



**THE ROCK BIBLE COLLEGE  
STUDENT HANDBOOK**

## Vision

We see a powerful army of passionate, committed believers playing their part in reaching this end-time generation for Jesus with Word-based, Spirit-filled ministry through the local church and its allied ministries. We see graduates continuing to serve the Lord in a variety of ministry capacities, including pastorates, youth and children's ministry, missions, evangelism, administration, and helps ministry, as well as in their daily lives and personal spheres of influence.

## Mission

**To equip and edify believers for  
a lifestyle of effective Christian ministry  
in their sphere of influence and  
to train five-fold ministers for  
significant leadership in the body of Christ.**

---

**The Rock Bible College is founded on two basic principles:**

- 1) Every believer is a full-time minister in their personal sphere of influence, including their family, vocation, and community.
- 2) TRBC exists to take believers into a deeper understanding of their faith and give them the tools to apply their faith to every facet of their lives.

# TABLE OF CONTENTS

<b>STATEMENT OF FAITH</b>	<b>1</b>
<b>ACADEMIC PROGRAMS</b>	
<b>BIBLICAL STUDIES PROGRAMS</b>	<b>2</b>
<b>CAMPUS OPTIONS</b>	<b>3</b>
<b>ENROLLMENT OPTIONS</b>	<b>4</b>
<b>ADMISSION PROCEDURE</b>	<b>5</b>
<b>ORIENTATION &amp; COSTS</b>	
New Student Orientation	
<b>ANNUAL TUITION AND FEES</b>	<b>6</b>
<b>DISCOUNTS</b>	<b>7</b>
<b>REFUNDS</b>	<b>7</b>
<b>PROGRAM CHANGE FEE</b>	<b>8</b>
<b>TRANSCRIPT REQUESTS</b>	<b>8</b>
<b>FINANCIAL RESPONSIBILITY</b>	<b>8</b>
<b>STUDENT LIFE</b>	
<b>ANNOUNCEMENTS</b>	<b>9</b>
<b>THE LION'S DEN</b>	<b>9</b>
<b>STUDY ROOM</b>	<b>9</b>
<b>PRAYER SCHOOL</b>	<b>9</b>
<b>TRBC ALUMNI ASSOCIATION</b>	<b>10</b>
<b>ACADEMIC POLICIES &amp; PROCEDURES</b>	
<b>ROCK BIBLE COLLEGE EMAIL ACCOUNT</b>	<b>11</b>
<b>MyTRBC</b>	<b>11</b>
<b>TEXTBOOKS</b>	<b>13</b>
<b>ATTENDANCE POLICIES</b>	<b>13</b>
<b>WITHDRAWAL OR DEFERRAL OF STUDIES</b>	<b>15</b>
<b>DEFINITION OF "STUDENTS IN GOOD STANDING"</b>	<b>16</b>
<b>ACADEMIC PROBATION</b>	<b>16</b>
<b>ACADEMIC SUSPENSION</b>	<b>17</b>
<b>ANTI-HARASSMENT</b>	<b>17</b>

**ADMINISTRATIVE POLICIES & PROCEDURES**

---

UPDATING CONTACT INFORMATION	18
COMMENTS AND SUGGESTIONS	18
IDENTIFICATION CARDS	18
SOLICITATIONS	19
RECORDING CLASSES	19
VISITORS	19
PROPRIETARY INFORMATION	19
PHOTO / VIDEO LIKENESS	19
CAMPUS REGULATIONS	19

**ACCEPTABLE STUDENT CONDUCT**

---

EXPECTATIONS	20
DRESS CODE	21
INAPPROPRIATE CONDUCT	22
UNACCEPTABLE CONDUCT	23
REPORTING	23

**DISCIPLINARY ACTIONS**

---

CORRECTIVE ACTION	24
CORRECTIVE WARNING	24
PROBATION	24
DISMISSAL	25
ACADEMIC CREDENTIALS	26

**THE ROCK BIBLE COLLEGE**

2345 S. WATERMAN AVE.

SAN BERNARDINO, CA 92404

(909) 825-8887 x337

WWW.ROCKBIBLECOLLEGE.COM

EMAIL: TRBC@ROCKCHURCH.COM

## Statement of Faith

We believe the Bible to be the inspired, infallible, and authoritative Word of God.

We believe there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, His sinless life, His substitutionary death, His bodily resurrection, His ascension into heaven, His high priestly ministry, and His personal return in power and glory.

We believe that man is sinful by nature, that regeneration by the Holy Spirit is essential for salvation, and that salvation is a free gift of God's grace received by personal faith in Jesus Christ.

We believe in the resurrection of the saved and of the lost; of the saved, into everlasting life and fellowship with God, and of the lost, to eternal conscious judgment and separation from God.

