 4) Be prepared for class before each teaching video recording, follow the outline specified in the syllabus, and offer outside help or tutoring to all students by appointment.
- 5) Require students to purchase the textbook; or printed notes for the class, from WCBCS. A book order for the new term must be completed by the due date specified by the VP of Academics usually 5 weeks prior to the beginning of the term. Printed notes to be purchased by the students must be turned in at least 4 weeks prior to the beginning of the term.
- 6) Give exams according to the exam schedule of WCBCS.
- 7) Attend faculty meetings and school functions whether in person or via technology.
- 8) Enforce student attendance policy by recording student absences in the attendance register supplies.
- 9) Participate in committee activities as required by the VP of Academics and the President of WCBCS.
- 10) Maintain open, honest, and respectful communication with all students, faculty, administration, and staff.
- 11) Assist WCBCS to keep any WCBCS facilities clean and orderly, as well as regularly viewing the online classroom to make sure it maintains a professional appearance.

12. EFFECTIVE INSTRUCTION

The primary responsibility of each faculty member shall be to remain current in the subject matter of the courses the (s) he is teaching and to teach effectively.

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Effective instruction shall be deemed to include, but not limited to, the following:

- 1) The instructor shall state clearly the instructional objectives of each course at the beginning of each term in the syllabus. The course content shall be oriented toward fulfilling the course objectives.
 - 2) Instructors shall inform the students at the beginning of the term of the methods to be used in determining the final course grade and of attendance requirements or attendance policy of student. The same grading system is applicable at each degree level.
 - 3) Instructors shall give in each course a number of tests and assignments appropriate to the content of the course; the total number of grades will come from the completion of five modules. Instructors shall inform the students of the source material before each test (class notes, texts, previous tests, etc.).
 - 4) Graded examinations are instantly returned and are the responsibility of the students to print out. However, the WCBCS office support staff can access tests, if necessary. All assignments will remain in the WCBCS system for one year.
 - 5) WCBCS has an open enrollment policy that allows students to enroll at their convenience and have six months to complete their course. As such, the class enrollment will be fluid and, therefore, the class will most likely have students enrolled year around. Professors should be available throughout the year to answer email questions that cannot be answered through the WCBCS office.
 - 6) Instructors shall inform students of the times and online location at which they will be available for consultation.
 - 7) The faculty shall assist in enforcing the rules, regulations, and all policies of WCBCS.
 - 8) Faculty members must allow feedback from the students in the classroom and attempt to keep an open line of communication with them.
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13. FACULTY EVALUATION

To promote instructional and educational quality, all faculty members at WCBCS are evaluated by each student as they complete the course via a Survey Monkey anonymous survey. Additionally, the VP of Academics and President may also Faculty members are evaluated within the following areas:

- 1) Commitment to West Coast Bible College & Seminary's statement of faith, mission, purpose, philosophy, and objectives.
 - 2) Quality and quantity of instruction.
 - 3) Adherence of all West Coast Bible College & Seminary's policies, procedures, and protocols.
 - 4) Attendance and punctuality (email response and weekly technology appointments)
 - 5) Participation in required meeting and special projects.
 - 6) Skills in dealing with academic and non-routine job problems with students.
 - 7) Cooperation with the administration and other faculty members.
 - 8) Academic and professional integrity.
 - 9) Availability for students during designated office hours.
 - 10) Professional, moral, and ethical demeanor and actions.
 - 11) Student retention and feedback.
 - 12) Providing a positive learning environment in the classroom.
 - 13) Instruction provided within the statement of faith, mission, purpose, philosophy, and objectives of WCBCS. All evaluations are reviewed with the faculty member by the VP of Academics or his/ her designated representative. Should the faculty member disagree with the evaluation, (s) he will be allotted the due process as described elsewhere in this handbook. Should WCBCS feel that disciplinary action is warranted as a result of any evaluation, this matter will be handled by the VP of Academics or the President. The faculty member will be allowed due process in completion of this disciplinary action.
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14. APPOINTMENT PROCEDURES

Whenever a vacancy exists, the President will advertise for applicants through general or specific publications as appropriate to the field in which the vacancy exists. The person in charge of recruiting shall collect any credentials submitted and shall review those of each applicant with the faculty members in that area in order that the best applicants may be determined. An applicant to be interviewed will meet with the Academic Affairs Committee members. This committee shall submit recommendations regarding the candidate to the President and the VP of Academics. Information required of the candidate is: (1) Application for employment including a letter of interest, a curriculum vitae, and transcripts. (2) Summary of recommendations. (3) Letters of recommendation. Once the candidate has been selected from the interview pool, an offer shall be made by the President or the VP of Academics of WCBCS. If the offer is accepted, a letter of appointment shall be forwarded to the applicant.

