



**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 and 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.

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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 three 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:

- Full-time two-year program.
- Part-time four-year program.
- On campus & Online options
- High school diploma not required

Certificate of Attendance

- Full-time two-year program.
- Part-time four-year program.
- On campus only.
- **No exams or papers. Does not qualify for graduation.*

Students may transfer from the Certificate of Attendance Program to the Associate in Biblical Studies. However, to maintain the integrity of the degree program, the student will need to retake all classes attended in the Certificate Program and complete all coursework for the Associate Degree of Biblical Studies Program.

Students returning after an extended leave of more than one-year, will be subject to new program requirements. Courses must be completed within a seven-year timeframe to be counted toward a degree or diploma.

Estudios Bíblicos en Español

Ofrecemos el programa de video de la Escuela Internacional de Ministerio así como cursos en vivo que nuestra facultad de TRBC imparte.

- ❖ Diploma en Estudios Bíblicos:
 - Programa de tiempo completo de dos años.
 - Solo en el campus, no en línea.

- ❖ Diploma Avanzado en Estudios Bíblicos:
 - Programa de tiempo completo de un año.
 - Solo en el campus, no en línea.
 - Para estudiantes que obtuvieron el Diploma de 2 años finalizados de ISOM.

CAMPUS OPTIONS

ON CAMPUS:

- College Gatherings are held in the Chapel every third week 6:30 PM.
- Classes are held in the Cobrae Educational Center (CEC) 6:30 - 9:15 PM.
- 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:

- Access the TRBC curriculum 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).
- Spiritual Formation sessions open Sundays at 8:00 PM and close Saturday at 11:55 PM (PST).
- Video recordings of class lectures, SF Groups, Gatherings are posted for online or absent students to access.

EN EL CAMPUS:

- Las Reuniones del Colegio se llevan a cabo en la Capilla cada tercera semana a las 6:30 PM.
- Las clases se imparten en el Centro Educativo Cobrae (CEC) de 6:30 a 9:15 PM.
- El campus está abierto los martes y jueves por la noche: De 5:30 a 9:30 PM.
- Los estudiantes pueden llegar temprano para estudiar, trabajar en grupo o disfrutar de un café.

Enrollment Options

FULL-TIME ENROLLMENT:

- Offered on-campus and Online
- Standard enrollment for all programs.
- Completed in two years.
- Enrolled in five classes at a time.
- English and Spanish programs.

PART-TIME ENROLLMENT:

- Offered on-campus and Online
- Available for all programs.
- Completed in four years.
- Enrolled in three classes at a time.

INSCRIPCIÓN A TIEMPO COMPLETO:

- Inscripción estándar para todos los programas.
- Completado en dos años.
- Inscrito en cinco clases a la vez.
- Programa completamente en español.

Individual Courses Program: Students may enroll in an individual course. Some courses do have pre-requisite requirements. Enrollment requires full participation and readings. A grade will be earned.

APPLICATION, ORIENTATION & COSTS

Application Procedure

Students who are enrolling in The Rock Bible College for the first time and those returning after an absence of more than one year must apply online at www.rockbiblecollege.com. The application review and process can take up to 30 days.

Admission Procedure:

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.

Application Process:

- The applicant will receive a receipt of the application by email.
- Students will be notified within 30 days of their application status.
- Accepted students will receive information about Orientation via email provided on the application.

Orientation:

- Orientation is a one week process which consists of two live sessions and an online ***Introduction to Bible College (IBC)*** course.
- A \$85 Registration Fee is due at Orientation which covers the ***Introduction to Bible College*** course and registration processing.
- Students must successfully complete both Orientation sessions, submit all paperwork and complete the online course BEFORE they will be considered fully active TRBC students.

Annual Tuition and Fees

Application Fee / Tarifa de solicitud	\$35
Registration Fee / Tarifa de registro	\$85
Second-Year Fee / Tarifa del segundo año	\$60
Annual Full-time tuition	\$1600
Annual Part-time tuition	\$900
Individual Course	\$130/course
Matrícula anual programa de Diploma:	\$640
Matrícula anual programa de Diploma Avanzado:	\$800

****PLEASE NOTE:*** TRBC will automatically deduct the second-year registration fee unless the student notifies the College in writing that they will not continue in the Biblical Studies Program.