We believe in the present ministry of the Holy Spirit, by whose indwelling the believer is sealed until the day of redemption, and by whose filling, the believer is empowered to live a Godly life. We believe that because all power and authority in heaven and on earth has been given to the Lord Jesus Christ, He has sovereignly directed His church (the body of Christ) to evangelize (preach His gospel of Good News) and edify (make disciples of) people of every nation. It is therefore the work of every member of the Body of Christ to carry out this great commission.

We believe that the Love of God is the greatest force in the universe because God is love, and His Love never fails. As the church learns to speak the truth in His Love, build itself up in the Love of God, and walk in the sanctified life of Christ in the Love of God, people will be drawn to Jesus Christ. It is the "loving kindness" of the Lord that brings men to repentance.

We believe in the spiritual unity of all believers in our Lord and Savior, Jesus Christ.

# ACADEMIC PROGRAMS

## Biblical Studies Programs in English

The Rock Bible College is a two-year program divided into four semesters. Each semester is 17 weeks in duration. We offer these programs in English:

### **Associate Degree in Biblical Studies:**

- Full-time two-year program.
- Part-time four-year program.
- On campus & Online options
- High school diploma or GED required

### **Diploma in Biblical Studies:**

- Same options as the Associate program.
- High school diploma not required

### **Certificate of Attendance:**

- Same options as the Associate program.
- On campus only.
- No exams, readings, or assignments.
- Does not qualify for graduation.

### **Dual Enrollment:**

- For high school juniors and seniors.
- One class in the first semester.
- Up two classes in subsequent semesters.
- See Dual Enrollment Program for details.

### **Individual Courses:**

- Enrollment in one course at a time.
- Open to alumni and new students.
- On campus or online.

### **Spanish Programs:**

- Please refer to the TRBC Spanish Handbook.

## CAMPUS OPTIONS

### ON CAMPUS:

- Classes are held in the Cobrae Educational Center (CEC) 6:30 - 9:15 PM.
- The campus is open Tuesday and Thursday evenings: 5:30 PM - 9:30 PM.
- Students may arrive early for study time, group work, or to enjoy a coffee.

### ONLINE:

- Classes are taken from anywhere in the world on MyTRBC online platform.
- Tuesday class sessions open Tuesday at 9:30 PM and close the following Tuesday at 6:00 PM (PST).
- Thursday class sessions open Tuesday at 9:30 PM and close the following Thursday at 6:00 PM (PST).

### HYBRID:

- Option for Full-time students.
- On campus either Tuesday or Thursday.
- Online for other classes.

### ALL CAMPUSES

- College Gatherings are held in the Chapel every third week at 6:30 PM. Online and Hybrid students are invited to attend.
- Spiritual Formation classes are online for all students. Weekly sessions open each Monday at 12 AM and close the following Saturday at 11:55 PM (PST).
- Spiritual Formation Groups meet three times each semester on campus. Online and Hybrid students are invited to attend.
- **Video recordings** of class lectures, SF Groups, and Gatherings are posted for online, hybrid, or absent students to access on MyTRBC.

## Enrollment Options

### **FULL-TIME ENROLLMENT:**

- Available to On-campus, Online, and Hybrid students.
- Program completed in two years.
- Enrolled in five classes at a time.

### **PART-TIME ENROLLMENT:**

- Available to On-campus and Online students.
- Program completed in four years.
- Enrolled in two or three classes at a time.

### **INDIVIDUAL COURSES PROGRAM:**

- TRBC courses may be taken individually.
- Some courses do have pre-requisite requirements.
- Enrollment with credit requires full participation and readings.
- Enrollment without credit requires attendance only.

## Admission Procedure

Students who are enrolling in The Rock Bible College for the first time and those returning after an absence of more than two years must apply online at [www.rockbiblecollege.com](http://www.rockbiblecollege.com). The application review and process can take up to 30 days.

### **Application Requirements:**

The following must be filed in seeking admission:

- Complete the personal application form online.
- Submit the \$35 non-refundable application fee.
- Submit a current photo with the application.

### **Acceptance Notification:**

- Accepted students will receive information about Orientation via the personal email provided on the application within 30 days.



## ORIENTATION & COSTS

### New Student Orientation

- Orientation is a one-week process that consists of two live sessions and an online ***Introduction to Bible College (IBC)*** course.
- An \$85 Registration Fee is due at Orientation which covers the ***Introduction to Bible College*** course and registration processing.
- Requirement of Orientation:
  - Complete both Orientation sessions.
  - Submit Financial Agreement.
  - Submit Acceptable Use Agreement.
  - Active @therockbiblecollege email.
  - Complete IBC assignments.
- Once all requirements are completed students will be made active and enrolled in the classes for their program.