15. CONTRACTS

All full-time faculties carrying a minimum of 15 hours per week shall be hired on a probationary basis. The probationary period shall be for 90 days. Faculty members shall receive renewable one-year contracts for a period of no more than one year, after the probationary period. Contracts should clearly contain the terms and conditions of employment. Both sections must be signed, both that of the employee and WCBCS officer. Part-time faculty may be assigned temporary academic rank, but they are not entitled to extended contracts. Probationary credit toward extended contracts is lost upon resignation from WCBCS. All faculty member employed under extended contract are required to give written notice of the intention of resign. This written resignation should be addressed to the President and post marked no later than one month preceding the expiration of the contract period. The West Coast Bible College & Seminary, each year, preceding the expiration of a contract period, shall in writing, advise all

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faculty members and other personnel employed under written contract whether an employment contract for the succeeding academic year will be offered to them. Any faculty employed under a written contract shall be employed only for the term specified in his/her contract. Subsequent or future employment, if any, shall result solely from a separate offer and acceptance requisite to execution of a new and distinct contract.

16. DISMISSAL

The President of WCBCS may remove, at any time, a faculty member or other employee for cause upon written notification. In the event that a faculty member is temporarily suspended or removed from office, the officer in charge of hiring shall, upon request of the dismissed faculty member, immediately serve a hearing.

Any request to the corresponding committee must be submitted in writing, within 15 days of the dismissal. The committee will render its recommendation within ten (10) days from the conclusion of the hearing. Such recommendation will go to the President, who may accept or reject it. Any faculty member, as any employee under a contract, may be dismissed before the end of such contract term for any of the following reasons: 1) Conviction or admission of guilt of a felony or of any crime involving moral immorality during the period of employment or prior thereto if the conviction or admission of guilt was willfully concealed. 2) Professional incompetence, neglect of duty or default of academic integrity in teaching, in research, or in scholarship. 3) Sale or distribution of illegal drugs, teaching under the influence of alcohol or known use of illegal drugs; any other use of alcohol or illegal drugs which interferes with a faculty members performance of duty or responsibilities to WCBCS. 4) False swearing with respect to official documents filed with WCBCS. 5) Disruption of any teaching, research, administrative, disciplinary, public service, or other authorized activity. 6) Immoral or absence

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7) Willful violation of WCBCS College's policies and other published rules and policies; or demonstrated failure to support, or active opposition to the published mission, purpose, philosophy, objectives, and statement of faith of WCBCS.

17. PROCEDURES FOR DISMISSAL

Dismissal of a faculty member under extended contract or a probationary faculty member before the end of a specified term should be proceeded by: 1) Discussion between the faculty member and appropriate administrative offices looking toward a mutual settlement. 2) A statement of charges, framed with reasonable particulars. 3) If a contract is terminated for financial emergency reasons, it is not considered dismissal, but leave of absence with no pay for no more than one year.

18. RANK AND QUALIFICATIONS

General Qualification: Appointment of the faculty of West Coast Bible College & Seminary presupposes a willingness on the part of the appointee to cooperate with his/her colleagues and the administration in pursuing the goals of WCBCS. When called upon to do so by virtue of position of special circumstances, the faculty is expected to abide by the rules and policies of WCBCS and to support activities to a reasonable degree. The faculty is expected to conduct all classroom and other activities in a professional manner.

Special Qualification: The following criteria will be applied in order to evaluate individuals for appointment (as determined by interview and supporting materials) and faculty members for advancement in rank or increase in salary beyond any annual increases: 1) Effectiveness in the classroom including degree of knowledge in the subject matter. 2) Reliability in discharging academic obligations. 3) Effort to increase the professional effectiveness through further study, research, publications, or other contributions to the welfare of WCBCS. As a general policy, the qualifications for appointment and promotion are as set forth below. It should be noted that

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these requirements are not intended as justification for automatic promotion; conversely, justified exceptions may be made if warranted.

1) Faculty (Instructor): M.A. or M. Div. or Th.M.