Tuition Payment Options

Option 1: Pay in full on or before orientation. (10% discount)

Option 2: Automatic payments plans:

- Full-time English options:
 - \$200/month for 8 months
 - \$160/month for 10 months
- Part-time English options:
 - \$112.20/month for 8 months
- Programa de Diploma en Español:
 - \$80/mes por 8 months
- Programa de Diploma Avanzada en Español:
 - \$100/mes por 8 months

Option 3: Cash option, paid by semester. Due the week before classes begin each semester.

- Full-time English: \$800 per semester
- Part-time English: \$450 per semester
- Diploma en Español: \$320 por semestre
- Diploma Avanzada: \$400 por semestre

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.

Discounts

Work-Study Discount

TRBC offers a Work-Study discount to students who commit to serve in one of the four assistant positions offered through the Work-Study program. For more information and application, please visit the www.rockbiblecollege.com website.

Marrieds' Discount:

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 of 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:

TRBC offers a 10% tuition discount for both full-time and part-time students who pay their entire tuition before 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 4th week and before the 5th week of any given quarter.

Change Fees

A \$35 Program change fee applies changes as follows:

- Associate or Diploma to Certificate program.

A \$20 Enrollment change fee applies changes as follows:

- Change between Full-time and Part-time Enrollment.
- Change of Campus between Online/On campus/Hybrid.

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

Transcript Requests

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 5th 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 experience is life-changing. Students enjoy the warm and inviting fellowship the program offers through a variety of opportunities.

Announcements

Messages to the students regarding TRBC business will be posted in each student's "MyTRBC" Account and on the homepage under "News and Announcements" and may also be sent out via email.

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, paying tuition.
- Print course materials at 20¢ per page.

Student Resource 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 during Study Hall. CEC 101 is open 5pm - 6pm for students to gather or work individually. Food is not permitted.

Prayer School

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

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!

TRBC Alumni Association

TRBC graduates may join the TRBC Alumni Association. The Alumni Association is designed to keep you connected to this talented community and campus life, while at the same time providing a platform for its graduates to sow into the lives of current and future students through their donations and contributions.

Membership in the TRBC Alumni Association enables the college to provide scholarships, as well as purchase resources that improve campus life and the learning environment.

Alumni may participate in activities such as Registration, Orientation, and certain college events, sharing with potential students their experiences at TRBC.

In addition, TRBC Alumni are encouraged to participate in the following volunteer opportunities:

- Event and Hospitality Coordinator
- Administrative Services
- Academic Advising
- Tutoring Services
- Teacher Aide
- Lion's Den Assistant
- Security Coordinator

For more information about the TRBC Alumni Association, go to <https://rockbiblecollege.com/alumni>

ACADEMIC POLICIES & PROCEDURES

Rock Bible College Email Account

TRBC provides each student with an email address to be used specifically for communication with TRBC Administration. 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

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

- **Communication Tools:** Access to communicate directly with staff, instructors, and other students. Mass messaging to students, staff, and instructors is prohibited.
- **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.
- **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. 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

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.

Mass messaging to fellow students and instructors is prohibited.

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.

A Booklist is located on MyTRBC for your reference. ISBNs are provided to assist in acquiring the correct book and edition.

Attendance Policies

Attendance

TRBC expects students to regularly and punctually attend classes. Poor attendance will affect student grades. We do allow for a limited number of absences for the following circumstances:

- Illness
- Death in the family
- Family emergency
- Life emergency
- Work schedule and/or business travel

To have an absence excused, students must obtain and watch the missed class session from the TRBC Registrar. There is a \$6 fee per week.

After watching the missed sessions, students will email the class Teaching Assistant and Instructor indicating:

- 1. They have fully watched the missed class session.**
- 2. Reason for the absence.**

It is the student's responsibility to contact the Teaching Assistant and Instructor within 5 days of the absence to obtain any missed assignments/handouts, as well as complete or make-up all assignments and/or quizzes and exams.

Students must have a 75% attendance rate to receive credit for any class. No more than 1 absence for every 4 classes is allowed. Absences that are made up according to the policy above, do not affect the students' attendance rate.