## Annual Tuition and Fees

Application Fee	\$35
Registration Fee	\$85
Second-Year Fee	\$60
Annual Full-time tuition	\$1776
Annual Part-time tuition	\$988
Individual Course	\$130/course

### Tuition Payment Options

**Option 1:** Pay in full by the first day of class. *(10% discount)*

**Option 2:** Automatic payment plans:

- Full-time options:
  - \$222/month for 8 months a year.
  - \$161.45/month year round.
- Part-time options:
  - \$123.50/month for 8 months a year.

**Option 3:** Paid in person by semester. Due on the week classes begin each semester.

- Full-time English:       \$888 per semester
- Part-time English:       \$494 per semester

**Insufficient Funds:** There is a \$10 insufficient funds charge for every unsuccessful automatic tuition payment. Students will have 5 business days from the original due date to make their tuition current. If the student is unsuccessful in bringing their tuition current, the student will lose the privilege to attend class until such time the noted payment is made.

## Tuition Discounts

### Work-Study Discount - 50%

TRBC offers a Work-Study discount to students who commit to serve in one of the positions offered through the Work-Study program. For more information and application, please visit the Tuition and Fees page on the [TRBC website](#).

### **Marrieds' Discount - 10%**

Married couples attending college simultaneously will get a 10% discount on each tuition. The discount is applicable to tuition only, it does not include a discount on fees. Each applicant is required to pay the application and registration fees. The married discount does not apply to the Individual Class Program.

### **Early Full Tuition Discount - 10%**

TRBC offers a 10% tuition discount for both full-time and part-time students who pay their annual tuition in full by the start of classes.

## **Refunds**

Students can receive a full refund, less registration, and administration fees, not to exceed \$120, before the first educational services have been rendered.

No refunds shall be made if the TRBC Administration cancels a student's enrollment due to non-attendance and non-compliance to the financial commitment with TRBC.

Prorated tuition refunds may be issued for students who withdraw up through the 4<sup>th</sup> week and before the 5<sup>th</sup> week of any given quarter.

## **Change Fees and Policy**

A \$35 Fee applies to all program changes.

- Associate or Diploma to Certificate program or the reverse.

A \$20 Fee applies to any enrollment changes.

- Full-time to part-time or the reverse.
- Online to On campus or Hybrid campus or the reverse.

Changes take effect after current classes have concluded, students may not change program, campus, or enrollment while a class is ongoing.

## **Transcripts**

Students or Alumni may submit a request for their official or unofficial transcript by contacting the TRBC Administration Office.

- The fee for each transcript request is \$10.
- Official transcripts will be processed within 10 business days.

Transcripts will not be issued if the student has outstanding financial obligations.

## Financial Responsibility

Each student who has entered into a financial agreement with The Rock Bible College is expected to adhere to the standards of this contract. As part of ministry training and leadership, it is a basic concept of biblical teaching that each student maintains good stewardship of finances, and not take on undue financial burdens that would adversely affect your payments. If for any reason you find yourself in a situation where you are unable to make a payment, please contact the TRBC administration office as soon as possible.

Monthly tuition fees are automatically deducted from your checking or savings account on the 5<sup>th</sup> of every month, and are considered late on the fifth business day after the date they are due. If the student's account is not brought current before their next day of class, they will not be permitted to attend class until their account is current.

All requests to cancel or adjust the date or amount on a recurring payment must be submitted in writing via email three business days prior to the scheduled recurring processing date.

## STUDENT LIFE

The Rock Bible College invites students into a community of believers seeking to know God more intimately. We encourage all students to take advantage of the opportunities offered to get involved and build lasting friendships.

### News & Announcements

Messages to the students regarding TRBC will be posted on the MyTRBC homepage under “News and Announcements” and may also be sent out via email to your official TRBC email only.

### The Lion’s Den & Student Center

The Lion’s Den & Student Center are designed to serve students and the faculty of TRBC on college nights.

#### Lion’s Den - 6:00 PM - 9:30 PM:

- Assistance with MyTRBC (how to access the program, class materials, send/receive messages, assignments, etc.)
- Ordering video access, transcripts, and paying tuition.
- Print course materials at 20¢ per page.

#### Student Center - 6:00 - 6:30 PM & break times:

- Free coffee and hot drinks
- Purchase water and snacks.
- Purchase TRBC merchandise

Food is not allowed in the TRBC classrooms and should not be consumed during classes. Drinks with lids are permitted.

### Study Room

#### Tuesdays & Thursdays - 5:00 – 6:00 PM in CEC 101

Students are invited to work individually or in groups in CEC 101 from 5pm - 6pm. Students may gather or work individually. Food is not permitted.

### Prayer School

#### Tuesdays & Thursdays - 5:30 – 6:20 PM in CEC 105 & MyTRBC

Come develop your prayer life, experience the different types of prayers and intercessions the Bible invites us into, and gain a deep understanding of your position as a child of God seated together with Jesus in heavenly places! Come on in at any time.

