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# Student Policies

## ▼ STANDARD OF CONDUCT

A student whose personal conduct is poor testimony for Christ, and who fails to live in accordance with the scriptural ideals of the University, will be spiritually counseled and will be disciplined to such extent as the President deems advisable. The University reserves the right to refuse admission, to put on disciplinary probation, or to dismiss any student whose personal conduct and/or or attitude, in the judgment of the administration, are not consistent with the Christian spirit and standards which the University seeks to maintain.

By way of example: academic dishonesty, such as giving unauthorized aid on an examination or plagiarism (the intentional or unintentional presentation of another's work as your own) are not acceptable behaviors and will not be tolerated. Both are subject to immediate dismissal.

## ▼ PERSONAL HABITS

Students are expected to abstain from the use of any tobacco, alcoholic beverages and illicit drugs, both on and off campus. They will also maintain behavior above reproach in relationships with the opposite sex, avoiding appearances of evil.

## ▼ WOMEN'S DRESS CODE

Modesty, femininity and good taste are the guiding principles of women's dress of Grace & Truth Christian University. Women shall wear dresses, skirts, or slacks with sweaters or blouses to classes and to all services. No low cut necklines or dresses with slits above the knee are permitted.

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## ▼ MEN'S DRESS CODE

To be well-groomed, clean, neat and tidy are the guiding principles of men's dress at Grace & Truth Christian University. Bears are permitted if trimmed and kept neat. Hair should be properly groomed at all times. No bare feet, flip-flops, shorts, or t-shirts are allowed. Slacks and shirts with collars are required.

## ▼ WOMEN'S DRESS CODE

I.D. badges will be worn by students during class sessions. I.D. badges help your instructors and fellow students get to know you.

Policies concerning if, how, and when badges are issued; penalties for non-possession of your badge during classes; replacement costs for lost badges, etc. are at the discretion of the President.

## ▼ MINISTRY PRACTICUM

Students are required to serve in their local church for a minimum of 72 hours during the 9-month school year. Ministry Practicum hours must be valid volunteer work sanctioned by the local church providing training for the student and helping the local church. It does not include student ministry independent of the local church. This service, verified by a church leader, earns the student 3 credit-hours. For fourth-year students, at least 50% of their hours should be in a service directly related to their major field. (Christian Education and Church Administration majors must have at least 72 hours of Ministry Practicum in their field. This can be either volunteer work or paid employment.) See the Appendix for a *Ministry Practicum Activity Log*, which students should use throughout the

year to properly document their volunteer hours. NOTE: Ministry Practicum credit will only be granted after a student has completed 9 courses at GTCU.

# **STUDENT POLICIES**

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## **▼ MASTER'S & DOCTORAL STUDENTS SPECIAL REQUIREMENTS**

All Master's and Doctoral students attending undergraduate courses must complete all course requirements, submit a mandatory 6-page research paper, and complete 200-300 additional pages (minimum 500 pages total) of reading to receive graduate or post-graduate credit for the course. If the course requires undergraduate students to submit a 6-page research paper, graduate and post-graduate students must submit a 12-page paper.

Master's level students are required to serve in their local church and/or community for a minimum of 176 hours during the school year. This service should be in the area of their specialization, i.e. Bible teaching, Christian Education, etc. This can be either volunteer work or paid employment.

All Master's and Doctoral level thesis/dissertation topics *must* be approved in advance of any student work. All dissertation work must be of publishable quality. Therefore, a dissertation must be an original and thorough treatment of the subject area chose. Master's and Doctoral students should request a copy of the official Grace & Truth Christian University Thesis and Dissertation Guidelines from the Registrar. Every thesis and dissertation must follow these guidelines.

## **▼ ATTENDANCE, ABSENTEE & TARDY POLICIES**

Regular and punctual attendance is essential to scholastic achievement and success in ministry. Thus, students are expected to be in class at the appointed time.

Students who miss a class are required to purchase and listen to the tapes/CDs of the missed class. These must be ordered within one week of the missed class. If tapes/CDs are not purchased and listened to, the student's course grade will be dropped by one letter grade for each night of missed class.

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### **▼ COURSE REQUIREMENTS**

In addition to attending class, students are expected to read all textbooks and take all quizzes, tests, and exams; to deliver any scheduled oral presentations; and to turn in any other work required on the assigned date. If a personal emergency prevents this, students are responsible for contacting the Registrar and taking any missed quiz, test, or exam within two weeks. If the work is not made up within this two-week period, the student's quiz, test, or exam grade will be reduced by one letter grade for each additional week the work is late.

### **▼ LATE RESEARCH PAPERS**

Research papers are due one week after the last class meeting date if not otherwise specified – even if the student is absent on that date. Late research papers will have an automatic grade reduction of one letter grade for each week they are late. A guide for preparing research papers acceptable at GTCU can be found in the Appendix.

### **▼ FAILING GRADE**

If a student fails a course, they will be expected to take the entire course over again. They must demonstrate satisfactory work for the entire course before they may be eligible for a passing grade to appear on their transcript.

### **▼ NO INDIVIDUAL CLASS TAPING**

There will be no individual taping of class sessions.

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### **▼ MISCELLANEOUS FEES**

Students will not be allowed to participate in the graduation exercise or receive official transcripts as long as any of the following fees have been assessed and remain unpaid. All fees are non-refundable.

#### **APPLICATION FEE**

There is a \$35 application fee. This fee covers both processing the application and assessing academic standing.

#### **REPLACEMENT BADGE FEE**

The University will charge a \$10 fee for creating a replacement identification badge for you should yours be misplaced

## **MATERIALS FEE**

There is no charge for the initial distribution of the *Catalog and Student Handbook*, and your outline binder.) In the event it needs to be replaced, a fee of \$20 will be charged.

## **CHANGE OF GRADE (FROM INCOMPLETE) FEE**

There is a \$10 change-of-grade fee. This fee applies when a final grade report has already been submitted to the Registrar showing in incomplete (“I”) grade. Three weeks after the last class meeting, the student’s “Incomplete” grade will be changed to an “F”. To overwrite this grade, the student will have to pay tuition and take the course again.

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## **OFFICIAL TRANSCRIPT REQUEST FEE**

Official transcripts are issued by the Office of the Registrar provided that the student’s account is paid in full. One official transcript is provided free of charge at each graduation. Additional transcripts cost \$5 each. The student must submit a written request form for such transcripts.

## **RETURNED CHECK FEE**

A student will be charged \$25 for any check returned to GTCU because of insufficient funds.

### **MISSED CLASS TAPE/CD FEE**

GTCU will charge \$5 for tapes and \$7 for CDs of missed classes.