2) Professor: Five years as an associate professor, or equivalent experience in church ministry outstanding loyalty and responsibility, both to the daily tasks of its position and to the broader achievements that are the mark of professional merit. Faculty members eligible for promotion will be considered each spring, with the corresponding committee being the decision-making body. The faculty member denied promotion shall be informed of the reasons for the denial in writing. Criteria used for promotion shall include but not be limited to: 1) Superior teaching; 2) Outstanding service to the West Coast Bible College & Seminary; 3) Academic achievement as well as additional degrees obtained; 4) Professional growth and development; 5) Length of service to West Coast Bible College & Seminary; 6) Related activities or services such as research, etc.

19. ABSENCE POLICY

Three unauthorized absences will serve as a violation of contract, resulting in dismissal. It is the instructor's responsibility to give adequate notices of his/her intent to miss a class to the VP of Academics or the President, so arrangements may be made for a replacement for their given responsibilities. If this is not done, the instructor must bear the burden of dismissal as described below. 1) Sick Leave: Full-time faculty members accumulate sick leave at the rate of one day per month, not to exceed 12 days per year. The VP of Academics should be notified of illness immediately. 2) Excused Leave: During the first year of employment, a faculty member will have deducted from his/her pay, on a prorated basis, the sum equivalent in hours for personal business days off. If a faculty member elects to take a personal day off during the first year of employment, the day must be cleared with his/her Dean. After one year of employment, a

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faculty member will not be assessed financially for personal business absences so long as the reason for the absence is cleared with the VP of Academics or President prior to the absence and if this absence does not interrupt the integrity of the faculty member's classroom or other duties. 3) Professional Leave and Illness: Instructors are expected to meet their classes at scheduled times, unless circumstances warrant administrative approval of an alternation in schedule. In the case of illness or emergency, the instructor shall notify the VP of Academics or President so that appropriate action may be taken. If an instructor must be absent to attend a conference or other professional activity, it is his/her responsibility to arrange with VP of Academics or President someone to fulfill their assignment during the absence. When such arrangements have been made, the Dean must be informed. This same procedure applies to extended illness.

20. CLASSROOM POLICY AND PROCEDURES

1) Course Syllabus Outline Format - created along with the WCBCS Academic Team

a) Course Description - brief one paragraph description of the course similar to what is contained in the WCBCS Catalog.

b) Course Purpose - brief philosophy of the course that answers why the course is taught and how it helps accomplish the purpose of WCBCS.

c) Objectives - measurable objectives of what the student will be able to do after he/she finishes the course of study.

d) Requirements - Criteria must be completed in order for the student to receive credit for the course.

e) Grading Criteria - Reflects how the student's grade will be calculated. It may also indicate how absence penalties and late work will affect the grade.

f) Textbook(s) - Listed in bibliography format.

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g) Sequence and Outline - Calendar of topics to be covered which includes major assignments and due dates. h) Selected Bibliography - Current list of other books that are related to the course material that the teacher has found helpful. i) Statement of Students with Disabilities - Students who require academic accommodations due to any physical, psychological, or learning disability should request assistance from the instructor within the first two weeks of class. Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information to the instructor within the first two weeks of class. A course syllabus is required for every class and every instructor. Copies of all course syllabi are to be in WCBCS Office prior to its release in the course and are subject to the approval of the Administration.

2) Class Room Procedures

a) Obtaining Online Access - Faculty members will obtain necessary online access to testing and course URL. b) Developing Required Student Handouts - The required course syllabus per class will be given to the student upon enrollment in the class. The teacher must also give to the student any policies relating to attendance, class participation, and any other items that may affect the evaluation of the student's work in the class and/or the conduction of the class.

3) Reporting Emergencies

a) Medical Emergencies - In the event of a medical incident, the faculty member should notify the present Administration member. In the event of an Emergency, the faculty member should call for help by dialing 911. (This applies only to office and conferences) b) Maintenance Repairs and Emergencies - Major repairs and emergency situations are handled through the WCBCS office.

4) Returning Tests and Graded Materials and Posting Grades Graded coursework is to be made available to the students immediately. Grades should not be posted publicly, but only in the student's portal by the Data Entry / Grading personnel. Such reporting should be done so

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that only minimal time lapses between testing, grading or performance evaluation, and the student's receiving evaluation. Any appropriate notes regarding the student's assignment should be written in the student's portal.