## ACADEMIC POLICIES & PROCEDURES

### Rock Bible College Email Account

TRBC provides each student with a TRBC email address to be used specifically for communication with TRBC administration, faculty, staff, and students.

**TRBC administration may only communicate with students via their TRBC email. Emails from other accounts cannot be accepted.**

This account is only provided for your use during your TRBC enrollment and will be terminated at the completion of your academic studies or at any time you choose to end your status as a TRBC student. Therefore, do not store any critical information in this account that you might need after you have completed your studies.

### MyTRBC Online Platform

MyTRBC is a web-based delivery system which provides the student with:

- **Course Information & Materials:** Access to the course syllabus, assignments, exams, course-related announcements, and course media elements (YouTube, video, PowerPoint, handouts, etc.). Students may download PDF copies of course materials.
- **Communication Tools:** Access to communicate with teaching assistants, instructors, and other students via class Discussion Forums.
- **Progress Reports:** Access to monitor progress and performance in each course.
- **Academic Transcript:** Access to print unofficial academic transcripts. Official transcripts must be obtained from the College Registrar.

Students may access their MyTRBC account via [rockbiblecollege.com](http://rockbiblecollege.com). Accounts are for the use of currently enrolled and active TRBC students only and shall not be given to or shared with anyone.

## **MyTRBC Usage & Policies**

Students who are provided access to MyTRBC have responsibilities regarding their use. Because a variety of problems and concerns can arise in connection with computers and other communication systems, this policy offers students guidance concerning the applicable rules established by TRBC.

When reviewing this policy and the applicable rules, students should remember that computers and communications systems and any information, software products, and data stored within them or generated by them remain the sole and exclusive property of the college. TRBC must therefore implement measures designed to comply with its legal obligations and safeguard its business interests, vision, and mission.

Students must not use or access computers and other communication systems in any manner that is unlawful, inappropriate, or contrary to the best interests of TRBC. Students must also not allow or cause others to do so and must never allow, condone, or permit unauthorized individuals to use any communication systems or access information regarding the college on such computers and systems that have not been authorized.

## **Prohibited Conduct of MyTRBC**

The communication systems should not be used in connection with the downloading, transmittal, access to, review, or dissemination of inappropriate materials of any kind, including but not limited to:

- Sexually suggestive materials, pornographic, obscene, or sexual images, graphics, or language.
- Unlicensed or unauthorized access to proprietary or copyrighted information of another individual or entity.
- Material that is perceived as annoying, defamatory, derogatory, or offensive based on any characteristic protected by state and federal law including sex, race, color, religion, national origin, ancestry, physical disability, mental disability, marital status, pregnancy, age, or citizenship.
- Altering, transmitting, copying, downloading, or removing any proprietary, confidential, or other information of any company, proprietary software, or other files without the proper and legally binding authorizations.

TRBC's commitment to the spirit and letter of all applicable civil rights and equal opportunity laws applies to the use of its communication systems and access to information available as a

result of such use. The use of a communication system to convey messages or information that could constitute unlawful harassment or discrimination of any kind, including sexual harassment, is strictly prohibited and will not be tolerated.

### Textbooks

All TRBC students are responsible for purchasing the required textbooks for enrolled classes. Students may purchase a hard copy or an e-book version.

Required Book lists are located on [MyTRBC](#) for your reference. ISBNs are provided to assist in acquiring the correct book and edition. It is recommended to order a book **two weeks** prior to the beginning of a course to allow time for delivery.

### Attendance Policy

TRBC expects students to regularly and punctually attend classes. Poor attendance and tardiness will affect student grades.

**Students must have a 75% attendance rate to receive credit for any class.** (*No more than 1 absence for every 4 classes.*)

**Absences** that are made up according to the *Absence policy* are excused and will not affect the attendance rate.

**Tardies** earn a 20% attendance credit reduction per class.

**NCA** (*No Credit Attendance*) grade will be given to students with an attendance rate below 75% regardless of grade in the class.

### **Reporting Attendance**

**On campus:** Students sign in prior to the start of each class. Any missed sign-in will be marked as absent.

**Online:** Students self-report EACH session in the Video Class on MyTRBC. If the required attendance is not reported by the close of the session, students will be marked as absent.

### **Excused Absence Policy**

We do allow for a limited number of excused absences for the following circumstances:

- Illness
- Death in the family
- Family emergency
- Major life event
- Work schedule and/or business travel

Students may obtain and watch missed class videos. There is a \$10 fee per week which includes access to class videos for a week.



TO REQUEST VIDEOS:  
Submit a **Video Request Form** on MyTRBC.

**Need an absence excused?**

- Step 1: **Watch** the missed sessions video.
- Step 2: **Email** Teaching Assistant and Instructor indicating you have fully watched the missed class **and** the reason for the absence.

