STUDENT HANDBOOK



Kevin Harrison, President

The policies contained within this handbook are written to challenge our students to lives lives of godliness and holiness. Additionally, students are given a forum to submit any grievances for resolution in a manner consistent with biblical principles.



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MESSAGE FROM PRESIDENT HARRISON

THE HEARTBEAT OF WCBCS

On behalf of the administration, faculty/professors, and staff of West Coast Bible College & Seminary (WCBCS), we want you to know how honored we are you have chosen WCBCS for your college education. Our team is here to serve you as you fulfill God's call on your life. WCBCS is a Bible college that believes every Christian is called to be a minister, regardless of their occupation. As such, WCBCS provides an environment of academic excellence from a distinctly Christian perspective. Students who enroll at WCBCS can be assured that their education will be:



• Uncompromisingly biblical in its approach to every subject matter

- Unmistakably driven by the Great Commission to create disciples of Christ
- Unambiguously adhering to the traditional Christian understanding of history
- Unencumbered academically to pursue various Christian denominational beliefs
- Undeniably relevant in both subject matter and in use of technology
- Unabashedly practical in course content and application
- Unashamedly devoted to the development of Christ-like character in students
- Unswervingly committed to best academic and business practices

MESSAGE FROM PRESIDENT HARRISON

THE HEARTBEAT OF WCBCS

WCBCS is committed to educating and training students for the globalization of the Gospel. Students who graduate from the programs at WCBCS will be:

• Exegetically competent to comprehend and communicate the Word of God in any setting

• **Theologically competent** to understand and uphold the Truth of God's Word to any person or audience

• **Pastorally competent** to lead and equip individuals and teams to accomplish the Great Commission, whether vocationally or voluntarily

• Academically competent to know how to research any topic and possess the critical thinking skills required to reason through problems with the assistance of the Holy Spirit

• **Personally competent** to study God's Word from a devotional perspective to develop Christ-like character as a disciple of Jesus Christ

• **Communicatively competent** to share their personal faith, whether orally or written, for the growth of the Kingdom of God

Take advantage of this opportunity God has given you, and make the decision to allow yourself to be mentored in the educational process. Study hard with the

MESSAGE FROM PRESIDENT HARRISON

THE HEARTBEAT OF WCBCS

intent of learning, not just making a grade. Finish your program with an education, not just a degree. Allow God to shape your life during this season to become the minister He has called you to be for Him. Please let us know how we can serve as we live and learn in this community of believers.

Because people matter,

Kevin Harrison

Kevin Harrison President West Coast Bible College & Seminary

WHAT WE BELIEVE

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 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. 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 in sin and resultant divine curse on the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel.

WHAT WE BELIEVE

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. (WCBCS believes in the imminent return of our Lord and Savior Jesus Christ, otherwise known as the Rapture of the Church) Biblical Creation. WCBCS believes the world was created in a literal six days of the Creation week.

Satan. WCBCS believe sin 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.

WHAT WE BELIEVE

Baptism. 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 God.

Leadership. WCBCS believes in divinely called and Scripturally ordained leadership ministry that serves the Church.

MISSION AND VALUES

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. We accomplish this through biblically based programs and services that have an appreciation of past traditions, but that utilize online and mobile technology and the latest resources to equip our student for the future.

WHAT WE BELIEVE

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 highquality 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.

1) 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.

2) People-Focused – We know that all people matter to Jesus and they matter 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 God's.

3) Uncompromisingly Bible-based – We WILL NOT neglect, compromise, nor apologize for teaching the Word of God in every class.

4) 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.

5) 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.

WHAT WE BELIEVE

6) 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.

7) 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.

8) 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 our selves!

A BRIEF HISTORY OF WCBCS FROM 2006 TO NOW

LOOKING BACK, LOOKNG AHEAD

HISTORY OF WCBCS

WCBCS began as a dream of President Kevin Harrison in 1987 after attending Impact '87 and hearing Lloyd Zeigler speak about his passion for training students. In 1999 the dream grew as Harrison focused in on creating a Bible college that is practical and relevant to life and ministry and yet one that would NOT create disciples of debt. Together with a team of educated men and women who have a passion for God and compassion for people, we've launched WCBCS as an online college and seminary so we could minimize the costs and allow people to continue their education without having to turn their family's lives upside down.