5) Duplicating Class - Related Materials

Faculty members may not unlawfully duplicate class-related materials for personal use or class use.

6) Engaging Guest Speakers and Lecturers

No faculty member shall engage guest speakers for classes, clubs, and other organizations without clearance from the Administration. A written request for guest lecturers should be presented to the WCBCS Office. (This includes use of videos in classes)

7) Scheduling Non- Classroom Commitments

Definition: Non-classroom commitments are those responsibilities held by a full- time faculty member that may directly or indirectly influence one's teaching, preparation, class schedule, or related responsibilities. WCBCS reserves the right to have approved in advance all internal/external extra obligations of each faculty member. These responsibilities include pastorates, secular work commitments, WCBCS-related work commitments, and civic responsibilities (whereby regular hours must be maintained). Those wishing to maintain non-classroom commitments must send a written request through the VP of Academics.

8) Selecting and Ordering Textbooks

Selecting the selection of a quality textbook for each class is a mutual responsibility to be shared by the faculty member, the VP of Academics, and the President. The faculty member must first discuss textbook selections with his department chair. Approval rests with the administration. All textbooks must be ordered by the student who are given online resources from which to order.

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9) Selling Materials To Students

WCBCS will not have a bookstore. Therefore, WCBCS employees at any level are not allowed to sell textbooks or any other resources to students. This policy has been established for the protection of all persons concerned, particularly the faculty member.

10) Reviewing Evaluations

After the completion of each course, students are given the opportunity to conduct a course evaluation in the classroom. The WCBCS Office will summarize the evaluations and present them to the faculty/professor in email form. If deemed necessary, a conference will be scheduled to discuss the results. The faculty/professor member also has the right to request a meeting with the VP of Academics and President to discuss the findings.

21. GRADING SYSTEM

All faculty members must follow the established grading system for WCBCS. The scale is given below:

1) Grade Scale Grade Point A= Superior 90-100: 4 point --- B= Excellent 80-89: 3 point
C= Average 70-79: 2 point --- D= Passing 60-69: 1 point --- F= Failing 0-59: 0 point

WCBCS policy is that each class is a Pass or Fail and DOES NOT allow for withdrawal from the course. 2) Grade Submissions All student grades are posted within 72 in the students portal by the WCBCS Data Entry /Grading personnel. Upon completion of each of the course modules and recording of the student grades, an automatic grade is produced when the course is marked as being completed.

3) Attendance Attendance is based upon completion of the modules on time.

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STANDING COMMITTEES

Faculty members may be appointed by the Faculty Meeting to various committees based on their expertise and on the needs of WCBCS. The different committees of WCBCS are: [1] Academic committee [2] Student Affairs committee Ex officio members of any committee shall not be voting members, but all other committee members (including student members) shall have the right to present motions and to vote. There shall be no proxy in case of absence.

Each standing committee elects its chairperson. The Chairperson shall call meetings, upon reasonable notice, and it is the responsibility of each member to be present. Meetings shall be held by each committee at least once each quarter with a report of the meeting made to the faculty at the regularly scheduled faculty meeting. These reports shall become part of the minutes of the faculty meeting. A report of the committee meeting should also be given to the administration.

1. ACADEMIC COMMITTEE

This committee is in charge of the following matters:

- 1) Review academic requirements, standards, policies and practices for the purpose of making recommendations for changes.
 - 2) Review student academic complaints.
 - 3) Evaluate examinations relevant to course content, depth, and length.
 - 4) Review the curriculum and curricular policies.
 - 5) Review course syllabi.
 - 6) Hear student's complaints for academic reasons.
 - 7) Assist the VP of Academics in formulating academic policies.
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2. STUDENT AFFAIRS COMMITTEE

This committee is in charge of: 1) Make recommendations to the faculty regarding orientation, graduation extracurricular student activities and discipline. 2) Evaluate the student's policies of WCBCS regarding non- academic areas. 3) Receive applications for institutional scholarships and award the scholarships in accordance with established criteria.

ADDITIONAL QUESTIONS

If you have any further question, please feel free to ask to the VP of Academics or President.