**Missed Assignments/Quizzes/Exams**

It is the student's responsibility to contact the Teaching Assistant and Instructor prior to or within 5 days of an absence to make arrangements for any missed assignments, quizzes, or exams.

If students are absent, assignments due on the day of absence must be turned in within five (5) business days of absence. Otherwise, they are considered late.

**Online Examinations**

All exams are administered on MyTRBC. Students must follow the instructors' final exam policy as regards the use of learning aids such as notes, Bible, and/or texts. No exam should be copied or reproduced in any fashion. Copying by manual or electronic means including but not limited to screenshots, photos, and writing out questions is strictly prohibited. *Copying will be considered grounds for dismissal from the College and immediate failure of the course in question.*

**Failure to Pass a Course = No Credit**

Students who fail to pass a course with a grade higher than 65% will receive a No Credit (**NC**) grade on their transcript.

Students who fail to attend at least 75% of the course will receive a No Credit Attendance (**NCA**) grade on their transcript.

Both **NC** and **NCA** may be retaken for credit.

The cost to retake a course is \$130 per course. **NC** and **NCA** grades remain on the student's permanent transcript, but will not be included in the grade point average once the course has been passed.

If a student receives **NC** or **NCA** in five (5) or more classes within their first academic year, they will be unable to advance to their second year of academic courses.

**Grade Challenge Timelines**

It is the student's responsibility to make sure that he receives the appropriate grade for every assignment. The student should notify

the instructor immediately regarding any discrepancies. A student may challenge an assignment grade that he or she feels is an error in calculation or evaluation, unfair, or not earned.

**A grade challenge must be submitted to the instructor within two weeks of the graded assignment being posted.**

The challenge will be reviewed by the instructor and a determination will be issued. If the student disagrees with the determination, they may request to meet with the instructor and/or TRBC Administration within one week of receiving feedback on their grade challenge.

Grade discrepancies submitted after final grades have been submitted may only concern assignments graded within the final two weeks of the course.

### Withdrawal from Study

**Voluntary:** Students intending to cease studies in The Rock Bible College must notify the TRBC Administration Office in writing as soon as possible, preferably before withdrawal occurs.

**Involuntary:** Students who do not attend TRBC for a total of three (3) weeks or miss a total of three (3) consecutive days of classes without prior notification may be withdrawn from the college. The date of the withdrawal will be based on the student's last attendance date.

Please note the following information:

- Withdrawal from courses prior to the start date of a term will not result in a notation on the student's academic transcript.
- Dropping a course prior to the 50% point is considered a withdrawal. A "W" will be indicated on the transcript and will not affect the student's overall GPA.
- After the 50% point, a class cannot be withdrawn. Students will receive the earned grade at the conclusion of the class. The grade will be part of the student's permanent academic transcript.

### Termination of Enrollment

**Academic Misconduct:** TRBC regards academic misconduct as a serious matter, insisting that students maintain the highest possible standards of academic honesty and integrity. Failure to maintain academic honesty and integrity constitutes academic misconduct.

- Usage of unauthorized aids on an examination. (Internet resources, books, notes, consulting with others, and any other tools not specifically allowed by the instructor.)

- Improperly obtaining knowledge of an examination paper and using that knowledge in the exam.
- Arranging for another person to take an exam for you
- Making a false or misleading declaration.
- Plagiarism (Copying or submitting work for an assignment knowing it to be the work of another person with the intention of having it evaluated or accepted as his own work or resubmission of work created by the student for another assignment in the same or a different class.)
- Collusion (Submission of separate assignments by individual students where the work is almost identical or mostly the work of one of them. This does not include workgroups or teams.)

### **Good Standing & Graduation**

#### **A student in “Good Standing”**

The term "good standing" indicates that a student meets and complies with all TRBC requirements, including Behavioral Expectations, policies, and procedures, and is current with all financial and academic obligations. In addition, the student maintains a grade point average (GPA) of 2.3 each semester.

#### **Graduation**

To be eligible to graduate, a student must:

- Pass all academic classes with 65% or greater.
- Pass all Spiritual Formation classes with 75% or greater.
- Pay all student fees and tuition.
- Students with up to four (4) NC/NCA classes can participate in the graduation ceremony, but shall not receive their diploma until all outstanding classes are passed.

Participation in the graduation ceremony requires participation in the graduation rehearsal and semi-formal attire at graduation.

#### **Honor Recognitions**

Students enrolled in the Associates and Diploma programs may earn honors recognitions.

- A cumulative GPA of 3.8 or above will receive recognition of Highest Honors.
- A cumulative GPA of 3.6 – 3.79 will receive recognition of Honors.

Honors recognitions do not apply to the Certificate of Attendance, Individual Courses, or ISOM diplomas.