The official launch of West Coast Bible College & Seminary was in 2006 after two years of preparation. Since then we have been privileged to serve students over 2,000 students from around the world in getting the education they need for life and ministry. We are affiliated with Casa do Oleiro Ministries in Brazil which means "Potter's House" in Portuguese. Since 2000, Casa do Olerio has been involved with launching hundreds churches in Brazil, Africa, India, Russia, and other parts of the world, as well as to start and run orphanages for those in need. The goal of CdO is to see over 1 million people accept Jesus Christ as their personal Savior over the next 10 years and to plant 500 more churches. To do this, we MUST train ministers to reach people!!!

WCBCS 2025 AGENDA

GOD'S PERFECT VISION FOR WCBCS

The 2025 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 2025

• Have every assignment of every program to be offered on a cell phone for those who have no other access to the Internet.

• Equipping students in a minimum of 50 countries as ministers of the Gospel of Jesus Christ

• Fill the Internet with positive content about Christ, modeling Christian living in every interaction

WCBCS will only be able to accomplish this goal as we work together with our students, staff, administrators, and board to keep listening to what God wants to do in and through us. We believe in the power of God to help us accomplish The Great Commission where we live!

WCBCS SPIRITUAL LIFE

GROWING IN CHRIST

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**

WCBCS ACADEMICS

LEARNING FOR LIFE

ACADEMICS

The following Academic Policies can be found in full on the WCBCS website at <u>https://www.westcoastbible.org/#academics-section</u>. They include:

*Grading Policies and Other Related Academic Policies

- *Satisfactory Academic Progress Policy
- *Student Integrity and Academic Honesty Policy
- *Technology Requirements
- *Student Confidentiality and Privacy Policies
- *And more

THE MOST CURRENT POLICIES WILL ALWAYS BE ON THE ACADEMICS PAGE

Education is the most powerful weapon which you can use to change the world.

Nelson Mandela

RULES OF CONDUCT AND DISCIPLINE

LEARNING TO SUBMIT TO AUTHORITY

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

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 illegal 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; j) bullying in any forum; and k) 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

RULES OF CONDUCT AND DISCIPLINE

LEARNING TO SUBMIT TO AUTHORITY

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.

KNOW YOUR RIGHTS

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

KNOW YOUR RIGHTS

 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

KNOW YOUR RIGHTS

"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

KNOW YOUR RIGHTS

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.

GRIEVANCE RESOLUTION POLICY & PROCEDURES

BIBLICALLY DEALING WITH PROBLEMS

It is the aim of WCBCS to resolve all complaints, including but not limited to, schoolrelated complaints, alleged sexual harassment or any other form of complaints in a manner that is fair and just for 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.

READ THE FULL GRIEVANCE POLICY ON THE ACADEMICS PAGE OF THE WEBSITE.

WCBCS STUDENT FINANCES

PRACTICING GOOD STEWARDSHIP

1) TUITION AND FEES

For a list of the current tuition and fees, please <u>CLICK HERE</u>. All courses must be paid for BEFORE the course begins.

2) NO FINANCIAL AID

At this time, West Coast Bible College & Seminary does not participate in the Federal Financial Aid program or the Veteran's G.I. Bill. As we continue to consider the pursuit of accreditation in the US, this may be a possibility in the future. However, we believe our low fees allow our students to be able to pursue a degree while incurring little or no debt.

3) REFUND POLICY (VIEW THE FULL POLICY HERE OR ON THE PAYMENTS PAGE)

WCBCS will refund all monies paid by a student if they make a written request to info@westcoastbible.org within five days of enrolling. After 5 days, we do not offer refunds for students on payment plans for the previous month.

Refund Prior To Beginning A Course

Students who do not begin a course within 5 days of receiving their degree plan, and then request a refund are entitled to receive back all monies paid MINUS: *\$75 application *\$200 registration fee

Tuition Refund Schedule (applicable to one-time or annual payments)

- 1 Week 75% of the amount paid
- 2 Weeks 50% of the amount paid
- 3 Weeks 25% of the amount paid
- After three weeks, no refunds will be given.

WCBCS ADDITIONAL INFORMATION

GOOD TO KNOW

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.

WCBCS BIBLICAL STANDARDS FOR LIVING

STRIVING FOR HOLINESS, NOT RELIGIOSITY

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

WCBCS BIBLICAL STANDARDS FOR LIVING

STRIVING FOR HOLINESS, NOT RELIGIOSITY

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

WCBCS BIBLICAL STANDARDS FOR LIVING

STRIVING FOR HOLINESS, NOT BONDAGE

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.