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Being an online school makes it difficult to maintain accountability in the spiritual life of our students. However, WCBCS sets the following standards for students to enhance their personal faith and set a pattern for spiritual growth to last a lifetime:

- 1) All students should weekly attend and be involved in a local church.
- 2) Students should daily study God's Word outside of their class learning.
- 3) Student should maintain a daily time of prayer.
- 4) The Daily Family Devotions on the WCBCS website provides a daily devotion that all students are required to listen to will make a statement regarding this as a Pass or Fail assignment at the end of each class.
- 5) Students may email info@westcoastbible.org regarding any personal needs or requests.
- 6) Our Facebook page is also used for prayer requests of our community of students.
- 7) Students may always call the WCBCS offices to request prayer or to receive advice.
- 8) Serve in a local church or ministry on a regular basis.

Therefore leaving the elementary teaching about the Christ,
let us press on to maturity, not laying again a foundation
of repentance from dead works and of faith toward God,
of instruction about washings and laying on of hands,
and the resurrection of the dead and eternal judgment.

Hebrews 6:1-2

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ACADEMICS

1) OPEN ENROLLMENT / COURSE COMPLETION LENGTH

All courses at WCBCS have open enrollment that means that students may enroll in the class any time and any day. By following the course syllabus, the student may finish a course in thirty days. However, students are given up to six months to complete a course. Beyond this timeframe, a student must request an extension by emailing info@westcoastbible.org that contains the students' name, course, and reason for requesting the extension.

COMING JUNE 1, 2016: On June 1, 2016, WCBCS will be going to 5 week classes where 1/3 of all classes will be offered at 9 different times throughout the year. As such, open enrollment will no longer be allowed. Please check out our website for the most current information regarding this change.

2) GRADE SCALE

Grade Scale

Grade Point A = Superior 90-100: 4 point B = Excellent 80-89: 3 point

C = Average 70-79: 2 point D = Passing 60-69: 1 point F= Failing 0-59: 0 point

WCBCS policy is that each class is a Pass or Fail and DOES NOT allow for withdrawal from the course.

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3) GRADE SUBMISSIONS

All student grades are posted within 72 in the students portal by the WCBCS Data Entry / Grading personnel. Upon completion of each of the course modules and recording of the student grades, an automatic grade is produced when the course is marked as being completed.

4) STUDENT PORTAL

When applying, each student will create a personal login for the student portal. Students may access the student portal by going to <http://65.23.153.103/portal/> or can find a link to it at <http://www.westcoastbible.org/student-resources/>. Students can use the portal to view their grades and find out about upcoming information from WCBCS. In case a login is lost or forgotten, students may email info@westcoastbible.org to retrieve their login information.

5) ATTENDANCE

Attendance is based upon completion of the modules.

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All students will be expected to meet the standards that the students are held to as follows:

1) Standards of Conduct and Disciplinary Policy - West Coast Bible College & Seminary are dedicated to the training of students who desire to seek their career in Christian ministry. It also takes an equally serious approach to developing Godly character and self-discipline in each student's life. Therefore, West Coast Bible College & Seminary expects its students to maintain the highest standards of Christian behavior. WCBCS may take disciplinary action against a student who violates the standard of personal and ethical conduct. These standards include the following: a) Academic misconduct including, but not limited to plagiarism or cheating; b) Use or possession of alcoholic beverage, illegal drugs or dangerous weapon at the WCBCS offices; c) Sexual harassment or misconduct; d) Giving false statements to WCBCS regarding application for admission; e) Theft of College or personal property; f) Unauthorized use of WCBCS property; g) Hazing; h) Use of vulgar or abusive language to the faculty or staff; i) Obstruction or disruption of the educational process on or off campus; and i) Academic dishonesty.

Definition of various forms of academic dishonesty is as follows: **Plagiarism:** Knowingly or intentionally presenting the ideas, words or work of another as one's own. **Cheating:** Unauthorized use of study aids, examination files or receiving unauthorized assistance in any academic exercise. **Fabrication:** Falsification or invention of information concerning the student's background

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The Ethical Conduct Committee (ECC) of WCBCS, composed of faculty representatives, administrators and a representative from WCBCS Student Association, is entrusted with the task of determining the disciplinary action. These actions include, but are not limited to: a) verbal reprimand, b) written reprimand, c) academic probation, d) suspension, or e) other discipline deemed appropriate by the majority of the ECC.

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In compliance with Public Law 93-380, Family Educational Rights and Privacy Act of 1974, you are hereby informed of your rights with regard to education records made at WCBCS.