## Academic Probation

If a student's quarterly or cumulative GPA falls below 2.3, the student will be placed on Academic Probation. The following process will begin:

- The student will be notified by the College Registrar, at which time the student will sign an agreement stating 2.3 GPA or higher will be earned in the next semester.
- If the student does not receive a 2.3 GPA within the next semester, the student will meet with the College Director to discuss program alternatives: transferring into the Certificate program or dismissal from The Rock Bible College.

*Please note: A student who is placed on Academic Probation for any reason will be subject to a review of all academic aspects such as attendance, grades, tuition payments, and assignment submission.*

## Academic Suspension

If a student does not meet the minimum cumulative GPA of 2.3 at the end of two consecutive semesters of Academic Probation and does not agree to the alternative program option, then the student shall be placed on Academic Suspension and will lose their privilege to attend class.

## Anti-Harassment

The Rock Church & World Outreach Center and The Rock Bible College are committed to providing an environment free of harassment, disrespect, and other unprofessional conduct.

**Such harassment includes, but is not limited to:**

- Sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, or marital status
- Race, color, national origin, or ancestry
- Physical or mental disability, medical condition, genetic information
- Age
- Military and veteran status
- Any other basis protected by federal, state, or local law or ordinance, or regulation.

The anti-harassment policy applies to all persons involved in the operation of The Rock Bible College and prohibits harassment, disrespectful or unprofessional conduct by any student, instructor, or volunteer of The Rock Bible College.

## TRBC Student Handbook

The Rock Bible College encourages all students, faculty, and volunteers to report any incidents of harassment or other prohibited conduct forbidden by this policy immediately to the TRBC Administration to ensure all complaints can be quickly and fairly resolved.

## ADMINISTRATIVE POLICIES & PROCEDURES

### Updating Contact Information

Changes in address, phone number, or personal email should be communicated with the TRBC Administration Office as soon as possible. Failure to notify TRBC may result in the delay of vital information pertinent to your education or enrollment. In the event TRBC is not notified of the change of address, students are still responsible for all academic and financial commitments (i.e. tuition payments, assignments, etc.).

### Comments and Suggestions

Comments and suggestions regarding TRBC may be submitted via the [trbc@rockchurch.com](mailto:trbc@rockchurch.com) email account.

You may also call the TRBC Administration Office during normal business hours at (909) 825-8887 ext. 337.

### Identification Cards

TRBC will issue Student ID cards to all students. **ID Cards must be worn at all times while on campus.** There is a \$10 ID replacement fee for lost or stolen ID cards.

Students who forget an ID Card can check-out a loaner ID. Students may not borrow an ID for more than one night unless a new one has been ordered.

A TRBC-approved photo for ID must meet the following criteria:

- Taken in full-face view directly facing the camera.
- Taken with a neutral facial expression or a natural smile, and with both eyes open.
- Photo from the bottom of the neck to the top of the head.
- Taken within the last 6 months.

Once ID photographs are approved by the TRBC Administration, photographs cannot be changed.

### Solicitations

Taking up personal or work-related donations, fundraising or selling of merchandise is not permitted at The Rock Bible College.

## Recording Classes

**Audio and/or video recording of classes is not permitted.**

In the case of missed classes or a desire to repeat a lecture, one-week access to the recording may be purchased for \$10. Access is granted for personal use only and not for distribution to other individuals or social media sites.

**TO REQUEST VIDEOS: Submit a [Video Request Form](#) on MyTRBC.**

## Visitors

Visitors to The Rock Bible College must first receive prior permission from the TRBC Administrative Office before being allowed on campus. After receiving approval, the visitor must check in at the Lion's Den to sign in and obtain a "Visitor's Badge".

Visitors are not permitted to participate in class discussions in any way. A student may have a maximum of 3 visitors per semester.

***Children under the age of 16 are not permitted on campus.***

## Proprietary Information

All class materials are for a student's personal use and review purposes only. Students are not entitled to copy, duplicate, access, or sell such proprietary information for their benefit or the benefit of any third party. All student handouts, syllabi, course outlines, quizzes, exams, class recordings, or any other related TRBC documents and material are proprietary information and are the sole property of TRBC.

## Photo / Video Likeness

It is understood that all students attending TRBC agree that photos, videos, or other likenesses become the sole property of TRBC and may be used in future publications and/or media.

## Campus Regulations

- All TRBC and non-TRBC handouts must be pre-approved by the TRBC Director. All unauthorized handouts will be confiscated.
- Audio facilities and technical equipment are off-limits to all unauthorized students and visitors.
- Cell phones should be turned off and put away upon entering TRBC classrooms. Please advise family and friends to text or call only for an emergency.
- Smoking, drinking alcohol, or abuse of drugs are prohibited on the College campus.

## ACCEPTABLE STUDENT CONDUCT

The Rock Bible College expects its students, faculty, staff, and volunteers to exemplify biblical standards of conduct in all areas of their lives, including on and off TRBC premises, in personal, professional, and community relationships.