Online Classroom Attendance/Participation

TRBC online students' attendance will be graded based upon the student's self-reporting EACH session. If the required attendance assignment/report is not submitted by the close of the session, students will be marked as absent. See Absence policy.

Class Recordings

Access to missed classes is available via class recordings. There is a \$6 fee per week, the recordings will be made available via MyTRBC for one week. In the case of a missed class, please contact TRBC Bursar to make payment and request access.

Missed Assignments/Quizzes

All assignments or assessments must be completed and submitted on or before the due date as outlined in the Course Syllabus. Submission instructions are provided for each assignment on the Course Syllabus and on MyTRBC. If students are absent, assignments due in class on the day of absence must be turned in within five (5) business days of absence. Otherwise they are considered late.

Final Examinations

All exams are administered on MyTRBC. Students must follow the instructors final exam policy as regard 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, 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 (“NC” “NCA”)

Students who fail to pass a course with a grade higher than 65% (**NC**) or attendance less than 75% (**NCA**) must retake the course.

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

Since first-year courses are prerequisites for the second-year classes, the student must have an Academic Plan to successfully pass all first-year courses before enrolling in second-year classes.

If a student fails to pass five (5) classes within their first academic year, they will be unable to advance to their second year of academic courses.

Grade Challenge

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 a grade that he or she feels is an error in calculation or evaluation, unfair or not earned. The challenge must be submitted to the instructor within five (5) business days 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 Office within two weeks of the graded assignment being posted.

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

Withdrawal or Deferral from Study

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. An appointment with a TRBC representative will be conducted as part of the withdrawal process.

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, or the 4th week for classes longer than 8 weeks, 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, or the 4th week for classes longer than 8 weeks, classes 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 quarter.

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.

HONORS

Students with a cumulative GPA of 3.8 or above will receive recognition of Highest Honors.

Students with a cumulative GPA of 3.6 – 3.79 will receive recognition of Honors.

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

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.

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 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 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 \$6. Access is granted for personal use only and not for distribution to other individuals or social media sites. Email college for access.

Visitors

Visitors to The Rock Bible College must first receive prior permission from 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 upon entering TRBC classrooms. Please advise family and friends to text or call only for an emergency.

TRBC Student Handbook

- 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;” 1Peter 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 which includes sexual abstinence outside of a marriage relationship between one male and one female.
- We are to abstain from participating in the use 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, 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 promote 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:

- Well-groomed hair, including facial hair.
- Casual or professional jeans and pants.
- Casual or professional shirts or sweaters, that cover the midriff and shoulders.
- Modest skirts or dresses with hemlines no higher than 2" above the knee.
- Clean casual, professional, or athletic footwear.

Inappropriate Attire

- TOPS:
 - Necklines that reveal the chest area.
 - No sleeveless or strapless shirts, shoulders are to be covered.
 - Tank-tops or tight-fitting garments that are unseemly.
- BOTTOMS:
 - Garments exposing skin more than 2" above the knee.
 - Low-rise jeans or pants that expose the derriere or undergarments.
 - Leggings/stretch pants without a top garment that stops mid-thigh.
- SHOES:
 - Flip flops.
 - Slip-on footwear that is unprofessional.
 - Shoes that have holes, stains, or tattered.

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

Inappropriate Conduct

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

- **Behavior unbecoming:** High absenteeism, disrespectful behavior, or failure to pay tuition and/or fees.
- **Eating in class:** Eating is not permitted in the classrooms. Please limit the eating of snacks or meals to Student Center, halls or outside the CEC.
- **Cell phones use in class:** Mobile devices should be turned off in class or set to silent, not to vibrate. Students should not be engaging in calls nor 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 is 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 a 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-to-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's purpose is to help the students establish a firm foundation to prepare them to serve in ministry, the marketplace and provide personal and/or spiritual enrichment. We expect the 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 TRBC Administration, and if necessary, the student may be placed on Academic Suspension, 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 following conditions may warrant a student warning:

- Behavioral Expectation violations (witnessed and/or reported)
- Dress Code violation
- Failed courses

The student will be given a specific time frame by 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 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 two or more courses within two consecutive quarters.
- 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

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.

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