- WCBCS officials, who have legitimate educational interests, have access to the records. Officials of other schools in which the student seeks to enroll will have access to these records upon the written consent of the student.
 - Also having access are authorized representatives of the Comptroller General of the United States, the Secretary, the Commissioner, and the Director of the National Institute of Education. In connection with a student's application for receipt of financial aid, access is granted to state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974 (nothing in the paragraph shall prevent a state from further limiting the number or type of state or local officials who will continue to have access thereunder.)
 - Access is granted to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the
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- personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.
- Accrediting organizations will have access rights in order to carry out accrediting functions.
- Records may be viewed in compliance with judicial order or pursuant to any lawfully issued subpoena, upon condition that the students are notified of all such orders or subpoenas in advance of the compliance therewith by the educational institution.
- Student records will be updated each semester enrolled and coursework with grades and total grade point average are figured for the semester's work.
- The student has the right to inspect his/her records maintained by WCBCS. To do this the student must request the permanent record from the Registrar. Also, if the information contained in the file is determined to be incorrect, the right to a hearing to change, delete, or write explanations regarding the information in question will be granted. Should a file contain information on another student, only that information pertaining to the inquiring party will be provided.

The student has the right to waive the option of reviewing recommendations for admission. The student opting to waive the right of inspection may sign the form

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“Student Waiver of Rights” provided in the Registrar’s office or sign the “Waiver of Rights” provided on the front of the recommendation forms used for admissions purposes. The student is not required to waive the right of inspection and would in no case be refused admission, or any of the services offered by WCBCS, because of failure to sign the waiver.

- The student has the right to challenge the content of his/her education records. To do this, the student should request the form “Request to Amend or Remove Educational Record” from the Registrar’s office. After completing the form, it should be presented to the Registrar, and in the event the request is not approved, a date of hearing will be set. The student may be present during the hearing and will be notified on the day of the hearing of the action taken. A scheduled fee is charged for a copy of a transcript.

- Students have until the last day of late registration to request that “Directory Information” be withheld from the public. Pursuant to the Family Educational Rights and Privacy Act of 1974, “Directory Information” includes a student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. If one does not want

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the “Directory Information” made public, he/she needs only to sign the form, “Notice to Withhold Directory Information” that is available in the Registrar’s office.

- This law does not grant the right to contest the grade given for the student’s performance in a course, or the right to examine a teacher’s grade book. Questions regarding the rights provided by Public Law 93-380, Family Educational Rights and Privacy Act of 1974, should be directed to the Registrar’s office.

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GRIEVANCE POLICY

It is the aim of WCBCS to resolve all complaints, including but not limited to, grade disputes, alleged sexual harassment or any other form of complaints in a manner that is fair and just too all persons involved. For this end, it has been established the Grievance Committee, composed of representatives from faculty and administration.

The VP of Student Services serves as the chair of the Grievance Committee. All complaints against a faculty member or staff of WCBCS, grade disputes, or disciplinary action taken against the student must be in writing.

When preparing a formal appeal to the Grievance Committee, following information should be documented and submitted to the chair of the committee.

(a) Nature of the Complaint or dispute; (b) Date the alleged dispute or problem occurred; (c) Names of the individuals involved; and (d) Copies of all relevant documents. The President's office for purpose of this procedure assumes a neutral role and is available to discuss the problem with the employee or student.

All grievances will be dealt with from a Matthew 18 perspective.

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STUDENT FINANCES

1) TUITION AND FEES

For a list of the current tuition and fees, please go to <http://www.westcoastbible.org/tuition/>. All courses must be paid for BEFORE the course begins.

2) FINANCIAL AID

WCBCS does not currently offer financial aid, although we do accept private scholarships to assist in PayPal Credit does currently offer six months with no interest financing. See details for specifics at <https://www.securecheckout.billmelater.com/paycapture-content/fetch?hash=AU826TU8&content=/bmlweb/ppwpsiw.html&>.

3) NO REFUND POLICY

Since our tuition costs are so low, once a student has paid for a course or has registered we DO NOT offer ANY financial refunds. Immediately upon your payment, our professors get paid, as do our office staff for their contributions to your education. When you click to make a payment below, you are acknowledging that you have read this statement and are in full agreement. We put this statement here to make sure there are no miscommunications. ALL payments are made via PayPal, so we never have any financial information on any of our students.

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BOOKSTORE

WCBCS does not have a bookstore for the purchasing of textbooks. Students are encouraged to use Amazon and sites like this to find the lowest cost textbooks available. WCBCS does maintain a bookstore, however, that sells t-shirts and class rings for our students.