*“Conduct yourselves in a manner worthy of the gospel.”*

Philippians 1:27

### Expectations

We expect our TRBC community to demonstrate compassion, care, respect for one another, sensitivity to the needs of others, personal integrity in their personal lives as well as their academic and professional work, and a desire for spiritual growth and mutual accountability.

- **Discipleship:** Intentional pursuit of becoming more like Christ through the spiritual disciplines of prayer, Bible reading, and accountable relationships.
- **Church Attendance:** It is expected that all members of the community will be planted in a local church and regularly attend.
- **Christian Service:** It is expected that all members are involved in the work of the ministry through Christian service.

TRBC holds all Bible College students, faculty, staff, and volunteers to a biblical standard of holy living.

*“but like the Holy One who called you, be holy yourselves also in all your behavior;” 1 Peter 1:15*

#### **Maintain a Blameless Testimony:**

- We are to be honest and integral in all my dealings both educational and personal.
- We are not to be drunk with alcohol nor partake in legal or illegal drugs, other than medication prescribed by a physician.
- We are expected to live a holy life that includes sexual abstinence outside of a marriage relationship between one male and one female.
- We are to abstain from participating in the use of pornography, profanity, and obscenity in our communications in person or virtual.
- We are to demonstrate love, respect, and honor to all members of the community, peers, and those in authority.

**Dating and Relationships:** Dating is not recommended between students until after the first year of study. These two years of study



should be viewed as a time of consecration unto the Lord, a new dating relationship can draw away from what God desires to do in your life during your Bible college years.

## Dress Code

Students should be guided on the principles of modesty, appropriateness, and cleanliness. Clothing that does not support a Christian confession and promotes a God-glorifying view of men and women will not be allowed. Clothing that promotes the use/abuse of alcohol, drugs, tobacco, sexual behavior, or intoxication should not be a part of your college attire.

Please adhere to the following guidelines of modesty in dress and appearance:

- Clean and groomed hair, including facial hair.
- Modest casual or professional jeans and pants.
- Modest casual or professional shirts, tops, or sweaters, that conceal the midriff and all undergarments.
- Modest shorts, skirts or dresses with hemlines no higher than 2" above the knee.
- Clean casual, professional, or athletic footwear.

*As a rule, any revealing or see-through clothing is inappropriate.*

## Disrespectful Conduct

The following are deemed disrespectful. Any such behaviors will result in disciplinary action up to dismissal from the college.

- **Behavior unbecoming:** High absenteeism, rude remarks or attitudes, gossip, or slanderous conversations about others.
- **Eating in class:** Eating is not permitted in the classrooms. Please limit the eating of snacks or meals to the Student Center, halls, or outside the CEC.
- **Cell phone use in class:** Mobile devices should be turned off in class or set to silent (not to vibrate) and put away. Students should not be engaging in calls or messaging during class. If you must respond to a call or text, please step outside the classroom.
- **Dishonesty:** The Rock Bible College regards the following as unacceptable: any misrepresentation, lying, or deception in representation that students make about themselves or others in any phase of ministry life. Plagiarism (copying others' writing) is prohibited.
- **Disruption:** Acts by individuals or groups, which interfere with the rights of others or with the normal activities of the

college. Causing, creating, or participating in a disruption of any kind during school hours on TRBC property or at TRBC-sponsored events.

- **Injurious or offensive action:** Physical assault, psychological injury or the spreading of malicious rumors. Profane or obscene language is prohibited. Provoking a fight or fighting during school hours on The Rock Church's property or at TRBC-sponsored events. Prejudicial treatments based on gender, race, physical challenge, or national origin are both offensive and injurious.
- **Destruction of property or stealing:** Theft of or damage to the property of another person, of TRBC, or of The Rock Church. Appropriate legal action will be taken. Unauthorized use of The Rock Church or TRBC equipment, materials, or facilities is a form of theft.
- **Alcohol and illicit substances:** Any student, intern, volunteer, or staff member using alcohol or unlawfully possessing, using, or distributing illicit drugs while on the properties owned or used by The Rock Church and World Outreach Center.

### Unacceptable Conduct

The following are deemed unacceptable behaviors. Any such behaviors will result in immediate dismissal from the college.

- The abuse of alcohol, illegal drugs, prescription drugs, cigarettes, tobacco products, or any other narcotic drugs.
- Carrying firearms or any other dangerous weapons on TRBC premises at any time.
- Engaging in criminal conduct, whether or not related to college.
- Insubordination, including but not limited to failure or refusal to obey instructions of a TRBC staff member, instructor, or Rock Church staff member.
- Using abusive language at any time on The Rock Church's premises or at TRBC-sponsored events.
- Violation of any safety, health, security, or The Rock Church and/or TRBC policies, rules, or procedures.
- Committing a fraudulent act or a breach of trust under any circumstances.
- Unlawful harassment.
- Unauthorized removal of records or unauthorized divulgence of confidential information.

## Reporting

Complaints of inappropriate behavior that come from staff, students, volunteers, interns, or instructors should be directed to the TRBC Administration Office either in person or in writing. The College Administration will investigate the complaint and schedule an appointment between the Director and the involved parties one-on-one. The TRBC Director will determine the appropriate disciplinary action.

When a disciplinary action or grievance is not satisfactorily resolved, the student may schedule an appointment with the College Director for review.

## DISCIPLINARY ACTIONS

The Rock Bible College expects all students to demonstrate the highest moral and ethical standards. Student behavior, both social and academic, is expected to exemplify Jesus Christ in word and deed.

### Corrective Action

Any violation of TRBC's Code of Conduct or Policies and Procedures may result in the need for corrective action or discipline. In the event a violation is suspected or has occurred, the student will be contacted by TRBC Administration as soon as possible. The seriousness of the infraction will be determined by the TRBC Administration, and if necessary, the student may be placed on Academic Expulsion, in which case he/she will not be allowed to continue in college or be on campus during college hours.

### Corrective Warning

A student may receive a verbal or written warning if he is not meeting TRBC requirements, including Acceptable Conduct, Policies, and Procedures, and is not compliant with all financial and academic obligations.

The student will be given a specific time frame by the TRBC Administration to resolve the issue. The time frame to resolve the issue is contingent upon the seriousness of the violation. The time frame could be immediate or appropriately established by the college's Administration Office. If the issue is not resolved within the time frame established by the TRBC Administration, the student is at risk of losing their status as a student in "good standing" and may receive further disciplinary action.

### Probation

A student who has received a verbal or written warning and has not resolved the issue within the time frame established may then be placed on probation. Certain circumstances may warrant probation immediately. Conditions of the probation will be determined by the TRBC Director. A one-on-one meeting with the student and the TRBC Director will be scheduled by the TRBC Registrar. A student will be restored to a student in "good standing" if they meet the requirements outlined during the probation period.

## Dismissal

TRBC reserves the right to dismiss a student for:

- Failing to retain a student in “good standing” status.
- Failing three or more courses within one semester.
- Violating TRBC’s Behavioral Expectations.
- Violating TRBC policies and procedures as outlined in this Student Handbook.

In addition, students, faculty, interns, volunteers, or staff members involved in such illegal activities are subject to legal prosecution under federal, state, and local law and may be liable for personal injuries or property damage that occur when participating in the above activities.

## Academic Credentials

### Accreditation

We have selected an accrediting agency that allows us to fulfill our vision without restricting our Spirit-filled program and curriculums, nor our instructor qualifications.

The Rock Bible College is accredited by Transworld Accrediting Commission International, which is a federally recognized, non-profit church educational organization whose philosophy is to demonstrate accountability to the consuming public for education obtained in nontraditional evangelical educational institutions.



Transworld Accrediting Commission International  
9085 California Ave. Riverside, CA 92503  
951.901.5586  
[www.transworldaccrediting.com](http://www.transworldaccrediting.com)

While serving the Christian education community for over 30 years, TACI accountability and oversight is demonstrated by more than 100 member institutions, including schools, seminaries, universities, colleges, and institutes both in the United States and internationally. Transworld Accrediting Commission International provides documented evidence of compliance with standards of structure and governance, for material resources, policies, faculty, and curriculum.

The Rock Bible College, an accredited educational institution, does not claim to provide coursework that is transferable to other educational institutions. Certain colleges and institutions may grant credit for individual courses completed at TRBC. It is the student's responsibility to confirm the transferability of credits from TRBC to other educational institutions.

### **Associate Degree and Diploma Issuance**

Upon successful completion of all required courses for the selected program, and payment of all expenses, students will receive their corresponding degree, diploma, or certificate from The Rock Bible College. Degrees and diplomas will be awarded at the commencement ceremony, generally held within the first one to two weeks after classes have finished.

### **Certificate of Attendance**

Certificates will be mailed to students within 30 days of TRBC's annual Commencement. Certificate of Attendance participants do not participate in the commencement ceremonies as qualifications for a diploma or degree have not been attained.

### **Licensing and Ordination**

The Rock Bible College is not a licensing and ordination agency. Licensing and ordination of individuals for ministry is subject to the churches and denominations to which they belong. Upon completion of coursework, students are not granted certification for positions within The Rock Church and World Outreach Center or any other organization.

COMMIT  
LEARN  
GROW

2345 S WATERMAN AVE. | SAN BERNARDINO, CA 92408  
909.825.8887 | WWW.ROCKBIBLECOLLEGE.COM



instagram  
therockbiblecollege



facebook  
therockbiblecollege



twitter  
rociblecollege