DRUG-FREE WORKPLACE

West Coast Bible College & Seminary has a policy of maintaining a Drug-free workplace. All employees and students are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in this institutions workplace. The workplace is defined as any facility use for WCBCS business. By signing a WCBCS application, you agree to and abide by these standards.

NON-DISCRIMINATION STATEMENT

WCBCS does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services.

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WCBCS believes the Word of God sets clear standards for living to help live holy lives that honor and please God. We avoid the following sins in view of Scriptural mandates and principles concerning living lives of righteousness, holiness, living above reproach, avoiding worldliness, avoiding the appearance of evil, respecting and caring for the body as the temple of the Holy Spirit (Titus 2:11-14; II Corinthians 3:18; Hebrews 12:14; I Corinthians 10:13; Romans 13:13; Romans 8:6-7; Romans 12:1-2; I Peter 4:7; Romans 8:6-7; Luke 21:34; and Galatians 5:21). WCBCS students should honor God refraining from:

1. Possession or use of any illegal drug, mind altering substance, and/or drug paraphernalia.
 2. Any Scripturally prohibited sexual behavior as described in Exodus 20:14; Proverbs 6:32; Matthew 5:27-28; Matthew 15:19; Mark 7:21-23; Romans 13:9; I Timothy 1:8-11; and I Corinthians 6:13, 6:18 including: a. adultery b. Fornication (which by scriptural definition encompasses intercourse, oral sex, or any physical contact producing sexual stimulation) c. Homosexuality d. Lesbianism e. Visiting sexually oriented businesses as described in Galatians 5:19-21; I Thessalonians 4:3; and Hebrews 13:4. f. Sexting i.e. creating or sending images or videos of a sexual nature via email, Skype, text, cellphone or any other form of communication
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3. Dishonesty, cheating, falsifying chapel attendance or falsification of documents as described in Jeremiah 7:9-10; Matthew 15:19; and Mark 7:21-23
 4. Stealing (Possession of another person's property without permission) as described in Jeremiah 7:9-10; Matthew 15:19; Mark 7:21-23; and Ephesians 4:28
 5. Using profanity or obscenity in your speech or written materials, including text messaging and online messaging, as described in Matthew 15:19; Ephesians 5:3, 5:4; and Colossians 3:8-10.
 6. Possession or use of books, literature, magazines, audio/visual materials (tapes, CDs, videos, downloaded pictures/videos, DVDs, suggestive posters) and websites that are pornographic or inappropriate due to sexual content, obscene language, and/or violence (including all X and NC-17 ratings) as described in Mark 7:21-23, Matthew 15:19 and 5:27-28
 7. Possession of material on occult practices, witchcraft, Satanism as described in Galatians 5:19-21.
 8. Abortion as described in Romans 13:9; and I Timothy 1:8-11.
 9. Violation of any civil or criminal law - local, state, federal. (including but not limited to spouse or child abuse, child neglect, sexual harassment, stalking) as described in Hebrews 12:14
 10. A thorough review of Scripture reveals stern warning against intoxicating drink and a call to separation from such drink. The spirit and intent of Scripture emphasize the consequences of recreational consumption of alcohol. Students are
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prohibited from possessing or drinking alcohol, attending bars (places where the primary function is serving alcohol) or attending places where men/women are sexually exploited.

11. Recognizing that our body is the temple of the Holy Spirit and that certain products are a danger to one's physical and psychological well-being, possession or use of tobacco is should not be used.

12. Students are asked to refrain from inappropriate forms of dancing that may lead someone else to fall into temptation. This is based on a focus of discipleship and adherence to the Scriptural principle that "whatever you do, do it all for the glory of God." I Corinthians 10:31.

13. Students are expected to evaluate all forms of entertainment in light of their faith in Christ Jesus as Lord and Savior. External rating systems are inadequate for developing discernment but can be used as a point of reference. Students are encouraged to think seriously about the moral implications of what is watched without relying solely on the entertainment industry's rating standards. All entertainment choices (e.g. television, video, movies, internet, computer games, music, publications, comedy clubs, theatre productions, etc.) should be limited to those which contribute to healthy spiritual, intellectual and social development. Activities and entertainment that are of questionable value or diminish a person's moral sensitivity should be avoided. Pluggedin.com and Screenit.com are two helpful sources that offer valuable information concerning entertainment content.
